

## **COORDINATING COMMITTEE POLICIES**

### **ICC Staff-Member Problem-Solving Policy**

The following steps will be used to work toward resolution of problems between staff member(s) and member(s).

The following guidelines apply to all of the steps below.

- All possible attempts will be made for the parties involved to speak in person.
- Either: an appointment will be made for the problem-solving, or the parties involved will agree that it is a good time to discuss the concern.
- The parties will talk in the spirit of working toward resolution.

The steps below are to be followed in the order listed:

1. Speak directly and privately with the person with whom you have an issue or problem. The General Manager may be asked to assist at this stage.
2. If speaking directly with the person involved is not successful, speak in person with the General Manager.
3. If the steps above are not successful, speak in person with the ICC President, or another member of the Coordinating Committee.
4. If these steps are unsuccessful, a meeting of the parties involved, with an agreed-upon facilitator/mediator, can be set up. The Coordinating Committee may be asked to assist at this stage.
5. If none of the above methods are successful in resolving the situation:
  - a. The issue may be brought to the attention of the Board of Directors; and/or
  - b. A member or staff member may file a grievance in accordance to the procedures outlined in the Standing Rules.

Approved by the ICC Coordinating Committee, 25 September 2006

### **ICC Committee Absence Policy**

Every committee member may have one EXCUSED absence per semester.

All subsequent excused absences and any unexcused absences shall incur make up work (and fines if necessary).

### **Office Labor Work Policy**

Office laborers must set up a scheduled weekly work shift. The supervising staff member must approve all exceptions. Work managers must assign laborers for at least 2 hours a

week. Exceptions may be granted by the DMS in the case of total work hours owed by the house being an odd number. If a member wishes to “drop in” to do make up work they must notify their supervisor 72 hours in advance. **Houses shall be assessed on a bi-monthly basis for all missed work.** Supervisors may approve all exceptions to these rules.

## **YEARLY PLANNING CYCLE**

**1. The General Manager shall prepare an annual report in winter term to prepare for creating and/or updating the Long Range Plan, and creating short term (annual) goals.**

The report shall include:

- A review of progress on the current annual and long range goals.
- A review of member, Board, committee, team and staff activity in relation to goals.
- A statistical review of relevant systems, accompanied by appropriate charts.
- An examination of systems, including job descriptions, work environment, etc.

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**2. The ICC President and General Manager will create or update a draft Long Range Plan (LRP) on an annual basis.**

- The LRP will be worked on primarily during spring/summer terms.
- The plan will include:
  - An introduction;
  - The vision, mission, principles, purposes, beliefs and values;
  - The ICC’s organizational structure;
  - An analysis of the strengths and weaknesses of the ICC, and the internal and external opportunities and threats;
  - 2-3 goals for the ICC as a whole, the Board, the staff, houses/membership, and each committee, team and/or focus area.
- A draft of the plan will be presented to the Board of Directors for review no later than July 31.
- The plan will be presented for Board approval by September 30.

**3. The Education Committee will conduct a long range planning exercise at Board Training,** that will give attendees the opportunity to express their dreams and visions for the future of the ICC.

**4. The Coordinating Committee will conduct the following short term (annual) planning activities:**

- In May, a brainstorming session at a Board meeting will identify potential goals for the coming year.
- In May/June, staff will review Board brainstorm and add their input.

- In June, a Coco will identify 2-4 goals each for the ICC as a whole, the Board, and each committee, team and/or focus area, from the brainstorming session.
  - By July 31, these short term goals will be reviewed and revised by the appropriate bodies and submitted to the Board for approval.
  - In September or early October, the Board will again hold a brainstorming session to review current goals and suggest any additions or revisions.
  - Fall additions or revisions will be approved by the Board no later than October 31.
5. **Board, committees, teams and staff will develop timelines and action plans for their goals.**
  6. **The Coordinating Committee will review progress on annual goals in November and December.** A written report will be presented to the Board at the last December Board meeting.
  7. **Budgeting begins in October and continues through March.** The operating budget, capital budget and staffing plan will evaluate the finances in terms of planning priorities and strategies and make changes as necessary for the next year. The Finance Committee will make a timeline for budget drafts to be presented to the Board and membership prior to Board approval in March.
  8. **During the year, information shall be gathered for evaluating progress and for the next round of planning.** This information shall then be used for writing the new annual report.
    - Statistical information, on occupancy, cost, participation in votes and training, etc.;
    - Financial information from the previous fiscal year (variance statement and financial audit);
    - Management and education audits;
    - Environmental information on the University, the housing market, the economy, etc.
    - Information on the wants and needs of ICC members.
    - Written feedback on status of organization by staff, officers, Board and possibly members.

12/10/93/revised 2/19/96/revised 2/10/05/revised 5/22/05