

**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Procedure Title:	INTERNAL COLLEGE COMMUNICATIONS	Procedure Number:	1-3-117.2
Institutional Authority:	President		
Associated SBTCE Policy/Procedure:	1-1-101		
Governing ATC Policy:	1-3-117		

Approved: _____



President

Date

Adopted: 11/09/2009

Date

Revised: 10/11/2021

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.

- I. The College provides numerous internal formal and informal communication avenues for faculty, staff and students. The purpose of these communication structures is to assure that information, suggestions, ideas, and concerns can easily be shared up, down, and across the organizational structure of the College in support of its internal governance systems and continuous improvement process. Communication structures include but are not limited to the following:

A) College Wide Meeting

College Wide meetings are hosted by the President and open to all College employees. Updates regarding College programs, services, events, projects, budgets, plans, initiatives or other information of broad interest are presented by the appropriate department or division of the College. Any questions regarding College activities are addressed. This venue is also used to introduce new employees and recognize College employees for achievements. College Wide meetings may also be used for employee in-services.

B) Student Suggestions

Students have access to offer suggestions via the "Student Suggestions" link on the MyATC portal.

C) College Surveys

The College annually conducts both student and employee surveys to gather needed information about opinions, concerns, suggestions or other items. Input is used in College planning and organization development.

D) Listening Sessions

The President uses small group sessions to meet and greet employees from cross-departments. These sessions are informal in nature. Input may be gathered about suggestions for new College initiatives and improvements in College programs, services and operations.

E) Student Meetings

The President and Executive Staff meet with students in an annual open session to gather input of student needs, wants, and concerns regarding College programs and services. Student input is used in the development of annual plans or other actions to improve services to students.