

POLICY

COMMUNICATION

The college will maintain an open communication process and structure that informs members of the college community, promotes interaction, and provides staff and students the opportunity to express ideas and influence decision-making.

PHILOSOPHY

An important part of the philosophy of this college is to function in a climate that facilitates communication. Essential to this philosophy is the belief that individuals work most effectively when they participate in shaping the system of which they are a part and the belief that authority should be delegated where possible and appropriate.

History:
09.09.04 Adopted

PROCEDURES**COMMUNICATION**

The college shall provide communications through the operational and contractual structure.

Operational

1. Three units (Executive, Academic and Student Affairs, and Administration) shall serve as the basis for operational communications with all staff members assigned to a unit.
2. Each member shall be responsible for participation in their unit's communication process.
3. Each unit head is responsible for organizing and developing a communication procedure for exchange of information among unit members.
4. Inter-unit communications will be accomplished through:
 - a. Meetings of unit heads (President, Vice Presidents, and Deans)
 - b. Inter-unit meetings of unit members/departments.
 - c. Joint meetings of the units called by the President.
 - d. Reporting significant information through the College Bulletin.
 - e. Timely e-mail.

Contractual

1. The following employee and student constituent groups shall serve as the basis for contractual communications: AFSCME Council #5, MAPE, MMA, Student Senate, and Faculty Association.
2. Each constituent group shall have the opportunity to meet with the President to present ideas and to influence decision-making in accordance with its contract or board policy.

Structure

1. The College Bulletin is the official medium for announcing college-wide matters. It will be distributed on the first class day of each week during the academic year and when deemed necessary by the President during the remainder of the year. It will include the calendar of meetings for the college, policy proposals, and final action taken by the President on policy proposals.
2. Timely e-mail, voice mail announcements, and weather emergency/closure memos are also official forms of communication.

History:

09.09.04 Adopted.