

DISTRICT BOARD OF TRUSTEES

LAKE-SUMTER STATE COLLEGE

**Leesburg, Sumterville, Clermont
Florida**

October 19, 2016

The regular meeting of the District Board of Trustees, Lake-Sumter State College, was called to order at 5:00 p.m. on October 19, 2016 in the Clark Maxwell, Jr. Library/Student Services Building, Sumter Campus, by Mr. R. Scott Blankenship, Board Co-Chairman. In attendance were Mrs. Marcia Butler, Ms. Jennifer Hill, Ms. Emily Lee, Mr. Timothy Morris, and Mr. Peter Wahl. Mr. Bret Jones arrived at 5:35 p.m. 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. 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

Mr. Bob Seigworth, Director, Project Manager, Energy Technology Programs brought with him to the District Board of Trustees meeting four students who had interned this past summer with Duke Energy, Seco or Orlando Power. Cameron Cloud, Chris Linn, Robert Tillman and Trenton Upshaw 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.

PRESENTATIONS

Dr. Debbie Hicks, Jeremy Norton, representing the Faculty Senate, were present and addressed the board with the following issues: Faculty Salaries, Textbook Affordability, Professional Development Credits, and Faculty Rank & Promotion Status.

*The Board took a dinner break at 5:55 p.m.
The meeting was reconvened at 6:20 p.m.)*

CONSENT CONSIDERATIONS – ACTIONS and ACKNOWLEDGEMENTS

Mr. Morris moved and Mrs. Butler seconded the motion to approve as presented agenda items number 124 through 131 as follows:

Minutes of September 21, 2016 Regular Board Meeting

2016-124

Mr. Morris moved and Mrs. Butler seconded the motion to approve as presented the Minutes of the September 21, 2016 Regular Board Meeting. The motion was passed with the following vote: Voting “yea” – Blankenship, Butler, Hill, Jones, Lee, Morris and Wahl. (Minutes in Supplementary Material)

CNA Closure

2016-125

Mr. Morris moved and Mrs. Butler seconded the motion to approve the recommendation to close the CAN program on the South Lake Campus and the Sumter Center as presented. The motion was passed with the following vote: Voting “yea” – Blankenship, Butler, Hill, Jones, Lee, Morris and Wahl. (Materials in Supplementary Material)

2016-2017 Lake-Sumter State College Academic and Community Advisory Committees

2016-126

Mr. Morris moved and Mrs. Butler seconded the motion to approve as presented the 2016-2017 LSSC Academic and Community Advisory Committees as follows:

Academic Advisory Committees: Business Administration, Computer Information Technology, Criminal Justice Technology, Early Childhood Education, Electrical Distribution Technology, Engineering Technologies Substation/Relay Tech, Environmental Science Technology, Health Information Technology, Internship Program, Nursing, Office Administration; Organizational Management

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

Human Resources Transactions

2016-127

Mr. Morris moved and Mrs. Butler seconded the motion to approve as presented the Human Resources Transactions:

Appointments of:

Nicole Tinny as Interim Director of Nursing (effective date 8-08-16)

Betsy Billing as Head Athletic Trainer (effective date 8-22-16)

Katrina Bennett as Assistant Director, Financial Aid (effective date 9-19-16)

Anne Alcorn as Career Advisor-South Lake (effective date 10-31-16)

Kariese Conwell as Career Advisor-Leesburg (effective date 11-14-16)

Kevin Yurasek as Director, Marketing & College Relations (effective date 10-17-16)

Resignations of:

Wendy Houdek Erskine as Interim Director, Learning Center (effective date 9-15-16)

Lisa Francois as Financial Aid Advisor (effective date 8-19-16)

Stephanie Brinkley as Manager, Workforce Programs (effective date 10-07-16)

Separation of:

Rosanne Brandeburg as Executive Director, Foundation (effective date 8-29-16)

Christina Lisle as Project Manager, Nursing (effective date 9-30-16)

Retirement of:

Linda Holiman as Executive Assistant to the President (effective date 12-30-16)

