

MEMORANDUM: End of Year Report to Executive Staff Member

To: Beth Lunde, Associate Vice President for Human Resources
From: James Hines, Internal Relations Committee Chair
Date: May 15, 2017,
Subject: Governance Committee End of Year Report 2016-2017

Charge: IRC 2016-2017 Charge.

1. Assist and advise the AVP for Human Resources in completing development of policy and procedures for a formal Employee Recognition Program for all categories of employees that is consistent with state and VCCS policy.

Note: This effort should be coordinated with the Faculty Senate which will be working to implement a revised VCCS professional development and evaluation plan for faculty that will include a recognition and reward component. It should also be coordinated with the Planning Committee for the Administrative and Professional Faculty Development, Evaluation, and Recognition Plan.

2. Assist and advise the AVP for Human Resources in completing development of policy and revising procedures for service recognition (service awards) that is consistent with state and VCCS policy.

Goals/Planned Actions/Approved Motions:

1. Assist and advise the AVP 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 Beth Lunde and Susan James in September 2016 to clarify the charge. We incorporated the Diversity and Inclusion task force into the committee.
 - b. Organized a research committee to explore Awards and Recognition programs in Corporations, Universities and Colleges
 - c. The research findings were incorporated into a college wide survey. The survey was carefully built and the results were measurable.
 - d. The survey is now being built into a college wide plan awards and recognition plan.

e. We continue to establish criteria for and develop the employee's kudo program.

Other:

- The IRC by laws were reviewed for any needed updates. We added Voting by WebEx. It was approved by the PAPC.
- The IRC discussed and reviewed new Diversity and Inclusion Statements for TCC.
- James Hines was reelected the IRC Chair for 2017-2018
- Jim Hines, IRC Chair meet with AVP Lunde to discuss possible committee charges for the following year.

