

MEMORANDUM: Mid-Year Report Executive Staff Liaison

To: Beth Lunde, Association Vice President of Human Resources

From: Jeff Dunbar, Internal Relations Committee Chair

Date: January 31, 2016

Subject: Governance Committee Mid-Year Report 2015-2016

Charges:

- 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.

Action Taken:

A database of all formal recognition programs and awards is currently being developed in consultation with Human Resources, Faculty Senate, Classified Staff Association, Administrative Association and the College Events Department. The database includes the award name, eligibility, responsible group and link to the corresponding web page.

- 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.

Action Taken:

Initial discussions took place at the December meeting. Davine Faulks-Brayboy, Human Resources Department, presented a draft proposal for the New Hire Mentor Program to the IRC for comments, suggestions and possible revisions at the January meeting.

- 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.

Action Taken:

James Boyd presented a proposed web site portal at the September meeting. It was discussed that a different option through VCCS was being explored through the Human Resources Department. At the December meeting, Davine Faulks-

Brayboy, presented the VCCS New Employee Orientation Web Portal for comment and discussion.

Other:

- Web page edits and updates were completed to ensure compliance for the upcoming accreditation process.
- The IRC Chair initiated a discussion with PAPC about the need for a consistency source of data and information regarding the governance organizations for efficient transfer of information to future committee chairs. A plan was developed at the November PAPC meeting for all information to be stored on the organization's web page. Terrence Johnson and the PAPC Chair will post and also save this information as a backup.
- Provided input and feedback for the Diversity and Inclusion Statement for the college. The committee will discuss how to incorporate the Statement into the By-Laws and the web page for the IRC.
- Valary Lejman was elected Secretary at the September meeting.
- Gabriela Toletti was appointed to the committee to represent Norfolk faculty.