

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

Leesburg, Sumterville, Clermont

February 21, 2018

The regular meeting of the District Board of Trustees, Lake-Sumter State College, was called to order at 5:00 p.m. on February 21, 2018 in Room 4107 at the Sumter Center, by Mr. Scott Blankenship, Board Chairman. In attendance was Mr. Bryn Blaise, Mrs. Marcia Butler, 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.

PUBLIC COMMENT - There was no Public Comment.

PRESENTATIONS

SACSCOC

2018-199

Dr. Wymer reported that LSSC is in the SACSCOC Reaffirmation of Accreditation class of 2021 and preparations started in Fall 2016 with the completion of the 5th year report. LSSC is on track for a successful reaffirmation of accreditation.

He reported that in each packet there is a document Section 4: Governing Boards this is new standards that speaks to the new standards for the institution. He asked each trustee to review the document.

CONSENT CONSIDERATIONS- ACTIONS and ACKNOWLEDGEMENTS

Dr. Sidor asked to add an addition item to the agenda and under New Business. The Item will be to review and reprioritization of the Capital Improvement Plan due to the damage of Hurricane Irma. Bret Jones made a motion to add the item to the agenda and Marcia Butler seconded and motion carried.

Mr. Wahl and Mrs. Lee moved and seconded the motion to approve as presented agenda items number 200 through 208 as follows:

Minutes of January 17, 2018 Regular Board Meeting

2018-200

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

Curriculum Revisions

2018-201

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

Human Resources Transactions

2018-202

Appointments of:

Auana Diamond (effective date 01/16/2018)
Andrew Bicanovsky (effective date 01/04/2018)
Carrie Barbosa (effective date 02/19/2018)
Vincent Phan (effective date 02/12/2018)

Resignation of:

Marian Casey (effective date 05/04/2018)
Christopher Kulian (effective date 02/16/2018)

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

LSSC Foundation, Inc. Executive Officers 2018

2018-203

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” – Blaise, Blankenship, Butler, Hill, Jones, Lee, Morris, Rice, and Wahl.

Monthly Fiscal Report for January 2018

2018-204

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” – Blaise, Blankenship, Butler, Jones, Lee, Morris, Rice, and Wahl.

Facilities Update

2018-205

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

Purchases Over \$25,000

2018-206

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

Quit Claim Deed

2018-207

Mr. Morris moved and Mrs. Butler seconded the motion to approve and accept the Quit Claim Deed for property from the LSSC Foundation, Inc. to LSSC and request it be filed “for the record” with the minutes.

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

Sumter Co Schools Partnership Agreement

2018-208

Mr. Morris moved and Mrs. Butler seconded the motion to approve and accept the partnership agreement for the Sumter County School District and request it be filed “for the record” with the minutes.

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

(The Board took a dinner break at – 5:10 p.m. The meeting was reconvened at – 5:30 p.m.)

SCHEDULED INFORMATION REPORTS (C)

President’s Report

2018-209

Dr. Sidor started with a legislative update on Senate Bill 540 there has been very little movement over the past month. He reported on the items to be concerned over, merger and service area definition language in SB 540 could provide the authority for a new state board to change with one or both without local board input or agreement. The DSO/Foundation language still specifies elimination of state funds for personal services and accounting support, and performance change metrics. There has been no change in the House, Senate or Governors position on budget. He expects significant movement at the end of the session.

Dr. Sidor met with the Presidents of Florida Keys, Florida Gateway, and North Florida to talk about establishing a small college partnership and at came to an agreement to put together an MOU of things on how we could work together.

The Healthcare CEO Summit is scheduled for Friday, April 6, 2018. Meeting are being developed with County Economic Develop Managers on how we can work together on recruitment efforts with continuing education.

Dr. Sidor and Diane Kornegay met to discuss HSCA and agree to put together reports to present to their boards in March it would cover three items: student recruitment, a table that will show recommended changes in the operational agreement, and develop information for long-term funding for operations agreement. There is discuss of adding members to the committee and both are in agreement but for different reasons. The Governance Committee will discuss and hash out.

Dr. Sidor is still discussing Line worker changes and in discussion with Center for Energy Workforce Development (CEWD) and NCCER to chart a path for NCCER certification for the lineworker program after completing the revision of our two-year associate degree to an 8-week boot camp.

Vice President’s Report:

2018-210

Claire Brady

It’s hard to believe that we are already seven weeks into the semester with student dreams of spring break not far away! Tonight she would like to focus her report on the HSCA Recruitment and Retention workgroup and a spring Commencement update.

