

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

Leesburg, Sumterville, Clermont

July 19, 2017

The regular meeting of the District Board of Trustees, Lake-Sumter State College, was called to order at 5:05 p.m. on July 19, 2017 in Board Room on the Leesburg Campus, by Mr. Scott Blankenship, Board Chairman. In attendance was Mrs. Marcia Butler, Mrs. Jennifer Hill, Mr. Bret Jones, Emily Lee, 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

Kimberly Kidd, AFC Chapter Secretary updated the District Board of Trustees on what we are currently doing to support the Association of Florida Colleges. It provides professional development, education, and leadership opportunities to its members. Currently out of 275 members LSSC has 178.

(The Board took a dinner break at – 5:15 p.m. The meeting was reconvened at – 5:35 p.m.)

CONSENT CONSIDERATIONS- ACTIONS and ACKNOWLEDGEMENTS

Items 97 and 99 were removed from the agenda.

Mr. Rice moved and Mrs. Butler seconded the motion to approve as presented agenda items number 93 through 104 as follows:

Minutes of June 21, 2017 Regular Board Meeting & Workshop **2017-93**

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

Collegiate High School Agreement/LSSC and Lake Co Schools **2017-94**

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

Collegiate High School Agreement/LSSC and Sumter Co Schools **2017-95**

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

2017-18 Articulation Agreements

2017-96

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

2017-18 Articulation Agreement Career Pathways

2017-98

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

Human Resources Transactions

2017-100

Appointments of:

Donald Chisholm (effective date 08/16/2017)
Tamela Mankewich (effective date 06/26/2017)
Rebecca Nathanson (effective date 06/12/2017)

Resignations of:

Raelynn Poole (effective date 07/03/2017)
Pamela Key (effective date 06/27/2017)
Myra Wood (effective date 06/06/2017)

2017-18 Blanket Purchase Orders

2017-101

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

Monthly Fiscal Report for June 2017

2017-102

Mr. Wahl moved and Ms. Lee seconded the motion to acknowledge the monthly fiscal report for June 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

2017-103

Mr. Wahl moved and Ms. Lee seconded the motion to acknowledge the facilities report for July 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, Jones, Lee, Morris, Rice, and Wahl.

Purchases over \$25,000

2017-104

Mr. Wahl moved and Ms. Lee seconded the motion to accept the report of Purchases Over \$25,000 for the period June 1- June 30, 2017. The motion was passed with the following vote: Voting “yea” – Blankenship, Butler, Hill, Jones, Lee, Rice, and Wahl.

Tim Morris filed a Memorandum of Conflict and withheld his vote.

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

SCHEDULED INFORMATION REPORTS

President's Report

2017-105

Dr. Sidor reported on some initiatives he is working on with Lake County Schools. They are very interested in us expanding and extending some of our electronic capabilities to the district. Primarily for online dual enrollment and discussions have already started. They are also interested in receiving information from starfish. Doug Guiler is working with them to find a mechanism for them to see our student's progression as soon as we post the information. We are working our way through this process so they can reach in early and assist with guiding the student in the right path.

The Legislative session will be very short and we need to work very closely over the next few months to develop an agenda to follow what we did last year. We did not receive any funds for our facility and the joint use facility has taken up a lot of time to finish that proposal. In addition, the system is going to come back to look for restoration of developmental ed funding and an increase in funding and look for what we can do to enhance our approach for our students.

He asked the board to let Kevin Yursak know if there is anyone they would like added to the invitation list for the Grand Opening for the HSCA Building on August 14th.

The college made Silver status this year as far as performance funding. The numbers are reported from 2014-15 and are pre-starfish. The retention rate dropped slightly with 6 out of 10 points, we received the full ten points on completion, job placement/continuing education at 9.74, and wages 9.10 out of 10 points. He has requested through the chancellor's office the base data used for each one the ratings.

Dr. Sidor met with Rep. Sullivan and she was very interested in what we are doing to work with Lake County schools as far as online education. Dr. Sidor invited her for a tour of our buildings and she accepted. He also extended the invitation to the Board to see some of our buildings that have major structural issues.

Vice President's Report:

2017-106

Claire Brady

Claire Brady reported that Summer A & AE enrollment is slightly down and Summer B is flat.

They are simultaneously focused on recruiting new students & retaining our current students. They are also focusing on fall enrollment and are currently seeing an increase in fall applications. We are working on traditional and non-traditional recruitment plans.

Starfish continues to help us keep retaining our current students at the forefront. Significant thanks goes out to our dedicated faculty who continue to ensure that these efforts are moving forward.

We are experimenting with new communication methods such as auto-calling to better reach our students in ways and at times that are most relevant to them.

We are launching year two of our Dual Enrollment pilot at Mt. Dora High School and year one at Mt Dora Christian Academy.

She announced that we have hired a new Director of Enrollment Management, Jennifer Kotowski.

Doug Wymer

Dr. Wymer reported that the college community is very excited about the approval of the BSN program. Now course and curriculum building has started. Several folks have reached out to the college looking for information.

The Robotics Camp competition will be held next week in the LSSC. If you are on campus come check it out.

