Internal Communication Taskforce – 1/7/20

**In attendance:** Mike Schwabenbauer, Dusty Adams, Jay Demers, Eric Clark, Jody MacDonald, Sarah Sawyer, Mariah Hughes, Lisa Larson.

**Comments/feedback** **from last meeting**:

Sending invites via Outlook calendar for upcoming events is well-received.

Sharepoint calendar has had some issues recently, so Outlook seems like the best internal option right now

**Buzzwords/definition:**

Transparent

Open

Mutual-Respect

Well-rounded

Informed

Relevant

Empowering

Clear

Consistent

Varied

Timely

Directed

Inclusive

Faculty and staff wish to be included in decisions including budgets, academic, institutional decisions, strategic planning, etc.

**Captured Comm strategies**:

Information finding (on website especially) is difficult

Consistency - practices within departments and inter-departmental

Opportunity to collaborate between departments, specifically Business Office & Financial Aid

-Master Facilities Plan should solve some of these issues

Email communication

-Currently sending departmental updates, maybe should be college wide to staff as well?

Departmental Academic Meetings

-include more adjuncts

President’s Cabinet Action Items

-more timely emails, afternoon of meeting

Look at Sharepoint vs. Teams in how effective is each, one vs. another

Invite Bert or Chris to talk about the advantages of Teams vs. Sharepoint, outcomes & objectives

HR on boarding vs departmental onboarding

-new employee orientation

-who should provide each training

-tour with supervisor or coworker

-what are the tools they need, parking, printing, mail, etc

-processes that are important, who to contact for what, and so on.

-badging some of these processes

-mandatory training badge, credentials associated

-send a photo with bio and title to employees

-possible newsletter implementation, headshot

-key checks, accessibility

-supervisor welcome basket (business cards, name-tag, sticker, key, coffee mug)

-tour of the website, how to find vital college information, departmental information, and so on

-position binder, what to know, who to contact, day-to-day work environment

**Timeline tool**

-still in beta

-potential other uses for other timelines - new student timeline, strategic planning,

**Feb 4th 9am next meeting**

Goals: revise Jay’s statement with words

Communication will be open, honest, and effective to achieve objectives, strategic goals, vision and mission.

Communication will provide timely, consistent, and accurate information so staff can express views on policy and issues affecting the college.

Communication will allow everyone to participate fully in discussions and influence future decisions.

Management philosophy document overview

Read article and find takeaways

Ask Chris to come and talk about college benefits of Sharepoint vs teams and other tools