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

**Leesburg, Sumterville, Clermont**

**September 19, 2018**

The regular meeting of the District Board of Trustees, Lake-Sumter State College, was called to order at 5:20 p.m. on September 19, 2018 in Student Services Building, Room 210 on the Leesburg Campus, by Mr. Peter Wahl, Board Chairman. In attendance was Mr. Bryn Blaise, Mr. Scott Blankenship, Mr. Bret Jones, Ms. Emily Lee, Jennifer Hill, 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.

**PRESENTATIONS (Tab A)**

Anita Geraci-Carver presented an updated on Code of Ethics and highlighted areas that she thought could possible pertain to the board.

**CONSENT CONSIDERATIONS- ACTIONS and ACKNOWLEDGEMENTS (Tab B)**

Mr. Morris moved and Mr. Jones seconded the motion to approve as presented agenda items number 330 through 335 as follows:

**Minutes of July 18, 2018 Regular Board Meeting & Workshops** **2018-330**

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

**Human Resources Transactions** **2018-332**

**Appointments of:**

Laura Dana	(effective date 09/12/2018)
Kristina VanAmerogen	(effective date 08/15/2018)
Michele Rudden	(effective date 08/15/2018)
Jennifer Manson	(effective date 09/01/2018)
Steven Clark	(effective date 08/15/2018)
Elizabeth Terranova	(effective date 08/15/2018)
Cindy Lackey	(effective date 08/15/2018)
Pam Fletcher	(effective date 08/13/2018)
Countess Rittman	(effective date 08/01/2018)
Anita McKenzie	(effective date 08/01/2018)
Terry Wilcut	(effective date 09/04/2018)
Robert Kinne	(effective date 09/04/2018)
John Tidona	(effective date 08/27/2018)
Ernest Morales	(effective date 08/06/2018)

**Resignation of:**

Natalie Sounders (effective date 08/10/2018)  
Josh Stafford (effective date 08/10/2018)  
Tyler Russell (effective date 08/03/2018)

**Retirement of:**

Richard Morrill (effective date 08/17/2018)

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

**Monthly Fiscal Report for July 2018**

**2018-333**

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

**Facilities Update**

**2018-334**

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

**Purchases Over \$25,000**

**2018-335**

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

**SCHEDULED INFORMATION REPORTS (Tab C)**

**President’s Update**

**2018-336**

Dr. Sidor reported that the Council of Presidents (COP) 2019 Legislative Budget Request will be \$292.2 million. They will focus on four areas. Workforce, Student Success, Industry Certification, and Performance Funding.

He recently traveled to Tallahassee to interview two lobbyist firms to represent the Florida College System. They interviewed two firms Capital Consulting and Southern Strategies. After listening to both firms they selected Southern Strategies.

He reported on our local legislative request which are facilities, security/campus safety, and a joint request with Lake Tech to redo our Digital Media and Information Technology programs.

He is working with Dr. Alan Holden and other local pastors in the area to possibly provide services in their space.

He is also working with Terry Yoder with T&D Concrete on a partnership to provide a program for construction management and other programs.

We are also working on a brand affinity campaign. Your Success...Our Mission

### **Claire Brady**

Dr. Brady reported on enrollment and student affairs. There is a full report located in each packet.

She updated the group on enrollment with almost 5,000 total students with 62% female and 38% male. She reported that 33% of our students are 18 and under due to dual enrollment students. The total full time enrollment is up 41/2% due to HSCA and BSN.

The student lounge and veterans lounge will be opening soon. The board will be notified by invitation of the open house.

### **Doug Wymer**

Dr. Wymer introduced Dr. Amy Albee-Levine she is the new Dean of Workforce.

