

Internal Relations Committee Minutes

Date: February 19, 2015

Time: 2:00 PM

Location: Green District Administration Building Conference Room 502

Attendance:

In attendance: Heather Kitsis (Chair, Faculty, N), Vickie Rogers (Adjunct, Secretary), Jeff Dunbar (Administrator, C)

Absent: Carrie Gordon (Faculty, VB), Sandy Smith (Classified, C), Thomas Hutchins (Classified, D), Terri Dees (Administrator, VB), Cheryl Lomax (Classified, VB), Vacant, (Classified, P), Blair Rhodes-Ellis (Administrator, N), Christi Brooks (Wage), Vacant (Classified, N), Gretna Smith (Ex Officio), Diana Homsy (Faculty, VB), Laurie Lawson (Faculty, VB), Harlan Krepcik (Faculty, P), Mozell Person (Faculty, P), Anne Parrella (Faculty, C), Katina Barnes (Administrator, P).

I. Call to order

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

II. Minutes

Minutes from January 22, 2015 meeting were reviewed but not approved because a quorum was not present.

III. Reports

- A. Chair's Report from P APC meeting of 1/27/2015:
Heather Kitsis, Committee Chair, presented highlights from the P APC meeting. A copy was provided to members and will be attached to the minutes.

B. Chair's Report from meeting with Steve Litherland and VP Frank Dunn of 2/11/2015:

Employee Recognition Program (ERP)

Met with VP Dunn, and Steve Litherland on 2/11/2015

VP Dunn wanted to meet because there was some confusion about the role of the IRC's charge for the Employee Recognition Program, and the interest of VP Toscano not as a committee, but as the college executive responsible for events.

VP Dunn outlined the differences as the following:

The IRC's responsibilities include:

- 1) Act as human resource function for ERP
- 2) Stay with original committee charge
- 3) Meet with Beth Lunde to make sure IRC's ideas meet human resource's needs
- 4) Formulate program for ERP and incorporate programs that already exist (Class Association, Faculty Senate, Administration Association, Service Awards, International Learning, Teaching Faculty, EAP Awards, groups/disciplines)
- 5) Establish framework for a plan
- 6) Define awards, but VP Toscano will focus on the event planning side (what awards are given)
- 7) Should meet with VP Toscano to benefit both areas' understanding, timeline planning, etc.
- 8) Documentation of awards (physical award, plaque, trophy etc.)
- 9) There should be a strategy to create a manual of existing body of awards and it should include meeting with VP Toscano to establish timelines and include their interests
- 10) Plan for the end of the semester is to set goals of what should occur next year (Fall 2015)

IV. New business

Election of new IRC Chair.

By electronic vote, Heather Kitsis is our new Chair for the remainder of this semester.

V. Open Business

Continue work on New Employee Orientation

With only three members present, we were not able to work on the orientation.

Steve was to speak with James Boyd in OIS to get an idea of a time frame when he can make the changes we need and complete this charge.

VI. Next meeting

Date: March 19, 2015

Time: 2:00 PM

Location: Green District Administration Building Conference Room 502

VII. Adjournment

The meeting was adjourned at 2:30 PM

Submitted by

Vickie Rogers, IRC Secretary