VALENCIA

Operations Leadership Team
District Office Room 252 & Lync

October 6th, 2015
2:00 – 4:00 PM

IN ATTENDANCE: Jackie Lasch (Co-chair), Jennifer Page (Co-chair), Kari Makepeace (Council Coordinator), Terry Allcorn, Jenny Charriez (Guest), Mary Beth Clifton, Sherri Dixon, Channing Frazier (Guest), Kathy Hauser, Chili Heredia, Sonya Joseph, Carmine La Pietra, Alex Larzabal, Mike Lergier, Leda Pacheco (Guest), Elaina Paige, Jamie Rost, Darla Sharpe, Renee Simpson, Adam Talbot, Rhonda Ulmer, Chara Young (Guest)

MEETING SUMMARY

I. INFORMATION ITEMS

A. Mary Beth Clifton shared information on the Health Insurance Portability and Accountability Act (HIPAA), the Retirement Incentive Plan, and Open Enrollment.

   1. Health Insurance Portability and Accountability Act (HIPAA) – Formal training will be offered beginning in January, 2016. HIPAA contains information that leaders need to be aware of in relation to the obligation leaders have to protect an employee's privacy information, particularly when it pertains to medical treatment or care.

   2. Retirement Incentive Plan – All impacted employees should have received communications and those eligible are booking certified financial planning meetings.

   3. Open Enrollment – The Benefits Tours started today. Supervisors are asked to encourage employees to attend. The rates will be communicated in *The Grove* and the plan design will be reviewed at the Benefit Tour meetings.

B. Jenny Charriez & Leda Pacheco provided information on the College's recognition programs.

   1. Formal recognition programs include:

      a. Career Anniversaries – Recognizes milestone anniversaries (1, 5, 10, 15, 20, 25, 30, 35, and 40 years). Gifts depend on years of service and range from certificates to personalized yearbooks. All full-time and part-time faculty and staff are eligible to be celebrated. Since 2014, 1,178 employees have been celebrated.

         - Employees celebrating anniversaries between July 1, 2015 and October 31, 2015 will be celebrated in November, 2015.
         - Employees celebrating anniversaries between November 1, 2015 and June 30, 2016 will be celebrated in April, 2016.

b. Endowed Chairs – Recognizes and promotes academic excellence and provides resources for advancement of instruction at Valencia. Only full-time tenured faculty are eligible to receive this award. Since 2008, 222 faculty members have been awarded.

- Category I awards are awarded to faculty to fund a proposed learning experience that supports the mission, vision, and values of Valencia College and has a connection to student learning.
- Category II awards provide funding for projects that enhance learning-centered activities and/or foster professional development departmentally, college wide, within a discipline, or within the central Florida community.

c. Faculty Association Awards – Recognizes five faculty members who have demonstrated effective and innovative teaching methods and a continuing commitment to student success through student engagement both inside and outside the classroom. Full-time and part-time faculty members are eligible to be nominated. Since 2014, 10 faculty members have been awarded.

- Nomination process opens January, 2016.
- Nomination deadline is March, 2016.
- Portfolio deadline is May, 2016.
- Recipients are announced in August, 2016.

d. Innovation of the Year Awards – Created by the League for Innovation in the Community College, this award recognizes faculty, staff and administrators at member colleges who have created and implemented innovative programs, practices, partnerships, policies and activities that improve the institution's ability to serve students and the community. All full-time and part-time faculty and staff members are eligible to be nominated. Since 2014, 10 employees have been awarded with an Innovation of the Year Award.

- Nomination process opens November, 2015.
- Nomination deadline is January, 2016.
- Recipients are announced in March, 2016.

e. Sabbatical Leave – Recognizes exceptional service to the college and seniority and provides a significant opportunity for new, or renewed, achievement and growth through activities such as study, research, writing, creative work and travel so that the individual's teaching and/or professional effectiveness may be enhanced. Full-time tenured faculty and Professional Staff members are eligible to apply. Since 2006, 84 employees have been awarded Sabbatical Leave.

- Nomination process opens August, 2015.
- Nomination deadline is October 16, 2015.
- Recipients are announced in January, 2016.

f. John & Suanne Roueche Excellence Awards - Created by The League for Innovation and open to League Alliance member institutions, this award celebrates outstanding contributions and leadership by community college faculty and staff. All full-time faculty

and staff members are eligible to be nominated. Since 2012, 32 employees have received an excellence award.

