Frederick Community College
Board of Trustees

President's Baseline Insight Report

EL 2 – Treatment of Employees

Report Date: 10/16/2024
Compliance Status: F/P/N Compliant

Note: Board Policy is indicated in bold typeface throughout the report.

I am submitting this baseline insight report to the Frederick Community College Board of Trustees, focusing on the Board's Executive Limitation Policy: "EL-2 Treatment of Employees." This report is submitted for your review. I confirm that the information provided is accurate and establishes a baseline for compliance with the policy as approved by the Board, unless noted otherwise.

_____ 10.16.2024
Annesa Cheek, Ed.D.   Date
President

The President shall not cause or allow a workplace environment that is unfair, disrespectful, abusive, unsafe, disorganized, or otherwise interferes with College employees' ability to do their jobs.

Further, without limiting the scope of the above statement by the following list, the President shall not:

1. **Permit employees and others who use College property to be without reasonable protections against hazards or conditions that might threaten their health, safety or well-being.**

   1.1. **Allow employees to be without current, enforced policies that minimize the potential for exposure to harassment, provide remedy for harassment situations, and provide methods for dealing with individuals who harass.**

1

INTERPRETATION:

Compliance will be demonstrated when:

a. The College's Campus Safety Report is published annually.
b. Operational policies are established to protect employees and provide information about conditions that may impact their health, safety, and well-being.
c. Safety signage is posted at building entry points which provides contact information to the Office of Public Safety.
d. Classrooms have emergency reference guides posted for review and guidance.
e. The Continuity of Operations Plan (COOP) is reviewed annually.
f. Employees were provided access to a text communication system that provides updates about campus closures and cancellations due to weather and emergencies.
g. The College has a procedure for evaluating safety during weather emergencies.
h. The College offered mental health services through wellness and benefit programs to employees.
i. The College provided mental health first aid certification training at no cost to employees.
j. Safety Data Sheets (SDS) are current and accessible upon request to employees, in compliance with OSHA standard 1910.1200(b)(4)(ii).
k. Elevators, fire systems, and boiler inspections are conducted annually.
l. Emergency and safety drills are conducted each semester.

This interpretation is reasonable because it ensures compliance with State of Maryland and nationally accepted safety and security practices for higher education institutions.

EVIDENCE:

a. The College's Annual Security Report, published every October, is available on the Consumer Information Disclosure page of the College website.
b. The following College administrative policies and procedures outline the rules and expectations for employees, students, and campus visitors. This information is accessible on the Policies and Procedures page of the College website.
   - Alcohol, Tobacco, Opioid, and Other Drug Use and Awareness
   - Behavioral Evaluation and Response Team (BERT)
   - Code of Student Conduct
   - Code of Conduct for Visitors, Guests and Volunteers
   - Employee Code of Ethics
   - Employee Misconduct
   - Expressive Activity
   - Title IX
   - Inclement Weather/College Closing
   - Non-Discrimination
   - Religious Accommodations
   - Solicitation

- [Weapons](#)

c. The Chief Financial Officer (CFO) and VP for Administration confirmed on 9/22/24 that safety signage, which includes contact information for the Office of Public Safety, is posted at all building entry points.

d. The CFO and VP for Administration confirmed on 9/22/24 that an [Emergency Response Guide](#) is available on the Public Safety website under "Important Links" and in all meeting spaces, classrooms, and office suites.

e. The CFO and VP for Administration confirmed on 9/22/24 that the Continuity of Operations Plan (COOP) was last reviewed in March 2024. Notwithstanding this, a formal review and approval process needs to be documented.

f. On 9/27/24, the CFO and VP for Administration confirmed that the College's communication system was working, and employees and students were able to register online and/or download a mobile app to subscribe to receive texts, phone calls, and/or email notifications about campus closures and cancellations due to weather and emergencies.

g. The College's [Inclement Weather/College Closing Policy & Procedures](#) is accessible on the Policies and Procedures page of the College website.

h. The VP for Talent and Culture verified on 10/1/24 that the College offered mental health services through wellness and benefit programs to employees.

i. On 9/24/2024 the VP for Student Experience confirmed that Mental Health First Aid (MHFA) certification classes were offered (at no cost) five times during FY 2024 on 7/26/23, 10/12 /23, 10/19/23, 1/9/24, and 3/26/24.

j. The CFO and VP for Administration confirmed on 9/23/24 that the Safety Data Sheets for all cleaning chemicals on campus were current and accessible on the FCC's intranet.

k. On 9/23/2024 the CFO and VP for Administration confirmed that elevator inspections were completed on 8/14/24. Fire alarm panel inspections were completed on 12/15/23. Inspections of the suppression systems, which include sprinklers and devices, were completed on 3/29/24. The boilers are inspected every two years with the last inspection completed on 11/17/22.

l. The CFO and VP for Administration confirmed on 9/24/24 that four different types of emergency and safety drills were conducted at the main campus and at the Monroe Center during FY 2024.

