

LAKE-SUMTER COMMUNITY COLLEGE

PRESIDENT'S COUNCIL MEETING

**August 26, 2003
Board Room
Leesburg Campus**

Minutes

Members Present: Dr. Chuck Mojock; Dr. Wes Estey; Mr. Richard Scott; Ms. Jane Miller; Ms. Rosanne Brandenburg; Dr. Carolyn Meyer; Mr. Jim Thigpen; Ms. Pat Landsman; Mr. Ken Bragg; Dr. Nancy Browne

Members Absent: None

Resource Persons Present: Ms. Mary Jo Rager; Dr. Glenn Ricci; Mr. Bill Campman

Dr. Mojock called the meeting to order at 10:00 a.m. and welcomed everyone back for the new school year. He expressed appreciation to all who participated in making Convocation a success.

1.0 Review Minutes of July 22, 2003, meeting – Accepted as submitted by consensus.

2.0 President's Report

2.1 Discussion of Fall Registration

Dr. Mojock noted that the new Financial Aid Director is in place and improvements have already been made in the financial aid process. At this point in time, it appears that there is a big increase in FTE for fall term. However, we could be short following the drop period. The administration will be looking at various possibilities for offering mini-mester classes for those students who were unable to enroll because of full classes.

Dr. Mojock also pointed out that through improvements in IT, we are starting to get excellent information reports that will give administrators greater ability to look at trends and therefore plan better. He also feels that having upper level administrators on the South Lake and Sumter Campuses helped to make registration go smoother.

Dr. Browne stated that the shorter add period gives the instructors better control over class rosters. This also helps the deans to know which classes to drop.

Ms. Rager asked about book availability. Dr. Browne had not heard of any problems. Ms. Miller asked about ability to access rosters online and, again, Dr. Browne did not know of any problems. Ms. Miller noted that there were still some issues to be worked out with the bookstore regarding book vouchers.

Ms. Miller also noted that Student Services is going to be looking at delivery of orientation; the majority was done online but it does not give FTIC students what they need. They need more personal attention.

Mr. Scott felt that having the computer information station set up by the reception desk with someone to man it was extremely helpful.

Dr. Meyer pointed out that 735 FTE are needed each term to meet the projections sent to the state. She would like to see at least 750 FTE for fall because FTE in spring is always lower. Discussion followed on ways to boost FTE through mini-mester courses, corporate training, vocational courses such as the Electrical Distribution courses, and Continuing Education courses.

Dr. Mojock asked that each administrator pass on to their respective staff members his appreciation and commendation for their help in making the registration period successful.

3.0 Campus Reports

3.1 Sumter

3.1.1 The Villages Library

Mr. Thigpen reported that LSCC has been looking for a way to have more of a presence in The Villages and is now looking at building a joint use facility with the Sumter County Library with space to offer Continuing Education classes. This would be a 30,000 sq/ft building located near The Villages Charter High School on Hwy 466. Mr. Thigpen plans to go to the Sumter Board of County Commissioners' meeting tonight to voice support for this proposal. The county funding could be used for the match program from the state.

3.1.2 Other

- St. Leo University is now offering a 2+2 program in Elementary Education at the Sumter Campus.
- UCF continues to offer its Education Leadership Program.
- Mr. Thigpen recently attended a meeting with the Southwest Water Management District concerning Lake Panassoffkee. The Water Management District has purchased 500 acres and the development rights to an additional 5,000 acres, which will restrict growth in south Sumter County but will guarantee the rural atmosphere of the area.

3.2 South Lake

3.2.1 National Louis University

Ms. Rager has been meeting with representatives from National Louis University, which is interested in developing an articulation agreement to transfer an AA degree into a BA degree in Applied Behavioral Sciences, an AAS degree into a BS in Management, and an AS in Health Information into a BS in Healthcare Leadership. Discussion is also in progress with National Louis University and Advanced Education and Research Facility to develop a three-way partnership for resource sharing and articulation. Dr. Mojock noted that we need to let UCF know what we are planning and that it is not in competition with any of their programs. Ms. Miller and Ms. Rager are to meet to discuss how the AAS degree articulates into the program.

3.2.2 Other

Ms. Miller reported the following:

- The University of Central Florida has a new Regional Director, Dr. Cecelia Rivers, on the South Lake Campus.
- Changes will be made to make the lobby area of the Phase II Building more "people friendly" – the receptionists will be moved out front to greet people; UCF is

looking at hiring a full-time person to be out front in this area; all front counter people will be trained to be more knowledgeable about both institutions;

- The South Lake Advisory Committee met on August 12 and Ms. Miller received good input from them. Administration will be looking at ways to give more structure to the campus advisory committees concerning who should be members of the committees and who the committee chair should be.

