

2015-2016

# Lake-Sumter State College

## Committee Directory

Cabinets, Councils, Committees



## Shared Responsibility/Governance Definition

Shared responsibility is a collaborative decision-making and planning process by which trustees, students, faculty, staff, and administrators work as a community of colleagues to advance the mission, vision, and values of Lake-Sumter State College (LSSC).

The spirit of shared responsibility at LSSC is reflected in the establishment of committees to promote participative governance and a framework for:

- Improving communication and transparency
- Encouraging input from all stakeholders
- Providing evidence-based decision-making
- Expanding opportunities for cooperation and leadership
- Providing a meaningful, efficient process

The benefits of shared responsibility include the following:

- Transparency
- Fosters a sense of empowerment
- Increases the breadth and depth of understanding of College issues
- Helps to foster divergent points of view
- Enhanced leadership opportunities
- Improves communication

## Overview of Constituents and Roles

### Supervisor Responsibility

- Support the ideal of shared responsibility/governance and encourage employees to participate and actively engage in the process.

### Chair/Co-Chair Responsibility

- Works with constituent representatives to plan and carry out the committees' charge.
- Previews the committee charge with constituents annually and communicates any changes to the Planning and Effectiveness Office.
- Communicates any changes in membership to Planning and Effectiveness.
- Provides a strong managerial direction.
- Presides at meetings and ensure that [Robert's Rules of Order](#) and [Service Excellence Standards](#) are upheld.
- Keeps group efforts focused and all members engaged, and encourages open, respectful, and objective communication.
- Is respectful of constituents' schedule; including starting and finishing at the set times.
- Monitors attendance of voting members and takes appropriate action to encourage participation.
- Ensures that quorum of voting members are in attendance.
- Delegates and ensures assigned tasks are completed.
- Represents the committee at official meetings and functions.
- Submits committee recommendations to the appropriate line of authority.

- Reviews the committee charge and point structure via the Involvement Worksheet and submit changes to the Planning and Effectiveness office.
- Monitors status on committee recommendations or actions.
- Provides mentorship for Chair in Training.
- Schedules meetings in advance using Outlook, tries to accommodate constituent schedules.
- Establishes and publicizes time, date and location of each meeting on the appropriate committee website, <http://www.lssc.edu/staff/Pages/Committees/default.aspx> .
- Arranges for meeting location and any logistical and technology requirements.
- Prepares materials, including agenda, as well as any supporting materials two days prior to the meeting.
- Follows Service Excellence Standards, which include being respectful, responsive, collaborative, and competent.
- Works with Scribe to ensure that draft meeting minutes are distributed to committee members for approval within five business days.
  - Ensures that approved meeting minutes are posted to the appropriate committee website within five business days of approval by the committee.

### **Voting Member Responsibility**

- Engages actively to carry out the charge of the committee.
- Acts as an advocate in the area of representation, and actively seeks the opinion of constituents.
- Communicates any concerns or needs that need to be brought forward from the area being represented.
- Responsible for and shares equally in committee work.
- Openly communicates and asks questions during meetings, as appropriate.
- Attends meetings regularly.
- Follows Service Excellence Standards, which include being respectful, responsive, collaborative, and competent.
- Supports other members concerns, while working to make recommendations and decisions that positively benefit constituents.

### **Resource Member Responsibility**

- Acts in an advisory capacity.
- Submits meeting agenda items to committee chair, as requested or suggested by constituents
- Share agenda and minutes via email with constituents and solicit issues and concerns.
- Is responsible for reporting pertinent information to the Committee as appropriate.
- Prepares and presents reports and supporting materials for the Committee, as appropriate.
- Follows Service Excellence Standards, which include being respectful, responsive, collaborative, and competent.

### **Scribe Responsibility**

- Records attendance of constituents.
- Accurately records the minutes of each meeting in accordance with Robert’s Rules of Order, to include:
  - Record of who makes a motion and who seconds motion.
  - Record the action and recommendation.
- Posts approved meeting minutes to committee website within five business day of committee approval.
- Notifies faculty and staff of posted minutes.
- Follows Service Excellence Standards, which include being respectful, responsive, collaborative, and competent.

### **Ex-Officio Responsibility**

- Acts as a non-voting member.
- Serves as a liaison or expert to the committee based on expertise to the committee.
- Attends meetings at his/her discretion.
- Follows Service Excellence Standards, which includes being respectful, responsive, collaborative, and competent.

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## LSSC - Cabinets

### PRESIDENT'S CABINET - Dr. Charles Mojock, Chair

**Charge:** The responsibility of the President's Cabinet is to advise the President on decisions and implementation of plans, and review operational issues as they relate to policy and procedures for the major divisions of the College. The District Board of Trustees' agendas are developed and reviewed by the Cabinet.

President's Cabinet Constituents		
Constituent Position	Names	Term
<b>Permanent Voting Members</b>		
President	Dr. Charles Mojock	Permanent
Senior VP, Business Affairs	Dick Scott	Permanent
Interim VP, Academic Affairs	Dr. Mary Jo Rager	Permanent
Interim VP, Enrollment and Student Affairs	Claire Brady	Permanent
<b>Resource Members</b>		
Executive Director, Human Resources	Fran Pistilli	Permanent
Exec. Director, Planning and Effectiveness	Dave Weber	Permanent
AVP, Business Services	Vicki Ward	Permanent
Others as needed		Resources

### EXPANDED CABINET - Dr. Charles Mojock, Chair

**Charge:** The responsibility of the President's Expanded Cabinet is to provide a broader based senior leadership group to advise the President on decisions and implementation of plans, and review operational issues as they relate to policy and procedures for the major divisions of the College.

Expanded Cabinet Constituents			
Constituent Position	Number Needed	Names	Term
<b>Permanent Voting Members</b>			
President	1	Dr. Charles Mojock	Permanent
Interim VP, Academic Affairs	1	Dr. Mary Jo Rager	Permanent
Senior VP, Business Affairs	1	Dick Scott	Permanent
Interim VP, Enrollment and Student Affairs	1	Claire Brady	Permanent
Executive Director, Human Resources	1	Fran Pistilli	Permanent
Exec. Director, Planning and Effectiveness	1	Dave Weber	Permanent
AVP, Business Services	1	Vicki Ward	Permanent
AVP, Baccalaureate and Workforce Programs	1	Dr. Eugene Jones	Permanent
AVP, General Education and Transfer Programs	1	Dr. Gary Sligh	Permanent
Dean, South Lake	1	Thom Kieft	Permanent
Executive Director, Foundation	1	Rosanne Brandeburg	Permanent
CIO	1	Doug Guiler	Permanent
Director, Student Development	1	Carolyn Scott	Permanent
Executive Director, Facilities	1	David Martin	Permanent
<b>Resource Members</b>			
Linda Holiman			Permanent
Others as needed			Resources

## LSSC - Councils

### ADMINISTRATIVE COUNCIL - Dr. Charles Mojock, Chair

**Charge:** The responsibility of the Administrative Council is to provide a forum for: discussion of issues and ideas that impact the college community; consideration of activities, projects, or programs involving the College community; and dissemination of information to the College community.