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

Write-Off of Tangible Personal Property

2016-128

Mr. Morris moved and Mrs. Butler seconded the motion to approve as presented the Write-Off of Tangible Personal Property in the total amount of the original cost of \$608,668.04. The major portion of this (\$490,661.86) is made of up obsolete IT equipment and old computers that have been replaced as part of the annual technology refresh program. All items have been reviewed to ensure that no useful value to the College remains for each item’s continued use. The motion was passed with the following vote: Voting “yea” – Blankenship, Butler, Hill, Jones, Lee, Morris and Wahl. (Details in Supplementary Material)

Monthly Fiscal Report for September 2016

2016-129

Mr. Morris moved and Mrs. Butler seconded the motion to accept the Monthly Fiscal Report for the General Operating Fund for the three-month period ending September 30, 2016. The motion was passed with the following vote: Voting “yea” – Blankenship, Butler, Hill, Jones, Lee, Morris and Wahl. (Report in Supplementary Material)

Facilities Report

2016-130

Mr. Morris moved and Mrs. Butler seconded the motion to acknowledge the Facilities Report for October 2016 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 and Wahl. (Report in Supplementary Material)

Purchases Over \$25,000

2016-131

Mr. Morris moved and Mrs. Butler seconded the motion to accept the report of Purchases Over \$25,000 for the period September 1-30, 2016. The motion was passed with the following vote: Voting “yea” – Blankenship, Butler, Hill, Jones, Lee, Morris and Wahl. (Report in Supplementary Material)

SCHEDULED INFORMATION REPORTS

President’s Report

2016-132

Dr. Sidor reviewed some topics of interest:

- ✓ The legislative agenda. Dr. Sidor discussed the challenges we face with our funding and how to educate the legislature on our position. Time will be spent at the November COP meeting to finalize the funding request. Dr. Sidor will have justification and talking points for the three areas which he thinks needs to be on our agenda for the legislature: 1. Joint Use Facility with Lake Tech 2. Deferred Maintenance Funding and 3. Ongoing operational funding for the Math Emporium.
- ✓ Baccalaureate Degrees. Dr. Sidor gave a report on his meeting with Dr. John Hitt, UCF, and the options which came out of this meeting. He reported on Senator Negen’s observations that the community colleges should not be offering four year degrees. There is a discussion about a separate community college system. Dr. Wymer and his team are preparing our program application but Dr. Sidor is recommending that we wait until after the election cycle before moving forward.
- ✓ Sumter Workforce Partnership. The MOU has been signed by Sumter County Board of County Commissioners. Bradley Arnold is doing a regional needs analysis. Once that is complete, the Partners will meet and decide how to move forward.
- ✓ Sumter County Schools. The Agreement has been signed and the next stop will be to identify workforce programs and build a budget.
- ✓ Lake Technical. Discussions on the Joint Use Facility is moving along well. Since the legislature is wanting to see certificate and workforce training, we are moving forward together with justification to make this happen.
- ✓ Foundation. Dr. Sidor is wearing two hats but things are going well. The Finance Committee of the Foundation has been reformed and are taking control of the finances of the Foundation. We have moved the Foundation from their software program to Banner. We now have the ability to track revenue and expenses.

- ✓ Duke Energy. Dr. Sidor asked Dr. Jones to report on a meeting with Duke Energy. Dr. Jones reported to Mr. Jerry Miller the gap with our current funding sources and requested their help in closing that gap. Duke Energy is very impressed with what we are doing with both our lineman and relay tech programs and they are willing to help us move away from just the operational funding to be able to help more students. Discussions will continue.

Vice Presidents' Reports

2016-133

Claire Brady reported:

- ✓ CareerSource Central Florida. Ms. Brady and Dr. Jones are working together to develop a project with Career Source Central Florida. They have developed a MOU for a full time career services consultant to be on our campus for four days a week, working side by side with our Career Development offices. CSCF will start on our Leesburg campus with the hope of moving out to the other campuses. CareerSource has the expertise with placement and our students will be registered with them. And, the MOU will include significant data sharing that LSSC does not have which will give us the ability to track our students, even after they graduate in regards to wage and employment.
- ✓ Campus Safety. Claire gave the board the new "tiny wallet card" with campus safety information which will be given out to students at orientation and campus tours. We are trying to brand this idea.
- ✓ Starfish update. As of last week, 91% of faculty had participated with 6,000 flags being raised; 4,000 were positive remarks but 2,000 of them were actual items for the advisors to handle. Her team is doing reporting and assessment with the focus of the next series of progress surveys being to catch the students who are in danger of failing. The national average response rate with Starfish is 63% and LSSC is 91%.
- ✓ New On-Line Graduation application has been launched. 270 students have applied for graduation and 117 have indicated they will walk. There is still time for students to apply.
- ✓ Improvements @ Sumter campus. The Sumter campus is sporting a Chalkboard wall, improvements to the student lounge, and an active student government association. The faculty are engaged and there is an excitement and energy across the campus. Kudos to Kelly Hickmon for her leadership on the Sumter Campus.

