

Internal Relations Committee Minutes

Date: September 16, 2014

Time: 2:00 PM

Location: Green District Administration Building Conference Room 502

Attendance:

In attendance: Steve Litherland (Chair), Vickie Rogers (Adjunct, Secretary), Thomas Hutchins (Classified, D), Diana Homsy (Faculty, VB), Terri Dees (Administrator, VB), Carrie Gordon (Faculty, VB), Sandy Smith (Classified, C), Laurie Lawson (Faculty, VB), Heather Kitsis (Faculty, N)

Absent: Cheryl Lomax (Classified, VB), Vacant (Faculty, P), Vacant (Faculty, P), Johnna Harrell, (Classified, P), Blair Rhodes-Ellis (Administrator, N), Theresa Ruffing (Administrator, P), Christi Brooks (Wage), Vacant (Classified, N), Gretna Smith (Ex Officio), Kevin McCarthy (Administrator, C), Anna Parrella (Faculty, C)

I. Call to order

The IRC meeting was called to order by Committee Chair, Steve Litherland, at 2:10 PM.

II. Guests

Lucy Hundley, Web Communications Coordinator and Tamara Poulson, Alumni Relations Manager: New Employee Orientation
Lucy and Tamara reported on their recommendations for an in-person new employee orientation that will educate employees as to the “culture” of TCC in an upbeat, interactive and engaging presentation. We looked at similarities and discussed several of the topics. They will be asked to join us in our online orientation endeavor.

III. Minutes

Minutes from April 17, 2014 meeting were reviewed and approved with no corrections.

IV. Reports

Chair's Report-After the welcome and introduction of guests, Steve Litherland updated the committee on our status as of the end of the last meeting in April, 2014. Online Orientation: We worked with James Boyd to put content into the online platform used for new student orientation. James has assured us the technical problems were resolved over the summer. Steve is hopeful about having new staff (today's guests) from Institutional Advancement join us to work on it this semester. We may also borrow from the new library employee resource they recently developed. James Boyd will be at our next meeting so we can make any further changes needed. Sponsor Program: We have a rough outline for elements of a new employee sponsor program that will be further developed this year. Survey was written that now needs to go out to supervisors for their input. Employee Recognition Program: Steve will meet with EVP Dunn and VP Toscano to decide who is responsible. Website: We need to update IRC website including the meeting minutes, membership list and bylaws. Tom Hutchins will see if he feels comfortable doing this. Upcoming: In October Donna Henderson will be bringing an item to the committee. She is working on alternatives to offering chairs to retirees and asked if IRC would approve. Steve told her he doesn't think it is a matter for us to approve but we would be happy to hear the proposal and offer comments and/or an endorsement. Attendance: Steve indicated that attendance is important for our committee and all governance committees, for that matter, in order to complete the charges and work needed to be successful. If you cannot participate on a regular basis you should resign and be replaced.

V. New business

A. Election of Officers

By unanimous vote, Steve Litherland will continue as Chair and Vickie Rogers will continue as Secretary.

B. IRC Meeting Date

Due to a mistake in updates on the IRC website, this meeting was planned for the third Tuesday of the month, as currently indicated on the website, when our Bylaws state we will meet the third Thursday of each month. To solve this and make it convenient for the majority of the committee, we will vote electronically on our preference. If the results of the vote are for Tuesday, the IRC Bylaws will need to be changed.

VI. Open Business

A. Committee Charge: Online Employee Orientation Program:

We viewed what we have so far on the website. Asked a member of the committee to look at each area and make recommendations. The assignments are as follows:

College Administration-Tom Hutchins, New Employee Information-Laurie Lawson, Information About College-Carrie Gordon, Required Training-Diana Homs, VCCS-Terri Dees, Technology Resources-Heather Kitsis, Conduct & TCC Security-Sandy Smith.

B. Committee Charge: New Employee Sponsor Program:

We developed a survey for supervisors to complete but it did not go out. We approved it and Steve will ask that it go out now.

C. IRC Website:

Tom Hutchins will see if he feels comfortable monitoring the IRC website.

VII. Next meeting

Date: October, 2014 (TBA)

Time: 2:00 PM

Location: Green District Administration Building Conference Room 502

VIII. Adjournment

The meeting was adjourned at 3:45 PM

Submitted by

Vickie Rogers, IRC Secretary