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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.

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- Your phone number
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**DISTRICT BOARD OF TRUSTEES  
LAKE-SUMTER STATE COLLEGE  
LEESBURG, SUMTERVILLE, CLERMONT  
APRIL 17, 2019**

The regular meeting of the District Board of Trustees, Lake-Sumter State College, was called to order at 5:00 p.m. on April 17, 2019 in the Board Room at the South Lake Campus, by Ms. Emily Lee, Board Vice Chairman. In attendance was Mrs. Marcia Butler, Jennifer Hill, Jennifer Hooten, Bret Jones, Emily Lee, and Mr. Tim Morris. Ms. Lee welcomed those in attendance and invited them to join in the Pledge of Allegiance followed by a moment of silence.

**PUBLIC COMMENTS**

Jeremy Norton updated the board on the LSSC Faculty update. He stated that the Faculty Senate had to be revised after the establishment of the union in October 2018. The bylaws and constitution had to be rewritten along with other items. The group wishes to work closely with college administration. He announced that he and Patrick Rader would be rolling off this year and replaced by Cynthia Nash and Chris Leibner. Last week on April 9, the bargaining process began with 13 articles and a program manager proposal. The proposals and a YouTube video of opening statements can be found at [www.UFF-LSSC.org](http://www.UFF-LSSC.org)

**PRESENTATIONS**

Dr. Wymer recognized Phi Theta Kappa-All Academic Team

**CONSENT CONSIDERATIONS- ACTIONS and ACKNOWLEDGEMENTS**

Mrs. Butler moved, and Mrs. Hill seconded the motion to approve as presented agenda items number 425 through 430 as follows:

**Minutes of March 27, 2019, Regular Board Meeting**  
*2019-425*

**Curriculum Revisions**  
*2019-426*

**Human Resources Transactions**  
*2019-427*

**Appointments of:**

Pamela Fletcher	(effective date 03/16/2019)
Tammy Spencer	(effective date 04/03/2019)

**Resignation of:**

Kristine Valentine	(effective date 04/19/2019)
Carrie Barbosa	(effective date 03/29/2019)

Benedetto Mongiovi (effective date 05/01/2019)  
Vanessa Holt (effective date 06/07/2019)

## **Monthly Fiscal Report for March 2019**

*2019-428*

## **Facilities Update**

*2019-429*

## **Purchases over \$25,000**

*2019-430*

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

## SCHEDULED INFORMATION REPORTS

### **President’s Update**

*2019-431*

Dr. Sidor reported that the Legislative session is down to its final two weeks. He reported that he is most concerned about is Dual Enrollment. This expansion of Dual Enrollment appears to be supported by the House, Senate, Commissioner, and the Governor. Proposed legislation speaks to expanding enrollment for private schools and dual enrollment students with the colleges paying for tuition, fees. He asked Dr. Brady to give a summary of the cost of dual enrollment.

She explained the difference between currently and what is being proposed- currently we absorb all cost for home education for fall, spring, and summer as well as text books and access codes. We currently have around 55-60 and are absorbing roughly \$20,000 per year in textbook costs for this small population of students. We expect home education numbers to easily jump to 100 by next fall with the college absorbing textbook costs of \$40,000.

We currently only have 30 dual enrollment private school students. Currently private school students are required to cover \$71.98 per credit hour, text book costs and access code costs. After discussions with our private school partners they indicate that over 100 students are currently tested and ready to submit applications. We have easily projected we will have over 200 private school students by next fall.

The cost of an additional 210 home and private school dual enrollment students taking an average number of credits, will increase unfunded dual enrollment from 1,400 credits to 4,800 credits with the college absorbing \$775,000 due to increased faculty costs and unfunded student educational expenses. The legislature is also considering lowering the dual enrollment qualifying GPA from 3.0 to 2.5. This will add additional unfunded expenses for tuition, fees, and textbooks.

Dr. Sidor gave an update regarding the legislative session:

- On March 22, both the house and senate voted on their respective budgets. The Senate wants to allocate \$90.3 billion, and the House wants to allocate \$89.9 billion. They are around \$400 million apart, and the next step is called the “conferencing process.” During this stage, each area of the budget will finalize a number for each silo and work through the particulars.

He will keep the board updated on all legislative issues. He encouraged everyone to reach out to the house and senate and thank them for their support.

The meeting recessed for a break at 5:30 p.m. and resumed at 5:52 p.m.

### **Claire Brady**

Dr. Brady gave a division update. She thanked everyone for taking the time to visit the new South Lake Student Lounge. The space is a strong example of student advocacy and college-wide collaboration. We are in the last week of spring classes final exams begin next week. Summer A/AE classes begin May 6<sup>th</sup>.

Summer and fall enrollment is looking strong. The Key Player’s group, led by Jenni Kotowski, have implemented targeted initiatives that have greatly improved early registration and overall enrollment.

The 2019 Student Satisfaction Inventory (Ruffalo Noel-Levitz) was implemented in March/April. This bi-annual national survey instrument will provide a great deal of data regarding student satisfaction and will detail what is important to our students. We will bring the results of the survey to the Board and the college community this summer.

