

**DISTRICT BOARD OF TRUSTEES
LAKE-SUMTER STATE COLLEGE
Leesburg, Sumterville, Clermont
Florida**

January 27, 2016

The regular meeting of the District Board of Trustees, Lake-Sumter State College, was called to order at 5:00 p.m. on January 27, 2016 in the Board Room, Student Services Building, Leesburg Campus, 9501 U. S. Highway 441, Leesburg, FL 34788 by Mr. Kelly Rice, Board Chairman. In attendance were Mr. R. Scott Blankenship, Vice Chairman; Mrs. Marcia Butler, Mrs. Jennifer Hill, Mr. Bret Jones, Ms. Emily Lee, Mr. Timothy Morris, Mr. Peter Wahl and Acting President Richard Scott. There is a vacancy on the Board due to the expiration of the term of Mrs. Kelly Flores on May 31, 2015. Also in attendance was Board Attorney Anita Geraci-Carver.

Mr. Rice welcomed 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

PRESENTATION

Former Board Member Mr. Richard Bowersox

Mr. and Mrs. Richard Bowersox were at the meeting, and Mr. Rice asked Mr. Bowersox to come forward. He spoke very highly about the contribution Mr. Bowersox had made to the College in his eight years of service on the Board, three years of which he devoted to being its Vice Chairman. Mr. Rice gave Mr. Bowersox a gift expressing the gratitude of the Board and LSSC. Pictures were taken of the whole Board as a memento of the occasion.

SCHEDULED INFORMATION REPORTS

Acting President's Report

2016-1

Acting President Richard Scott requested that Vice President of Academic Affairs Dr. Mary Jo Rager and Vice President of Enrollment and Student Affairs Claire Brady report on some of the exciting plans and accomplishments of each area.

Dr. Rager shared the following news:

- ✚ Approximately 100 students are currently enrolled in the BASOM program. Nineteen graduated in December, there have been 36 graduates since the program started, and it is anticipated 10 more will graduate in May.
- ✚ Dr. Minerva Haugabrooks will have a weekly column in the Sumter County Times featuring topics about nutrition.
- ✚ Three Faculty members are candidates being considered for Faculty Rank and Promotion.

- ✚ LSSC has received a \$10,000 grant from United Way of Lake and Sumter Counties for the RISE Summer Math Academy scheduled for June 6-23, 2016 at the Sumter Campus.
- ✚ LSSC is planning several events: Joint Professional Development Day for math instructors from LSSC and Sumter County Schools in February, the hosting of Leadership Lake Education Day on February 10, a Healthcare Summit on March 2 to discuss local employment needs, and the Health Sciences Collegiate Academy has begun recruiting for Fall 2016.
- ✚ The Sumter Workforce Partnership has completed “Lean Manufacturing” and “Sales/Marketing” training for **MEMCO** which specializes in development and installation of unique, high-volume, complex fuel systems.
- ✚ Phase I of Electronics Troubleshooting and Automation Training will be launched in March 2016 for **OUTOKUMPU**, an international company specializing in stainless steel instruments for large manufacturers.
- ✚ LSSC has developed and delivered a Customized Training Proposal to **SOUTHEASTERN POWER COMPANY (SEPCO)** for a four-year Electrical Distribution/ Line Worker Training contract for SEPCO employees.

Vice President of Enrollment and Student Affairs Claire Brady spoke about

- Spring Enrollment is down 0.26% in headcount, but up 1.07% in FTE. Non-fee pay or reduced fee pay (Dual Enrollment) is up by 28%.
- Student Services is engaged in more proactive efforts to help students through the enrollment pipeline. One hundred twenty-six Dual Enrollment students are enrolled full time with 65% of them part of The Villages Early College program.
- Current recruiting efforts are focused on being proactive and LSSC now has dedicated college recruiters, Spanish language materials, and improved college marketing and outreach materials. There are many upcoming recruiting events and embedding of recruiters into existing college and community events.
- Enrollment and Student Affairs and Academic Affairs are working on a 3-year Strategic Retention & Completion Plan. One example of a high impact retention process is allowing current students to register for summer and fall terms at the same time.
- Currently the Starfish Retention intelligence tool is being implemented. “Starfish” is a seamless platform that fully connects the student experience (texting, early alert, faculty grades and attendance, office hours, advising, probation, etc.).

The Legislative update consisted of reports from Board members who attended the Trustees Commission Legislative Seminar in Tallahassee on January 19 and 20, 2016.

Five firms will be interviewed next week to serve as Construction Manager for the Health Sciences Lab facility to be built on the South Lake Campus. At the February Board meeting, the Board will select the firm to obtain a contract for Construction Manager services.

Mr. Scott presented an overview of the recent on-site visit by the Florida Office of Civil Rights. He presented a two and a half page list of minor facility items requiring alteration, such as “a

water fountain is not an accessible type” for use by the handicapped. He said that the visit from the Office of Civil Rights went very well. A formal report is forthcoming.

Board Committee Reports and Open Discussion

2016-2

Reports

Ms. Lee, Board Liaison to the LSSC Foundation, Inc. reviewed the activities of the Foundation Board at its Annual Meeting in January. She indicated that she would like to make a presentation about the Foundation at a future Board meeting.