HSCA Recruitment & Retention Workgroup

The 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 her last report, Dr. Ryan Tomasiewicz led efforts to recruit current 8th and 10th graders into the HSCA. Ryan and his team offered information sessions for both the 2 year and 4 year programs at the Leesburg and South Lake campuses. Turn out started low but picked up considerably. Notably, turnout was especially strong for the 2 year program information sessions with over 120 students participating (+parents/guardians).

As a reminder, the 2 year program students will enter the program in the 11th grade to fill in seats vacated by 4 year program students who do not test college ready or leave the program. Applications are now closed for the 4 year program with approximately 200 applications. Applications will close for the 2 year program in April after PERT testing.

Lake County schools is leading PERT college readiness preparation, testing, and remediation in the schools. As you know, this is the most important aspect of a successful retention plan. Our next milestone will be PERT testing in March.

Every possible marketing avenue available was used through the school district, the college, and local media to market this program. She hopes that you had a chance to see the two recent pieces in the Daily Commercial and the recent piece in the Orlando Sentinel. Copies are available if you would like to see them.

Spring Commencement

In the fall of 2017, based on feedback from the District Board of Trustees, Dr. Sidor asked Commencement Co-Chairs Jenni Kotowski and Caitlin Moore to explore the feasibility of offering one of the two May Commencement ceremonies in the Clermont area.

Our hope was that by offering one of the ceremonies in Clermont that we would increase the number of South Lake students and guests who participate and would offer a more equitable experience for graduates and their families.

I'm proud to share with you tonight that after several months of hard work and exploration, we have secured the Clermont Arts & Recreation Center (the ARC) for our first ever Commencement ceremony in Clermont this May.

If you have not yet visited the ARC, it is an impressive professional events space, located on US 27. Planning is now under way to choreograph two separate ceremonies.

The ceremonies are scheduled to take place on Friday, 5/4/18, with the Leesburg ceremony at 10am and the Clermont ceremony at 4pm. More details regarding speakers and logistics are to come at our next meeting.

Doug Wymer

The Florida College System has announced the members of the 2018 All-Florida Academic Team. Students are selected for this honor based on academic achievement, leadership, and service to their community. Students are nominated by the College and the competition is sponsored by USA Today and Phi Theta Kappa International Honor Society. This year, two Lake-Sumter State College students were named to the list.

The search for the BSN Program Manager is well underway. We have four applicants who meet the minimum requirements and the search committee meets for the first time this Friday. My challenge to this committee was to have an offer extended by the first of April.

Dr. Mimi Gerstell, a prominent planetary researcher who spent over 15 years in the planetary science section at California Institute of Technology, was on campus this past Wednesday to present a lecture to a full auditorium of nearly 90 LSSC students. Dr. Gerstell lectured and shared stories, in her own unique way, about her research and experiences related to the problems of making the Martian atmosphere habitable for life. Dr. Gerstell's presentation was co-sponsored by the Natural Science faculty and the LSAMP STEM Program.

The Advisory Committee for the Electrical Distribution Technology program met today and had a spirited and productive discussion about the program's strengths and challenges. Significant progress was made toward the goal of making this outstanding and strategically significant program financially sustainable. I will be working closely with Bob Seigworth, Tim Sullivan, and an assortment of program partners including SECO and City of Leesburg to continue this process.

LSSC's AS degree in Health Information Technology (HIT) recently received word that its annual assessment report was reviewed and accepted by Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). The HIT program remains in good standing and maintains accreditation. CAHIIM accepted the full report and had no recommendations to address. Congratulations to Brandy Ziesemer & the HIT team for their great work!

Heather Bigard

We are finalizing our FEMA documentation for submission on March 9, 2018 and in the full swing of budget preparation for 2018-19. Hurricane repairs continue and in some cases, such as the roofs, the repairs have turned into large projects that will require substantial additional funding. The CIP that we prepare for 2019-20 will be a better reflection of our needs and strategic priorities.

Some of the additional projects that are currently in the works include completion of the financial aid and finance audit, closeout of the science health construction project, reviewing our space utilization, compiling financial data for the HSCA program, costing out our course schedule for fee paying and non-fee paying students, updating the technology plan, reengineering our Sonitrol locking system, embarking on a health insurance review, creating a new performance review process and conducting a salary and classification study.

The City of Leesburg has asked to partner on our Disc Golf course project and will provide \$10,000 for construction.

