



Jackson College Board of Trustees

Monitoring Report: EL – 02 Treatment of Staff

Report Date: 02.12.24
Compliance Status: Fully Compliant

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: "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

02.09.24

Date

POLICY STATEMENT:

The CEO shall not cause or allow a workplace environment that is inequitable, disrespectful, unsafe, disorganized, or otherwise interferes with 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) All employees have clear and measurable performance goals each year.
- 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 01.23.24, 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 01.23.24 that there are clear processes for employees to present grievances and wrongful conditions, including harassment and bias.
- c) The Human Resources Director confirmed on 01.23.24 that there are measurable performances goals established between all employees and their supervisor.
- d) The Human Resources Director confirmed on 01.23.24 that the College continues to have an accessible Incident Reporting Form and anonymous tip line (i.e., 411). In addition, we have entered into an agreement with Vector Solutions to provide an additional, expanded, anonymous solution, which is independent of College employee access. This new system has additional features such as a downloadable app. Other features include the ability for the user to send a note to our security so that they can monitor an employee walking to their car in the evening, which security can monitor in real time. The hotline should be fully operational by 02.20.24.

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 are 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 / full compliance with said collective bargaining agreements or rules and regulations.

EVIDENCE:

- a) The Human Resources Director confirmed on 01.23.24 that one Level One grievance (re: bargaining-level work) was filed in the last 12 months, and it was remedied immediately. The College is in full compliance with this requirement.

3. Retaliate against any staff member for non-disruptive expressions of dissent.

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 01.23.24 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 01.25.24 that College employees completed 300.25 hours of mandatory on-line professional development training during this reporting period.
- b) The Workforce Focus Committee planned, and the Chief Operating Officer confirmed, 1,040 hours of professional development for 260 employees for both Fall and Spring Convocations, for a total of 2,080 hours of professional development over this past reporting period.
- c) On 02.09.24, the CFO confirmed that the College invested \$613,933.86 in FY '23 in support of Trustee, faculty, and staff professional development. This is 300% more than in FY '22, obviously thanks to the lift of travel and social event restrictions that prohibited significant professional development during the pandemic. Additionally, the Leadership Council initially, is undertaking training on "Inclusive Excellence" which will ultimately be shared across the College.
- d) The Human Resources Director confirmed on 01.23.24 that planning has begun for the next Jackson College Leadership Academy with speakers and topics, with sign-up offered this summer for implementation Fall 2024.

The Jackson College Board of Trustees assessed this monitoring report and found that it demonstrated full compliance with a reasonable interpretation of the policy at the regular Jackson College Board meeting on February 12, 2024.