

OPERATIONS LEADERSHIP TEAM DISTRICT OFFICE – ROOM 252

FEBRUARY 7, 2017
3:00 PM – 5:00 PM

PRESENT: Loren Bender (Convener), Jennifer Page (Co-chair), Terry Allcorn (Co-chair), Kari Makepeace (Coordinator), Roger Corriveau, Jasmin Cruz, Neisa Farley, Linda Herlocker, Sonya Joseph, Art King (Guest), Jackie Lasch (Guest), Mike Lergier, Joe Livingston, Drew Smith, Patti Smith, Michelle Sever (Guest), Drew Smith, Patti Smith, Traci Thornton, Joanna Victoria (Guest)

ABSENT: Jonathan Hernandez, Joe Lopez, Paul Rooney, Rhonda Ulmer

MEETING SUMMARY

I. INFORMATION ITEMS

A. Recap of OLT Charge and Purpose

The Operations Leadership Team (OLT) reviewed the charge and design principles for the team.

1. OLT Charge

The Operations Leadership Team (OLT) meets to research, design, and implement solutions to address major operational changes that impact how the college manages its day to day functions, communication regarding operations changes that affect the college, and planning/training for operational changes that cross impact college locations.

2. Revised Design Principals

- Establish a cross functional group that receives direction from executive leadership on prioritized priorities that will enhance success for Valencia College students.
- Coordinate that cross-functional team (including staff, faculty and students) to address new and existing campus initiatives that need to be enhanced and provide solutions to existing college-wide challenges.

II. WORK GROUP UPDATES

A. Update from Property Room Committee

Art King provided an update from the Property Room Committee (PRC), a group that the OLT approved to begin looking at options to deal with current issues the College is having in regard to disposal, donation or sale of College owned and unclaimed personal property.

The PRC met to discuss all of the issues and to find a feasible solution for the College. Ultimately, the PRC identified three options (outlined below) for the OLT to consider, which would replace the traditional auction process and the process for disposal of all other types of college surplus property.

The OLT reviewed all three options and determined that Option 1 will best meet the needs of the College. The PRC will move forward with implantation of Option 1 and provide a progress update to OLT at the April 4, 2017 meeting. Loren Bender will also notify the Senior Team about this project.

1. Option 1

- Orlando Recycling would continue picking up furniture and electronics from all campuses. If they were not able to pick up within 15 business days, PropertyRoom.com would then be contacted to pick up electronics from all campuses.
- Furniture would be offered to other campuses, donated to college approved charity or disposed.
- Surplus property such as vehicles, golf carts, mowers, etc. would be picked up by PropertyRoom.com for auction.
- Unclaimed personal property in possession of Security would be picked up PropertyRoom.com.
- Would streamline the process for property under \$1000 dollars. The request for disposal would go directly to the campus managers. No involvement of Property Management Coordinator.
- Property valued over \$1000 dollars would be processed through the Property Management Coordinator because it requires Board of Trustee approval prior to being disposed.
- Once approved by Board of Trustees, Campus Manager would be notified by Property Management to initiate disposal process.

2. Option 2

- Electronics and surplus property would be picked up by Property Room.Com for auction.
- Furniture would be offered to other campuses, if not claimed offered to a college approved charity or disposed of. Furniture would be disposed of through the Property Management Coordinator.
- Unclaimed personal property in the possession of Security would be picked up by Property Room.Com for auction.
- Would streamline the process for property under \$1000 dollars. The request for disposal would go directly to the campus managers. No involvement of Property Management Coordinator.
- Property valued over \$1000 dollars would be processed through the Property Management Coordinator because it requires Board of Trustee approval prior to being disposed.
- Once approved by Board of Trustees, Campus Manager would be notified by Property Management to initiate the disposal process.

3. Option 3

- Rent warehouse space (Fulford) to store all property until it can be disposed of. The cost is .85 cents per square foot of the actual space utilized.
- Property would be transported from each campus by Plant Operations or private company to the warehouse. The cost for pick-up is \$100 dollars per hour, which includes a truck and (2) two workers. Additional workers may be required based on the size of the pick-up, which would be an additional \$30 dollars per hour. An additional (1) one hour (\$100) would be charged for travel time.
- Property would be disposed of by Property Management Coordinator through Orlando Recycling, Property Room.Com, donated to a college approved charity or disposed.

B. Update on Summer Enrollment Initiative for 2017

Jackie Lasch provided an updated from the Enrollment Initiative for Summer 2017.

1. Goals of the 2017 Summer Enrollment Campaign

- Increase **existing** capacity during summer term (201730) in course section offerings MAT1033C, MAC1105, ENC1101 and/or ENC1102.
- Improve on awareness of program to incentivize summer enrollment in a way that supports new and existing student success and progression.
- Make process efficient and easy to understand.
- Complete work by February 14.

