2019 GRCC Team Charter

Team Name: **Ethics 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 Ethics team is responsible for imparting expectations for ethical behavior to employees, students and suppliers, receiving ethics complaints, analyzing trend data and for recommending training.

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

The College Ethics Team gathers and analyzes general data related to reported breaches of ethical behavior, investigation outcomes and trends. The team reports this data to the President's Cabinet semi-annually. Trend data is compiled and reported annually to Cabinet to determine an appropriate institutional response. The Ethics Team recommends annual training based on this analysis and an analysis of state and federal compliance obligations. Mandatory training is approved by Cabinet. Other ethics training is provided to targeted groups through the new employee orientation, new faculty orientation, Staff Development, the Center for Teaching Excellence the College Leadership Institute, or specific departments.

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

This team meets twice a year to review and analyze trend data. Sub teams may meet more frequently to develop and deliver related training approved by Cabinet.

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

This is a cross college team that works to support institutional integrity, a key requirement for institutional accreditation.

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

Currently, training is covered by the budgets of CTE, Staff Development and General Counsel and specific departments delivering training (i.e, IT Department covering staff cost for delivery of web accessibility training). It would be beneficial to have a separate budget to offer more robust training options for faculty, staff and students in the future. In the past, off schedule budget requests have been approved when new regulations mandated additional training.

It is critical that Department leaders support this work and value participation by team members.

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

In consultation with the President and Executive Team.

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

- **This team interacts with Cabinet to report institutional data and trends and obtains authorization for annual compliance/ethics training.**

- **This team interacts with the Risk Management Team when new compliance obligations come forward requiring an institutional response and a designation of a person/position that will be responsible for ensuring compliance with that specific set of obligations in the future.**

- **This team interacts with HR to gather data on reported ethics breaches that are reported to, investigated and resolved by HR. HR also helps create and deliver appropriate training for the annual compliance training plan and maintains records of participation.**

- **This team interacts with Academics to create and deliver appropriate training for faculty and workforce partners.**

- **This Team interacts with Purchasing to ensure ethical behavior of suppliers and employees who interact with them.**

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

Cabinet receives reports of ethics data and trends two times a year January/February and July/August.

8. 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.

   Membership includes
   - ✓ **Departments on campus that may receive ethics complaints, or**
   - ✓ **Have a responsibility to inform and monitor ethical behavior of employees, students or suppliers, or**
   - ✓ **Are charged with providing training to faculty, students or staff, or**
   - ✓ **Represent the Faculty Association regarding annual compliance training**

   Team members include:

   1. <u>**General Counsel (lead):**</u> **Analyzes data, reports trends to Cabinet, and oversees training initiatives. (Kathy Keating)**

   2. <u>**EO and Labor Generalist:**</u> **Maintains ethics log, generates reports, and organizes team meetings. (Deven Swanigan)**

   3. <u>**Director of EO Compliance:**</u> **Reports EO data for ethics log, participates in design and delivery of training. (Kimberly DeVries)**

   4. <u>**Director of Center for Teaching Excellence:**</u> **Participates in design and delivery of training. Represents faculty ethics/compliance training needs. (Bill Faber)**

   5. <u>**Executive Director of Workforce Training:**</u> **Communicates ethical expectations to workforce partners and receives reports of breaches. Reports breach data for ethics log. Represents workforce training student, staff and partner ethics/compliance training needs. (Julie Parks)**

   6. <u>**Human Resources Representative:**</u> **Reports data re: all ethics breaches reported and resolved by HR for ethics log, participates in design and delivery of training, and represents staff ethics/compliance training needs. (Appointed by Executive Director of HR -Jessica Berens)**

   7. <u>**Director of Student Life and Conduct:**</u> **Reports data re: ethics breaches involving staff and/or faculty and students. Represents ethics/compliance training needs related to student/staff/faculty interactions. (Lina Blair)**

   8. <u>**Executive Director of Purchasing:**</u> **Communicates ethical expectations to suppliers and receives reports of breaches. Reports breach data for ethics log. Represents ethics/compliance training needs related to purchasing. (Mansfield Mathewson)**

   9. <u>**Faulty Association Representative:**</u> **Represents faculty ethics/compliance training needs. Participates in the design of training. (Appointed by the President of the Faculty Association- Benjamin Smith)**

   10. <u>**Chief of Police:**</u> **Receives and responds to ethical concerns involving potential crimes; provides data re: ethics breaches reported to campus police involving staff**

or students and represents ethics/compliance training needs related to campus safety and Clery compliance. (Rebecca Whitman)

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

   In 17-18, we focused on offering training regarding accessibility, reinforcing understanding of Title IX reporting obligations, and FERPA. We also discussed the need for information to be available on-line for staff and faculty on their training BB site regarding campus safety procedures, in particular, active shooter responses.

10. List the major team goals for the upcoming year. *(What do you plan to accomplish as a team in 2017?)*

    The goals for 18-19 will be established when the team gathers in July 2018 to analyze data and trends from 17-18 to make a recommendation to cabinet for annual mandatory training.

11. Please describe any current challenges the team is facing:
    - **Limited resources to produce meaningful training continues to be a challenge.**