

TCC Internal Relations Committee Minutes

Date: October 15, 2015
Time: 2 p.m.
Location: Green District Administration Building, Conference Room 602

Attendance

In attendance: Jim Hines – Adjunct Faculty
Sandy Smith – Chesapeake Classified
Stacey Deputy - Chesapeake Faculty
Kia Hardy – Norfolk Administrator

Leona Davis-Daniels – Portsmouth Classified
Harlan “Skip” Krepcik – Portsmouth Faculty
Teresa Dees – Virginia Beach Administrator
Frederick Valet – Virginia Beach Classified
Valary Lejman – Norfolk Classified

Absent: Jeff Dunbar, Chair – Chesapeake Administrator
Mary Beth Apperson – District Classified
Katina Barnes – Portsmouth Administrator
Mozell Person – Portsmouth Faculty
Carrie Gordon – Virginia Beach Faculty
Christi Brooks – Wage Employee

Guests: Daye Brayboy – attended for Beth Lunde/AVP - HR

I. **Call to order** – The meeting was called to order at 2 p.m. by Valary Lejman.

II. **Guest speakers** – There was no guest speaker.

III. **Minutes** – The minutes of the September 17, 2015, were reviewed and approved.

IV. Reports

- A. Officer Reports
 - 1. Chair— **Jeff Dunbar** – Report of PAPC meeting
 - 2. Secretary—**Val Lejman** - No report
- B. Committees – No reports

V. Open business

- A. Is the online employee orientation complete? It has been replaced by Human Resources. The new product is not fully operational.
- B. 2015 Committee Charge – Discussion about what IRC would like to accomplish this academic year beyond the scope on file. Group decided we would work on the 3 tasks:
 - a. Assist and advise the AVP of Human Resources in completing development of policy and procedures for a formal Employee Recognition Program that is consistent with state and VCCS policy. [2012-13 Note: This effort should be coordinated with the Faculty Senate which will be working to implement a new VCCS professional development and evaluation plan for faculty that will include a recognition and reward component.]
 - i. *How are outstanding classified, administrative, and faculty members selected? Who approves the Ad-Hoc committees? FORMAL: Emeritus*
 - ii. *Employees are acknowledged by years of service on respective campus and if 30 years or more of service, acknowledged at convocation.*
 - iii. *Employees are acknowledged when retiring.*

- iv. *Employees earning degrees were listed in convocation brochure.*
 - b. Assist and advise the AVP of Human Resources in completing development of a New Employee Sponsor Program that will provide new employees transitional assistance. *This would be a Full-Time employee as mentor. If this is not compelling, should we drop?*
 - c. Assist and advise the AVP 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 Solutions services, and location and composition of the campuses and stand-alone centers. [2012-13 Note: This effort should leverage work that has been done to develop an online student orientation program under the cognizance of the Vice President for Student Success & Enrollment Management.]
- C. Discussion about how short-staffing affects mentoring plan and about the new HR employee online program needs to be active fully before we can review. Positive comments about the Student online orientation phase (discussed in #2 c) and how it could be shared with HR.

VI. New Business

- A. Discussion of By-Laws posted on-line to ensure they are still relevant.
 - 1. Group discussion resulted in Ad Hoc Committee to review and report. Sandy Smith, Leona Davis Daniels, and Harlan "Skip" Krepcik volunteered.
- B. Review any purpose statements posted on-line or in the By-Laws and revise if needed.
 - 1. This will be part of the Ad Hoc Committee's work.
- C. Discussion of a plan to review documents posted on IRC web page for accuracy and completeness for the past five years, i.e., meeting minutes, year-end reports, rosters, etc., for the accreditation process.
 - 1. After discussion about the lack of e-documents and/or hard copy documents for this committee, the Motion was made, seconded, and passed:
 - a) Jeff Dunbar will propose to PAPC to standardize the turn-over of hard copy and electronic copy of minutes, rosters, and reports, chair to chair or secretary to secretary for accreditation functions.

VII. Next meeting

November 19, 2015, 2 p.m. Green District Administration Building, Conference Room 602

VIII. Adjournment

The meeting was adjourned at 3:15 p.m.

Submitted by,

Valary F. Lejman
Secretary