

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

**Leesburg, Sumterville, Clermont**

**September 20, 2017**

The regular meeting of the District Board of Trustees, Lake-Sumter State College, was called to order at 5:10 p.m. on September 20, 2017 in Board Room on the Leesburg Campus, by Mr. Scott Blankenship, Board Chairman. In attendance was Mrs. Marcia Butler, Mrs. Jennifer Hill, 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** -Jeremy Norton updated the board on faculty senate as to what is happening with them. They are a well-regarded, dedicated, high performing and hardworking team. LSSC faculty are regarded in the community and throughout the state as shown through innovation many AFC finalist and two professor of the year winners. Through innovation RISE Summer Math, Writing Emporium, and TedX taking pride in all they do.

In response to the recent financial challenge many of the faculty have stepped up to both optimize the schedule and increased cap size in all their classes. Faculty senate is actively working with administration on updating procedures, fixing internal salary compression issues, and analysis of business affairs salary study. Faculty have been feeling a financial squeeze and sharing frustrations with the board. They also recognize that after two years faculty or staff have not received a raise or cost of living increase. They asked that this be a priority for next year for fear that we will lose high quality faculty and staff members to other institutions. As this is already happening and there is fear of additional faculty and staff leaving.

Brandy Ziesemer and Heather Elmatti added additional comments to back claims from faculty senate requesting a raise for faculty and staff.

**PRESENTATIONS**

**2017-114**

Anita Geraci- Carver updated the board on Code of Ethics for Public Officers and Employees and Conflict of Interest. There are no news legislative changes to the rules this year however there are a number of changes requested for next years session. The information presented is just a refresher for the board. The first topic is solicitation or acceptance of gifts-- This is the bribery section of the code. You cannot take anything from people to try and influence your vote on any issues.

Second, unauthorized compensation this is where not only a public official but a spouse or minor children accepting gifts to influence decision making.

Third, the misuse of public position. You cannot use your position to benefit yourself or someone else other than the college.

Fourth, Disclosure or use of certain information. You cannot disclose information not available to the public.

Fifth, Doing business with one's agency. There are many exceptions to this one of which is sealed complete bid processes. It is very similar to contractual relationships.

Voting conflicts applies to when you are asked to vote on any measure which will insure to your special private gain or loss. If you will benefit from it you cannot vote a disclosure statement will be filed and incorporate into the minutes to divulge why there is a conflict.

Lastly, filing statement of financial interests. College trustees are required to file a limited disclosure statement prior to September 1 in order to avoid penalty.

Anita also reported on the applicability of Sunshine Law to Committees. She reported that each meeting held is open to the public and reasonable notice has to be given seven days prior to being held and meeting minutes are required.

### **CONSENT CONSIDERATIONS- ACTIONS and ACKNOWLEDGEMENTS**

Dr. Sidor asked that Items 116 and 118 be moved from Consent and Consideration to New Business.

Mr. Rice moved and Mrs. Butler seconded the motion to approve as presented agenda items number 115 through 122 as follows:

#### **Minutes of July 19, 2017 Regular Board Meeting** **2017-115**

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

#### **Minutes of August 10, 2017 HSCA Special Meeting** **2017-117**

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

#### **Human Resources Transactions** **2017-119**

##### **Appointments of:**

Gregory Bridgeman	(effective date 01/03/2018)
Katrina Bennett	(effective date 08/21/2017)
Karen Hogans	(effective date 08/21/2017)
Luis Pizarro	(effective date 08/07/2017)
Abdourrhman Bouarfa	(effective date 09/05/2017)
Kristen Cole	(effective date 06/27/2017)
Tanya Harris-Rocker	(effective date 08/07/2017)
Danielle Orlovic	(effective date 08/21/2017)

**Resignations of:**

Donald Chisholm (effective date 08/16/2017)  
Sara Corvil (effective date 09/22/2017)  
Nancy Muenzmay (effective date 10/05/2017)  
Lynne Wortham (effective date 07/14/2017)

**Separation of:**

Jayvelle Blackman (effective date 08/24/2017)

**Monthly Fiscal Report for June 2017**

**2017-120**

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

**2017-121**

Mr. Wahl moved and Ms. Lee seconded the motion to acknowledge the facilities report for September 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**

**2017-122**

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

(The Board took a dinner break at – 5:25 p.m. The meeting was reconvened at – 5:55 p.m.)

