

IN ATTENDANCE: Jackie Lasch (Co-Chair), Jennifer Page (Co-chair), Kari Makepeace (Council Coordinator), Chris Christensen, Kristeen Christian, Mary Beth Clifton, Leslie Golden, Chili Heredia, Jonathan Hernandez, Sonya Joseph, Carmine La Pietra, Alex Larzabal, Susan Ledlow (Guest), Mike Lergier, Noelia Maldonado (Guest), Elaina Paige, Paul Rooney, Jamie Rost, Michelle Sever, Darla Sharpe, Renee Simpson, Patti Smith, Todd Treece, Rhonda Ulmer

MEETING SUMMARY

I. INFORMATIONAL ITEMS

A. **Strategic Planning Process** update provided by Susan Ledlow & Noelia Maldonado.

1. **Invitation to Reflection Sessions** - To begin the planning process, Dr. Shugart and Dr. Ledlow hosted *Invitation to Reflection* sessions from February through April, 2015 at each campus and the District Office. The discussions at the reflection sessions focused on identifying strengths and gaps in both the learning-centered journey and on our impact in the community to help us better understand where we are in our learning-centered journey. Common themes that arose from those sessions will be used to help frame the College's strategic work over the next five years.
2. **Strategic Planning Process Steering Committee** - At the request of Executive Council, a *Strategic Planning Process Steering Committee* was convened to oversee the college-wide strategic planning process, and act as liaison between campus and college-wide planning.
3. **Strategic Planning Work Teams** - There will be work teams established for things that fall under the Impact on Student Learning side of the strategic diagram and for things that fall under the Impact on Community side of the diagram. These work teams will assess the current status of significant college-wide work, collect and interpret data, monitor related strategic issues, make recommendations on how the work should progress for the next 3 to 5 years, and prepare a report that will contribute to the development of the college's 5-year Strategic Plan.
 - **Impact on Student Learning** - The work teams for the Impact on Student Learning side of the strategic diagram have been established (see teams and facilitators below) and will begin meeting in August, 2015.
 - New Student Experience, Co-facilitated by Christina Hardin & Kim Foster
 - Direct Connect 2.0, Co-facilitated by Joyce Romano & Karen Borglum
 - Assessment for Learning, Co-facilitated by Laura Blasi & Roberta Carew
 - Part-time Faculty Development, Co-facilitated by Dori Haggerty & Amy Bosley
 - On-line learning, Co-facilitated by Wendi Dew & Liza Schellpfeffer
 - **Impact on Community** - The Impact on Community work teams will be established after some community assessment work has been completed by Jay Galbraith and the Public Affairs team. The assessment will include anonymous surveys and focus group sessions that will seek feedback from the community on what their needs are for education and training that are not being fulfilled. These work teams should be established and ready to meet beginning in October, 2015.

4. **Important Dates** - Some important dates to keep in mind are:
 - August 27 – Strategic Planning process Kick-off at *Academic Assembly*
 - August 28 through September 11 – All call for self-nominations to Work Teams
 - September 25 – Strategic Planning Kick-off Big Meeting for Impact on Student Learning
5. **Xitracs Software** - The College has purchased *Xitracs*, a planning software that will help us with the planning process. This tool will serve as the repository for all planning pieces and will allow us to make connections back to campus plans, division plans, and to the strategic plan. There are four (4) modules within the software: programs, credentialing, strategic planning, and a standard module that will help us with SACS compliance.

B. **Centralized Purchasing for Technology** update provided by Carmine La Pietra.

1. **Purpose** - In collaboration with procurement, finance, and the budget offices, OIT has implemented a centralized purchasing process for the acquisition of technology equipment. Users will now be directed to a website hosted in Atlas, to submit orders for technology equipment and peripherals.
2. **Benefits** - The benefits of the new system include: streamlining the process of technology procurement; ensuring licensing compliance for software that devices are compatible with Valencia's network environment; providing increased information security and efficient technical support by OIT; and increased efficiency and savings for the College.
3. **Website** - To access the new system for purchasing technology hardware and software, users will need to follow these steps:
 - Log in to Atlas
 - Go to the Employees tab
 - In the Employee Support Channel, click on "Service Requests"
 - From the drop down menu, select "Technology Purchases"
 - Enter your Atlas login username and password (this step will be automated in the coming weeks)
4. **Access** - If you have the ability to create requisitions in Banner, have a P-card or are listed as a Budget Manager in Banner, you have access to the website already.
5. **Questions** - If you run into a problem or have questions about the new process, please contact the OIT Service Desk via email at OITServiceDesk@valenciacollege.edu, via phone at extension 5555, or by submitting a service request through the online portal.