We are also taking a serious look at our business processes in partnership with the enrollment and student affairs division; thank you, Dr. Brady. We have named our team, “The Transformers”, and look forward to finding solutions to improve the student experience through automation, communication, and process improvement.

Executive Committee

2018-211

Scott Blankenship reported that the Executive Committee met and discussed items on the agenda, the Health Science Collegiate Academy, and Legislative Updates.

HSCA Governance Committee Report

2018-212

Mr. Blankenship reported that a discussion was held to look at a third party mediator to help reach the goal of funding required to meet the operational needs for the HSCA funding agreement. After a lengthy discussion Bob McKee was highly favored as the person to review the data and meet with all parties involved and assist with an agreement that is functional for everyone involved. Mr. Blankenship will contact Mr. Bob McKee to see if he would be interested in working with the committee and assist them in reaching a lengthy functional operational agreement.

The 11th grade students in the inaugural cohort had a successful fall term as full-time college students. Ten students have a cumulative GPA of 4.00. One student was removed from the program and sent back to high school. There are currently 12 students on HSCA probation for not meeting the minimum 3.0 dual enrollment GPA.

The recruitment cycle for the fourth cohort began in December with a mailer home to the student/families of all eighth graders at south lake county schools, Montverde Academy, and Imagine South Lake Charter. We will be hosting information sessions throughout January at the Cooper Memorial Library. The recruitment goal for cohort 4 would be to enroll 150 students with each of the three high schools hosting 50 students.

The next meeting is scheduled for February 28, 2018 at the South Lake Campus.

Strategic Planning Committee Report

2018-213

Bret Jones reported that the committee met on Monday, February 19 and discussed the mission/vision statement. A workshop for the entire board is planned prior to the next board meeting on March 28 to possibly sharpen or tweak the mission/vision to be more in line with what we want for our future goals. In addition to setting goals we would like to discuss using a balanced score card system which is tool to measure and assist in executing the strategic plan once it has been put in place.

Facilities Committee Report

2018-214

Pete Wahl reported that the committee met on Tuesday, February 20 and Al Minner with the City of Leesburg was present to give update on their vision and rework of the park area by

Venetian Gardens. The pool area will close on June 10 and they will start to rework that area. He spoke of library use.

They want to add to the library downtown and work with us for a joint use facility. The city also is investigating enhancing the partnership with the Boys and Girls club at the Carter Park location, Dr. Sidor mentioned that this could be a good potential for a possible expansion of our RISE program. Currently, this is only a discussion. We are currently looking at all possible ways to partner with our local entities.

Other city officials will be invited to a future meeting to share their vision as well.

Sumter Partnership Committee Report

2018-215

No report was given.

Foundation Liaison

2018-216

Emily Lee reported that the Foundation, Inc. provided 243 scholarships totaling \$194,847 to students attending LSSC for the spring semester. These students are pursuing degrees in a variety of programs, including Nursing, Criminology, Public Relations, Business Administration, Education, Pre-Engineering, Law, Computer Technology, and a BAS in Organizational Management.

The Foundation received a gift from Insight Credit Union for \$50,000 to support programs and Foundation events.

The LSSC Foundation applied for a grant from the National Endowment for the Arts for \$10,000. A response should be received in early August.

The LSSC Foundation Shamrock Shuffle is scheduled for March 17 at 5pm on the South Lake Campus. This is an effort on the behalf of the LSSC Foundation Board to be more involved in the South Lake Community. If you know someone who is interested in running, walking or supporting the race, please ask them to contact the LSSC Foundation office.

The Annual Campaign is underway. The Foundation is requesting 100% participation from employees, Foundation Board Directors and the Board of Trustees. It is important to show our outside grant funders and private donors that we support our College! The Foundation Board set a goal of \$100,000 for the campaign. The campaign is currently at \$21,271.46. The culmination and celebration for the campaign will take place at the gala on April 14.

The gala theme this year is Havana Nights. It is scheduled for April 14, 2018 at 5:30pm. The Foundation Board is working hard to secure donations both monetary and in-kind. They are very excited about the direction of this year's event. The fundraising goal for the gala is \$80,000.

Board Attorney's Report

2018-217

Anita Geraci-Carver reported at last month's meeting about a complaint with the US Office of Education Department, Office of Civil Rights, (OCR) alleging a charge of discrimination against the College alleging a failure to accommodate a disability. OCR is conducting an investigation

into the complaint. There have been no development since the College provided documents to OCR.

