



## CHARTER DATA

COMMITTEE NAME:	Workforce Focus
CHAIRPERSON:	Cindy Allen
DATE ADOPTED:	February 24, 2011
DATE LAST REVIEWED:	January 30, 2023

*A committee/council/taskforce charter describes the committee's purpose, scope of authority, specific responsibilities, membership composition, meeting frequency, and accountabilities. All committees are formally chartered by the College's Leadership Council, is accountable to the same, providing quarterly written updates. A charter may be concluded at any time if its form and function is no longer viable and/or required.*

### **Mission/Purpose:**

Jackson College takes pride in differentiating itself from other Colleges due to our culture of kindness, servant leadership, and total commitment to our students. This culture is driven by the Board of Trustees and the Leadership of the institution and monitored through feedback from committee members and colleagues across the institution. The Workforce Focus Committee is the caretaker of that culture for the institution's employees. The is made up of faculty, staff and administration who work collaboratively on employee engagement and communication strategies. The Workforce Focus Committee will work to ensure that Jackson College is a world-class institution in which the success of our students is our first priority.

### **Authority & Objectives:**

- a. Research and recommend best practice for workforce engagement and satisfaction
- b. Support the Office of Human Resources and our employees in identifying needs and events to encourage a strong culture of giving back to our community.
- c. Provide opportunities for fun and fellowship to build the strong cultural bonds that make this institution unique.
- d. Recommend an Annual Plan for Human Resources, in conjunction with the Office of Human Resources, inclusive of capacity assessment, succession planning and competency review.
- e. Establish workforce behavior standards and customer service expectations
- f. Make recommendations for opportunities to give back to our community, such as fundraising, food drives, volunteering time or physical labor, or helping young elementary school students.
- g. Establish guidelines and recommend an annual plan for professional development
- h. Recommend and provide oversight to the College's employee recognition programs
- i. Review information (Voice of the Employee) and nationally benchmarked surveys such as PACE to recommend strategies to support a stronger culture, employee engagement and satisfaction.
- j. Participate in the review and development of policies and procedures required to support the Workforce Focus purpose and goals
- k. Provide draft materials and information, for related sections, to support completion of the institution's annual Systems Portfolio Update/MSQP/BNQA update/application.

### **Agenda, Minutes & Reporting:**

- a. Agenda: The Chairperson prepares the agenda, runs the meeting and maintains order; serves as the point of contact for the committee; is accountable for representing the committee and making reports on behalf of the committee.
- b. Minutes: The Recorder shall capture discussions, problem solving and planning of the committee in an unbiased manner and shall prepare minutes following each meeting. They will be distributed following the meeting and in advance of the next scheduled meeting. Minutes will be reviewed for accuracy and completeness as a part of the regular order of business. Corrections will be noted in the minutes for the meeting in which they are reviewed. Meeting notes will be posted on the College's Intranet.
- c. Reporting: The Workforce Focus Committee will establish goals and develop an annual plan based on the College's strategic priorities and targeted workforce input. The committee will establish target measures for improvement and define monitoring requirements and methods. The Committee is accountable for routine reporting of performance to the Leadership and Strategic Planning Council.

**Deliverables:**

The Workforce Focus Committee will establish goals and develop an annual plan based on the College's strategic priorities and targeted workforce input. The committee will also establish target measures for improvement and define monitoring requirements and methods.

**Meeting Frequency:**

- a. Regular Meetings – Meetings shall be scheduled sufficient to complete the work of the committee. Meetings will typically be held monthly.
- b. Special Meetings – Special meetings may be called at the discretion of the Chairperson or at the request of the President.
- c. Attendance at Meetings – Regular attendance is an expectation of membership. Significant absences (3 consecutive meetings) may result in evaluation of the appointment and loss of membership.

**Membership:**

*List Committee representatives; include key areas/functions. Include information on how often and when Committee members will be confirmed, and how often changes in membership are made.*

**Committee Representatives:**

Chairperson

Recorder

(3) Administrators

(3) Support Staff, including the President of the Support Staff Union.

(3) Faculty, including the President of the Faculty Union.

- a. Employees become members of the Workforce Focus Committee through special invitation/appointment by the President's Office.
- b. Membership shall be representative of the College's services and programs; shall reflect the diversity and demographics of the College and; shall be inclusive of customer and supplier voice.

**Contact:**

Please direct any questions regarding the committee to Cindy Allen, at [allencynthias@jccmi.edu](mailto:allencynthias@jccmi.edu)