

**STATE BOARD OF EDUCATION**  
**Action Item**  
May 20, 2014

**SUBJECT:** Approval of Request from Lake-Sumter State College for Site Designation Change to the South Lake Center from a Special Purpose Center to a Campus

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**PROPOSED BOARD ACTION**

For Approval

**AUTHORITY FOR STATE BOARD ACTION**

Section 1001.02(4)(e), Florida Statutes

**EXECUTIVE SUMMARY**

Rule 6A-14.0061, Campus, Center, Special Purpose Center and Instructional Site Designations, provides that the State Board of Education review and recommend for or against the establishment of campuses, centers and special purpose centers. To obtain State capital outlay and operating support, the facilities must be designated a campus, center or special purpose center. Based on the documentation presented by the college, all the criteria stipulated in Rule 6A-14.0061, FAC., are satisfied. The college is requesting to change the site designation of the South Lake Center in Clermont from a Special Purpose Center to a Campus. This site was established as a Special Purpose Center in 1996, offering programs in health care, business and hospitality management. The college now offers the full Associate in Arts programming and provides the full range of services at the South Lake site. The enrollment at the South Lake site was 1,192 in 2012-13. The primary threshold for a Campus in Rule 6A-14.0061(1), FAC., is an instructional and administrative unit offering a full range of instructional services and of institutional, instructional, and student support services, staffed primarily by full-time personnel, and providing facilities and other resources sufficient to accommodate a projected enrollment of at least 1,000 FTE. This request satisfies those guidelines.

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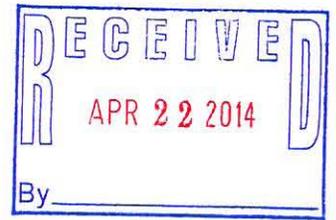
**Supporting Documentation Included:** Letter requesting New Site Designation of South Lake Center; 2012-13 FTE-3 Report; minutes of Board of Trustees meeting on March 24, 2014 approving the new campus site designation request; and Rule 6A-14.0061, Campus, Center, Special Purpose Center and Instructional Site Designations

**Facilitator/Presenter:** Randy Hanna, Chancellor, Florida College System



Lake Sumter  
State College

WHERE FUTURES SOAR



April 16, 2014

Ms. Lisa Cook,  
Director of Facilities Planning and Budgeting  
Florida College System  
325 West Gaines Street, Suite 1314  
Tallahassee, FL 32399-0400

Subject: Change of Designation for South Lake Center

Dear Ms. Cook: *Lisa*

At the March 2014 meeting of the Lake-Sumter State College District Board of Trustees, the Board voted to change the designation of the South Lake Center to South Lake Campus. This site has surpassed the 1,000 FTE threshold required for the change as is indicated on the attached 2012-2013 FTE-3 report from the Florida College System. Therefore, this site is now ready to be designated as a campus.

Attached are the minutes of the March 2014 meeting of the District Board of Trustees showing the Board's action on the matter (Item number 2014-46). We respectfully request that your records be changed to reflect this campus designation.

Should you have any questions or need additional information, please contact Mr. Dick Scott, Senior Vice President for Business Affairs, at [scottr@lssc.edu](mailto:scottr@lssc.edu) or 352-365-3524.

Sincerely,

Charles R. Mojock, Ed. D.  
President

cc: Mr. Scott

Enclosures

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**FLORIDA COLLEGE SYSTEM**  
**FTE ENROLLMENT BY SITE: FUNDED, LOWER AND UPPER LEVEL**  
**2012-13 FTE-3**