Administrative Council Constituents				
Constituent Position	Number Needed	Names	Start	End
<b>Permanent Voting Members</b>				
President	1	Dr. Charles Mojock	Permanent	
Interim VP, Academic Affairs	1	Dr. Mary Jo Rager	Permanent	
Senior VP, Business Affairs	1	Dick Scott	Permanent	
Interim VP, Enrollment and Student Affairs	1	Claire Brady	Permanent	
Executive Director, Planning and Effectiveness	1	Dave Weber	Permanent	
Executive Director, Foundation	1	Rosanne Brandeburg	Permanent	
Executive Director, Human Resources	1	Fran Pistilli	Permanent	
CIO	1	Doug Guiler	Permanent	
AVP, Business Services	1	Vicki Ward	Permanent	
AVP, Baccalaureate and Workforce Programs	1	Dr. Eugene Jones	Permanent	
AVP, General Education and Transfer Programs	1	Dr. Gary Sligh	Permanent	
Associate Dean, Workforce Programs	1	Dr. Richard Westberry	Permanent	
Dean, South Lake	1	Thom Kieft	Permanent	
Executive Director, Facilities	1	David Martin	Permanent	
eLearning Representative	1	Mike Nathanson	Permanent	
Director, Youth Outreach	1	Rey Cortes	Permanent	
Director, College Relations	1	Sasheika Tomlinson	Permanent	
Budget Director	1	Diana Billingham	Permanent	
Director, Learning Centers	1	Marion Kane	Permanent	
Director, Student Development	1	Carolyn Scott	Permanent	
Athletic Director	1	Mike Matulia	Permanent	
Director, Financial Aid	1	Audrey Williams	Permanent	
Director, Libraries	1	Denise English	Permanent	
Director, Baccalaureate Program	1	Jane Scott	Permanent	
Director, Business Opportunity	1	Nancy Muenzmay	Permanent	
Director, Admissions	1	Bryan Anderson	Permanent	
Director, Enterprise Systems	1	Dave Phillips	Permanent	
Director, Tech Infrastructure and PC Support	1	Rob Johnson	Permanent	
Registrar	1	Alba Rodriguez	Permanent	
Director, Nursing Program	1	Cindy Griffin	Permanent	
Manager, SU Student Services	1	Kelly Hickmon	Permanent	
<b>Voting Members</b>				
Faculty Representative	1	Dr. Cory Blackwell	2014	
MaP Representative	1	Stephanie Brinkley	2014	
Equity Officer	1	Christyne Hamilton		
<b>Scribe</b>				
Executive Assistant to the President	1	Linda Holiman	Resource	

## COLLEGE PLANNING COUNCIL – Dave Weber, Chair

**Charge:** The College Planning Council serves as the “point of consensus” in a participatory process of identifying and analyzing issues of significant interest to the college community and developing recommended solutions or actions. Through the Planning Council, the President obtains recommendations for planning goals and objectives and budget allocation priorities. The Council also evaluates the use of planning and assessment results to improve the processes of teaching and learning, operations, and student services.

College Planning Council Constituents				
Constituent Position	Number Needed	Names	Start	End
<b>Permanent Voting Members</b>				
President	1	Dr. Charles Mojock	Permanent	
Exec. Director, Planning and Effectiveness	1	Dave Weber	Permanent	
Interim VP, Academic Affairs	1	Dr. Mary Jo Rager	Permanent	
Senior VP, Business Affairs	1	Dick Scott	Permanent	
Interim VP, Enrollment and Student Affairs	1	Claire Brady	Permanent	
AVP, Business Services	1	Vicki Ward	Permanent	
<b>Voting Members</b>				
Faculty Representatives	8	Cynthia Nash	2015	
		Betti McTurk	2015	
		Kevin Arms	2015	
		Deb Pate	2015	
		Dr. Alex Perez-Barry	2013	2016
		Dr. Scott Hopkins	2014	2017
		Les Hurley	2014	2017
		Jennifer Cerione	2013	2016
Student Representatives	2	TBA		
		TBA		
AVP, Baccalaureate and Workforce Programs	1	Dr. Eugene Jones	2015	
Student Affairs Representative	1	Scott Pennington	2015	
Business Affairs Representative	1	Rob Johnson	2015	
Managerial/Tech. Representative	1	Claudia Morris	2014	2017
Admin. Craft/Trades Representative	1	Vacant	2014	2017
<b>Resource Members</b>				
AVP, General Education and Transfer Programs	1	Dr. Gary Sligh	Resource	
Associate Dean, Workforce Programs	1	Dr. Rich Westberry	Resource	
Director, Student Development	1	Carolyn Scott	Resource	
Budget Director	1	Diana Billingham	Resource	
Executive Director, Human Resources	1	Fran Pistilli	Resource	
Director, Learning Centers	1	Marion Kane	Resource	
Dean, South Lake	1	Thom Kieft	Resource	
CIO	1	Doug Guiler	Resource	
Student Life	1	Cindy Lackey	Resource	
Institutional Effectiveness Planning Comm. Chair	2	Rick Palmer	Resource	
Director, College Relations	1	Sasheika Tomlinson	Resource	
Director, Libraries	1	Denise English	Resource	
Manager PDC – Performance Management	1	Tracey Hoff	Resource	
Executive Director, Facilities	1	David Martin	Resource	
Executive Director, Foundation	1	Rosanne Brandeburg	Resource	
Equity Officer	1	Christyne Hamilton	Resource	
<b>Scribe</b>				
Sr. Staff Assistant Planning and Effectiveness	1	Suzanne Dausman	Resource	



## LSSC – Planning Committees

### BACCALAUREATE LEADERSHIP COMMITTEE - Dr. Eugene Jones, Chair

**Charge:** The responsibility of the Baccalaureate Leadership Committee is to research workforce needs and identify potential new baccalaureate programs; review college processes related to baccalaureate students and programs; identify unique needs of baccalaureate students and programs, and make recommendations to the President’s Cabinet.

Baccalaureate Leadership Committee			
Constituent Position	Number Needed	Names	Term
<b>Permanent Voting Members</b>			
AVP, Baccalaureate and Workforce Programs	1	Dr. Eugene Jones	Permanent
Director, Baccalaureate Programs	1	Jane Scott	Permanent
Exec. Director, Planning and Effectiveness	1	Dave Weber	Permanent
Associate Dean, Workforce Programs	1	Dr. Richard Westberry	Permanent
Director, Student Development	1	Carolyn Scott	Permanent
<b>Scribe</b>			
AVP Staff Assistant, Baccalaureate and Workforce Programs	1	Carol Henry	Permanent

### CURRICULUM and INSTRUCTION COMMITTEE - Mr. Thom Kieft and Mr. Jeremy Norton, Co-Chairs

**Charge:** The purpose of this Committee is to review all proposals related to curriculum and instructional matters, including course and program additions, deletions, modifications and textbooks. Recommendations will be made to the Vice-President of Academic Affairs for submission to the President’s Cabinet and subsequent submission to the District Board of Trustees as appropriate.