The 2019 student Commencement speakers were recently named after a rigorous selection process- Jeff Paradee Jr (Leesburg) and Nicholas Drechsler (South Lake). There are 11 nominees for the 2019 President’s award.

The 2019-20 Dual Enrollment agreements are edited and ready for our Attorney to review. We will pause and wait out the end of the Legislative season to make any changes based on new legislation. We are aiming to bring the final agreements to the Board in June.

### **Doug Wymer**

Dr. Wymer reported that the quality enhancement plan or QEP is an integral part of our upcoming 2021 SACSCOC reaffirmation of accreditation and the topic we have chosen is information literacy. The Deans Council, in collaboration with the faculty senate, has identified the two co-directors of the QEP as well as the team who will design the QEP. All members are listed below.

**Jackie Pierce**, Assistant Professor of English: **Co-Director**

**Jasmine Simmons**, Staff Librarian: **Co-Director**

**Brian Rogers**, Assistant Professor of History  
**Toni Upchurch**, Instructor of Speech  
**Minerva Haugabrooks**, Assistant Professor of Nutrition  
**Chris Ramos**, Instructor of Nursing  
**Jessica Terrell**, Instructor of Mathematics  
**Amanda Kirchner**, Instructor of English  
**Katrina Bennett**, Director of Financial Aid  
Student Affairs representative

The Co-Directors met with Katie Sacco, Director of Library Services earlier today to begin the QEP design and to set the first meeting with the full team.

Jackie Pierce, Assistant Professor of English represented LSSC at the AFC Professor of the Year competition earlier this month. Jackie presented an outstanding teaching demonstration on ethical leadership from her SLS 2264. She advanced to the finals and was a great ambassador for LSSC. Unfortunately she did not win the competition. Five students from our local chapter of Phi Theta Kappa attended the Florida Regional Conference and the PTK Catalyst Conference at the Gaylord Palms Resort were accompanied by Dr. Debby Hicks and Ms. Jackie Pierce. These students conducted a campaign that resulted in our chapter being elected the Florida Regional Office of Fellowship for the next academic year. The chapter will present on the Fellowship Hallmark at the next Regional Leadership Conference, giving a one-hour workshop focused on aspects of Fellowship that are relevant to Phi Theta Kappa members and officers. The Fellowship Hallmark is one of the four core hallmarks of Phi Theta Kappa. The other Hallmarks are Service, Leadership, and Scholarship.

The students who attended the conference and organized the campaign are listed below.

Shayla Dodge  
Hope Friedrich  
Christine Grossman  
Sierra Henderson  
Younes Lahssaini  
Elijah Proper  
Shelbee Schildkraut

The Director of the Daytona State College Writing Studio, Elizabeth Barnes, and LSSC's Dean of Arts and Letters, Dr. Scott Hopkins, were invited by Dr. Angela Long, Deputy Director of the Florida Student Success Center which is part of the Chancellor's Office, to present at the Association of Florida College's Teaching and Learning Conference on the success our students have had in gateway writing courses such as developmental writing and ENC1101: Composition I. The session shared best-practice strategies in English instruction that move students through coursework with high success and described the research-based methodology behind instructional delivery and support models that embed technology and offer contextualized and differentiated learning opportunities to increase student success in these most vital college courses. The session celebrated the importance of harnessing faculty power to provide local solutions that address curriculum problems and improve student success.

LSSC's 33<sup>rd</sup> Annual Mathlympics was hosted by the LSSC math faculty on Friday, April 5, 2019 in the gym on the Leesburg campus. Twenty-one high school teams of four students each, representing twelve Lake and Sumter County high schools, competed in the fun, Big Bang Theory-themed math competition. The top four unique schools won an LSSC Mathlympics trophy:

- 1st place: South Sumter High School, team A
- 2nd place: East Ridge High School, team A
- 3rd place: Montverde Academy, team A
- 4th place: Lake Minneola High School, team A

Nora Rackley, Reference and Instruction Librarian, recently completed the initial training for the Online Educational Resources certificate. She is currently developing a plan for OER for the College as part of this certificate. She will be collaborating with faculty interested in OER in order to put together a plan for initial implementers. She has already identified several faculty, including Dr. Ortiz in the BASOM program, who wish to have OER integrated into their curriculum.

The College Republicans hosted Congressman Daniel Webster on the Leesburg campus last Thursday and they invited the College Democrats. Students from both groups were present along with Jeremy Norton, Dr. Hopkins, Greg Bridgeman, and Dr. Bigard. The representative gave a talk about his experiences in the state house and Congress, constituent service, his philosophy of principles over power, and he answered questions from the students.

### **Heather Bigard**

Dr. Bigard reported that we have a new member of our team Emi, the security dog. She joined the family this week. She is trained for fire arms detection and drugs. She is approachable and friendly.

The current budget is still looking very good with a surplus of approximately \$800,000 in hopes of transferring a large part to Fund 7. She is working on the 2019-20 budget, and it should be compiled and ready by June to present to the board for approval along with the CIP and other facility items.

She reported that several projects in the facilities area are being completed such as air conditioner repairs and maintenance that has not been done in several years. We have hired a new Associate Vice President and Controller she will start on May 15, and her name is Melinda Barber.

