

COLLEGE EXECUTIVE COUNCIL MINUTES October 13, 2003

Members Present: Tony Beninati, Tracy Edwards, Paula Gastenveld, Jared Graber, Mike Hooks, Debi Jakubcin, Lisa Lovell, Michele McArdle (for Ruth Prather), Pedro Rivera, Michael Shugg, Stan Stone (via teleconference), Bill White, Silvia Zapico, and Stan Stone (by telephone)

Others Present: Susan Kelley (Ex-Officio Member), Louise Pitts (Staff), Joe Livingston, Dennis Micare

I. Action Items

10.1 Minutes of the Previous Meeting

Action: The minutes of the September 9, 2003 meeting were approved with the following corrections:

Page 2, 9.3 Award of Credit – Add Michele McArdle to the committee that developed the Procedures Manual

Page 2, 9.4 SACS Response – Add Paula Gastenveld as attending the SACS Conference in December

Page 4, 9.10 Re-assigned Time Draft Work Plan -- Add Jared Graber and Stan Stone and remove Tracy Edwards from the Work Team

10.2 Grant Proposals

Two grant proposals submitted by Susan Kelley were approved as follows:

- Maximum of \$25,000 from the Christopher Reeves Paralysis Foundation, Quality of Life Grant for the purpose of improving and expanding health and fitness services for students with paralysis-related physical disabilities.
- \$3,000 for Valencia's participation from the Florida Department of Education/U.S. Department of Education, Carl D. Perkins Vocational and Technical Education Act, Curricular Review of Career Clusters, E-Technology Focus area. This project, led by Miami-Dade Community College, will involve collaborating with other Florida schools, business, and industry to perform K-20 curricular reviews that will identify gaps between industry standards and the capacity of Florida's workforce education programs to meet industry needs.

10.3 Equipment Priorities

Dennis Micare reviewed the equipment budget requests for 2003-04. Mike Hooks led the discussion to determine procedures for allocating funding for equipment, software, and furniture requests. While approximately \$5,000,500. has been allocated for equipment, requests are in excess of \$7 million. The amount requested from the campuses divisions is \$4,537,317.75.

It was noted that the Smart Classrooms budget includes the \$200,000 previously approved by the President.

Discussion/Decisions:

- If the Facilities Department could reimburse OIT for dollars expended the last fiscal year on classroom renovation, more dollars would be available for smart classrooms.
- The Refresh program needs to be reviewed from a policy standpoint; Dennis Micare will ask Jeff Kartz to provide the Refresh list for 2003-04.
- The College needs to establish principles for determining priorities (establish boundaries for understanding what is needed and what is desired.)
- Consumables could be paid out of budget area Contingency Funds
- Refresh requests are covered by a separate allocation.

Action: All budget requests will be decreased by two-thirds; Council members will discuss needs with end users.

- **Called Meeting:**

The next meeting of Executive Council will be Friday, October 24, 8 am DTC, to finalize equipment priorities based on available funds.

10.4 SLP Review and Update

Mike Hooks reviewed the SLP action items reporting to the Executive Council and requested a response from the council on suggestions for keeping/removing/monitoring items on the SLP.

Action: SLP changes to the action items were approved as follows:

- | | | |
|-----|---|--|
| 1.3 | Primus, Tracy Edwards | Keep as is |
| 1.4 | Primus, Tracy Edwards | Keep, but <i>change</i> to combined with item 1.3 |
| 1.5 | Primus, Tracy Edwards | Remove/Monitor |
| 1.7 | Primus, Sandy Shugart | Remove/Monitor |
| 2.6 | Primus, Joan Andrek | Remove/Monitor |
| 2.7 | Primus, Joyce Romano | Remove/Monitor |
| 3.1 | Primus, David Hosman (<i>change</i> from Ann Puyana) | Keep, with <i>change</i> to move “establish an ongoing adjunct recruitment system” to Stan Stone area and merge with action item 3.2 |
| 5.1 | Primus, Joyce Romano | Remove/Monitor |
| 5.2 | Primus, Bill White/Tracy Edwards | <i>Change</i> action item to read: Achieve the objectives of the Learning Support Systems Strategic Plan, Keep |
| 5.3 | Primus, Tracy Edwards | Remove/Monitor |
| 5.6 | Primus, Mike Bosley | Remove/Monitor |
| 6.5 | Primus, Stan Stone | Remove/Monitor |
| 6.6 | Primus, Stan Stone | Remove,/Monitor |
| 6.7 | Primus, Felicia Williams | Remove/Monitor |
| 6.8 | Primus, Pedro Rivera | Remove/Monitor |
| 7.2 | Primus, Joan Tiller | Remove/Monitor |
| 7.8 | Primus, Ruth Prather | Remove/Monitor |

