

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

Leesburg, Sumterville, Clermont

May 16, 2018

The regular meeting of the District Board of Trustees, Lake-Sumter State College, was called to order at 5:00 p.m. on May 16, 2018 in Health Science Building, Room 131 on the Leesburg Campus, by Mr. Scott Blankenship Board Chairman. In attendance was Mr. Bryn Blaise, Mrs. Marcia Butler, Ms. Emily Lee, Jennifer Hill, 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

Recognition of Cynthia Lackey

2018-267

Mark Duslak introduced and congratulated Cynthia Lackey for being selected to receive the Phi Theta Kappa Distinguished College Administrator Award for the State of Florida.

Recognition of Amber Karlins

2018-268

Dr. Sidor recognized Amber Karlins for all of her accomplishments as the 1st recipient of the Presidential Excellence Award for Excellence.

CONSENT CONSIDERATIONS- ACTIONS and ACKNOWLEDGEMENTS (Tab B)

Dr. Sidor asked to change Item 288 from Action to Information and to move the June board meeting from June 20, 2018 to June 27, 2018.

Mr. Jones and Mr. Wahl moved and seconded the motion to approve as presented agenda items number 269 through 275 as follows:

Minutes of April 18, 2018 Regular Board Meeting

2018-269

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

Curriculum Revisions

2018-270

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

Human Resources Transactions

2018-271

Appointments of:

Dr. Barbara Lange (effective date 03/27/2018)
Tyler Russell (effective date 04/16/2018)
Thomas Yaccarino (effective date 05/01/2018)
Andrew Bicanovsky (effective date 04/16/2018)
Sandra McShane (effective date 04/16/2018)
Dr. Robin Walter (effective date 07/30/2018)

Resignation of:

Steven Fowler (effective date 04/25/2018)
Dan Mihalko (effective date 05/05/2018)

Separation of:

Nicole Sargent (effective date 04/13/2018)

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

Write-Off of Tangible Personal Property **2018-272**

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

Monthly Fiscal Report for April 2018 **2018-273**

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

Facilities Update **2018-274**

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

Purchases Over \$25,000 **2018-275**

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

SCHEDULED INFORMATION REPORTS (Tab C)

President’s Report **2018-276**

Dr. Sidor reported that the college has obtained Brian Koji, Allan, Norton and Blue for legal counsel to assist with union negotiations for the college administration side.

The United Faculty of Florida (UFF) has presented the college with a petition and has formed an organizing committee notifying the college that it plans to unionize. They asked the college to accept without challenge. The college has decided to reject the offer and not accept the petition.

We will continue to move through the organizing process. The next step will be the committee files with the Public Employees Relations Commission (PERC) with an intent to organize, which they have already done. PERC then notifies the college which members of the faculty they would like to include in the bargaining unit. We have received the petition and the college plans to challenge the members of the bargaining unit. The next meeting for negotiation is tentatively scheduled for June 5th. The challenge is based on community of interest and supervisory responsibilities. One of the challenges that we plan to address will be librarians and faculty with supervisory roles are they included in the bargaining unit? The organizing phase will take place over the summer with an election in early fall. Once the vote happens we will begin to negotiate a contract.

Vice President's Report:

2018-277

Carolyn Scott

Mrs. Scott reported on behalf of Dr. Brady.

Spring Commencement

We had a record number of students who have applied to graduate this spring (approximately 550) and the excitement and energy at our two ceremonies was amazing. We were thrilled to host our first ever Commencement ceremony in Clermont this year. As a staff member who has worked at the South Lake campus for 10 years, a resident of Clermont, and the proud Mom of one of our Clermont-based graduates that night, I speak for many when I say that it was truly a momentous event. We were also very proud of our two talented student speakers- Equitia and Suzanne. We received very positive feedback and a great deal of local media attention for our Commencement speakers Kay Rawlins and Dave Green. Both Kay and Dave expressed deep thanks to each of you and Dr. Sidor for your warm welcome. We learned a great deal by offering the ceremonies in two locations and are excited to begin planning for our December and May ceremonies.

