

Routing #15 92-93

Resolution #13
1992-1993

TO: President John E. Van de Wetering
FROM: The Faculty Senate Meeting on 4-5-93
(Date)

RE: X I. Formal Resolution (Act of Determination)
II. Recommendation (Urging the fitness of)
III. Other (Notice, Request, Report, etc.)
For your information

SUBJECT: Communication Policy and Principles



Signed *William Stead*
(For the Senate)

Date Sent 4-14-93

TO: The Faculty Senate

FROM: President John E. Van de Wetering

RE: I. Decision and Action Taken on Formal Resolution

- (a.) Accepted. Effective Date _____
- b. Deferred for discussion with the Faculty Senate on _____
- c. Unacceptable for the reasons contained in the attached explanation

II, III.

- a. Received and acknowledged
- b. Comment:

DISTRIBUTION: *All Attached list*
Call Faculty Senate for full
resolution

Distribution Date 4/28/93 Signed: *[Signature]*
(President of the College)

BROCKPORT

State University of New York
College at Brockport
Brockport, New York 14420

TO: Faculty/Staff Senate
FROM: Communication Committee

William Andrews	Barbara LeSavoy Schubmehl
Mike Carr	Anne Parsons, Chair
Allan Frank	Mary Neumann
David Jewell	Karen Phelps
Karla Linn Merrifield	

RE: Campus Communications Policy

DATE: March 30, 1993

During the last two months the Communication Committee has worked diligently to develop a formal Communication Policy for the SUNY Brockport community. In so doing, our committee has already fulfilled its main charge as recommended in the Communication and Relationship Audit Report. Based as it is on the college's strengths and weaknesses, we believe the Policy is an important and positive step toward improving the communication climate at SUNY Brockport.

We ask that each of you review the Policy and sample Responsibility statements and be prepared to share your comments with Committee Chair Anne Parsons at the Faculty/Staff Senate on April 5..

The material you are now reviewing represents Phase I of our endeavors. Phase II is already underway, and will result in a more comprehensive list of procedures.

The Senate Executive Committee has recommended to the Faculty/Staff Senate the adoption of the attached communication policy.

Communication Policy and Principles

The purpose of this policy is to foster and maintain a communication climate that will help all employees support fully the College mission to "provide a campus environment conducive to learning" in which "each aspect of campus life" is recognized as "part of the educational process."

While doing their jobs as members of the College community, all employees shall adhere to the following principles:

1. Good communication is a two-way process for which both the sender and receiver are responsible.
2. Good communication requires clear, accurate, timely, and complete messages.
3. Good communication flows freely in all directions using methods best suited to the needs and preferences of those involved.
4. Good communication fosters an environment of fairness, challenge and cooperation that encourages all to do their best work.
5. Good communication requires significant participation in the decision making process by those most directly affected by and accountable for consequences of the decisions.
6. Good communication strengthens the institution by using open and frank discussion without fear of retaliation to build trust and teamwork, thereby promoting an open, healthy and productive atmosphere.

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While doing their jobs as members of the College community, all employees shall adhere to the following principles:

Principle	Responsibilities (example)
1. Good communication is a two-way process for which both the sender and receiver are responsible.	1. Effective flow of information within and among units shall be developed, clearly stated, and followed.
2. Good communication requires clear, accurate, timely, and complete messages.	2. Every effort shall be made to anticipate and address events and situations and potential responses to them.
3. Good communication flows freely in all directions using methods best suited to the needs and preferences of those involved.	3. Surveys shall be conducted periodically to test the effectiveness of communication within and among the units of the College Community.
4. Good communication fosters an environment of fairness, challenge and cooperation that encourages all to do their best work.	4. Training shall be provided for all employees on giving and receiving information on job responsibilities and performance.
5. Good communication requires significant participation in the decision making process by those affected most directly by and accountable for consequences of the decisions.	5. Employees who are affected by decisions being made shall be consulted routinely to assess possible impact and to explore alternatives fully.
6. Good communication strengthens the institution using open and frank discussion without fear of retaliation to build trust and teamwork, thereby promoting an open, healthy and productive atmosphere.	6. Training shall be provided to help supervisors demonstrate good communication practices on a day-to-day basis.