2. Program Guidelines

- Available to students charged Florida resident rates, including certain Florida graduates and veterans, but not transient students.
- Discount \$100 per course for eligible students, may receive a total of \$400 discount if take all selected courses in summer.
- Program places discount on student's account every 30 minutes based on course(s) registered. Unique discount applied for each eligible course, so student may receive multiple discounts.
- Registration and payment deadline of April 21st 5PM. Student account balance must be zero (including authorized aid) to maintain discount.
 - Excludes courses offered H2 term (recent high school graduates)
 - After payment deadline, student may drop and add same course (e.g. ENC 1101) but different CRN and maintain discount. Unable to add new course (e.g. MAC 1105) and receive discount unless in term H2.

3. Estimated Impact

- 5,823 students are estimated to take advantage of the discounts
- \$300,000 in Foundation support
- \$282,335 in College Support for FAF Scholarships
- \$105,910 to increase volume by 5%

4. Communication Strategies

- Available to students charged Florida resident rates, including certain Florida graduates and veterans, but not transient students.
- Summer Enrollment Discount Promotion landing page: <http://net1.valenciacollege.edu/future-students/promo/>
- Targeted email to student regarding discounted course if enrolled in term(s) Summer 2016, Fall 2016, or Spring 2017 and
 - Successfully completed MAT1033C not taken MAC1105
 - Successfully completed ENC1101 and not taken ENC1102
 - "1720" students who have not taken math or English course
- Information on summer enrollment campaign email sent to academic, student, learning support deans, campus presidents, executive deans, and SALT team.
- Flyers distributed to all Deans/Managers of Students, Deans of Math and English, Deans Learning Support, AVP Student Affairs.
- Students will receive flyer in class if enrolled in Spring Term course that naturally progresses to one of the courses eligible for discount.
- Public high schools in Orange and Osceola counties will be provided flyers specifically promoting H2 courses.

5. Other considerations

- Bookstore offering 10% discount on each textbook for eligible courses if students enrolled by April 21. Email will be sent to student informing them of discount.
- Provide deans flexibility to grant discount in special circumstances when student cannot establish Florida residency.
- Monitoring additional CRNs above established baseline.

C. Update on Student Housing – Loren Bender

Loren Bender provided a brief update on the Student Housing Team that meets every 2 weeks. At this point, the team believes it is a good idea to explore student housing in more depth and there have been several outside sources that have expressed interest in providing funding to support that effort.

The team is currently drafting a “scope” document to bring to the marketplace that conveys the holistic student living experience we are looking to create. The hope is to secure external funding of \$30-40 million. The team is also working on marketing campaign that will align with the holistic student living concept.

III. UPCOMING/POTENTIAL WORK GROUPS

A. Mamava Suites – *Michelle Sever & Joanna Victoria*

Michelle Sever & Joanna Victoria provided some background information on the proposal of Mamava suites.

1. Federal Regulations

Section 7 of the FLSA requires employers to provide reasonable break time for an employee to express breast milk for her nursing child for one year after the child's birth each time such employee has need to express the milk. In addition, employers are required to provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk.

2. Challenges

There are currently spaces on the campuses dedicated for employees that are nursing mothers, however the College is growing and space on the campuses is becoming more and more limited. Also, there is a lack of space for students who are nursing mothers.

3. Recommendation

The HR Compliance team is proposing the acquisition of Mamava Suites ADA Premium Units, which are portable units that would provide privacy for nursing mothers. There would be at least one on each campus located inside one of the buildings on the campus and they would be placed in areas accessible to employees and students.

4. Moving forward

The OLT asked Michelle and Joanna to move forward with convening a group to dive deeper into the details of this concept. Joanna Victoria will lead this effort. The goal will be to have an update at the April 2017 meeting. Recommended team members include:

- OLT Core Team
- Jeff Filko
- Ryan Kane
- Mike Favorit
- Traci Thornton
- Shaun Andrews

B. Computer Lab Protocol – Terry Allcorn (on behalf of Patti Riva)

Terry Allcorn shared concerns regarding the (lack of) protocol for computer labs across the college, especially in regard to shutting down the equipment over holiday breaks.

The OLT recognized that the lack of consistency and protocol across the campuses is a real problem and decided to form a work group to investigate. Some of the things that this group will work to address are:

- Self-assessing the current situation and protocol for labs including things like how the labs are shut down, when the technology is updated to prevent viruses, etc.)
- Defining what a lab is and then develop a comprehensive list of all labs.

The recommended group composition is as follows:

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| <ul style="list-style-type: none">• OIT Campus Directors:<ul style="list-style-type: none">○ Carmine La Pietra○ Daniel Charriez○ Jamie Rost | <ul style="list-style-type: none">• Deans of Learning Support:<ul style="list-style-type: none">○ Landon Shephard○ Leonard Bass○ Karen Reilly | <ul style="list-style-type: none">• Patti Riva• Mike Lergier• Jonathan Hernandez• Joe Lopez |
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Moving forward, Terry Allcorn and Patti Smith will get together to review the list of recommended group members (above), determine who else should be involved (i.e. Deans, Lab Managers), craft a charge and convene the group. An update will be provided at the April 2017 meeting.

IV. NEXT MEETING

The next Operations Leadership Team meeting will take place on April 4th, 2017 from 3:00pm-5:00pm at the Lake Nona Campus in Room 148.