

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

Leesburg, Sumterville, Clermont

April 19, 2017

The regular meeting of the District Board of Trustees, Lake-Sumter State College, was called to order at 5:00 p.m. on April 19, 2017 at the South Lake Campus, by Mr. Kelly Rice, Board Chairman. In attendance was Mr. Scott Blankenship, Mrs. Jennifer Hill, Ms. Emily Lee, Mrs. Marcia Butler, Tim Morris, Mr. Kelly Rice and Mr. Pete Wahl.

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.

PRESENTATIONS OF **2017-47**

Mrs. Linda Karp asked each officer of Student Life to introduce themselves and share their personal experience as a student leader.

Vivek Shivraj-Senator
Dominic Camerino- Director of Education
Sebastian Mass- Director of Public Relations

PRESENTATIONS OF **2017-48**

Mr. Mike Matulia asked each of his student athletes to introduce themselves and share their experience as a student athlete. He brought members of each sports team to talk about their accomplishments and where they plan to transfer.

CONSENT CONSIDERATIONS- ACTIONS and ACKNOWLEDGEMENTS

Mr. Morris moved and Mrs. Butler seconded the motion to approve as presented agenda items number 47 through 56 as follows:

Minutes of March 22, 2017 Regular Board Meeting **2017-49**

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

Curriculum Revisions

2017-50

Dr. Wymer gave a brief explanation of why courses were being recommended for deletion and corrections. It was recommended that the Board of Trustees approve the Curriculum Revisions from March 2017. The motion was passed with the following vote: Voting “yea” – Blankenship, Butler, Hill, Lee, Morris, Rice and Wahl.

2017-18 Carl D. Perkins Federal Career and Technical Grant

2017-51

The grant is a principal source of federal funding to states and discretionary grantees for the improvement of secondary and postsecondary career and technical education programs across the nation. This year the grant has a fundamental shift in the proposal away from personnel and toward program-specific equipment to better meet the purpose of the program. The motion was passed with the following vote: Voting “yea” – Blankenship, Butler, Hill, Lee, Morris, Rice and Wahl.

Human Resources Transactions

2017-52

Appointments of:

Nancy Parks (effective date 8-16-2017)
Amanda Kirchner (effective date 8-16-2017)
Kristi Krutcek (effective date 8-16-2017)
Jessica George (effective date 3-06-2017)
Kelly Duke (Effective date 3-20-2017)
Jane Little (Effective date 3-20-2017)
Kirsten Gamboa (Effective date 4-3-2017)

Resignation of:

Daniel Triolo (Effective date 8-15-2017)
Erin Lewin (Effective date 3-31-2017)
Delrita Meisner (Effective date 4-7-2017)

Retirement of:

Patricia Economidis (Effective date 8-15-2017)

Separation of:

Jacqueline Barnwell-Williams (Effective date 5-5-2017)
Deborah Godwin (Effective date 5-5-2017)
Janyelle Jackson (Effective date 5-25-2017)
Sandy Hutchins (Effective date 3-30-2017)
Ebony Neal (Effective date 3-22-2017)
William Owens (Effective date 3-8-2017)

Write-Off of Tangible Personal Property

2017-53

Mr. Morris moved and Mrs. Butler seconded the motion to acknowledge the write-off of Tangible Personal Property report for March 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, Lee, Morris, Rice, and Wahl.

Monthly Fiscal Report

2017-54

Mr. Morris moved and Mrs. Butler seconded the motion to acknowledge the monthly fiscal report for March 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, Lee, Morris, Rice, and Wahl.

Facilities Report

2017-55

Mr. Morris moved and Mrs. Butler seconded the motion to acknowledge the facilities report for March 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, Lee, Morris, Rice, and Wahl.