Doug Wymer reported:

- ✓ Summer Rise Program. Has been nominated for the BellWeather Award. Application is due on 10/28.
- ✓ Lake Tech. Building relationships and exploring articulation ideas.
- ✓ Workforce/Baccalaureate programs. Launched program review - there is still some work to do.
- ✓ Faculty Rank and Promotion. Dr. Wymer is looking at the faculty's proposal and is hoping to be able to do better than what they have asked. He is working with HR on annual cost.

Mr. Scott reported:

- ✓ CIP. Through conversations with the State, there are some changes in the Capital Improvement Plan to our advantage with increased dollars for a new Lecture Hall and more dollars for the East Lake Campus proposal.
- ✓ Kudos to Vicki Ward and her team in building the reporting for the Foundation. They have completed the test phase and are moving into the production phase – everything is very positive.

- ✓ HSCA. He presented pictures of the dirt work at the building site – land has been cleared and they are into laying the foundation. Walls are being formed and next month the board will be able to possibly see some walls up at the site.
- ✓ Budget. As requested, Mr. Scott informed the board that we are still on budget and doing well.

Board Executive Committee Report

2016-134

Mr. Blankenship reported that the Executive Committee met on October 11 and went over the agenda for the October meeting. There were no other reports to come before the board.

Board Attorney’s Report

2016-135

Board Attorney Anita Geraci-Carver indicated that she had nothing to report to the Board at this meeting. (Written Report in Supplementary Material)

NEW BUSINESS

Annual Plan

2016-136

Mr. Dave Weber presented a PowerPoint which showed the 2016-2017 Annual Plan which has been prepared by Dr. Sidor and the senior college leadership. The three areas which were presented highlighted three major topics: 1. Measuring Results – 2016-2017 Performance Funding Results 2. A Look Back – 2015 – 2016 Annual Plan Achievements and 3. Going Forward: Priorities and operational tasks/action in the 2016-2017 LSSC Annual Plan. The motion was passed with the following vote: Voting “yea” – Blankenship, Butler, Hill, Jones, Lee, Morris and Wahl. (Details in Supplementary Material)

**LSSC Foundation, Inc. Expenditures/
Income from Academic Improvement Trust Fund
Endowment Accounts**

2016-137

It was moved by Mr. Wahl and seconded by Mr. Morris to approve Foundation expenditures paid by the Academic Improvement Trust Fund Endowment Accounts in the amount of \$40,000 for Faculty and Staff projects such as

- scientific and technical equipment
- scholarships, loans, or need-based grants
- other activities that will benefit students (current and future), will improve the quality of education at community colleges, or will enhance academic development in the community.

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

ADDED ON AGENDA UNDER NEW BUSINESS

REVISED 2017-2018 through 2021 – 2022 Capital Improvement Plan

2016-139

Mr. Scott reported that through conversations with the State, there are some changes to our advantage in the Capital Improvement Plan with increased dollars for a new Lecture Hall and more dollars for the East Lake Campus proposal.

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

OTHER CONSIDERATIONS

As Needed by Chairman/President

2016-138

The COP/Trustees Annual Meeting will be held November 2-3, 2016 in Orlando. Details will be mailed to the Trustees with registration, hotel and driving instructions.

Mr. Blankenship reminded everyone of the Calendar Notes at the end of the agenda. The next Board meeting will be on November 6, 2016 at 6:00 p.m. at the South Lake Campus.

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

Respectfully submitted,

ATTEST:

Kelly S. Rice, Chairman

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

Recording Secretary: Linda C. Holiman