



Jackson College Board of Trustees

Monitoring Report: EL – 02 Treatment of Staff

[FULL COMPLIANCE]

Note: Board Policy is indicated in bold typeface throughout the report.

I hereby present to the Jackson College Board of Trustees this monitoring report which addresses the Board's Executive Limitations Policy EL-02: "Treatment of Staff", according to the schedule previously defined and approved by the Board. I certify that the information contained herein is true and represents compliance, within a reasonable interpretation of the policy, which the Board has previously approved, unless specifically stated otherwise.

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

10.14.24

Date

POLICY STATEMENT:

The CEO shall not cause or allow a workplace environment that is inequitable, disrespectful, unsafe, disorganized, or otherwise interferes with the College staff's ability to do their jobs.

Further, without limiting the scope of the above statement by the following list, the CEO shall not:

- 1. Allow staff to be without current, enforced, written human resource policies that clarify expectations and working conditions, provide for effective handling of grievances, and protect against wrongful conditions.**
 - 1.1 Permit staff to be without adequate protection from harassment and bias.**
 - 1.2 Permit staff to be uninformed of the performance standards by which they will be assessed.**
 - 1.3 Permit staff to be without a means by which to file a grievance / complaint independent of the College.**

INTERPRETATION:

Compliance will be demonstrated when:

- a) Current Human Resource policies and procedures, as well as the two union contracts and administrative manual, clarify expectations and working conditions, and they are available to all employees.
- b) There is a clear process for employees to present grievances and wrongful conditions, including harassment and bias.
- c) Employee performance goals are assessed for clarity and measurability.
- d) An easily accessible Incident Reporting Form and anonymous tip line, independent of the College, are available to staff to report grievances.

The interpretation is reasonable because it is consistent with the practices and policies employed by other Higher Education Institutions.

EVIDENCE:

- a) On 09.16.24, the Human Resources Director verified that Human Resource policies and procedures, as well as the two union contracts and the administrative manual, clarify expectations and working conditions, and these documents are available to all employees on the Intranet.
- b) The Human Resources Director confirmed on 09.16.24 that there are clear processes for employees to present grievances and wrongful conditions, including harassment and bias that are codified in policy and union contracts.
- c) The Human Resources Director confirmed on 09.16.24 that when employee evaluations are submitted, goals are checked by staff for clarity, fairness and measurability.
- d) The Human Resources Director confirmed on 09.16.24 that the College continues to provide an accessible Incident Reporting Form and anonymous tip line for employees (i.e., 411). A [link](#) has been included on the Board of Trustee's webpage to submit an anonymous complaint to Board of Trustee's legal counsel.

2. Permit workplace conditions which do not comply with current collective bargaining agreements or the rules and regulations pertaining to staff and faculty labor unions or union labor agreements.

INTERPRETATION

Compliance will be demonstrated when:

- a) There were no grievances filed by either union for contract violations, regarding workplace conditions, that are deemed valid jointly by the Michigan Education Association (MEA) and Jackson

College, or as deemed valid by legal counsel.

The interpretation is reasonable because it ensures no infractions requiring contractual next steps / full compliance with said collective bargaining agreements or rules and regulations.

EVIDENCE:

- a) The Human Resources Director confirmed on 09.16.24 that no grievances have been filed since the last monitoring report in February 2024. The College is in full compliance with this requirement.

3. Retaliate against any staff member for non-disruptive expressions of dissent as described within College policy.

INTERPRETATION

Compliance will be demonstrated when:

- a) There are no formal complaints filed with the Human Resources Office, the College Attorney, nor are there any tips on the anonymous tip line, that are deemed valid by legal counsel.

The interpretation is reasonable because it is consistent with federal law and interpreted by legal counsel as a practical application.

EVIDENCE:

- a) The Human Resources Director confirmed on 09.16.24 that no formal complaints related to retaliation of any staff member were filed with the Human Resources Office, or the College Attorney, nor were any tips entered on the anonymous tip line, that were deemed valid by legal counsel.

4. Permit staff to be without reasonable opportunity for professional growth and development.

INTERPRETATION:

Compliance will be demonstrated when:

- a) All employees have access to appropriate on-line professional development opportunities.
- b) All employees have the ability to participate in professional development during convocations, twice per year.
- c) Professional development is offered to individual employees, based on their needs.

- d) HR offers the Jackson College Leadership Academy available to all interested employees who have been employed at the College for a minimum of a year.

This interpretation is reasonable because it is consistent with the practices and policies employed by other Higher Education Institutions, and the internal verification that is provided.

EVIDENCE:

- a) The Director of Compliance/Title IX Investigator confirmed on 09.17.24 that College employees completed 779.5 hours of mandatory on-line professional development training during this reporting period.
- b) The Chief Operating Officer confirmed on 09.16.24, 1,040 hours of professional development related to equity and inclusion for 260 employees for Fall Convocation, for a total of 1,320 hours of professional development over this past reporting period. This number may change as the college completes the audit and year-end close.
- c) On 09.23.24, the CFO confirmed that the College invested \$317,100.05 in FY '24 in support of Trustee, faculty, and staff professional development.
- d) The Human Resources Director confirmed on 09.16.24 that a Leadership Academy was held from 07.09.24 – 08.15.24 with 14 successful participants. This Academy was open to all staff, faculty and administrative employees. Two groups presented to Leadership and two of the groups presented at the 24/Fall Convocation on their project. All four projects have either been implemented or are in the process of implementation.

The Jackson College Board of Trustees assessed this monitoring report and found that it demonstrated compliance with a reasonable interpretation of the policy at the regular Jackson College Board meeting on October 14, 2024.