

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

Leesburg, Sumterville, Clermont

January 18, 2017

The regular meeting of the District Board of Trustees, Lake-Sumter State College, was called to order at 5:00 p.m. on January 18, 2017 in the Board Room on the Leesburg Campus, by Mr. Kelly Rice, Board Chairman. In attendance was Mr. Scott Blankenship, Mrs. Jennifer Hill, Ms. Emily Lee, Tim Morris, Kelly Rice and Mr. Pete Wahl. Board Attorney Anita Geraci-Carver was also present.

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

PUBLIC COMMENT - There was no Public Comment.

(The Board took a dinner break at – 5:15 p.m. The meeting was reconvened at – 5:35 p.m.)

CONSENT CONSIDERATIONS- ACTIONS and ACKNOWLEDGEMENTS

Mr. Morris moved and Mr. Wahl seconded the motion to approve as presented agenda items number 1 through 6 as follows:

Minutes of November 16, 2016 Regular Board Meeting **2017-1**

Mr. Morris moved and Mr. Wahl seconded the motion to approve as presented the minutes of the November 16, 2016 Regular Board Meeting. The motion was passed with the following vote: Voting “yea” – Blankenship, Hill, Lee, Morris, Rice and Wahl. (Minutes in Supplemental Material)

Human Resources Transactions **2017-2**

Appointments of:

Karen Lanctot, Instructor Math (effective date 1-4-17)
Kathy Hamilton, Instructor Foreign Language (effective date 1-4-17)
Dr. Heather Bigard (effective date 12-12-2016)
Claudia Morris (effective date 12-25-2016)
Sandra McShane (effective date 1-03-17)
Nicole Duslak (effective date 1-23-17)
Mark Thompson (effective date 1-9-17)
Latisha McCray (effective date 1-9-17)
Rebecca McPhearson (effective date 1-3-17)
Chris Kulian (effective date 12-25-16)

Resignations of:

Dr. Imke Casey (effective date 12-31-16)
Odalys Simmons (effective date 12-31-16)
Bryan Anderson (effective date 1-6-17)
Darryl Burr (effective date 1-13-17)
Alba Rodriguez (effective date 1-25-17)
Geni Wright (effective date 1-3-17)
Sheldon Williams (effective date 11-07-16)
Ruth Visuete (effective date 11-25-16)
Paola Robles (effective date 12-2-16)
Suzanne Dausman (effective date 1-4-17)
Julie Knapp (effective date 1-3-17)
John Wimberly (effective date 1-3-17)

Retirement of:

Richard Scott (effective date 12-31-16)
Melinda Simmons (effective date 8-19-17)
Bret Taylor (effective date 8-19-2017)

Separation of:

Leo Gilbert (effective date 12-7-16)

The motion was passed with the following vote: Voting “yea” Blankenship, Hill, Lee, Morris, Rice and Wahl. (Details in Supplemental Material)

Amendment of October Board Minutes

2017-3

The motion was passed to accept the revisions of the October 2016 board meeting minutes with the following vote: Voting “yea” - Blankenship, Hill, Lee, Morris, Rice, and Wahl.

Monthly Fiscal Report for December 2016

2017-4

Mr. Morris moved and Mr. Wahl seconded the motion to accept the Monthly Fiscal Report for the General Operating Fund for the four-month period ending December 31, 2016. The motion was passed with the following vote: Voting “yea” – Blankenship, Hill, Lee, Morris, Rice, and Wahl. (Minutes in Supplemental Material)

Facilities Update

2017-5

Mr. Morris moved and Mr. Wahl seconded the motion to acknowledge the facilities report for January 2017 and request it be filed “for the record” with the minutes. The motion was passed with the following vote: Voting “yea” – Blankenship, Hill, Lee, Morris, Rice, and Wahl. (Minutes in Supplemental Material)

Purchases over \$25,000

2017-6

Mr. Morris moved and Mr. Wahl seconded the motion to accept the report of Purchases Over \$25,000 for the period November 1- December 31, 2016. The motion was passed with the following vote: Voting “yea” – Blankenship, Hill, Lee, Morris, Rice, and Wahl. (Minutes in Supplemental Material)

SCHEDULED INFORMATION REPORTS

President's Report

2017-7

Dr. Sidor reviewed some topics of interest:

- ✓ Dr. Sidor announced that after speaking with Diane Culpepper she informed him that she learned through her lobbyist that members of the house committees were advised to prepare budgets 10% less than last year.
- ✓ The Governor wants to freeze tuition and fees to reduce cost. The state college system supports his request as long as the Governor can find state funds to make up the difference.
- ✓ There has been significant discussion over the governance changes to the state college system. A senate bill is expected in February to create a state board of Community Colleges similar to the university system. Senator Negron is very committed to this bill.
- ✓ That bill is also expected to limit baccalaureate degree granting authority of the community college system.
- ✓ Recently a request from the House seeking information regarding expenditures from the Foundation: 1.) Have funds been spent to hire a lobbyist? 2.) A complete accounting of expenses and salaries.

