

MEMORANDUM: Year-end Report to Executive Staff Member

To: Frank Dunn, Executive Vice President
From: Steve Litherland, Internal Relations Committee chair
Date: September 5, 2014
Subject: Governance Committee Year-end Report 2013-2014

Charges:

- A. Assist and advise the Director of Human Resources in completing development of policy and procedures for a formal Employee Recognition Program that is consistent with state and VCCS policy.

Action Taken:

- None

Planned Actions/Goals:

- Need to clarify this charge in the context of the same charge being given to VP Toscano's office

- 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 development services, and location and composition of the campuses and stand-alone centers.

Action Taken:

- Worked with James Boyd to populate online orientation shell with content

Planned Actions/Goals:

- Work with Institutional Advancement and Human Resources to align online orientation with new employee orientation

- 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.

Action Taken:

- Developed survey form with OIE

Planned Actions/Goals:

- Administer survey
- Incorporate survey results into IRC draft program
- Submit draft program to Director of Human Resources for feedback

- D. Working with the Director of Human Resources, develop a policy and procedure that provides guidance for the college's Educational Assistance Program that is consistent with state and VCCS policy.

Action Taken:

- Complete

Planned Actions/Goals:

- N/A

Other:

- Bylaws written by IRC, approved by PAPC, and published to website
- Serious attendance problems during Spring semester