

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

March 23, 2016

The regular meeting of the District Board of Trustees, Lake-Sumter State College, was called to order at 5:15 p.m. on March 23, 2016 in the Board Room, Student Services Building, Leesburg Campus, 9501 U. S. Highway 441, Leesburg, FL 34788 by Mr. Kelly Rice, Board Chairman. Board members in attendance were Mr. R. Scott Blankenship, Vice Chairman; Mrs. Marcia Butler, Mrs. Jennifer Hill, Mr. Bret Jones, Ms. Emily Lee, Mr. Timothy Morris, and Dr. Stanley Sidor, College President. Board Member Mr. Peter Wahl was absent from the meeting. 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 everyone and invited them to join in the Pledge of Allegiance followed by a Moment of Silence.

PUBLIC COMMENT - There was no Public Comment.

PRESENTATIONS

**Recognition of Promoted Faculty,
Faculty Rank & Promotion Committee, and Faculty Senate Executive Committee** **2016-27**

After a Reception on March 23, 2016 honoring Promoted Faculty members, VP of Academic Affairs Dr. Mary Jo Rager formally introduced them and their guests to the District Board of Trustees as follows:

Instructor Betti Baytar-McTurk
Promoted to Assistant Professor (Computer Science)

Assistant Professor Mary Heikkinen
Promoted to Associate Professor (Office Administration)

Associate Professor Brandy Ziesemer
Promoted to Professor (Health Information Management)

The Faculty members had their pictures taken with the full Board. Members of the Faculty Rank & Promotion Committee and the Faculty Senate Executive Committee were also introduced.

Recognition of Student Government Officers at Leesburg Campus **2016-28**

Mrs. Cindy Lackey, Assistant Director of Student Life, introduced the following Student Government Association Officers from the Leesburg Campus by asking each one to tell her/his name and opinion of LSSC, as well as degree and career goals:

Wendy Keith, President; Caitlyn Summerlin, Vice President; Jennifer Torres, Secretary;
Lissa Jean-Louis, Treasurer; Candy Sanchez, Director of Fund Raising;
Sophia Bakich, Director of Community Service; and Evan Eichner, Director of Education.

Because of attendance in class, Jocelyn Ramirez, Director of Activities and Sarah Gatto, Director of Public Relations, were not able to be at the meeting.

CONSENT CONSIDERATIONS

It was moved by Mr. Morris and seconded by Mr. Jones to approve as presented all Consent items (items 32 through 36) as follows:

Minutes of February 17, 2016 Regular Meeting

2016-32

It was moved by Mr. Morris and seconded by Mr. Jones to approve as mailed the Minutes of the February 17, 2016 Regular Meeting. The motion was passed with the following vote: Voting “yea” – Rice, Blankenship, Butler, Hill, Jones, Lee, and Morris. (Minutes in Supplementary Material)

Curriculum Revisions

2016-33

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

Human Resources Transactions

2016-34

It was moved by Mr. Morris and seconded by Mr. Jones to approve the **Appointment of** Tim Sullivan as Instructor in Electrical Distribution Technology (effective 3-6-2016); and the **Separation of** Jason Wintersdorf (effective 2-16-2016). The motion was passed with the following vote: Voting “yea” – Rice, Blankenship, Butler, Hill, Jones, Lee and Morris. (Details in Supplementary Material)

Monthly Fiscal Report for March 2016

2016-35

It was moved by Mr. Morris and seconded by Mr. Jones to approve the Monthly Fiscal Report for March 2016 stating that Revenues and Expenditures are in good order, and the College is on course to meet year-end projections. The motion was passed with the following vote: Voting “yea” – Rice, Blankenship, Butler, Hill, Jones, Lee, and Morris. (Report in Supplementary Material)

Facilities Report

2016-36

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

SCHEDULED INFORMATION REPORTS

President's Report

2016-29

Dr. Sidor reported on various items of interest:

- **Trustee Confirmed.** Trustee Jennifer Hill's appointment by the Governor to the District Board of Trustees, Lake-Sumter State College, was confirmed by the Florida Senate on March 8, 2016.
- **Status of Certified Nursing Assistant (CNA) Program at LSSC.** Enrollment has declined as LSSC is in competition with other institutions offering the program and there is no financial aid available for this program. Enrollment is low (at South Lake – 8 students, and at Leesburg – 9 students). Strategies for improvement have been implemented: new instructor, course now includes additional opportunities for practicing clinical skills, closer monitoring of outcomes, 6 hour class offered to prepare for CNA licensing exam.

Recommendation for CNA Program:

- Focus on strategies for improvement with the existing classes which end in March and April
 - Discontinue offering CNA program at LSSC and enter joint initiative with Lake Tech to promote Certified Nursing Assistant (CNA), Licensed Practical Nurse (LPN), and Registered Nurse (RN) career pathway opportunities. Discussions will continue on this topic.
- **Dr. Sidor Met with Dr. Diane Culpepper, Director of Lake Tech.** An LPN class will start in May at Lake Tech. A curriculum for it is being developed. Dr. Sidor, Dr. Culpepper and Mr. Rick Shirley, Superintendent of Sumter County Schools, are studying how partnerships can be built in Sumter County.