2. **Allow a workplace culture without diversity, equity, inclusion, collegiality, and a sense of belonging.**

INTERPRETATION:
Compliance will be demonstrated when:
   a. The College incorporates diversity, equity, inclusion and belonging within its mission and value statements.
   b. The College workplace supports and measures diversity, equity, inclusion and belonging efforts provided to employees.

c. The College delivered or made available cultural training and ongoing professional development to all employees.

This interpretation is reasonable because it confirms the College is operationalizing its adopted values, adheres to the Maryland Higher Education Commission regulations for cultural diversity, and is consistent with practices employed by other higher education institutions.

EVIDENCE:

On 10/1/24, the VP for Talent and Culture verified that:

a. The FCC mission and value statements incorporate diversity, equity, inclusion and belonging as follows:
   1. Mission: "Focused on teaching and learning, Frederick Community College provides affordable, flexible access to lifelong education that responds to the needs of diverse learners and the community."
   2. Value of Diversity: "Being culturally conscious and inclusive by embracing the visible and invisible human differences that affect the learning and success of students, faculty, staff, administrators, and members of the community."
b. During February and March 2023, the Personal Assessment of the College Environment (PACE) Climate Survey for Community Colleges was administered to the College employees. Based on the 46 PACE survey questions offered the following questions provided evidence of the College's climate and support of diversity, equity, inclusion, collegiality, and a sense of belonging efforts as follows:
   1. Employees surveyed provided 75% positive responses or higher on the employee climate survey to the question: "The actions of this institution reflect its mission."
   2. Employees surveyed provided 75% positive responses or higher on the employee climate survey to the question: "Student diversity is important at this institution."
   3. Employees surveyed provided 75% positive responses or higher on the employee climate survey to the question: "The institution effectively promotes diversity in the workplace."
c. In addition to the standard PACE survey, the College administered a Diversity, Equity, and Inclusion PACE survey which produced a qualitative analysis of responses. Employees responded to two qualitative questions that focused on diversity, equity, and inclusion (DEI). Learning was offered to all employees during the reporting period. LinkedIn Learning is an award-winning industry leader in online training, with a digital library of over 6,000 courses covering a wide range of technical, business, software and creative topics. Diversity and cultural training are also available on this platform.
   The Center for Teaching and Learning regularly offers workshops related to diversity, equity, inclusion, and belonging. Workshops from FY24 are listed below.

4

- Diversity, Equity, Inclusion: The Role of Faculty, Staff, and Administration in Navigating Hot Buttons and Triggers in Interactions Across Difference – 8/16/23
- Empowering Every Student's Journey: Unlocking Academic Excellence through Academic Support – 9/13/23, 9/19/23
- ADA & Digital Accessibility for Online Courses – 9/14/23
- Advocate for Racial Equity on campus – 9/13/23
- Native American & Indigenous Students – 9/14/23
- Best Practices for Students who are Neurodivergent – 9/15/23, 9/27/23
- Help Celebrate and Advocate Hispanic Heritage Month – 9/18/23
- Alternative Formats and ALLY – 9/18/23
- Global Learning Coffee Chat – 9/21/23
- Up Where They Belong: Reaching Students Through Culturally Responsive Teaching – 9/26/23
- ASL Conversation Group – 9/12/23, 9/19/23, 9/26/ 23, 11/14/23, 11/21/23, 11/28/23, and 12/5
- ESOL Conversation Group – 9/9/23, 9/16/23, 9/30/23, 11/4/23, 11/11/23, 11/18/23 and 12/2/23
- Getting Students to Actively Read: Sneaky Techniques 10/16/23, 10/25/23
- ALLY for Accessibility – 11/30/23
- International Education Week - 11/13/23 – 11/17/ 23
- Teaching & Learning Focus: Culturally Responsive Teaching – 04/19/24
- Challenge: How Inclusive Are You, Really? – 3/8/24
- Enhancing Psychological Flexibility in the College Classroom with the ACT Matrix – 3/20/24
- Using the Labyrinth as a Self-Care Tool for Students and Faculty in Higher Education – 3/20/24
- Indigenous Frederick: Past and Present – 4/22/24
- Understanding and Addressing Linguistic Dominance on Campus – 4/23/24
- Exposing Benevolent Prejudice in Yourself and on Your Campus – 5/7/24

3. **Allow employees to be without current, enforced, written human resource policies that clarify expectations and working conditions, provide for effective handling of grievances, and protect against wrongful conditions.**
   3.1. **Permit employees to be without adequate protection from harassment and bias.**
   3.2. **Permit employees to be uninformed of the performance standards by which they will be assessed.**

INTERPRETATION:
Compliance will be demonstrated when:

a. Current Human Resources policies, procedures, and employee handbook describe expectations and working conditions, and they are available to all employees.
b. There is a clear process for employees to present complaints and wrongful conditions, including harassment and bias.
c. All employees have clear and measurable performance expectations each year.
d. An easily accessible anonymous reporting system, independent of the College, is available to employees to report complaints.