COLLEGE/SITE	UPPER DIVISION	A & P	POSTSEC VOC	COLL PREP	COLL PREP EAP	EPI	POSTSEC ADULT VOC	APPRN CLASS	APPRN. OJT	ADULT BASIC	LTRCY EAP	ADULT SEC	GED PREP	VOC PREP.	TOTAL
LAKE SUMTER															
1 LEESBURG CAMPUS	7.6	1107.0	377.8	123.9	0.0	15.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1631.8
2 SUMTER CENTER	0.0	97.2	34.9	10.2	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	142.3
3 SOUTH LAKE SPECIA	0.0	866.4	220.1	105.7	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1192.2
TOTAL	7.6	2070.6	632.8	239.8	0.0	15.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	2966.3

CCTCMIS: FTESIT, SN330F - 08/12/2013 10:19 AM  
SOURCE: 2012-13 FTE-3 SFN30C3

**LAKE-SUMTER STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
Leesburg, Sumterville, Clermont  
Florida**

**March 24, 2014**

After a delightful reception held in the second floor hallway, Student Services Building, Leesburg Campus, guests moved into the Board Room for a meeting of the Lake-Sumter State College, District Board of Trustees. Board Chairman Timothy Morris called the meeting to order at 5:00 p.m. on March 24, 2014, Board members in attendance were Mr. Richard Bowersox, Vice Chairman; Mr. R. Scott Blankenship, Mrs. Marcia Butler, Ms. Emily Lee, Mrs. Margo Odom, Mr. Kelly Rice and Dr. Charles Mojock, College President. Absent from the meeting was Mrs. Kelly Flores. There is one vacant seat on the Board due to the expiration of the term of Dr. Kenneth Kelly on May 31, 2011. Board Attorney Anita Geraci-Carver was in attendance.

Mr. Morris welcomed everyone to the meeting. He asked all to join in the Pledge of Allegiance and a Moment of Silence.

**PRESENTATIONS**

**Presentation of 2013 Lake County  
Business Hall of Fame Award to Mr. Larry Phillips**

**2014-31**

Mr. Larry Phillips was present to receive a plaque designating him the 2013 Lake County Business Hall of Fame winner. He spoke gratefully of this recognition and said the only thing about his life he regrets is that he was not born in Lake County. Pictures were taken of the presentation. The plaque will be placed in the Business Hall of Fame in Building M, Leesburg Campus. (Details in Supplementary Material)

**Recognition of Promoted Faculty  
Faculty Rank & Promotion Committee  
Faculty Senate Executive Committee**

**2014-32**

Also present for recognition were those Faculty whom the District Board had promoted, effective July 1, 2014, at the recommendation of the Faculty Rank and Promotion Committee and the Administration. Dr. Barbara Howard, Senior Vice President of Academic Affairs, introduced each one, spoke a little about their backgrounds, and also read testimonials from students as to the impact their excellent teaching ability was making on students' lives. Promoted and recognized were

Ms. Marilee Elias, to Assistant Professor of Nursing  
Dr. Katie Roles to Assistant Professor of Chemistry  
Ms. Nicole Tinny to Assistant Professor Nursing  
Dr. Melanie Wagner to Professor of English

Dr. Howard mentioned the Faculty Rank and Promotion Committee members and their involvement in the process: Ms. Virginia Leach, Mr. Jeremy Norton, Ms. Roxanne Reidy, Dr. Claude Richards, Ms. Melinda Simmons, and Ms. Alissa Sustarsic. She also mentioned the Faculty Senate Executive Committee members who represent the body of Faculty: Dr. Steven Husebye, Chair; Dr. Peter Arcaro, Ms. Minerva Haugabrooks, Ms. Taralyn Pierce, and Mr. Matthew Wood. (Details in Supplementary Materials)

Dr. Howard and Dr. Gary Sligh discussed the proposed draft of a new General Education Curriculum. It has been researched and discovered that students are more successful in their educational careers when given a narrower selection of courses from which to choose. To fulfill an A.A. degree, students are required to complete with a grade of C or higher 36 General Education credit hours and 24 credit hours of elective courses. There are five areas of study into which the courses are grouped: Communication, Humanities/Gordon Rule, Social & Behavioral Sciences, Mathematics, and Natural Sciences. The proposed General Education Core Curriculum has far fewer courses offered in each group; thus assisting students to make choices more easily and helping them to better focus on their areas of interest. The list of elective courses has not changed. (Details in Supplementary Material)

