

January 19, 2008

Colleagues:

Mary Spilde has chartered a workgroup to review options and make recommendations on the administrative/management structure of the college. The workgroup has two representatives from each of the employee workgroups, two members from the Executive Team and an appointee to represent our core value of Diversity. Mary asked me to chair this workgroup. Craig Taylor, Director of Institutional Research, Assessment and Planning will support our data needs and also help facilitate the work of the group.

Here are the members of the workgroup:

Alen Bahret (LCCEF)  
Bob Baldwin (LCCEF)  
Kate Barry (ET)  
Dennis Carr (ET)  
Dawn DeWolf (MSC)  
Mark Harris (Diversity)  
Jim Salt (LCCEA)  
Doug Smyth (LCCEA)  
Jennifer Steele (MSC)  
Sonya Christian, Chair  
Craig Taylor, Director of Institutional Research, Assessment and Planning

Timeline:

We have to complete our work in a short period of time, with a deadline of February 20, 2008 by when the completed work has to be submitted to Mary. The meeting schedule is posted on the Management Structure Workgroup website at <http://www.lanecc.edu/oiss/MSW/meetingschedule.html>. Any change to the schedule will be posted on this website.

Communication Plan:

We plan to gather input and distribute information through multiple avenues, including:

- Department meetings and group meetings
- Website with resource information: <http://www.lanecc.edu/oiss/MSW/index.html>
- Blog using Moodle-Forum: <http://www.lanecc.edu/oiss/MSW/moodle.html>
- Email: individual MSW members or the group at [Management Structure Workgroup@lanecc.edu](mailto:Management Structure Workgroup@lanecc.edu)

Members of this Workgroup have been meeting with departments and will conclude these meetings before January 25, 2008. If you have ideas for an organizational structure that would be a good fit for Lane at this time, please communicate your ideas, using any of the avenues listed above, before January 28, 2008.

Looking forward to your input, and a work product that will contribute to the long-term sustainability of the college.

Sonya  
Chair, Management Structure Workgroup