

**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Policy Title: INTERNAL COLLEGE COMMUNICATIONS	Policy Number: 1-3-117.2
Institutional Authority: President	
Associated SBTCE Policy/Procedure: 1-1-101	
Associated ATC Policy: 1-3-117	

Approved: 
President

Date Adopted: 11/09/2009
Date Revised:

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.

I. The College provides numerous internal formal and informal communication avenues for faculty, staff and students. The purpose of these communication structures is to assure that information, suggestions, ideas, and concerns can easily be shared up, down, and across the organizational structure of the College in support of its internal governance systems and continuous improvement. Communication structures include but are not limited to the following:

A) Monthly College Wide Meeting

The monthly college wide meeting is hosted by the President and attended by all College employees. Updates regarding College programs, services, events, projects, budgets, plans, initiatives or other information of broad interest are presented by the appropriate department or division of the College. Any questions regarding College activities are addressed. This venue is also used to introduce new employees and recognize college employees for achievements. College wide meetings may also be used for employee in-services.

B) ATC Today Electronic Newsletter

The electronic newsletter is published twice per month and includes: College news and updates; updates; student achievement highlights; faculty activity highlights; introduction of new employees; and, other College information.

C) Suggestion Boxes

Suggestion boxes are located in convenient locations across the campus for both employee and student use. Individuals can make suggestions or express concerns either signed or unsigned. Suggestions are collected on a regular basis and forwarded to the appropriate College Division for review and needed action. Suggestions needing executive review are considered by the Executive Staff with appropriate action taken.

D) College Surveys

The College periodically conducts both student and employee surveys to gather needed information about opinions, concerns, suggestions or other items. Input is used in College planning and organization development.

E) Listening Session

The President holds annual listening sessions with faculty and staff in preparation for the development of the College's annual plan. Input is gathered about suggestions for new College initiatives and improvements in College programs, services and operations.

F) Student Meetings

The President and Executive staff meet with students in an annual open session to gather input of student needs, wants, and concerns regarding College programs and services. Student input is used in the development of annual plans or other actions to improve services to students.

G) Dean/Director Meeting

The President holds an expanded Executive Staff meeting each spring to present Listening Session results and themes. Deans and Directors assist in analyzing results and advising the Executive Staff on items to be considered in the next planning cycle or to be addressed in less formal ways to improve the College environment.

Policy Review and Revisions		
Date Completed	Reviewed/Revised By	Future Review Date
10/19/2009	Executive Staff	10/2012