

**IN ATTENDANCE:** Jackie Lasch (Co-chair), Roger Corriveau (Co-chair), Kari Makepeace (Council Coordinator), Jos Accapadi, Beverlee Andrews, Allen Bottorff, Amy Bosley, Marie Brady, Daniel Charriez, Christen Christensen, Mary Beth Clifton, Sherri Dixon, Kathleen Hauser, Chili Heredia, Sonya Joseph, , Carmine LaPietra, Alex Larzabal, Susan Ledlow, Joe Livingston, Elaina Paige, Joyce Romano, Paul Rooney, Jamie Rost, Michelle Sever, Darla Sharpe, Renee Simpson, Patti Smith, Adam Talbot, Todd Treece, Rhonda Ulmer

## **MEETING SUMMARY**

### **I. PROGRESS AND/OR INFORMATIONAL REPORTS REVIEWED**

- A. The newly appointed OLT Co-Chairs were introduced: Jackie Lasch and Roger Corriveau.
- B. An overview of the new Governance structure was provided. For more information, please watch the quick draw animation detailing the purpose, focus and relationships within our governance model by clicking the following link: <http://wp.valenciacollege.edu/thegrove/redesign-of-valencias-collaborative-governance-system/>.
- C. The OLT had an open discussion to help identify the purpose, shape the charge, and determine if the membership is appropriate. Some information shared was that:
  1. The OLT is a peer run group, similar to the Instructional Affairs Committee (IAC).
  2. The charge, goals, and agenda of the OLT should be determined by the OLT.
  3. OLT meetings are a forum for college-wide conversations about issues, not campus business.
  4. The proposed OLT membership list currently has wide representation, however there are currently no members from auditing, legal services, career staff, and faculty. A suggestion was made to talk with the Chair of IAC, Wendy Givoglu, about the structure of their membership list.
  5. Work plans (template provided) should be submitted to the OLT when it relates to making changes or correcting issues to the current systems. Project timeline may need to be developed after work plan is discussed.
  6. Communication regarding the work of OLT is crucial. Need to determine who is responsible for communicating this work and how it will be done.
  7. The roles and responsibilities of members need to be identified.
  8. Need to determine how to incorporate College-wide operations projects currently underway into OLT work plans.
  9. Some topics brought forth to OLT may be informational items based on work of other committees such as commencement, calendar, and scheduling. We need to be able to identify these types of items, and develop our role in communicating this important information to the Valencia community, including Executive Council.

It was determined that in order to move forward, the Team really needs to define “operations”. The old College Operations Council (COC) charge may serve as a guide to determining the new charge of the OLT. All OLT members were asked to provide their big picture definition of “operations” and any feedback they may have on the old COC charge via email to Jackie and Roger by no later than October 24, 2014.

- D. The proposed meeting dates for 2014-15 were approved. The OLT will be meeting on the 1<sup>st</sup> Tuesday of every month from 2:00-5:00pm through June of 2015, excluding December, 2014 and March, 2015. All meetings will be held at the District Office in Room 502.

- E. The template for work proposals was reviewed and the standard template for agendas and meeting summaries was introduced. All of this information will be posted on the Governance website (under construction).

## **II. OTHER TASKS ACCOMPLISHED AND/OR DECISIONS MADE DURING THE MEETING**

- A. Small groups brainstormed major topics that the OLT should consider in planning for the year. The following are topics put forward for consideration:
  - 1. November
    - a. Academic Calendar
    - b. College catalog
    - c. Budget Timeline
    - d. Strategize equipment process
    - e. HR position requests (if being done again this year)
    - f. Organization overviews
  - 2. January
    - a. Budget / Strategic initiatives
    - b. Disaster/emergency preparedness plan
    - c. Strategic equipment plan
    - d. Policy procedures revision
    - e. Gear up for handbook project updates & gathering updates to communicate to students
    - f. Individual work plans (remaining fiscal year)
    - g. Super-curricular update (new grants rules)
    - h. Commencement
  - 3. February
    - a. Legislative reports/updates
    - b. Enrollment Plan
    - c. Begin planning advertising campaign for in-market start of July
    - d. Classroom technology refresh
    - e. Trends in education and industry
    - f. Total rewards – pay and benefits
  - 4. April
    - a. Elections for OLT Co-chairs
    - b. Fiscal year-end finance questions
    - c. Begin planning for public relations efforts for fiscal year 2015-16
    - d. Freshman freebie campaign
    - e. Hiring & staffing
    - f. Disaster recovery & preparedness
  - 5. May
    - a. Year-end budgeting memo
    - b. Legislative issues policies
    - c. Expanding beyond the state
  - 6. June
    - a. Beginning of academic year planning (activities/requirements)
    - b. Strategic equipment report
    - c. Commencement

7. July - Enrollment conversations
8. August - Pay & benefits
9. September - Insurance surveys consortium: sexual molestation of juveniles, travel, cyber
10. October - College Nights
11. Standing Items: RPF/Bids, Grant proposals, policy revisions

**III. FOLLOW-UP ACTION NEEDED AND PERSON RESPONSIBLE**

- A. Renee Simpson will bring recommendations for the 2015-2016 College calendar to the November OLT meeting for approval.
- B. All OLT members were asked to provide their big picture definition of “operations” and any feedback they may have on the old COC charge via email to Jackie and Roger by no later than October 24, 2014.

**IV. SUMMARY OF MEETING EVALUATION**

The Operations Leadership Team utilized the + / Δ evaluation method. Feedback was as follows:

+	Δ
We have the right people at the table; we are large but we have a representative from all areas of the college. Thank you!	I know today was about planning but I want to make sure we focus on topics from now on. We will figure things out as we go.
Positive step towards providing a venue for discussion about operational needs and issues for the college. Good diverse group represented.	We need to continue to move forward and continue to define our charge and roles.
Positive to meet new faces at the college. Glad to be at the table where decisions are made.	We need a formalized communication structure during the meeting – “how we discuss things”
It was great to actually meet (in person) several key individuals that I never met. I truly believe that the mission, scope, and charge of the OLT will be extremely beneficial. I thought it was beneficial to hear the various “seasonal events” that the college hosts.	Suggestions: To get more people to participate, perform a sticky note exercise. Need a place to ideate. Consider things that may disrupt work plans in work plan and a way to report disruptions (think SWOT). Measure disruptions (we only measure success).
Liked the discussion to determine what type of work this group will accomplish & saying it’s ok that we don’t know the answers now but we will figure it out together.	Suggestion: Get to know each other better through activities.
Good explanation of the new team. Good leadership from Senior Team members. Great group of people.	Still a little vague about what areas are included on the Team – more to the extent of involvement.
The size and experience of the group assembled. The ability to shape or move in a direction that the group decides.	What will we approve? What about HR issues for the admin group like professional/career staff group?
Getting everybody together is good. The agenda was good and we ended ahead of schedule.	Do we need to establish our principles for working together? To ensure we have open, honest, robust conversation -> similar to the area identified within work plan template -> II. Plan #3. Teamwork & IPC Principles (Sonya touched base on this a little bit)
I think that the OLT membership should be kept the way it was proposed.	
Ownership by the group.	

**V. NEXT MEETING SCHEDULED**

The Operations Leadership Team will be meeting again on November 4, 2014 from 2:00-5:00pm at the District Office in Room 502.