



TIDEWATER COMMUNITY COLLEGE
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DISTRICT ADMINISTRATION

To: Beth Lunde, Association Vice President of Human Resources

From: James Hines, Internal Relations Committee Chair

Date: January 31, 2017

Subject: Governance Committee Mid-Year Report 2016-2017

Charges:

- A. 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.

Note: This effort should be coordinated with the Faculty Senate which will be working to implement a new 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.

Action Taken:

In October, 2016, the IRC Internal Relations Committee began joint meetings with the Diversity and Inclusion committee to develop a formal Employee Recognition Program. The joint meeting gave the committee and the task force a much larger group to work with. At the October meeting, Susan James discussed reasons for the joint committee and the focus of the Employee Recognition Program. AVP Lunde reviewed the charges. She stressed recognition is important and we need a formal plan for all employees. This will aid in attracting and retaining employees. The recognition awards must be meaningful for all employees. Ms. Faulks-Brayboy discussed the DHRM Policy in regards to employee recognition.

To develop a formal plan, two subcommittees were formed. The Research committee chaired by Kirsten Sahut was formed to explore how other organizations reward employees. The Survey subcommittee chaired by Catherine Grunow was formed to design a college-wide survey to give employees a chance to select preferences for the best ideas from the research.

Valary Lejman/Secretary suggested a time line that was agreed upon by the Internal Relations Committee and Task Force.

- By end of January, complete research. Kirsten Sahut, subcommittee chairmen.
- By end of February, have survey questions developed (Per Catherine "Karen" Grunow, Anthony Macera could assist in development if we have basic questions/incentives identified).
- By end of March, have survey completed (Mary Beth Apperson & Gerry Wright suggested using more than one format; Mary Beth Apperson & Karen Grunow suggested having it sent from President or Provosts (to their specific campus)).
- By end of April, have survey data compiled to format suggestion/procedures for AVP Lunde.
- By May 15, 2016, deliver suggestions for Awards and for Recognition to AVP Lunde. This must be done in coordination with the Faculty Senate, Classified Staff Association, Administrative Association and the College Events Department.

We are currently on track to meet the time line. Ms. Faulks-Brayboy is reviewing each step in our progress to ensure we are in compliance with proper policies.

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

Action Taken:

The research covered service recognition as well as Employee Recognition. Ideas were considered from VCCS, Public colleges large and small, community colleges, other state agencies and public companies. The best service recognition ideas that are consistent with state and VCCS policy will be part of the survey.

Other:

- A SharePoint site for IRC/DI was developed to provide a common place for information and ideas.