

2019 GRCC Team Charter

Team Name: Employee Behavioral Intervention Team (EBIT)
Team Leader: Cathy Kubiak, Executive Director of Human Resources

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 team is designed to provide preventative measures on campus to reduce the risk of employee incident. Members will intake and assess information, take action when necessary and track details about behavior concerns noted on campus.

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

The team makes decisions about how to respond to employees who are reported to demonstrate disruptive or troubling behaviors. The scope includes a spectrum of decisions between noting the concern to having the employee removed from campus if necessary (utilizing the appropriate protocol as determined through the GRCC Police Department and/or Human Resources.)

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

The team meets on an as needed basis to review reports received to determine the severity of complaints/concerns, the history of individuals involved and to determine what, if any, actions need to be taken. If action is necessary, the team determines next steps. The goal is to identify potential threats and to maintain campus safety. Additionally, the team will continue outreach to inform the College community about our existence and purpose in an effort to increase awareness and reporting

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

The team is working on behalf of every member of the campus community to provide early intervention in an attempt to address risk.

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

People

Time commitment for this team will be dependent on issues reported. The team will be called together immediately when a report of high risk level is received. A high risk report will likely need full attention of 1-2 members, with frequent consultation from the entire team, as well as others on campus as needed.

Other resources needed include:

- Institutional membership costs to the National Behavioral Intervention Team Association (NaBITA)
- Documentation. This team will use the internal S drive to document and track the cases. The Executive Director of Human Resources will establish the S drive folder and all team members will have access.
- Team training and resources: To function properly the team members need additional training in threat assessment and response. This can be accomplished in various ways:
 - Sending team members (and potentially other colleagues) to the NaBITA annual conference
 - Participating in regional trainings
 - Participating in webinars

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

If functioning properly, the entirety of the work managed by the team will involve troubleshooting and determining how to handle issues, so unexpected issues should not be problematic. The team will seek support from Cabinet if it is determined that the nature of the work or team structure require major changes.

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

There are several critical forms of campus integration for this team:

- 1) The Employee Behavioral Intervention Team must remain connected to the Emergency Management Team. The Employee BIT could have a history or knowledge about an employee who becomes the cause of a crisis, at which point the Emergency Management Team will take over. It is critical both teams are on the same page and work together during a cross-over crisis. The Employee BIT must include representation from the Emergency Management Team.
- 2) Crisis prevention only works if there is a fully accepted culture of reporting on campus. Frequent communication with the campus community will continue to be critical. A communication plan will be developed by the Employee BIT team members and potentially coordinated with the Student BIT team.
- 3) The Employee BIT will cross train and share resources as appropriate with the Student BIT team.

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

The team will conduct an annual review each summer to determine if outcomes have been met. The review will include an assessment of statistics (reports received, action taken, etc.), resources (is time well spent, funding appropriate, etc.), and need for growth or further training (is there new information on the national scene that needs to be incorporated to meet best practice standards.)

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.

The team will consist of the following people/roles: (roles selected based on national recommendations):

1. Executive Director of Human Resources
2. Professor/Counselor from Counseling and Career Center
3. Associate Director of Human Resources
4. Chief of Police
5. Director of EO Compliance

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

EBIT established in 2014.

Number of incidents from team inception through the 6/30/2015: 8

Number of incidents fiscal year 2015-2016: 3

Number of incidents fiscal year 2016-2017: 5

Number of incidents fiscal year 2017-2018: 4

Number of incidents fiscal year 2018-2019: 0 to date

Our EBIT team will be highlighted in GRCC Today in early 2018. (Team information provided to Communications Department per D. Kragt's instructions).

11. List the major team goals for the upcoming year. (*What do you plan to accomplish as a team in 2019?*)

1. Coordinate training with Student BIT.
2. Communicate to the GRCC campus of our existence on a regular basis.
3. Better understand available community resources to enable the team to be prepared for substance abuse situations for our insured employees.
4. Documentation of our conversations and work

12. Please describe any current challenges the team is facing.

None at this time.

2016 team charter document created 3/21/2016 by C.Kubiak. Approved by team: 3/25/2016.

2017 team charter updated 2/7/2017.

2018 team charter updated 2/9/2018.

2019 team charter updated 1/15/2019.