Purchases over \$25,000

2017-56

Mr. Morris moved and Mrs. Butler seconded the motion to accept the report of Purchases Over \$25,000 for the period February 1- February 28, 2017. The motion was passed with the following vote: Voting “yea” – Blankenship, Butler, Hill, Lee, Morris, Rice, and Wahl.

SCHEDULED INFORMATION REPORTS

President’s Report

2017-57

Dr. Sidor reviewed some topics of interest:

Legislative:

There is no real change from the higher education budget positions in either the house or senate from last week. The senate is proposing approximately 85 million in reductions for the Florida College System. They propose reducing developmental education by 55 million and a 30 million dollar reduction in performance funding.

Conversely, the senate is proposing a funding increase to the university system of more than 130 million dollars

The house is proposing approximately a 72 million dollar reduction to the Florida College System. They propose sweeping board reserves above 5% (62 million) and eliminating our ability to pay for college staff from state funds (10 million). The house is also proposing significant reductions to the State University System.

A quick estimate of the four proposals impact to LSSC is below.

Developmental education reduction	\$160,000
Performance funding reduction	\$374,000
Reserves reduction	\$150,000
Foundation support reduction	\$287,000

Focusing on these four items and have had conversations with Representatives Metz and Sullivan and will have a conversation with Representative Hahnsfeldt tomorrow.

Had a discussion with Senator Baxley last week and reaching out again to Senator Stargell.

Our local AFC Chapter, employees, along with our SGA have reached out to our local legislature in support of the college with phone calls and writing letters in support of our programs.

Projects:

We are currently in discussion with Lake County for a disc golf course with and have a draft agreement in discussion phase. It is estimated at \$40,000 and Lake County is willing to provide \$20,000. We are working on additional ways to fund the project.

We are also discussing possible lease of Building M space with Career Source of Lake County.

Currently underway are discussions about a performing arts partnership with the City of Tavares quantify informal discussions

The President is currently working closely with Dianne Culpepper to more completely develop a shared use building on this campus.

Vice President's Report:

2017-58

Doug Wymer

- ✓ Dr. Wymer reported about Quality Matters (QM) which is a nationally recognized, faculty-centered peer review process designed to certify the quality of online course design and online components. I am very pleased to announce that ESC 1000 Earth Science Survey, has been examined by the QM review team and is now certified by them as having met their rigorous standards for excellence. Brenda Skoczelas served as the subject matter expert and lead author of the course. Additionally, STA2023 Elementary Statistics has also recently been QM certified. Karen Hogans served as the subject matter expert and lead author for that project.
- ✓ Brandy Ziesemer, the Program Manager for the Associate in Science in Health Information Technology recently completed a major overhaul of the six Professional Association of Health Care Office Management (PAHCOM) practice manuals. The books are used by professionals in the field and by students in programs for practice management that have adopted the PAHCOM curriculum. Inside the cover, you will find Brandy's name and credentials plus her role at Lake-Sumter State College. She was originally proposed as the editor after the executive director read the textbook she published on Medical Office Management and Technology.
- ✓ LSSC held the 31st Annual Mathlympics event on Friday April 7th in the gym on the Leesburg campus. We had 22 high school teams, representing 12 area high schools competing in our fun Harry Potter-themed math competition. Each team is comprised of

four students working together to correctly solve as many of the 40 math questions as they can in 60 minutes. The top four schools win a much-coveted LSSC Mathlympics trophy.

- ✓ We received word today that Daniel Marulanda, one of our newest Math faculty members, received the Master's Thesis Award for having the best Master's thesis of the year in the UCF Math Department! His award-winning thesis is titled, *Comparing the Variational Approximation and Exact Solutions of Straight Unstaggered and Twisted Staggered Discrete Solutions*.

Heather Bigard

IT

- Dr. Bigard recognized Doug Guiler, CIO, and his team for the award we just received for placing 5th among small colleges for being an “innovative digital community college”. The Digital Community College survey, administered by the Center for Digital Education, recognizes, “technologies that improve services to students, faculty, staff and the community at large”. Some of the criteria included: mobile strategies, professional development, social media, and data management.

