

Internal Relations Committee Minutes

Date: January 22, 2015

Time: 2:00 PM

Location: Green District Administration Building Conference Room 601

Attendance:

In attendance: Steve Litherland (Chair), Vickie Rogers (Adjunct, Secretary), Heather Kitsis (Faculty, N), Carrie Gordon (Faculty, VB), Sandy Smith (Classified, C), Jeff Dunbar (Administrator, C), Mozell Person (Faculty, P), Anne Parrella (Faculty, C), Katina Barnes (Administrator, P).

Absent: 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)

I. Call to order

The IRC meeting was called to order by Committee Chair, Steve Litherland, at 2:00 PM.

II. Minutes

Minutes from November 20, 2014 meeting were reviewed and approved with no corrections.

III. Reports

Steve Litherland, Committee Chair, presented highlights from his report from the PAPC meeting of 10/31/2014. The new Chair of PAPC will be Christine Damrose-Mahlmann and the new Secretary will be our own Steve Litherland!

IV. New business

Election of new IRC Chair.

Steve was asked to step down from this committee in order to work on QEP. Heather Kitsis expressed interest in serving as Chair for the remainder of this semester. We will vote electronically, since a quorum is not present, to fill this position for the remainder of the semester. Our major tasks to complete by semester's end are the online new employee orientation and to try to get a member of HR to attend our meetings so we can align the online orientation with the in-person orientation presented by HR.

V. Open Business

Continue work on New Employee Orientation

Steve will send the link to everyone so we can continue to look at it and make further recommendations. Anne Parrella volunteered to look at and make recommendations for other policies to put under the Workplace Conduct menu tab. Carrie Gordon volunteered to look at and make recommendations for other policies to put under the Safety and Security menu tab. We also need to invite a representative from HR to start attending so we can align the online orientation with the in-person orientation they present. It was suggested that we have new employees look at it to get their opinions. Steve will speak with James Boyd to get an idea of a time frame when he can make the changes we need and complete this charge.

VI. Next meeting

Date: February 19, 2015

Time: 2:00 PM

Location: Green District Administration Building Conference Room 502

VII. Adjournment

The meeting was adjourned at 3:45 PM

Submitted by

Vickie Rogers, IRC Secretary