Dr. Mojock noted the following:

- The University of Central Florida will be offering Business Administration courses at the South Lake Campus, hopefully by the spring.
- The roof replacement suit is currently in mediation. It appears to be clear that LSCC has a strong case for damages, but the question is “who is responsible”? The target date for beginning work is mid-December.

3.3 Leesburg

3.3.1 Mr. Bragg reported the following:

- LSCC has taken the leadership role in developing a partnership involving the Leesburg Partnership, Leesburg Chamber of Commerce, City of Leesburg and Lake County EDC to put on a one-day seminar entitled “Operating Successful Businesses During the Slow Economy.” The seminar will be held on November 12 and will feature Mr. Kent Burns, a nationally known consultant. Business owners from Lake and Sumter Counties are expected to participate. The College will get top billing on the programs. The cost will be \$25.00 per person this year with the intention of increasing the cost each year to make this a fund raising project in the future.
- The Business Assistance Center Advisory Committee will be meeting at the South Lake Campus in December. He might want to involve the South Lake Advisory Committee in that meeting.
- Leadership Lake County will have its largest class this year with 43 members. Dr. Mojock will be a member of this class.
- The Sumter County EDC will celebrate “Industry Appreciation Week” in September and hold an appreciation banquet on September 26 starting at 6:30 p.m. at the Wildwood Community Center.
- Mr. Bragg will attend the opening of the National Entrepreneurial Center in Orlando. This is one of only two such centers in the United States.

3.3.2 Dr. Mojock noted the following:

- The Villages Charter High opened with the 9th and 10th grades this year.
- The Leesburg Chamber of Commerce Contact Breakfast on Thursday, August 28, will feature Senator Anna Cowin as the guest speaker.

4.0 Personnel

Mr. Scott distributed copies of the “Position Status Report” dated August 26, 2003.

5.0 Instructional

Dr. Estey reported the following:

- Department chairs have been selected and he has met with them twice. The first meeting was for orientation to explain what is expected of them. They have already provided input into scheduling for the spring term.
- The adjunct faculty meeting was a combined meeting on the Leesburg Campus rather than separate meetings on each campus. A different approach was used this year in that there was a meeting for new adjuncts and one for returning adjuncts. Very positive feedback was received.

- Dr. Estey and the Deans are starting to review and refine the Spring Schedule. They are looking at class time changes at South Lake to bring them in line with the Leesburg Campus times.
- In response to a suggestion from faculty, newly hired faculty members who have relocated here may be paid at the end of August for days worked that month rather than having to wait until the end of September before receiving a paycheck, which often created a hardship. Mr. Scott will look into doing this for all newly hired employees.

Mr. Thigpen reported the following regarding Corporate Training:

- Several Quick Response Training (QRT) grants were in process when he assumed the role of Director of Corporate and Community Services. G & T Conveyor Company, Inc. received a \$280,000 grant, of which a good part will be run through LSCC. He is currently working with Kasmin Construction and Bailey Industries on QRT grants.
- He is currently looking at roles of people in his department and how to adapt those roles to meet the College's goals.
- His department is responding to a group in South Lake who have requested a "Senior Institute" or "Elder College" for senior citizens. This will be started next month with 10 courses being offered.
- In connection with the Electrical Distribution program, there is a possibility of partnering statewide with other community colleges to offer a variety of programs for electrical companies.

Ms. Rager reported the following:

- She is working on a possible Ophthalmic program. She and Dr. Meyer have drafted a needs assessment survey form that will be distributed in the near future.
- She has also received a call from Mr. Tim Richardson of the Marion County School System Adult Technical Educational Program regarding a meeting in mid-September to discuss a Radiography program.

Dr. Ricci reported as follows:

- There are thirteen Arts and Sciences and two Business and Technology faculty members who are interested in an optional summer contract, under which they would teach 36 semester hours in fall and spring and have the summer off.
- The Human Resources Committee is looking at procedures for faculty rank and promotion.

