

**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

**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 Ma(/C22 (e)4 biTJ17l(f)8.9B)7B,62B,6w (s b ,)10. o sBDC ,aahe48 3

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.

- 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
-

- 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

- 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.
- –

- 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 E





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.

**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

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