Curriculum and Instruction Committee Constituents				
Constituent Position	Number Needed	Name	Start	End
<b>Permanent Voting Members</b>				
Dean, South Lake	1	Thom Kieft	Permanent	
AVP, General Education and Transfer Programs	1	Dr. Gary Sligh	Permanent	
Associate Dean, Workforce Programs	1	Dr. Richard Westberry	Permanent	
Sr. Mgr., College Assessment and Learning	1	Rick Palmer	Permanent	
Registrar	1	Alba Rodriguez	Permanent	
<b>Voting Members</b>				
Faculty/AA Representative	5	Jeff Stephens	2013	2016
		Scott Hopkins	2013	2016
		Jeremy Norton	2014	2017
		Melinda Simmons	2014	2017
		Matt Wood	2015	2018
Faculty/AS Representative	4	Jay Clark	2013	2016
		Betti McTurk	2014	2017
		Irene Owens	2013	2016
		Imke Casey	2015	2018
Student Affairs Representative	1	Caitlin Moore	2015	2018
<b>Resource Members</b>				

Degree Audit Tech Specialist	1	Sue Hackney	Resource
Baccalaureate Representative	1	Jane Scott	Resource
Librarian Representative	1	Robin Etter	Resource
Workforce Development	1	Betty Downey	Resource
<b>Scribe</b>			
Sr Staff Assistant, General Education and Transfer Programs	1	Sheldon Williams	Resource

## ENROLLMENT MANAGEMENT COMMITTEE - Bryan Anderson, Chair

**Charge:** The Enrollment Management Committee is responsible for overseeing the enrollment planning and management process which maximizes specific recruitment and retention efforts. This includes the development, implementation, and assessment of a strategic Enrollment Management Plan (EMP), which provides the College with direction to meet its enrollment goals through increased responsiveness and student success strategies.

**Subcommittees:** Catalog, Marketing, Recruitment Sub-Committee, and Retention

Enrollment Management Committee Constituents				
Constituent Position	Number Needed	Name	Start	End
<b>Permanent Voting Members</b>				
Director, Admissions	1	Bryan Anderson	Permanent	
AVP, General Education and Transfer Programs	1	Dr. Gary Sligh	Permanent	
Director, Student Development	1	Carolyn Scott	Permanent	
Director, College Relations	1	Sasheika Tomlinson	Permanent	
Director, Financial Aid	1	Audrey Williams	Permanent	
Registrar	1	Alba Rodriguez	Permanent	
Sumter Manager	1	Kelly Hickmon	Permanent	
Bursar	1	Loretta Campman	Permanent	
<b>Voting Members</b>				
Associate Dean, Workforce Programs	1	Dr. Richard Westberry	2015	
Athletics Representative	1	Rich Billings		
Director, Baccalaureate Programs	1	Jane Scott	2012	
E-Learning Representative	1	Kyle Cole	2014	
Faculty AA Representatives	2	vacant Sybil Brown	2012	
Faculty AS Representative	1	Minerva Haugabrooks	2014	
IT Representative	1	Doug Guiler	2012	
Student Life Representative	1	Linda Karp	2015	
Youth Outreach Representative	1	Felicia Shelton	2015	
<b>Resource Members</b>				
Data Resource	1	Tammy Castello	Resource	
Dean, South Lake	1	Thom Kieft	Resource	
Exec. Director, Planning and Effectiveness	1	Dave Weber	Resource	
Director, Learning Centers	1	Marion Kane	Resource	
<b>Scribe</b>				
Assistant to Interim VP, Enrollment & Student Affairs	1	Geneva Jones	Resource	

## ENROLLMENT MANAGEMENT – Sub-Committees

### Catalog Sub-Committee - Alba Rodriguez, Chair

Enrollment Management – Catalog Sub-Committee				
Constituency	Number Needed	Names	Start	Stop
Registrar	1	Alba Rodriguez	2014	
Dean, South Lake	1	Thom Kieft	2012	
Publications/Marketing	1	Glenda Libby	2012	
Academic Affairs	1	Donna Glover	2013	
Academic Advisor LE	1	Carolyn Fonville	2015	
Academic Advisor SL	1	Jessica Bardt	2015	
Workforce Programs Manager	1	Betty Downey	2015	
Business Affairs	1	Linda Peshek	2015	
Records Office	1	Sarah Seigworth	2015	
Transcript Evaluators	2	Amber Lemanakis Laurie Kaminski	2015 2015	

## EQUITY AND DIVERSITY COMMITTEE - Christyne Hamilton, Chair

**Charge:** This Committee provides information; recommends and coordinates activities that promote multi-cultural awareness and diversity/equity for employees and students at the institution; and monitors implementation of the Annual Equity Plan strategies.

Equity and Diversity Committee Constituents				
Constituent Position	Number Needed	Names	Start	End
<b>Permanent Voting Members</b>				
Equity Officer	1	Christyne Hamilton	Permanent	
Assistant Director OSD	1	Raelynn Poole	Permanent	
Service Excellence Equity Champion Team Rep	1	vacant	Permanent	
<b>Voting Members</b>				
Athletic Representative	1	vacant		
Business Affairs	1	Audrey Williams		
Student Affairs Representative	2	Cindy Lackey Scott Pennington		
Academic Affairs	1	Iona Bowers		
Faculty AA Representative	1	Cory Blackwell	2013	
Faculty AS Representative	1	Lloyd Beckles	2013	
Tech/Managerial Representatives	3	Greg Cumbaa Sonja Sanders		
Admin. Craft/Trades Representative	1	Vacant		
Student Representative	1	SGA Rep (TBD)		
Community Member Representative	1	Carolyn Samuel		
<b>Resource Members</b>				
Planning and Effectiveness Representative	1	Tammy Castello	Resource	
Human Resources Representative	1	Jane Little	Resource	
<b>Scribe</b>				
Academic Affairs	1	Stephanie Brinkley	Resource	
<b>Ex Officio</b>				
College President	1	Dr. Charles Mojock	Permanent	

## HUMAN RESOURCES COMMITTEE - Fran Pistilli, Chair

**Charge:** This committee reviews LSSC Human Resource policy and procedure, current best practices in the human resources field, and LSSC employee engagement; makes recommendations to senior management for process improvement in these areas; and develops implementation plans for approved process changes.

Human Resources Committee Constituents				
Constituent Position	Number Needed	Names	Start	End
<b>Permanent Voting Members</b>				
Executive Director, Human Resources	1	Fran Pistilli	Permanent	
<b>Voting Members</b>				
Faculty Representative	1	Debby Hicks	2012	
Faculty Representative	1	Lloyd Beckles	2014	
Library or Baccalaureate Representative	1	Nora Rackley	2012	
Admin/Managerial Representative	1	Tasha Hurst	2012	
Admin. Craft/Trades Representatives	1	Bob Fox	2015	
IT Representative	1	Steven Fowler	2015	
Business Affairs Representative	1	Diana Billingham	2014	
Student Affairs	2	Delrita Meisner Sara Corvil	2015 2015	
President's Division	1	Linda Holiman	2012	
<b>Resource Members</b>				
Manager, PDC and Performance Mgmt	1	Tracey Hoff	Resource	
Manager, Benefits and Compensation	1	Mel Tuck	Resource	
Manager, Talent Acquisition	1	Sasha Aponte	Resource	

## INSTITUTIONAL EFFECTIVENESS PLANNING COMMITTEE– Dave Weber and Rick Palmer, Co-Chairs

**Charge:** The charge of the Institutional Effectiveness Planning Committee is to fulfill an advisory, monitoring, and coordinating role ensuring that the College maintains reliable and systematic institutional processes and practices at every level to sustain the high-quality evaluation activities of academic programs and support services.

