

**LAKE-SUMTER COMMUNITY COLLEGE**

**PRESIDENT'S COUNCIL MEETING**

**September 23, 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; Mr. Ken Bragg; Dr. Nancy Browne

**Members Absent:** Ms. Pat Landsman

**Resource Persons Present:** Ms. Mary Jo Rager; Mr. Bill Campman

Dr. Mojock called the meeting to order at 2:35 p.m.

1.0 Reviewed Minutes of August 26, 2003, meeting – Accepted as submitted by consensus.

2.0 President's Report

2.1 Review of September DBoT Meeting

Dr. Mojock noted that he had reviewed the end-of-year progress reports with the Board. Mr. Gilley suggested that the Student Satisfaction Survey responses be published in the school paper. The President's Cabinet will check to see which items on the survey have been addressed and which items still need to be addressed.

Ms. Brandeburg asked for clarification on funding of the Nursing Recruiter position since she needs to know what Foundation funds will be available for this year for special projects. She will start getting the process in place for awarding funds for special projects.

Dr. Estey reported that the Dual Enrollment Agreement with the Sumter County School Board was approved. The student enrollment ceiling was increased, as well as the amount paid per credit hour.

Dr. Mojock commended Mr. Scott, Ms. Shirley Revels and Mr. John Froman for the good job they did on the Annual Financial Report.

Dr. Mojock also commended Ms. Miller on her enrollment report and asked that she make the PowerPoint program she presented available for viewing by those who were unable to attend the meeting. Ms. Miller then recapped the enrollment report. The administration feels that as many as 200 students did not get enrolled due to full classes. Mini-semester classes will be started to give students an opportunity to add classes or begin their college career.

The Management Plan for 2003-04 will be put on the Intranet. This plan shows who is working on what on the Annual Plan.

Work continues on resolving the roof/water intrusion problems with Building 1 at South Lake. Hopefully, construction to correct the problems will begin in December. Erosion also continues to be a problem on that campus.

The Human Resources Office submitted twelve new hires to the Board for approval. These included 50% females, 50% males, one black and two Hispanics, which is a good cross representation of applicants. Dr. Mojock noted that Ms. Bonnie Finsley Satterfield has accepted a position with Palm Beach Community College as a Dean starting October 1.

The Board chair will be appointing new liaisons for this school year.

The Board wanted Dr. Mojock to express appreciation to all employees for their good work and contributions to the success of the College during the past year. Copies of the "Report to the Community" are available in the President's Office.

Upcoming Events:

- September 29 – Governor Bush will meet with Council of Presidents here at LSCC.
- October 10 – Lake County Legislative Delegation will hold a public hearing in the Paul P. Williams Fine Arts Auditorium from 1-5 p.m.
- October 27 – Senator Ken Pruitt, Chair of the Appropriations Committee, will be on campus for a breakfast meeting with Dr. Mojock, Board members, senior-level staff and faculty, and student leaders to promote preservation of the Bright Futures Scholarship Program and the Florida prepaid Scholarship Program.

The next Board meeting will be held at the South Lake Campus on Tuesday, October 21, at 6 p.m.

### 3.0 Campus Reports

#### 3.1 Sumter

##### 3.1.1 The Villages Library

Mr. Thigpen reported that several meetings have been held to discuss different ways to partner with Sumter County to provide a library for north Sumter County and provide LSCC with a place to offer non-credit courses.

##### 3.1.2 Campus Access Road

Mr. Thigpen reported that the Sumter County Board of County Commissioners have allocated funds in their budget for the coming year to build a new road that will come directly from U.S. Highway 301 to the LSCC campus driveway. They will also look at widening and resurfacing CR 528 to the south of the campus.

##### 3.1.3 Other

Mr. Thigpen has also discussed with Sumter County officials the possibility of bringing water and sewer lines to the campus. The pipes now come to within a half mile of the campus and no new facilities can be added without building a plant.

The first meeting of the Sumter Operations Committee was held on September 15.

