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**DISTRICT BOARD OF TRUSTEES  
LAKE-SUMTER STATE COLLEGE  
LEESBURG, SUMTERVILLE, CLERMONT  
JUNE 19, 2019**

The regular meeting of the District Board of Trustees, Lake-Sumter State College, was called to order at 5:00 p.m. on June 19, 2019, in the Board Room at the Leesburg Campus, by Mr. Pete Wahl, Board Chairman. In attendance was Mr. Bryn Blaise, Mrs. Marcia Butler, Jennifer Hill, Jennifer Hooten, Bret Jones, Emily Lee, and Tim Morris. Mr. Wahl welcomed those in attendance and invited them to join in the Pledge of Allegiance followed by a moment of silence.

**CONSENT CONSIDERATIONS- ACTIONS and ACKNOWLEDGEMENTS**

Bret Jones moved, and Marcia Butler seconded the motion to approve as presented agenda items numbers 455 through 467 with the exception of transmittal 461 that was pulled for discussion as follows:

**Minutes of May 15, 2019, Regular Board Meeting**

*2019-455*

**Curriculum Revisions**

*2019-456*

Bret Jones made a motion to remove Item 12. Dental Hygiene Linkage from the revisions page and bring it back to the June 19<sup>th</sup> meeting for approval, Marcia Butler seconded, motion carried.

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

**Human Resources Transactions/Staff Annual Contracts**

*2019-457*

**Appointments of:**

Eric Stetler	(effective date 08/13/2019)
Nancy Parks	(effective date 08/13/2019)
Dr. Marcial Echenique	(effective date 08/13/2019)
Gregory Craig	(effective date 08/13/2019)
Tracey Hoff	(effective date 05/01/2019)
Tammie Jo Drunasky	(effective date 05/16/2019)
Jeffrey DiBuono	(effective date 06/03/2019)
Kyle Cole	(effective date 05/01/2019)
Thomas Yaccarino	(effective date 05/01/2019)

**Resignation of:**

Jeffrey Wright	(effective date 05/13/2019)
Margaret Johnson	(effective date 06/07/2019)
Chance Pagan	(effective date 05/30/2019)

**Separation of:**

Sasha Aponte (effective date 08/13/2019)  
Ryan Tomaszewicz (effective date 08/13/2019)  
Karen Simmons (effective date 06/03/2019)

**Monthly Fiscal Report for May 2019**

2019-458

**Facilities Update**

2019-459

**Purchases over \$25,000**

2019-460

**Board Attorney Contract Extension**

2019-462

**Collegiate High School Program Agreement/ LSSC and Lake County Schools**

2019-463

**Collegiate High School Program Agreement/LSSC and Sumter County Schools**

2019-464

**The Villages Early College Program Memo of Understanding**

2019-465

**2018-2019 Dual Enrollment Articulation Agreements:**

**1) Lake County Schools, 2) Sumter County Schools, 3) Home Education Programs, 4) Non-Public Schools, and 5) the Villages Early College Program**

2019-466

**FY 2019-2020 Application/Strengthening Career & Technical Education  
21st Century Act, (Perkins V), Section 132**

2019-467

The meeting recessed for a break at 5:05 p.m. and resumed at 5:30 p.m.

**Write-Off of Uncollectible Accounts**

2019-461

Mr. Wahl asked to view the list of uncollectible accounts. Dr. Bigard stated that she would get with him so he can review the list, and she also stated that the write-offs have already been approved in the previous year's budget. After a lengthy discussion, the board acknowledged and accepted the report.

**SCHEDULED INFORMATION REPORTS**

**President's Update**

2019-468

Dr. Sidor reported on the meeting that each college president had with Commissioner Corcoran to discuss the outcome of the legislative session. At the conclusion, of this meeting there was an agreement to work on a few items. Those items being to focus on joint project proposals, legislative or otherwise and the other being a joint budget to consist of all 31 budgets, FCS/Chancellors budget to prevent lobbying against each other. It has been requested that we all work on, one message...one voice. The Florida College System has communicated itself as being a part of this.

Joe Pickens will be the Chairman for the Policy and Advocacy Committee for the Florida College System and Dr. Sidor will be Vice-Chair. They will be working on Small College funding formula, unraveling issues with the performance funding formula, and legislative initiatives and projects.

He updated the board on current projects:

- The Villages Charter School visited the HSCA, and they are excited with what they saw. Dr. McDaniel and Dr. Sidor are in discussions about extending this program into Sumter County.
- Dedicated Education Unit, which is moving the nursing program, or a portion of the program off of the campus and directly into the hospitals.
- The concept of a Regional Simulation Center in partnership with Leesburg Regional Medical Center for health related simulation.

All of these projects are in motion and Dr. Sidor will bring an update to the board in September.