Institutional Effectiveness Planning Committee				
Constituent Position	Number Needed	Names	FY Start	End
<b>Permanent Voting Members</b>				
ED of Planning and Effectiveness	1	Dave Weber		Chair
Sr. Man. College Assess-Learning	1	Rick Palmer		Co-Chair
<b>Voting Members</b>				
Academic Affairs Faculty Representative	2	Vacant		
		Vacant		
Academic Support Representative(s)	2	Vacant (Lib, e-Learn, Learn Ctr, Cont Ed)		
Business Affairs Representative	2	Vacant		
		Vacant (Fin, Acct, Purchase, HR, Fin-Aid)		
Enrollment & Student Affairs Representative	2	Nancie Bourne	2015	
		Bill Kennedy	2015	
Foundation Representative	1	Vacant		

IT Representative	1	Vacant		
Library Representative	1	Kevin Arms	2015	
President's Division Representative	1	Vacant		
Youth Outreach Representative	1	Vacant		
<b>Resource Members</b>				
Statistician	1	Bill Dillinger	2016	
<b>Scribe</b>				
Sr. Staff Asst. Planning & Effectiveness	1	Suzanne Dausman		Resource

## PROFESSIONAL DEVELOPMENT STEERING COMMITTEE– Tracey Hoff, Chair

**Charge:** This Committee reviews the recommended employee training request reports generated from the employee training surveys as reviewed by PDC Advisory Committees, prioritizes those needs from the reports into a recommended comprehensive College-wide training plan, and provides the plan with a budget for the Cabinet and Planning Council's approval.

Sub-Committees: Faculty Advisory and Managerial, Technical, and Professional Advisory.

Professional Development Steering Committee Constituents				
Constituent Position	Number Needed	Names	Start	End
<b>Permanent Voting Members</b>				
PDC Coordinator and Scribe	1	Tracey Hoff	Permanent	
Executive Director, Human Resources	1	Fran Pistilli	Permanent	
Continuing Education	1	DeAnna Diggs	Permanent	
Center For Excellence In Teaching (CET) Representative	1	Marion Kane	Permanent	
<b>Voting Members (from Sub Committees*)</b>				
Faculty AA Representative	1	Judy Stimpson	2012	2015
Faculty AS Representative	1	Marilee Elias	2012	2015
Faculty Library Representative	1	Robin Etter	2013	2015
Administration Representative	1	Mike Nathanson	2012	2015
MaP Representative	1	Tammy Castello	2014	2016
Business Affairs Representative	1	Karen Meade	2013	2015
Student Affairs Representative	1	Odalys Simmons	2015	

\*Voting Members come from the respective Sub Committee membership – Sub committees elect their rep for the Steering Committee.

## PROFESSIONAL DEVELOPMENT STEERING COMMITTEE – SUB-COMMITTEES

### Faculty Advisory Sub-Committee – Marion Kane, Chair

Professional Development Steering - Faculty Advisory Sub-Committee				
Constituency	Number Needed	Names	Start	End
Director of Learning Centers	1	Marion Kane	2012	
Faculty Math	1	Judy Stimpson	2012	2016
Faculty Science	1	Chris Leibner	2012	2016
Faculty Nursing	1	Marilee Elias	2012	2016
Faculty English	1	Elizabeth Terranova	2012	2016
PDC Coordinator	1	Tracey Hoff	2012	2016
Librarian Representative	1	Robin Etter	2012	2016

## Managerial, Technical, and Professional Advisory Sub-Committee – Tracey Hoff, Chair

Professional Development Steering – Managerial, Technical, Professional Advisory Sub-Committee				
Constituency	Number Needed	Names	Start	End
PDC Coordinator	1	Tracey Hoff	2012	
Business Affairs Representative	1	Karen Meade	2014	2016
Academic Affairs	1	Erin North	2014	2016
Director of Learning Centers	1	Marion Kane	2013	2016

## SERVICE EXCELLENCE TEAM – Marion Kane, Chair

**Charge:** The Service Excellence Team is to measure, reflect upon, and recommend improvements in conducting daily activities so that the Service Excellence standards of Respect, Collaboration, Responsiveness, and Competence are always represented, and to educate LSSC staff and faculty about their role in upholding these standards.

**SUB-TEAMS** – Diversity and Cultural Awareness, Continuous Improvement, Communication and Awareness, Orientation and Training, and Recruitment

Service Excellence Team Constituents				
Constituent Position	Number Needed	Names	Start	End
<b>Voting Members</b>				
SET Chair	1	Marion Kane	2011	
Champion of Continuous Improvement	1	Geni Wright	2014	
Champion of Orientation and Training	1	Tracey Hoff	2013	
Champion of Communication and Awareness	1	Wendy Houdek-Erskine	2012	
Champion of Recognition	1	TBD	2013	
Champion of Diversity and Cultural Awareness	1	Beth Terranova	2014	
SET Scribe	1	TBD		

## SERVICE EXCELLENCE TEAM – SUB TEAMS

### Diversity and Cultural Awareness Team – Elizabeth Terranova, Chair

Service Excellence - Diversity and Cultural Awareness Team				
Constituency	Number Needed	Name	Start	End
English Faculty	1	Elizabeth Terranova	2014	
Library	1	Nora Rackley	2011	
Library	1	Jan Jackson	2011	
Library	1	Jason Oakes	2013	
Director, Baccalaureate Program	1	Jane Scott	2011	
Student Success	1	Maribel Torres	2013	
Humanities Chair	1	Dr. Michael Morse	2011	
Faculty Representative	1	Matt Kennedy	2014	
Learning Center	1	Berni Hebrock	2011	
Foreign Language Chair	1	Alex Bruno	2011	

**Other Committees to be determined as needed for projects:**

Service Excellence – Continuous Improvement Sub-Committee				
Constituency	Number Needed	Names	Start	End
eLearning	1	Geni Wright	2014	

Service Excellence – Communications and Awareness Sub-Committee				
Constituency	Number Needed	Names	Start	Stop
Learning Center	1	Wendy Houdek Erskine	2014	

Service Excellence - Orientation and Training Sub-Committee				
Constituency	Number Needed	Names	Start	Stop
PDC	1	Tracey Hoff	2014	

**TEACHING AND LEARNING COMMITTEE – Gary Sligh and Karen Hogans, Co-Chairs**

**Charge:** The Teaching and Learning Committee’s charge is to promote efforts to continuously examine and improve teaching and student learning throughout the College. We commit to this charge by creating processes to introduce innovation and technology in the classroom, to determine the effectiveness of current academic programs, and to make recommendations for new programs. This committee also monitors the qualifications of faculty; organizes professional development activities that promote excellent teaching; facilitates the assessment of student learning outcomes; and oversees General Education and the Quality Enhancement Plan (QEP). This committee provides leadership in the areas of teaching and learning to support the College’s mission and to ensure compliance with regional accreditation requirements of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

