

TCC Internal Relations Committee Minutes

Date: Thursday, November 19, 2015
Time: 2 p.m.
Location: Green District Administration, Room 602

Attendance

In attendance: Mary Beth Apperson – District Classified
Jeff Dunbar, Chair, Chesapeake Administrator
Valary Lejman, Norfolk Classified
Sandy Smith, Chesapeake Classified
Fred Valet, Virginia Beach Classified
Beth Lunde, Ex-Officio, HR
Jim Hines – Adjunct Faculty

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

- I. **Call to order** – The meeting was called to order by Chair Jeff Dunbar at 2 p.m.
- II. **Minutes** – Minutes for the October, 2015, could not be approved. There was not a quorum present.
- III. **Reports**
 - A. Officer Reports
 1. Chair— **Jeff Dunbar** – Attended PAPC meeting, with our concern about standardization of the turn-over of hard copy and electronic copy of minutes, rosters, and reports, per committee, annually, to new chair or secretary. He learned we are not the only committee with this issue. Christine Mahlmann said our committee will have adequate data for accreditation. She offered assistance to upload material to the web page (Terrence Johnson). Kim Bovee and Curt Aasen attended the PAPC meeting and reaffirmed what is needed from all committees for accreditation process.
 2. Secretary—**Val Lejman** - No Report
- IV. **New Business**
 - A. Beth Lunde – Charge for New Employee Orientation – Talked with EVP Dunn. About 7 years ago, the committee requested this orientation be instituted. Basis:

Classified & Professional Faculty don't have a "guide" or navigator. This format would be similar to military commands. Originally, ask new hires what they had and what they needed. Culture – Would we train sponsors in TC Culture?

Onboarding – some new Classified have been using it.

Portal (i.e., Sexual Harassment Awareness for everyone or MOAT) plus face-to-face

Increase Managerial Training

Knowledge Center

Davine Faulks-Brayboy has programs

EAP

(Need to define: Would sponsors be assigned or would they volunteer? Do they need extra resources? Campus outreach team or within dept.? Blended?)

Lunde likes the combination. Portal section includes survey option. She will report back with suggestions for sponsorship. This project must have Executive Staff members' support.

V. Open business

A. By-laws reviewed 2 or 3 years ago, per Carrie Gordon, as well as purpose statement.

B. By-Laws posted on-line – Per Bovee, must be current before charge is updated.

C. Jeff Dunbar will attend the December PAPC meeting and proposed to PAPC our request for standardization of turn-over of hard copy and electronic copy of minutes, rosters, and reports, chair to chair or secretary to secretary for accreditation functions.

D. Jeff Dunbar will meet with Curt Aasen and Kim Bovee to discuss IRC documentation materials.

E. Blog Link should be disabled.

F. HR – List of awards contacts: Monica McFerrin (Faculty Senate Chair), Jeanetta Hollins (Administrative) and Sarah Hair (Classified)

VI. Next meeting – Thursday, December 17, 2 p.m., Room 602

VII. Adjournment 3:15 p.m. by Chair Jeff Dunbar

Submitted by

Valary Lejman