

## **Process at Work – Your Choice!**

E-mail sent to all full-time staff by Donna Smith in early October 2006

On October 24<sup>th</sup>, we will spend time documenting a process at KCC and identifying problem areas within the process. My thanks to everyone who submitted ideas.

**Your task:** By Tuesday, Oct. 17, 10 am, please email Marcia Papineau with the topic (shown below) you would like to discuss on the 24<sup>th</sup>. If no topic is chosen, you will be assigned (randomly) to a table discussion.

In addition, we'd like to share the afternoon with adjunct faculty and part-time staff who can attend. If you are an adjunct faculty member, let your division chairperson know if you will attend in the afternoon. If you are a part-time staff member, please discuss attending with your supervisor and Donna Smith. We need to know by Monday if you will attend on October 24<sup>th</sup>.

### **PROCESS AT WORK TOPICS**

**Please choose one of the following processes for discussion:**

1. Notification of employees of campus emergency closures and reopening.
2. Notification of students of campus emergency closures and reopening.
3. Sick day documentation process.
4. Class cancellations due to faculty unplanned absence.
5. Fire/severe weather drill and the process for removing wheelchair bound or other disabled students.
6. Requests for doors and elevator access for Room D300 meetings.
7. Work orders for physical plant or IT.
8. Course cancellations at times when a faculty member calls in sick.
9. Textbook adoption process.
10. Hiring temporary staff; i.e. tutors, proctors, clerical assistance.
11. Providing effective orientation for new employees for using Datatel.
12. Ensuring effective signage on campus for special events.
13. Providing information to students about services in the Learning Assistance Center (L335/339) and Learning Lab (L329).

14. Providing information to students to encourage the use of KCCConnect daily for information.
15. Providing financial aid information to prospective KCC students.
16. Review of class scheduling system to ensure that students can complete a certificate or degree in a convenient and timely manner.
17. Student class withdrawals.
18. Adding additional course sections during the registration process to meet student needs.
19. Bridging the gap between the 12-point memo and the first day of employment.
20. Helping students find their classrooms on the first day of the semester.
21. Requests for data.