Sybil Brown also reported on the 4th Annual RISE math academy. They target students who are not ready for college math. Once they pass the three week course they are allowed to take dual enrollment course. Out of 28 students 12 scored college ready. These students are from Wildwood Middle High School and South Sumter High School.

Heather Bigard

Dr. Bigard reported on Budget and Finance:

- The 2016-17 year is coming to a close and the Business Affairs staff is preparing the AFR. The budget that is included in your materials is very rough estimate of year-end as several final adjustments are required to close the fiscal year.
- We are still working on the reconciling the budget to achieve the necessary reductions in operating budgets and IT, but will have the adjustments complete by August 1.

She also reported on Facilities:

- The new building is nearing completion. Office areas are being cleaned, floors are getting waxed and the final touches on cabinetry and lighting are being done. The furniture is in route and faculty are making plans to begin moving into their spaces as early as next week. I know there will be a time for us to publically recognize a number of people that have contributed to the success of this project, but I do want to recognize Thom Kieft for his daily attention to the success of this project; both in terms of the building project and the HSCA program.
- A number of smaller projects are also in process including a resurfacing of the tennis courts, a facelift to the weight room, and a few office renovations.
- Work continues to assess the condition of our roofs and fire alarm systems, as well as ways to conserve energy by improving our lighting and energy management systems.

Board Executive Committee Report

2017-107

Mr. Blankenship reported that the Executive Committee met and reviewed the upcoming agenda and the minutes are located in everyone's packet.

Mr. Blankenship will be sending a letter to the Governor letting him know that we are on board with his target goals. Mr. Wahl suggested that we add a statement that we are doing our part so they need to step up and assist us with our cost. Dr. Sidor will add the statement in the letter and send it for Mr. Blankenship's signature.

A discussion was held regarding hosting a graduation ceremony in the South Lake area. Bret Jones stated that he supports the idea. Dr. Sidor thinks the idea is a good one and is looking to develop a bigger presence in the Clermont area. He plans to ask the graduation planning to start discussing the idea of two evening ceremonies. One held in Leesburg and one in Clermont. Claire Brady reported that the dates are already published for 2017 and 2018. Currently the May 2018 date is scheduled for only one ceremony. We still have time to discuss adding another ceremony in May and discussing the cost to host another event.

Mr. Blankenship reviewed the committee selection they are as follows:

Strategic Planning: Bret Jones, Chair, Kelly Rice, and Peter Wahl

Foundation Liaison: Emily Lee

Sumter Partnership: Marcia Butler, Chair, Kelly Rice, and Peter Wahl

Facilities: Jennifer Hill, Chair, Bret Jones, and Tim Morris

Foundation Liaison

- ✓ Ms. Emily Lee welcomed Dr. Laura Byrd to the role of AVP of Institutional Advancement/Executive Director of the LSSC Foundation. The foundation staff has been spending a considerable amount of time upgrading the Raisers Edge software. The new upgrade will provide the foundation a tracking system to manage donor activity.
- ✓ The Athletics Golf Tournament will be held on Friday, September 22 at Harbor Hills Country Club.
- ✓ The 6th Annual Distinguished Alumni Event will be held on Tuesday, September 12 at 6 p.m. Mission Inn Resort and Club. Please consider nominating someone.

2017-18 Evaluation of the President

2017-108

Mr. Blankenship discussed the Presidents Evaluation Metrics that are found in each packet. He will be asking some of the members to serve on a committee to review Dr. Sidor's evaluation once it is completed. He will submit a self-evaluation during the month of August so it can be brought back to the September meeting for final approval. He will be using the same evaluation method that was used last year.

Board Attorney's Report

2017-109

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

NEW BUSINESS

LSSC Foundation, Inc. Direct Support Organization

2017-110

Mr. Wahl moved and Mrs. Butler seconded the motion to approve the LSSC Foundation, Inc. as a Direct Support Organization (DSO). The motion was passed with the following vote: Voting “yea” – Blankenship, Butler, Hill, Jones, Lee, Morris, Rice, and Wahl.

2017-18 Annual Plan

2017-111

Dr. Sidor explained the draft of the Annual Plan and recommended that the board review any recommend any changes. He added a column called challenges to implementation to let everyone know where the funds would come from and will give the board an idea of what we are working towards to implement the strategic plan.

2017-18 District Board of Trustee Meeting Schedule

2017-112

Mr. Wahl moved and Mr. Rice seconded the motion to approve the 2017-18 Trustee Meeting Schedule and Executive Committee. The motion was passed with the following vote: Voting “yea” – Blankenship, Butler, Hill, Jones, Lee, Morris, Rice, and Wahl.

ACTION: SECOND READING: Revision of Board Rule 4.16 Student Rights and Responsibilities

2017-113

The meeting was suspended to open up the public hearing to review the recommended changes to Board Rule 4.16 Student Rights and Responsibilities. After a discussion the meeting was reconvened and board action was taken. The motion was passed to accept the changes to the Board Rule. A motion with the following vote: Voting “yea” - Blankenship, Butler, Hill, Jones, Morris, Rice, and Wahl.

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 September 20, 2017 at 5:00 p.m. in the Board Room, Leesburg Campus.

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