

Meeting Notes
Osceola Leadership Team (OLT)
May 16, 2007

Attendees: Marie Brady, Bruce Everson (for Linda Swaine), Ron Colburn (for Kevin Mulholland), Luis Figueroa, Nathan Hicks, Marisa Guilfoyle, Chris Klinger, John Lettermen, Victor Rosado, Denise Ross (for Dale Husbands), Bob Seal, Donna Sovern (for Tim Grogan), Silvia Zapico.

OIT Report:

Mr. Bob Seal, Manager, User Services, OIT, gave a comprehensive report about the services provided by SunGardhe (SunGard Higher Education) at the Campus. For additional information, please contact Bob Seal directly.

Safety Manual:

The last revision of the Safety Manual for Valencia was distributed to each of the members of the OLT and to each of the areas of the campus by Marie Brady.

Student Escort Program:

At the present time, there is a student escort program available to all campuses. SGA, Osceola will research and communicate to Security whether or not they believe that this will be a good program for the campus.

Fire Alarm System:

The Fire Alarm System is designed to sound an alarm only for a fire.

Blue Lights:

The report from Security is that there are nine Blue Lights at the campus. None of the Blue Lights are currently working. Due to the urgency of this project, Facilities will be working with Security. For further information, please contact John Letterman or Nathan Hicks.

Emergency Escape Plan:

The emergency evacuation plan for the campus will be revised by the Safety Committee of the campus.

Osceola Campus Safety Committee:

The first meeting of the Osceola Campus Safety Committee will be May 17, 2007, 9:00 am, Osceola Campus, Room 1-258. If you would like to be a part of this Safety Committee, please contact Nathan Hicks or Marie Brady.

Membership of the Safety Committee is as follows: Faculty Member at Large, Marie Brady, Mary Hardaway, Celeste Henry, Nathan Hicks, Dale Husbands, Chris Klinger, Connie Parrish, Marta Schmucke, SGA Representative, Angela Trujillo, Bruce Weisenbarger, Bill Gibson (ex-officio), John Letterman (ex-officio), Silvia Zapico (ex-officio).

Osceola Campus Telephone Broadcasting Messages:

Broadcasting telephone messages can be done from a telephone in the Provost's Office and the directions will be placed with the telephone (1-259).

Master Keys:

Marie Brady will continue working with individuals at the campus who need additional keys.

Phone Tree:

A phone tree was created and distributed.

Administrative Campus Coverage:

On a daily basis, two administrators at the campus are designated for coverage of the campus Monday through Friday. This information will be distributed to the OLT on a weekly basis.

Student Conduct Policy:

Valencia's District Board of Trustees passed a new Student Conduct Policy on May 15, 2007. It is Policy: 10-03 Student Conduct and can be viewed at <http://www.valenciacc.edu/policies/>

Next Meeting: May 29, 2007

Meeting was adjourned.