

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

Leesburg, Sumterville, Clermont

June 27, 2018

The regular meeting of the District Board of Trustees, Lake-Sumter State College, was called to order at 5:00 p.m. on June 27, 2018 in Student Services Building, Room 210 on the Leesburg Campus, by Mr. Scott Blankenship Board Chairman. In attendance was Mr. Bryn Blaise, Mrs. Marcia Butler, Ms. Emily Lee, Jennifer Hill, Bret Jones, 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 - Eleven Lake-Sumter State College faculty members addressed the board about their concerns related to operational issues with the college.

(The Board took a dinner break at – 5:55 p.m. The meeting was reconvened at – 6:15 p.m.)

CONSENT CONSIDERATIONS- ACTIONS and ACKNOWLEDGEMENTS (Tab A)

Mr. Wahl moved and Mrs. Butler seconded the motion to approve as presented agenda items number 290 through 295 as follows:

Minutes of May 16, 2018 Regular Board Meeting **2018-290**

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

Human Resources Transactions **2018-291**

Appointments of:

Linda Karp	(effective date 08/15/2018)
Dr. Barbara Lange	(effective date 04/30/2018)
Jessyca Medina	(effective date 05/16/2018)
Angela Hymer	(effective date 05/16/2018)
Anne Kennedy	(effective date 06/04/2018)
Diana Billingham	(effective date 05/01/2018)
Emily Cammarano	(effective date 05/16/2018)

Resignation of:

Dr. Alex Perez-Barry	(effective date 05/04/2018)
Dr. Cory Blackwell	(effective date 05/04/2018)

Separation of:

Nancy Petty	(effective date 06/30/2018)
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Retirement of:

Donna Glover (effective date 07/13/2018)
Glenda Libby (effective date 07/15/2018)

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

Monthly Fiscal Report for May 2018 **2018-292**

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

Write-Off of Uncollected Accounts **2018-293**

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

Facilities Update **2018-294**

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

Purchases Over \$25,000 **2018-295**

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

SCHEDULED INFORMATION REPORTS (Tab B)

President’s Report **2018-296**

Dr. Sidor reported on the current legislative issues which are showing more interest in supporting the Florida College System.

Items possibly on the horizon for this Legislative Session.

- A. Direct Support Organizations (DSO) and Memorandum of Understanding (MOU)
- B. College reserves
- C. Fee exemptions
- D. Open source materials

He also reported on items we should consider for out local legislative requests.

- A. Local facilities request from last year
- B. Add request for college safety (possible parallel guardian program)
- C. Add Operating Cost of New Facilities (OCNF) request to local government
- D. Program request with Lake-Tech that highlights our partnership

He updated on the Sumter Center that there are no plans to close or sell the center. We are currently seeking partnerships and initiatives that will build enrollment to serve Sumter County residents. Dr. Sidor is working with Candice Hage to survey his super-subscribers regarding their needs.

Dr. Sidor also announced that we have been named Lake Technical College Business Partner of the Year. He also thanked Alissa Sustarsic for all of her hard work with March of Dimes.

Vice President's Report:

Claire Brady

Dr. Brady reported on summer enrollment and student affairs.

Summer Enrollment update

This Monday marked the beginning of the Summer B term.

Summer Enrollment will be finalized later this week but enrollment is looking strong:

Overall summer headcount is flat and FTE is up 2%. Fee paying FTE is up 3% and non/reduced fee paying FTE is down 2%.

Enrollment and Student Affairs updates

Some highlights from 2017-18 end of the year reports for the division include:

- Trio pre-college Programs reported a 94% High School graduation rate compared to 78% statewide
- Student Life sponsored 80+ campus events with 3,300+ participants
- Admissions sponsored 52 Senior Days at local high schools & 28 community-based recruiting events
- We received a record number of graduation applications both in December and May
- We received over 7,000 Starfish early alert flags
- Conduct cases are up 30%
- Advisors had 31,000+ advising interactions

Doug Wymer

Dr. Wymer reported on the RISE Summer Math Program. He asked Sybil Brown to stand and commended her and her team for the outstanding job for that program.

