Keeping up with the Culture Action Teams

The Culture Action Teams are continuing their work and invite any employee to jump in and join the team of their choice.

President O’Connell has opened the door and encouraged these teams to become more active this year and you can be a part of that effort. See what’s already happening below.

**Communications Framework Culture Action Team (COMM-CAT)**

The COMM-CAT Team has successfully implemented the ASK (Answers Someone Knows) program and the ASK questions are published in the monthly Bruin Notes. If you have something you’d like to know, as an employee of the College, please submit your questions to Kristen Stolz. We’ll investigate and provide an answer in the next Bruin Notes. The team’s future focus is on the onboarding process, structures for mentoring programs and professional development, and the potential for an intranet system for College employees.

**Committees and Workgroups**

The CWG CAT is in the process of soliciting feedback from the chairpersons of the various committees across campus regarding committee purpose, membership, reporting structure and communication practices. It is the desire of the CWG CAT to develop a tool that will assist in educating the KCC community on the purpose of the various committees, where opportunities may exist for volunteering to participate, and how to keep the college community informed on matters that affect them and their ability to do their jobs effectively.

The “tool” that we will use to communicate to the KCC community has not been determined. The CWG CAT would love to have a web page dedicated to KCC committees; however, we are still exploring all of our options.

**Contact any Culture Team Member to join!**

The FunCats (Cross Functional Understanding Culture Action Team)

Out of Office Message: We thought it would be helpful to provide a script as well as instructions for people to change their voice mail when they will be out of the office. It is a professional courtesy to let people know when you will be gone and to direct them to another person they can contact in your absence. Please look for a voice mail script as well as instructions as to how to create it in the soon to be released fall edition of the phone directory. We have also created an email script and instructions to help with creating an email message that people can receive when someone is out of the office. The email message is similar to the voice mail message. We can provide the email script and instructions for creating it per request. Just let one of us know if you would like it.

Coordinating Change: We have also put together a flow chart to help understand how other departments can be affected by changes being made in your own department. Things to consider when making policy or procedure changes: What is the change? What is the reason for the change? How does the change affect students/customers and other departments? Should the change be discussed with the departments affected for feedback? How will the change be communicated?

Cross Department Understanding: We have been discussing a couple ways to gather information about the functions of each department and how to share that information. We may send out surveys and/or questionnaires. We have also talked about having a monthly open house for a chosen department for people to be able to visit to get more information about what that department does. We will have more about these items in the next few months.

We are always open to new ideas, suggestions, and members on our team. Please contact any of us for more information.