

Meeting Minutes: Internal Relations Committee May 24, 2018

The committee met with its new IRC Committee Chair, Richie Windley, May 24, 2018 02:00 PM-03:30 PM, in the College Board Room, Green District Building 6th floor. Agenda items for discussion were:

- 1. Review the IRC College Wide Awards and Recognition Plan**
- 2. Review proposed award change for TCC retirees.**

The meeting opened with Chairman Windley sharing with committee the recommended award changes for retirees. Various gift items, e.g. a small clock of retirees with 5-15 years' service, up to a small globe for those retiring with 26-35 years of service, was offered to the group for their consideration and approval.

After discussion, the group unanimously voted to retain the current retiree gift, a large, framed resolution. The group felt this was more personal and that retirees seemed to appreciate the resolution. The group asked Chairman Windley to ascertain whether retirees could receive both the framed resolution and the small gift. If this is not possible, then only the resolution was the committee's decision.

The second agenda item was the IRC's recommendation for the College Wide Awards and Recognition program. Mary Beth Apperson indicated that she has not received all of the pieces of information she needed to complete the final document. Mary Beth Apperson indicated that she would meet with Jean Natali regarding the Martin Luther King Award, so that this award could be formatted for consistency.

Members that committed to provide information were tasked to do so immediately, so that this task could be completed, and Chairman Windley could meet with AVP Lunde (Human Resources), to obtain the 2019 charge to the committee.

The committee reviewed each award category to ensure uniformity, and voted to recommend parallel cash awards for classified/wage employees to the awards provided to faculty. Chairman Windley had a meeting scheduled with VP Milloy (Finance) and AVP Lunde (HR) to discuss budgeting for cash awards.

The issue of who is responsible for award and recognition oversight was discussed. While it was apparent that the faculty have a well-drafted and formulated award and recognition program, its criteria, timeframe and other aspects are not universally known. It was proposed that a second AD HOC committee be developed (from the IRC or otherwise). The purpose of the AD HOC committee was to provide oversight regarding the awarding of all college awards. This is to ensure consistency, uniformity in communication, webpage presentation, etc.

The final issue for discussion with the KUDOS award. Dr. Filipski has completed significant work on the award, including recommended criteria and the design of certificated. It was determined that supervisors across the college need to be trained regarding the KUDOS award program. Supervisors would be responsible for recommending his/her employee for a KUDO award. It was recommended that information regarding the award be added to TCC's Instagram and Twitter pages, and the website be updated. Criteria for the award is included in the appendix of the IRC College Wide Awards and Recognition Program proposal document.

Chairman Windley indicated that the next IRC meeting would be in September.

There was no new business. The meeting adjourned approximately 3:30 PM