

**Alabama Community College System  
System Office  
Employee Advisory Council**

**Suggestion Form**

**Purpose:** *The Employee Advisory Council is responsible for providing professional development opportunities and training, addressing employee concerns and questions, and providing communication and feedback received to the executive staff. In an effort to assist the Council with its charge, employees are encouraged to provide recommendations and suggestions and bring to the Council's attention, matters that should be addressed. Matters submitted to and addressed by the Council are confidential.*

**Directions:** *Please use this form to submit recommendations, state concerns, or pose questions to the Council. Submissions may be made anonymously. If you would like to receive a response, please include your name and contact information; if it is permissible, the Council will provide such response. This form is for use by System Office employees only.*

**Professional Development / Continuing Education / Training**

Please provide suggestions for professional development, continuing education, or training topics you may be interested in attending. (Examples: Excel training, Employee/Building Safety, Customer Service)

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If you have suggestions for professional development speakers, please provide their name and contact information.

Topic: \_\_\_\_\_ Speaker Name: \_\_\_\_\_  
Phone: \_\_\_\_\_ Speaker Email: \_\_\_\_\_

**Employee Concern or Question/Recommended Solution**

Please state the nature of your concern or question.

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Please provide your recommended solution.

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Is this suggestion, concern, or question one that you have previously mentioned: Yes      No

**Downtown Places of Interest**

Please provide places of interest that may be within walking distance or within a short car ride that you would like to share with other employees.

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**Other Matters**

Please share with the Council other matters you would like the Council to address.

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Please complete this section if you would like to receive a response concerning your submission. Please note the Council will provide responses when possible. All submissions may not receive a response.

Name: \_\_\_\_\_ Email: \_\_\_\_\_

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Employee Advisory Council member receiving this form:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

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Received by Council

Reviewed by Council

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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