

MEMORANDUM: Mid-Year Report to Executive Staff Member

To: Frank Dunn, Executive Vice President
From: Steve Litherland, Internal Relations Committee chair
Date: February 13, 2014
Subject: Governance Committee Mid-Year Report 2013-2014

Charges:

- A. 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.

Action Taken:

- Met with VP Toscano to review results of the Fall 2013 Events and Recognition Survey
- Received 2012-2013 inventory of awards and recognition

Planned Actions/Goals:

- Need to clarify this charge in the context of the same charge being given to VP Toscano's office

- B. 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.

Action Taken:

- Defined content areas for an online orientation program

Planned Actions/Goals:

- Review online shell created by James Boyd
- Import content into online shell and launch

- C. Assist and advise the Director of Human Resources in completing development of a New Employee Sponsor Program that will provide new employees transitional assistance.

Action Taken:

- Defined content areas for a New Employee Sponsor Program
- Developed questions for a survey of supervisors

Planned Actions/Goals:

- Administer survey
- Incorporate survey results into IRC draft program
- Submit draft program to Director of Human Resources for feedback

- D. Working with the Director of Human Resources, develop a policy and procedure that provides guidance for the college's Educational Assistance Program that is consistent with state and VCCS policy.

Action Taken:

- None

Planned Actions/Goals:

- Complete policy revisions and submit to Director of Human Resources

Other:

- The IRC received a proposal from faculty member George Martin (referred by the Norfolk Faculty Senate Chair) that the College require veteran status be added as a preferred qualification for all faculty recruitments. Following discussion, Q & A with George Martin and consulting with Human Resources, IRC declined to escalate the proposal.
- The IRC currently is operating without bylaws. Bylaws have been drafted and will be voted on by the IRC at the February meeting. The IRC approved bylaws will be submitted to PAPC for final approval this spring.