### **Claire Brady**

Dr. Brady reported that after a whirlwind few weeks leading up to our Commencement ceremonies, we are now settling into the summer semester and preparing for the busy months ahead.

### **Summer & Fall Enrollment Update**

Registration is ongoing for the summer B and fall semesters. Summer enrollments are strong with year to year comparisons up in the double digits. Fall enrollments are also strong with significant gains in early registration by our currently enrolled students. Encouraging fall enrollment positively contributes to overall retention and completion efforts.

### **Commencement Update**

We had a record number of students apply for spring graduation (~600) and a record number of students walking in the ceremonies. This spring brought newly updated graduation robes for the Bachelor degree students and a more formal diploma holder gift for both the Associate's degree and Bachelor degree students. This spring also marked our first graduating class from the Health Sciences Collegiate Academy (HSCA).

Our record-setting 60<sup>th</sup> Commencement Ceremonies began with the South Lake ceremony at the Clermont Arts & Recreation Center Wednesday (May 1). Albert Manero, President of Limbitless Solutions and student Nicholas Drechsler served as our speakers. On Friday, May 3<sup>rd</sup> we gathered at the Everett A. Kelly Conference Center at the Leesburg campus. Student speaker Jeffrey Paradee Jr and Catherine Stempien, President of Duke Energy Florida, served as our Commencement speakers. Among a notable list of special guests included "Swoop the

Lakehawk”, who took pictures with graduates, families, and faculty after the ceremony. The ceremonies aired on Facebook Live for the first time.

### **Other Divisional Updates:**

On 4/29/19, we held the annual Student Leadership Awards event on the South Lake campus. 64 students were honored by 12 clubs and organizations.

On 4/30/19, Dr. Sidor and Dr. Brady attend the Take Stock in Children (TSIC) Class of 2019 senior event. 14 TSIC graduates will join the Lakehawk family this summer and fall.

On 5/09/19, the Division of Enrollment and Student Affairs (ESA) held their annual awards event. 30 staff were nominated and 11 awards were presented in 9 categories.

On 5/13/19, we had the formal opening” of the South Lake Veteran’s College and Career Success Center.

### **Doug Wymer**

Dr. Wymer reported that a group of six, highly-motivated STEM students are continuing their undergraduate research into microbial growth dynamics under the direction and tutelage of faculty mentors, Dr. Matt Drum and Mr. Chris Leibner. Each student has been assigned a species of bacterial organism and tasked with learning as much about their organisms as they can from peer-reviewed scientific literature sources. Their task then was to design a set of scientific experiments to test the types of environmental conditions most optimum for the growth and sustainability of their particular microbe. This initially involved the development of a research question as well as hypotheses based upon information obtained during previous examinations of existing literature. Data derived, analyses conducted, and conclusions will be developed and written up as a scientifically designed report. The experience gained by these undergraduate research students working through the scientific method of investigation rather than simply reading about it, regardless of whether they study microbes or build bridges, will be priceless in their future.

Students from the Golden Eagle Club at Leesburg Elementary School were treated to a magical surprise on the 21<sup>st</sup> of May. As you probably remember, LSSC English professor Amber Karlins previously visited the after-school tutoring program to teach students about storytelling. Using what they learned, students were split into groups to write their own short stories. With the help of another English professor, Jacklyn Pierce, Amber put together two illustrated books. The books are titled “Cupcake the Mer-icorn” and “The Unicorn, the Mermaid, and the Wolf”. Amber, Jackie, and Swoop the Lakehawk paid a visit to Leesburg Elementary to gift the students with their own individual books. A special thanks to Leesburg Elementary, Amber, Jackie, and Kevin for making this happen and capturing this moment! LSSC again is conducting the Women’s STEM Camp as a part of the NSF-ATE grant. The first week of the camp was June 3-6 and included 12 middle and high school girls from Sumter County who spent the week learning about alternative energy while studying the function of a fuel cell and building a solar phone charger and a model solar-powered car. Duke Energy provided bus transportation for a field trip to the Orlando Science Center and a guided tour of the site. The week ended with a visit from NASA astronaut Captain Winston Scott on Thursday afternoon. This year we were able to offer a

second camp for young women in Lake County and that camp is going on this week and includes 35 campers.

We had an exciting first week of the RISE Summer Math Academy with 28 students (19 from South Sumter and 9 from Wildwood). On the first day the students completed their diagnostic work and began making progress on their personalized math learning pathway. Jenni Kotowski did a wonderful job of setting the tone for the academy by getting the students talking to each other in ice-breaker activities. In addition to working on improving their math skills, RISE students visited the South Lake Campus in Clermont where they were treated to tours of the science and nursing labs (Thanks to Tamela Mankewich, Latisha McCray, Ron Cope, and Steve Clark) and were given a 3-D printer demonstration (Thanks to Andrea Gehringer).

