

Lake-Sumter State College

**DISTRICT BOARD
OF TRUSTEES**

Board Meeting Packet
April 10, 2024



Lake-Sumter State College

DISTRICT BOARD OF TRUSTEES



Meeting Agenda

Wednesday, April 10, 2024

South Lake Campus

CALL TO ORDER - Chairman Bret Jones

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

PUBLIC COMMENT

*A Public Comment Card must be submitted to the Recording Secretary at least 15 minutes prior to the start of the meeting.

NEW BUSINESS

- 0424-01 Information: Tuition and Fee Schedule and Course Fee Changes FY24/25
- 0424-02 Approve: Bookstore Request for Proposals Selection

BOARD ATTORNEY REPORT

- 0424-03 Ms. Anita Geraci-Carver's Update

PRESENTATIONS

Student Life – Angler, Honors Students, Odyssey, Student Government Association, Tallahassee Essay Program - Dr. Joseph Mews

CONSENT CONSIDERATIONS

- 0424-04 Approve: Minutes of March 27, 2024 Regular Meeting
- 0424-05 Approve: Minutes of April 1, 2024 Strategic Planning Committee Meeting
- 0424-06 Approve: Minutes of April 3, 2024 Facilities Committee Meeting
- 0424-07 Acknowledge: Human Resources Staff Changes
- 0424-08 Acknowledge: Monthly Fiscal Report for March 2024
- 0424-09 Approve: Purchases over \$65,000
- 0424-10 Acknowledge: Capital Improvement Projects Report

PRESIDENT'S REPORT

- 0424-12 President Bigard's Update

Lake-Sumter State College
DISTRICT BOARD OF TRUSTEES



Meeting Agenda

Wednesday, April 10, 2024

South Lake Campus

VICE PRESIDENT'S REPORTS

0424-13

COMMITTEE REPORTS

- 0425-14 Executive Committee – Chairman Bret Jones
- Facilities Committee - Ms. Jennifer Hooten
- Finance and Public-Private Partnerships Committee - Mr. Tim Morris
- Strategic Planning Committee - Mr. David Hidalgo
- Student Engagement Committee - Mrs. Jennifer Hooten

