

August 14, 2012

Dear Campus Community,

First, let me thank you for all the kind and encouraging words I've received since Friday. As I mentioned, I'm very excited to serve in this interim role and look forward to working together. I hope your semester is off to a good start as students return for classes.

This is my second letter to the campus and in each I will provide a few updates to let you know about events or decisions where we need your input. This month, the focus will be on communication and participation in decision-making.

Committees, Committees, Committees

As we begin the academic year, committee work will resume during the next few weeks. The planning, decision-making, and work we do in committees are essential parts of participatory governance. In partnership with the Academic and Classified Senate Presidents, we are making every effort to ensure full representation on each committee. A master list will be prepared and distributed showing chairs, members, meeting times/locations, and other relevant information. We will also hold a training session for committee chairs on August 22 during College Hour. When you become a member of a committee, please do the following:

- Attend the meetings and participate.
- Review materials prior to the meeting.
- Report back to group(s) you represent.

Communication Pathways

As I mentioned on Friday, one of my goals for this year is to create an environment where open communication is the norm. The following activities are being implemented to provide a variety of ways for communication to take place.

- Senior Management will attend Academic and Classified Senate meetings to give updates and answer questions.
- I will hold Open Q&A sessions. The next one is scheduled for August 30 at noon in LRC 226.
- I have added Open Office Hours to my calendar. These will take place from 1:30 – 3:30 on the second Friday of each month beginning September 14.
- This letter along with the Board Report will be distributed to campus at least once a month.
- I will walk around campus and try to get by to each area during the semester.
- I am willing to attend Division or Department meetings per your request.

Let me know if you have other suggestions on ways to improve communication.

Friends of CHC Event – September 18

The first annual luncheon of the Friends of CHC will take place at the San Bernardino Hilton on September 18. We have dual purposes for the event: 1) Recruit individuals who want to associate with and support the College and Foundation but aren't able to serve as a Board Member, and 2) Raise funds for Summer 2013. The "Friends" are described as individuals committed to sharing their time, talent, or treasures with the College to ensure educational excellence. Some of the ways a Friend can participate include:

- Giving time to a campus event
- Hiring a student intern (paid and unpaid)
- Identifying donors
- Giving financial gifts
- Being a speaker
- Participating on an Advisory Committee
- Lending support to grant applications

Invitations will go out this week so let me know if there is anyone you think could be included. There is no cost to attendees; all costs have been generously covered by Don Nydam, Bill Harrison, and Gloria Harrison.

Best Regards,

Cheryl