In a reflection where students were asked to state things they have learned so far, one student wrote, "I learned how to ask questions and I learned to be more confident in myself". There was also a comment that the food has been "superb". Special thanks to Dr. Claire Brady, Dr. Byrd, Panda Care and many staff and faculty for their contributions towards lunch, snacks, and drinks.

### **Heather Bigard**

Dr. Bigard thanked the members on her team for working tirelessly on the budget, technology plan, and the plant survey and CIP.

She also gave a division update.

- *Launched Implementation of the Strategic Plan*
- *Attended the Council of Business Affairs meeting; serving as Vice Chair.*
- *Completed the Budget Reconciliation process for 2019-20 for approval at the June District Board of Trustees meeting.*
- *Compiled and prioritized facility improvement needs for inclusion in the Capital Improvement Plan.*

### **ATHLETICS**

#### ***Mike Matulia, Director of Athletics***

- 42/65 Student-Athletes recorded 3.0 GPA's or higher
- 4- President's List and 9 Dean's List
- 8- NJCAA All-Academic Individual Honors
- Baseball Player, Robbie Scott received All-State Honors and was selected for the All-District Gold Glove Team
- All LSSC teams achieved team GPA's of 3.0 or higher: Volleyball 3.19; softball 3.10; baseball 3.05 (All will make the NJCAA Academic Team of the Year list)
- Hosting Summer Camps for Baseball, Softball and Volleyball
- Conducting SOAR orientation for Student-Athletes for fall enrollment; 20-30 additional student-athletes with the addition of new sports.
- Baseball Coach, Rich Billings received the "Coach of the Year" for the Lake County Fellowship of Christian Athletes
- The Men's and Women's Cross Country teams are full for 2019-20!

## **FACILITIES**

### ***Andrew Bicanovsky, Director of Facilities***

- Career Source has taken occupancy in Building M.
- Mr. Jeffrey DiBouno has joined the team as Maintenance Technician II for the South Lake Campus.
- Updated the testing center in South Lake for the Office of Disability.
- Submitted annual capital improvement project and drafted five-year educational plant survey to Leadership for review.
- Acquired two new Ford F-150 trucks as a donation from The Villages Commercial Community District.
- Assisted New Visions with their annual facility and safety inspection.

## **FINANCIAL AID**

### ***Katrina Bennett, Director of Financial Aid***

- Financial Aid Awards have been packaged for 1,120 students for 2019-2020.
- Financial Aid Self Service pages were updated to reduce paper communications.

## **HUMAN RESOURCES**

### ***Pam Fletcher, Director of Human Resources***

- Conducted leadership training at Advent Waterman, a community partner, as part of the College's service to the community.
- Obtained Cabinet and Planning Council approval of revised Tobacco-Free and Smoke-Free Admin Pro and Family Medical & Leave Act Admin Pro.
- Launched NeoGov online personnel requisition process with pilot group.

## **INFORMATION TECHNOLOGY**

### ***Doug Guiler, Chief Information Officer***

- Completed New Technology Plan for 2019 – 2022.
- Upgraded BDM (Banner Document Manager). Staff can now use any browser to access the BDM data versus only using IE previously. The new BDM is also Single Sign on (SSO) compliant.
- Installed Banner Communication Manager. Admissions and Financial Aid offices have requested a means to automatically email students, and this Banner module addresses that need.
- Implemented the new Banner 9 Course Search on the new college website, for prospective student course search. Saved the college valuable time and money by not modifying our old homegrown solution to fit.
- Automatically feeding staff directory information into the new college website.

## **Committee Reports**

2019-469

### **Executive Committee**

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

## **Foundation Liaison**

Emily Lee reported that the Tony Pace Show was a success raising \$5,000 for the Veterans Program at LSSC. She thanked everyone for their support.

## **Board Attorney's Report**

*2019-470*

Mrs. Geraci-Carver reported that the college and the United Faculty of Florida have begun contract negotiations. An amendment has been prepared for the East Lake Property donation extending the various deadlines for closing development, state designation, etc. as well as addressing shared facility use with private or public entities.

A notice of claim has been received from Morgan and Morgan on behalf of Karen Parker. The college's insurance company is in receipt of the claim and is in communication with Ms. Parker's attorney.

A notice of employment discrimination has been filed against the college with the EEOC for a faculty position. The college is reviewing the allegations.

Mrs. Geraci-Carver's full report is located in the board packet.

## **NEW BUSINESS**

### **Approval of \$2 per Credit Hour Security Equipment and Capital Improvement Fee**

*2019-471&472*

Dr. Sidor received a call from the Commissioner Corcoran's office asking the board to delay taking action Item 471 Approval of \$2 per credit hour Security Equipment Fee and Item 472 \$2 per credit hour Capital Improvement Fee until we can speak with the Commissioner and the Governor.

