

## INTERNAL RELATIONS COMMITTEE MINUTES

**Date:** October 21, 2021  
**Time:** 2:00 PM  
**Location:** ZOOM (Desktop)

### I. **Call to order – Welcome and Introductions**

2021 Chair – Mary Beth Apperson  
2021 Recorder/Secretary – Dr. Sandra Bryant

Chair called the meeting to order at 2:03pm

Committee Members Present: Mary Beth Apperson, Sandra Bryant, Faith Watrous, Davine Faulks-Brayboy, Diane Graham, J Taylor, Bobby Bennett, Indu Sharma, and AVP Beth Lunde.

### **New business**

#### **A. Updating By-Laws**

A question was raised about quorum for voting purposes. MB advised capacity for electronic voting to address any missing quorum issues. Motion was made by Graham, second Watrous. Measure approved unanimously.

#### **B. Revamp Staff Award Program**

Recommendation that a one-page overview be developed and attached to the report for submission to Dr. Coston.

#### **C. DEI and Strategic Plan communicated how efforts for inclusion will be forthcoming**

Discussion addressed the history for equity between faculty and classified/wage staff. The key is to establish a recognition and appreciation program for all employees. The Staff Award program was identified as a means to improve the culture and

#### **D. Equity throughout the college in terms of communication channels, awards and behaviors**

Communication does occur through SharePoint but it is not always the best. Suggestion offered to consider inclusion of key communication and recognition facts within the TCC Newsletter as a possible step for communicating all types of information available to staff, faculty and others.

#### **E. Resources (technology, printers, ink, etc.) to assist employees when working from home**

Discussion covered the pandemic work from home challenges faced by some employees lacking equipment, and basic needs to effectively perform work related tasks and the lack of consistency across the college to address these needs. Recommendation that addition communication and clarification about college policy may have been lacking in some areas. A combination of SharePoint and Newsletter(s) will be considered to address these issues if needed in the future.

#### **F. Storm Mascot – is it time to return!**

Discussion covered how or whether to incorporate Strom into college recognition and award settings and what other possibilities exist.

#### **G. Rewarding employees consistently – application of the Extraordinary Contributor Award**

Discussion involved the manner in which this recognition may occur. Recommendation was made to consider adding these deadlines with link to documentation for completion to College Calendar and

other deadline reminders to remind Supervisory Staff and Staff of the application process and key details. Consideration to TCC Newsletter and other HR communications.

- H. **Establishing a Community Forum/Blog** – similar to social media sites for those who love this or that as a means to communicate, educate and answer questions. Discussion of this key charge to the Committee. Discussion will continue on this issue. Initial thoughts were to initiate a combined use of SharePoint and Newsletter(s) will be considered. Further discussion on this topic will continue.

## II. **Future Meetings –Third Thursday 2:00 PM**

- November 18, 2021
- December 16, 2021
- January 20, 2022
- February 17, 2022
- March 17, 2022
- April 21, 2022

## VI. **Adjournment**