5th Annual RISE 2018

- 30 Students participated and completed the RISE Summer Math Academy
- 17 South Sumter High School, 13 Wildwood Middle High School
- 17 female, 13 male
- 3 rising tenth graders, 20 rising eleventh graders, 7 rising twelfth graders
- 20 of the 30 students scored college ready in math (114 or higher) at the end of program
- 6 of the 20 students scored 123 or higher making them eligible to bypass Intermediate Algebra (MAT 1033) and begin in College Algebra (MAC 1105)
- 24 of the 30 had a non-college ready Math P.E.R.T. score prior to the program
- 6 point average increase in PERT scores for these students
- 14 of the 24 scored college ready

Dr. David Walton our anthropology instructor has been awarded a \$10,000 grant to fund three weeks of research in Mexico and two months next summer. The research focuses on studying obsidian tools through high magnification use-wear analysis, a method that he developed in his dissertation and he first applied this method to the archaeologist study of central Mexico.

We hosted a summer STEM Institute for graduated high schools students looking to develop skills in the STEM area which is funded by a grant.

We received notice that the RN to BSN program has been recommended for approval. We anticipate receiving a letter within two to three weeks that we are approved. We have received 54 applications for admission.

Heather Bigard

Dr. Bigard reported to the board that in each pack there is a complete report of completed projects from her direct supports for each department.

ATHLETICS

Completed Projects:

- Weight Room upgrades, including flooring and equipment
- New Athletic office construction
- Gym Floor Repairs
- Installation of new shade structures at sports complex
- New Landscaping around gym area

Continuing Priorities

- Disk Golf Course; funding and course design – proposed construction, Fall 2018
- Funding Campaign for Men's and Women's Cross Country Teams
- Proposed planning for Beach Volleyball Team
- Painting of gym floor boarder
- Painting of Locker Room ceilings
- Painting and repairs of sports complex restrooms
- Construction of baseball practice area
- Renovation and pre-construction for the previous athletic office; baseball and softball coaches

Highlights:

- Eight students named NJCAA All- Academic Award Recipients (3.8 GPA +)
- Softball and Volleyball Teams named to the NJCAA All-Academic Team (3.0 Team GPA or higher)
- Two Students inducted into Phi Theta Kappa National Honor Society
- 23 students named to the FCAAA –State All-Academic Team (3.3 GPA+)
- 34 students named to the Mid-Florida Conference All-Academic Team (3.0 GPA+)
- Renata Gomes Martins – Roberto Stokes Volleyball Scholar-Athlete of the Year
- Rachel Phelps – Jean Williams Softball Scholar-Athlete of the Year
- Renata Gomes Martins - President's Award Recipient at Commencement
- Two student-athletes received Academic Excellence Awards at Commencement
- 8 students named to All-Conference Teams
- Softball Team qualified and competed in Mid-Florida Conference tournament; eliminated in the first round

- Baseball Team qualified competed in the Mid-Florida Conference tournament; eliminated in the final round
- Six received Student Life Leadership Awards
- 12 Received LSSC Athletics Service Awards
- All Student-Athletes recognized for Service to the Community
- New Conference structure for Women's Volleyball; Sun Lakes Conference
- Coach Phelps is the new Conference Volleyball Chair
- Coach Phelps selected to coach the Florida Region High Performance Team – elite 16 year olds at National events, this spring and summer.
- Coach Billings named the Head Coach of the Leesburg Lightning Collegiate Summer League team.
- Mike Matulia name as the Region VIII (Florida) NJCAA Board of Regents member
- Athletic Teams have accumulated 200 hours of community service, this year
- **76% graduation rate (20-26 eligible second year/first year graduates; 3 additional pending summer courses.**

FINANCIAL AID

Completed Projects:

- LSSC successfully completed our Recertification with the Department of Education. This is completed every five years.
- Financial Aid office has created a New Motto and Office Mission:
- Motto: Your Future, Our Focus
- Mission: LSSC Financial Aid Office is dedicated to delivering high quality service, to inspire growth, to help students and staff achieve their goals.
- 586 more student were awarded some form of grant aid in the 17/18 academic in comparison to 16/17 academic year. Grants compared were from PELL, SEOG, FSAG, Financial Need, First Generation and Academic Scholarship.
- Consumer Information has been reviewed for compliance and new Webpage has been completed.
- The Assistant Director and two full time staff members are staffed at our South Lake Campus. A Financial Aid staff member will be at our Sumter Campus to assist students on Thursdays for the month of June, July, August and January.
- Awarding has begun for the 18/19 academic year.

