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We understand that website users who have disabilities may use the website with the assistance of technology, including screen readers, captioning, transcripts, and other auxiliary aids and services. We are committed to providing all website users with information about our services and alternative ways we can offer these services.

Lake-Sumter State College is committed to making our websites accessible to all audiences. We are continually seeking solutions to improve LSSC.edu. Our website offers a wide range of information, and we recognize that for users with disabilities, some material on our site may pose challenges. If there are changes we can make to our website to make it easier to use, or if you encounter material or services that you cannot access, please let us know. Your feedback helps us to identify areas where we can improve.

We strive to ensure that our website will comply with Web Content Accessibility Guidelines (WCAG) put forth by the World Wide Web Consortium (W3C), but recognize that alternatives to using the website should be available in the event that a user with a disability encounters a problem using our website.

If you are unable to access information or documents posted on this website, please send us an email at websupport@lssc.edu with as much of the following information as possible:

- Your name
- Your phone number
- Your email address
- The date and time you encountered the problem
- The web page or address where the problem occurred
- What occurred or what you were unable to do
- Any error messages you received.

**DISTRICT BOARD OF TRUSTEES
LAKE-SUMTER STATE COLLEGE
LEESBURG, SUMTERVILLE, CLERMONT
JANUARY 16, 2019**

The regular meeting of the District Board of Trustees, Lake-Sumter State College, was called to order at 5:00 p.m. on January 16, 2019 in Board Room SSB210 at the Leesburg Campus, by Mr. Peter Wahl, Board Chairman. In attendance was Mr. Bryn Blaise, Mrs. Marcia Butler, Mr. Bret Jones, Ms. Emily Lee, Jennifer Hill, Jennifer Hooten, and Mr. Tim Morris. Mr. Wahl welcomed those in attendance and invited them to join in the Pledge of Allegiance followed by a moment of silence.

PUBLIC COMMENT

Vance Jochim addressed the board and asked that the board packet and agenda be posted to the website for public viewing. He also asked for the meetings be posted on the website.

CONSENT CONSIDERATIONS- ACTIONS and ACKNOWLEDGEMENTS

Mr. Jones moved and Mrs. Butler seconded the motion to approve as presented agenda items number 379 through 385 as follows:

**Minutes of November 28, 2018 Regular Board Meeting & Workshop
2019-379**

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

**Human Resources Transactions
2019-380**

Appointments of:

Michelle Rudden	(effective date 01/07/2019)
Jasmine Simmons	(effective date 01/09/2019)
Esther Fagan	(effective date 01/01/2019)
Ebony Neal	(effective date 01/08/2019)
Michael Nathanson	(effective date 01/01/2019)
Ariadna Peña	(effective date 01/07/2019)
Jennifer Leudo	(effective date 01/22/2019)

Resignation of:

Nicole Osborn	(effective date 01/01/2019)
Kelly Parker	(effective date 01/16/2019)

Separation of:

Jessyca Medina	(effective date 12/07/2018)
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The motion was passed with the following vote: Voting “yea” – Blaise, Butler, Hill, Hooten, Jones, Lee, Morris, and Wahl.

Curriculum Revisions

2019-381

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

Monthly Fiscal Report for December 2018

2019-382

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

Facilities Update

2019-383

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

Purchases Over \$25,000

2019-384

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

SREF Inspection

2019-385

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

INFORMATION ITEMS

Infrastructure Update

2019-386

Dr. Bigard gave an update on the large Infrastructure project on the Leesburg campus that addressed the underground utility lines; half of the project was done in Phase 1 and now they are moving on to Phase 2. Springstead Engineering was the firm for the first part and are being retained for the second. Bids will be open February 13th and the result will be brought back to the board for approval.

Student Course Fees

2019-387

Dr. Bigard gave a breakdown of the student course fee report and it is a result of contributions from across the institution. Dr. Wymer took a close look at all of the fees that we charge for all of our courses to determine the degree to which we are sufficiently covering the cost of those consumable items from the fees that we charge for each course.

She reported the last time tuition was increased was FY2013 and fees increased in FY2014. She gave a snapshot of where we are in relative to other organizations. We are still below the average compared to other institutions.

SCHEDULED INFORMATION REPORTS

President's Update

2019-388

Dr. Sidor reported that he met with senior management of local hospitals to discuss ways in which the college can increase the number of skilled professionals in the pipeline and reduce “onboarding” training time.

He was invited by Dr. Culpepper to meet her board and make a presentation regarding the current successes of the partnership and discuss future partnership activities.

He met with members of the local legislative delegation to discuss college needs. Rep. Sabatini has filed our security request and the joint project request. Representative Hage will file the facilities request next week. Senator Baxley will file all three of our requests.

As chair of the Council of President's distance learning committee he presented a committee update detailing;

1. Participation of committee members with their colleagues at the state university system in the development, of course, quality certification designations for the Florida Virtual College. These certifications are based on the national QM quality matters designation.

