

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

Leesburg, Sumterville, Clermont

July 18, 2018

The regular meeting of the District Board of Trustees, Lake-Sumter State College, was called to order at 5:00 p.m. on July 18, 2018 in Student Services Building, Room 210 on the Leesburg Campus, by Mr. Peter Wahl, Board Chairman. In attendance was Mr. Bryn Blaise, Mrs. Marcia Butler, Ms. Emily Lee, Jennifer Hill, and Mr. Tim Morris.

Mr. Wahl welcomed those in attendance and invited them to join in the Pledge of Allegiance followed by a moment of silence.

(The Board took a dinner break at – 5:10 p.m. The meeting was reconvened at – 5:35 p.m.)

CONSENT CONSIDERATIONS- ACTIONS and ACKNOWLEDGEMENTS (Tab A)

Mr. Morris moved and Mrs. Butler seconded the motion to approve as presented agenda items number 307 through 317 as follows:

Minutes of June 27, 2018 Regular Board Meeting & Workshops **2018-307**

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

Collegiate High School Program Agreement/ LSSC and Lake County Schools **2018-308**

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

Collegiate High School Program Agreement/LSSC and Sumter County Schools **2018-309**

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

2018-2019 Dual Enrollment Articulation Agreements **2018-310**

- 2018-19 Lake County Schools/LSSC Dual Enrollment agreement
- 2018-19 Sumter County Schools/LSSC Dual Enrollment agreement
- 2018-19 Non-public school/LSSC Dual Enrollment agreement
- 2018-19 Home Education/LSSC Dual Enrollment agreement
- 2018-19 Villages Early College/LSSC Dual Enrollment agreement
- 2018-19 Villages Early College/LSSC Memo of Understanding

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

Articulation Agreement with Career Pathways

2018-311

Lake County
Sumter County
Marion County

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

FY 2018-2019 Application/Carl D. Perkins Federal

2018-312

Career & Technical Education Postsecondary Grant, Section 132

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

Human Resources Transactions

2018-313

Appointments of:

Linda Karp	(effective date 08/15/2018)
Dr. Barbara Lange	(effective date 04/30/2018)
Jessyca Medina	(effective date 05/16/2018)
Angela Hymer	(effective date 05/16/2018)
Anne Kennedy	(effective date 06/04/2018)
Diana Billingham	(effective date 05/01/2018)
Emily Cammarano	(effective date 05/16/2018)

Resignation of:

Dr. Alex Perez-Barry	(effective date 05/04/2018)
Dr. Cory Blackwell	(effective date 05/04/2018)

Separation of:

Nancy Petty	(effective date 06/30/2018)
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Retirement of:

Donna Glover	(effective date 07/13/2018)
Glenda Libby	(effective date 07/15/2018)

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

2018-19 Blanket and Annual Purchase Orders

2018-314

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

Monthly Fiscal Report for June 2018

2018-315

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

Facilities Update

2018-316

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

Purchases Over \$25,000

2018-317

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

SCHEDULED INFORMATION REPORTS (Tab B)

President’s Update

2018-318

Dr. Sidor reported that the Council of Presidents (COP) sent an online survey request to develop a legislative budget agenda. He will have a better understanding after the August 15th meeting.

He also met with Monica Wofford and discussed last year’s legislative request and updated her on bigger challenges we are currently facing. He is continuing to work with Dr. Diane Culpepper on joint legislative request for a program and grant applications.

He met with David Booth of the Combat Veterans to Careers and discussed how we can more effectively work on offering better programs for them.

He met briefly with Pastor Jose Gonzales to discuss partnerships in the Four Corners Area bringing some of our programs into the churches.

Claire Brady

Dr. Brady reported on enrollment and student affairs.

Summer Enrollment Update:

Flat Headcount (down 4% in Summer AAE and up 8% in Summer B)

Up nearly 2% in FTE

Fee paying headcount was down 2% and fee paying FTE was up 2%

Non/Reduced fee paying headcount was up 11% and FTE was down over 2%

2/3 of all summer student headcount were enrolled in some online courses

Fall Enrollment Update:

We are 18 days away from the fall Admissions application deadline and 32 days away from the first day of fall classes. Fall recruitment efforts are ongoing and focus on both traditional and non-traditional students. The Key Players group has set some ambitious but attainable enrollment goals for fall. Specifically they are targeting efforts to increase fee paying headcount and fee paying FTE. We do expect some natural enrollment growth from the second HSCA cohort, the addition of the BSN program, and the cumulative effect of Starfish-related retention efforts.