C. **Benefits** update provided by Mary Beth Clifton.

1. **Valencia Retirement Incentive Program** - A recommendation to change the Valencia Retirement Incentive Program will be brought to the September 23, 2015 DBOT meeting. Currently, the key component of the incentive program is 'paying forward' healthcare costs which have increased tremendously since the program was implemented in the 80's. In fact, spending for this program competes with our salary and benefit budget. Costs to continue the program are not aligned with good stewardship of College dollars so the College is looking to reinvest dollars for employees to stay rather than leave. Employees are encouraged to attend forums in September to learn about the transition and provide feedback, as well as to log in to MyFRS.com to view individual benefits and eligibility. Given the DBOT approves the recommendations, employees that may be impacted by the changes (approximately 250) will be individually notified of their retirement options by email. The College is also paying for financial planners to come onsite and assist those folks in choosing the best option for themselves.

2. **Health Care at Valencia** - Effective January 1, 2016, UnitedHealthcare will be our health insurance provider and changes are not optional. Some of the reasons for the changes to healthcare are: Valencia employee and dependent health claim costs are increasing; government funding issues nationally and locally; new drugs, new facilities and new procedures (great for us patients, yet typically costs more); providers pass on costs incurred from new compliance requirements; and providers are businesses too, with employees and health care expenses.

It is important to note that Valencia remains committed to providing the best benefits at the most affordable costs. The College will continue the practice of providing at least one healthcare plan at no charge for employee coverage and will still sponsor flu shots for employees, as well as continue to host Health/Wellness Fairs.

Open enrollment will begin in October. Plan comparison information will be available via HR InTouch (a.k.a. BenefitFocus) and there will be employee meetings held to assist with the process. Leaders are asked to stay informed and keep employees up-to-date. The most current information will be available in *The Juice*. Also, leaders are encouraged to reach out to the Campus Director of OD/HR for accurate answers to employee questions.

D. **Title IX Training** information provided by Jennifer Page (*on behalf of Ryan Kane*).

1. **Sexual Harassment & Sexual Assault Training (in person)** - Sexual Harassment & Sexual Assault trainings will be offered to employees this fall as part of our Title IX requirement. Responsible employees (supervisors, deans, managers, program directors, counselors, advisors, etc.) should receive an invitation to sign-up for an in-person training.
2. **General Sexual Harassment Awareness and Prevention Training (online)** - There will also be an online training offered via *The Edge* beginning in October, 2015 that will cover general sexual harassment awareness and prevention.

II. ACTION ITEMS

- A. **Policies for New Employees** - The OLT discussed policies that we may want to include in the OD/HR new employee handbook. Some of the policies mentioned are listed below. Jennifer Page will provide updates on the handbook as they become available.
1. Leave / Time Off
 2. Travel
 3. Public Records
 4. FERPA
 5. Title IX
 6. Child Abuse Reporting
 7. Guns on Campus
 8. Smoke Free Campuses
- B. **Big Rocks** - Some of the "Big Rocks" documents from the Governance Retreat were shared with the OLT. Kari will send these documents via email to the OLT.

III. NEXT MEETING SCHEDULED

The Operations Leadership Team will be meeting again on September 1, 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 (via Qualtrics) to provide feedback. Feedback was as follows:

<i>+: What did you like about the meeting?</i>
Great information and updates. I liked the idea about sharing Big Rocks for us to see how our work connects and how we support each other.
Very informative.
Sharing of important information and goals of the College.
Very informative.
Packed full of useful information.
Stuck to the agenda.
I felt the meeting was very informative.
<i>Δ: What would you like to see changed?</i>
Handouts prior to the meeting, especially if you are using Lync.