Mountwest
Community & Technical College

Mountwest Administrative Procedure

Required Trainings

Mountwest Community & Technical College has identified 12 mandatory professional development/training activities that should be renewed on an annual basis. Most of the activities can be accomplished through Safe Colleges, or whichever method of training Mountwest currently uses, in short training sessions. The PDATT Committee also may provide in-person trainings for some topics in order to provide multiple options for our employees. The trainings are required of all full-time staff and faculty members, however part-time employees will have the option to complete training if there are enough licenses to be assigned. A listing of these trainings referencing this procedure will be kept in the faculty and staff handbooks at Mountwest.

Training	Description	Reasoning	Time Commitment
FERPA	This course addresses training needs relating to student education records. This course covers important legal terms related to the Family Educational Rights and Privacy Act (FERPA), the general responsibilities of staff members under FERPA, FERPA's rules regarding confidentiality and disclosure, and the rights of students to access and inspect their own education records kept by the school.	Limit liability & facilitate compliance with FERPA regulations (although rare, a violation of FERPA **can result in suspension of federal funding**. We HAVE had FERPA concerns recently)	15 minutes
General Ethics in the Workplace	Provides employees with an overview of ethical standards at work. Common themes include describing ethical behavior with monetary practices, explaining ethical behavior with colleagues, and identifying several guidelines for appropriate ethical behavior.	WV Ethics Act hold all public employees accountable for violations, which can result in public reprimand, fines up to $5,000 per violation, restitution pay	16 minutes (General Ethics in the Workplace)

Sexual Harassment Awareness/Prevention	This course provides staff members with a basic understanding of staff-to-staff sexual harassment as well as strategies to maintain a harassment-free environment in the workplace. Topics covered include defining sexual harassment and sexual harassment in the workplace. The content in this course was designed with care and sensitivity; however, some may find certain topics personally upsetting, especially for survivors of sexual abuse or assault. If you feel the need to talk with someone, please contact your Human Resources Administrator or a related resource in your community.	Consistent with Sexual Harassment Policy H-4; 2.1 which states we must provide educational opportunities regarding sexual harassment. Limits liability.	29 minutes
Defensive Driving	This course is a comprehensive tutorial designed for any employee who drives a work vehicle including both professional and nonprofessional drivers. The course content includes strategic driving tips and real-world driving scenarios to help improve decision-making when employees are behind the wheel of a company vehicle (or any vehicle). The course will review five strategic driving tips for drivers of work vehicles, improving hazard recognition skills while driving, eliminating the danger of indecision while driving, and becoming proactive in vehicle-handling ability.	BRIM reporting asks us to provide documentation of defensive driving training efforts	19 minutes or State video (27 minutes)
IT Cybersecurity	The convenience of web access makes it easy to forget that we need to protect and care for our information. This introductory	Limits liability/potential for cyber breaches. Complies with IBOG Policy I-2.	13 minutes (potential 47 minutes)

	course provides an overview of cybercrime and cybersecurity, including the basics of cybersecurity along with the effects of cybercrime, the types of cyber threats and how users are susceptible. (Included are time frames for Protection Against Malware, Email and Messaging, and Password Security Basics,		(Cybersecurity Overview)
Workplace Bullying	Aides in the identification of workplace violence and strategies on how to prevent and recognize this type of behavior in the workplace.	Limits liability and is in support with staff/faculty handbook	20 minutes
Workplace Violence Awareness/Prevention	The goal of this course is to provide employees and supervisors with basic information about awareness and prevention of violence in the workplace. The course will review the levels and causes of workplace violence, the early warning signs of violence, and techniques for defusing hostile situations.	Limits liability and is consistent with anti-bullying workplace policy	20 minutes
Diversity Awareness	The goal of this course is to provide staff with an awareness of how a diverse workforce strengthens an organization. The course examines behaviors, both unintentional and intentional, that can discriminate or contribute to a hostile work environment. It also discusses ways to respond or even intervene in discriminatory acts that are in concert with your organization's policies and showcase positive reinforcing behaviors that show respect and appreciation for staff who are different than you.	HLC accreditation and EEOC/AAP initiatives; IBOG Policy H-5, Social Justice	23 minutes

Title IX Requirements	Key to ensuring all students are free from discrimination and exclusion in their access to education. But making sure all students are protected isn't completely on the shoulders of Title IX Coordinators. They often rely on members of the campus community to help. This course gives college and university faculty and staff members an overview of Title IX and their role in connecting students to Title IX services. Topics include: the responsible employee role, key terms and definitions and reporting procedures.	All faculty/staff are "responsible parties" regarding Title IX and required to report issues to Title IX coordinators; non-discrimination statement. A violation of Title IX can result in the loss of federal funding in addition to fines and independent lawsuits.	26 minutes
Americans with Disabilities Act	This course is designed to provide an overview of the Americans with Disabilities Act (ADA) and how it might apply in schools. It covers ADA basics, such as what qualifies as a disability and reasonable accommodation, program accessibility under title II, the differences between the Individuals with Disabilities in Education Act and the ADA, and effective communication in the educational context.	Obtain knowledge regarding ADA and reasonable accommodations in the workplace; IBOG Policy H-5, Social Justice; DOJ may fine businesses in violation of ADA up to $75,000 for a first violation and up to $150,000 for any additional violation.	31 minutes
CLERY	This course provides college and university staff with an overview of the Clery Act. This course is designed to provide historical information about this federal legislation and educate college staff about the legal requirements mandated by the Clery Act. This course will cover the importance of the Clery Act, different categories of required reporting, the elements of the Annual Security Report, and timely warning and emergency notifications. The content in this	The Clery Act makes mention of campus security improvements, including training on Clery Act topics. Fines up to $57,317 per violation is possible if we do not comply.	27 minutes

	course was designed with care and sensitivity; however, some may find certain topics personally upsetting, especially for survivors of sexual abuse or assault. If you feel the need to talk with someone, please contact your Human Resources Administrator or a related resource in your community.		
Drug Free Workplace	The goal of this course is to provide employees with an understanding of drug and alcohol abuse in the workplace. This course will review the Drug Free Workplace Act, recognizing the signs of substance abuse and addiction, and knowing your role in fighting substance abuse on the job.	To support our drug free workplace policy and the Drug Free Workplace Act of 1988 which encourages the continued efforts of education to employees regarding a drug free workplace.	22 minutes
Total Time Commitment:			**4 hours, 21 minutes (min) – 5 hours, 3 minutes (max)**

Deadline: May of each academic year. If an employee has not made a good faith effort to complete the required trainings on this list by the deadline, that employee will be placed on a progressive counseling track initiated by their immediate supervisor, following each step until completion of the trainings or until the end of the progressive counseling process.

Effective date: 10/29/2019

Approved by: Dr. Keith Cotroneo, President