

August 28, 2012: Compliance Meeting Minutes

Present: Danielle Dawson, Kathy Keating (lead), Danelle Sedore, Donna Kragt, Sara Dorer, Mark Champion, Todd Hurley, Patti Trepkowski, Paul Doane, and Jeff Kissinger

Absent: Faye Davis, Vicki Janowiak, Becky Whitman, Diane Patrick, Eric Williams, Judith Larsen, James Peterson, and David Syckle

Meeting began at 10:00 AM

Overview of Meeting Agenda

- Jeff Kissinger is a new member to the group. He was recognized for managing the ADA technology issues and the projects that will evolve from those issues.
- The team charter was reviewed.
- The team briefly discussed the compliance “environmental scan” power point that was presented to SLT in February, 2012 (copies were provided in advance to the team).
- College policies and their review is the responsibility of the Counsel’s Office. Danielle organized the information we were sent. She is currently working with Patrick LaPenna in the IT Department to post all our policies on GRCC’s website and make them easily searchable.
- The process by which proposed policies become official policies (or not) was reviewed.
- One of the documents we were sent showed which policies were new or revised in 2011/2012. There are two general categories of policies:
 1. Academic policies
 - Comes from criteria for accreditation
 2. Administrative policies
 - Non-academic policies
 - Danielle provides assistance to people who seek to create and present policies for approval by helping them put their policies into official policy format.
 - Since the inception of Policy Governance, the GRCC Board of Trustees has not been involved with approving operational and academic polices, only policies which govern the Board.
 - One of the spreadsheets we received provided all policies in effect and those that will be officially superseded (retired).

Department Updates

- Donna informed us that the Michigan Quality Award site visit will occur during September 10 – 12, 2012. Members of this team and others should be prepared to answer questions – even those pertaining to the charter of the groups to which they’re affiliated.
 - New college policies were summarized in the other spreadsheet that was sent. This summary is also available on the General Counsel website.

- Some policies have been on a 4-year cycle. The question was asked why some policies are reviewed more often than others. Kathy responded to the question by saying that how often a review occurs for a given policy is dependent on the nature of the policy, the extent to which it is impacted by external forces such as laws and regulations, frequency of enforcement, and other policies it affects or is affected by.
- Jeff Kissinger was asked to present to the group the ADA technology compliance issues that GRCC needs to address and why it is important. Below is a summary of this presentation:
 - We have a variety of ADA technology compliance issues with our online technology (e.g., GRCC Website, Blackboard, PeopleSoft), instructional technology, textbook software, and a significant amount of sites that instructors link to. We need to apply the money and resources necessary to resolve these issues.
 - At present, the IT Department has chartered a project to resolve the compliance issues with the GRCC website. After speaking with one of the ADA auditor/consultant contacts, it was determined that the emerging standard for ADA compliance is Priority 2 AA. This standard is likely to become federal law in the next couple months.
 - Although the technology issues are significant, it appears that our greatest issue of all is GRCC's overall lack of knowledge and understanding of the problem, its severity, and the systematic effects these issues on those with disabilities and the college itself. Therefore, even though it is clear that we have ADA technology issues to resolve -- and they can be resolved -- in order for these changes to take hold and have any lasting effect, the college as a whole must become aware of the issues, their solutions, and apply those solutions to their specific area of work. Ultimately, this will require consistent monitoring and controlling of the solutions we implement to ensure that we stay compliant with the ADA standards.
- Danelle Sedore presented compliance issues affecting Print Solutions – namely OSHA standards.
- Sara Dorer discussed issues related to Title IX compliance with students.
- Patti Trepkowski mentioned that the compliance matters she's dealing with involve GRCC's accreditation. She will likely provide a summary to include in the minutes.

Closing Statements:

- After this presentation and the discussion that ensued, both Kathy and Donna agreed that the projects that have been identified and others that will likely evolve should be made a College Action Project.
- The compliance team will meet once time each semester, including summer. It is hoped that the members who were absent will be able to attend as much of what was discussed greatly impacts their work and it is important to have representative present to communicate back to their Departments

Meeting ended at 11:15 AM

Next meetings are scheduled for:

January 29, 2013

May 28, 2013

The tentative agendas include:

- Each participant will inform the group of key changes in laws, regulations and compliance issues related to the department they represent.
- Each participant will identify key stakeholders in their areas whose positions may have changed and discuss whether position descriptions for new positions accurately reflect compliance accountability.