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 Vacant
Labor Relations Generalist: Deborah Sanders;
Enrollment Services Associate Dean: Diane Patrick;
Dean of Institutional Research: Donna Kragt;
Executive Director for Community and Legislative Equity Affairs: Eric Williams;
Human Resources Generalist: Faye Davis;
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 that the college purchase a Learning Management System to deliver compliance training to staff. Cabinet approved the request and a LMS was purchased in December, 2013.

- Invited the Director of 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 Bourne 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
  - Clery Act
  - Copyright

- Reviewed status of major campus wide compliance initiatives, including: HLC Accreditation, Veterans Benefits, ADA CAP, Affordable Care Act, Clery Act reporting, Title IX
- Undertook responsibly (along with cabinet) to identify documents retained within each department and propose a destruction schedule for new College wide Document Retention and Disposal Policy and procedure.

11. List the major team goals for the upcoming year. (What do you plan to accomplish as a team in 2011-2012?)

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

Please describe any current challenges the team is facing.

The team is always challenged by turnover in positions with significant compliance responsibilities.