

In attendance:

Absent: Jim Hines – Adjunct Faculty  
Stacy Deputy, Chesapeake Faculty  
Kia Hardy – Norfolk Administrator

**Date: February 18, 2016**

**Time: 2:00 PM**

**Location: Green District Administration Building, Conference Room 502**

**ATTENDANCE:**

In Attendance: Jeff Dunbar, Chair, Chesapeake Administrator  
Valary Lejman, Norfolk Classified  
Stacey Deputy  
Fred Valet,  
Gabriela Toletti, Norfolk Faculty  
James Hines,  
Kia Hardy  
Mary Beth Apperson, District Classified

Absent: Sandy Smith, Chesapeake  
Katina Barnes – Portsmouth Administrator  
Leona Davis-Daniels – Portsmouth Classified  
Skip (Harlan) Krepcik – Portsmouth Faculty  
Mozell Person – Portsmouth Faculty  
Teresa Dees – Virginia Beach Administrator  
Carrie Gordon - Virginia Beach Faculty  
Christi Brooks - Wage Employees

Guest speaker: Daye Faulks-Brayboy, Human Resources

- I. **Call to order** – Meeting was called order by Chair Jeff Dunbar at 2:00 p.m.
- II. **Correction and approval of minutes** Minutes for January, 2016, were corrected and approved.
- III. **Reports**
  - A. Chair Report – Chair Dunbar shared the draft listing of TCC awards. He met with the Chairs of Classified and Administrative groups, as well as of the Faculty Senate to add to this draft listing.
- IV. **New business**
  - A. TCC Faculty and Staff Recognition Programs – Discussion about MLK Awards for faculty/staff members and another Distinguished Award through the Intercultural office.
- V. **Open business**
  - A. Special Guest: Daye Faulks-Brayboy, Human Resources
    1. New Employee Mentor Proposal for Wage, Administrative, and Adjunct employees
      - a) Will be structured but informal
      - b) Will present final document to IRC in March, to ES members in April for approval

- c) After ES approval, will be added to TCC web site
    - (1) New Sharepoint site, run by HR
  - d) CMVE has a new Mentoring Program
  - e) Dr. Jones runs the full-time Faculty Program
  - f) Suggestions: Mentor be on same campus, be for one full year
  - g) Mentor would have no unsatisfactory evaluations
  - h) Asked if IRC would want report/feedback on the program (# of participants, participants' level of satisfaction, etc.) - Yes
  - i) When program is approved by ES, Chair Dunbar will add to IRC section of web site for SACS COC.
2. Web Portal Orientation for all new employees
- a) Will work with M. Apperson for art
  - b) Has modified pictures to TCC provided/approved pictures
  - c) Will have meeting to update appearance of HR site
  - d) J. Hines suggested adding Lynda.com and Atomic Learning links to site

VI. **Adjournment** – Chair Dunbar adjourned the meeting

NEXT MEETING: Date: March 17, 2016 Time: 2:00 PM

Location: Green District Administration Building Conference Room 502

Respectfully submitted,

Valary Lejman  
Secretary