Mr. Morris indicated that there has been a lot of commotion about the College’s future presence in the East Lake area where LSSC was given property for a campus site. There seems to be a general dislike by local property owners for any kind of increase in commercial or non-commercial enterprises in the area. Mr. Morris suggested Board members call Lake County Commissioners and urge them to support the College’s interest in the East Lake area.

Open Discussion

Mr. Rice reported that at the last Board Executive Committee meeting there was a lengthy discussion about what level of security is needed on our campuses. The Board also had a discussion about the kind of security services that are needed on our campuses - armed security services or non-armed security services. The discussion brought out the realization that more professional information is needed on the subject in order to make a decision. A Task Force was established to gather such information with the help of the law enforcement community. The College already has requested and received bids on security services. The Board Attorney advised to reject all the bids and start over again.

Board Attorney’s Report

2016-3

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

CONSENT CONSIDERATIONS ACTIONS and ACKNOWLEDGEMENTS

It was moved by Mr. Morris and seconded by Mrs. Butler to approve as presented all Consent items (Items 4 through 9) as follows.

Minutes of January 27, 2016 Regular Meeting

2016-4

It was moved by Mr. Morris and seconded by Mrs. Butler to approve as presented the minutes of the January 27, 2016 Regular Meeting. The motion was passed with the following vote: Voting “yea” – Rice, Blankenship, Butler, Hill, Jones, Lee, Morris and Wahl. (Minutes in Supplementary Material)

Curriculum Revisions

2016-5

It was moved by Mr. Morris and seconded by Mrs. Butler to approve as presented the Curriculum Revisions recommended by the Curriculum Committee and the President. The motion was passed with the following vote: Voting “yea” – Rice, Blankenship, Butler, Hill, Jones, Lee, Morris and Wahl. (Revisions in Supplementary Material)

Human Resources Transactions

2016-6

It was moved by Mr. Morris and seconded by Mrs. Butler to approve as presented the Human Resources Transactions as follows:

Approved appointments of Faculty (effective 1-4-2016):

Dr. Kathryn Meagher, Instructor, BAS Organizational Management;

Dr. Luis Pizarro, Instructor/Program Manager, BAS Organizational Management;

Gary Connelly, Instructor, Theater.

Approved appointments of Staff:

Linda Mounts, as Coordinator Financial Aid Scholarships (effective 11-4-2015);

Nancy Parks, as Coordinator, Math Emporium, Sumter (effective 1-4-2016);

Christy Taylor, as Senior Webmaster (effective 1-4-2016).

Accepted the notices of resignation from

Julee Hafner (effective 12-31-2015), Dr. Sandi Zeljko (effective 12-31-2015), Roxzel Soto (effective 12-16-2015), Tom Cosby (effective 12-14-2015), and Manuel Diaz (effective 1-5-2016).

And approved the Transfer of Steven Fowler to Business Intelligence Analyst (effective 1-11-2016).

The motion was passed with the following vote: Voting "yea" – Rice, Blankenship, Butler, Hill, Jones, Lee, Morris and Wahl. (Details in Supplementary Material)

Monthly Fiscal Report for December 2015

2016-7

It was moved by Mr. Morris and seconded by Mrs. Butler to accept as presented the Monthly Fiscal Report of the General Operating Fund for the three-month period ending December 31, 2015. The motion was passed with the following vote: Voting "yea" – Rice, Blankenship, Butler, Hill, Jones, Lee, Morris and Wahl. (Report in Supplementary Material)

Facilities Report

2016-8

It was moved by Mr. Morris and seconded by Mrs. Butler to acknowledge receipt of the January 2016 Facilities Report and request that the Report be filed with the minutes. The motion was passed with the following vote: Voting "yea" – Rice, Blankenship, Butler, Hill, Jones, Lee, Morris and Wahl. (Report in Supplementary Material)

Purchases Over \$25,000

2016-9

It was moved by Mr. Morris and seconded by Mrs. Butler to accept as presented the report of Purchases Over \$25,000 approved by the President that fall between \$25,000 and \$150,000 for the period November 1, 2015 through December 31, 2015. The motion was passed with the following vote: Voting "yea" – Rice, Blankenship, Butler, Hill, Jones, Lee, Morris and Wahl. (Report in Supplementary Material)

NEW BUSINESS

2016-2017 College Personnel Calendar

2016-10

Mr. Blankenship moved and Mr. Morris seconded the motion to approve as presented the 2016-2017 College Personnel Calendar. The motion was passed with the following vote: Voting "yea" – Rice, Blankenship, Butler, Hill, Jones, Lee, Morris and Wahl. (Calendar in Supplementary Material)

**Operations Agreement for Sumter Campus/
LSSC and Sumter County Schools**

2016-11

Mr. Wahl moved and Mr. Blankenship seconded the motion to approve as presented the new operations agreement with Sumter County Schools for the shared College property in Sumterville. The motion was passed with the following vote: Voting "yea" – Rice, Blankenship, Butler, Hill, Jones, Lee, Morris and Wahl. (Agreement in Supplementary Material)

OTHER CONSIDERATIONS

As Needed by Chairman/Acting President

The Chairman announced that the next meeting of the Board will be on February 17, 2016 at 5:00 p.m. on the Sumter Campus.

There being no further business, the January 27, 2016 meeting of the District Board of Trustees was adjourned.

Respectfully submitted,

ATTEST:

Kelly S. Rice, Chairman

Richard M. Scott
Secretary/Acting President

Recording Secretary: Joan C. Knost