**Sub-Committees** – Scheduling, eLearning/Learning Resources, Assessment, Faculty Credentialing, QEP Advisory

Teaching and Learning Committee Constituents				
Constituency	Number Needed	Names	Start	End
<b>Permanent Voting Members</b>				
Associate Dean, Workforce Programs	1	Rich Westberry	Permanent	
AVP, Baccalaureate and Workforce Programs	1	Eugene Jones	Permanent	
AVP, General Education and Transfer Programs	1	Gary Sligh	Permanent	
Dean, South Lake	1	Thom Kieft	Permanent	
<b>Voting Members</b>				
eLearning Director	1	Mike Nathanson	2012	
Director, Learning Centers	1	Marion Kane	2012	
Dept. Chair Nursing	1	Trisha Economidis	2013	
Dept. Chair Natural Sciences	1	Debra Hicks	2012	
Dept. Chair Business/Computers/Graphic Arts	1	Karen Hogans	2013	
Dept. Chair Humanities	1	Michael Morse	2013	
Dept. Chair Behavioral and Social Sciences	1	Jeremy Norton	2014	
Dept. Chair Math	1	Sybil Brown	2014	

Dept. Chair English	1	Alex Perez-Barry	2012	
Sr. Mgr., College Assessment and Learning	1	Rick Palmer	2012	
Director, Student Development	1	Carolyn Scott	2015	
Faculty Library Representative	1	James Cason	2014	
Workforce Representative	1	Vacant		
Baccalaureate Faculty Representative or Director	1	Jane Scott		
<b>Resource Member</b>				
Executive Director, Planning and Effectiveness	1	Dave Weber	Resource	
Registrar	1	Alba Rodriguez	Resource	
<b>Scribe</b>				
Staff Assistant	1	TBA	2015	

## TEACHING AND LEARNING – SUB-COMMITTEES

### Scheduling Sub-Committee – Thom Kieft, Chair

Teaching and Learning - Scheduling Sub-Committee				
Constituency	Number Needed	Names	Start	End
Dean, South Lake	1	Thom Kieft	2012	
Associate Dean, Workforce	1	Rich Westberry	2014	
Department Chair, English	1	Alex Perez-Barry	2014	
Student Affairs Representatives	5	Sara Corvil Kelly Hickmon SU Bill Kennedy LE Kris Valentine SL Andrea Brooks SL	2015 2014 2012 2015 2015	
Academic Affairs Representative	1	Donna Glover	2012	
Dept. Chair, Natural Sciences	1	Debra Hicks	2012	
Dept. Chair, Ed/Bus/Computers	1	Karen Hogans	2013	
Dept. Chair, Humanities	1	Michael Morse	2013	
Dept. Chair, Nursing	1	Trish Economidis	2014	
Dept. Chair, Behavioral and Social Sciences	1	Jeremy Norton	2014	
Dept. Chair, Math	1	Sybil Brown	2014	
Faculty	1	Scott Hopkins	2012	

### Learning and eLearning Resources Sub-Committee – Marion Kane, Mike Nathanson & Nora Rackley, Rotating Co-Chairs

Teaching and Learning - eLearning and eLearning Sub-Committee				
Constituency	Number Needed	Names	Start	End
Learning Centers Representative	1	Marion Kane	2012	
Library Representative	1	Nora Rackley	2014	
Faculty – Spanish	1	Alexander Bruno	2012	
SL Faculty	1	Kristen Chancey	2012	
Baccalaureate Representative	1	Vacant	2014	
eLearning Representative	1	Michael Nathanson	2012	
Chair, General Education & Transfer Programs	1	Jeremy Norton		
Chair, Workforce Education	1	Karen Hogans		
Faculty	1	Debbie Godwin		
PDC Representative	1	Tracey Hoff		



### 2015-2016 Assessment Sub-Committee – Jacklyn Pierce, Chair

Teaching and Learning - Assessment Sub-Committee				
Constituency	Number Needed	Names	Start	End
Faculty - English	1	Jacklyn Pierce	2014	
eLearning Representative	1	Chris Sergeant	2015	
Faculty-Dev. English / QEP	1	Alex Perez-Barry	2012	
Faculty – Natural Science	2	Steve Husebye Steve Clark	2012 2014	
Faculty - Nursing	1	Nicole Tinny	2012	
Faculty – Math	1	Nicole Osborn	2013	
Faculty – Social Science	1	Julie Brooks-Fason	2014	
Faculty – Computers	1	Joan Johnson	2014	
Faculty - Math	1	Karen Hogans	2015	
Faculty - ECE	1	Jacquie Barnwell-Williams	2015	
Faculty – Criminal Justice	1	Becky Nathanson	2015	
	1	Robert Frank	2015	
Teaching Learning Representative	1	Phillip Suttkus	2015	
Planning and Effectiveness	1	Rick Palmer	Resource Member	
Academic Tech. Specialist	1	Philip Suttkus	Resource Member	

### Faculty Credentialing Sub-Committee – Debra Hicks, Chair

Teaching and Learning - Faculty Credentialing Team Sub-Committee				
Constituency	Number Needed	Names	Start	End
Dept. Chair, Natural Sciences	1	Debra Hicks	2012	
Dept. Chair, Business/Computer Sci./Education	1	Karen Hogans	2012	
AVP, Baccalaureate and Workforce Programs	1	Eugene Jones	2012	
Program Manager Public Services	1	Rebecca Nathanson	2012	

### Quality Enhancement Plan Advisory Sub-Committee – Alex Perez-Barry, Chair

Teaching and Learning - Quality Enhancement Plan Advisory Sub-Committee				
Constituency	Number Needed	Names	Start	End
QEP Director	1	Alex Perez-Barry		
Dean, South Lake	1	Thom Kieft	2010	
English Representative	1	Danielle Reites	2010	
QEP Math Coordinator	1	Alissa Sustarsic	2010	
QEP English Coordinator	1	Natalie Souders	2015	
English Representative	1	Beth Terranova	2014	
English Representative	1	Scott Hopkins	2013	
English Representative	1	Patrick Rader	2014	
Speech Representative	1	Geni Wright	2014	
Dept. Chair Math	1	Sybil Brown	2010	
Reading Representative	1	Taralyn Pierce	2010	
Student Affairs Representatives	2	Nancie Bourne Jessica Bardt	2015 2015	

Library	1	James Cason	2010	
Learning Centers Representative	1	Marion Kane	2010	
eLearning Representative	1	Michael Nathanson	2010	
Health/Fitness Representative	1	Tanya Harris-Rocker	2014	
Student Representative	1	SGA Rep (TBD)	2014	

## TECHNOLOGY PLANNING COMMITTEE - Doug Guiler and Rich Westberry, Co-Chairs

**Charge:** This committee is responsible for developing short and long range plans to meet the technology needs of the College, including administrative and academic computing, infrastructure, eLearning learning and library operations, voice, data and video communications. The committee also provides oversight and coordination of college-wide technology.

Technology Planning Committee Constituents				
Constituent Position	Number Needed	Names	Start	End
<b>Permanent Voting Members</b>				
CIO	1	Doug Guiler	2012	
AVP, General Education and Transfer Programs	1	Dr. Gary Sligh	2012	
Director, Libraries	1	Denise English	2012	
Director, eLearning	1	Mike Nathanson	2012	
<b>Voting Members</b>				
Faculty AA Representative	1	Karen Hogans	2013	
Faculty AS Representative	1	Imke Casey	2014	
Planning and Effectiveness Representative	1	Nancy Petty	2014	
Financial Service Representative	1	Loretta Campman	2012	
Financial Aid Representative	1	Audrey Williams	2012	
Student Affairs Representative	1	Mark Duslak	2015	
Advising/Student Development	1	Carolyn Fonville	2012	
Continuing Ed – Asst. Dir. Computer Institute	1	DeAnna Diggs	2012	
IT Representative	1	Rob Johnson	2012	
Associate Dean, Workforce Programs	1	Dr. Richard Westberry	2015	
<b>Resource Members</b>				
Interim VP, Enrollment & Student Affairs	1	Claire Brady	2015	
<b>Scribe</b>				
CIO Assistant	1	Karen Meade		

## TITLE III PLANNING COMMITTEE - Dr. Mojock, Chair

**Charge:** This committee provides oversight for the Title III project, serving as steward for administrative and fiscal management. The President chairs the committee, ensuring that senior staff members are systematically involved in all phases of project management. The College is ultimately accountable to the U.S. Department of Education. The Committee is composed of a cross-section of College constituencies invested in the student success initiatives, providing direction and guidance for Title III-related activities and working collaboratively to maximize the effectiveness of programming, eliminate duplication, and promote College-wide ownership for the grant initiatives.

