

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

Leesburg, Sumterville, Clermont

October 18, 2017

The regular meeting of the District Board of Trustees, Lake-Sumter State College, was called to order at 5:10 p.m. on October 18, 2017 in Room 4107 at the Sumter Campus, by Mr. Scott Blankenship, Board Chairman. In attendance was Mrs. Marcia Butler, Mrs. 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.

INTRODUCTION OF Relay Tech Internship Participants

Dr. Luis Pizarro gave a brief overview of the Energy Program and introduced Mr. Bob Seigworth, Director, Project Manager, Energy Technology Programs. Bob brought with him to the District Board of Trustees meeting two students who had interned this past summer with Duke Energy. Hunter Balias and Will Beyers each presented a brief PowerPoint which highlighted their experiences which gave them firsthand knowledge of what they were learning/had learned in the classroom as well as being paid a very nice salary while doing so. The Board Members were impressed with the students and the Relay Tech Program.

CONSENT CONSIDERATIONS- ACTIONS and ACKNOWLEDGEMENTS

Dr. Sidor asked that Items 142 be moved from Consent and Consideration to Scheduled Information Reports.

Mrs. Butler moved and Mr. Jones seconded the motion to approve as presented agenda items number 138 through 141 as follows:

Minutes of September 20, 2017 Regular Board Meeting & Workshop **2017-138**

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

Human Resources Transactions **2017-139**

Appointments of:

Emily Cammarano	(effective date 10/06/2017)
Kirsten Gamboa	(effective date 10/16/2017)
Juan Vazquez-Massini	(effective date 10/06/2017)
Benedetto Mongiovi	(effective date 10/06/2017)

Resignations of:

Monica Gabler (effective date 10/06/2017)
Jason Oakes (effective date 10/09/2017)
Joseph Cole (effective date 10/16/2017)

Separation of:

Daniel Logan (effective date 10/2/2017)

Retirement of:

Debra Seaman (effective date 10/2/2017)

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

Write-Off of Tangible Personal Property

2017-140

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

Monthly Fiscal Report for September 2017

2017-141

Mr. Wahl moved and Ms. Hill seconded the motion to acknowledge the monthly fiscal 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, Jones, Morris, Rice, and Wahl.

(The Board took a dinner break at – 6:15 p.m. The meeting was reconvened at – 6:40 p.m.)

SCHEDULED INFORMATION REPORTS

Athletics Report

2017-142

Mike Matulia reported that each year all of the Athletic Associations within the state college system are required to submit a document called Section 16 report. Basically it covers all academic areas such as grad rates, academic awards, enrollment, professional contracts, and community service activities. This year Lake-Sumter’s scores were very impressive our graduation rate is 78% that rate and our success rate supersedes our conference and supersedes the state average for the three sports we have.

Mr. Wahl moved and Ms. Hill seconded the motion to acknowledge the athletics report 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, Morris, Rice, and Wahl.

President’s Report

2017-143

Dr. Sidor reported that the legislative season is starting and we are coming into a six week legislative session starting in January. Senator Negron continues to endorse SB374, which would create a separate governing board for the state colleges. COP has approved its legislative request of \$268 million, which includes more funding for PECO and restoration of ONCF. The COP

request is higher than the Chancellor's budget request. COP has a strong case to support their request. Proposal of most concern is changing the performance matrix to 100% in two years. The committee met to start the development of the Strategic Plan. Infrastructure will be a big part of the Strategic Plan as well as operational funds. The facilities committee also met and both committee will work closely as they move forward making discussion regarding the strategic plan and our facilities infrastructure.

Funding for system-wide deferred maintenance is critical for maintaining the infrastructure of our colleges' campuses. According to the 2016 Facilities Inventory Report, the FCS has indicated \$1.05 billion of deferred maintenance needs over the next five years. Annually, this equates to roughly \$210 million per year for maintenance, repairs, and general renovation and remodeling.

The college has once again been named one of the top 150 US community colleges and we are eligible to compete for the 2019 Aspen Award. The top ten finalist will be named in May 2018.

The HSCA Governance Committee will meet on November 8th and meetings are scheduled with our energy partners to discuss Future Apprenticeship Programs.

Vice President's Report:
Claire Brady

2017-144

Post Irma Recovery

Our recovery support and advocacy efforts continue for students impacted by the storms. Our 5 Emergency Deans are continuing to work directly with students in distress, displaced by the storm, and in need of food, shelter, or other resources. Our student and AFC led food drives were successful and many staff continue to volunteer at local events to support the recovery. A workgroup was convened to work out the details to support those displaced by Hurricane Maria, including students from Puerto Rico and the US Virgin Islands in accordance with recent executive orders from the Governor. In addition, Araiña Muñiz and Claire Brady are representing the College on the United Way Hurricane Recovery Task Force.