In early September, Lake-Sumter State College partnered with Leesburg Elementary to be a part of the school's Golden Eagle After School program "Enrichment Week." The Leesburg Elementary After School program serves 90 students from grades 1-5 and is supported by the federal 21<sup>st</sup> Century Community Learning Center grant that provides academic and cultural opportunities for disadvantaged youth. LSSC faculty and staff including Brenda Skoczelas, Sandy McShane, Amber Karlins, Steve Clark, Mark Thompson, Karen Hogans, and Amy Albee-Levine visited the college each day during the week of September 10-14 and provided activities focused on reading, math and science such as Fun With Energy, Library Lion, Fun With Biology, Math is Sweet, and Phun with Physics. Students engaged in hands-on experiments and were introduced to LSSC as a valuable part of their community. The college will also participate in the Leesburg Elementary School program's fall parent night in November as well as spring enrichment week and parent night activities.

There are many significant customer service projects in the Cooper Memorial Library including expanded hours, reinvention of some student study space with new furniture, and an online booking system for study rooms. Additionally, we have two new librarians coming on board to fill current vacancies.

On Friday, September 14, more than 20 LSSC math faculty, Sumter High School math teachers, and LSSC Academic Affairs Administrators had their 10th Joint Professional Development Workshop at the LSSC Sumter Center as part of the Title III grant that is concluding its 5th year.

Presentations included a comparison of Advanced Placement Calculus taught at the high school and MAC 2311 Calculus I at Lake-Sumter through a joint presentation by Charlie Breen from South Sumter High School and Karen Lanctot from LSSC. Other presentations included an introduction to LSSC academic programs and online catalog by Sumter Center Enrollment and Student Affairs Manager Kelly Hickmon, RISE Summer Math Academy performance data by Title III statistician Bill Dillinger, and Classroom Management for Everyone by 30 year veteran Wildwood Middle High School math teacher Sherrie Hampton.

We were notified Monday that the *Journal of Archaeological Method and Theory* has accepted a manuscript resulting from research conducted by Dr. David Walton, which is very exciting

because it could inspire a methodological revolution in central Mexican archaeology and it puts LSSC on the map within the field. This article is ultimately the product of his 2017 summer field season in Mexico, which was funded by an SPD grant. This journal is the first place archaeologists go to learn about new methods and theories in the field, and it was Dr. Walton's initial target for this article's publication as one of the highest ranked journals in the field.

The new SLO process, more than a year in the planning, has begun its second phase in earnest. The faculty are working hard to learn the new process, showing great resilience and an above-and-beyond commitment to making the data work for us. Additionally, the primary author orientation meeting for the 2021 SACSCOC self-study is scheduled for Thursday 20 September.

We are exploring several new programs including CDL and a new bachelor's degree as well as working on the implementation of the Community Health Professional program.

### **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. She introduced new members of her staff Kelly McLean, Pam Fletcher, and Sam Sweeney. She updated the board on our biggest challenges which is the H-VAC system. We finally hired a certified H-VAC technician. We are also working through the transition for grounds and janitorial. She will give a more in-depth update at the next meeting SSC has only been on the job for three works.

A full scale emergency exercise is scheduled for October 5<sup>th</sup> on the Leesburg Campus. The exercise will conclude at 2 p.m.

### **Committee Reports**

**2018-337**

### **Executive Committee**

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

### **Foundation Liaison**

The Foundation awarded \$211,018.59 to 305 students for the 2018 fall semester. The spring application opens October 1 and closes October 31.

The Foundation was awarded a \$10,000 grant by the National Arts Endowment to assist in funding the 2018-2019 Performing Arts Series.

Jenkins Hyundai donated a 2009 Hyundai Santa Fe. The vehicle will be used for Campus Security. Jenkins has committed to replacing the vehicle every 3 years.

The Annual Professional Planned Giving Seminar was a great success with 90 registrants. It was held on August 24, 2018 on the Leesburg Campus in the Magnolia Room. Next year's event is scheduled for August 23, 2019 and will be held at Florida Hospital Waterman.

The Annual Athletics Golf Classic Tournament is scheduled for Friday, September 21, 2018, at the Harbor Hills Country Club beginning at 8:30am. We are expecting over 120 players and it's not too late for you to sign up.

The Performing Arts series begins October 13 with the Mickey Finn Show. The season is at 89.3% of capacity.

