

Employee Engagement and Wellness Committee

Introduction: Principles of Committee Work

Committee processes utilize the collective intelligence of the college community in planning and decision-making and involves joint effort and support in the decision-making process. This process fosters a shared confidence that is extended to all other areas of responsibility within the institution, e.g., divisions, departments, and programs.

The following elements foster dynamic and cooperative interaction and are necessary for effective committee processes:

- **Integration:** As a complex institution comprised of several separate but interrelated units, each unit has distinct functional responsibilities and does its own part in enabling the College to achieve its mission and goals. However, these units depend on each other for the successful performance of their jobs and for the College to advance its mission. Frequently, decisions made by one individual, department, or division will influence the effectiveness of others. Consequently, effective committee work should view the task of providing input as an integrative process where multiple stakeholders' perspectives of issues are taken into consideration before final input is given. A sense of community is cultivated when all constituents are collectively considered through openness and involvement.
- **Inclusiveness:** An effective committee should recognize the legitimacy of the diverse perspectives of the various constituencies comprising the college community. Each perspective contributes to the collective wisdom. Members of the college community provide input so that all have a stake in the decisions and outcomes.
- **Open Communication:** An effective committee will create and utilize a communication system that enables and promotes dialogue, understanding, joint investigation, and creative collaboration among and between members and related entities. The free, unimpeded flow of information throughout the college community is essential if committees are to operate effectively.
- **Impartiality:** Individuals and groups represented in committee work and processes are treated in an equitable, just, respectful, and caring manner.
- **Efficiency and Effectiveness:** Priorities, purpose, advising, recommendations and input are examined and validated with an open system providing timelines and feedback to the authorizing authority of the committee. These activities adhere to the Procedural Rules, Recommendations and Reports, per the Committee Charter document from the President's office.
- **Values:** Input and recommendations from committees are consistent with the mission, vision, and values of the College and the campus community.
- **Responsibility:** Individuals on committees are expected to be truthful, respectful, and to

come to meetings prepared, open-minded, critical and curious. While disagreement can be risky, inspecting critical assumptions with personal and contextual respect is a key aspect of demonstrating committee member responsibility. No person should fear retaliation for expressing his or her views and opinions about issues or topics under committee review and contemplation, as long as one is not attacking, defaming, or slandering another.

Kalamazoo Valley Community College is a public community college. Statute vests responsibility with the Board of Trustees to hold in trust and good custody the interests of the county, the state, and the citizenry. These are responsibilities for which the Board is accountable and which neither it nor the President, who is an agent of the Board, can delegate. Therefore, all decision-making must be in the form of recommendations to the President or the Board as appropriate. Nevertheless, as members of the college community, the Board and the President support the college committee structure, process, and procedures so long as they do not result in recommendations contrary to statute, fundamental principles or mission, or the vital interests of the College or the larger community.

Committee Specific Information:

- I. The Committee will be called the Employee Engagement and Wellness Committee.
- II. Purposes
The committee is created for the purpose of nurturing employee engagement and wellness with the understanding that these two features are interconnected and vital to a healthy workforce who is prepared to serve our students, one another and the community. The college values will guide the committee work including: Caring and Respect, Integrity, Excellence and Quality, Humor and Well-Being, Teamwork and Stewardship. Employee Engagement will be promoted and supported by exploring best practices and research-based methods for maintaining engaged teams. Employee wellness will be promoted and supported by focusing on the concepts of healthy mind, body and spirit.

The committee shall limit its activities to advising on matters that directly concern the specific purposes including the following responsibilities:

- Recognize and honor the diverse makeup of our workforce -- understanding that individuals have unique and varying needs and experiences as it relates to engagement and wellness.
- Identify employee engagement and wellness standards and best practices and recommend and share these methods with the college community.
- Offer professional development opportunities to present, share, learn and grow in a variety of settings. Some of these formats may include but are not limited to: Summit involvement, assistance with employee presentations, vendor and external community participation, part-time employee celebration, college community events, seminars, small interest groups and mentoring.
- Celebrate and utilize campus resources and experts in related subject matters. Audit and

Employee Engagement and Wellness Committee

keep informed regarding opportunities that may all ready exist so that we may share these opportunities with employees.

III. Role of Committee

It is the role of the Board and Cabinet to enact policies. This committee is expected to offer recommendations for instructional programs or services and to provide information relevant to instructional programs or other critical services to the administration and/or faculty and Deans, and as such this committee is tasked with representing a variety of stakeholder's perspectives and input.

IV. Membership

Composition: The Employee Engagement and Wellness Committee shall consist of Approximately 12 members; 2 members serving as co-chairs and will include at least 2 part-time employees. The committee members will serve 3 years terms and report through the Vice President of Human Resources.

Term and Membership: Term and membership must be approved by the President. Approval will take place annually.

V. Organizational Structure

Committee Chair: The committee will at a minimum have a chair. The chair shall be approved by the President.

VI. Procedural Rules

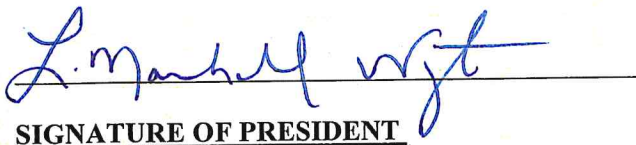
Meetings: The committee will meet at least eight times per year. Written notices of upcoming meetings and agendas will be sent to members before each meeting.

Minutes: Minutes of each meeting will be kept. Copies of agendas and minutes will be e-mailed to Archives@KVCC.edu within two weeks of a meeting. It is the responsibility of the chairperson to see that agendas and minutes are maintained.

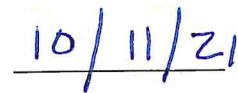
Recommendations and Reports: committee recommendations and reports will be submitted in writing to the President and designated Vice President. Documents will include both suggested action and justification for suggestions.

Dismissal: Members who are absent without reasonable cause from three successive meetings will be considered to have resigned their seat. The committee will move to fill the position.

Public Announcements: Members shall not report opinions expressed in meetings, nor shall they report independently on committee action when speaking to external publics.



SIGNATURE OF PRESIDENT



DATE