**SCHEDULED INFORMATION REPORTS**

**President’s Report**

**2017-123**

Dr. Sidor reported on the exceptional job that the hurricane recovery team did to get the college back to normal operation by Friday, September 8, 2017.

In terms of Legislation, Senate Bill 4 has been filed by Senator Galvano that focuses primarily on the state university system however may have positive impact for us. One being Bright Futures and the Florida Academic Scholars awards can be used for summer term enrollment and have not had that opportunity in the past. In addition, technology fees represents about 5% of tuition and could be assessed against Bright Futures and Florida Academic Scholars which we currently are not prohibited to do.

Dr. Sidor is currently meeting with members of our delegation to tour our Leesburg campus and discuss our facilities request. He has also been working very closely with our faculty in terms of them understanding our budget process and how it is allocated. He is also working with them on the continuing contract process in order to bring this back to the board for consideration.

He briefly discussed his 2017-2018 work plan. There are four priorities or items he needs to focus on and the first is to increase community outreach by spreading out college resources to attend more events. Develop relationships that connect and sustain institutional knowledge in the internal and external community. Second, will be partnerships the Sumter Workforce community stakeholders. A needs analysis is being developed by Sumter Economic Development for healthcare and a long-term plan is being developed. We also need to look to other stakeholders and bring them to the table. Also Lake County schools with the HSCA partnership. He is exploring and identifying opportunities for shared services/efficiencies with the seven smaller college's consortium. The Health Care CEO Summit for Lake and Sumter County a longer term summit and needs analysis of needs for our two counties. His hopes are to get growth plans for the next three to five years and learn what positions are in shortage and where they want to grow. Also to improve the educational program partnerships with the Sumter County schools.

Mr. Wahl made a motion to approve and Mrs. Butler seconded Dr. Sidor's work plan for 2017-2018. The motion was passed with the following vote: Voting "yea" – Blankenship, Butler, Hill, Lee, Rice, and Wahl.

### **Vice President's Report:**

**2017-124**

#### **Claire Brady**

##### **Post Irma Recovery**

The past week has definitely been very stressful and provided a great many personal challenges to our LSSC family. Our recovery support and advocacy efforts are in full swing. We have operationalized 5 Emergency Deans. The E-Deans are working directly with students in distress, displaced by the storm, and in need of food, shelter, or other resources.

Many of our students encounter food and housing insecurity on a regular basis, and are in dire need of our support right now more than ever. The SGA's and AFC are co-sponsoring food & hygiene product drives on all campuses, now through 10/02.

Students may request food/personal items from their campus' SGA Office or Kelly Hickmon at Sumter. If there are leftover items at the end of the drive, they will be given to AFC to start stocking the food pantry project they are currently planning on a long term basis. Leesburg SGA has created food/personal care packages for the students whom the emergency deans have had contact with. We are continuing to share local, regional, and federal resources with our students.

#### **New Director of Enrollment Management- Jenni Kotowski**

We have a new Director of Enrollment Management, Jennifer Kotowski, who joined us in late July. Jenni completed her undergrad and Masters at Western Michigan University. She spent the past 14 years at the University of Illinois, in the areas of Admissions, recruiting, living learning programs, and academic advising. She has already started to make significant improvements to our processes, materials, and overall recruiting strategies. Jenni will be responsible for leading enrollment management responsibilities from time of inquiry all the way through to graduation.

## **Fall Enrollment Update**

Our post add/drop fall enrollment was: 4,943 Headcount and 1,409 FTE.

We are currently diving into the enrollment numbers to see what impact 1) the gains in fee paying enrollment, and 2) the costs related to increases in non-fee pay & reduced fee pay, will have on the overall budget.

### Some general thoughts:

- We saw enrollment growth in all enrollment groups and in both headcount and FTE
- Online continues to show impressive growth (+12% HD, +19% FTE)
- Online is our largest headcount “location” with larger overall duplicated HD than LE/SL/SU
- Both South Lake and Sumter Center saw strong growth (+8% HD, +12%/+9% FTE)
- Leesburg is down in both overall HD & FTE (-3% and -4%) and fee-paying HD & FTE (both -5%)
- Non/Reduced Fee Pay (mainly DE) continues to grow (HD +12% and FTE +18%)

It is clear though that schedule optimization, increasing seat caps, increasing the frequency of fee drops, new communication tactics, and strong alignment amongst the “Enrollment Key Players” really made a difference.

