

**PRESENT:** Jennifer Page (Co-chair), Terry Allcorn (Co-chair), Kari Makepeace (OLT Coordinator), Anna Castillo (Guest), Kris Christian, Mary Beth Clifton, Roger Corriveau, Oscar Cristancho, Jim Flanagan, Linda Herlocker, Jonathan Hernandez, Sonya Joseph, Alex Larzabal, Elaina Paige, Paul Rooney, Michelle Sever, 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. INFORMATION ITEMS**

#### **A. Changes to Plant Operations**

Shaun Andrews provided some information on changes to the Plant Operations department. Highlights are as follows:

- All facilities need to be safe, functional and aesthetically pleasing, and Plant Operations is committed to making this our priority.
- Plant Operations is committed to improving customer service and communication in all areas.
- SchoolDude can be more efficient and will be adjusted to better meet the needs of the end-users.
- Training and education for the Plant Operations Team is paramount and will be re-envisioned with the assistance of the Employee Development Team.
- Cooperative relationships will be enhanced between the Plant Operations Team and all other Valencia Teams in order to better serve the Valencia Community as a whole.
- New leadership is now in place at the West Campus, Donald Ball is now in place as Superintendent and he will be a great addition to the Plant Operations Team.
- Plant Operations will soon have new uniforms that were selected by Marketing, so that all team members will be easily identified and look professional. We will be team silver, with silver tops and black pants.

#### **B. Security Updates**

Mike Favorit shared some updates from the Safety & Security department which included:

- “SEE SOMETHING... SAY SOMETHING”
- The Security department has a strong partnership with 4 (soon to be 5) Law Enforcement agencies which is very beneficial to the college.
- Photo ID’s are now mandatory for all students, staff, faculty and vendors. There will be mobile stations during peak times to assist folks with getting their ID’s. All staff should be encouraged to get and wear their College ID.
- There is an increase in patrols – bikes, foot, carts and SUV’s
- Rob Pigman is now the Assistant Director of Security at East Campus

- Cameras covering the parking areas on West Campus have been approved (1st time in history of college)....East and Osceola will eventually get cameras as well.
- Active Threat Training is offered quarterly through The EDGE. All employees should attend this training. The training will also be rolled out to students.
- Security is training the College Bookstore staff on suspicious individuals/theft suspects.
- Security is currently working with a group of UCF entrepreneurs to see if the Campus Ping Application can work for Valencia. Once the app is developed to meet the needs of Valencia, a proposal will be brought to Senior Team for approval.

C. Jenny Charriez walked the OLT through the new Employee Check-in Process which has 5 steps:

1. Employee Plans for Development

After meeting with your supervisor to talk about goals, skills to be developed, and development opportunities for the year, you will enter your goals for the year into the Valencia EDGE, along with the development opportunities. When you complete your submission, your supervisor will receive an email to continue the process.

2. Supervisor approval of goals and development plan

Your supervisor reviews the information entered by you in the Valencia EDGE and either approves or sends back for revisions. Throughout the year, you will work on your goals and your plans for development to meet the deadlines you established with your supervisor.

3. Employee Updates on Goals

At the end of the year you will have an opportunity to reflect on your goals and your development by entering your progress into the Valencia EDGE. Your supervisor will meet with you to discuss your progress and give you feedback.

4. Supervisor Annual Review

After the meeting, your supervisor will enter their feedback about your progress on goals and your performance into the Valencia EDGE.

5. Employee Acknowledgment

You will acknowledge your supervisor's comments and feedback in the Valencia EDGE. You and your supervisor will receive an email as a confirmation of the Check-in completion for the year.

D. Mary Beth Clifton shared some updates on the changes to the Department of Labor (DOL) Fair Labor Standards Act (FLSA), the rebid for retirement plans, open enrollment, and the dependent healthcare verification review.

1. 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).
- The College is still reviewing the impact of regulation impact on College pay ranges, classifications and specific employee status. Some important dates to keep in mind are:

- In August, OD/HR will be meeting with the Campus Presidents' and VP's about the new pay scale.
- In September, there will be a series of town hall meetings to share the impact of the changes to FSLA.
- In October, individual employees will be notified of the impact of the changes.
- On November 2, materials will be presented to the DBOT on policy changes, etc.
- The changes will go into effect on November 20, 2016.

