

## **MEMORANDUM: Mid-Year Report to Executive Staff Member**

To: Frank Dunn, Executive Vice President  
From: Steve Litherland, Internal Relations Committee chair  
Date: January 30, 2015  
Subject: Governance Committee Mid-Year Report 2014-2015

### **Charges:**

- A. Assist and advise the Director of Human Resources in completing development of policy and procedures for a formal Employee Recognition Program that is consistent with state and VCCS policy.

#### **Action Taken:**

- No action taken during Fall 2014

#### **Planned Actions/Goals:**

- Need to clarify this charge in the context of the same charge being given to VP Toscano's office

- B. Assist and advise the Director of Human Resources in completing development of an online employee orientation program that will provide new employees with an understanding of TCC's history, mission, organization, academic offerings and workforce development services, and location and composition of the campuses and stand-alone centers.

#### **Action Taken:**

- Worked with OIS and Institutional Advancement Staff to identify and add content to the online shell

#### **Planned Actions/Goals:**

- Work with H.R. to align the content with in-person new employee orientation
- Present online employee orientation program to H.R. for review

- C. Assist and advise the Director of Human Resources in completing development of a New Employee Sponsor Program that will provide new employees transitional assistance.

#### **Action Taken:**

- No action taken during Fall 2014

#### **Planned Actions/Goals:**

- Administer survey of supervisors
- Incorporate survey results into IRC draft program
- Submit draft program to Director of Human Resources for feedback

### **Other:**

Steve Litherland stepped down from IRC, and will advise the new chair outside the committee meetings. Heather Kitsis was elected IRC Chair for the remainder of the term.