



I R V I N E V A L L E Y C O L L E G E

OFFICE OF THE PRESIDENT

DATE: January 28, 2011

TO: IVC Vice Presidents, Deans, and Directors

FROM: Glenn R. Roquemore, Ph.D. *GR*
President

SUBJECT: Communication Initiative

Irvine Valley College prides itself on collective decision-making through a well established participatory governance process. This process is inclusive of constituent groups. We are all aware that the accreditation visiting team challenged us with improvement in communication. Our participatory governance structure is one avenue to increase communication. In that spirit, I call upon all of you to work closely with your classified staff to ensure that they are able to attend and participate on one college committee and attend the Classified Senate meetings. It is not recommended that any one individual serve on more than one committee, however, all individuals should be afforded the opportunity to serve on one that best fits their interests and availability. It is certain that there will be instances where a staff member must be available to meet students at a time that conflicts with a scheduled committee or senate meeting. I would suggest that creative options be considered, like covering yourself for a short period of time might serve both purposes. It may take extra effort to schedule the daily workload in order to allow your classified staff member to participate, but in our system, participation is expected and, as such, needs to be accommodated.

I am also asking that during the two opening sessions each year, we consider closing offices for a few hours so that our classified staff can attend these important information meetings. This would require advance notice to students so that they are not inconvenienced by closed doors. This small sacrifice will yield significant results in our effort to communicate in an inclusive manner. I appreciate your cooperation with these important initiatives.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

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