HSCA Recruitment & Retention Workgroup

Since Dr. Brady's last report, the collaborative workgroup made up of staff from both the College and the school district, continues to work diligently to recruit and retain HSCA students; both in the 4 year program and the 2 year program. Since her last report, Dr. Ryan Tomaszewicz and his team have worked closely with the schools to close out the spring PERT testing, complete the 2 year program application process, and complete the academic review to determine who will continue on in the program given their spring academic success. We are confident that enrollment numbers will be strong. More concrete retention and recruitment numbers will be presented at the June meeting.

Enrollment & Student Affairs Awards

Last week, 12 Student Affairs staff and 2 colleagues from outside of our division (Katrina Bennett and Thom Kieft) were honored with our inaugural excellence awards. These talented professionals were honored in a variety of categories including: supervisor of the year, Commitment to Student Success, Employee of the Year, Lakehawk Pride, to name a few... Great things are happening in our division and across the College, and it was wonderful to honor and

recognize the exceptional work of our colleagues and thank them for the work that they do for students.

Doug Wymer

Faculty member Karen Lanctot gave an insightful presentation about the LSSC Math Emporium during the Math Curriculum Alignment meeting held April 20 at Valencia. In the words of Dr. Harrison Oonge, event coordinator, “Math Emporium at LSSC is a model which, we believe, will impact student success in Math. We are excited about what you are doing and look forward to learning more about its influence on student success in Math.” Also in attendance representing LSSC were math faculty Daniel Marulanda and Jeffrey Stephens who shared LSSC best practices with the group.

On Thursday, May 10, over a dozen LSSC faculty, staff, and academic affairs administrators traveled to Indian River State College to support physics instructor Brenda Skoczelas in the 2018 Association of Florida Colleges Professor of the Year semi-finals.

Brenda has been teaching physics and earth science courses at Lake-Sumter for the last 4 years and in early March, after being nominated by faculty, she submitted an application packet including:

- Five letters of support from faculty, colleagues, college staff, and students;
- A nomination letter from Dr. Sidor;
- Her curriculum vitae;
- Her teaching philosophy, and
- A summary of a teaching lesson she would present if she were selected as a semi-finalist for professor of the year.

With a strong application packet, Brenda was selected as a semi-finalist and last week competed against six faculty from various colleges throughout the state by conducting a 15minute teaching demonstration. Brenda’s dynamic presentation style had the audience engaged in the lesson as she taught about standing waves and their relationship to sound and musical instruments, including the infamous slide whistle.

Due to her impressive teaching lesson in the semi-finals, Brenda was selected to compete in the Professor of the Year finals at the AFC Conference in Orlando in early November.

LSSC reference/instruction librarian Kevin Arms was invited to attend the Association of Florida Colleges Region IV Conference as a speaker and as a nominee for the AFC Learning Resource Commission 2018 Exemplary Library Practice Award on April 27, 2018 held at South Florida State College in Avon Park. Mr. Arms discussed his recent work with the library Intervention Model (LIM) for Information Literacy as part of the ENC 1101 Writing Emporium Redesign and discussed with other AFC members the impacts and insights he has learned from redesigning the library instruction model. After that meeting, Kevin was invited to the State College of Florida to discuss this project as they are looking to do something similar.

Dr. Barbara Lange has joined the college as Dean of Nursing, Dr. Lange earned the Bachelor of Science in Nursing at McKendree College and the Master of Science in Nursing at Bellarmine University, both in Louisville, KY. She also earned a PhD degree at UCF in Nursing Education

in 2010. Dr. Lange has served both as a Charge Nurse and a Staff Nurse and began teaching in 1991. Dr. Lange has experience as a teacher and administrator, having served in roles such as Coordinator of Nursing Programs, Executive Director of Nursing Programs, and Dean of health Sciences.