Title III Planning Committee Constituents			
Constituent Position	Number Needed	Names	Term
<b>Permanent Voting Members</b>			
President	1	Dr. Charles Mojock	Permanent
Interim VP, Academic Affairs	1	Dr. Mary Jo Rager	Permanent

Senior VP, Business Affairs	1	Dick Scott	Permanent
Interim VP, Enrollment and Student Affairs	1	Claire Brady	Permanent
Executive Director, Planning and Effectiveness	1	Dave Weber	Permanent
Assistant Director, Accounting	1	Deb Hampton	Permanent
Dean, South Lake	1	Thom Kieft	Permanent
Title III Statistician	1	Bill Dillinger	Permanent
Title III Grant Manager	1	Kim Kidd	Permanent
Sumter County School District Representative	1	Christina McKinney	Permanent
Director, Learning Centers	1	Marion Kane	Permanent
<b>Resource Members</b>			
Executive Director, Facilities	1	David Martin	Resource
Director, eLearning	1	Mike Nathanson	Resource
Chief Information Officer	1	Doug Guiler	Resource
Executive Director, Human Resources	1	Fran Pistilli	Resource
Executive Director, Foundation	1	Rosanne Brandeburg	Resource
Admissions	1	Bryan Anderson	Resource
Registrar	1	Alba Rodriguez	Resource
Director, Student Development	1	Carolyn Scott	Resource
Director, Youth Outreach Dept.	1	Rey Cortes	Resource
Sr. Manager, Grants Accounting	1	Mike Merrill	Resource
AVP, Business Services	1	Vicki Ward	Resource
AVP, General Education and Transfer Programs	1	Dr. Gary Sligh	Resource
Curriculum Committee Faculty Representative	1	Daniel Triolo	Resource
Director, Marketing and College Relations	1	Sasheika Tomlinson	Resource

## WEB COMMITTEE - Sasheika Tomlinson and Rick Palmer, Co-Chairs

**Charge:** The purpose of this committee is to serve in a resource and advisory capacity to reinforce and promote the integrity of the overall design, functionality, and content of the College website. The committee creates and recommends policies, procedures, guidelines, and best practices for LSSC web-related activities, explores new initiatives and strategies, and receives and reviews suggestions for changes and improvements to the website.

Web Committee Constituents				
Constituent Position	Number Needed	Names	Start	End
<b>Permanent Voting Members</b>				
Director, College Relations	1	Sasheika Tomlinson		
Web Designer	1	Debra Seaman	Permanent	
SharePoint Administrator	1	TBD	Permanent	
<b>Voting Members</b>				
Director, Library Services	1	Denise English	2012	
Faculty AA Representative	1	Graham Bourne	2013	
Faculty AA Representative	1	Jeremy Norton	2014	
Faculty AS Representative	1	Brandy Ziesemer	2014	
eLearning Representative	1	Kyle Cole	2014	
Continuing Ed Representative	1	DeAnna Diggs	2014	
Financial Aid Representative	1	Donna MacDonald	2012	
Foundation Representative	1	Vacant	2014	
Admissions Representative	1	Dani Chandonnet	2015	
Human Resources Representative	1	Mel Tuck	2014	
Student Affairs Representative	1	Odalys Simmons	2015	
Planning and Effectiveness Representative	1	Rick Palmer		
Student Representative	1	Vacant	2014	

Resource Members			
CIO	1	Doug Guiler	Resource
Assoc. Dean, Workforce Programs	1	Dr. Richard Westberry	Resource
Scribe			
Assistant	1	Geneva Jones	Permanent

## LSSC – Operational Committees

### ARTICULATION APPROVAL COMMITTEE - Dr. Gary Sligh, Chair

**Charge:** The Articulation Approval Committee reviews articulation requests from other institutions and make a recommendation on each to be forwarded to the Senior Vice President of Academic Affairs for ultimate approval by the Board of Trustees.

Articulation Approval Committee Constituents			
Constituent Position	Number Needed	Names	Term
Permanent Voting Members			
AVP, General Education and Transfer Programs	1	Dr. Gary Sligh	Permanent
AVP of Baccalaureate and Workforce Programs	1	Dr. Eugene Jones	Permanent
Director, Student Development	1	Carolyn Scott	Permanent

### CALENDAR COMMITTEE - Thom Kieft and Alba Rodriguez, Co-Chairs

**Charge:** This committee is responsible for recommending the academic and personnel calendar for the College to the President's Cabinet. The committee membership, along with representatives from the respective departments, also creates the detailed academic and registration calendar.

Calendar Committee Constituents				
Constituent Position	Number Needed	Names	Start	End
Permanent Voting Members				
Dean, South Lake	1	Thom Kieft	Permanent	
Registrar	1	Alba Rodriguez	Permanent	
Student Development	1	Jen Manson	Permanent	
Human Resources Representative	1	Fran Pistilli	Permanent	
Voting Members				
Business Affairs Representative	1	Linda Peshek	2012	
Student Affairs Representative-SU	1	Becky Fudge	2012	
Student Affairs Representative-SL	1	Mary Lunsford	2012	
Student Affairs Representative-LE	1	Laurie Kaminski	2015	
Faculty Representatives AA	1	Bret Taylor	2012	
Faculty Representatives AS/AAS	1	Brandy Ziesemer	2014	
Faculty Representative Nursing	1	Marilyn Cole	2015	
Student Representative	1	SGA Rep (TBD)		

## CAMPUS OPERATIONS COMMITTEES

**Charge:** These committees make appropriate recommendations in conjunction with the operation of the campus and its programs.

