

OPERATIONS LEADERSHIP TEAM OSCEOLA CAMPUS – ROOM 1-219B

JUNE 6, 2017
2:00 PM – 4:00 PM

PRESENT: Loren Bender (Convener), Jennifer Page (Co-chair), Terry Allcorn (Co-chair), Kari Makepeace (Coordinator), Craig Blazejewski (Guest), Roger Corriveau, Neisa Farley, Linda Herlocker, Mike Lergier, Joe Lopez, Paul Rooney, Jamie Rost, Michelle Sever, Drew Smith, Joanna Victoria (Guest)

ABSENT: Jasmin Cruz, Jonathan Hernandez, Sonya Joseph, Traci Thornton, Rhonda Ulmer

MEETING SUMMARY

I. ANNOUNCEMENTS

A. Rotation of Leadership

Michelle Sever was announced as the new OLT Co-chair. Her 2-year term will begin in July 2017.

II. WORK GROUP UPDATES

A. Content Management System (CMS) Implementation –*Craig Blazejewski & Jamie Rost*

Craig Blazejewski and Jamie Rost provided an update on the implementation of the new CANVAS content management system. The Committee Charter was reviewed and feedback was provided.

1. Charge

The CMS committee provides departmental expertise for content management on the public website. The committee will be responsible for reviewing and approving content that is moved to the CMS.

2. Membership

Area of leadership were identified and leaders from each of those areas appointed members to the CMS Committee.

3. Primary Functions and Responsibilities

The primary functions and responsibilities of committee members are to:

- Attend meetings;
- Represent the needs and priorities for department content;
- Two-way communication between department constituents and the CMS committee;
- Meet deadlines for content updates and approval.

4. Meeting Frequency

The committee will meet at least once per term (spring, summer, fall) or more often as needed. The committee will begin meeting in June and an update on their progress will be provided to the OLT in August.

5. OLT Feedback

The OLT recommended that Craig and Jamie share this information with the Instructional Affairs Committee (IAC) soon and also recommended that they contact the Deans of Students to see if they would like to appoint Advisors to the committee.

B. Mamava Suites – *Joanna Victoria*

Joanna Victoria reviewed the Mamava Suites work team objective, considerations, and the final committee recommendation.

1. Objective

The objective of the work team was to explore the possibility of providing Mamava Suites to students and employees who are nursing mothers on campus.

2. Considerations

The team took into consideration security, usage, cost, durability, size, location, accessibility, phone application, marketing, and alternatives.

3. Recommendation

The committee feels that Valencia College provides an appropriate location and a reasonable amount of break time to accommodate employees who are nursing mothers for a period of up to one (1) calendar year after the birth of the nursing child. Access to this locations is given to students who are nursing mothers upon request. The committee has concluded that currently there is no obvious need to expand/add locations for this purpose; therefore, Mamava Suites acquisition is not recommended at this time.

4. Next Steps

Over the summer and into the fall semester, ODHR will partner with Title IX and the EEOC Team to evaluate current usage of the nursing rooms and collaborate with Campus Managers and HR Campus Directors to create a system for obtaining metrics. The committee will then reconvene at the end of the fall 2017 semester to evaluate needs based on the acquired metrics.

5. OLT Feedback

The OLT recommended that when the committee reconvenes, they should also consider the ongoing costs of maintaining the equipment and supplies.

C. Computer Lab Protocol – *Terry Allcorn*

Terry Allcorn updated the OLT on his collaboration with Esteban Pizarro Rodriguez, Laboratory Assistant at the West Campus, to identify labs on the campus. There is now an updated Excel spreadsheet with all of the labs listed and conversations on computer lab protocol are ongoing. Next steps will be to inventory all of the areas to find out what is in each of the labs and the usage of the facilities.

D. Student Housing – *Loren Bender*

Loren Bender provided an update on student housing.

1. Background

Valencia College is exploring the feasibility of providing on-campus housing for its students, both domestic and international. The primary motivation for offering on-campus housing comes from the effort to provide increased access and an ideal environment for student success.

To understand the needs, challenges, and expectations of student housing, focus groups & in-depth interviews were conducted with both domestic and international students in April 2017. There were a total of 6 focus groups; 2 focus groups per campus representing each of the student segments. In addition, in-depth interviews were conducted to ensure adequate representation of the international student body.

2. Summary of Findings

Housing was important to two student segments-Domestic Out-of-Towners and International Students. Internationals had the hardest time finding a place to live because of their short search timeframes, lack of familiarity of the area, and difficulty proving their student status & financial history.

Students believe there is a major void of apartments near Valencia College Campuses.

- East Campus Students default to student housing near UCF since it provides them with the student experience they are looking for.
- West Campus Students find themselves without student housing options and must live in typical housing with families and working adults.
- Osceola Campus Students have little options, yet little expectations. These students don't expect student housing since the campus is so small.

When exploring the three student housing options(off-campus non college affiliated, off-campus college affiliated, on-campus college affiliated),students cared most about keeping the cost affordable, wanting apartment style living instead of dorms, and being convenient to Valencia but not restrictive of their lives.

Respondents had very positive reactions to Valencia offering student housing. Students identify the biggest impact area Student Housing will provide as:

- Providing the feeling of a larger college or 4 year university.
- Being part of a supportive college community where they can feel a connection with the people around them.
- Giving students the sense that the college staff are listening to their problems and are actively trying to make their lives better.
- Having the ability to make connections with other students and build those relationships to last through college.
- Increasing their involvement in the activities and resources provided by the college.
- Making the time they spend on campus more valuable, and giving them reasons to be there for longer.

With the implementation of Student Housing, students see Valencia as becoming a more serious option and growing as more students see the increasing benefits of attending Valencia College.

3. Next Steps

The next step for student housing is for Loren to work with Katie Tagye to organize collaborative sessions with a variety of groups to determine how this could and would work.

III. DISCUSSION ITEMS

A. Membership & Roles –All

The OLT reviewed the membership roster to ensure that the folks that should be on the team are on the team and discussed the importance of passing information along to the campuses from the OLT meetings. The group agreed that there should be faculty representation on the team so Loren will reach out to the Faculty Association President to request a representative from the Council to serve on the OLT. Going forward, the OLT will continue to review membership on a regular basis.

IV. INFORMATION ITEMS

A. Hurricane Procedures – Paul Rooney

Paul Rooney shared information from *The Grove* article on Hurricane Procedures:
<http://thegrove.valenciacollege.edu/prepare-for-a-busy-2017-hurricane-season/>.

Paul stressed the importance of making sure your Valencia Alert contact information is correct because in an emergency, all employees will be notified via Valencia Alerts to their cell phone, home phone or email with important emergency notifications and updates. To confirm your Valencia Alert contact information and preferences, [follow the directions in this link](#). Paul also announced a change in procedure this year which is that faculty and staff will no longer be required to bag office equipment.

V. NEXT MEETING

The next Operations Leadership Team meeting will take place on August 1st, 2017 from 2:00pm-4:00pm at the East Campus in 3-113.