

## TCC Internal Relations Committee Minutes

**Date:** January 21, 2016  
**Time:** 2:00 PM  
**Location:** Green District Administration Building, Conference Room 602

### **ATTENDANCE:**

In Attendance: Jeff Dunbar, Chair, Chesapeake Administrator, Beth Lunde, Ex-Officio, HR Valary Lejman, Norfolk Classified, Jim Hines, Adjunct Faculty, Sandy Smith, Chesapeake Classified, Stacy Deputy, Chesapeake Faculty, Katina Barnes, Portsmouth Administrator, Teresa Dees, Virginia Beach Administrator, Fred Valet, Virginia Beach Classified

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**

Corrections made to November and December minutes; October, November and December minutes approved.

### **III. Reports**

A. Chair Report – Chair Dunbar shared from PAPC meeting:

- Vision Statement Survey may be sent out college wide soon.
- Other governance organizations looking to use Web X to boost participation in meetings
- Other governance organizations looking into online voting and the impact to their by-laws.
- PAPC By-Law review complete with minor revisions.

B. Working on a mid-year report.

C. AVP Lunde is now the Executive Staff Liaison for the IRC.

### **IV. New business**

A. Discussed needing to address vacant positions on the IRC.

### **V. Open business**

A. Update on the proposed New Hire Mentoring Program was presented by Daye Faulks-Brayboy, Human Resources. She answered clarification questions and received comments/clarification suggestions. Another draft will be presented to the IRC at the next meeting. The goal is to have a final draft for AVP Lunde to present to the Executive Staff in March.

B. Update on New Employee Portal. The system is working well with the select employees who have utilized the new system.

VI. NEXT MEETING:

Date: February 18, 2016

Time: 2:00 PM

Location: Green District Administration Building Conference Room 502

VI. **Adjournment** – Chair Dunbar adjourned the meeting at 3:10 PM.

Respectfully submitted,

Jeff Dunbar

Chair