Facilities

- We are updating our data with the state to ensure that DOE has an accurate record of our space utilization and our priorities for addressing the maintenance and renovation of our facilities.
- We are initiating a space utilization study on both the Leesburg and South Lake campuses to identify areas that are underutilized or can be repurposed to meet our current needs.
- We are still doing well in managing the Science Health Building budget. We expect to retain most, if not all, of the contingency, and continue to achieve savings through direct purchases.

Human Resources

- We kicked-off a huge project to reengineer the performance appraisal process for our faculty and staff to align employee goals with the strategic direction of the institution. A workgroup is forming and will be working on a new instrument for evaluation and a comprehensive training program for employees and supervisors.

Other

- The HSCA Agreement has been forwarded to Anita for final review and adoption.

Finance

- She is looking forward to the budget workshop that we will be conducting in May. She will be providing a full review of all funds, our sources of revenue, expenses, and fund balances. She will also be providing expanded detail for our large programs and projects.

Claire Brady

Dr. Brady reported that we are now winding down the spring semester and are gearing up for spring celebrations and events such as awards ceremonies and spring Commencement.

Updates from ESA:

We continue to strengthen our partnership with Lake Tech through collaborative recruiting and admissions-focused events and connecting our academic and career advising teams. A large team of LSSC staff spent a half day at Lake Tech last week and we are hosting their team on the Leesburg campus in mid-May.

Our spring Commencement will take place on Friday 5/5. The theme is “National Influence, Local Impact” and our speakers will be Mr. Harry Sideris, President Duke Energy Florida, and Chief Charles Broadway, Clermont Police.

A large group of LSSC faculty and staff attended the 12th annual College Access Summit at Valencia this month. The event brings together UCF and the 6 partner colleges of the DirectConnect to UCF program and focuses on transfer student success and institutional alignment and best practices.

We are working diligently on **summer and fall enrollment**. We are in the process of hiring a new Director of Enrollment Management, we hope to have them in place sometime in June.

We have ribbons available for Sexual Assault prevention month if you would like one.

Executive Committee/Foundation Liaison

2017-59

- ✓ Kelly Rice reported that the Executive Committee met and reviewed the Legislative Issue. He also reported on a letter from the Governor asking six specific questions. He proposed a meeting be scheduled to address the questions and bring back to the May meeting for discussion.
- ✓ Ms. Emily Lee reported on the results of the 2017 gala. The net revenue is \$75,761. She was very pleased to report these results. She congratulated the Foundation for their hard work.
- ✓ She also reported that there are four remaining candidates to be interviewed for the Executive Director search for the LSSC Foundation, Inc. Tim Morris asked if we are letting the candidates know about the legislative bills in regards to funding the position. Dr. Sidor replied that he is having this conversation with each candidate. He does not feel that it is impacting their interest. After a lengthy discussion regarding funding this position the President recommended we move forward with the interview process and the board accepted.

- ✓ There is a proposed change to the LSSC Foundation bylaws to add the college CFO as a permanent ex-officio member to the Foundation finance committee.

Board Attorney's Report

2017-60

- ✓ Board Attorney Anita Geraci-Carver indicated that she had nothing to report to the Board at this meeting.

Modification to Faculty Rank & Promotion Plan

2017-61

- ✓ Dr. Wymer presented revisions and modifications to the Faculty Rank and Promotion process and Continuing Contract.

Continuing Contract:

- ✓ Some of the language was cleaned up to match the eligibility to apply as defined in statute. The statute requires five years of satisfactory evaluation over no more than seven years.
- ✓ Better guidance is provided to faculty regarding the Faculty Project (FLO).
- ✓ Encourages faculty applying for continuing contract to form a peer review committee to evaluate the portfolio before submission.
- ✓ A few requirements were added to accommodate the faculty request to bundle the award of continuing contract with the first promotion. Almost all of the added requirements are self-reflective narratives about teaching methods, service performed, and professional development.
- ✓ As proposed, the award of continuing contract is accompanied by a promotion to Assistant Professor or Assistant Librarian and a 5% raise.

