

Davis Technical College

Employee Input Team Standing Rules

Effective Date: 22 February 2007

CDMT Approval: 23 January 2007

President's Council Approval: 23 January 2007

Board Approval: 22 February 2007

1. Team Purpose

In accordance to the Davis Technical College (College) Point of Employee Input Policy, the Employee Input Team will provide a point of policy input on various institutional topics and issues as deemed appropriate (will not include topics considered to be private to an individual (s)). Topics would include institutional policies, general compensation strategies, employee relations, team building, employee involvement, training, etc.

2. Scope of Team Members

2.1. Team members will be comprised of employees from all employee groups through appointment by the President's Council after reviewing recommendations from the Employee Input Team and the employee groups as names are provided. Those from the Executive Administrative Team will not be part of the core Employee Input Team but may join the team discussions as-needed.

2.2. Members will be identified by considering their subject matter expertise, current work area and job classification.

2.3. Team Members are not expected to represent the interests of any individual and/or group, but to openly express their own personal ideas, concerns and questions. However, those within the team are encouraged to solicit ideas from others that can be communicated within team discussions.

2.4. Typically, the duration of service will be one calendar year for those considered to be part of the core team. Willingness to serve multiple terms is acceptable.

3. Team Objectives

3.1. Enhance the decision making process by providing information and data in support of those who are responsible and accountable to make decisions.

3.2. Provide communication throughout the institution of team results and solicit feedback, ideas and suggestions.

3.3. Present recommendations, concerns, supporting data, etc. to the Board of Directors and President's Council.

4. Team Governance

4.1. This team will function in connection with, and under the Point of Employee Input Policy; and will be governed by this Team Standing Rules which is subject to change as needed. Agenda topics will be provided by employees, Board of Directors and/or President's Council and discussions will be facilitated by the Human Resource Director (or delegated team member) who will oversee the administration of the team. All team members will be encouraged to openly participate in discussions while maintaining the respect for others. We ask that each member be responsive and reliable; and if one is absent from a meeting, they will be asked to send a delegated person in their place. Meetings will be held on a regular basis as determined by the team with an agenda. Meeting minutes will be maintained by a member of this team and provided to the President's Council.