

PRESENT: Jackie Lasch (Co-chair), Jennifer Page (Co-chair), Kari Makepeace (Council Coordinator), Terry Allcorn, Anna Castillo (Guest), Kris Christian, Mary Beth Clifton, Roger Corriveau, Oscar Cristancho, Jasmin Cruz, Jim Flanagan, Leslie Golden, Linda Herlocker, Jonathan Hernandez, Sonya Joseph, Alex Larzabal, Elaina Paige, Paul Rooney, Michelle Sever, Darla Sharpe, Todd Treece, Rhonda Ulmer

ABSENT: Allen Bottorff, Daniel Charriez, Chris Christensen, Terry Johnston, Amy Kleeman, Carmine La Pietra, Mike Lergier, Joe Livingston, Jamie Rost

MEETING SUMMARY

I. ANNOUNCEMENTS

- A. The results of the OLT Co-chair election were announced. Terry Allcorn will serve as the new OLT Co-chair for a 2-year term beginning in July, 2016.

II. INFORMATION ITEMS

- A. Mary Beth Clifton provided some information from Total Rewards and Workforce Planning on the dependent healthcare verification review and the [Department of Labor \(DOL\) Fair Labor Standards Act \(FLSA\) Guidance](#).
 1. Dependent Health Care Verification Review
 - *Key Message:* Valencia will contract with a third party to conduct a verification of dependents covered under Valencia benefit plans in 2016.
 - Valencia is considering finalists to provide third party support to conduct a verification of dependents covered under Valencia benefit plans to support state audits of our self-insured plans.
 - The third party will contact all employees with covered dependents and require valid proof that dependents meet eligibility rules to be covered under the plan.
 - Mercer performed a dependent verification last year for the colleges covered under The Consortium plans. Results from that audit were shared.
 - More information will be provided regarding project timeline when finalized. Consideration includes that many employees take vacation during the summer and timing of open enrollment.
 - Valencia will be adding employee acknowledgement in open enrollment tool that the employee attests that dependents covered meet the eligibility requirements (similar to other submittals like expense reports, flexible spending account reimbursement, etc).
 2. Department of Labor (DOL) Fair Labor Standards Act (FLSA) Guidance
 - Effective 12/1/16 regulations for the standard salary level to qualify for exemption from the FLSA minimum wage and overtime requirements as an executive, administrative, or professional employee change from \$455 a week (\$23,660 a year) to \$913 a week (\$47,476 a year).
 - College is reviewing the impact of regulation impact on College pay ranges, classifications and specific employee status
 - College effort is underway and will follow 'cascade' approach.

- Senior Leadership approval and then cascade down through organization
- Awareness and sensitivity of timing of communications
 - General College awareness
 - Personally impacted (employees, supervisors, etc.)
 - Others impacted (deans)
- FLSA and Timesheet training for employee and supervisors in fall
 - Emphasis on understanding all hours worked are to be recorded
 - Awareness of what constitutes hours worked....emails after hours, etc.
- The College will not be lowering anyone's base pay rate
- RFP conducted last year and cancelled with transition of CFO's
- No impact to FRS or CCORP
- Mercer Consulting is 3rd party expert to facilitate process and evaluation, OD HR Advisory Team subset acts as ITN Evaluation Committee

B. Jennifer Page shared information on the HireVue process and provided a demo of the recording portion of the process. At the next meeting, Jennifer will share information with the team on the Pro-PI Process.

III. ITEMS FROM THE FLOOR

A. Rhonda Ulmer shared information from Procurement about Purchase Order deadlines.

1. A report of open encumbrances is being emailed to all budget managers weekly through June 27. Procurement highly recommends that you review this report for your organization(s) to determine the status of all encumbrances (requisitions, purchase orders, and travel encumbrances). If you need additional help, please contact Brian Bastin at ext. 3303 or by e-mail at bbastin@valenciacollege.edu.
2. Contact the Procurement Office via e-mail at Valenciaprocurement@valenciacollege.edu should you need an encumbrance canceled, or have any general questions in reference to Fund 1 encumbrances. For Fund 2 (grant related) encumbrances, please contact Diane Fahr at ext. 3301 or by e-mail at grantsaccounting@valenciacollege.edu
3. Any open General Operating (Fund 1) purchase orders that are over one year old will be automatically closed as part of the year end process.

IV. SUMMARY OF MEETING EVALUATION

The OLT utilized the + / Δ method to evaluate the meeting via Qualtrics. Feedback was as follows:

+
Skype option.
The updates are helpful.
Very informative... hits "hot topics"
Organized.
I like receiving information about potential changes.
Representation from different areas.
Δ
It seems more information related to facilities and security would pertain to an Operations meeting or at least included as part of the agenda

V. NEXT MEETING SCHEDULED

The Operations Leadership Team will meet again on August 2, 2016 at the District Office in Room 252 (or via Lync) from 2:00 - 5:00 p.m.