FACILITIES

Completed Projects:

- Commissioned Science Health Building at SL Campus
- Survived Hurricane Irma and rebuilt, repaired, and recovered from most damages
- Hired new Director and Office Coordinator

- Successful removal of Building 2A at SL and conversion of same space to accommodate a new outdoor basketball court for SGA
- Installed a sand beach volley ball court for SGA
- Implemented preventive maintenance on vehicles and internal/external lighting for buildings on all campuses
- Cleaned up all electrical and mechanical spaces
- Initiated vertical maintenance at SL Building 1 and Gymnasium
- Tracked utility costs (working towards 6% reduction)
- Instituted bi-weekly team meetings; held team building event at softball complex
- Trained staff and personnel from other departments on fire safety procedures
- Completed all repairs to meet NFPA regulations
- Professionally cleaned all chairs and wall panels, installed new carpet, doors, and retrofitted LED lighting in auditorium at SL
- Repaired irrigation at all campuses and replaced well pump at SU
- Replaced traffic and parking signage at LE
- Performed in-house renovations and remodeling, including Athletic offices and others
- From January – May, 2018, 1,390 work orders were opened and 1,247 were completed

INFORMATION TECHNOLOGY

Completed Projects

- Plan, Purchase and Install all Technology for New SH Building at South Lake – This included: 500 new data drops, 79 new computers, 56 new phones, 36 new wireless access points, 25 new classroom & meeting room AV/Projector systems, 15 new security cameras, 15 new copiers and printers, Full building access control and UPS systems with Generator w/ monitoring.
- Upgrade Classroom AV Equipment at South Lake in CML 108A & B, Building 2-304, 2-305 and 2-306.
- Full Review of Classroom and Meeting Room Allocation of Computers – A college-wide physical review and analysis, performed by a Technology and Educational Resources Committee subcommittee, resulted in a 142-unit reduction in the college's overall PC population.
- Responsibilities for ALL State and Federal Reporting Have Moved to Information Technologies.
- Upgrade (35) Faculty & Staff Desktop and Laptop Computers.
- Plan, Purchase and Install Single Sign On (SSO) Solution – *Single Sign On* is a service that uses one set of login credentials to access multiple applications. It helped mitigate risk for access to 3rd-party sites (user passwords not stored or managed externally), reduce password fatigue from different user name and password combinations, helped reduce IT costs due to lower number of IT help desk calls about passwords
- Integrate New Canvas Learning Management System (LMS) with Banner – LSSC chose to move Learning Management Systems (LMS), which required a rewrite of all of those Banner integrations.

- Plan, Purchase and Install Phase II of a III Phase Wireless Upgrade Project – Bolstered wireless infrastructure to help address coverage and capacity issues.
- Rebuild Sonitrol System at Sumterville Campus – Reworked hardware and software configurations to be more reliable and responsive to campus needs.
- Upgrade Classroom Computer Hard Drives to Improve Performance and Extend Usable Life – Replaced existing spindle & platter hard drives with new Static State Drives (SSD).
- Integrate New Campus Labs Course Evaluation Services with Banner.