2. Committee members research regarding student online readiness assessment tools. The committee is currently evaluating two “homegrown” assessments and will participate in the validation of an instrument developed by Florida Atlantic University that provides evaluation and assistance in targeted remediation.

He is participating as a member of the Council of Presidents legislative advocacy sub-committee led by President Joe Pickens. The purpose of this subcommittee is to build relationships and advocate for FCS needs. He is a member of the COP Florida College System workforce education task force led by President Ed Massey. The purpose of this task force is to review and provide recommendations regarding methods improve the availability and attainment of workforce credentials.

There is a growing recognition in both the house and senate that the Florida College System may require additional funding to support workforce programs to meet the needs of Florida's growing economy. The Council of President's legislative budget request of \$222.2 million it will provide funding for faculty recruitment and retention, student success initiatives supporting retention and completion, an increase in industry certification funds. The FCS supports 700,000 students on 24% of the Florida Higher education budget.

There is an ongoing discussion regarding PECO, facilities, and addressing the facilities needs of the FCS. The governor is not supportive of tuition or fee increases and based upon our experience his staff is closely monitoring proposals to the Board of Trustees.

The house is reviewing both foundation and reserve balances, and we expect additional conversations are moving forward. Of particular interest are uses of the end of year Fund 1 to Fund seven transfers. There are some discussions emerging changes to performance funding, but it is too soon to determine if this will materialize in some form in a bill.

Dr. Sidor briefly discussed Legislation currently filed of interest,

HB 189 Zeka - Instructional materials assigned for use within dual enrollment courses shall be made available to dual enrollment students from Florida public high schools, home education programs, and private schools free of charge.

HB 6007 Sabatini - An act relating to licenses to carry concealed weapons or firearms; amending s. 790.06, F.S.; deleting a provision prohibiting concealed carry licensees from openly carrying a handgun or carrying a concealed weapon or firearm into a college or university facility; providing an effective date.

SB 238 Book - Requiring that a postsecondary educational institution include a notation on a student's academic transcript if the student has been dismissed from the institution for a sexual misconduct offense; requiring that institutions adopt procedures for removing a notation from a student's academic transcript under certain circumstances; specifying a requirement for the notation delineating a sexual misconduct offense on a student's academic transcript, etc.

He will keep the board updated on all legislative issues.

Claire Brady

Dr. Brady reported that we are now over a week into spring classes with our favorite "Welcome Back Bashes" happening this week. Many of our students, faculty and staff also participated in the Martin Luther King Jr events in Leesburg and on the Leesburg campus over the past few weeks.

Spring Enrollment Update

Spring enrollment is strong. I will share specific headcount and FTE data at the Board meeting once the add/drop period ends. We continue to focus on collaboration across departments, improving the student experience, implementing new communication tactics, and promoting alignment amongst the "Enrollment Key Players". Every student that we recruit and retain is a hard won student in this economy. We now focus our efforts to summer and fall recruiting and most importantly, to retaining our current students.

Commencement Update

This fall, we conferred 400+degrees and technical certificates to August and December graduates. Congratulations to Emily Sonnenberg, the fall 2018 President's award recipient and thank you to Brenda Skoczelas, Patricia Green, and Josh Sussman for their Commencement addresses. Spring Commencement ceremonies are scheduled for Wednesday 5/01/19 @6pm (Clermont) and Friday 5/03/19 @10am (Leesburg). This will also mark our first graduating class from the Health Sciences Collegiate Academy (HSCA).

Other Divisional Updates:

Educational Opportunity Program staff hosted a new "Family Fun Day" on the Leesburg campus quad following the Martin Luther King Jr Commemorative parade on 1/12/19 with free food, games, guest speakers, prizes, and community resources for local middle and high school students from Lake and Sumter Counties.

We have hired a new Director of Student Life. Jennifer Unterbrink joins us 1/22/19 and is moving to the area with her husband from Poughkeepsie NY (Marist College). Jennifer brings extensive student engagement experience from the Midwest and the northeast.

The South Lake Student Lounge and South Lake Veteran's College and Career Success Center furniture was recently installed. We launched a soft opening for students and they are thrilled with these new spaces. We will have a formal opening event early this spring (date forthcoming).

Doug Wymer

Our NSF-ATE grant hosts an annual summer camp that recently shifted focus under Bob Seigworth's leadership to become an energy and manufacturing camp for young women in Lake and Sumter County. LSSC has been awarded two grants from the Nuts, Bolts, and Thingamagigs program of The Foundation of Fabricators and Manufacturers Association in the amount of \$2,500 for the Lake County camp and \$1,500 for the Sumter County Camp. Last year's camp had a solar energy theme and this year we will offer two camps, each one week long in each of our two counties.

Our other NSF grant is in partnership with Valencia, Polk State, and Lake-Sumter and is part of the Louis Stokes Alliances for Minority Participation (LSAMP) Program. The goal of this grant is to broaden the participation of under-represented minorities in science, technology, engineering, and mathematics (STEM) education in Central Florida. One component of the grant is the LSAMP Scholar's Program. While in the program, students participate in lab training which includes lab knowledge and setup/breakdown procedures of various lab types by discipline, safety, cleanliness, lab equipment, and best practices. On Friday, Jan. 11, two students, Melissa Pierre-Louis and Gabriella (Gabby) Templeton, completed their science lab assistantship program with an oral presentation and poster session at LSAMP Scholar's Showcase on the LSSC South Lake Campus.