### South Lake Operations Committee - Mr. Thom Kieft, Chair

South Lake Campus Operations Committee Constituents				
Constituent Position	Number Needed	Names	Start	End
<b>Permanent Voting Members</b>				
Dean, South Lake	1	Thom Kieft	Permanent	
<b>Voting Members</b>				
Director, Library Services	1	Denise English		
Executive Director, Facilities	1	David Martin		
Director, Learning and Development Center	1	Marion Kane		
Staff Super. Bldg. and Grounds South Lake	1	Thom O'Hagan		
Interim Director, Student Development	1	Carolyn Scott		
UCF Representative	1	Tanya Armstrong		
County Library Representative	1	Vacant		
<b>Resource Members</b>				
Ex Officio	1	Dr. Charles Mojock	Permanent	
Senior VP, Business Affairs	1	Dick Scott	Permanent	
<b>Scribe</b>				
Instructional Admin. Staff Assistant	1	Erin North	Permanent	

### Sumter Campus Operations Committee - Dr. Mary Jo Rager, Chair

Sumter Campus Operations Committee Constituents				
Constituent Position	Number Needed	Names	Start	End
<b>Permanent Voting Members</b>				
Interim VP, Academic Affairs	1	Dr Mary Jo Rager	Permanent	
Senior VP, Business Affairs	1	Dick Scott	Permanent	
Interim VP, Enrollment and Student Affairs	1	Claire Brady	Permanent	
<b>Voting Members</b>				
AVP, Baccalaureate and Workforce Programs	1	Dr. Eugene Jones		
AVP, General Education & Transfer Programs	1	Dr. Gary Sligh		
Associate Dean, Workforce Programs	1	Dr. Richard Westberry		
Rise Academy - Title III	1	Thom Kieft		
Student Affairs Representative Sumter	1	Kelly Hickmon		
Library Representative	1	Dr. Richard Morrill		
Staff Super. Buildings and Grounds, Sumter	1	David Martin		
Faculty Representative – Sumter	1	Julia Sweitzer		
Community Representative	1	James Presley		
Sumter County School District Representative	1	Christina McKinney		
<b>Resource Members</b>				
Ex Officio	1	Dr. Charles Mojock	Permanent	
<b>Scribe</b>				
VP Staff Assistant, Student & Academic Affairs	1	Suzanne Jones	Permanent	

## EMERGENCY MANAGEMENT AND SAFETY COMMITTEE Dick Scott, Chair

**Charge:** The committee is called together anytime that there is an emergency situation that could potentially close down a campus or the College. It also reviews and makes suggestions on all policies and procedures related to safety issues and emergencies that could arise. It addressed individual safety issues that are brought forward for consideration on all campuses.

Emergency Management and Safety Committee Constituents				
Constituent Position	Number Needed	Names	Start	End
<b>Permanent Voting Members</b>				
Senior VP, Business Affairs	1	Dick Scott	Permanent	
Executive Director, Facilities	1	David Martin	Permanent	
<b>Voting Members</b>				
AVP, Baccalaureate and Workforce Programs	1	Dr. Eugene Jones		
AVP, General Education and Transfer Programs	1	Dr. Gary Sligh		
Dean, South Lake	1	Thom Kieft		
CIO	1	Doug Guiler		
Executive Director, Human Resources	1	Fran Pistilli		
Director, College Relations and Marketing	1	Sasheika Tomlinson		
Interim VP, Student Affairs & Title IX Coordinator	1	Claire Brady		
Interim Director, Student Development	1	Carolyn Scott		
Manager, Student Services – Sumter	1	Kelly Hickmon		
<b>Rotating Voting Members</b>				
Faculty	1	Rebecca Nathanson		
<b>Voting Members</b>				
Ex Officio	1	Dr. Charles Mojock	Permanent	
<b>Resource Members</b>				
Senior VP Assistant, Business Affairs	1	Linda Peshek	Resource	

## FACULTY RANK AND PROMOTION COMMITTEE Fran Pistilli, Administrator Alissa Sustarsic, Chair

**Charge:** The committee evaluates faculty portfolios and reviews the Faculty Rank and Promotion Plan and, if needed, make recommendations to Cabinet. The committee's work for the year is dependent on the number of candidates that apply for promotion.

Faculty Rank and Promotion Committee Constituents				
Constituent Representatives	Number Needed	Names	Start	End
<b>Voting Members</b>				
Faculty AS Representative	1	Minerva Haugabrooks	2014	2016
Faculty AA Representative	1	Katherine Urquhart	2014	2016
Faculty AA Representative	1	Daniel Triolo	2015	2017
Faculty Library Representative	1	James Cason	2014	2016
Faculty AA Representative	1	Alex Bruno	2015	2017
Faculty Nursing Representative	1	Robyn Winship	2015	2017

## RULES AND PROCEDURES COMMITTEE - Dave Weber, Chair

**Charge:** The committee reviews and recommends to the President's Cabinet new Board rules and revisions of existing Board rules and new and revised administrative procedures to coincide with Board rules.

Rules and Procedures Committee Constituents				
Constituent Position	Number Needed	Names	Start	End
<b>Permanent Voting Members</b>				
Exec. Director, Planning and Effectiveness	1	Dave Weber	Permanent	
Executive Director, Human Resources	1	Fran Pistilli	Permanent	
Controller	1	Vicki Ward	Permanent	
<b>Voting Members</b>				
Library Representative	1	Richard Morrill	2012	
Business Affairs Representative	1	Mikki Byerley	2012	
Academic Affairs Representative	1	Suzanne Jones	2015	
Student Affairs Representative	1	Bill Kennedy	2015	
President's Office Representative	1	Joan Knost	2012	
Faculty Representative	1	Jacklyn Pierce	2012	
Faculty Representative	1	Debby Hicks	2012	
<b>Scribe</b>				
Sr Staff Assistant, Planning and Effectiveness	1	Suzanne Dausman	Resource	

## SACSCOC COMMITTEE – Dave Weber, Chair

**Charge:** In progress

SACSCOC Committee			
Constituent Position	Number Needed	Names	Term
<b>Permanent Voting Members</b>			
<b>Scribe</b>			

## STAFF and PROGRAM DEVELOPMENT COMMITTEE - Chair

**Charge:** The SPD Committee allocates money to each working area in the College on a per capita basis. This allocation is to be used for any of the travel-related expenses for conferences, workshops or seminars approved by the supervisor or Vice President.

Staff and Program Development Committee Constituents				
Constituent Position	Number Needed	Names	Start	End
<b>Voting Members</b>				
Business Affairs	1	Allison Rehbaum	2013	
Academic Affairs Representatives	2	David Goff Alissa Sustarsic	2012 2012	
Student Affairs Representatives	1	Jessica Delgado	2015	
Business Affairs Representative	1	Tasha Hurst	2012	
President's Division Representative	1	Glenda Libby	2014	
<b>Resource Member</b>				
Dean, South Lake	1	Thom Kieft	2014	

## LSSC – Review Boards, Teams, Groups, and Ad Hoc Committees

### BACCALAUREATE ADMISSION REVIEW TEAM (BART) - Jane Scott, Chair

**Charge:** The Baccalaureate Admission Review Team reviews all baccalaureate admission applications to comply with guidelines for admission into upper division programs at Florida College System (FCS) institutions.

Baccalaureate Admission Review Team Constituents			
Constituent Position	Number Needed	Names	Term
<b>Permanent Voting Members</b>			
Director of Baccalaureate Programs	1	Jane Scott	Permanent
Admissions/Records	1	Dani Chandonnet	Permanent
Academic Advisor	1	Caitlin Moore	Permanent
Financial Aid	1	vacant	Permanent

### BANNER ADVISORY TEAM Doug Guiler and Dave Phillips, Co-Chairs

**Charge:** The purpose of the Banner Advisory Team will be to promote the effective use of Ellucian’s Banner technology, and act as a collective voice in the setting of both Banner project timelines and priorities, as well as suggesting and supporting policy or procedure changes that are needed to improve/streamline our business practices.

