

COMMUNICATIONS

Memorandums

Memorandums are a frequently used method of communication with and among faculty and staff. Instructors and staff members should check their assigned mailboxes daily.

Direct Communications with Administrative Officers

Administrative offices are open to direct communications with all employees. Although an employee should work with and through the immediate supervisor on matters pertaining to the department or division, many incidental problems or questions can be handled effectively by direct, informal communication.

Suggestions regarding curricular changes should be brought to the attention of the respective Division Chair and the Curriculum Committee.

Matters concerning equipment and supplies, payroll, group insurance, printing and duplicating services, janitorial and maintenance services, and use of school-owned vehicles should be referred to the Dean of Administrative Services. Service requests involving minor repairs of physical plant facilities are directed to the Physical Plant Coordinator (Jim Rowland).. Requests for adjustment of heating and cooling go directly to Director of Physical Plant, Mechanical/Electrical (Wayne Willis). (See service request form in Appendix Z.)

Problems on admission or student activities should be referred to the Director of Admissions and Student Services (Dr. Joe Burke). Questions on student financial aid and Work-Study assignments should go to the Director of Financial Aid (Harold Brookshire). Problems with registration or records should be brought to the attention of the Dean of Administrative Services (Larry Guffey) or other personnel in Management Information Services. Student situations needing specialized counseling or advisement should be brought to the attention of the counselor, Dr. Ben Knox.

Questions concerning curriculum, class schedules and assignments, room assignments, faculty absences, class attendance, ordering of textbooks, and the instructional program in general should be referred to the appropriate division chair or dean. Questions involving the Division of Technology and Workforce Development are directed to the John Paul Campbell, Dean of Technology and Workforce Development, Office 148, Pendley Administration Building.

The office of the Dean of Extended Day (Dean Marilyn Reece) is a point of contact for evening adjunct faculty. It is located in Room 111, Pendley Administration Building (telephone extension 242). All administrative offices are open to direct communication with all employees, and adjunct faculty and staff members should feel free to address a relevant office directly whenever necessary.

The door of the President's Office is always open to all faculty members or staff if any problem arises that they would like to discuss.

Faculty Meetings

Faculty meetings are called as necessary. A faculty or staff member who is aware of some matter that should be presented at a meeting should contact the respective dean or the President. Faculty and staff are expected to attend each faculty meeting.

Adjunct instructional employees are expected to attend meetings called by their respective division chair or dean, but they are also welcome at all inservice programs, division meetings, and general meetings of the faculty and staff.

Community College Convocations

All full-time faculty members and professional staff are required to participate in the graduation exercises. Adjunct faculty members are urged to participate if other responsibilities permit.

Each faculty member is encouraged to attend all school functions, even if not assigned to specific duty for the event.