

**DISTRICT BOARD OF TRUSTEES
LAKE-SUMTER STATE COLLEGE
Leesburg, Sumterville, Clermont
Florida**

September 21, 2016

The regular meeting of the District Board of Trustees, Lake-Sumter State College, was called to order at 5:20 p.m. on September 16, 2015 in the Board Room, Student Services Building, Leesburg Campus, by Mr. Kelly Rice, Chairman. In attendance were Mr. R. Scott Blankenship, Vice Chairman; Mrs. Marcia Butler, Ms. Jennifer Hill, Mr. Bret Jones (by telephone), Mr. Timothy Morris, Mr. Peter Wahl, and Dr. Stan Sidor, College President. Absent from the meeting was Ms. Emily Lee. There is a vacancy on the Board due to the expiration of the term of Mrs. Kelly Flores on May 31, 2015. Board Attorney Anita Geraci-Carver was also present.

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.

Due to the fact that Mr. Morris needed to leave the meeting early, Mr. Rice requested that we change the order of the agenda and move into the business portion of the meeting.

CONSENT CONSIDERATIONS – ACTIONS and ACKNOWLEDGEMENTS

Mr. Wahl moved and Mr. Blankenship seconded the motion to approve as presented agenda items number 106 through 112 as follows:

Minutes of July 20, 2016 Board Meeting **2016-106**

Mr. Wahl moved and Mr. Blankenship seconded the motion to approve as mailed the minutes of the July 20, 2016 meeting of the Board. The motion was passed with the following vote: Voting “yea” – Rice, Blankenship, Butler, Hill, Morris and Wahl. (Minutes in Supplementary Material)

Change March 2016 Board Meeting Date to March 22, 2017 at 5:00 p.m. **2016-107**

Mr. Wahl moved and Mr. Blankenship seconded the motion to approve the change of the March 2016 Board meeting date to March 22, 2017 at 5:00 p.m. The motion was passed with the following vote: Voting “yea” – Rice, Blankenship, Butler, Hill, Morris and Wahl. (Details in Supplementary Material)

Lake-Sumter State College Foundation, Inc./IRS Form 990 for 2014 **2016-108**

Mr. Wahl moved and Mr. Blankenship seconded the motion to accept the Foundation’s IRS Form 990 for 2016 as presented. The motion was passed with the following vote: Voting “yea” – Rice, Blankenship, Butler, Hill, Morris and Wahl. (Details in Supplementary Material)

Human Resources Transactions **2016-109**

Mr. Wahl moved and Mr. Blankenship seconded the motion to approve:

The appointments of Thom Kieft as Associate Vice President, General Studies (effective 7/01/2016), Melissa Villafane as Academic Advisor & High School Recruitment Liaison, LE (effective 8/08/2016), Francisco Vega as Maintenance Service Worker I – Grounds, SL (effective 8/17/2016), Kyle Cole as eLearning Manager (effective 8-172016), Kristopher King as eLearning Technologist (effective 8/17/2016); and Approved the resignation of Ira “Jake” Hart (effective 7/29/2015).

The motion was passed with the following vote: Voting “yea” – Rice, Blankenship, Butler, Hill, Morris and Wahl. (Details in Supplementary Material.)

Monthly Fiscal Report for August 2016

2016-110

Mr. Wahl moved and Mr. Blankenship seconded the motion to accept the Monthly Fiscal Report as presented. The motion was passed with the following vote: Voting “yea” – Rice, Blankenship, Butler, Hill, Morris and Wahl. (Report in Supplementary Material.)

Facilities Report

2016-111

Mr. Wahl moved and Mr. Blankenship seconded the motion to acknowledge receipt of the Facilities Report and request that it be filed with the minutes. The motion was passed with the following vote: Voting “yea” – Rice, Blankenship, Butler, Hill Morris and Wahl. (Report in Supplementary Material.)

Purchases Over \$25,000

2016-112

Mr. Wahl moved and Mr. Blankenship seconded the motion to accept the report of Purchases Over \$25,000 for the period July 1, 2016 through August 31, 2016. The motion was passed with the following vote: Voting “yea” – Rice, Blankenship, Butler, Hill, Morris and Wahl. (Report in Supplementary Material.)