10.5 Annual Committee Report

The Council reviewed the Annual Committee Report (summary of reports submitted by each Primus.)

Action: Annual Committee Report was approved. Changes of the standing committee list are:

- **Faculty Technology Advisory Group was removed as a standing committee, as it is a task force reporting to the ATLAS Implementation Team. The President will be asked if the Councils should also submit an annual report.**

10.6 Educational Technology Committee Work Plan

Bill White discussed the committee's membership.

Action: The Council approved the addition of one Career Staff person and the Manager of the TV Studios Professional staff position. Additionally, Michael Shugg will identify two new faculty members for committee. The work plan was approved with changes.

10.7 Long Distance Provider

Bill White stated that community colleges are not required to carry SunCom as their long distance provider. Valencia could save money by changing to BellSouth. The only disadvantage of changing from SunCOM would be the need to dial a 9 digit number versus a 7 digit SunCom number.

Action: The Council unanimously approved the recommendation to contract with BellSouth to be Valencia's long distance provider.

II. Discussion Items

10.8 Reclassification Procedures

President has stated that funds are limited and that he could not guarantee that approved re-classification requests would be funded. He agreed that the CEC could make recommendations with this understanding.

Action: All requests for personnel reclassifications should be submitted by a senior staff member to Stan Stone by October 31. The request should include adequate documentation related to the need for reclassification. Requests must be approved by the CEC before being submitted to external consultants for review. The Council must also approve the consultants' recommendation. Following approval by the President, the positions could be submitted for consultant review.

10.9 Membership Proposal

What was here? I did not have any notes for this.

10.10 Mid-Range Salary Reviews

Stan Stone reported that 11 professional staff, who have been employed five years have been submitted for change to the mid-range salary this year. Although the purpose of mid-salary reviews is to provide some equity. Currently, there are no written procedures for addressing such requests.

Stan Stone will notify the 11 people that have been approved based on the recommendation of the appropriate provost/vice president.

In the future, change in the mid-range salary will not be automatic.

- The President has stated a change in salary range will not be automatic
- If the salary adjustment to the mid-range produces too a significant an increase in dollars, the increase will be adjusted over a 2-3 year period.

Action: The CEC will initiate the development of procedures; Stan Stone will prepare the draft procedures.

Advance college credit

Stan Stone met with Bill Mallowney and they recommended that Advance College Credit procedure should be incorporated in the HR policy and procedure review.

10.11 Emergency Procedures: Contagious Diseases

Mike Hooks stated that the alleged occurrence of several cases of contagious diseases at the college have raised concerns regarding the appropriate procedures to follow when a case might occur on a campus. He will convene a work team of administrators, staff, and faculty to develop the procedures in more detail. Work team will also discuss educational programs that might be provided to faculty and staff. Tony Beninati presented a draft proposal based on communication with the Florida Department of Health's Bureau of Epidemiology and the CDC.

10.12 Reassigned Time Committee Work Plan

Paula Gastenveld presented a draft work plan based on the Principles for Re-assigned Time.

Action: The plan was approved. The estimated completion time is May 2004.

10.13 College Calendar: 2003-2004 and 2004-2005

Mike Hooks stated the College Calendar is for 2 years as previously approved and published. Calendar and Scheduling Committee will be asked to reaffirm its decision at its decision at its November 2003 meeting.

Tracy Edwards will convene the deans to discuss the summer schedule in early November.

10.14 Spring Term Project Plan

The current application deadline does not appear to be serving the student who transfer to Valencia late in the registration process. Therefore, the deadline for transfer students application will be extended to January 5, 2004. The transfer application can be processed in a 3 day time period. This deadline does not negate the need for students to see an advisor nor does it negate the need for the transfer student to follow all other course prerequisites.

