

FAS Communication Plan

Frequency	Type of Communication	Audience		Owner	Purpose
Weekly	Management by Walking Around	Staff and Managers	↓↑	AVP's	Allow employees face-time with their AVP
Bi-Weekly	InSite	Entire Campus Community	↓↑	Communications Office	Communicates information that impacts the entire campus
Bi-Weekly	FAS Leadership Council Meetings	Top-Level Managers	↓↑	VP Hawk	Allows for two-way communication between the VP and AVP's so that each business unit can pass along their departmental updates. Creates a standard way for the VP to pass down pertinent information from Executive Council meetings.
Monthly	FAS E-News	Staff and Managers	↓↑	VPFAS	Allows employees to find more information on topics that interest them as well as get a general overview of what is happening within the division
Monthly	Department Meetings	Staff and Managers	↓↑	AVP's and VP	Allows AVP's and Managers time to communicate important information regarding initiatives, goals, and division updates
Monthly	VP's Blog	Staff and Managers	↓↑	VP Hawk	Allows the VP to share information about what is happening campuswide and within the division as well as allows her readers to understand her leadership philosophy and get to know her as a leader
Monthly	Executive Council Meetings	Vice President	↓↑	President's Office	Two-way communication between the VP's and the President
Bi-Monthly	BSC CONNECT Newsletter	Staff and Managers	↓	VPFAS	Updates regarding on-going Quality Improvement initiatives, feature stories, and employee thank yous and recognition
Bi-Monthly	VP's Coffee Hour	Staff	↓↑	VPFAS	Employees enjoy a cup of their favorite Starbucks drink while having the opportunity to discuss their ideas and concerns with the Vice President
Quarterly	VP's Coffee Hour	Managers	↓↑	VPFAS	Managers enjoy a cup of their favorite Starbucks drink while having the opportunity to discuss their ideas and concerns with the Vice President

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Quarterly	QI Planning Council Meetings	Selected Managers	↓↑	VPFAS	Allows FAS Quality Improvement Office to present initiatives for support and feedback from committee
Quarterly	LINK Team Meetings	Selected Staff	↓↑	VPFAS	Allows FAS Quality Improvement Office to pass along information about quality improvement initiatives and gain assistance from staff members in carrying our current improvement action items
Quarterly	MPP Meetings	Managers	↓↑	VPFAS	Allows Vice President to communicate the latest information and her expectations to division managers. Managers receive leadership and supervisory training and updates on initiatives.
Three times per year	Division Meetings	Staff and Managers	↓↑	Division Units	Allows employees to hear the Vice President's remarks, learn about accomplishments in other units, hear about the latest hot topics, and to receive recognition
Yearly	Values Survey	Staff and Managers	↑	VPFAS	Provides the FAS Division with the opportunity to provide feedback on how our values are effecting the quality of work life in our division and departments
Yearly	Customer Satisfaction Survey	Campuswide: Students, Faculty, and Staff/MPP's	↑	VPFAS	Provides campus with an opportunity to provide feedback on departments and the services offered
Yearly	Spring Fling	Staff and Managers	↓↑	VPFAS/Spring Fling Committee	Provides a forum for recognizing employees who have been nominated in the PEER Recognition Program
Yearly	Holiday Parties	Staff and Managers	↓↑	VPFAS	Provides an opportunity for the FAS Division to do teambuilding and to hear remarks and congratulations from the Vice President about the calendar year accomplishments
On-Going	Global Emails	Staff and Managers	↓	Campuswide	Updates on reorganizations, campus news, policies, emergencies, and the budget
As Needed	FAS Focus Groups	Staff	↑	VPFAS	Occasionally conducted to obtain detailed information from our staff regarding employee satisfaction levels and areas needing improvement