CARRYOVER BUSINESS

Evaluation tool for President

2016-117

Ms. Butler moved and Ms. Hill seconded to accept the recommendation of the new evaluation and grading tool for the President. The motion was passed with the following vote: Voting “yea” – Rice, Blankenship, Butler, Hill, Morris and Wahl (Details in Supplementary Materials)

NEW BUSINESS

2016 – 2017 Annual Financial Report

2016-118

Mr. Dick Scott reviewed the Annual (Unaudited) Financial Report for 2015-2016. Of particular interest are the following:

- The State requires a 5% ending unrestricted fund balance; the college is in good shape with the balance at 10.97%. This includes board’s designated reserves of \$1.16 million (\$500,000 earmarked for the Sumter Workforce Project and \$600,000 earmarked for the Health Science Collegiate Academy Program).
- The College’s net position as of June 30, 2016 increased 10.9% or \$6.6 million to \$67.5 million. This was due to the Special Capital Appropriation Allocation of \$6 million, which is reserved for the construction of the Science Lab Building on the South Lake Campus.

Mr. Morris moved and Mrs. Butler seconded to accept the 2016-2017 Annual Financial Report as submitted. The motion was passed with the following vote: Voting “yea” – Rice, Blankenship, Butler, Hill, Morris and Wahl (Details in Supplementary Materials)

2017-2018 through 2021 – 2022 Capital Improvement Plan

2016-119

The main projects for the next two years are 1) the replacement of the Lecture Hall on the Leesburg Campus which would be the opportunity for a joint use project with Lake Technical College and 2) the expansion of the chiller plant at South Lake which would add the three existing buildings onto a chilled water system for cooling purposes saving significant operational and maintenance dollars.

Ms. Butler moved and Mr. Wahl seconded to accept the 2017-2018 through 2021 – 2022 Capital Improvement Plan. The motion was passed with the following vote: Voting “yea” – Rice, Blankenship, Butler, Hill, Morris and Wahl (Details in Supplementary Materials)

Health Insurance Rates for 2017

2016-120

The proposal for this year is to give each employee a budget of \$705/month to use to buy a combination of health insurance, (there are three plans to choose from), dental insurance, and vision insurance. The employee will pay out-of-pocket for any premiums that exceed their \$705 allotment.

Mr. Morris moved and Mr. Blankenship seconded to accept the recommendation for the health insurance rates for 2017. The motion was passed with the following vote: Voting “yea” – Rice, Blankenship, Butler, Hill, Morris and Wahl (Details in Supplementary Materials)

Sumter County Schools Technical and Certificate Agreement

2016-121

A Memorandum of Understanding was developed between Sumter County Schools and Lake-Sumter State College to provide training of the students or contracting the training through Lake Technical College where they have specific program expertise. This effort will strengthen the bonds between LSSC, Sumter County Schools and Lake Technical while providing students the ability to earn more certificates.

Mr. Wahl moved and Ms. Hill seconded to approve as presented the Sumter County Schools Technical and Certificate Agreement. The motion was passed with the following vote: Voting “yea” – Rice, Blankenship, Butler, Hill, Morris and Wahl (Details in Supplementary Materials)

**Sumter County Partnership for
Healthcare Workforce Innovation and Education**

2016-122

A Memorandum of Understanding was developed which outlines how Sumter County and others will partner with the College aimed at enhancing and attracting healthcare business in Sumter County.

Ms. Butler moved and Blankenship seconded to approve as presented the Sumter County Partnership for Healthcare Workforce Innovation and Education. The motion was passed with the following vote: Voting “yea” – Rice, Blankenship, Butler, Hill, Morris and Wahl (Details in Supplementary Materials)

(Mr. Morris left the meeting at 6:20 p.m.)

PRESENTATIONS

Code of Ethics for Public Officers and Employees

2016-105

Per Board Rule, the annual review of the Florida Code of Ethics for Public Officers and Employees was completed by Board Attorney Anita Geraci-Carver. She reviewed some examples of cases where lawsuits had been filed because of violations. She cautioned the board members to be careful to not relay information from one board member to another.

(Details in Supplementary Material)

SCHEDULED INFORMATION REPORTS

President's Report

2016-113

Dr. Sidor reported:

1. Aspen: LSSC didn't make the final list of the Aspen. The team worked really hard and we are looking forward to continuing the work that we are doing on excellent student service and excellent student support. What we are doing will place us in a better position to receive this award in the future.
2. Budget: The Florida College System agenda will look at nursing expansion, statewide funding of CIP, and unfunded waivers.
3. Regional Nursing Summit: The Direct Connect partners recently met in Orlando. Dr. Sidor reported on the shortage of nurses for new demand in the workforce and the problems surrounding this issue for us regionally and statewide. Dr. Sidor is meeting with Dr. Hitt next week about how the colleges can work together.
4. Hospital Meetings: Dr. Sidor has met with each of the CEO's. We are making progress on working out the issues.
5. State Budget and Legislative Agenda: Dr. Sidor recommends that we look at 1) joint use building with Lake Tech 2) continued funding for our math emporium and 3) Chiller plant and other maintenance issues at South Lake and our other campuses. These items will be discussed at a workshop prior to the next board meeting.