- Nomination process opens September, 2015.
- Nomination deadline is October 15, 2015.
- Recipients are announced in November, 2015.

2. Informal recognition practices include:

a. Recognition Badges – Allows you to recognize your colleagues (faculty, staff, and supervisors) by giving a badge and sharing your thoughts and appreciation in a short post. Available to all employees through *The EDGE.*

b. Notes, cards, and certificates – Allows you to choose from a variety of templates to create meaningful notes of appreciation that you can send electronically or print and hand deliver to your team through a platform called *iAppreciate*. Accessible to all employees through *The EDGE.*

c. Featured Colleague – Employees can be nominated for a Featured Colleague spot in *The Grove*. To submit a featured colleague story, please visit *The Grove* and click on the "Submit Your News" button on the right side of the page.

3. Additional resources available:

a. A Magazine – Articles for supervisors about recognition. Accessible through *The EDGE.*

b. Training – Nine Minutes on Monday: Planning for Engagement. You can sign up through *The EDGE.*

c. Leadership Library – Hundreds of books are available for employee check-out. Link to the library is in Atlas under the Employees Channel.

4. Questions that OLT had were as follows:

a. Can extra comment pages be added to the Yearbooks depending on how many years of service an employee is celebrating? The more years of service an employee has, the more comments they are likely to receive… Currently the cutoff is the same for all yearbooks.

b. Can extensions be given for supervisors to provide Yearbook comments?

C. Renee Simpson shared the DRAFT Academic Calendar for 2016-17. The calendar has not been approved by the IAC so it is still in DRAFT format. Proposed changes include:

1. The beginning day for all terms (with the exception of H2) will now be Monday.

2. Spring break will be aligned with UCF and Osceola County.

D. Jennifer Page shared the Holiday Hiring Guidelines.

   1. The last date to start a full-time employee for the 2015 year is November 30, 2015. Employees that do not begin by that date may begin work on January 4, 2016.

   2. There are special exceptions. Supervisors needing an extension can contact Jennifer Page in Human Resources.

II. DISCUSSION ITEMS

   A. Chara Young presented a work proposal for a Valencia College Employee Handbook.

   1. Purpose – The Valencia College Employee Handbook will serve as a communication tool to disseminate important College information to employees. Through it, new and current employees will be able to find and reference some of the most common key policies and procedures, as well as information that exemplifies Valencia's culture. Topics that will be covered in the handbook include, but are not limited to, institutional history, organizational governance and structure, professional development opportunities, employment policies and procedures, compensation and overtime laws, employee classifications and leave, health and medical insurance options, and safety and security information.

   2. Audience – Current employees (online), new employees (print), and supervisors (print).

   3. Goals/Uses – The handbook should be used by new employees to learn about their work environment. New employees will be expected to acknowledge receiving the handbook for liability purposes. The handbook should be used by current employees as a centralized resource and reference for key policies and procedures as well as a summary of benefits and professional development offerings they may need to reference.

   4. The timeline moving forward is as follows:
      • November 11, 2015 – Make Advisory Team, Work Team, and Legal changes
      • November 12, 2015 – DRAFT handbook will be sent to Proofreader
      • November 12, 2015 – Begin layout planning (based on draft)
      • November 20, 2015 – Changes Due from Proofreader
      • December 7, 2015 – Handbook laid out (print & online versions) and sent to Work and Review Teams
      • December 17, 2015 – Complete Communications Plan for Handbook
      • December 17, 2015 – Layout approved by Work and Review Teams
      • December 18, 2015 – Content uploaded to web
      • December 21, 2015 – Send to print
      • January 4, 2016 – Employee Handbook received (printed copies)
      • January 5, 2016 – Implement Communications Plan

5. The following feedback on the handbook was provided by the OLT for consideration:

- Add some language to the handbook referencing policy updates and linking to where the current and up-to-date policies can be found.
- Note that some disciplines and departments may have their own Standard Operating Procedures.

III. NEXT MEETING SCHEDULED

The Operations Leadership Team will be meeting again on November 3, 2015 from 2-5pm via Lync or in-person at the District Office in Room 252.

IV. SUMMARY OF MEETING EVALUATION

The OLT utilized the + / Δ evaluation method to provide feedback. Feedback was as follows:

+: What did you like about the meeting?
Stuck to the topics on the agenda.
Great information shared.
Great information to pass on to colleagues and subordinates.
The reports from the various teams.
Very informative.
Updates on calendar and rewards.
Δ: What would you like to see changed?
Nothing.