**SCHEDULED INFORMATION REPORTS**

**President's Report**

**2014-34**

Dr. Mojock reported on various items of interest:

- ✓ For the Florida College System (FCS) institutions, the 2014-2015 House and Senate proposals are as follows: the House proposes \$71.0 million in new funding and the Senate proposes 36.1 million in new funding.
- ✓ Senate Bill 1202 would authorize 48 School District Technical Centers to become Technical Colleges offering College Credit Certificates and Associate in Applied Science (AAS) degrees.
- ✓ Senate Bill 1148 amends Florida Statutes so that no new baccalaureate degrees can be offered by an institution in the Florida College System. Current degrees offered would not be affected. The bill prohibits the State Board of Education from approving new baccalaureate degree programs at FCS institutions after March 31, 2014. It eliminates the District Board of Trustees' ability to change the name of the college. Colleges would only be able to charge the lower level (associate degree level) tuition and fees for baccalaureate degree students. Currently, the House does not have a companion bill to this Senate bill.

The Florida College System institutions are sandwiched between these two Senate bills which seem to be removing the ability of the Colleges to respond to the future workforce needs in their communities. The Council of Presidents is working on an action plan to defeat these Senate bills.

(Legislative Details in Supplementary Material)

- ✓ During the summer, a three-week program called RISE Summer Math Academy will be conducted to help high school students become more proficient in math. Two LSSC instructors and two Sumter County instructors will be teaching the program. LSSC will be paying for faculty salaries and for the cost of student transportation.
- ✓ LSSC has a six month lease on part of a Sumter County Schools building in Wildwood. The lease will soon be extended for another 6 month to a year. Additional space in the building may also be leased and some improvements made. The space is used for the work of the Sumter County Partnership for Workforce Innovation and Education.

## **Board Member Reports and Open Discussion**

**2014-35**

The Board reviewed Liaison Reports on Academic Affairs, Planning and Institutional Effectiveness, LSCC Foundation, and Student Affairs. Mrs. Odom reminded the Board about the Foundation's Gala Auction on April 26 and said she hoped everyone would be there. (Reports in Supplementary Material)

The Board did not have a topic it wished to discuss.

## **Board Attorney's Report**

**2014-36**

Board Attorney Anita Geraci-Carver notified the Board that the College was in receipt of a "Pre-suit Notice" regarding a student's financial aid. The College is waiting for certain information in order to pursue resolution of the matter. (Report in Supplementary Material)

## **CONSENT CONSIDERATIONS – ACTIONS and ACKNOWLEDGEMENTS**

It was moved by Mr. Bowersox and seconded by Mrs. Odom to approve as presented the Consent Considerations – Actions and Acknowledgements – Items 37 through 42 as follows:

### **Minutes of February 25, 2014 Regular Meeting**

**2014-37**

Mr. Bowersox moved and Mrs. Odom seconded the motion to approve as mailed the minutes of the February 25, 2014 Board meeting. The motion was passed with the following vote: Voting "yea" – Morris, Bowersox, Blankenship, Butler, Lee, Odom and Rice. (Minutes in Supplementary Material)

### **Curriculum Revisions**

**2014-38**

Mr. Bowersox moved and Mrs. Odom seconded the motion to approve the curriculum revisions recommended by the Curriculum Committee and the President. The motion was passed with the following vote: Voting "yea" – Morris, Bowersox, Blankenship, Butler, Lee, Odom and Rice. (Revisions in Supplementary Material)