Heather Bigard

Finance and Facilities

- We are getting close to finalizing an agreement with Career Source of Central Florida for your review.
- In advance of the remodeling that will take place in Building M, by Career Source, several offices and departments are moving to new spaces. Andrew Bicanovsky, Director of Facilities, is coordinating the relocations.
- We have been advised that the State Auditor's Office will be conducting an operational audit this year for 2017. This is a good opportunity for us to review our current policies, procedures and internal controls.

RFP's

- We have received 3 proposals in response to the health Insurance RFP we issued. The FCSRMC will be presenting to the Board in June. The remaining 2 proposals will be presented in July.
- The janitorial/grounds, food service, and architect RFP's are in process.

Executive Committee

2018-278

Scott Blankenship reported that the Executive Committee met and discussed items on the agenda.

HSCA Governance Committee Report

2018-279

Dr. Wymer reported that he may be rescheduling the May 24th meeting due to the fact that the contract negotiations are still in process.

Strategic Planning Committee Report

2018-280

No report given.

Facilities Committee Report

2018-281

No report given.

Sumter Partnership Committee Report

2018-282

No report given.

Foundation Liaison

2018-283

Ms. Lee reported the gala results and \$60,000 was raised for scholarships. Ms. Lee thanked Dr. Byrd for all of the work she is doing.

Board Attorney’s Report

2018-284

Ms. Carver’s report is included in the packet and nothing new has been added.

She will inform the board as soon as she gets updated.

NEW BUSINESS (Tab D)

Budget Update

2018-285

Dr. Bigard reported that we currently do not have all of the details to present a final reconciled 18-19 budget. She hopes to present the final at the June 20th meeting.

She reviewed a list of the 2018-19 Budget Priorities:

- Compensation and Classification study planned
- Start of BSN program
- New positions: Dean of Nursing, Dean of Arts and Letters
- Critical Facility Repairs (Fund 7 and Legislative Requests)
- Development of Cross-country program at SL campus in collaboration with National Training Center
- Shift in student population from classroom to Online learning and increased student population in SL requires review of room utilization
- Change to Certificates in career-focused programs (EDT) to meet workforce and industry demands
- 2nd cohort of HSCA students to be on SL campus from Fall 2018
- 14% increase in Health Insurance premiums and 0.34% increase in FRS Employer contribution rates

She reviewed the college’s total enrollment, state funding, student tuition and fees, and the 2017-18 FCS performance based funding model for Lake-Sumter.

She asked each department to review their budget spending patterns. It was broken down into three patterns. She reported the ranges from the three alignments.

	Budget 2017-18	Projected 2017-18	2018-19 A	2018-19 B	2018-19 C
Operating Expense	\$5,063,892	\$5,018,073	\$ 5,437,231	\$ 5,694,527	\$6,173,971
Personnel	\$14,117,811	\$13,939,000	\$14,537,518	\$14,537,518	\$14,537,518
Benefits	\$4,719,241	\$4,530,000	\$4,917,479*	\$4,917,479*	\$4,917,479*
Total	\$23,900,944	\$23,487,073	\$24,836,352	\$25,093,648	\$25,573,092

She presented increases for the personnel and benefits for 2018-19:

2018-19 Increase in Personnel – Salaries \$419,707

- ▶ \$174,000 Contingency for Leave Payouts
- ▶ \$245,707 New Positions: Dean of Nursing and Dean of Arts and Letters
- ▶ BSN position is donor-supported for one year

2018-19 Increase in Personnel – Benefits \$198,238

- ▶ \$150,000 14% increase in health insurance premiums
- ▶ \$48,238 increase in benefits for new positions

And finally she gave a five year review on Fund 1 and the 2018-19 Budget Reconciliation.

