

LAKE-SUMTER COMMUNITY COLLEGE

ADMINISTRATIVE COUNCIL

October 22, 2008

12:00 p.m. – SS 205

Present: Dr. Charles Mojock, Don Ball, Rey Cortes, John Froman, Tanya Rocker-Harris, Tim Kane, Pat Landsman, Dr. Sherie Lindamood, Mike Matulia, Dr. Carolyn Meyer, Jane Miller, Dr. Mary Jo Rager, Dr. Glenn Ricci, Carolyn Scott, Dick Scott, Dr. Gary Sligh, Russ Sloan, Mark Swearingen, Maggie Wacker, Audrey Williams and Brandy Zieseemer.

Dr. Mojock called the meeting to order.

Supervisor Training

Second session of Supervisor Training has started and is going well.

Microsoft Employee Training

Dr. Mojock asked Mr. Kane to give an overview of where we are in terms of employee involvement. Mr. Kane also explained the Workforce Central Florida paperwork requirements and the timeframe involved with the Grant. There was discussion on how to get the supervisors involved in getting their team enrolled. Mr. Kane will get out another email to all employees to clarify some of the time issues and explain to employees that they are expected to take advantage of this training grant.

Outlook calendar scheduling

Mr. Guiler asked if administrative council could/would lead the way in utilizing the Outlook calendar for their meetings. Next month, Mr. Guiler will bring a short demonstration on how to use the calendar. There may be a possibility that council would meet in the BRC to have “hands on” training.

Go To Meetings

A suggestion was made for Mr. Guiler to also give us an overview of how we can take advantage of the Go To Meetings, which would be a savings in travel. He will demonstrate at the next administrative council meeting.

Cost Saving Ideas and Recommendations

Mr. Scott informed the group that he was getting good information from the forms which were sent out. They are due into his office on the 30th of October. The process will be an on-going effort and will present the outcome in pieces – first to cabinet and then to planning council. Dr. Mojock told the group that this was a very important activity for us so everyone needs to be diligent in getting this back to Mr. Scott in a timely manner. Our Board has been informed and will expect some feedback in 60 days.

Dr. Mojock commended everyone for their help in keeping us on track in this tight budget year.

SACS

Dr. Mojock gave a short update on SACS. He encouraged attendance at the QEP and Compliance meetings.

Other items of information/reminders:

Reminder about open enrollment for insurance if you are changing anything; no action needed if you're keeping the same insurance plan.

Also a reminder about our Flex plan and the savings on pre-tax dollars.

Dr. Meyer will send out to the council the Effectiveness Indicators and the Accountability Measures. She will also have them posted on the internet.

Members were encouraged to send in program or activity presentations for consideration by the Futures Assembly.

Board Topics

Dr. Mojock complimented Jacquie Busboom on her presentation to the Board on Distance Learning. Mary Heikenen and Dr. Mary Huffer also participated at the Board Meeting. Their power point was well received by the Board of Trustees.

The Board approved the Memorandum of Understanding with the Central Florida Health Alliance.

Dr. Mojock discussed the state wide legislative priorities.

Amendment 8

Dr. Mojock gave an overview of Amendment 8. He and Mr. Sloan have been participating with the SGA on Voter Awareness Day activities.

Meeting adjourned at 12:00 p.m.

Next Administrative Council meeting will be held on **Monday, November 24** at 10:30 a.m. **(PLEASE NOTE NEW DATE)** Place to be determined and Outlook notice will be sent.