

TCC Internal Relations Committee Minutes

Date: October 18, 2018

Time: 2:00 PM

Location: Green District Administration Building, College Board Room

Attendees: Richie Windley Brenda Boone Meredith Pollard
Kyndra Brown Davine Faulks-Brayboy Dr. Natasha Filipski
Novella Briggs Mary-Beth Apperson

- I. Call to order – 2:10 pm. Correction and approval of minutes – Minutes will available be available on the TCC website at <https://www.tcc.edu/about-tcc/college-leadership/governance/internal>
- II. Chair Report – PAPC Meeting
 - A. Our 2018-2019 charge will come from Dr. DeCinque during our November meeting.
 - B. To dissolve a governance committee must go through PAPC Committee.
 - C. Diversity & Inclusion Task Force will no longer attend our meetings.
- III. Open business
 - A. Recommendations Status – Met with Dr. DeCinque and VP Lunde will present Awards and Recognition program to Executive staff on October 25th .
 - B. The program should come from IRC and not HR. Supervisors will immediately roll out thank-you letters to lift employee morale.
 - C. Time Commitment – Attendance is expected at every meeting. If you cannot attend, please email rwindley@tcc.edu or kfbrown@tcc.edu
- IV. New business
 - A. Charge for 2018-2019 – Dr. DeCinque will give at next meeting in November.
 - B. Recommendations for vacant positions – tell your friends and co-workers. The PAPC Chairperson, Tom Geary, will send an “all call” for vacant positions.
 - C. Dr. Filipski’s Thank You letter idea. Outline attached. This should come from the first line supervisor. Immediate recognition, independent of performance standards. HR will need to conduct a supervisor in-service.
- V. Future Meetings – all in Presidents Board Room 2:00 Fourth Thursday
 - November 15 – Metrics Presentation by Curt Aasen & Kim Bovee
 - December 20
 - January 17
 - February 21
 - March 21
 - April 18
 - May 16

Adjournment – 2:55 pm

Tailor/Apply thank you elements for specific recognition areas.

Service Thank you (1-3 years)

Timing, don't delay praise.

Dear Employee Name,
You just completed your first year, here at TCC, last week.

Sincere

During your time here, I/We truly appreciate the time you spent attending training sessions, faculty mentoring, and getting to know the other faculty.

Specific: Give details of the achievement.

In particular, your work on Specific Achievement has been brought to my attention by your department and faculty peers.

Align with your core values.

Your Specific Achievement is an invaluable contribution to our Core Program. I/We value Related Core Values, and your Specific Achievement has helped to foster it. I/We wanted to thank you for your dedication and commitment.

Encourage participation / Proactive: Don't wait for perfect performance. / Positive: Don't mix criticism.

I/We want to encourage your continued engagement/participation with our Core Program/Related Core Values. Should you be interested in the future, some other recommendations /opportunities / needs in this Core Program / Related Core Values are the following:

Seek continuous feedback.

Finally, I/We very much value your feedback, recommendations, and suggestions. Please feel free to communicate with Me/Us regarding your first year, here, at TCC.

Communicate a lot.

Once again, congratulations on your first year at TCC!