Spring Enrollment Update

We have turned our efforts to spring recruiting efforts. Between our Admissions, Financial Aid, and Trio grants, our staff have been highly visible in all Sumter & Lake county schools, sponsoring tents at National Night Out events in Clermont and Sumterville, and hosting larger scale recruiting events on campus. We have one this Saturday with the highest number of RSVP's in the four years that we have been doing the event.

Fall & Spring Commencement Planning

Our Commencement workgroup is hard at work planning for both our fall and spring Commencements. A subset of that group has been actively exploring a location for a second spring ceremony in the Clermont area. They have been touring locations. If we are able to secure a location for this May, it will most likely mean having two ceremonies on Friday, one in the morning and one in the afternoon and requiring travel between. This group is exploring reserving a space for both this coming May 2018 and May 2019. They hope to make their formal recommendations in the next few weeks.

Starfish Update

We are now at the beginning of our second academic year utilizing Starfish as one of the primary tools for retention. Nothing substitutes great instruction, academic resources, or the student's own motivation and work ethic. Starfish however, allows us the best opportunity to catch issues early on and have meaningful intervention and ongoing monitoring of students in distress. Dean of Students Carolyn Scott is presenting her Starfish "Year in Review" later this week to the Expanded Cabinet. She was kind enough to share some impressive data to share with you tonight:

- Over 8,000 concern flags have been raised – representing almost 4,000 students
- Over 16,000 kudos (praise flags) were issued – representing 7,500 students
- 10,500 appointments were made – representing over 6,500 students

Most importantly, we are seeing positive gains in headcount in every area- fall to fall, fall to spring, and spring to fall retention

- Fall to spring headcount retention rate rose from 71.7% to 73.5% this last year
- Spring to fall headcount retention rate was 57% up from the 4 year average of 55%
- Fall to fall headcount retention rate was 48% up from 46% & 47% the previous two years

As we embed Starfish more and more into the student experience, we have also added new features such as online appointment scheduling and a check-in kiosk feature. We look forward to continuing our Starfish efforts and thank our dedicated faculty and advising team for all they do to make this such a successful program.

HSCA Recruitment & Retention Workgroup

Dr. Sidor and Diane Kornegay have formed this workgroup to address the entire HSCA enrollment pipeline from 7/8th grade preparation through to the 12th grade High School and College completion. The workgroup includes: Dr. Ryan Tomasiewicz, Kevin Yurasek, Dr. Claire Brady, and Kathlene Daniels, France Celis, and Sherri Owens from LCS. The workgroup has identified several high impact initiatives that we can implement in the next 90 and 120 days that will positively impact HSCA recruitment and retention.

Doug Wymer

We have received the green light from SACSCOC to offer the Associate in Science in Industrial Management Technology, the Chemical Lab Specialist Certificate, and the Criminal Justice Specialist Certificate.

The IMT program is of particular strategic importance as it builds a bridge from programs at technical colleges such as Lake Technical College. Students can articulate credit from a technical school program into our IMT program. Upon completion of the IMT program, students can enroll in our BASOM program. We are excited to build this new pathway to a baccalaureate degree in Lake and Sumter Counties and look forward to an even stronger partnership with Lake Technical College.

The Chemical Lab Specialist CT is an important component of the HSCA that will also add an academic credential to each STEM concentration AA student's accomplishments.

The Criminal Justice Technology Specialist CT will provide a platform for an enhanced partnership with Coleman Prison through which we will offer courses for prison employees to enhance their career advancement opportunities.

Thanks to everybody who had a role in the development of these programs.

The Math Emporium and Summer RISE program were featured in the Best Practices section on the Chancellor's September 2017 Florida College System Newsletter.

LSSC's Dr. Peter Olen, philosophy faculty member, recently had a positive review of his recently written book in the Notre Dame Philosophical Review. The name of Peter's book is *Wilfrid Sellars and the Foundations of Normativity*.

On October 6th, we hosted 9th and 10th grade HSCA students at the new Science Health Building and they took part in lab demonstrations for either Chemistry or Biology. Steve Husebye, Andrew Young, Chris Liebner, and Ronald Cope organized the demonstrations and provided the students insight on what a science class is like at the College.

The group that will intensively manage our performance funding cohort of students met recently and is on track to be able to get the data needed to improve the retention and completion metrics. Dr. Byrd has indicated that there is some money coming into the Foundation that can be used to provide strategically targeted student scholarships in support of this effort.

Starting this past Monday, we have been hosting a team from the Florida Department Education who has been investigating our use of and management practices relative to the approximately \$140,000 we receive through the Perkins Grant Program each year in support of Career and Technical Programs. Dr. Luis Pizarro and Ms. Karen Hogans with the support of Mike Merrill our Senior Manager of Grants and other staff did great work preparing for the visit and providing documents and resources to the team during the visit. The exit conference happened earlier today and I am pleased to announce that there were no findings against the College.

