

2014/2015 GRCC Team Charter

Team Name: Compliance Team

Team Leader: Kathy Keating

Chartering is a two-way process

Team sponsor(s) specify the mission of the team, its resources, the expectations for what the team is to accomplish, the timelines, decision-making authority, and how the team relates to the broader College strategy and goals.

The team itself thinks through and creates a draft charter, including team goals, stakeholder requirements, and strategies for goal accomplishment.

Together, they review and finalize the team charter, adding the process that will be used to review team progress on a regular basis.

1. Purpose of the Team (*What is this team expected to accomplish?*)

The purpose of this team is to ensure accountability for college wide compliance with local, state and federal laws and regulations. This team will advocate for appropriate college responses to new or different compliance obligations and will be responsible for ensuring that each representative's department is informed of their obligations. Team members will lead compliance project implementation within their respective areas. With new compliance responsibilities that impact multiple departments, the team will recommend the appropriate college response to cabinet.

2. Decision-making Context and Scope (*What level of decision making authority does this team hold?*)

This team exists to identify the appropriate College departments and officials who have responsibility for compliance with new, existing or modified laws and regulations which require a College response. Team members inform, educate, and collaborate with the goal of maintaining a comprehensive decentralized College compliance function that protects the College from adverse legal consequences as well as to ensure that the College provides a quality learning and working environment for all students and employees.

The team is advisory to EBCOs who provide ultimate direction regarding compliance accountabilities for persons within each division of the College.

3. Team Goals, Action Projects, and Timelines (*How will this team proceed to accomplish their purpose? I.e. what will they do?*)

This team meets two times per year, at a minimum, to review members' specific compliance functions, to report any concerns and to identify significant changes to laws or regulations that will impact other departments within the College.

The team may meet at additional times, if necessary, to discuss significant new regulations that may require an immediate response by multiple departments.

4. Stakeholders and their Key Requirements (*For whom is this team doing their work? What do they want?*)

The team is designed to ensure inter departmental awareness of major compliance concerns, to ensure that compliance responsibilities are not “lost” as a result of employee turnover, and to provide support to colleagues whose work is impacted by the compliance of other departments.

5. Resources Needed (*both people and budget*)

This team requires the participation of all members. At this time, it is not necessary to have a budget for the team. Compliance costs are the responsibilities of departmental budgets.

6. Troubleshooting Path (*How will unresolved issues or roadblocks be handled?*)

Roadblocks should be worked out collaboratively by team participants. If the team is unable to reach consensus on an appropriate college response, the matter will be referred to cabinet with a position paper documenting the issue and potential college responses, including anticipated ramifications of possible responses.

7. Requirements for Integration with other Departments or Teams (*How does this Team interface with others doing concurrent work?*)

Members are assigned based on their functions with GRCC.

8. Review Progress (*How and when will the work of this team be reviewed?*)

Team work is reviewed annually as part of the annual performance evaluation of the General Counsel and Paralegal.

9. Team Leader, Current Members, and Membership Specifications
Are team members appointed? Volunteers? Is team membership permanent? Term-limited? Is this team accepting new members?
Please also list the current members on the Team by name.

This team is comprised of persons occupying positions with significant compliance responsibilities. Team members include:

General Counsel: Kathy Keating
Director of Printing, Graphic & Mailing Solutions: Danelle Sedore;
Information Security Officer: Michael Ahrendt
Labor Relations Generalist: Deborah Sanders;
Enrollment Services Associate Dean: Diane Patrick;
Dean of Institutional Research: Donna Kragt;
Executive Director for Equity Affairs: Eric Williams;
Associate Director of Human Resources: Jesscia Berens

Executive Director of Financial Services: James Peterson;
Director of Grants and Resource Development: Judith Larsen;
Information Analyst: Mark Champion;
Associate Provost: Patti Trepkowski;
Associate Director of Financial Aid: Paul Doane;
Campus Police Chief: Rebecca Whitman;
Associate Director of Student Conduct and Student Satisfaction Initiatives: Sara Dorer;
Controller: Todd Hurley;
Executive Director of Operational Planning: Victoria Janowiak
Staff Development ESP: Jennifer Kelly

10. List the major team accomplishments over the past year. (*What are your outcomes?*)

- **Reviewed new compliance obligations within each department and implications for other departments. (Meeting minutes are posted on General Counsel website)**
- **Recommended to Cabinet a comprehensive Employee Training Plan to ensure compliance with State, Federal, Local and Accreditation regulations.**
- **Invited the ESP for Staff Development to participate on the team to ensure effective communication regarding compliance training needs.**
- **Developed a list of recommended mandatory compliance training for staff including:**
 - ADA
 - Blood Borne Pathogens
 - Americans with Disabilities Act
 - Drug and alcohol Prevention and Awareness
 - Ethics
 - FERPA
 - AUA
 - HIPPA
 - Michigan Right to Know Hazard Communication
 - Section 504 of the Rehabilitation Act of 1973
 - Sexual Harassment
 - Title IX
 - VAWA
 - Clery Act
 - Copyright

11. List the major team goals for the upcoming year.

- **The team will continue to monitor new regulations and alert the members of regulations that impact the work of other departments.**

- **Team members have agreed to audit their respective area compliance responsibilities and bring a table of responsibilities and accountable positions to the February meeting. This table will show major compliance functions in each area and the person (position) that is ultimately accountable for achieving compliance**

Please describe any current challenges the team is facing.

- **The team is always challenged by turnover in positions with significant compliance responsibilities.**
- **The team is challenged by lack of quality on-line training to provide mandatory instruction to staff in a variety of areas.**