## 2. Retirement Plans (403(b), 457 and Special Pay Plans

- Valencia is currently working with Mercer, a retirement and investment plan consultant, to help guide the rebid (ITN) process. A total of seven vendors submitted proposals for review, and three finalists, Bencor, VALIC and Voya, were chosen by the committee using a weighted scoring matrix.
- The ITN process will continue, guided by Mercer, with negotiations and submission of best and final offers of the three finalists. A committee will select the most responsive and responsible vendor that provides the best value to the College based on objective factors such as price, quality, design and service capability.
- A decision on the vendor is set to be made early fall. If a new vendor is selected (one other than Bencor), a transition plan will be in place for January 2017, with specific dates determined by the retirement administration vendor in collaboration with Valencia College.
- Updates on the ITN process and the vendor selections will be included in The Juice (weekly e-newsletter from The Grove) in the coming weeks.
- If you have questions or would like additional information on the ITN process or what this means for 403(b) and 457, FICA Alternative or Special Pay Plans, contact Tom Keller, Director of Benefits, at [tkeller8@valenciacollege.edu](mailto:tkeller8@valenciacollege.edu) or at Ext. 3888.

## 3. Open Enrollment

- There will be benefit tour meetings held and webinars will be available from October 3-14, 2016.
- Open Enrollment will be online through BenefitsFocus (in Atlas) from October 17-28, 2016.
- There will be open enrollment labs on campus from October 17-21, 2016 to assist faculty and staff with enrolling.
- Specific dates/times/locations will be communicated to faculty and staff via The Juice/Grove and a postcard mailer to their homes.

## 4. Dependent Health Care Verification Review

- Valencia has contracted a third party to conduct a verification of dependents covered under Valencia benefit plans in 2016. Verification of dependents will be conducted during Open Enrollment.
- Notifications to folks that will need to verify dependents will begin in August.

## E. Jennifer Page shared information on the Pro PI (Predictive Index) process.

The PI Job Assessment (formerly the PRO) is designed to capture the behavioral and cognitive requirements of a specific role, while considering company culture and team dynamics. The Job Assessment gives you a road map for the various positions in your organization, providing insight into the behavioral drives and learning abilities needed to predict on the job performance.

The PI measures four primary and fundamental personality constructs:

1. Dominance: The degree to which an individual seeks to control his or her environment. Individuals who score high on this dimension are independent, assertive and self-confident. Individuals who score low on this dimension are agreeable, cooperative and accommodating.
2. Extroversion: The degree to which an individual seeks social interaction with other people. Individuals who score high on this dimension are outgoing, persuasive and socially-poised. Individuals who score low on this dimension are serious, introspective and task-oriented.
3. Patience: The degree to which an individual seeks consistency and stability in his or her environment. Individuals who score high on this dimension are patient, consistent and deliberate. Individuals who score low on this dimension are fast-paced, urgent and intense.
4. Formality: The degree to which an individual seeks to conform to formal rules and structure. Individuals who score high on this dimension are organized, precise and self-disciplined. Individuals who score low on this dimension are informal, casual and uninhibited.

The PI also measures two secondary personality constructs, which are derived from a combination of each of the four primary personality constructs described previously:

1. Decision-making: Measures how an individual processes information and makes decisions. Individuals who score high on this dimension are objective, logical and are primarily influenced by facts and data. Individuals who score low on this dimension are subjective, intuitive and are primarily influenced by feelings and emotions.
2. Response level: Measures an individual's overall responsiveness to the environment, which is reflected in his or her energy, activity level and stamina. Individuals who score high on this dimension have an enhanced capacity to sustain activity and tolerate stress over longer periods of time. Individuals who score low on this dimension have less of this capacity.

## II. 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](mailto:bbastin@valenciacollege.edu).
  2. Contact the Procurement Office via e-mail at [Valenciaprocmnt@valenciacollege.edu](mailto:Valenciaprocmnt@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](mailto: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.

## III. NEXT MEETING SCHEDULED

The Operations Leadership Team will meet again on September 6, 2016 at the District Office in Room 252 (or via Lync) from 2:00 - 5:00 p.m.