Heather Bigard

This month has been consumed with recovery efforts related to the hurricane. In large part, the storm has preempted our normal planning processes as we have managed in crisis mode to restore the integrity of many of our buildings and work spaces. The finance team, led by Vicki, and the facilities team, led by Dave, have worked long hours to determine what needs to be fixed, met with vendors to get the necessary quotes and bids to comply with procurement policy, and recorded all of our activities to file the necessary claims for FEMA, in addition to the countless webinars and calls with our claims adjustors and FEMA representatives.

Hurricane Damages

- The primary repairs needed to address the damage left by Hurricane Irma include roof repairs, debris removal, carpet replacement, awnings, the gym floor, signage, sink hole,

lights, equipment, and window caulking. The total damages estimated to be around \$250,000. Although we will file for FEMA recovery, we will not see a reimbursement from our insurance company due the way in which the deductible is calculated.

Science-Health Building

- We are nearing the final close out of the construction project and will be preparing a final package for the Board to review and approve for final payment in January.
- Temporary Building 2A was sold for \$15,000 and we are in the process of coordinating the safe removal of the building and contents.

Landscaping

- Hurricane Irma interrupted our progress on our grounds beautification project, but work continues to re-landscape highly visible areas on all campuses. In addition, work to resign the campus is in process.

Human Resources

- Our HR department hosted an employee wellness fair on the Leesburg campus last week; providing blood pressure screening, flu shots, and lots of prizes to lift everyone's spirit.

Finance

- The finance and financial aid audit is underway.
- The current budget report is included in your materials. We are running slightly ahead of last year, in large part due to the number of open positions at the same time last year.
- We have developed a timeline for developing the 2018-19 budget and that work will begin in November.

Career Source

- Negotiations continue with Career Source for the use of space in Building M. They have the building plans and are working on an MOU that will come back to the Board of Trustees for review and consideration. Career Source is also interested in space on the South Lake campus.

Sunshine Law Training

- Training has been scheduled for Thursday, November 9, 2018, 4-6 pm in the Magnolia Room. Anita Geraci-Carver, Board Counsel, and Pat Gleason, Special Council for the Attorney General, will be presenting.

HSCA Governance Committee Report

2017-145

No report was given a meeting has been scheduled for November 8, 2017 at 4:30 p.m. on the South Lake Campus.

Strategic Planning Committee Report

2017-146

The committee met on October 9th and reviewed the information packet regarding the current strategic plan and discussed the direction needed to better suit the needs for Lake-Sumter and its students. The committee also began development of a list of additional information and resources necessary to develop recommendations to the full board.

Facilities Committee Report **2017-147**

The committee met on October 13th and reviewed the information packet provided by Dr. Heather Bigard and discussed the various influences on current facilities use and prospective future uses. The committee also began development of a list of additional information and resources necessary to develop recommendations to the full board.

Sumter Partnership Committee Report **2017-148**

No report was given.

Board Attorney's Report **2017-149**

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

Foundation Liaison **2017-150**

No report was given.

NEW BUSINESS

President Evaluation **2017-151**

Mr. Blankenship reviewed Dr. Sidor's evaluation and opened the floor for comments. Anita Geraci-Carver commented that she received responses from seven of the eight college trustees and a report for everyone is in the packets.

After discussion, Mr. Wahl moved and Mr. Morris seconded the motion to accept the President's evaluation and to approve deferred compensation as allowed in the president's contract... The motion was passed with the following vote: Voting "yea" – Blankenship, Butler, Hill, Jones, Morris, Rice, and Wahl.

The board also discussed a possible salary increase. Dr. Sidor asked the board to forego a salary increase this year but requested a modification to his contract that would allow him to enter a Florida Optional Retirement Plan eligible position at such time he leaves his position as president. He will work with Anita Geraci-Carver on how to word the new contract.

INFORMATION ITEMS

For the Boards Review and Information **2017-152**

No report was given.

Textbook Affordability Report **2017-153**

Thom Kieft reported that each year we are required to complete a textbook affordability report. The report has to be submitted 45 days prior to the end of the semester. There is a committee that meets regularly and researched ways for that textbooks can become more affordable for our students.

Mr. Wahl moved and Mr. Morris seconded the motion to accept the Textbook Affordability Report as information and file it with the minutes. The motion was passed with the following vote: Voting “yea” – Blankenship, Butler, Hill, Jones, Morris, Rice, and Wahl.

Foundation Report on Budget & Financials

2017-154

Dr. Laura Byrd and Dr. Heather Bigard gave an update on the foundation budget and financials. As of August 31, 2017 the total fund balance was \$18,156,891. Dr. Byrd also reported on the current board structure. They are comprised of up to 45 members and currently have 36 serving.

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 November 15, 2017 at 4:00 p.m. for a workshop and 5 p.m. for the regularly scheduled meeting at the South Lake Campus Board Room.

There being no further business, the meeting was adjourned at 7:55 p.m.
Respectfully submitted,

ATTEST:

Scott Blankenship, Chairman

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

Recording Secretary: Claudia Morris