

**DISTRICT BOARD OF TRUSTEES
LAKE-SUMTER STATE COLLEGE**

Leesburg, Sumterville, Clermont

January 17, 2018

The regular meeting of the District Board of Trustees, Lake-Sumter State College, was called to order at 5:00 p.m. on January 17, 2018 in the Board Room at the Leesburg Campus, by Mr. Scott Blankenship, Board Chairman. In attendance was Mr. Bryn Blaise, Mrs. Marcia Butler, Mrs. Jennifer Hill, Ms. Emily Lee, Bret Jones, Mr. Tim Morris, Mr. Kelly Rice and Mr. Pete Wahl.

Mr. Blankenship welcomed those in attendance and invited them to join in the Pledge of Allegiance followed by a moment of silence.

Mr. Blankenship welcomed the new college trustee Bryn Blaise. Bryn filled the open vacancy seat of Mrs. Kelly Flores.

PUBLIC COMMENT -

Hamid Mazuji a former LSSC Nursing student addressed the board regarding his status with the college and provided the board a packet for their review.

CONSENT CONSIDERATIONS- ACTIONS and ACKNOWLEDGEMENTS

Ms. Lee asked to pull consent agenda item 182 the facilities update for further clarification

Mr. Wahl and Mrs. Hill moved and seconded the motion to approve as presented agenda items number 178 through 181 and 183 as follows:

Minutes of November 15, 2017 Regular Board Meeting

2017-178

The motion was passed with the following vote: Voting “yea” – Blankenship, Butler, Hill, Jones, Lee, Morris, Rice and Wahl.

Human Resources Transactions

2017-179

Appointments of:

Andrea Brooks	(effective date 10/30/2017)
Kathy Ingold	(effective date 01/03/2018)
Deborah Outlaw-Kendrick	(effective date 01/03/2018)
Allison Palmer	(effective date 01/03/2018)
Caitlin Skiles	(effective date 11/17/2017)
Karen Simmons	(effective date 01/03/2018)
Vanessa Holt	(effective date 11/27/2017)
Chance Pagan	(effective date 12/11/2017)
Denise Drebitko-Dorman	(effective date 11/27/2017)

Resignation of:

Dale Fonville	(effective date 01/19/2018)
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Jane Little (effective date 11/11/2017)
Jerry Kemp (effective date 11/10/2017)

Retirement of:
Michael Merrill (effective date 01/31/2018)

The motion was passed with the following vote: Voting “yea” – Blankenship, Butler, Hill, Jones, Lee, Morris, Rice and Wahl.

Curriculum Revisions **2017-180**

The motion was passed with the following vote: Voting “yea” – Blankenship, Butler, Hill, Jones, Lee, Morris, Rice and Wahl.

Monthly Fiscal Report for December 2017 **2017-181**

Mr. Morris moved and Mrs. Butler seconded the motion to acknowledge the monthly fiscal report for December 2017 and request it be filed “for the record” with the minutes.

The motion was passed with the following vote: Voting “yea” – Blankenship, Butler, Hill, Jones, Lee, Morris, Rice, and Wahl.

Purchases Over \$25,000 **2017-183**

The motion was passed with the following vote: Voting “yea” – Blankenship, Butler, Hill, Jones, Lee, Morris, Rice and Wahl.

Facilities Update **2017-182**

Ms. Lee asked for further clarification on the roof recoat. She asked if it is covered under our insurance. Dr. Bigard replied that we are making progress with our hurricane repairs funds. Our roofs were already in poor shape prior to the storm. Our insurance deductible is 3% of the value of the building or \$2.5 million. We will not meet the deductible.

Mr. Morris made a motion to accept Item 182 and Mrs. Butler seconded and motion carried.

The motion was passed with the following vote: Voting “yea” – Blankenship, Butler, Hill, Jones, Lee, Morris, Rice and Wahl.

SCHEDULED INFORMATION REPORTS

President’s Report **2017-184**

Dr. Sidor started his presentation with a video of LSSC year in review. Dr. Sidor updated on the legislature. He reported on the late Rep. Hahnfeldt filing three of our bills the Summer Rise Expansion, Facilities Maintenance Repairs, and Joint-Use Stem Building. These bills have been picked up by Rep. Olszewski. He is doing an excellent job representing these bills, House Bill 3049 was presented and unanimously accepted by the Higher Education Appropriations Subcommittee.

He announced that in each packet you will find talking points and information regarding each bill and proposed constitutional amendments.

He discussed the two Senate Bills that are currently represented by Commissioners Nicole Washington and Sherry Plymale. The challenge over both the bills are local control for college boards. Senate Bill 540 which will change the name of the Florida College System to the Florida Community Colleges System and establish a separate state board. (See information in packet for SB 540 details). He asked that each member continue to speak with members of our delegation and focus on our local request and the two proposed Senate Bills.

Dr. Sidor along with Dr. Pizarro, Dr. Wymer, Bob Seigworth, and representatives from Duke Energy are working to create a six-week industry certification to build our program.

We are looking to expand our online dual enrollment.

