

# VALENCIA

**Operations Leadership Team  
District Office Room 252 & Lync**

**February 3<sup>rd</sup>, 2015  
2:00 – 3:00 PM**

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**IN ATTENDANCE:** Jackie Lasch (Co-chair), Roger Corriveau (Co-chair), Kari Makepeace (Council Coordinator), Jos Accapadi, Terry Allcorn, Craig Blazejewski (Guest), Marie Brady, Daniel Charriez, Kris Christian, Mary Beth Clifton, Leslie Golden, Chili Heredia, Jonathan Hernandez, Sonya Joseph, Amy Kleeman, Carmine LaPietra, Alex Larzabal, Mike Lergier, Joe Livingston, Jennifer Page, Elaina Paige, 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 Valencia College marketing group is working with a number of stakeholders, service areas, divisions and departments to develop and introduce two new software tools which will improve the connection to Valencia College for students, employees and the community. Both systems are on track to be rolled out by the end of March (sooner if possible). Look for more details in The Grove website and The Juice employee newsletter.
  - 1. YouVisit is a software program that will allow us to offer a 360 degree virtual tour of the East, West, and Osceola Campuses with an audio voiceover available in 4 different languages: English, Spanish, Portuguese, and Vietnamese. The stakeholders in this project are the Campus Presidents, Deans, and Student Affairs folks including Enrollment Services, Transitions, Student Development, and International Student Services. To view an example of this tool, please visit:  
<http://www.youvisit.com/tour/fau>
  - 2. Campus Bird is an interactive maps software with an easy-to-use map management system to display custom categories of information. This will provide students and the community with a navigation and way-finding tool. To view an example of this tool, please visit:  
<http://bit.ly/valencia-map>
- B. The new Procurement Procedures for Grant Funding were shared. The OLT was asked to review the Procurement Guidelines and provide feedback to Rhonda Ulmer by no later than the end of February.
- C. Some policy/procedure updates were provided.
  - 1. Some of the procedures in relation to termination of contracts have been updated under Policy: 6Hx28:3F-03 - Suspension, Dismissal, Return to Annual Contract, or Non-Renewal of Contracts policy. Any supervisor that is considering terminating an employee contract should contact either Lauren Bojalad or Jennifer Bevan in the HR Office.
  - 2. There is a new policy going to the DBOT in February regarding Discrimination, Harassment, and Related Misconduct. If the policy is passed, this information will be communicated out.
  - 3. The College is currently recruiting a Title IX Equal Opportunity Compliance Officer and we hope to have this person on board by the beginning of March.
- D. Valencia's new application tracking system, found in Valencia EDGE, launched on Friday, January 2, 2015. The system, which replaces PeopleAdmin, will streamline and simplify recruitment, selection and onboarding for all full- and part-time positions. All positions for recruitment must be requested using

the new Electronic Hiring Action Form and process. Effective immediately, paper forms, including HR #406, the Recommendation to Hire Form, will no longer be accepted. The system is fully electronic, eliminates the need for paper requisitions and provides a connection with Banner, therefore enhancing information availability and accuracy.