Faculty Rank and Promotion:

- ✓ Clarifies language throughout to make the document more user friendly.
- ✓ Changes the frequency of promotion from seven years to five years.
- ✓ Boost the salary increase from approximately 2.75% to 5%.
- ✓ Provides evaluation rubrics and scoring sheets to assist in the preparation and evaluation of the promotion portfolio.

After a lengthy discussion the board asked for a more in depth discussion/workshop and a fiscal impact.

NEW BUSINESS

FIRST READING: Revision of Board Rule 5.11-Regular Work Week

2017-45

- ✓ The meeting was suspended to open up the public hearing to review the recommended changes to Board Rule 5.11 to implement a flexible work schedule and the college will ensure business operations between 6 a.m. and 5:30 p.m. without a

prescribed 7.5 hour day for each employee. After a discussion the meeting was reconvened and board action was taken. The motion was passed to approve the revisions in the Regular Work Week. A motion with the following vote: Voting “yea” - Blankenship, Butler, Hill, Morris, Rice, and Wahl.

ACTION: Equity Report

2017-63

Dr. Brady reported that the purpose of the report is to provide updates on efforts to comply with Florida Statutes related to nondiscrimination and equal access to postsecondary education and employment.

The full report includes changes made to policies and procedures that prohibit discrimination, strategies to overcome underrepresentation of students (student enrollment, student completions, student success in targeted programs), substitution waivers for Admissions and course substitutions for eligible students with disabilities, gender equity in athletics, and college employment equity accountability plan.

The motion was passed to accept the Equity Report with the following vote: Voting “yea” - Blankenship, Butler, Hill, Lee, Morris, Rice, and Wahl.

ACTION: New/Closed Curriculum Programs

2017-64

The College proposes the creation of the Associate in Science in Industrial Management Technology to provide a pathway for students who have completed a PSAV program such as those offered by Lake Technical College into an Associate degree program. This program accepts block credit for clock hour programs that are 900 hours or more in length. The program will add business courses to the student’s existing technical knowledge creating a pathway to entrepreneurship and students completing this program will be eligible to transition into the Bachelor of Applied Science in Organizational Management.

The College proposes the creation of the Criminal Justice Specialist Certificate. This is a 24 Credit Hour certificate that will become part of Coleman Prison’s Strategic Training and Retention System (STARS), providing college credit to enable internal promotions as well as articulating into the Associate in Science in Criminal Justice.

The College proposes the creation of the Chemical Laboratory Specialist Certificate. This 37 hour certificate will build on the previously approved Scientific Workplace Preparation Certificate and will enable AA students in STEM concentrations to earn two certificates as well as the AA before starting a four year program of study. This also will strengthen the HSCA, enabling students who may not complete the AA to earn a credential by the end of their time in the program.

The College proposes the deletion of the Business Development and Entrepreneurship certificate. This 25 hour certificate is essentially a duplication of the Business Management certificate so the decision was made to close this one to tidy up the Catalog.

The motion was passed to accept the New/Closed Curriculum Programs with the following vote: Voting “yea” - Blankenship, Butler, Hill, Lee, Morris, Rice, and Wahl.

OTHER CONSIDERATIONS

As Needed by Chairman/President

- ✓ Chairman Rice reviewed the events on the calendar. He announced that there will be a Board Workshop at 3:30 p.m. and a Board meeting on May 17, 2017 at 5:00 p.m. at the Leesburg Campus.

There being no further business, the meeting was adjourned at 7:45 p.m.
Respectfully submitted,

ATTEST:

Kelly S. Rice, Chairman

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

Recording Secretary: Claudia Morris