(The Board took a dinner break at – 6:00 p.m. The meeting was reconvened at – 6:20 p.m.)

Vice President's Report:

2017-185

Claire Brady

Spring Enrollment Update:

We are hearing mixed news from our fellow state colleges, with many reporting that they are seeing flat or slightly down spring enrollments. Thankfully, we have great news on our spring enrollment front.

-Overall headcount is strong at 4,502, up 4.26% overall

-Overall FTE is up 5.54% (1,265.47)

-Fee paying headcount is up 3.32% and fee paying FTE is up 3.46%

-Non/reduced fee paying headcount up 6.14% and FTE up 13.47% (mostly attributable to HSCA)

-Online headcount is up 15.81% and online FTE is up 19.12%

-Leesburg continues to show modest declines in headcount (-2.19%) and FTE (-6.65%)

-South Lake showed substantive increases in headcount (+6.63%) and FTE (+8.81%)

-Sumter showed increased headcount (+4.96%) but a modest decrease in FTE (-2.94%)

We continue to focus our efforts on collaboration across departments and campuses, schedule optimization, increasing seat caps in select courses, new and evolving communication tactics, and strong alignment amongst the “Enrollment Key Players” really make a difference. Every student is a hard won student. Thank you to the Key Players group & their respective teams and all of the faculty and staff who work so hard to help our students enroll.

We now turn our efforts to summer and fall recruiting and most importantly, to retaining our spring students. Starfish continues to help us keep retaining our current students at the forefront. Significant thanks to our dedicated faculty who continue to ensure that these efforts are moving forward.

HSCA Recruitment & Retention Workgroup:

Our collaborative workgroup made up of staff from both the College and the school district, remains focused on recruiting and retaining HSCA students; both in the 4 year program and the 2 year program. Since my last report, the Governance Committee voted to approve to allow eligible North Lake school students to participate in the 2 year program. This includes students from Mt. Dora High School, Eustis High School, Umatilla High School, Tavares High School, and Leesburg High School. We spent yesterday touring all five schools and bringing their administrators and counselors onboard.

Dr. Ryan Tomaszewicz is leading efforts to implement our 2 year program and 4 year program recruiting plan and many aspects of our retention plan. The district is taking the lead on PERT college readiness preparation, testing, and remediation, which will be the most important aspect of a successful retention plan. We are using every possible marketing avenue available to us through the district, the college, and local media. Please watch our social media and the Daily Commercial in the coming weeks for some strong HSCA student interest stories.

Our annual LSSC Educational Talent Search and AVID program conference for parents and students will take place on Saturday January 27th and our keynote speaker will be Florida's Teacher of the Year- Tammy Jerkins.

We are looking forward to this event and hearing her inspirational message.

Doug Wymer

The BSN program manager search was posted this past week and the application period will close on February 2. The final editing of the RN-BSN student application is taking place and will go live in late February or early March. We are beginning work on documentation required for BSN program accreditation that will be sent in April.

Academic Affairs leadership along with faculty class schedulers optimized the fall 2017 class schedule resulting in 56 fewer class sections than the previous fall semester at the same time accommodating an increase of over 5% in student headcount and an increase of over 7% in FTE. This was accomplished by increasing the section capacity by 2 students in sections where there were no space or equipment constraints as well as by increasing science lab capacities by 33% on the South Lake Campus due to the new science labs in the Science-Health Building. Faculty in select courses were also offered an opportunity to earn a large class incentive by accepting additional students to online and lecture sections.

In the spring 2018 semester, department chairs and program managers once again optimized the class schedule by consolidating class sections and offering approximately 40 fewer sections than

the previous spring while the student headcount increased by over 4% and FTE increased by over 5.5%.

At our last Nursing Program accreditation in 2015, ACEN (the nursing accrediting body) required a follow-up report based on some issues identified by the visiting team. Yesterday the ACEN Evaluation Review Panel voted unanimously to accept the follow-up report, indicating that we are in full compliance with the ACEN standards. The final step will be a vote by the full ACEN board in March.

Heather Bigard

Dr. Bigard introduced Andrew Bicanovsky, Interim Director of Facilities, joined us in December from UCF, where he managed 7 of their satellite campuses.

The first official meeting with FEMA was on January 10, 2018 and now have 60 days to finalize all of our expenses related to the hurricane to complete our claim. As you know, our greatest expense is related to roof damages, but we do have other expenses for debris removal, carpeting, window seals, and a soil depression in Sumter. Our expense total around \$350,000 to date.

We have also had a couple of meetings with Summit Broadband, the new owner of the Leesburg fiber. Summit has given us a verbal commitment to keep our rates the same.

The zero-based budgeting process begins this week, with kick off meetings in each division. It's too early in the legislative session to project funding, but we will begin compiling three different scenarios for our expenses over the next three months.

The mid-year financial review will be provided at the February meeting.

HSCA Governance Committee Report

2017-187

A meeting was held on December 13 of the Health Science Collegiate Academy committee a lot of progress was made during the meeting. We are working closely with Lake County Schools identifying tools that will further assist in retention and recruitment. The next meeting is scheduled for January 24, 2018 at the South Lake Campus.