Dr. Amy Albee-Levine, Dean of Workforce Development, has been asked to serve as the next chair of the Florida Energy Workforce Consortium (FEWC) Education Committee. In this role, Dr. Albee-Levine will work to impact education policy and implementation of energy industry-relevant education and training at the secondary and post-secondary level. She will serve on the FEWC Executive Committee and as a liaison to the Florida Department of Education on FEWC education issues, policies and initiatives.

Academic Affairs has been collaborating with Lake Technical College to bring Lake Tech's Paramedic Program to the South Lake Campus beginning in late spring. Thom Kieft, AVP General Studies, has met with Layne Hendrickson, Lake Tech EMS Program Coordinator, and Melissa Stephan, Lake Tech's Director of Curriculum and Instruction, along with City of Clermont EMS Captain Sean Sacco to examine possible program locations on LSSC's South Lake Campus. The 1,100 hours, 52-week Paramedic Program would join Lake Tech's CNA, LPN, ESOL, and GED programs already offered at the LSSC Campus in Clermont.

Heather Bigard

Dr. Bigard reported that the operational audit for 2017 began in May 2018 and extended through January 2019. The auditor general's office identified four findings in the areas of construction management, textbooks, employee benefits and Foundation. A formal response to the preliminary findings is due February 8, 2018.

She included a detailed report of each area in her department in each packet.

Committee Reports

2019-389

Executive Committee

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

Foundation Liaison

The Foundation awarded \$215,000 to 282 students for the spring 2019 semester.

The Foundation Performing Arts will welcome the Toronto All Stars on January 26th and 27th. There will be two shows on Saturday and one show on Sunday. The performances for February are Abba Cadabra and in March a John Denver Musical Tribute.

The 2019-20 performing arts season planning is well underway. The tentative show schedule is:

Color Me Jazz with James Torme and Renee Olstead; Superstar, the Carpenters; Celtic Angels Christmas; Jukebox Saturday Night; The Quebe Sisters and the Golden Dragon Acrobats.

United Way of Lake & Sumter awarded the Foundation a grant for \$10,000 for the Summer Rise Math Academy for the 2019 year.

Westgate Resorts Foundation awarded the Foundation a grant for \$15,000 to support Veteran Career Services.

Vitas, an end of life care organization gave \$25,000 to fund an endowment to support BSN scholarships. Vitas has committed to a total of \$75,000 over a three year period.

The Foundation received a gift of \$25,000 from the Arthur J. and Esther A. Ohlsson Charitable Trust.

The LSSC Foundation Annual Campaign kicked off internally on October 11 and to the community on January 8. The goal for the campaign set by the Foundation Board is \$100,000. The campaign is at \$57,865. The goal is to have 100% of the Board of Trustees and the Foundation Board Directors make a donation to support our College and our students. Please consider making your gift today. We truly appreciate all you do (give our pledge cards).

Gala planning for 2019 is underway. We are very excited and appreciative to Ernie Morris for once again serving as our Presenting Sponsor. The theme for this year's gala is "The Great Gatsby."

The LSSC Foundation is partnering with the Community Foundation of South Lake to offer a planned giving seminar on March 1, 2019 on the South Lake Campus. This is a great opportunity for the Foundation to grow our presence in the South Lake Community. The title of the Conference is Tax Wise Giving. Please consider joining us.

The Shamrock Shuffle 5K/8K is scheduled for March 16, 2019 on the South Lake Campus. We are excited to bring new participants and sponsors to support the event.

A scholarship dinner is planned for March 28, 2019 at 6pm on the Leesburg campus. This is an opportunity for donors and students to come together and for the student to thank their donor for the investment into their lives.

Board Attorney's Report

2019-390

Mrs. Carver reported that there are no new updates on the current legal matters that she is currently working on.

NEW BUSINESS

Approval of 2019-2022 College Personnel Calendar

2019-391

Emily Lee made a motion to approve the three year 2019-2022 college personnel calendar and Bret Jones seconded motion carried.

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

Presidents Contract

2019-392

Mr. Wahl asked for a motion to formally approve the changes to the president's contract and requested that we start working on the evaluation process in September in order to complete the contract by the end of the year. Tim Morris made the motion and Marcia Butler seconded and motion carried.

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

OTHER CONSIDERATIONS

As Needed by Chairman/President

- ✓ Chairman Wahl reviewed the events on the calendar. He announced that the next Board meeting will be on Tuesday, February 19, 2019 at 5 p.m. for the regularly scheduled meeting at the Sumter Center.

There being no further business, the meeting was adjourned at 6:50 p.m.

Respectfully submitted,

ATTEST:

Peter F. Wahl, Chairman

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

Recording Secretary: Claudia Morris