Vice President's Report:

2017-8

Heather Bigard reported:

- ✓ Dr. Bigard will take a much deeper review with the budget at the February board meeting. At this meeting a full review will be done with a projected year end based on data available at that time.
- ✓ We are estimating a slight decline in revenue related to enrollment, but we do believe we have sufficient contingency Funds in place.
- ✓ After a number of meetings with the Lake County Schools Superintendent Superintendent and CFO we are nearing an agreement on the funding model for the program of the Health Science Collegiate Academy. We will be finalizing the operational agreement in the coming days and bring it forward once it is complete.
- ✓ Some of the highlights include: shared start-up of expenses, the school district has agreed to support \$150,000 in the start-up expense and \$5,500 in base funding for students. In addition, \$35,000 annually will be provided in support of student's 9th and 10th grade years.
- ✓ The new Science Health Building is on target and moving along seamlessly.

Doug Wymer reported:

- ✓ In late November, four Math faculty (Alissa Sustarsic, Judy Stimpson, Talie Souders and Sybil Brown) attended the annual meeting of the American Mathematical Association of Two-Year Colleges in Denver where they presented on our math course redesign, math emporiums, and course pathways. They presented to a full room of people who bombarded them with questions and several attendees stayed late to talk with them after the presentation.
- ✓ Introduced Dr. Mark Thompson. He is the new Coordinator of Academic Assessment and comes to us after serving as the Executive Director of the National Educator Program, a non-profit educational support agency. In that role he worked with educators from 47 states and eight countries. Dr. Thompson will play a pivotal role in re-designing and maintaining a focus on meaningful student learning outcomes assessment. This is particularly timely since we have already begun preparations for the 10 year reaffirmation that is just around the corner in 2021.
- ✓ Communication was received from the Southern Association of Colleges and Schools Commission on Colleges today regarding our 5th year report and Quality Improvement Plan Impact Report. The review committee accepted the QEP Impact Report in its entirety with no requests for further information. However, we are required to prepare and submit a Referral Report on or before 3 April 2017 to clarify our response to three of the 21 standards included in the 5th year report. The comments of the review committee are clear and very narrowly focused so our response should be straightforward to construct.

Claire Brady reported:

- ✓ She thanked the trustees for their participation with the December Commencement. Over 300 degrees have been conferred.
- ✓ We are in the second week of classes and have hosted Welcome Back Bashes at both campuses.
- ✓ Enrollment- Our spring enrollment is mixed news. Overall enrollment is up over 3.67% in head count and 2% in FTE. However, fee paying headcount is down just over 4% and fee paying FTE is down 3.77%. The difference is dual enrollment students we are up approximately 300. A large chunk of them are the new HSCA class of 10th graders and a mixture of The Villages HS and South Sumter High School students. We are looking at our core marketing messages making sure they are on point. Also digital media and social media and other marketing outlets making sure our message is clear about LSSC.
- ✓ Campus Safety-We are still very hard at work on improving the overall physical safety on campus. We have installed electronic doors, signage, cameras, and emergency lightning. Safety training is being offered to faculty and staff by a national expert by identifying and evaluating threats through student writing. ALiCE training is being rolled out to all faculty, staff, and students on active shooter training.

Mr. Rice reported that he attended an event in Tallahassee with the Governor and 27 other college chairs. They were tasked with producing a one-page summary of things that we have implemented to help us reach performance metrics. He was very pleased that we are in line with what other colleges are doing. Ms. Lee thanked Dr. & Mrs. Sidor for their Christmas gathering. She thanked everything who participated in the MLK events. She announced that Lindsey Holt has been named the 2017 Foundation president. The new slate of officers were sworn in by Sheriff Peyton Grinnell. She announced the 32nd Annual Gala will be held on Saturday, April 15th at The Villages Savannah Center. She asked each trustee to assist in getting a quality items, purchasing tickets, or sponsorships for that evening.

Board Attorney's Report

2017-10

Board Attorney Anita Geraci-Carver indicated that she had nothing to report to the Board at this meeting. (Written Report in Supplementary Material)

NEW BUSINESS

FIRST READING: Level Naming Opportunities

2017-11

The motion was passed to accept the First Reading of the Level Naming with the following vote: Voting "yea" - Blankenship, Hill, Lee, Morris, Rice, and Wahl.

2017-2018 College Personnel Calendar

2017-12

The motion was passed to accept the College Personnel Calendar as written on the agenda with the following vote: Voting "yea" - Blankenship, Hill, Lee, Morris, Rice, and Wahl.

INFORMATION ITEMS

Changes to Program Portfolio

Dr. Wymer reported that we will recommending closing certain program as detailed in each packet. There are three programs recommended for closing: Early Childhood Education, Environmental Science Technology, and Office Administration.

He also announced the exploration of four new programs. The new programs are: Community Health Professional, Industrial Management Technology, Medical Laboratory Technology and Professional Pilot Technology.

He also announced two new certificate programs which are: Scientific Workplace Preparation and Chemical Laboratory Specialist.

OTHER CONSIDERATIONS
As Needed by Chairman/President

Chairman Rice reviewed the events on the calendar. He announced that the next Board meeting will be on February 22, 2017 at 5:00 p.m. in Room 4107, Clark Maxwell Building at the Sumter Center.

There being no further business, the meeting was adjourned at 6:40 p.m.

Respectfully submitted,

ATTEST:

Kelly S. Rice, Chairman

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

Recording Secretary: Claudia Morris