#### 3.2 South Lake

Dr. Mojock reported that UCF has put on a push for regional campuses now that they have a new Provost for Regional Campuses, Dr. Michael Sweeney. Dr. Cecelia Rivers is now located on the South Lake Campus, and two consultants have been brought in to help build a model partnership. This is a way to meet needs that is cost effective and will better serve the students. Dr. Estey noted that UCF is now paying for an additional person to work in the Library.

Dr. Estey gave an update on possible articulation with National Louis University (NLU). Ms. Miller noted that students with an AAS degree in Business from LSCC can transfer to NLU and immediately take upper level courses toward a BS degree. However, there is no comparable benefit for the AAS degree in Health Information Management, since our students would be required to take an additional 21 hours in HIM before taking upper level courses toward a BS degree in Healthcare Leadership. Ms. Rager noted that she will still pursue an articulation agreement with UCF, who also offers an HIM degree.

### 3.3 Leesburg

Mr. Bragg reported the following:

- The Leesburg Partnership is having its annual dinner tonight.
- The Sumter County Business and Industry Appreciation Dinner will be held Friday night, September 26, at the Wildwood Community Building.
- The BAC helped the Literacy Center to get a business plan together. This will probably be one of the first success stories used to promote the BAC.
- The City of Leesburg's Incubator Program was mentioned in *Lake Today*.
- The BAC has been working with two stores in the Lake Square Mall who want to open new stores in The Villages.
- Copies of the "Report to the Community" will be distributed at the Altrusa Meeting when Mr. Bragg speaks to them this week.
- Work is now underway on the Okahumpka interchange on the Turnpike. This will create another place for business and industry to locate.

### 4.0 Personnel

Mr. Scott reported the following:

- The applicants for the Human Resources Director position should be screened down by Thursday, September 25. This is an open process; therefore, recruitment will continue during the process.
- Incentive paychecks were distributed on September 19.
- The Grants Writer position was advertised in-house and two applications were received.
- Mr. Scott received good positive feedback regarding Staff Development Days.

### 5.0 Instructional

Dr. Estey reported the following:

- Ads have been placed in *The Chronicle* listing full-time faculty positions that are currently funded but now filled with temporaries – Physics, Business, and Economics.
- Good progress has been made in getting Department Chairs started in their new capacities. They have been looking at class scheduling and work on the Spring Schedule is in progress.
- Twelve Arts & Sciences instructors and two Business & Technologies instructors have opted for the 18-18-0 teaching contract this year.
- Dr. Meyer will be meeting soon with the Department Chairs regarding program reviews.
- The Teaching and Learning Committee met September 22 and asked for a list of suggested topics for them to consider.
- Mr. Graham Bourne has presented a draft concept for rank and promotion of faculty to the Human Resources Committee and the President's Cabinet. Mr. Bourne received the endorsement of the Cabinet members to continue to develop the concept. It will go to the Planning Council next. Dr. Mojock noted that he hopes the new HR Director will work toward the same type of program for administrators and career services employees.
- About 40 people attended an open house for the Adult Learning Institute at the South Lake Campus held on September 22. Six to eight instructors gave overviews of what they teach. The program is targeted to retirees.

## 6.0 Fiscal Items

Mr. Scott reported the following:

- The Business Office is in the process of loading personnel budgets on-line and they should be ready shortly. This should help with tracking unexpected expense requirements to determine how they can be dealt with next year by re-adjusting budgets.

## 7.0 Facilities

Mr. Scott reported the following:

- Work is in progress now to change some of the flooring in the Health Sciences Center from carpet to tile.
- Renovations will begin soon in the Dental Lab.
- PECO funds should be received soon and some of the funds will be used to replace the roof on the Leesburg Campus Library. The carpet in the LA building may also be replaced with tile.

Dr. Nancy Browne asked why the floors in the science labs were not cleaned this summer. Mr. Scott is to follow up on this matter.