Continuing Priorities

- Upgrade Banner version 8 to 9 – Upgrading this week of June 4th.
- Host Florida Banner Users Group 2018 Meeting - Howey-in-the-Hills, October 4 & 5th

CAMPUS SAFETY

Completed Projects

- Created and filled the position of Director, Campus Safety
- Continued improvements to the SAFELSSC webpage
- Trained four members of the college community to serve as ALICE instructors
- Ran 9 ALICE classes- trained 150 faculty, staff and students (248 total since 2/17)
- Completed our second year with Miller and Miller as our contract security company
- Completed our first year of armed security on campus
- Continuously improving campus security response to all requests for service and incidents
- Continuously improved video capabilities and number of cameras
- Provided faculty training regarding responsibilities under the Clery Act and Title IX
- Completed 2017 Annual Security Report and Clery reporting
- Completed 2018 Emergency Operations Plan revision
- Completed development or revision of Administrative Policies- Emergency Notification, Timely Warning, Campus Events, Student Travel, Traffic and Parking, Campus Security
- Began supervising planning and execution of events at the college
- Created and filled the position of College Functions and Events Manager
- Moved Theater Technical Operations Manager under events operation
- Began incorporating risk management best practices for college programs and practices
- Attended Clery Act compliance training
- Attended FCSRMC Risk Management Conference
- Attending International Association of Campus Law Enforcement Administrators (IACLEA) Conference, end of June

HUMAN RESOURCES

Completed Projects

- Led redesign of performance review system for both faculty and staff.

Continuing Priorities

- Health Insurance Request for Proposals
- Salary and compensation study

BUSINESS SERVICES

Completed Projects

- Restructured the department to improve operational efficiency and alignment with institutional goals.
- Implemented employee self-service functions related to payroll elections.
- Implemented paperless accounts payable submissions.
- Successfully completed the 2016-17 Financial Audit.
- Coordinated the zero-based budget process for 2018-19.
- Completed the FEMA submission for potential reimbursement of expenses related to Hurricane Irma.
- Complete closeout of SL Science Health Building

Continuing Priorities

- Piloting remote desktop deposits to improve internal controls and availability of funds.
- 2017-18 Financial Audit
- 2017 Operational Audit
- 2017 Foundation Audit and 990

Committee Reports

2018-297

Executive Committee

Pete Wahl reported that the Executive Committee met and discussed items on the agenda.

Strategic Planning Committee Report

No report given.

Facilities Committee Report

Jennifer Hill reported that a meeting was held on June 7th and the following items were discussed.

Review Capital Improvement Plan

The proposed 2018-19 Capital Improvement Plan (CIP). The top three priorities include roof repairs and replacements, fire system upgrades and renovations to Lake Hall. The rest of the CIP includes projects to address deferred maintenance and additional renovations to adapt to the

changing demands of the facilities. Motion to accept the CIP and move to full board approval, Jones, second, Morris; motion passed.

Update Career Source Lease

The agreement with Career Source to lease approximately half of the building. Career Source has verbally agreed to a rate of \$14 per square foot, including utilities and basic custodial. Career Source has also agreed to provide \$50,000 in scholarships each year. The new revenue generated by this agreement will go toward improvements in the parking lots and signage. Motion to move to full board approval, Morris, second, Jones; motion passed.

Update Lake County Economic Lease

The Lake County Economic Development has also expressed an interest in leasing space in Building M. They are still determining which spaces will work best for their needs.

Update Sumter Center

The daughter of Mr. Joseph Farish has been located. Dr. Sidor has spoken with her about the deed restriction and she expressed a willingness to discuss an amendment. The committee discussed adding language to the agreement to provide the college with flexibility now and in the future.

Discuss Shared use partnership with City of Leesburg

Dr. Sidor has been in contact with the City of Leesburg to explore the possibility of partnering with the City of Leesburg on a shared-use facility.

Discuss Mt Dora Property and Mo Brangus

The property is still under development is not ready for the College to take possession. Dr. Sidor reported that he has declined the offer of the Mo Brangus property purchase.

Discuss Legislative Request

Dr. Sidor will begin developing the 2019 Legislative Request, but plans to continue focusing on facility improvements as our main priority.

Sumter Partnership Committee Report

No report given.

Foundation Liaison

The summer scholarship application closed with 178 applications. Scholarships were awarded to 119 students. The fall application is open and will close June 30th. A scholarship donor and student recognition event was held on March 28 and was attended by 150. It was a great opportunity for the donors to meet the student they support, learn more about the Foundation and the great opportunity to support LSSC. The performing arts schedule is set for the 2018-2019 season. Renewals began April 2. This year's program will operate through the Raisers Edge software and should give us a better planning system for advertising and growth of the program. The program is only 13% away from being at full capacity.