### **Human Resources Transactions**

**2014-39**

Mr. Bowersox moved and Mrs. Odom seconded the motion **to approve the appointment of Kevin Arms as Access Services Librarian (effective 5-12-14); to accept the resignation of Marlene Genereux (effective 3-21-14), Doris Meisner (effective 3-28-14), and Tracy McCoy (effective 5-1-14); and to approve the separation of Debra Barran (effective 3-25-14) and Paul Record (effective 2-4-14).**

The motion was passed with the following vote: Voting "yea" – Morris, Bowersox, Blankenship, Butler, Lee, Odom and Rice. (Details in Supplementary Material)

### **Monthly Fiscal Report for February 2014**

**2014-40**

Mr. Bowersox moved and Mrs. Odom seconded the motion to accept the Monthly Fiscal Report of the General Operating Fund for the seven-month period ending February 28, 2014. The motion was passed with the following vote: Voting "yea" – Morris, Bowersox, Blankenship, Butler, Lee, Odom and Rice. (Report in Supplementary Material)

## **Facilities Update**

**2014-41**

Mr. Bowersox moved and Mrs. Odom seconded the motion to acknowledge the receipt of the March 2014 Facilities Report and request that such report be filed with the minutes. The motion was passed with the following vote: Voting "yea" – Morris, Bowersox, Blankenship, Butler, Lee, Odom and Rice. (Report in Supplementary Material)

## **Purchases Over \$25,000**

**2014-42**

Mr. Bowersox moved and Mrs. Odom seconded the motion to accept the monthly report of purchases over \$25,000 for the period February 1-28, 2014. The motion was passed with the following vote: Voting "yea" – Morris, Bowersox, Blankenship, Butler, Lee, Odom and Rice. (Report in Supplementary Material)

## **CARRYOVER BUSINESS**

### **Addendum to South Lake Softball Complex Inter-Local Agreement**

**2014-43**

The Board Attorney indicated that there is still one change to be made on the addendum to the inter-local agreement. Mrs. Carver said she would make the necessary change and request the signatures of Mr. Morris and Dr. Mojock on the document. It was moved by Mr. Rice and seconded by Mrs. Butler to approve the Addendum to the South Lake Softball Complex Inter-Local Agreement with the change reported by Mrs. Carver. The motion was passed with the following vote: Voting "yea" – Morris, Bowersox, Blankenship, Butler, Lee, Odom and Rice. (Addendum in Supplementary Material)

## **NEW BUSINESS**

### **First Reading: Revised Board Rule 2.12 – Search and Seizure**

**2014-44**

Revised Board Rule 2.12 – Search and Seizure - was lodged with the Board for a First Reading. A recent court ruling has made it necessary to adjust the current Rule to clarify weapons regulations. Mr. Blankenship's question about concealed weapons on campus elicited a discussion. The Board Attorney said she would check on this again. The revised Rule will be presented to the Board for action at its April meeting. (Revised Rule in Supplementary Material)

### **Articulation Agreement/LSSC's Associate Degree to College of Central Florida's Bachelor's Degree in Early Childhood Education**

**2014-45**

Ms. Lee moved and Mr. Bowersox seconded the motion to approve as presented the articulation agreement with the College of Central Florida. The motion was passed with the following vote: Voting "yea" – Morris, Bowersox, Blankenship, Butler, Lee, Odom and Rice. (Agreement in Supplementary Material)

### **Designation of South Lake Campus**

**2014-46**

According to definitions designated by the State, which are governed by the number of FTE (full-time equivalency) generated by a site, the College "center" at Clermont can now officially be designated a "campus." It was moved by Mrs. Odom and seconded by Mr. Blankenship to approve the designation of the South Lake Center to now be the South Lake Campus. The motion was passed by the following vote: Voting "yea" – Morris, Bowersox, Blankenship, Butler, Lee, Odom and Rice. (Details in Supplementary Material)

**OTHER CONSIDERATIONS**

Chairman Morris reviewed events on the calendar. The next Board meeting will be on April 15, 2014 at 5:00 p.m. on the South Lake Campus.