LSSC sent a letter to Rep. Larry Metz supporting Lake Tech's request for \$2,800,000 for the Lake Technical College Center for Advanced Manufacturing. The Center will provide workers the skills essential to attract and retain high-wage paying and high-value added employers who make significant capital investments and long-term employment in the area.

- **Implementation of Business Plans for Bachelor of Science Degree in Nursing and for Health Sciences Collegiate Academy.** Dr. Sidor recommends starting with the above areas and implementing them from a Business perspective. You will hear more and more about this concept as time goes by.
- **Report on Construction of Health Sciences Labs at South Lake Campus.** Mr. Thom Kieft, Dean of South Lake, reviewed the construction of the new building. Construction Manager, CPPI, states that it will be built in eleven months and will be a "green building" with the following rooms: the Dr. Charles R. Mojock Room for Exploration and Learning, 20 faculty offices, a 6-bed lab, 2 simulation labs, 6 lecture halls, a testing lab, 10 science labs, 2 flex labs for new programs, and administrative offices.

- **Dr. Ryan Tomasiewicz, Director of Health Sciences Collegiate Academy** reported there are 138 applications for the second cohort of students starting in Fall 2016. He assured that funds from the Lake County School System follow each of its students into the HSCA program.
- **The report of Vice President of Enrollment and Student Affairs Claire Brady** indicated that two successful “hiring events” for students have taken place recently. There is a push on to find added ways to connect with employers. Shortly, a demonstration of the advantage of the Starfish tool will be given to the Board.
- **Senior Vice President Dick Scott distributed minutes of the February 23, 2016 meeting of the Armed Security Task Force.** Although the College already has a number of primary Safety and Security measures, the implementation of more is a wise process. The minutes reported that the best alternative within the fiscal reach of the College is to hire a good security firm that has fully trained officers available for armed security and to get them well acquainted with the local law enforcement responders. The Board responded positively to the idea. The Board requested to receive a recommendation from the Armed Security Task Force along with information about the cost.
- **The recent State Audit of LSSC Finances for the Fiscal Year ending June 30, 2015** indicated that everything is in good order with no changes needed. The subject of future liability in the form of pension programs was mentioned as something all units of government should take into account.
- **Dr. Sidor reported that the College is waiting for the State Budget** to be determined in order to know what appropriations will come to LSSC.

Board Member Reports and Open Discussion

2016-30

Reports

Ms. Lee, Liaison to the Foundation, encouraged Board participation in the LSSC Foundation, Inc. Gala which is on Saturday, April 16, 2010 at 6:00 p.m. at the Savannah Center, The Villages. She said there are lots of ways to support the endeavor: attend the Gala, make a donation, donate something to the silent auction, volunteer to help out at the occasion. Ms. Lee reported that the Foundation Scholarship Committee is currently working on reviewing applications for scholarships. Last year the Foundation awarded \$615,000 in scholarships.

Mrs. Butler, Chair of the Board Committee on the Sumter Workforce Partnership, indicated that there was little to report this month, but much more will be forthcoming at the April Board meeting.

Open Discussion

There was no topic for open discussion.

Board Attorney's Report

2016-31

Board Attorney Anita Geraci-Carver reported on the Lake County approvals for the East Lake property donation to the College. She referred to the County Ordinance 2016-11 which approves the zoning and mining of the property. Development of the College is included in Phase I which will take place in years 2016 – 2024, with a projected student population of 400. The Ordinance states construction on the property has to start in 2019. Mrs. Carver reviewed the College's responsibilities stated in the Ordinance. (Details in Supplementary Material)

CARRYOVER BUSINESS

Formation of Risk Assessment Committee

2016-37

Mr. Jones moved and Mr. Blankenship seconded the motion to approve forming a Board Committee on Risk Assessment initially with Trustees Mrs. Butler, Mrs. Hill and Mr. Wahl. The motion was passed with the following vote: Voting "yea" – Rice, Blankenship, Butler, Hill, Jones, Lee, and Morris.

The Board Committee will review the initiatives the Board would like to accomplish, the challenges each one presents, and make recommendations to the Board. (Details in Supplementary Material)

NEW BUSINESS

First Reading: Revision of Board Rule 5.13 - Leaves

2016-38

Lodged with the Board for a First Reading was the Revision of Board Rule 5.13 - Leaves. The revisions will be on the May Board Agenda for action. (Revisions in Supplementary Material)

OTHER CONSIDERATIONS

As Needed by Chairman/President

Dr. Sidor announced that LSSC is eligible and has submitted an application to the Aspen Foundation. He thanked the Committee that put the application together on short notice.

There being no further business the March 23, 2016 meeting was adjourned at 7:10 p.m.

Respectfully submitted,

ATTEST:

Kelly S. Rice, Chairman

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

Recording Secretary, Joan C. Knost