

COLLEGE OPERATIONS COUNCIL

Minutes

January 16, 2008

Present: Jared Graber, Keith Houck, Debi Jakubcin, Susan Kelley, Maryke Lee, Michele McArdle, Ruth Prather, Joyce Romano, Stan Stone, Nicholle Trapp, Kaye Walter, Rose Watson, Bill White, Silvia Zapico, and guests Jackie Lasch, Joe Livingston, Keith Mizelle, and Tom Lopez

1.0 Action Items

1.1 Minutes of the Previous Meeting

Action: The minutes of the November 14, 2007, meeting were approved by consensus. *Following the meeting, an error was identified and corrected regarding the dates of Spring Break 2009.*

1.2 Grant Summary

One grant summary was submitted. Investing in Student Success Project, of the Making Opportunity Affordable Initiative, is funded by Jobs for the Future and the Lumina Foundation. The \$15,000 grant will enable Valencia to participate in a national effort to assess the effectiveness of different approaches to improving student success.

Action: The grant summary was approved by consensus.

2.0 Discussion Items

2.1 Emergency Mass Notification System

As requested at the November 14 COC meeting, Tom Lopez met with a group consisting of faculty members from each campus regarding the proposal for an emergency mass notification (EMN) system. The group agreed that a multi-layered approach is fundamental to access all people on the campuses. The main focus of discussion was the question of whether to allow students to opt in or out.

At a recent meeting of the Domestic Security Task Force, the need for EMN was considered essential. Hillsborough Community College has done an RFI, which Valencia could coat-tail on rather than duplicating our own RFI. There may be a consortium formed of community colleges for this very purpose. The use of a single-source vendor would be advantageous. The University of Miami has contracted with 3M, and they are pleased with the results.

There may be state funding available for the purchase of the EMN system, which can also be utilized to broadcast weather-related alerts, especially during hurricane season. FM transmission of emergency information is being researched for cost-effectiveness.

There was concern that information from the mass notification system would also be utilized by criminals receiving the same information; however, it was felt that “shelter in place” provides more value to keep people safe.

Tom Lopez will present information at the February 13 COC meeting from North Carolina regarding their EMN system, which has already been adopted by Orange County Schools.

2.2 EPA Report

The Regional Division of the Environmental Protection Agency inspected Valencia’s East and West campuses in October, citing many violations with fines of \$36,000. The chemistry and biology labs were inspected, as well as fine arts. Violations mainly focused on housekeeping issues and disposal of hazardous waste, such as fluorescent lights. Since the inspection, all but one issue has been resolved. An informal resolution meeting was held with the EPA on January 14. They will assess the corrections that have been made and will revise the fines that Valencia will be charged. Tom will provide an update at the February 13 COC meeting.

2.3 Senior Citizen Waiver Task Force Report

The task force met on January 14 and recommended continuing with this program. The seniors that are attending classes provide free advertisement, and the program provides good will toward the community. A cost analysis of this program was discussed, and statistics for 2007 were requested.

The task force recommends that Valencia continue with tuition waivers for students 60 years of age or older, allow seniors to register for classes during late registration, permit seniors to register on a space-available basis, seniors will register and process the tuition waiver at the Business Office, and only tuition will be waived. Seniors will be responsible to pay lab fees where applicable.

Several follow-up questions were raised regarding services provided to Valencia retirees and liability issues. Stan Stone will report back on these questions.

2.4 Parking Committee Report

A parking committee was formed four months ago comprised of faculty, staff and students. The committee met three times and discussed a wide variety of parking issues including whether or not to continue with segregated parking. The committee, by consensus, recommends the College move to open parking for all stakeholders (excluding the mandatory disabled parking spaces), with students paying a fee which will be used for parking improvements and possibly shuttles. It was felt that another committee will need to be formed, consisting of representatives from Human Resources and Security, to determine how to implement this recommendation. Once a plan has been developed, it will be reviewed by each of the governing councils.

There was a lively discussion with some expressing vehement opposition to the committee’s recommendation. Clarity was requested as to what problem we’re trying to

solve. Some felt that open parking may make it easier for students but more of a challenge for faculty/staff that travel to different campuses. Rose Watson indicated that the Faculty Council will not be agreeable to this recommendation. Open parking was attempted at the Winter Park Campus and met with considerable resentment a few years ago. It was also felt that students should not be charged a fee for parking we may not be able to provide. However, it was noted that more parking space is needed for the College's increasing enrollment.

The minutes of the parking committee meetings and a list of committee members will be sent to COC members for review. This topic will be discussed at the February 13 COC meeting, at which time the COC will determine whether or not to accept the recommendation.

2.5 Health Insurance Premiums

Two policies were suggested for review: health insurance and early retirement incentives. One of the College's largest personnel investments is health insurance, which currently costs approximately \$6 million per year. We currently have a number of plan options with different costs associated. Are we distributing the dollars in a fair and equitable way that has the impact we desire? Numerous options and distribution systems could be explored. Most of the comments focused on the negative impacts of any change. Since we expect a tight budget year, it was felt that an examination of health benefits would be perceived as an opportunity to reduce college costs and a potential "take away."

The COC members determined that this issue should be tabled until 2008-09.

2.6 Retirement Incentive

Valencia's early retirement incentive program was established approximately 10 years ago in order for the College to help offset the incentives in the state's DROP program to encourage employees to continue working beyond normal retirement. The advantage to the college of the program is to save money by replacing these highly paid veterans with employees at a lower compensation level. The objective of the review is to determine whether the policy is meeting the stated objectives and what, if any, improvements may be made. This issue was raised at a senior staff meeting while reviewing expenditures. There was concern that any change in this policy will cause ill will for those employees approaching retirement fearing that it would be taken away. People close to retirement have made financial decisions based on the belief they would be receiving this benefit. It was felt that any change made to this policy should not apply to employees that are within five years of retirement, or perhaps only apply to new hires. A cost analysis will be provided to the COC at the April 9 meeting.

3.0 Information Items

3.1 Banner Conversion

Jackie Lasch indicated that the self-service budget has been fully deployed. There have been no major glitches, and only minor security issues have been identified. Jackie commended Sherri Dixon on the superb job of providing training collegewide in a relatively short timeframe. Jackie also advised COC members to check the Finance tab in Atlas and review the budget time line. Budgets will be locked on February 15.

Document imaging is being implemented and business processes are being reviewed and revised accordingly. Once this system is fully implemented, electronic invoices will be requested from vendors to facilitate the payment process. PO requestors will be able to review paid invoices electronically.

Joe Livingston indicated that Human Resources has been working preparing W2s. Testing of this process has gone well. The electronic time card project is still being developed and will be phased in one piece at a time. It was noted that faculty release time is now an academic issue and no longer a budget issue.

Stan Stone commended the staff of Human Resources and Finance/Budget for an awesome job on the Banner implementation.

3.2 Grant Status Report

It was noted that the end date for ATD should be changed to June 30.

3.3 Next Meeting

The next meeting of the College Operations Council will be held on February 13 at 9:15 a.m. at the Osceola Campus in room 2-219B.