Strategic Planning Committee Report

2017-188

No report was given.

Facilities Committee Report

2017-189

No report was given.

Sumter Partnership Committee Report

2017-190

No report was given.

Foundation Liaison

2017-191

Emily Lee reported that the Foundation kicked off their Annual Campaign on January 10th and this year's goal is \$100,000. The Executive Committee has been named for 2018.

The 2018 Gala will be held on Saturday, April 14 at 6 p.m. The Foundation has received several grants totaling \$160,000 that are to be used for the BSN program, Veterans Lounge, RISE Summer Math program and Performing Arts.

A board retreat will be held on February 22 and the 5k Run on March 17 at the South Lake Campus.

Board Attorney's Report

2017-192

In mid-November the College received notice from the US Office of Education Department, that a student filed with OCR a charge of Discrimination against the College. The complaint alleges that the college failed to comply with her disability and the college engaged in different treatment on the basis of disability. An investigation is required and Mrs. Geraci-Carver will update the board on any new development.

A personal injury claim has been received from an incident that dates back to 2016. The college had an outside event and someone was injured. Dr. Bigard will continue to pass along information.

She reported on an article in the Daily Commercial (December) regarding the school district and a potential Sunshine issue. The board attorney for the district indicated as he understands meetings taking place between the superintendent and their board members on an individual basis before their board meeting, he does not see this as a Sunshine issue.

The commentary went on to talk about the fact that they are having these individual meetings and getting information from the Superintendent. There are thoughts that this may violate Sunshine as it is not exposing the public to all of the decision making process.

She urged our board to make sure that there is discussion on the table of agenda items. Also, ask questions and have open dialogue regarding the agenda.

Tim Morris directed the board to the Executive Committee minutes regarding a presentation to the board on insurance coverage for college employees as to why the current coverage is being increased by 15%. The executive committee made the decision to decline the presentation. He felt it should have come to the full board for consideration. He cautioned the executive committee not to assume the board does not want to hear presentations such as this one. He would have welcomed learning why the increase was happening. He wanted to caution that the Executive Board should not act as the full board and that all information is being presented to the full board.

NEW BUSINESS

2018-19 College Personnel Calendar

2017-193

A motion was made by Marcia Butler Dr. Sidor asked the board to approve the 2018-19 college personnel calendar for submission to the Florida Department of Education.

The motion was passed with the following vote: Voting "yea" – Blankenship, Butler, Hill, Jones, Lee, Morris, and Rice.

Presidents Contract

2017-194

Anita Geraci-Carver presented to the board the 2nd Amendment to the Presidents contract. It has been requested to extend his contract through June 30, 2021, clarify a provision relating to how much the President can earn on a performance payment (the language in the current contract is unclear), and to increase severance to the maximum of 20 weeks. Mr. Wahl made a motion to extend his contract through 2023. Jennifer Hill seconded with discussion. After discussion Mr. Wahl withdrew the motion. Jennifer Hill made a motion to approve the amendments to the contract and Marcia Butler seconded.

The motion was passed with the following vote: Voting “yea” – Blankenship, Butler, Hill, Jones, Lee, Morris, and Rice.

Career Source MOU

2017-195

Dr. Bigard reported that Career Source Central Florida is an LSSC Partner providing job and career support services to LSSC students and the general public. Career Source is seeking rental space on the LSSC Leesburg Campus to relocate their Lake County Operation.

A Memorandum of Understanding is in each packet for review and discussion. Pete Wahl made a motion to approve and Tim Morris seconded and motion carried.

The motion was passed with the following vote: Voting “yea” – Blankenship, Butler, Hill, Jones, Lee, Morris, and Rice.

Insurance Update

2017-196

Dr. Bigard reported that she will be working with our HR team to develop different options for employee insurance. Fran Pistilli announced that 27 of the 28 colleges use the consortium for coverage.

OLD BUSINESS

Modification Faculty Rank & Promotion

2017-197

Dr. Sidor reported that Item 197 is a proposal to change the process within the college for how Rank and Promotion is currently conducted within the college. Current a faculty member is eligible to apply for a promotion within year five. We currently move our faculty out to six or seven. The only significant change is to bundle the first promotion and pay increase that goes along with the award of continuing contract.

Pete Wahl made a motion to approve and Marcia Butler seconded and motion carried.

The motion was passed with the following vote: Voting “yea” – Blankenship, Butler, Hill, Jones, Lee, Morris, and Rice.

INFORMATION ITEMS

For the Boards Review and Information

2017-198

No report was given.

OTHER CONSIDERATIONS

As Needed by Chairman/President

- ✓ Chairman Blankenship reviewed the events on the calendar. He announced that the next Board meeting will be on February 21, 2018 at 5 p.m. for the regularly scheduled meeting at the Sumter Center Campus Board Room.

There being no further business, the meeting was adjourned at 7:40 p.m.
Respectfully submitted,

ATTEST:

Scott Blankenship, Chairman

Stanley M. Sidor, Ed. D.
Secretary/College President

Recording Secretary: Claudia Morris