

TCC Internal Relations/Diversity and Inclusion Committee

Date: September 21, 2017

Time: 2:00 PM

Locations: Green District Administration Building, President's Board Room

Attendees: Mary, Brenda, Terrance, Kyndra, Sandra, Jeffrey, Natasha, Rhonda, Catherine, Novella, Jim, Susan, Latesha, Beth, Jeanne, Andrea, Alicia, Meredith, Buffy, Kristen,

- I. Call to order – 2:03 pm
- II. Charge
 - A. President Baehre-Kolovani
 - i. gave the charge to the Diversity and Inclusion (DI) Committee (memorandum given).
 - ii. Encouraged the IRC and DI to complete the Awards and Recognition material ASAP.
 - iii. Hesitant to have DI at PAPC until she sees collaborative work
 - B. Jeanne Natali – Intercultural Learning Center (ILC) will work with DI to create an environment at TCC that embraces diversity while promoting inclusion. Has a four-part plan to leverage administrators to create a DI plan for TCC that impacts all aspects of the college, to include: learning, teaching, student engagement, and institutional structure.
- III. Correction and approval of minutes – Please review in SharePoint from May 18, 2017, will vote on October 19, 2017
- IV. Reports
 - A. Chair Report – Review of the TCC Governance Structure – Jim sent out links, go to SharePoint and review governance structure. PAPC
 - B. Chair Report – Review of the IRC – DI function – President spoke to this. DI will work with IRC until Awards and Recognition is complete (quickly) and then break up to work with ILC.
 - C. Chair Report – Review of the 2017-18 Charge – Jim is working on will have in SharePoint.
 - D. Chair Report – Review of 2016-17 actions committee - NONE

- E. Chair Report – Review of the IRC/DI SharePoint site – Collaborative effort will show information about each committee.
- F. Chair Report – Review Guide to a Successful Employee Recognition Program – **Read in SharePoint**
- V. New business
 - A. Set up Meetings with Faculty Senate, Classified Association, and Administrative Association
 - B. Jim will coordinate the meeting once we have something substantive to present to each group
- VI. Open business
 - A. Review the Kudo's Criteria – this is 10% of the Awards and Recognition. Natasha created a chart based on the review of literature. Now that the chart is complete **we will need to develop criteria and determine who will administer Kudos**
 - B. Questions about material – **Training to management? Trial Run?**
 - C. **Agree on Award Criteria in SharePoint**
 - i. Performance
 - ii. Diversity & Inclusion
 - iii. Creative Enterprise
 - iv. Achievement
 - v. Service
- VII. Open Floor - Introductions
- VIII. Next meetings – all in Presidents Board Room 2 pm Third Thursday
 - A. September 21, 2017 (First Meeting for fall 2017)
 - B. **October 19, 2017**
 - C. November 16, 2017
 - D. December 14, 2017 (Please note week early due to holiday)

Adjournment – Buffy Ruffin at 3 pm