Vice Presidents' Reports:

2016-114

Vice President for Enrollment and Student Affairs

Ms. Brady reported:

1. Enrollment: Fall enrollment is mostly flat, some losses in returning students and significant gains in Lake County and The Villages dual enrollment numbers.
2. Starfish update: Pilot rolled out over the summer and now fully implemented in all courses. Over 1200 actionable referrals made so far this fall by faculty.
3. Safety update: Handout related to safety. Strengthening our systems and process related to safety system, our SafeLSSC initiative and what's is planned for training and drills; new LSSC Alert system. Trustees can be set up to use this alert; Informacast is also set up to report on campus and siren system is set up as well; AED locations and emergency call boxes and cameras in place on campus.
4. Safe LSSC initiative: Every item related to campus safety is now in one hub called SafeLSSC. One stop shop for all information to emergencies, title IX, and faculty/student reports. www.lssc.edu/safelssc
5. Safety Training and Drills: This fall an initiative called ALICE will be started. (alert, lockdown, informed, counter and evacuate) Workshop will be offered to provide

preparation on how to handle threats. Also training on how to assess emails and writings which may contain threats will be made available to all faculty/staff available in January.

6. Armed security: Timeline will start in March.

Vice President for Academic Affairs (Dr. Jones and Mr. Kieft reporting)

Dr. Jones reported on:

1. Sumter health expansion: LPN training is going well. Lake Technical is bringing their equipment to our Sumter Campus.
2. Program Support Commitment: from City of Lakeland regarding our RelayTech program and the hiring of two of our graduates.
3. Lineman Training: Contract training with SEPCO. CEO of Goldfield Corporation came to Sumter campus and conversations are being held with how they can support our program. Job fair will be held in April for relay tech graduates and more publicity about the lineman training will be made available. Four of our graduates have written job offers.
4. National Science Foundation Grant: Received the grant and two of our students were nominated and selected to go to Washington, DC to present, which speaks to the quality of the program.
5. Relay Tech: Dr. Jones has joined the Florida Energy Workforce Consortium. Due to some requirements from regulatory agencies, our program is in a very good spot to increase enrollment.
6. Lake County Schools: Working with LCS regarding developing a career academy/pathway in robotics.
7. CareerSource: Relationships are being developed with the bottom line being employment for our students. CareerSource will be on our campus starting in December.

Mr. Kieft reported on:

1. SACSCOC Fifth Year Report: The report was submitted early to SACS-COC.
2. LSSC Math Emporiums & Innovative Delivery Method of Algebra Courses have been submitted as LSSC's Chancellor's Best Practice Award nominee for this year. Last year the RISE Summer Math Academy won one of the four of the statewide awards.
3. Starfish: The faculty reaction has been amazing – it's a great tool. Faculty members are very pleased with the student feedback and are actively using the site. Looking forward to see if the use of this tool moves the needle in helping our students become more successful in the classroom.
4. State Mandated Reports: In the next 30 days there is a Textbook Affordability Report as well as a Development Education Accountability Report that faculty and staff are busy making sure are submitted in a timely manner.

Senior Vice President of Business Affairs

Mr. Scott reported on:

1. Building at South Lake: He will have pictures next month in order for the Board to see what is happening. Walls will go up in November. We are on track with time and money.
2. Finances of the college: Report will come in next month based on our fall enrollment. By that time, most of the revenue will be captured for the fall semester and the budget picture will be more clear.
3. Deferred Maintenance: The deferred maintenance list which was previously approved by the board was discussed for potential state funding.

Board of Trustees Open Discussion

2016-115

There were no additional topics for Open Discussion.

Board Attorney Report

2016-116

Ms. Carter had no additional items to report.
(Written report in Supplemental Materials)

OTHER CONSIDERATIONS

As Needed by Chairman/President

Chairman Rice reviewed the events on the calendar. He announced that the next Board meeting will be on October 19, 2016 at 5:00 p.m. in the Board Room at Sumter, with a Workshop prior to the board meeting, beginning at 4:00 p.m.

There being no further business, the meeting was adjourned at 7:20 p.m.

Respectfully submitted,

ATTEST:

R. Scott Blankenship, Vice-Chairman

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

Recording Secretary: Linda C. Holiman