She reported on HB5501 with significant changes coming from the Senate with SB190 this will restrict what we can request from PECO. Also, it will require about 15% match money.

## **Committee Reports**

2019-432

### **Executive Committee**

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

### **Foundation Liaison**

The Foundation Scholarships closed on March 31 for the Summer Semester. We had 170 applications. Awards will be completed this week.

Don't forget to purchase your Tony Pace tickets. The show is scheduled for June 15 at 2 pm in the Paul P. Williams Auditorium. General admission tickets are \$30, and for an additional \$5.00 you can enjoy wine with Tony Pace at a meet and greet after the show. Please contact the Foundation to purchase your ticket. We will sell out! Thanks to Chairman Wahl for his help in making the introduction to Mr. Pace who is donating his time. All proceeds will benefit Veteran's programs at the College.

The LSSC Foundation Annual Campaign raised \$106,151 thanks to faculty, staff, the Board of Trustees, the Foundation Board and our community. Thank you for your support!

The 34<sup>th</sup> Annual Gala was held April 13, 2019, at the Savannah Center. It was a great time. We are working on getting all expenses calculated so we can share our total earnings. Thanks so much for your support of the gala! Thank you to Ernie Morris Enterprises for once again serving as the Presenting Sponsor. We are grateful for your continued support!

The Annual Planned Giving Seminar hosted by Lake-Sumter State College Foundation and AdventHealth Waterman is scheduled for August 23rd beginning at 7:30 am. This year's event will be held at the Waterman location.

The 21<sup>st</sup> Annual Lake-Sumter State College Athletics Golf Classic is scheduled for Friday, September 20, 2019, with a shotgun start at 8:30 am at Harbor Hills Country Club. Start working on your team!

The Distinguished Alumni and Hall of Fame Awards Celebration is scheduled for October 17, 2019, at 6:00 pm at Mission Inn. We would love to have your support!

### **Board Attorney's Report**

2019-433

Mrs. Geraci-Carver reported an update on the East Lake Property donation. She reported on the EOC charge that was filed in November by a former employee. The college received a request to provide information and documents to complete the investigation.

She will keep the board up to date on both of these matters. A complete report is in each packet.

## **NEW BUSINESS**

### **Financial Audit**

2019-434

Dr. Bigard reported that a copy of the Financial Audit was sent to each member for review. We ended the year with \$65.5 million in assets. There was one finding in the audit which was untimely reconciliation of bank statements. This issue has been resolved.

Tim Morris made a motion to accept the audit, and Bret Jones seconded, and the motion carried. The motion was passed with the following vote: Voting “yea” – Butler, Hill, Hooten, Jones, Lee, and Morris.

### **Naming of the Ann Dupee Simulation Lab**

*2019-435*

Dr. Sidor asked the board to approve the naming of the Simulation Lab in the Health Sciences Building in honor of Ms. Ann Dupee. The naming is in recognition of a major gift from the estate of Ann Dupee.

Bret Jones made a motion to approve, and Marcia Butler seconded, and the motion carried. The motion was passed with the following vote: Voting “yea” – Butler, Hill, Hooten, Jones, Lee, and Morris.

### **Approval of the 2019-2024 Strategic Plan**

*2019-436*

Dr. Bigard presented the 2019-2024 Strategic Plan. She has a brief explanation of how the plan was developed in the first phase with a revised mission statement. The second phase concluded with 14 objectives and 33 initiatives connected by five pillars. The next phase will be to implement with specific projects for each initiative, timelines, and development of the institutional scorecard and KPI's.

Bret Jones made a motion to approve the plan Tim Morris seconded, and the motion carried. The motion was passed with the following vote: Voting “yea” – Butler, Hill, Hooten, Jones, Lee, and Morris.

### **Approval of Noticing the Security Fee**

*2019-437*

Dr. Sidor reminded the board that at the April meeting it was discussed that a \$10 per semester/student level was recommended. Dr. Sidor explained that the recommendation is for a credit hour based fee and he asked Dr. Bigard to explain how the funds would be used to improve student security and safety. She explained that we have not received sufficient funds for infrastructure repair, and have no other means of generating revenue to fund the purchase, installation, and monitoring of video surveillance cameras and access controls systems. She researched the options and a \$2 per credit hour charge to all “fee-paying” students is the best route for LSSC.



Bret Jones made a motion to approve the Public Notice statement for the \$2 Security Equipment Fee, effective fall 2019 and Marcia Butler seconded and the motion carried. The motion was passed with the following vote: Voting “yea” – Butler, Hill, Hooten, Jones, Lee, and Morris.

### OTHER CONSIDERATIONS

#### **As Needed by Chairman/President**

- ✓ Vice Chairman Lee reviewed the events on the calendar. She announced that the next Board meeting will be on Wednesday, May 15, 2019, at 5 p.m. for the regularly scheduled meeting at the Leesburg Campus.

There being no further business, the meeting was adjourned at 6:33 p.m.

Respectfully submitted,

ATTEST:

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Peter F. Wahl, Chairman

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

Recording Secretary: Claudia Morris