The Annual Campaign culminated at the 33rd Annual gala and raised \$106,995, exceeding the goal of \$100,000. The Foundation board proudly represented by 100% participation.

The 33rd Annual gala was held April 14th at the Savannah Center. Approximately 300 people attended. Total funds raised were \$116,000 with approximately \$58,000 for scholarships after expenses.

An LSSC Alumni event was held May 15th at 24 Tap Room in Leesburg. This is the beginning of efforts to encourage volunteerism and giving back from our alumni to the LSSC Foundation.

The Foundation received a donation of a bucket truck for the Lineman program from SECO. This is a great tool for our students to experience real life on the newest equipment and prepare for their future work.

The Foundation received a \$10,000 grant from Wells Fargo to support scholarships for First Generation students. This grant will qualify for the First Generation matching grant.

The Duke Energy grant was announced and the Foundation received confirmation that they were awarded \$110,000 for the Electrical Distribution Technology program.

Board Attorney's Report

2018-298

Ms. Carver's report is included in the packet.

NEW BUSINESS (Tab C)

Election of Board Officers

2018-299

Bret Jones made a motion for Peter Wahl to serve as the 2018-19 Board Chairman and Marcia Butler seconded and motion carried.

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

Marica Butler made a motion for Emily Lee to serve as the 2018-19 Board Vice-Chairman and Bret Jones seconded and motion carried.

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

2018-19 Annual Operating Budget

2018-300

Dr. Bigard reported that in each packet there is a copy of the operating budget for both Fund 1 and Fund 7. Kelly Rice made a motion to accept Budget A for the 2018-19 annual operating budget. Pete Wahl seconded and motion carried.

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

2018-19 Tuition and Fee Schedule

2018-301

Dr. Bigard presented the fee schedule for 2018-19 and it is exactly the same as last year. She explained that we plan to bring forward an increase for the 2019-20 fiscal year.

Bret Jones made a motion to accept and Emily Lee seconded and motion carried.

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

End of Year/FY 2017-18 Budget Amendment/Transfer of Funds from Fund 1 to Fund 7

2018-302

Dr. Bigard reported that she is requesting approval for the transfer of \$500,000 and amending the request transfer of the \$250,000 making sure that the hurricane expenses will be moved as well for a total of \$750,000. Pete Wahl made a motion and Bret Jones seconded and motion carried.

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

Approval of Capital Improvement Plan

2018-303

Dr. Bigard presented the board with the Capital Approval Plan. Each year we bring a request of what our plan is to invest capital dollars. This includes state funds and matching donor funds etc.

Bret Jones made a motion to accept and Emily Lee seconded and motion carried.

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

Career Source Facility Agreement

2018-304

Dr. Bigard stated that Career Source presented the agreement to their board and they are in agreement to the terms to move forward with the partnership. They have agreed to invest \$150,000 to renovate half of Building M to accommodate their space and \$14 per sq. ft. In addition, to the renovation they will provide \$50,000 annually in student scholarships.

Kelly Rice made a motion and Bret Jones seconded and motion carried.

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

HSCA Operational Agreement

2018-305

Dr. Sidor reported that after a lengthy process all parties are in agreement with the new contract and he is asking the board for approval.

Marcia Butler made a motion and Emily Lee seconded and motion carried.

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

INFORMATION ITEMS

Food Service RFP Outcome

2018-306

Dr. Bigard reported that there was only one respondent to the Food Service request for proposal and it is our current vendor. They currently provide services at the South Lake Campus and we will be moving forward for them to start providing food service at both locations (Leesburg/South Lake).

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 July 18, 2018 at 5 p.m. for the regularly scheduled meeting at the Leesburg Campus Board Room.

There being no further business, the meeting was adjourned at 7:25 p.m.

Respectfully submitted,

ATTEST:

Peter Wahl, Chairman

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

Recording Secretary: Claudia Morris