

INTERNAL RELATIONS COMMITTEE

Date: March 17, 2016

Time: 2:00 PM

Location: Green District Administration Building, Conference Room 502

ATTENDANCE:

In Attendance: Jeff Dunbar, Chair, Chesapeake Administrator
Valary Lejman, Norfolk Classified
Fred Valet, Virginia Beach Classified
Beth Lunde, Ex-Officio, HR

Absent: Stacey Deputy, Chesapeake Faculty
Sandy Smith, Chesapeake Classified
Katina Barnes – Portsmouth Administrator
Leona Davis-Daniels – Portsmouth Classified
Skip (Harlan) Krepcik – Portsmouth Faculty
Mozell Person – Portsmouth Faculty
Teresa Dees – Virginia Beach Administrator
Carrie Gordon - Virginia Beach Faculty
Christi Brooks - Wage Employees
Gabriela Toletti, Norfolk Faculty
James Hines, Adj. Faculty
Kia Hardy, Norfolk Administrator
Mary Beth Apperson, District Classified

Guest speaker: Daye Faulks-Brayboy, Human Resources

I. Call to order – Meeting was called order by Chair Jeff Dunbar at 2:00 p.m.

II. Correction and approval of minutes February minutes could not be reviewed or approved; no quorum.

III. Reports & New Business

A. Chair Report – Chair Dunbar led discussion about the nomination/election process for Fall 2016 Chair & Secretary. He announced committee elections will be April or May; he will be on leave for the May meeting; and hat Carrie Gordon is off the IRC. He was unsure if Beth Lunde will continue as HR representative, since she is the Executive Staff representative; Daye Faulks-Brayboy could be the HR representative

IV. New business (see above)

V. Open business

A. Special Guest: Daye Faulks-Brayboy, Human Resources

1. New Employee Mentor Proposal for Wage, Administrative, and Adjunct employees

a) Ms. Faulks-Brayboy distributed hard copies of “TCC’s New Hire Mentoring Program” – will send e-copy to Mr. Dunbar to distribute all committee members for input, comment. She needs all responses by 3/31/16

b) Discussion about adjuncts & mentoring. Currently, on the Virginia Beach campus, each Dean assigns 1 FT faculty member to mentor the division adjuncts.

- c) Unsure what is done on other campuses.
 - d) General discussion of TCC academic department/division changes
 - e) There will be mentoring forms.
2. Web Portal Orientation for all new employees
- a) Currently, for FT only.
 - b) PT need Position Descriptions to be advanced through the Administrative system; Mr. Aasen had mentioned at PAPC that all PT employees need evaluations
 - 1) This is in process
 - c) Inside TCC will be replaced by SharePoint
 - 1) Clayton Ives developing HR forms for SharePoint
 - 2) Mentoring forms will be available
 - d) Questions:
 - 1) is there an option for visually impaired? Increase font size:
 - a) HR is working on it
 - 2) unable to read English?
 - a) HR will have interpreter
 - 3) hearing impaired? It is not close-captioned
 - 4) add TCC Policies
 - 5) returned surveys have been shared with Lord Fairfax CC

VI. **Adjournment** – Chair Dunbar adjourned the meeting

NEXT MEETING: Date: April 21, 2016 Time: 2:00 PM

Location: Green District Administration Building Conference Room 502

Respectfully submitted,

Valary Lejman
Secretary