



1A.1.0.1 Communication Process

Rationale

It is essential that Century College foster an open communication process that informs members of the college community, promotes interaction, and provides staff and students the opportunity to express ideas and participate in decision making.

Organization

- I. Contractual Structure
 - A. The following employee and student entities shall serve as the basis for contractual communications: Minnesota State Colleges and Universities, Board Policy, Minnesota State Colleges and Universities Administrators, AFSCME Council #6, Middle Management Association, Minnesota Association of Professional Employees, Minnesota Nurses Association, Commissioner’s Plan, and Student Senate.
 - B. Each employee and student group shall have the opportunity to meet with the President to present ideas regarding proposals of college concern and to influence decision making in accordance with provisions in their contract or Board Policy.
 - C. Mandated Committees - those whose existence, purposes, and memberships are mandated by the Minnesota State College Faculty contract, the AFSCME contract, or Minnesota State Colleges and Universities Board policy.
- II. Operational Structure
 - A. Units (Academic Affairs, Student Services, Continuing Education/Customized Training, Finance/Administrative Services, Cabinet and Information Technology) shall serve as the basis for operational communications. All staff members will be assigned to a unit and be responsible for participation in their unit’s communication process.
 1. Each unit is responsible for organizing and developing a communication procedure for exchange of information among unit members.
 2. Inter-unit communications will be accomplished through:
 - a. meetings of unit heads (President, Vice Presidents, Directors and Deans)
 - b. inter-unit meetings of unit members
 - c. joint meetings of the units, as needed, called by the President or administrators

- B. College Committees that are established by the President to review proposals, share ideas, assist with the accomplishment of specific college goals or functions and advise regarding college issues or concerns.
 - 1. Every committee must have a written charter available on the "J" drive.
 - 2. Group membership may vary depending on the specific charge, but the President will seek to achieve appropriate representation from constituent groups, college units, and protected classes on campus.
 - 2.3. Findings, reports, and recommendations that result from the deliberations of college committees shall be forwarded to the President and shall be seriously considered and thereafter may become the basis for formal proposals to be made through the formal contractual procedures.
- C. College Task Forces - When a college matter needs further study by a joint group, the President may appoint a TASK FORCE consisting of students, faculty, staff, and administrators as appropriate for the purpose of studying the issues and submitting findings. If the findings include recommendations, the recommendations may become subject to the formal contractual communication process.
- D. College Meetings - To facilitate communication among and between students, faculty members, staff members, and administrators, the President may also hold college meetings as necessary.
- E. College Bulletin - This weekly publication is the official medium for announcing college matters. See Century 1A.1.1.2 Community Relations Policy.
- F. Web Page - See Century 1A.1.1.2 Community Relations Policy.

References:

Minnesota State Colleges and Universities Board Policy: None

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