

# LAKE-SUMTER COMMUNITY COLLEGE

## PRESIDENT'S COUNCIL MEETING

July 22, 2003  
Board Room  
Leesburg Campus

### Minutes

**Members Present:** Dr. Chuck Mojock; Dr. Wes Estey; Mr. Richard Scott; Ms. Jane Miller; Ms. Rosanne Brandeburg; Dr. Carolyn Meyer; Mr. Jim Thigpen; Ms. Pat Landsman; Mr. Ken Bragg; Mr. Leon Blue

**Members Absent:** None

**Resource Persons Present:** Dr. Glenn Ricci; Mr. Bill Campman

Dr. Mojock called the meeting to order at 10:00 a.m.

1.0 Review Minutes – Accepted as submitted by consensus.

2.0 President's Report

2.1 July Board Meeting Report

Dr. Mojock gave a brief overview of the Board meeting. The Board was pleased with the presentation on the Indicators of Excellence. Other than a 7% increase for adjuncts, there will be no salary increases this year due to budget constraints. Faculty will receive their step increases. Other staff will receive a \$400 incentive pay (not added to the base), probably in September or October.

2.2 President's 2003-04 Initiatives and Performance Based Indicators

Dr. Mojock gave an overview of the indicators and initiatives for this year, discussed setting some baselines for measurement, and asked for feedback. He hopes to have an HR Director on board this year to work on performance based evaluations. Dr. Meyer noted that the initiatives will be presented to the Board at its September 16 meeting.

Dr. Mojock explained how the general initiatives relate to the Strategic Plan and the specific initiatives relate to the Annual Plan. Administrators will be evaluated on specific initiatives. The state is developing an evaluation process with accountability measures. The state committee is meeting on July 23 and will set up a web site and request input. Discussion followed on whether the level reached on the indicators would determine the amount of incentive raise. Dr. Mojock noted that this is a work in progress and suggestions for improvements are welcome.

3.0 Campus Reports

Dr. Mojock welcomed Mr. Ken Bragg to the President's Council and explained his new role as Special Advisor for the Leesburg Campus. He also expressed appreciation to all staff members on the different campuses for their cooperation in making the transition to the new organization plan.

3.1 Sumter

Mr. Bragg reported that the BAC has been very active at the Sumter Campus this summer. SCORE is going to that campus two days a week and has had 23 business visits.

Dr. Mojock asked what connection LSCC staff had with Sumter Adult Ed students. Mr. Thigpen noted that he had worked with them in the past to encourage them to continue their education at LSCC.

Dr. Estey asked Mr. Scott to discuss Sumter operations with Ms. Shirley Revels and Mr. Thigpen to ensure continuity. Dr. Meyer suggested that a faculty member be added to the Operations Committee for each campus. Dr. Mojock approved.

### 3.2 South Lake

Ms. Miller reported the following:

- She spoke to the South Lake Kiwanis Club last week
- She has spent two days at the South Lake campus and met with faculty and staff. Jackie Lamolli has submitted her resignation.
- Mr. Scott and Ms. Miller will meet on Thursday of this week to do a walk-through of the facilities.
- The South Lake Advisory Committee is set to meet on August 12. Ms. Miller will meet with Dr. Mojock to review purpose of the advisory committee and the type of work it does.
- She reviewed the class schedule and provided feedback to Dr. Estey. They will work on making the schedule better for students.

Dr. Estey reported that he had met with the principal of East Ridge High School regarding the possibility of using their facilities, especially science labs, in the spring when the Phase I building is being re-roofed. They are willing to share space after 3 p.m. each day. Further discussion was held on accommodating classes during the re-roofing.

The South Lake Chamber of Commerce is hosting a Teachers' Appreciation Breakfast on August 5. Dr. Mojock will be speaking at that event.

#### 3.2.1 South Lake Health Academy

Dr. Mojock gave a brief update on the status of establishing the Academy. The committee will continue to meet monthly and hopes to have things in place to apply for a grant next year. Ms. Hilary Knepper will be furnishing the administration with progress reports.

#### 3.2.2 National Louis University

Dr. Mojock gave an update on articulation with National Louis University. This is an opportunity to partner with them to offer continuing education for physicians and medical personnel, as well as business courses.

### 4.0 Personnel

Dr. Mojock gave a brief update on personnel additions and changes. Ms. Miller noted that Scott Pennington has accepted the position of Advisor at the Leesburg Campus.

### 5.0 Instructional

Dr. Estey reported the following:

- He will be identifying department chairs in the next week.
- He has sent an email to faculty regarding the option of a shorter contract, which was very well received. The next step will be to meet with faculty from respective areas to look at ways to cover all courses. Mr. Blue asked that a clear goal be stated for using shorter contracts.

Dr. Mojock asked Dr. Ricci about the lack of courses available at the South Lake Campus—is it due to a lack of faculty or a lack of space? Dr. Ricci said he was looking at the possibility of using distance learning to offer more courses.

The possibility of changing the printed schedule to show offerings at all campuses for each course rather than separate listings for each campus was discussed.

### 6.0 Fiscal Items

Mr. Scott reported the following:

- He is pleased with the progress made on getting budget information out to everyone. They are trying to make information better and available in a more timely manner.
- There should be surplus dollars from 2002-03, which will help make budgeting easier this year.
- He will be instituting a manager's budget review half way through the year to help departments look at how they are doing budget-wise.
- VIP Foods from Ocala will be operating the food service for the Leesburg campus this year. The cafeteria will now be referred to as a "restaurant." The hours will be expanded and will be continuous. Catering services will be available. Dr. Mojock suggested that we use them for the Administrators' Retreat on August 8.

## 7.0 Facilities

7.1 CIP – to be emailed to Council members

## 8.0 Student Services

Ms. Miller passed out the latest enrollment report and pointed out that enrollment is significantly higher than for this date last year. The first drop for non-payment will be July 28. Disbursement of Financial Aid checks is scheduled for September 7.

## 9.0 College Relations

Ms. Landsman reported that she has a meeting scheduled for July 23 to look at the schedule and catalog timeline for this year. She will be conducting focus group meetings to help determine the final design concept.

Ms. Landsman suggested the possibility of charging a nominal fee for hard copies of the catalog since the catalog is now available electronically. Dr. Mojock suggested putting a coupon in the catalog that could be used toward the registration fee. He also suggested looking at doing a two year catalog.

## 10.0 Foundation

Ms. Brandenburg reported the following:

- The Scholarship Committee met July 21 and reviewed the largest number of applications ever.
- A donor has committed to fund an additional 8 or 9 scholarships of \$1,000 each.
- The Scholarship Campaign Kick-Off will be held September 17.
- The annual Athletics Golf Classic will be held Friday, September 26, at the Harbor Hills Country Club.

## 11.0 IR/IE/Reporting

Dr. Meyer reported the following:

- She is working on updating the IMM.
- Ms. Hilary Knepper will begin working full-time in the fall as a grants writer. She will work on a grant planning schedule for the year and will work with Ms. Brandenburg on finding additional funding sources.
- The IR/IE/Reports Office will have a data analyst for six hours per week starting August 1.
- She would like to add faculty members to the IE Committee in order to develop a process for the Student Survey that the faculty would buy into.

## 12.0 Faculty Senate

Mr. Blue had nothing to report as summer is a slow time.

The meeting adjourned at 12:45 p.m.

Prepared by:

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