

FAS Communication Plan

| Frequency | Description | Audience | Type | Owner | Purpose |
|--------------------|---------------------------------|--|-------------|--------------|---|
| Bi-Weekly | FAS Leadership Council Meetings | Top-Level Managers | ↓↑ | VP Hoss | 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. |
| Bi-Monthly | FAS Newsletter | Staff and Managers | ↓ | VPFAS Office | Updates regarding on-going Quality Improvement initiatives, feature stories, and employee thank yous and recognition. |
| 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 Hoss | Allows the VP to share information about what is happening campuswide and within the division as well as allows his readers to understand his leadership philosophy and get to know him as a leader. |
| Monthly | VP's Coffee Hour | Staff and Managers | ↓↑ | VPFAS Office | Employees enjoy a cup of their favorite Starbucks blend while having the opportunity to discuss their ideas and concerns with the Vice President. |
| Quarterly | FAS Managers Meetings | Managers | ↓↑ | VPFAS Office | Allows Vice President to communicate the latest information and his expectations to division managers. Managers receive leadership and supervisory training and updates on initiatives. |
| Two times per year | Division Meetings | Staff and Managers | ↓↑ | VPFAS Office | 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 | Employee Engagement Survey | Staff and Managers | ↑ | VPFAS Office | Provides the FAS Division with the opportunity to provide feedback on how our values are affecting the quality of work life in our division and departments. |
| Yearly | Customer Satisfaction Survey | Campuswide: Students, Faculty, and Staff/MPP's | ↑ | VPFAS Office | Provides campus with an opportunity to provide feedback on departments and the services offered. |
| Yearly | Staff Appreciation Lunch | Staff and Managers | ↓↑ | VPFAS Office | Provides a forum for recognizing employees for their contributions to the FAS Division. |
| As needed | Division-Wide Emails | Staff and Managers | ↓ | VPFAS Office | Updates on reorganizations, division events, policies, emergencies, and the budget. |