	2014-15	2015-16	2016-17	2017-18 Projected	2018-19 Projected	5 Year Change	% Change
Beginning FB	3,378,614	3,115,344	3,304,449	3,020,303	3,365,853	(12,762)	-0.4%
Tuition/Fees	8,002,810	7,915,905	7,615,625	8,475,981	8,708,250	705,440	9%
State Funding	13,563,795	13,918,656	15,067,587	14,294,455	14,905,753	1,341,958	10%
Other	<u>1,565,615</u>	<u>2,658,541</u>	<u>1,371,690</u>	<u>1,412,187</u>	<u>1,174,911</u>	<u>(390,704)</u>	-25%
Total Revenue	23,132,220	24,493,102	24,054,902	24,182,623	24,788,914	1,656,694	7%
Personnel	(17,264,901)	(18,847,365)	(19,187,451)	(18,469,000)	(19,454,997)	(2,190,096)	13%
Supplies/Services	<u>(5,630,590)</u>	<u>(4,956,632)</u>	<u>(4,351,597)</u>	<u>(5,018,073)</u>	<u>(5,437,231)</u>	<u>193,359</u>	-3%
Total Expenses	(22,895,491)	(23,803,997)	(23,539,048)	(23,487,073)	(24,892,228)	(1,996,737)	9%
Surplus (Deficit)	236,730	689,105	515,854	695,550	(103,314)	(340,044)	-144%
Transfer Fund 7	(500,000)	(500,000)	(800,000)	(350,000)			
Ending Balance	3,115,344	3,304,449	3,020,303	3,365,853	3,262,539	147,195	5%

2018-19 Budget Reconciliation:

- ▶ Fund 1
 - ▶ Review Enrollment Projections
 - ▶ Review Course Fee Projections
 - ▶ Review Personnel Budget for Open Positions
 - ▶ Confirm Health Insurance Renewal (RFP)
 - ▶ Confirm Custodial and Grounds Contracts (RFP)
 - ▶ Confirm Silver Performance Funding Level
- ▶ Funds 2, 3, 7
 - ▶ Consolidate Grant Budgets and Fund Transfers
 - ▶ Confirm PECO Funding
 - ▶ CIP Priorities
 - ▶ Finalize Capital Budget

Tim Morris asked Dr. Bigard for an analysis on enrollment patterns and comparison of FTE trending through the present and have faculty and staff moved with the fluctuation.

Board Attorney Evaluation

2018-286

Mr. Blankenship reported all of the remarks regarding Anita Geraci-Carver's performance evaluation form and they were all excellent.

Mr. Morris made a motion and Mr. Jones seconded and motion carried.

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

Board Self Evaluation

2018-287

Mr. Blankenship reported that our current board is very good and strong and he appreciates the work from each one of them.

Honors Scholars Proposal

2018-288

Dr. Wymer reported that LSSC is one of only 6 colleges in the state without an honors college, and it is the only college in our region that does not have an articulation agreement with the honors college at UCF. Because UCF's Honors College only accepts FTIC students if they are granted admission under an articulation agreement, our lack of an honors college not only prevents our transfer students from being granted automatic admission to the honors college at UCF, but also deprives them of the chance to ever be admitted to the program. This puts us at a strategic disadvantage when trying to recruit high-performing students, and it prohibits us from fully meeting the needs of the high-performing students we do serve.

He reported that this item will be brought back the board with a budget for approval.

The board accepted the information and a copy of the report will be filed.

(The Board took a dinner break at – 6:20 p.m. The meeting was reconvened at – 6:55 p.m.)

MISSION STATEMENT

2018-289

Dr. Sidor reported that in each packet are the six mission statements that were selected by the trustees and sent to LSSC faculty and staff for selection. The ratings are in detail in the packets.

Marcia Butler recognizes the time frame of completion, but think they need revising. After a lengthy discussion the trustees rewrote the college mission statement to read.

Lake-Sumter State College delivers student success through personal attention and flexible pathways leading to rewarding careers and higher wages.

INFORMATION ITEMS

For the Boards Review and Information

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 June 20, 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 7:25 p.m.

Respectfully submitted,

ATTEST:

Scott Blankenship, Chairman

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

Recording Secretary: Claudia Morris