The Distinguished Alumni and Hall of Fame Celebration is scheduled for October 18 at 6pm at the Mission Inn Resort. This year's recipients are:

Heart of a Volunteer Award: David Jordan

Community Engagement Award: Tracy Belton

Professional Achievement Award: Ken Carpenter

Valor Award: Jerry Smith

Scholar Award: Karen Colucci

GOLD Award (Graduate of the Last Decade): Grant Gannaway

### **Hall of Fame Awards**

Faculty/Staff Award: Faculty: Sybil Brown, Staff: Claudia Morris

Trustee Award: Emily Lee

Athletics Award: Huether Family

In each packet you will find an invitation. Please consider coming out and supporting the event and our award recipients.

The LSSC Foundation Monster Dash race is scheduled for October 27, 2018 at 8:00am on the Leesburg Campus. Please consider signing up to walk or run!

Please plan to join the President and the Foundation Board for dinner and a show, to celebrate the holidays on November 30<sup>th</sup>. The performance will be Nutcracker in a nutshell. In your packet you will find an invitation. Please rsvp and don't forget to bring your toy to donate to Toys for Tots.

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

**2018-338**

Ms. Carver's updated on matters of interest to the Board since the July meeting. The OCR investigation remains pending. The College's insurance company is in receipt of the Notice of Claim and is in communication with Ms. Parker's attorney regarding a fall she took while attending an event on the Leesburg campus.

A mail ballot is taking place September 4-October 2. The ballot's will be opened and counted at 2 p.m. on October 2<sup>nd</sup> in the Commissions office in Tallahassee, FL.

The college received correspondence from an employee's attorney demanding the college investigate claims raised by the employee relating to leave pursuant to the Family Medical Leave Act.

### **NEW BUSINESS (Tab D)**

#### **Acknowledge the 2017-18 Annual Financial Report - Unaudited**

**2018-339**

Dr. Bigard reported on the unaudited version of the audit. Our financial position decreased by \$2.6 million as a result of the payouts for the construction on the Science Health Building. Our operating revenue increased by 10.2% from student tuition. Total assets for the year \$65 million as of June 30.

#### **2018-19 Legislative Budget Request**

**2018-340**

Dr. Sidor discussed the colleges Legislative Budget request for 2018. He thinks we need to focus on facilities, security/campus safety, and joint request with Lake Tech to redo our digital media and technology programs.

#### **2018-19 Salary Schedule and Classification**

**2018-341**

A motion was made by Bret Jones and seconded by Emily Lee to approve the Salary Schedule and Classification.

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

#### **SECOND READING: Revision Board Rule 5.13**

**2018-342**

The meeting was suspended to open up the public hearing to review the recommended changes to Board Rule 5.13- Leaves. The meeting was reconvened and board action was taken. A motion was made by Bret Jones and seconded by Jennifer Hill.

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

#### **Board Committee Announcement**

**2018-343**

Pete Wahl announced the results of the 2018-19 Committee Survey. He assigned each trustee based on their selection of the survey.

Mr. Wahl reviewed the committee selection as follows:

Strategic Planning: Bret Jones, Chair, Scott Blankenship, and Marcia Butler  
Foundation Liaison: Emily Lee and Tim Morris  
Sumter Partnership: Marcia Butler, Chair, Kelly Rice, and Bryn Blaise  
Facilities: Jennifer Hill, Chair, Bryn Blaise, and Bret Jones

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

**Health Insurance Benefit Renewal**

**2018-344**

Dr. Bigard provided the board with a summary of the benefit plans that are coming available for Open Enrollment. The Blue Cross Blue Shield employee health insurance plan through the FCSRMC experienced a 7.19% increase in premium rates for the 2019 plan year.

The motion was withdrawn and the item will be considered information only.

**INFORMATION ITEMS**

Mr. Wahl reviewed the documents in the supplemental folder.

**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 October 17, 2018 at 5 p.m. for the regularly scheduled meeting at the Sumter Center Room 4108.

There being no further business, the meeting was adjourned at 6:40 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