We now turn our efforts to spring recruiting and most importantly, to retaining our fall students. Starfish continues to help us keep retaining our current students at the forefront. Significant thanks to our dedicated faculty who continue to ensure that these efforts are moving forward.

## **2017 Student Satisfaction Survey**

Your Board packets include a brief overview of the Ruffalo Noel-Levitz Student Satisfaction Inventory™.

The SSI measures student satisfaction and priorities, showing how satisfied students are with various aspects of the College and what issues are most important to them. We first conducted the SSI in 2015 and plan to do it every two years.

The SSI was administered on all three campuses in spring 2017. The overall response rate was 54%.

We identified 4 areas of focus for improvement based on the 2015 SSI results: academic scheduling, financial aid, early alert/instructor feedback, and campus safety.

Resource investments made in College Scheduler, ALICE training, LSSC Alert, SAFELSSC, increased campus safety information in new student orientation, and the implementation of the Starfish Retention platform seem to have positively impacted many of these focus areas as we saw scores significantly improve in most of these areas.

Participant demographics, areas of greatest and least satisfaction, comparisons to national averages and similar colleges are detailed further in the packet.

Areas of focus for 2017-18 initiatives:

- Financial Aid processes (Champion: Dr. Bigard)
- Safety/Emergency Training (Champions: Dr. Bigard & Dr. Brady)
- Awareness of College Services (Champion: Dr. Brady)
- Monitor progress & re-administer SSI in 2019 (Champion: Dr. Sidor)

**Doug Wymer**

On Friday September 15<sup>th</sup>, LSSC hosted the TEDxLSSC event. Amber Karlins and Heather Elmatti did a spectacular job organizing the event. Along with the help of a small army of volunteers, they got everything ready despite the disruption caused by Hurricane Irma. More than 300 people were in attendance and the conversations overheard at the end were universally positive.

Seven of the 12 presenters were our own. Four faculty presented including Patrick Rader (Instructor of English), Kevin Arms (Library), Jeremy Norton (Associate Professor of Political Science), and Brenda Skoczelas (Instructor of Physics). Mark Thompson (Coordinator of Academic Assessment) was also a presenter as were current LSSC students Jeff Paradee and Ashley Hall and LSSC graduate Kallie McDaniel. Ashley was approached by a congressional candidate after the event and asked to collaborate on a Facebook Live event discussing racism, building on her presentation about racial bias.

One of many unique features of the event was the Graphic Recording produced by Diana Flores from RIDG. If you did not have a chance on the way in, please check out the Graphic Recording of each of the three sessions.

**Heather Bigard**

**Hurricane Irma**

Just as we were settling into the fall semester, the news of Hurricane Irma began to make headlines as a potential category 5 storm that could impact Central Florida. We convened our emergency response team and began preparations to respond as we continued to monitor the track of the storm. Part of our preparations included developing a communications plan to notify students, faculty and staff of our operations plan, close down procedures to secure the buildings and grounds, coordination protocols with our local authorities, and recovery and assessment procedures. The incident response team held a conference call each day to discuss action plans and update communications; most of all to keep everyone connected and updated on the wellbeing of community.

After the storm passed and the curfew was lifted, the assessment teams were on the grounds of each campus to determine the extent of the damages. We suffered roof leaks, wet ceiling tiles, saturated carpets, wind damage to signs, trim, awnings, and trees.

There is also evidence of a new sink hole on the Sumter campus and damage to some of our

refrigeration equipment.

The softball complex also suffered significant damage. The total cost to complete the necessary roof repairs in Leesburg is \$60,000. Post-storm we have coordinate outreach efforts to ensure that all of our students, faculty and staff have had their power restored and are connected to the services that they need to recover.

We are also pursuing FEMA assistance and filing the necessary claims with our insurance company as well.

Our team did an outstanding job preparing, managing, and recovering from the storm and I would like to publically thank the team for their efforts and Dr. Sidor for his leadership.

