2015 GRCC Team Charter

Team Name: Advisory Team for hiring a diverse faculty and staff
Team Leader: Cathy Wilson

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?)
   Strengthen the recruitment and hiring process to attract highly qualified, highly diverse faculty and staff. This team continues the work of the CAP 5.2.1 team from the 2011-2014 GRCC Strategic Plan.

2. Decision-making Context and Scope (What level of decision making authority does this team hold?)
   This cross college team was previously the CAP 5.2.1 team for the 2011-2014 Strategic Plan and will act as an advisory team for the Human Resources Department as we work to improve marketing and communication, recruitment and selection, and retention.

3. Team Goals, Action Projects, and Timelines (How will this team proceed to accomplish their purpose? I.e. what will they do?)
   For the balance of 14/15, the team leader anticipates that our next set of goals will have the opportunity to be derived from the results of the campus climate survey (process driven by the diversity team).

4. Stakeholders and their Key Requirements (For whom is this team doing their work? What do they want?)
   Our stakeholders are all employees at GRCC. We share our value of attracting, engaging and retaining a diverse faculty and staff….with the goal to reflect the minority population of our student body.

5. Resources Needed (both people and budget)
   People: Cross functional team is needed for input and implementation.
   Budget: CAP 5.2.1 budget needs were absorbed through the Human Resources budget. Campus climate survey expenses were covered through a grant and GRCC budget development process. We do not anticipate any additional budget needs at this time.
6. Troubleshooting Path *(How will unresolved issues or roadblocks be handled?)*  
We will utilize the Executive Director of Equity Affairs as a resource for unresolved issues.

7. Requirements for Integration with other Departments or Teams *(How does this Team interface with others doing concurrent work?)*  
Human Resources will continue to integrate our improvements with marketing and communication, recruitment and selection and retention with other college departments (communications, academic leadership, staff development, center for teaching excellence, diversity learning center, etc.)

8. Review Progress *(How and when will the work of this team be reviewed?)*  
This work will continue to be a department action project for the human resources department and will be monitored through individual performance evaluations and regular review conducted by the Vice President of Finance and Administration.

Results of the College’s efforts to hire a diverse faculty and staff are shared annually with the Board of Trustees and Cabinet. The dashboard measures of this work are reflected in the Human Resources dashboard and the Finance and Administration dashboard.

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.*

Current team members were CAP 5.2.1 team members.  
Members: ASA unit members: Laurie Chesley, John Cowles, David Selmon, Steve Abid, Paula Sullivan, Sara Dorer, Mursalata Muhammad, Lilly Anderson and Bill Faber  
President’s unit members: Eric Williams, Chris Arnold  
Finance & Administration unit members: Jessica Berens, Lydia Cruz, Jim Fox, Christine Coon and Cathy Wilson

10. List the major team accomplishments over the past year. *(What are your outcomes?)*  
Our indicator of success in the GRCC Strategic Plan:  
GRCC faculty/staff mirrors the student body in terms of minority representation. Our target was to reach within 5% of the student body population. As of 11/1/2014, our workforce is 20.2% minority (slightly out of range of the 5% target of our 25.7% Fall 2014 minority student population). Note that minority student population increased by 1.2%.

11. List the major team goals for the upcoming year. *(What do you plan to accomplish as a team in 2015?)*  
As stated in #3, we anticipate that team goals will be derived from the results of the campus climate survey.

12. Please describe any current challenges the team is facing.  
People resources are stretched and HR is constantly shuffling priorities with other employee relation, performance and compliance issues. This important work must continue across the campus and across all departments.