She has also been in communication with the Attorney from Lake County School District. He is preparing a revised Operational Agreement of the HSCA which, in part will extend the agreement beyond the initial one year term.

NEW BUSINESS

Mid-Year Review/2017-18 Finances

2018-218

Dr. Bigard reported on the 2017-18 mid-year review. She reported that our regular student fees are down but dual enrollment has increased and revenue has shifted in that direction. The adjustment has been made for the HSCA budget which left us in a small shortfall of (\$151,560). Overall, we are looking at an excess of revenue over expenditures of \$236,068, but we hope to improve that even more by looking at our adjunct and overload budget and summer schedule for additional savings for potential reinvestment.

Most of our funding comes from state and local support (62.36%), student fees (31.52%) and the rest is a smattering of small funds that we receive dollars for dual enrollment, grants, etc. The majority of our expenses are personnel (78.75%) and the remaining is current operating and capital outlay.

It is most of the state college goal to manage the Fund 1 balance down to 5-7%, anything above that is transferred to Fund 7.

Fund 7

| | |
|--------------------|---|
| Fund 1 – Operating | 1,984,183 |
| Fund 2 – Grants | 337,596 (restricted dollars given for the purpose of the grant) |
| Fund 3 – Auxiliary | 806,896 (Bookstore and Vending Machine Revenue) |
| Fund 7 – Capital | <u>837,634</u> |
| | 3,966,309 |

The college is running very low in terms of reserves. We need to start building our surpluses to transfer from Fund 1 through Fund 7.

Faculty Rank & Promotion

2018-219

Dr. Wymer announced the candidates for Faculty Rank & Promotion.

| | |
|--------------------|--|
| Dr. Cory Blackwell | Instructor to Assistant Professor |
| Ms. Sybil Brown | Assistant Professor to Associate Professor |
| Ms. Marilyn Cole | Instructor to Assistant Professor |
| Dr. Scott Hopkins | Instructor to Assistant Professor |
| Mr. Chris Leibner | Instructor to Assistant Professor |
| Ms. Nicole Osborn | Instructor to Assistant Professor |

Ms. Beth Terranova Instructor to Assistant Professor

Mr. Wahl made a motion and Ms. Butler seconded and motion carried.

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

LSSC Foundation, Inc. Room Naming

2018-220

Dr. Sidor reported that on January 10 the LSSC Foundation, Inc. board approved the naming of the Ann Dupee Nursing Simulation Center on the South Lake Campus. The Board also approved the naming of the Virginia Durand Nursing Simulation Center on the Leesburg Campus. It is recommended that the LSSC Board of Trustees approve the room naming’s in honor of both individuals listed above. Mr. Wahl made a motion and Ms. Butler seconded and motion carried.

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

Program Proposal AS in Social & Human Services

2018-221

Dr. Wymer reported that the college would like to start a new Associate in Science degree program in Social and Human Services-Community Professional track. This prepares student for a career as a CHP. It is recommended that the LSSC Board approve the program concept with a funding commitment to support program startup. Mr. Wahl made a motion and Ms. Lee seconded and motion carried.

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

Close-out for Science Health Building

2018-222

Dr. Bigard reported that the Health Science building on the South Lake Campus is complete. The conditions according to Board Rule 7.04 have been met. It is recommended that the LSSC Board approve the final payment of retainage in the amount of \$483,343.79 to CPPI.

Ms. Butler made a motion to approve and Ms. Lee seconded and motion carried.

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

FIRST READING: Statutory Reference Change to Board Rule 7.04

2018-223

Dr. Bigard reported that this is the First Reading for Statutory Reference Number Change to Board Rule 7.04 to reflect from 235.64(4) to 255.078(9).

The board acknowledges the change.

Articulation Agreements with Lake Tech

2018-224

Dr. Wymer presented several articulation agreements that we currently have with Lake Tech College and some new agreements that will create additional pathways to more advanced academic credentials for LTC graduates. It is recommended that the LSSC Board approve the articulations between Lake Technical College and Lake-Sumter State College.

Mr. Morris made a motion and Ms. Butler seconded and motion carried.

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

CIP

2018-224B

Dr. Sidor reviewed the new prioritized list of Capital Funding. This realigns our needs to our current CIP. The realignment is due to damage caused by Hurricane Irma.

Mr. Morris made a motion to accept and Ms. Butler seconded and motion carried.

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

INFORMATION ITEMS

For the Boards Review and Information

2018-225

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 March 28, 2018 at 5 p.m. for the regularly scheduled meeting at the Leesburg 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