### **Budget 2017-18**

The budget is included in your binder. The HSCA per student allocation has been reduced to \$4976, lowering the revenue projection by \$151,560 and increasing the dependence on board reserves to fund the program for the current year. As a result of the hurricane, we do anticipate that our enrollment will be impacted and those adjustments will be reflected in our next budget report.

### **Annual Financial Report-Unaudited**

The Unaudited Financial Report is included for your review. Net assets increased \$220,686 to \$67.8 million. In July, we projected our operating budget would end with a surplus of \$134,951. Our actual surplus was \$1,112.00.

### **Board Executive Committee Report**

**2017-125**

No report was given due to being cancelled from Hurricane Irma.

### **Foundation Liaison**

The Lake-Sumter State College Foundation, Inc. provided 234 scholarships totaling \$185,694 to students attending LSSC for the fall semester. These students are pursuing degrees in a variety of programs, including Nursing, Criminology, Public Relations, Business Administration, Education, Pre-Engineering, Law, Computer Technology, and a BAS in Organizational Management.

The Foundation received a gift from Duke Energy for \$110,000 to support the Relay Tech program and Electrical Distribution Lineman.

Tim Morris presented a check to the Foundation on behalf of the Florida College System Foundation for \$19,328 for The Helios Education Foundation First, Dream Makers-Brighter Futures and Blue Cross Blue Shield Scholarships.

Brick sales on the South Lake Campus continue currently we have sold 23. Please share with family, friends, acquaintances and businesses that there are various naming opportunities in the new facility.

The LSSC Foundation received a grant from National Endowment for the Arts for \$10,000 to support the Performing Arts Tango Buenos Aires show.

We received a gift for \$5,000 **The Writing Brown Bag at LSSC Libraries**. This grant will support our student who struggle with writing.

The Annual Campaign will kick-off on January 10 at 4:30pm in the Magnolia Room. Please mark your calendar.

The Planned Giving Seminar was held September 15 at Florida Hospital Waterman in partnership with the LSSC Foundation. The presenters were excellent, Lindsay Holt, Todd Mazonko, Lisa Ware and David Weiss. There were 69 participants. Next year's event will be on the LSSC campus.

The golf tournament is scheduled for Friday, September 22. If you are interested in playing, please let Dr. Byrd know as soon as possible. If you are already playing or are a sponsor, thank you for your support.

The LSSC Hall of Fame and Distinguished Alumni event was canceled due to Hurricane Irma. The Foundation is working to reschedule.

The LSSC Monster Dash 5k is scheduled for October 28<sup>th</sup> at 8am on the Leesburg Campus. Please participate by walking/running or being a sponsor.

### **Board Attorney's Report**

**2017-126**

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

### **Evaluation Tool for the President**

**2017-127**

Mr. Blankenship discussed the Presidents Evaluation Metrics that are found in each packet. He also asked for a way to quantify the data and the components of the responses. Dr. Sidor will submit a self-evaluation so it can be brought back to the October meeting for final approval. Each committee member will be given an opportunity to give feedback with strengths and weaknesses.

Dr. Sidor will work with Kevin Yurasek to build the evaluation tool into Wufoo so the data can be collected and quantified for the board's review.

## **NEW BUSINESS**

### **Minutes from Sumter Facilities Meeting**

**2017-116**

Mr. Wahl moved and Mrs. Butler seconded the motion to accept the July 31, 2017 minutes and request it be filed “for the record”. The motion was passed with the following vote: Voting “yea” – Blankenship, Butler, Hill, Lee, Morris, Rice, and Wahl.

### **LSSC Foundation, Inc. 2016 Audit**

**2017-118**

Mr. Wahl moved and Mrs. Butler seconded the motion to accept the LSSC Foundation, Inc. 2016 Audit and request it be filed “for the record”. The motion was passed with the following vote: Voting “yea” – Blankenship, Butler, Hill, Lee, Morris, Rice, and Wahl.

Tim Morris asked why the fees are excessive and Dr. Byrd reported that her board is reviewing the investment process and if they are currently researching the levels and trying to reduce the basis points of the fees. Kelly Rice also stated he had several questions and would like an opportunity to speak with Dr. Byrd and a presentation be given at the next meeting for more clarification.

### **2017-2018 Annual Financial Report-unaudited**

**2017-128**

Ms. Lee moved and Mrs. Butler seconded the motion to accept the information of the Unaudited Annual Financial Report and request it be filed “for the record”. The motion was passed with the following vote: Voting “yea” – Blankenship, Butler, Hill, Lee, Morris, Rice, and Wahl.

