

Internal Relations Committee Minutes

Date: September 17, 2015

Time: 2:00 PM

Location: Green District Administration Building Conference Room 602

Attendance:

In attendance: Jeff Dunbar, Mary Beth Apperson, Leona Davis-Daniels, Stacey Deputy, Kia Hardy, Harlan Krepcik, Valary Lejman, Beth Lunde, Fred Valet, James Hines, Carrie Gordon

Special Guest: James Boyd

I. Call to order

The IRC meeting was called to order by Committee Chair, Jeff Dunbar, at 2:05 PM.

II. Minutes

III. Reports

A. Chair's Report:

Jeff Dunbar met with EVP Frank Dunn to discuss the IRC's charge for this academic year.

IV. New business

A. IRC Committee Secretary:

Valary Lejman self-nominated for the vacant secretary position. The committee unanimously approved her nomination and was elected Secretary for the Internal Relations Committee.

B. Committee Charge:

The group discussed the suggested charges that were given to us by EVP Dunn:

- a. Assist and advise the Director of Human Resources in completing development of listing of all formal Employee Recognition Programs including the selection process and criteria. 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.
- 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 Solutions services, and location and composition of the campuses and stand-alone centers. Note: This effort should leverage work that has been done to develop an online orientation programs.
- 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.

The committee also decided to bring back suggestion for other possible projects and discuss them at the next IRC meeting.

Open Business

A. On Line "Orientation" Web Site Update:

- James Boyd reported on updates to the design and information to the actual web page. He reviewed the page and gave a quick overview of the information provided.
- Beth Lunde reported that Human Resources is working on a VCC initiative for system wide on-boarding software that is currently being used at Lord Fairfax Community College.
- The discussion then revolved around how to incorporate aspects of James Boyd's design into the new software.
- The new software would allow new employees to begin uploading information prior to the first day of work.
- The new software tracks progress with the on-boarding process and keeps supervisors advised as to what steps to take.

- The new software would work for both wage, adjunct and full time staff/faculty.
- Software will be launched in the relatively near future depending on Executive Staff review.

VI. Next meeting

Date: October 15, 2015

Time: 2:00 PM

Location: Green District Administration Building Conference Room 602

VII. Adjournment

The meeting was adjourned at 3:35 PM

Submitted by

Jeff Dunbar/IRC Chair