10.15 Residency Project Plan

An internal analysis of data indicates the college may have incorrectly classified a number of out-of-state students as in-state. Written communication has been sent to the 70 students enrolled in the Fall 2003 term; however, the college will not make the correction retroactive to previous terms.

10.16 Career Staff Council Survey

Debi Jakubcin reported on the Career Staff Council Survey conducted on College Assembly Day. Results will be used by the Career Staff Council in planning their activities for the year.

10.17 Florida SCT Banner Community College Disaster Recovery Services

Bill White has been asked by the other 9 community colleges whether Valencia would be interested in hosting Disaster Recovery Services for these colleges. Bill asked if Valencia wanted to provide this service for a fee.

Action: Following discussion, the motion was made and approved to respond to the requesting Community Colleges that Valencia does not have the resources to provide these services at this time.

10.18 Telephone Conferencing Bridge Capability

Bill White informed the group that the College now has high-tech conferencing capabilities through BellSouth. He will provide a demonstration at a future meeting. Those who have a need for the teleconferencing support should notify him.

II. Information Items

10.19 FERPA Webpage

Mike Hooks asked everyone to inform their personnel to go the Valencia's FERPA webpage (<http://www.valenciacc.edu/ferpa>) and complete the tutorial.

10.20 Executive Assistants Communications Work Team

The proposal to create the Executive Assistants Communication Work team was presented and discussed.

Action: It was agreed by the senior staff that their assistants could meet periodically to coordinate their work with that of other executive assistants/office supervisors reporting to provost/vice presidents.

Silva Zapico stated this was a positive communication effort.

10.21 OIT Activities Report

This monthly report was submitted by Bill White.

10.22 DBOT Planning Calendar: 2003-04

It was decided to move the Faculty Association Compensation report tentatively to the February Board meeting.

10.23 Added Agenda Item:

Prior to the adjournment of the meeting Susan Kelley requested to add an agenda item. This addition was approved by the council. Additionally, the council approved the following motion:

Motion of the Valencia Community College Executive Council **October 13, 2003**

Whereas,

Dr. Michael Hooks has served Valencia Community College for 34 years, well and faithfully,

And whereas,

Dr. Michael Hooks has worked in the classroom as a faculty member, within the college and in the greater Orlando community as a professional staff member, and in many capacities and venues as a senior administrator,

And whereas,

Dr. Hooks provided the earliest executive staff leadership on behalf of the learning-centered initiative, helping to set the College on a path toward a more collaborative, learning-centered approach at Valencia Community College,

And whereas,

Countless data have been gathered, studied, tortured, and presented by Dr. Hooks, enabling the college in many instances to address the second of the two learning-centered questions that guide our work, that question being "How do we know that this action enhances learning?,"

And whereas,

Dr. Hooks has managed a multi-campus student services operation through a period of significant enrollment growth all while completing major process and technological changes that accompanied the LifeMap approach and the Atlas implementation,

And whereas,

Dr. Hooks provided leadership in developing the earliest collegewide strategic plans, and in the development of all succeeding strategic plans,

And whereas,

Dr. Hooks' commitment to SACS was key to Valencia's highly successful SACS self-study and renewal of accreditation during 2001- 2003, one of the crowning achievements of his career at Valencia,

And whereas,

Dr. Michael Hooks has served long and well as chairman of the Executive Council, helping to bring to fruition many plans to improve the College and the learning outcomes of our students,

And whereas,

Dr. Michael Hooks has been available to us, one and all, answering questions, providing guidance, and serving as a loyal and faithful friend and colleague, supporting our individual and collective successes,

And most importantly, whereas,

Countless numbers of students have been successful in their college careers and in their professional lives in no small part due to the work that Dr. Hooks has accomplished,

Therefore, be it recorded that:

We, the Executive Council of Valencia Community College, with the deepest regret, move unanimously to place Dr. Michael Hooks' retirement on our agenda this 13th day of October, 2003, and

We unanimously commend Dr. Michael Hooks for his outstanding service to the College.

10.25 Next regularly scheduled meeting will be November 10, 8-10 a.m., DTC A&B.