6.0 Fiscal Items

Mr. Scott distributed a memo outlining the technology refresh plan. He pointed out that page 2 reflected the Technology Committee's list in priority order and page 3 is IT's list of additional needs/wants in priority order. It was also noted that page 2 has been reviewed by the Planning Council and it recommended that optical imaging equipment costing \$9,000 be added to the list, bringing the total to \$86,500. There is \$110,000 available from surplus funds from last year's budget that can be used for technology refresh. Following discussion of the items on page 3, the Council decided to recommend purchasing all of the items on page 2 at a cost of \$86,500, plus the following items: Credit Card Services - \$10,500; SCT Training - \$3,500; Drive Trays for HSC 108 as SCT training lab - \$6,500; and Diploma Software - \$3,000, for a total of \$110,000.

Mr. Scott also distributed a draft of procedures for the rental of college facilities and asked everyone to review them and email him any comments, with a copy to Dr. Meyer, who is chair of the Rules and Procedures Committee.

7.0 Facilities

7.1 PPL

Mr. Scott noted that the Project Priority List (PPL), which will look similar to the Capital Improvement Projects (CIP) Report, will go to the Board, probably in December after the Education Plant Survey is updated.

8.0 Student Services

Ms. Miller reported the following:

- The first volleyball game of the season will take place tonight. Prior to the game, Dr. Mojock will recognize Mr. Ed Brooks, Vice President and Trust Officer of The First National Bank of Mount Dora, as Trustee for the McLin Foundation, for its financial help with the Athletic Program.
- College Night is scheduled for September 29 at 6 p.m. in the Fine Arts Auditorium and the Magnolia Room.
- The College Reach Out Program grant was approved again this year but for less money than was received last year.
- Student athletes' orientation went well. Two student athletes were named to the NFCAA Academic All-American Team – Andy Davis, baseball; and Lindsey Yates, volleyball.

9.0 College Relations

Ms. Landsman reported as follows:

- She is working on new banners for the hardware that was installed on utility poles in the parking lots and along the drives last year.
- The format for the *SunDial* is being changed.
- Projects being worked on in her department include the Continuing Education catalog, the Athletic Handbook, and a new e-newsletter.

Ms. Landsman reminded everyone that she needs good front-line information for news releases.

10.0 Foundation

Ms. Brandenburg reported the following:

- Three new Ambassadors have been selected, bringing the total to five. If anyone has an activity that would require the services of the Ambassadors, they should contact Ms. Brandenburg or Ms. Claudia Covil in the Foundation Office.
- The kick-off for the Annual Scholarship Campaign will be held Wednesday, September 17, at 6 p.m. in the Magnolia Room. The goal for this year is \$150,000.
- The United Way Day of Caring is set for Saturday, September 27, starting with breakfast at 7:30 a.m. in the Gym. The group will then go to the CITE facility on Radio Road to work. Volunteers are still needed.
- The Foundation will be co-sponsoring a seminar on planned giving with Florida Hospital Waterman on Friday, October 17, from 8 a.m. to 1 p.m. in the Garden Room at Florida Hospital Waterman in Tavares.
- The Foundation is looking at the possibility of changing its investment manager and will be interviewing representatives from seven investment companies on Friday, September 19.
- The Annual Athletics Golf Classic is scheduled for Friday, September 26, at Harbor Hills Country Club.

11.0 IR/IE/Reporting

Dr. Meyer reported as follows:

- She is still looking for a data analyst for 6-10 hours per week.

- A list of all employees who have been assigned to a committee has been sent out to everyone by email. Dr. Meyer would like committee chairs to let her know when meeting times and places have been determined so that she can include that information in the Committee Directory before it is posted on the Intranet.
- She will start asking for program reviews in November.
- The IPEDS report is due in October.

12.0 Faculty Senate

Dr. Nancy Browne reported the following:

- The Faculty Senate did not meet over the summer. Their first meeting for this year was held last week.
- Election of Faculty Senate Executive Committee members is being organized.
- Next meeting is scheduled for first Friday in September.
- Committees are being formed to look at compensation.
- The first printing of the Chomp Down Challenge cookbook sold out. The second printing is now in and Dr. Mary Huffer should be contacted if you wish to purchase a copy. Funds will go to the Gloria Harvard Scholarship Fund.

13.0 Other

- Ms. Miller noted that the Sylvia Thomasson Educational Leadership Program will kick off on October 23 with a luncheon in the Magnolia Room. Nomination forms will be going out soon.
- Dr. Mojock pointed out that Staff Development Days are scheduled for September 16 and 17 and that a good program has been developed by Ms. Cathy Melendez.

The meeting adjourned at 12:35 p.m.

Prepared by:
Linda Means
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