

MEMORANDUM: 2014-2015 End of Year Report to Executive Staff Member

To: Frank Dunn, Executive Vice President
From: Heather Kitsis, Internal Relations Committee chair
Date: May 15, 2015
Subject: Governance Committee End of Year Report 2014-2015

Charge:

1. Assist and advise the Director of Human Resources in completing development of policy and procedures for a formal Employee Recognition Program that is consistent with state and VCCS policy.
2. Assist and advise the Director of Human Resources in completing development of an online employee orientation program that will provide new employees with an understanding of TCC's history, mission, organization, academic offerings and workforce development services, and location and composition of the campuses and stand-alone centers.
3. Assist and advise the Director of Human Resources in completing development of a New Employee Sponsor Program that will provide new employees transitional assistance.

Goals/Planned Actions/Approved Motions:

1. Assist and advise the Director of Human Resources in completing development of policy and procedures for a formal Employee Recognition Program that is consistent with state and VCCS policy.
 - a. Met with EVP Frank Dunn in February 2015 to clarify the charge as it is separate from the role in the office of James Toscano.
 - b. Integrated meeting results into a planning document that was reviewed and edited by the 2014-2015 committee for the incoming committee in the fall of 2015.
 - c. The incoming IRC will use the planning document as a foundation to move forward for the new committee year.
2. Assist and advise the Director of Human Resources in completing development of an

online employee orientation program that will provide new employees with an understanding of TCC's history, mission, organization, academic offerings and workforce development services, and location and composition of the campuses and stand-alone centers.

- a. Invited human resources staff (Beth Lunde) and OIS (James Boyd) to April meeting to make sure the site meets the needs of all parties.
- b. Completed all but final edits with OIS and human resources to edit and add content to the online shell.
- c. Sent the latest version of the website (as of 5/5/15) to the 2014-2015 IRC members and the PAPC.
- d. As human resources is currently undergoing a major renovation to their infrastructure, the 2015-2016 IRC will continue to work with H.R. to align the content (charts, links, etc.) with in-person new employee orientation.
- e. Finalize the website and integrate feedback from the PAPC as required.
- f. Finalize hosting/access editing issues with OIS (James Boyd was requested to send updates as they occur to the current chair (Heather Kitsis), former chair (Steve Litherland), and upcoming chair (Jeffrey Dunbar) to ensure that someone is aware of the latest as the new committee meets in fall 2015.

Other:

Heather Kitsis finished out the spring 2015 semester as chair, and is currently tabulating the votes for the chair position (should be Jeffrey Dunbar as he was the only nominee), and will allow the 2015-2016 committee to select and vote on a secretary position (as no-one was nominated by the deadline in spring 2015).