### **Legislative Budget Request**

**2017-129**

Dr. Sidor reported that in each packet there is a draft of what he would like to propose as the legislative budget request as they move forward into the session. There are three items listed Facilities Repair, Joint Use STEM and Business Facility, and Funding for the Math Emporium.

The board was in full consensus of opinion to proceed with the requests presented by Dr. Sidor.

### **2018 Health Insurance Rates**

**2017-130**

Fran Pistilli reported that the college insurance rates for Florida Blue Cross are increasing by 15% for calendar year 2018. The increase has been included in the budget and we will keep the same format as last year.

In the future the board asked this to be presented to them with enough time to explore options.

After a lengthy discussion Mr. Rice moved and Ms. Lee seconded the motion to approve the 2018 Health Insurances. The motion was passed with the following vote: Voting “yea” – Blankenship, Butler, Lee, and Rice. Mr. Wahl and Mrs. Hill opposed.

## **2017-2018 Salary Schedule and Classification Schedule**

**2017-131**

Dr. Sidor reported that the 2017-18 Salary Classification has been updated for the fiscal year to reflect the following changes:

1. The process for awarding additional compensation for additional responsibilities (stipends) has been better defined and simplified.
2. The process for appointing Interim position assignments and corresponding compensation increases has been better defined and streamlined.
3. A Large Class Incentive Pilot Program has been implemented to compensate faculty who teach select high-enrollment courses.
4. No other rates or salaries have been adjusted.

Mr. Wahl moved and Ms. Lee seconded the motion to approve the 2017-2018 Salary Schedule and Classification Schedule. The motion was passed with the following vote: Voting “yea” – Blankenship, Butler, Hill, Lee, Rice, and Wahl.

## **Revision to 2017-2018 Academic Calendar (July 5)**

**2017-132**

Dr. Sidor asked the board to allow the college to be closed on Thursday, July 5 due to the Four-day Summer work schedule. The college will be closed Wednesday, July 4<sup>th</sup> and Thursday, July 5<sup>th</sup>.

Mr. Rice moved and Ms. Butler seconded the motion to approve the revision to the 2017-2018 Academic Calendar. The motion was passed with the following vote: Voting “yea” – Blankenship, Butler, Hill, Lee, Rice, and Wahl.

## **Demo of Building 2A South Lake Campus**

**2017-133**

Dr. Bigard asked the board to approve the removal of Building 2A on the South Lake Campus. This was a temporary building to be used for labs until the Science-Health Building opened. Mr. Wahl asked that we advertise for the removal of the building or it to be sold to reduce cost to the college.

Ms. Lee moved and Ms. Butler seconded the motion to approve the removal of Building 2A on the South Lake Campus by looking at other alternatives to do this at no cost to the college. The motion was passed with the following vote: Voting “yea” – Blankenship, Butler, Hill, Lee, Rice, and Wahl.

## **Health Sciences Collegiate Academy Agreement**

**2017-134**

Ms. Butler moved and Mr. Wahl seconded the motion to approve the Health Sciences Collegiate Academy Agreement as is. The motion was passed with the following vote: Voting “yea” – Blankenship, Butler, Hill, Lee, Rice, and Wahl.

Dr. Sidor and Anita Geraci-Carver will meet to discuss changes to the language within the contract and make recommendation of changes to the agreement and the Advisory Council Scope. An Amendment to the Agreement will be recommended at the first meeting.

**Health Science Collegiate Academy Update**

**2017-135**

Dr. Sidor gave a brief update and stated that Dr. Brady is working with Mrs. Kornegay's team on recruitment and retention. We currently have 65 students and are on track with the next co-hort of 120 students.

Mr. Blankenship asked if the agreement outlined to allow students to attend outside of the three South Lake High Schools if they can provide their own transportation. Dr. Sidor replied that this change was made and is reflected on Page 4, Item 1-A.

**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 October 18, 2017 at 5:00 p.m. in the Room 4107, Sumter Center.

There being no further business, the meeting was adjourned at 7:35 p.m.  
Respectfully submitted,

ATTEST:

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Scott Blankenship, Chairman

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

Recording Secretary: Claudia Morris