A motion was made by Tim Morris and seconded by Marcia Butler to table Items 471 and 472 until July 9<sup>th</sup> where a special board meeting has been scheduled, motion carried.

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

### **2018-2019 Florida College System Annual Equity Report Update**

*2019-473*

Pam Fletcher presented the 2018-2019 Annual Equity report that and there were no question from the board. Each year the state requires this report for how we are complying with the Florida statute requirements relating to non-discrimination, equal access to education, and employment at LSSC.

A motion was made by Tim Morris and seconded by Bret Jones, motion carried.

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



### **2019-2020 Annual Operating Budget**

*2019-474*

Dr. Bigard recommended that the board approve the 2019-2020 Annual Operating Budget with the caveat of fees that were included within the budget. If the news fees are not approved we will have to make the adjustments.

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” – Blaise, Butler, Hill, Hooten, Jones, Lee, Morris, and Wahl.

### **2019-2020 Tuition and Fee Schedule**

*2019-475*

Dr. Bigard prepared the tuition and fee schedule for FY19/20 there are no changes to the report except the report includes the Capital Improvement Fee and the Security Equipment fee that are still pending.

Bret Jones made a motion to approve with no changes to the tuition and fee schedule, and Marcia Butler seconded, and the motion carried.

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

### **End of Year/FY 2019-2020 Budget Amendment/Transfer of Funds from Fund 1 to Fund 7**

*2019-476*

Dr. Bigard reported a year-end balance projection from the operating budget of \$513,435. She recommended to the board to transfer \$500,000 from Fund 1 to Fund 7 in order to complete the projects that were discussed in the budget workshop.

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” – Blaise, Butler, Hill, Hooten, Jones, Lee, Morris, and Wahl.

### **Approval of Facilities Five-Year Survey**

*2019-477*

Dr. Bigard reported that every five-years we go through an extensive process of a full inventory all of our student stations, classrooms, and labs to make sure they are coded properly in the state system. This is done so the state can calculate whether or not we are effectively using our space. We currently have too much space, and we have a plan to reduce this slightly to make sure we stay within the guidelines of 1,000 student stations.

Bret Jones made a motion to approve, and Emily Lee seconded, and the motion carried.

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

**Approval of Capital Improvement Plan**

*2019-478*

Dr. Bigard reported that the CIP is something that is done annually, where we prioritize the projects that we have in mind using, full state capital outlay dollars, as well as local funds and other sources. She discussed a few changes as far as how the reporting will be changed going forward being as transparent as possible as to how we are spending every dollar.

Bret Jones made a motion to approve, and Bryn Blaise seconded, and the motion carried.

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

**First Reading Amended Board Rule 2.15-Tobacco and Smoke Free Campus**

*2019-479*

It is the intent of the college to establish a smoke-free and tobacco-free college environment. The college would like to join the majority of the other Florida College System colleges that have already implemented this policy. The college recommends that the board review the amendment to board rule 2.15 and take action on July 24, at the regular board meeting.

Mr. Pete Wahl is against changing the policy from how it is currently written.

**Deletion of the Dental Hygiene Linkage Program**

*2019-480*

The college seeks to terminate the agreement with Valencia College for the Dental Hygiene program due to low acceptance rates and minimal interest by LSSC students.

Tim Morris made a motion to approve, and Jennifer Hooten seconded, and the motion carried.

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

**Modification of the Health Information Technology Program**

*2019-481*

The 70 credit hour Health Information Technology (HIT) AS degree currently has an enrollment of approximately 45 students for the 2018-19 year. The enrollment has declined or remained steady since 2014-15.

Because of the low enrollment, lower completion rate, and significant costs associated with the program due to accrediting standards, LSSC recommends closing this program and the associated Healthcare Informatics Specialist College Credit Certificate.

The College proposes to close the Associate in Science in Health Information Technology and the Healthcare Informatics Specialist College Credit Certificate and replace it with an in-demand Associate in Science in Health Services Management that will include the Medical Coder/Biller and the Medical Office Management College Credit Certificates.

Bret Jones made a motion to approve, and Bryn Blaise seconded, and the motion carried.

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

### **CDL Training and Testing Program**

*2019-482*

Rick Palmer presented the board with two options for starting a CDL Training and Testing Program at the Sumter Center. After reviewing the options the board was asked to approve option one, which is partnering with SunState CDL and moving forward with the program.

Bret Jones made a motion to approve, and Bryn Blaise seconded, and the 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 Wednesday, July 24, 2019, at 5 p.m. for the regularly scheduled meeting at the Leesburg Campus.

There being no further business, the meeting was adjourned at 6:41 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