E. There are a few changes coming up with Benefits Administration.

1. The contract for Cigna is ending December 31, 2015 and Valencia College will be facilitating a rebid. On February 25, 2015, the college will put out a Request for Proposal (RFP) for interested and qualified Proposers to provide Group Medical and Pharmacy Plan administration for the College's self-funded health plan. There is an Organizational Design/Human Resources (OD/HR) Advisory Team that will be partnering with Procurement and Robinson Bush (an established health care consultant) to evaluate vendor partners and presenting recommendations to senior management. The new contract for medical and pharmacy benefits will be effective January 1, 2016. Results of this process will be communicated in Fall, as we get closer to our annual open enrollment. Periodic updates will be provided throughout the process.
2. The contracts for our Employee Assistance Plan (EAP) and our vision plan (both currently with Cigna) are also ending and there will be a rebid. The college will put out an RFP for interested and qualified Proposers for these College's self-funded health plan effective January 1, 2016. There is an OD/HR Advisory Team that will be partnering with Procurement and Robinson Bush (a health care consultant) to evaluate vendor partners and presenting recommendations to senior management. The new contract for EAP and vision plan will be effective January 1, 2016. Results of this process will be communicated in Fall, as we get closer to our annual open enrollment. Periodic updates will be provided throughout the process.
3. The college will also put an RFP out for our special pay plans on March 18, 2015. Currently the College partners with Bencor to administer Valencia's FICA Alternative Plan as well as our 401K, 403B and other voluntary deferral plans. This contract is also up for rebid and the selection process includes the collaboration of our OD/HR Advisory Team, Procurement and Mercer (a retirement plan and investment plan consultant) to evaluate vendor partners and presenting recommendations to senior management. The vendor, if there is a change, will be effective January 1, 2016. Results of this process will be communicated in late Fall 2015, as we get closer to the implementation date. Periodic updates will be provided throughout the process.
4. The College is outsourcing our flexible spending accounts (FSA) administration. We currently process those claims internally in our Benefits Department and have found a better approach to more effectively offer a higher level of service utilizing more current electronic environment. Effective March 1, 2015, we have a contract with Chard Snyder, a vendor that specializes in administering FSA and other benefits administration. Employees that are enrolled in a flexible account (medical and/or dependent care) will be personally notified of the changes. There is a specific communications target to enrolled employees, since the next opportunity to enroll in FSA is not until our open enrollment period (governed by tax compliance). The new features of the FSA will be shared in Fall 2015, as we get closer to open enrollment.

F. Upcoming events in April 2015.

1. Valencia is sponsoring another wellness event for our employees. Further employee communications will be coming out in March. Valencia has contracted with Sand Lake Imaging to provide on-site mammograms.
2. Valencia's YMCA open enrollment will occur. Further communications will be coming at in March. Valencia partnered with YMCA in Fall 2015 to provide greater variety and access to our

diverse employees. If employees join the YMCA and authorizes payroll deduction, the YMCA waives the enrollment fee (typically \$150) and Valencia pays 15% for your membership. This membership also yields savings for enrolled family's for their other programs, including sports and camps.

- G. The OLT website was reviewed: [www.valenciacollege.edu/olt](http://www.valenciacollege.edu/olt) and the OLT was asked to email any feedback to Kari Makepeace.
- H. An announcement was made about Annual contract renewals coming up. If a supervisor is thinking of potentially not renewing an employee contract, they should connect with a member of Employee Relations to provide guidance.
- I. There was a brief update on College ID's. Phase 1 of the Student ID's project has been completed. Phase 2 is really about exploring the option of a mandatory ID system and getting a feel for how students, faculty, and staff would react to that. The OLT was asked to informally pool their areas. There will be updates coming to the OLT as the project progresses.

## II. SUMMARY OF MEETING EVALUATION

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

+: What did you like about the meeting?	Δ: What would you like to see changed?
Information sharing, Lync capability for convenience to those that may have to travel.	Looking forward to confronting college initiatives with cross-functional teams.
Brevity and Lync option.	Nothing.
We stuck to the agenda and got info to communicate to our teams. Very direct. Thank you!	Nothing, at this time.
It was right to the point on a variety of topics/issues	I would not change anything at this time.
The option to participate in the meetings via Lync.	Nothing thus far.
I appreciated the focus we had in our meeting and the breadth of the information covered.	Nothing at this time.
Useful information, respectful of the members time	Nothing thus far.
Documents sent before the meeting were good.	Nothing.
That there was a Lync option available and that good useful information was shared.	

## III. NEXT MEETING SCHEDULED

The Operations Leadership Team will be meeting again on April 7, 2015 from 2:00-5:00pm at the District Office in Room 502.