The interpretation is reasonable because it is consistent with practices employed by other higher education institutions.

EVIDENCE:

On 10/1/24, the VP for Talent and Culture verified that:
a. The current Human Resources policies, procedures, and employee handbook describe expectations and working conditions, and these documents and policies are available to all employees on the Intranet.
b. There are clear processes for employees to present complaints and wrongful conditions, including harassment and bias. The following policies and procedures are available to all employees on the Intranet:
    - Complaint Policy and Procedures for Employees
    - Employee Code of Ethics
    - Employee Misconduct
    - Non-Discrimination
    - Code of Conduct for Visitors, Guests and Volunteers
    - Expressive Activity
    - Title IX
c. The performance evaluation processes for full-time faculty, adjunct faculty, part-time employees and senior leadership are currently under review to ensure that performances expectations are measurable, documented, and aligned with the College's strategic direction.
d. While the College does provide employees with processes and procedures to file complaints (as required by law), the College does not currently have an anonymous reporting system, independent of the College, in place. The College will begin providing this resource to employees in partnership with a third-party vendor beginning Spring 2025.

4. **Retaliate against any employee member for non-disruptive expression of dissent.**

INTERPRETATION:
Compliance will be demonstrated when:
   a. There are no formal complaints of employee retaliation filed with the Office of Human Resources or the College Attorney, nor are there complaints of employee retaliation on the anonymous reporting system (that are deemed valid by legal counsel).

The interpretation is reasonable because it is consistent with federal law and interpreted by legal counsel as a practical application.

EVIDENCE:
   a. The VP for Talent and Culture confirmed on 10/1/24 that no formal complaints of retaliation were filed with the Human Resources Office, or the College Attorney, that were deemed valid by legal counsel. Although the College does not currently have an anonymous reporting system in place, it will begin providing this resource to employees in partnership with a third-party vendor beginning Spring 2025.

   5. Allow employees to be unprepared to deal with emergency situations.

INTERPRETATION:
Compliance will be demonstrated when:
   a. Written emergency management procedures were available to all employees.
   b. Annual safety and emergency-related training was provided to all employees.
   c. Fire and emergency response drills were conducted on a regular schedule

This interpretation is reasonable because it ensures compliance with the State of Maryland and nationally accepted safety and security practices for higher education institutions.

EVIDENCE:

   a. The CFO and VP for Administration confirmed on 10/1/24 that written emergency management procedures and protocols were available to all employees, which include detailed instructions for handling threats such as fire, weather-related emergencies, security-related emergencies such as bomb threats, physical violence by a hostile person, or cyberattack:
         • Emergency Response Guide
   b. The CFO and VP for Administration confirmed on 10/1/24 that the annual safety and emergency-related training was made available to all employees to provide the basic background knowledge and information of necessary actions when there is an emergency, or disruption of college operations. College Emergency Preparedness (youtube.com)

c. The CFO and VP for Administration confirmed on 9/24/24 that four different types of emergency and safety drills were conducted at the main campus and at the Monroe Center during FY 2024.

6. **Permit employees to be without reasonable opportunity for professional growth and development.**

INTERPRETATION:
Compliance will be demonstrated when:
   a. All employees have access to appropriate professional development opportunities.
   b. Professional growth and development opportunities are included in the annual evaluation process.

This interpretation is reasonable because it is consistent with practices employed by other higher education institutions.

EVIDENCE:

a. The VP for Talent and Culture confirmed on 10/1/24 that LinkedIn Learning was offered to all employees during the reporting period. LinkedIn Learning is an award-winning industry leader in online training, with a digital library of over 6,000 courses covering a wide range of technical, business, software and creative topics. Diversity and cultural training are also available on this platform. The Center for Teaching and Learning regularly offers workshops related to diversity, equity, inclusion, and belonging. Workshops from FY24 are listed below.
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   - Best Practices for Students who are Neurodivergent – 9/15/23, 9/27/23
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b. The performance evaluation processes for full-time faculty, adjunct faculty, part-time employees and senior leadership are currently under review to ensure that performances expectations are measurable, documented, and aligned with the College's strategic direction.