Summer Project Updates:

The Student Lounge in Building 2 at the South Lake campus is currently being renovated to meet the growing needs on the SL campus. Two spaces have been merged and will be completed soon. We are now working on furniture and décor.

The Veteran's College and Career Success Center in Building 1 at the South Lake campus begins renovations next week. This former office space is being converted into a welcoming space for Veteran's to come together, receive support & resources, conduct programming, and meet with outside service groups. Westgate Resorts Foundation provided a \$10,000 grant towards this project.

Over the course of this month, our Office for Students with Disabilities testing lab and services are being merged with the Learning Center's testing facility at both the Leesburg and South Lake campuses. These newly merged spaces will offer students who require disability testing accommodations greater access, increased hours, and a streamlined testing process.

Doug Wymer

Dr. Wymer reported that on Friday, July 13, LSSC faculty reference/instruction librarian James Cason graduated from the Sunshine State Library Leadership Institute (SSLLI) in Tallahassee. The 10-month Institute has the primary goal of preparing library leaders to provide the highest quality library services to the citizens of Florida. James was in the institute cohort that met monthly in High Springs. The Sunshine State Library Leadership Institute is built on four professional development foundations including Leadership Competencies, Shared Learning Experiences, Practical Application Assignment, and Formal Mentoring.

Mr. Thom Kieft, AVP of General Studies, served as Mr. Cason's mentor in the program and in addition to meeting with James on campus on a monthly basis, was invited to attend the opening session in October and his graduation. One practical application assignment for the SSLLI participants is to lead a project at their library. James is collaborating with multiple LSSC faculty and staff and they are in the process of finalizing an online, open-source textbook covering basic research skills for first-year college students.

Ms. Karen Hogans, LSSC Dean of Math and Science, has been selected to serve on the Florida Mathematics Re-Design Workgroup. The charge of the Florida Mathematics Re-Design workgroups is to explore complex issues surrounding mathematics pathways to prepare high school students for transition into Florida College System institutions and Florida College System students for transition into four-year universities. Workgroup members will collaborate to identify current challenges in mathematics pathways and develop policy and practice recommendations to improve student achievement across education systems. This work is part of the Florida Student Success Center, an initiative of the Florida College System, to support institutional initiatives that improve college completion rates and promote student success throughout our network of colleges.

Our NSF-ATE grant is focused on reaching out to populations that are underrepresented in the sciences. This year, the grant-funded summer camp offered young women the opportunity to explore the innovative engineering technology field of solar energy. This free STEM-themed program included 19 girls (grades 8 through 12) from Sumter County. The four day program was held the week of June 25 through June 28, 2018 at the Lake-Sumter State College Sumter Center. Lunch and snacks were provided every day, as well as bus transportation from South Sumter High School and Wildwood Middle High School to the Sumter Center. Campers learned

soldering skills and completed two hands-on projects including a solar powered cell phone charger and solar powered race cars. Duke Energy provided bus transportation for a field trip to the Walt Disney World Solar Facility and a guided tour of the site. Our camp leader, Ken Blackwell, Senior Engineer with University of Central Florida, served as the subject matter expert and guest speakers included Brenda Skoczelas (LSSC Physics Professor), Dr. Marilyn Barger (Executive Director of FLATE), Gabe Gabrielle (NASA Engineer), and Dr. Gabrielle K. Gabrielli (Mentor). Thanks are due to Bob Seigworth and his team for putting together a great experience for these 19 young women.

At the last meeting I indicated that we had gotten unofficial word that SACSCOC had approved the RN to BSN program and that we would soon receive the official letter. We received that letter yesterday and admissions letters were mailed today to 46 students.

We have received the College's performance funding scores for this year and there were no surprises. Our total score was 35.48 out of a possible 40 and that placed us in the silver funding category. Our lowest measure continues to be fall to fall retention of FTIC students. Our retention rate for this performance cycle was 65.21% as compared to a system number of 65.33%. Remember that these data are lagging; the students included in this measure started in the fall of 2015 and were retained (or not) in the fall of 2016. Remember that we began using Starfish and started other retention initiatives in fall of 2016.

Heather Bigard

Dr. Bigard reported to the board that in each pack there is a complete report of completed projects from her direct supports for each department. She updated the board about tree removal beginning on the Leesburg Campus. Unfortunately, yesterday's storm took out one of the trees and, along with that two of the AC units.

