



## Jackson College Board of Trustees

### MONITORING REPORT FOR EL – 09 Organization Culture DATE: 01.10.22

**Board Policy is indicated in bold typeface throughout.**

I present this monitoring report regarding the Board's Executive Limitations Policy: "Organization Culture", according to the schedule previously defined and approved by the Board. I certify that the information contained in herein is true and represents compliance within a reasonable interpretation of the policy, unless specifically stated otherwise. Interpretations are unchanged from the previous report, unless otherwise noted.

01.05.22

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Daniel J. Phelan, Ph.D.  
President and CEO

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Date

**POLICY STATEMENT: The President shall not permit an organizational culture that lacks a high degree of integrity at all levels of the organization.**

**STATEMENT RESPONSE:**

I am happy to report that items 1 and 3 (below), which were in partial compliance last year, are both now in full compliance, together with item 2.

**Further, without limiting the scope of the above by the following list, the President shall not:**

- 1. Operate without an enforced internal Code of Conduct, of which all employees are made aware, that clearly outlines the rules of expected behavior for employees.**

**INTERPRETATION:**

Compliance will be demonstrated when:

- a) The College has a Jackson College Code of Conduct and Ethics policy that is current and accessible to anyone.
- b) Notices from Safe Colleges, a web-based training tool that includes safety and compliance topics, have been sent to all employees and a minimum of 95% have completed the training.

This interpretation is reasonable because it follows industry best practice and has built in controls to confirm training is completed.

**EVIDENCE:**

- a) The College has a Code of Conduct and Ethical Practices policy (see Administrative Policy #3170).
- b) On 12/7/21, the HR Consultant/Title IX Investigator confirmed 99.3% of employees completed the required Code of Conduct and Ethical Practices self-paced training program.

**2. Permit employees and others to be without a mechanism for confidential reporting of alleged or suspected improper activities, without fear of retaliation.**

**INTERPRETATION:**

Compliance will be demonstrated when:

- a) There is a mechanism for confidential reporting of incidents that implicate the President or Trustee to the Board Chair, Vice Chair or to the College Attorney who reports directly to the Board.
- b) There are clear processes in place for employees to register a concern and for reporting and investigating allegations of suspected improper activities, which include but are not limited to: financial irregularities; dishonest, deceitful, fraudulent or criminal acts; and other violations of legislation.
- c) There is a system in place that, for those incidents that do not implicate the President, and in which case there is a conflict, and a direct reporting relationship between the person conducting the investigation, and the person alleged to have engaged in improper activities, for safe reporting.
- d) There is a process in place that notifies employees, that if they make false claims or allegations that prove not to be substantiated, and which prove to have been made maliciously, or knowingly to be false, shall be viewed as a serious offence and shall be subject to disciplinary action, including termination from employment.
- e) There is a process in place that ensures no employee will be adversely affected because the employee refuses to carry out a directive which would result in an improper, illegal, immoral, or unethical activity.

This interpretation is reasonable because there are mechanisms and processes in place to ensure employees and others can report confidentially.

**EVIDENCE:**

- a) Our current confidential 411 Tip Line is the mechanism and the College Attorney would investigate the tip as the employee of the board.
- b) The College currently has a 411 confidential reporting mechanism in place that allows for anonymous tips. The College has promoted this tool to our employees on the College's web site and in the employee newsletter.

- c) We have trained investigators and would request that legal counsel appoint an external investigator. We currently have an updated nepotism policy.
- d) The notification process is under code of conduct, values and beliefs statement and employees will be held accountable under the labor agreement, which is a legal and binding document that includes progressive discipline for actions, including and up to termination.
- e) College employees would reach out to their union rep, MEA Rep or file a complaint with the Federal Whistleblower Hotline.

**3. Cause or allow research involving either human subjects or animals that does not adhere to generally accepted ethical principles and policy.**

I have fully interpreted this to fall within items 3.1 and 3.2.

**3.1. Permit potential researchers to be without readily available guidelines for ethical research and assistance in identifying and solving ethical problems.**

INTERPRETATION:

Compliance will be demonstrated when:

- a) The College has a published policy and guidelines in place to distribute to individuals wishing to conduct research regarding the use of human cadavers and human subjects

This interpretation is reasonable because it ensures a policy and guidelines are in place.

EVIDENCE:

- a) The College Senior Vice President on 12.17.21 confirmed that the College has an Institutional Review Board (IRB) policy for this work.

**3.2. Permit research that has not been subject to independent ethical review.**

INTERPRETATION:

Compliance will be demonstrated when:

- a) The College has an Institutional Review Board in place.
- b) Any proposed research in the monitoring period have been reviewed by the Institutional Review Board.

This interpretation is reasonable because it establishes internal controls to ensure the policy and guidelines are followed.

EVIDENCE:

- a) The College has established an Institutional Review Board, as noted previously.

- b) The one research project that was proposed in the monitoring period was reviewed and approved by the Institutional Review Board: Project began in May 2021 by a PhD Graduate student on the “Late starts and the effects on Student Services: A Concurrent, Triangulation Mixed Methods Study”. Note: The Final study is not yet complete.

**The Jackson College Board of Trustees accepted this monitoring report as fully compliant at the regular Jackson College Board Meeting on February 14, 2022.**