## 8.0 Student Services

Ms. Miller reported the following:

- College Night will be held on Monday, September 29, starting with a program at 6:00 p.m. in the Paul P. Williams Fine Arts Auditorium and followed by visits to exhibits and displays in the gym. There will be a Transfer Fair from 11 a.m. to 2 p.m. This event has been moved from the gym to the covered walkway area surrounding the quad.
- Ms. Miller asked for support and patience with the staff in the Financial Aid Office as they struggle to catch up with paperwork. The office will be closed for half a day on Wednesdays to process paperwork on 350 students who were selected for verification of information by the federal government. This is a very tedious and time-consuming process. They have about 100 verifications left to do and hope to have checks out by the end of September. Once this is complete, the office will return to its regular hours.
- The Financial Aid Counselor for the South Lake Campus will be assigned to the Leesburg Campus from the time they are hired until the end of May. Efforts are also being made to fill the vacancy left by Debra Blair's transfer to the mailroom.

## 9.0 College Relations – No report as Ms. Landsman was not present

## 10.0 Foundation

Ms. Brandenburg reported the following:

- Donations to the Annual Scholarship Campaign have already reached 20% of the goal. Eighteen staff members have already contributed and Ms. Brandenburg has met with the SGA President, who is doing an article for the school newspaper to encourage students to participate.
- The closing was held yesterday to purchase the lot for building the house for the Foundation Auction. Ms. Brandenburg will meet with the builder tomorrow. The First National Bank of Mount Dora wants to finance the construction of the house.
- Seven investment managers were interviewed last Friday. Two were selected – one from New York, South Street Advisors, and Ed Brooks of the First National Bank of Mount Dora.
- The Foundation has been invited to participate in "Charity Day" at Belks on Saturday, November 1. The Foundation will have coupons available for a \$5 donation, which the Foundation gets to keep. The coupon entitles a person to receive 20% off all purchases for the day. The company that has the most coupons turned in will receive an additional \$500.

- Cookbook sales have raised \$473 for the Gloria Harvard Scholarship Fund. These monies count toward the Annual Campaign goal.
- The Take Stock in Children Spelling Bee will be held here on the Leesburg Campus on October 30.
- The United Way Day of Caring is this Saturday, September 27, starting with breakfast at 7 a.m. in the gym.

#### 11.0 IR/IE/Reporting

Dr. Meyer reported the following:

- Department Chairs have been contacted regarding program reviews due in January.
- Students have been assigned to serve on three College councils and committees.
- The Planning Council has reviewed the Indicators of Excellence and made some recommendations, including changing the title to “Indicators of Effectiveness.” These should be ready to go to the Board in October.
- The Institutional Effectiveness Committee is working on the Employee Survey, which should go out in November.
- The Resource Development Committee is working on revising the Grant Proposal Concept form. They are also working on a plan to get people who contribute to the College to give things other than scholarships, such as sponsoring Faculty Chairs, purchasing equipment, etc.
- The Rules & Procedures Committee reviewed the proposed draft of a procedure for rental and use of College facilities and sent it back to Administrative Services to pare down and update.
- Work is being done on the Crime Report and the Equity in Athletics Report, both of which are due the end of October.
- A fax was received stating that the Perkins Grants would be renewed. The original award letters should be received in the near future.

#### 12.0 Faculty Senate

Dr. Browne reported the following:

- The first Faculty Senate meeting was held in September. The following faculty members were selected to serve on the Executive Committee for this school year: Dr. Gary Sligh, Ms. Nora Rackley, Ms. Betsy Hoagg, Mr. David Summer, and Ms. Alissa Sustarsic.
- The reception for new faculty was held on September 12.

#### 13.0 Other

- Dr. Mojock noted that he had received letters from students commending Iona Bowers and Kelli Colborne for their assistance in solving problems.
- There will be a groundbreaking ceremony on September 24 for a new elementary school in Leesburg. Dr. Estey will attend to represent LSCC.

The meeting adjourned at 4:45 p.m.

Prepared by:  
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