

BERGEN LEADERSHIP ACADEMY AGENDA

12/6/2019, ROOM A-118

TOPIC: Human Resources & Legal Affairs

PRESENTERS: *Gwendolyn Harewood, Arlene Perez, Esq.*

DESCRIPTION:

During the "Human Resources and Legal Affairs" session of the College's Inaugural Bergen Leadership Academy ("BLA"), BLA Fellows will gain a working knowledge and understanding of basic employment law guidelines that will assist supervisors in their leadership roles at the College. Throughout this session, BLA Fellows will obtain an introductory course and refresher on the College's internal policies and procedures that may affect their daily practices, such as managing accommodation and Family and Medical Leave Act ("FMLA") leave requests or handling employee grievances and complaints. BLA Fellows will also receive essential training tools and updates on legal issues that may impact the College and its employees, such as EEOC guidelines on harassment and discrimination. The session will aid in the supervisor's practice of identifying characteristics and behavior relating to sexual and/or other unlawful harassment or discrimination. With an overview of the College's policies and procedures and a clear understanding of the guiding principles of employment law, BLA Fellows will culminate this session with effective leadership and communication skills that will assist in their knowledge and prevention of legal issues that may arise within their supervisory roles at the College.

REQUIRED READING:

- *Investigating sexual harassment in higher ed.*

<https://universitybusiness.com/investigating-sexual-harassment-in-higher-ed/>

- *Sexual Harassment and Assault in Higher Ed: What's Happened Since Weinstein* - Lists multiple incidents of sexual harassment and assault at varying colleges and universities

<https://www.chronicle.com/article/Sexual-HarassmentAssault/241757>

- *Discrimination in Education - Federal Laws*

<https://civilrights.findlaw.com/discrimination/discrimination-in-education-federal-laws.html>

- *College Policies and Procedures:* <https://bergen.edu/about-us/college-policies/>

- *Bergen Community College Code of Conduct*: <https://bergen.edu/wp-content/uploads/Code-of-Conduct1723.pdf>

LEARNING OUTCOMES:

By the end of this session, you should have the ability to:

1. Obtain a clear understanding of the College's Anti-Harassment and Anti-Discrimination policies and learn how to prevent such practices in the workplace.
2. Confidently handle and report all perceived incidents of sexual and/or other unlawful harassment or discrimination.
3. Effectively communicate with employees and establish open communication between supervisors, managers and their subordinates.
4. Ensure that Fellows are fully compliant and aware of the Equal Employment Opportunity Commission (“EEOC”) Guidelines.
5. Ensure that Fellows understand how to manage accommodation and leave requests that are received by employees.
6. Understand specific measures that must be taken when investigating and reporting employee complaints and grievances.
7. Understand how to effectively document employee performance and conduct issues.
8. Ensure that supervisors and managers follow legal guidelines and internal procedures pertaining to employee issues prior to employee termination.

FUTURE MEETING DATES

- **Friday – Nov. 22** – 9am-1pm (Rm A318): *Enrollment Management & Student Affairs*
- **Friday – Dec. 6** – 9am-1pm (Rm A318): *Human Resources & Legal Affairs*
- **Friday – Jan. 24** – 9am-1pm (Rm A318): *Finance*
- **Friday – Feb. 28** – 9am-1pm (Rm A318): *Institutional Effectiveness*
- **Friday – Mar. 27** – 9am-1pm (Rm A318): *Diversity & Inclusion*
- **Friday – Apr. 24** – 9am-1pm (Rm A318): *Academic Affairs*
- **Friday – May 22** – 9am-1pm (Rm A318): *Communication, Public Speaking & Owning Your Brand*
- **Friday – Jun. 19** – 9am-10:30am (Rm A318): *Program Commencement*