

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

EMPLOYEE PROBLEM REVIEW PANEL
Procedure No. 3-31 (B) (8)
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Effective April 15, 1999

- (1) The Employee Problem Review Panel will be composed of three full-time employees of the college appointed from a Pool of eighteen employees specifically trained to hear problems and recommend solutions. The eighteen-member Pool shall be composed of six administrators, six staff members, and six faculty members seated for three-year terms and selected as outlined below:
 - (a) The first Pool selected after the effective date of this procedure shall have six members, two each from (1.), (2.), (3.) of (c) below, seated for a three-year term and, in like manner, six members seated for a two-year term, and six members seated for a one-year term. Subsequent members selected for the Pool shall be seated for three-year terms.
 - (b) New Pool members shall be selected during the first four weeks of Autumn Quarter, trained by the end of Autumn Quarter, and seated the first day of Winter Quarter.
 - (c) Pool members shall be selected as follows:
 1. Ten faculty members shall be selected as candidates for the Pool by the Faculty Senate according to procedures established by that body and submitted to the Vice President for Multicultural Affairs and Community Outreach at the beginning of the third week of Autumn Quarter.
 2. Ten staff members shall be selected as candidates for the Pool by the Staff Council according to procedures established by that body and submitted to the Vice President for Multicultural Affairs and Community Outreach at the beginning of the third week of Autumn Quarter.
 3. Ten administrators shall be selected as candidates for the Pool by the Vice President for Multicultural Affairs and Community Outreach by the beginning of the third week of Autumn Quarter.
- (2) By the end of the fourth week of Autumn Quarter, the President and the Vice President for Multicultural Affairs and Community Outreach will review the Pool member candidates and select six individuals from each of the three categories named above and communicate their selections to the campus and appropriate individuals.
- (3) If a Pool member is unable for any reason to fulfill the full term and has one year or more

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remaining, the president of the appropriate selecting body defined in (c) above and the Vice President for Multicultural Affairs and Community Outreach shall agree on a person to complete the unexpired term. If the Pool member has less than one year remaining, the position shall not be filled until the next selection cycle.

- (4) Any employee may be selected to serve more than one term, consecutive or non-consecutive; and any employee appointed to fulfill an unexpired term is eligible for appointment to a full term.
- (5) A Pool member may be permanently removed from the Pool for just cause by the President of the college upon recommendation by the respective selecting body.
- (6) Pool members shall be trained concerning appropriate hearing methods and questioning techniques.
 - (a) This training shall be conducted by an external person or persons selected by the President of the college.
 - (b) This training shall be conducted during the Autumn Quarter preceding the seating of any Pool members.
 - (c) No Pool member shall serve on a Review Panel until the Pool member has completed the training described above.
- (7) When a Review Panel is required, a three-member panel shall be selected as follows:
 - (a) Within five (5) working days after being requested to implement this procedure, the Vice President for Multicultural Affairs and Community Outreach will make arrangements to randomly select three Pool members from all eligible members of the Problem Resolution Pool to serve as the Review Panel. Both the complainant and respondent have the option to be present during the selection process. The complainant may choose to have a maximum of two Review Panel members from his/her classification. This request will be satisfied through the random selection process.
 - (b) Any Pool member involved with the formal complaint shall not be eligible to serve on the Review Panel for that complaint.

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- (c) For complaints related to disability, the Director of Disability Services, or the Director's appointee, will serve as an advisor to the panel.