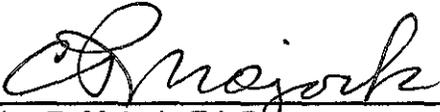
There being no further business, the meeting was adjourned at 6:40 p.m.

Respectfully submitted,



\_\_\_\_\_  
Timothy Morris, Chairman

ATTEST:



\_\_\_\_\_  
Charles R. Mojock, Ed. D.  
Secretary/College President

Recording Secretary: Joan C. Knost

#### **6A-14.0061 Campus, Center, Special Purpose Center and Instructional Site Designations.**

The Division of Community Colleges shall receive proposals from local boards of trustees to establish campuses, centers, and special purpose centers, and shall recommend for or against the establishment of the requested site to the State Board of Education. The State Board of Education shall approve or disapprove the proposal for a new site. The following shall apply:

(1) A campus is an instructional and administrative unit of a community college, consisting of college owned facilities and staffed primarily by full-time personnel. It houses a full range of instructional services and of institutional, instructional, and student support services. Facilities and other resources are sufficient to accommodate at least one thousand (1,000) full-time equivalent students and is in compliance with the criteria established in Rule 6A-2.0010, F.A.C.

(2) A center is an instructional and administrative unit with limited support services. It consists of college owned or unowned facilities and is staffed primarily by full-time personnel. It does not necessarily offer a full range of instructional programs or courses and is in compliance with the criteria established in Rule 6A-2.0010, F.A.C.

(3) A special purpose center is unit of a community college consisting of college owned facilities or unowned facilities leased for more than one year that provides a limited number of special, clearly defined programs or services, such as instruction or administration, and is in compliance with Rule 6A-2.0010, F.A.C.

(4) An instructional site is an instructional unit of a community college that offers students a very limited range of instructional programs or courses in unowned facilities leased for one year or less with no support services.

(5) Proposals to establish campuses or centers shall document the following conditions:

(a) The proposed expansion is part of and consistent with the master plan of the community college.

(b) Expanded or new instructional services and support services are necessary to adequately serve the community college district.

(c) Existing campuses have at least three thousand (3,000) full-time equivalent students each, and projected enrollments are stable or increasing, when the proposal is to establish a campus.

(d) Facilities at existing campuses, as identified in the master plan of the community college, are substantially complete.

(e) Enrollment projections in the master plan of the community college are for at least one thousand (1,000) full-time equivalent students for a proposed campus or at least four hundred (400) for a proposed center. A proposed center to provide central administrative services for a community college shall be exempt from this enrollment condition.

(f) The proposed expansion is in conjunction with other educational agencies within the community college district and adjacent to the district.

(g) Alternatives to the proposed expansion were considered by the board of trustees.

(6) Proposals to establish a special purpose center shall document the following:

(a) The proposed expansion is part of and consistent with the master plan of the community college.

(b) The proposed services are necessary to adequately serve the community college district.

(c) Projected enrollments justify expansion.

(d) Projected facility needs justify expansion.

(e) Proposed expansion is in conjunction with the other educational agencies with the community college district.

(f) Alternatives were considered by the board of trustees.

(7) Exceptions to subsections (5) and (6) herein are authorized when justified in the judgment of the State Board of Education due to the nature of the services to be provided, the number and types of students to be served, the population to be served, transportation problems, the availability of acceptable sites and facilities, urban density, energy conservation, or population shifts. Urban density refers to sites where no additional land is available to expand existing campuses and where the urban build-up limits any campus expansion.

(8) The Division of Community Colleges may use the services of the Office of Educational Facilities and of others to evaluate proposals and develop recommendations.

*Specific Authority 1001.02(1), (7)(e), 1013.36 FS. Law Implemented 1013.36, 1013.40 FS. History--New 2-27-84, Formerly 6H-1.40, Amended 6-22-87, Formerly 6H-1.040, Amended 8-18-04.*