

Management Structure Workgroup

Communication Plan

February 2, 2008

The Management Structure Workgroup (MSW) has been assigned to “Review options and make recommendations to the President on the administrative/management structure of the college.” (See the complete MSW charter at <http://www.lanecc.edu/oiss/MOS/charter.html>)

Additionally, the President wants the Workgroup to “Assure that there is engagement of the college community prior to developing options.” To accomplish this, the MSW will:

Establish a MSW Website that provides the following:

- Resources:
 - o MSW Organizing documents:
 - Charter
 - Work plan
 - Communication plan
 - o Organizational structures from other colleges.
 - o Pertinent Lane historical materials including the 2000 Restructuring Recommendations.

Establish an electronic forum:

- to enable Lane employees to share their ideas and suggestions about Lane’s future administrative/management structure.

Visit Department and Group Meetings:

- Two-person teams from the MSW will attend department/division/group meetings between January 7 and January 25, 2008 to
 - o explain the purpose and scope of work of the Workgroup, and the methods by which the campus community can communicate with the Workgroup
 - o begin gathering suggestions for the MSW to consider.

Provide Email Updates to all Lane employees:

Three email updates will be sent to all employees providing updated information.

- The first update early in January will introduce the campus to the process, the Web site, and the communication plan.
- The second e-mail in early February will update the campus on progress of the MSW.
- The final e-mail in late February will invite the campus community to review the proposal developed by MSW.

Following posting of the MSW proposal on its Web site, the campus community will be invited to send comments, concerns and suggestions to the MSW

- MSW will review and consider feedback and determine appropriate revisions before submitting the final proposal to Mary Spilde.