Committee Reports

2018-319

Executive Committee

Pete Wahl reported that the Executive Committee met and discussed items on the agenda.

Foundation Liaison

The fall scholarship application closed with 309 applications. The review committee will be complete July 23 and the award process will begin.

The LSSC Foundation received a gift from the Donnelly Trust in the amount of \$197,104.56. The allocations were as follows: BSN Program- \$93,592.65, Donnelly Endowment Scholarship- \$103,511.91.

The Foundation received a \$10,000 gift from the Manser Trust to fund the Manser Completion Endowed Scholarship.

The Annual Professional Planned Giving Seminar is scheduled for August 24, 2018 at 7:30am on the Leesburg Campus in the Magnolia Room. Information is included. Please consider registering to attend.

The Annual Athletics Golf Classic Tournament is scheduled for September 21, 2018, at the Harbor Hills Country Club beginning at 8:30am. Please register to play or you may be a sponsor.

The LSSC Foundation Monster Dash is scheduled for October 27, 2018 at 8:00am on the Leesburg Campus. Sign up!

Board Attorney's Report

2018-320

Ms. Carver's has no report.

NEW BUSINESS (Tab C)

Approve Lake-Sumter State College Foundation, Inc. as Direct Support Organization (DSO)

2018-321

Dr. Sidor requests that the board approve the Lake-Sumter State College Foundation, Inc. as a DSO. A motion was made by Marcia Butler and seconded by Ms. Emily Lee.

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

2018-19 District Board of Trustee Meeting Schedule and Executive Committee Schedule

2018-322

The 2018-19 Board schedule is in each packets due to Lake County Legislative Days Mr. Wahl asked that the February meeting be help on Thursday instead of the typical third Wednesday.

A motion was made by Tim Morris and seconded by Bryn Blaise.

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

Employee Compensation Adjustment

2018-323

Dr. Sidor asked the board to approve a compensation increase for all college employees. The last increase in base compensation for college employees was in November 2015. In partnership with all college employees numerous cost reductions have been implemented that have reduced the colleges cost to sustainably provide these increases.

The request for:

1. An across the board increase of 2% for all regular full-time, part-time, and full-time faculty college employees with the exception of the president.
2. An adjustment for faculty compensation for faculty adversely impacted by salary compression.
3. An adjustment to the lowest paid full-time staff classifications pending the results of a regional wage survey.

The college has also secured an agreement with the United Faculty of Florida that they will not file an unfair labor practice grievance over the implementation of these faculty compensation adjustments. The total increase is in line with the approved 2018-19 budget.

A motion was made by Tim Morris and seconded by Marcia Butler.

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

Approval of General Contractor

2018-324

Dr. Bigard presented a list of qualified contractors and asked for approval to use one of the companies without approval from the board whenever the total project cost ranging from \$20,000-\$65,000.

A motion was made by Marcia Butler and seconded by Jennifer Hill.

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

Approval of Grounds Contract

2018-325

Dr. Bigard asked the board to consider Item 325 along with Item 326. She explained that an RFP was issued for both the grounds and janitorial contract(s) after experiencing declining levels of service in both areas. She reviewed the scoring sheet developed by the RFP review committee that was provided in each packet.

She asked the board to approve the recommendation of SSC Service Solutions.

Bryn Blaise made a motion to offer the contract to SSC for grounds and janitorial services with a contract of three years with an opportunity of an additional two year renewal option, with the standard outs clearly stated within the contract. Tim Morris seconded the motion.

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

Approval of Janitorial Services Contract

2018-326

Combined with Item 325.

Approval of 2019 Health Insurance Provider

2018-327

After hearing all three Health Insurance Providers presentation the board was asked to select the best plan for the college and its employees. The board expressed concerns at this time with going with a self-insured plan.

Bryn Blaise made a motion to continue using the Florida College System Risk Management Consortium and to look into more wellness initiatives and other programs and be proactive in decreasing wellness costs. Tim Morris seconded the motion.

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

FIRST READING: Revision of Board Rule 5.13-Leaves

2018-328

The first reading has been acknowledged and accepted for revisions of Board Rule 5.13- Leaves.

INFORMATION ITEMS

OTHER CONSIDERATIONS

As Needed by Chairman/President

- ✓ Chairman Wahl reviewed the events on the calendar. He announced that the next Board meeting will be on September 19, 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 6:40 p.m.

Respectfully submitted,

ATTEST:

Peter F. Wahl, Chairman

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

Recording Secretary: Claudia Morris