Banner Advisory Team Constituents			
Constituent Position	Number Needed	Names	Term
<b>Permanent Voting Members</b>			
IT – CIO	1	Doug Guiler	Permanent
IT – DBA	1	Dave Phillips	Permanent
Admissions - Degree Audit Tech Specialist	1	Susan Hackney	
Continuing Ed - Asst. Director, Computer Institute	1	Vacant	
Continuing Ed – Asst. Director, Cont. Education	1	Cathy Green	
Facilities – Executive Director	1	David Martin	
Facilities – Sr. Specialist Facilities Supplies/Reports	1	Mikki Byerley	
Finance – Asst. Director, Accounting	1	Deborah Hampton	
Finance – Controller	1	Vicki Ward	
Finance – Sr. Staff Accountant and Bursar	1	Loretta Campman	
Finance - Staff Accountant	1	Allison Rehbaum	
Financial Aid – Director, Financial Aid	1	Audrey Williams	
Financial Aid – Asst. Director, Financial Aid	1	Donna MacDonald	
HR - Executive Director	1	Fran Pistilli	
HR – Manager, Benefits-Compensation	1	Mel Tuck	
HR – Sr. Manager, Payroll	1	Tom Flood	
HR - Coordinator of Payroll/Benefits/Audits	1	Joyce Brautcheck	
IT - Database Programmer	1	Chris Libby	
IT - Programmer-Info Analyst	1	Nick Kemp	
Planning and Effectiveness - Executive Director	1	Dave Weber	
Purchasing – Assistant Director, Purchasing	1	Bill Ponko	
Academic Advising	1	Caitlin Moore	
Registrar	1	Alba Rodriguez	



Sr. Staff Assistant/Sumter	1	Becky Fudge	
Sr. Staff Specialist SL	1	Mary Lunsford	
Teaching & Learning - Curriculum Master Specialist	1	Donna Glover	
<b>Resource Members</b>			
Business Affairs – Sr. VP, Business Affairs	1	Richard Scott	
<b>Scribe</b>			
CIO Assistant	1	Karen Meade	

## FORMS MANAGEMENT WORK GROUP – Mike Nathanson, Chair

**Charge:** The College recognizes the need to modernize the current forms management process. The Technology Planning Committee has formed and charged this ad hoc work group to research and recommend a Web based interface for accessing and submitting forms. The new process should consider a paperless system that includes electronic signatures and routing where necessary and automated management of data. Consideration should be given to examining the capability of current technology and new technology that complements what already is in place. The work group shall report monthly to the Technology Planning Committee. The group shall exist for the current academic year and may be renewed as needed by the Technology Planning Committee.

<b>Forms Management Work Group</b>			
<b>Constituent Position</b>	<b>Number Needed</b>	<b>Names</b>	<b>Term</b>
<b>Permanent Voting Members</b>			
Director, eLearning	1	Michael Nathanson, Chair	Permanent
Executive Director, Human Resources	1	Fran Pistilli	
Student Development	1	Carolyn Fonville	
Assistant Director, Purchasing	1	William Ponko	
Director, Marketing and College Relations	1	Sasheika Tomlinson	
Web Designer	1	Debra Seaman	
<b>Resource Members</b>			
Associate Dean, Workforce Programs	1	Dr. Richard Westberry	
eLearning Technologist	1	Kyle Cole	
Planning and Institutional Effectiveness Office	1	Tammy Castello	
Director, Libraries	1	Denise English	
<b>Scribe</b>			
eLearning Administrative Assistant	1	Julia Rogers	

## **INSTITUTIONAL REVIEW BOARD (IRB)     Dave Weber and Dr. Eugene Jones — Co-Chairs**

**Charge:** The Mission of the Lake-Sumter State College (“LSSC”) IRB Committee is to determine the measures, practices and on-going activities of the institutional IRB. The LSSC IRB protects the welfare of human subjects (including but not limited to LSSC faculty, staff, and students) by ensuring compliance with federal regulations governing the protection of human subjects. Specifically, the ethical principles for the protection of human subjects in research as set forth in the Belmont Report of the National Commission for the Protection of Human Subjects of Biomedical and Behavioral Research of 1979 and the U.S. Federal Policy for the Protection of Human Subjects (also known as the Common Rule). This committee is composed of scientists and laypersons who review all proposed research that involves the use of data and/or information from or relating to human subjects. All human subjects’ research requires review and approval by an IRB prior to subject recruitment and data collection, and prior to the use and/or dissemination of a person’s data or private information.

<b>Institutional Review Board</b>			
<b>Constituent Position</b>	<b>Number Needed</b>	<b>Names</b>	<b>Term</b>
<b>Permanent Voting Members</b>			
Planning and Effectiveness	1	Dave Weber	Permanent
Career/Technical Programs	1	Dr. Eugene Jones	
Staff Representative	1	Erin Osteen-Lewin	
Academic Non-Science	1	Dr. Alex Perez-Barry	
Faculty	3	Dr. Alex Perez-Barry Katherine Urquhart Imke Casey	
Workforce Programs	1	Stephanie Brinkley, J.D.	
Sumter Co Partners and Workforce	1	Parker Redman J.D.	
Community Representatives	2	Dr. T. J. Valente Dr. Sanford D. Zelnick	2014 2014
<b>Scribe</b>			
Sr. Staff Assistant, Planning and Effectiveness	1	Suzanne Dausman	Permanent

## **STUDENT ADMINISTRATIVE APPEALS COMMITTEE\*     Carolyn Scott, Chair**

**Charge:** The committee hears and responds to student administrative appeal requests.

<b>Student Administrative Appeals Committee Constituents</b>			
<b>Constituent Position</b>	<b>Number Needed</b>	<b>Names</b>	<b>Term</b>
<b>Permanent Voting Members</b>			
Director, Student Development	1	Carolyn Scott	Permanent
Faculty Representatives	2	As needed	
Student Representative	1	As needed	
Administrative Level	1	As needed	

\* Members are selected on an Ad Hoc basis to avoid conflict of interest as needed.

## SYSTEMS INTEGRATION CORE TEAM – Dave Weber, Chair

**Charge:** The charge of the Systems Integration Team is to implement and align technology tools supporting academic program and service review, the annual planning and budgeting processes, institutional accreditation, business intelligence, process management and continuous improvement efforts of the College. Provide design input, project management and oversight that aids the College to better utilizing tools that integrate key systems and processes.

Systems Integration Core Team			
Constituent Position	Number Needed	Names	Term
<b>Permanent Voting Members</b>			
Planning and Effectiveness	1	Dave Weber	Permanent
CIO	1	Doug Guiler	Permanent
Executive Director, Human Resources	1	Fran Pistilli	Permanent
AVP, Business Services	1	Vicki Ward	Permanent
AVP, Baccalaureate and Workforce Programs	1	Dr. Eugene Jones	Permanent
AVP, General Education and Transfer Programs	1	Dr. Gary Sligh	Permanent
Dean, South Lake	1	Thom Kieft	Permanent
Executive Director, Foundation	1	Rosanne Brandeburg	Permanent
Director, Student Development	1	Carolyn Scott	Permanent
Sr Manager, College Assessment and Learning	1	Rick Palmer	Permanent
IT Representative – Director of Enterprise Systems	1	Dave Phillips ?	Permanent
Business Affairs Representative – Director of Budgeting and Business Services	1	Diana Billingham ?	Permanent
Subject Matter Experts (SME/s) Based on Project			Resource(s)
<b>Scribe</b>			
Sr. Staff Assistant, Planning and Effectiveness	1	Suzanne Dausman	Permanent