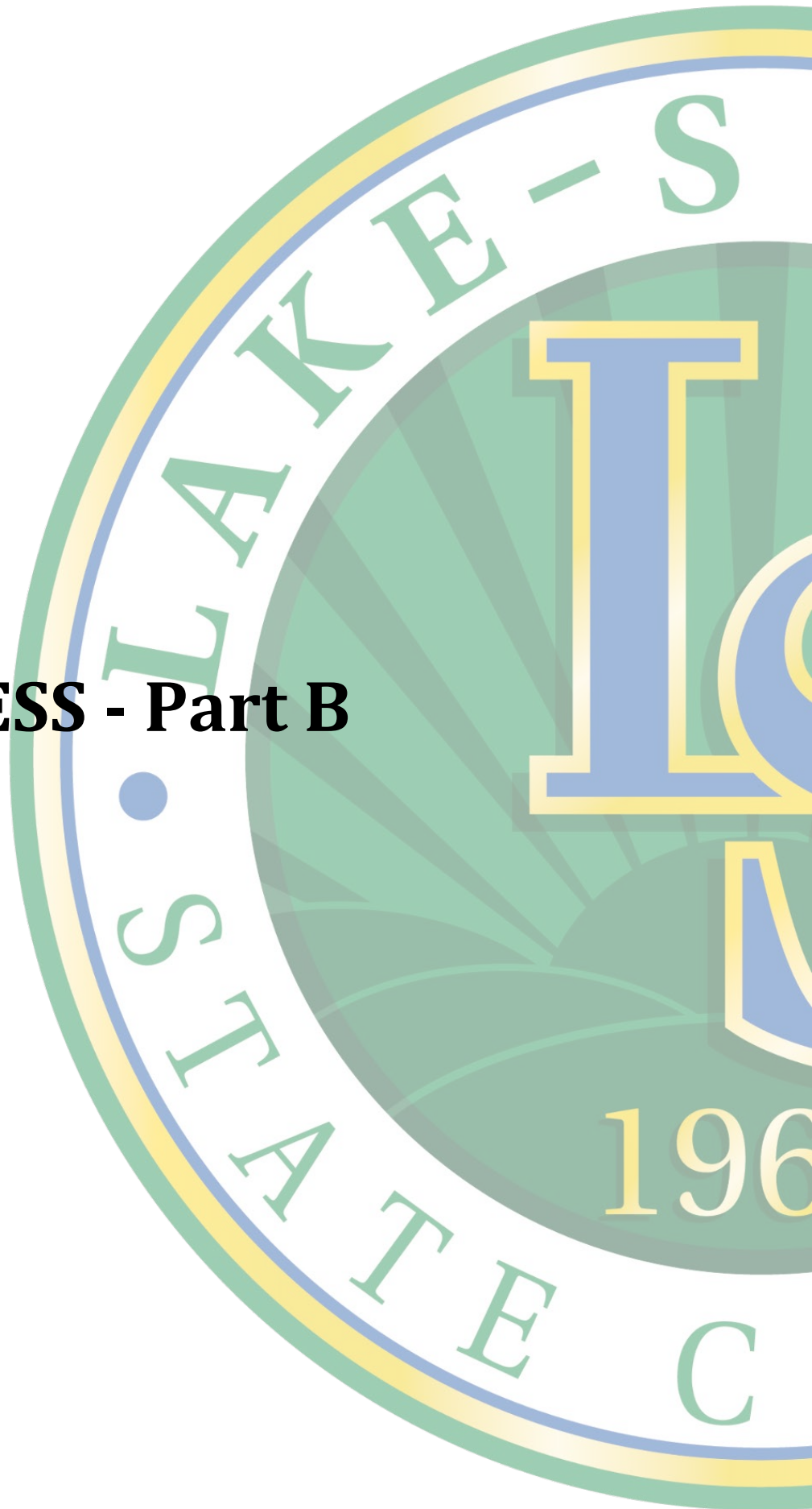
ADJOURNMENT

CALENDAR NOTES:

Finance Committee	Wednesday, April 10, 2024 1:30 pm	TBD
District Board of Trustees Meeting	Wednesday, April 10, 2024 5:00 pm	South Lake Campus Board Room
LSSC Foundation Gala	Friday, April 12, 2024	The Brownwood
Student Experience Awards	Tuesday, April 16, 2024 6:00 pm	Leesburg Campus
Athletics Banquet Awards	Tuesday, April 23, 2024 5:00 pm	Leesburg Campus
Commencement Ceremony	Wednesday, May 1, 2024 5:00 pm	Clermont Arts & Recreation Center
Nurse Pinning Ceremony	Thursday, May 2, 2024 5:00 pm	Leesburg Campus
Commencement Ceremony	Friday, May 3, 2024 5:00 pm	Leesburg Campus
Facilities Committee	Wednesday, May 8, 2024 5:00 pm	TBD
Executive Committee	Tuesday, May 9, 2024 9:00 am	Clermont
Finance Committee	Monday, May 13, 2024 3:00 pm	TBD
Strategic Planning Committee	Tuesday, May 14, 2024 5:00 pm	TBD
District Board of Trustees Meeting	Wednesday, May 15, 2024 5:00 pm	Leesburg Campus Magnolia Room
Strategic Planning Committee	Monday, June 3, 2024 5:00 pm	TBD
Facilities Committee	Wednesday, June 5, 2024 4:30 pm	TBD
Executive Committee	Tuesday, June 11, 2024 9:30 am	Clermont
Finance Committee	Tuesday, June 18, 2024 3:00 pm	TBD
District Board of Trustees Meeting	Wednesday, June 19, 2024 5:00 pm	South Lake Campus Board Room

NO BOARD MEETING IN JULY OR DECEMBER

NEW BUSINESS - Part B



Tuition and Fee Schedule and Course Fee Changes FY 2024-25

Agenda Item: 0424-01

Background/References

In accordance with Florida Statutes 1009.23(20), Lake-Sumter State College is required to notify the community of any proposed changes in tuition and fees. The District Board of Trustees approves the tuition and fee schedule for each fiscal year. In accordance with Florida Statutes 1009.23(20), Lake-Sumter State College is notifying the community of proposed changes in institutional student fees before their consideration at the District Board of Trustees of Lake-Sumter State College meeting on May 15, 2024.

Description

Tuition and Fees – The tuition and fee schedule was not changed from the prior year. Schedule attached.

Course Fees –The recommended changes to course fees are attached to this form. Affidavit of Publication and Press Release for fee increase notice is at: LSSC proposing student fee modifications for 2024-25 year - Lake-Sumter State College.

Recommendation

This item is for informational purposes only.

TUITION AND FEES HISTORY

AA/AS Degree	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25 Proposed
Tuition	81.20	81.20	81.20	81.20	81.20	81.20	81.20	81.20	81.20	81.20
Financial Aid	5.03	5.03	5.03	5.03	5.03	5.03	5.03	5.03	5.03	5.03
Student Activity Fee	7.56	7.56	7.56	7.56	7.56	7.56	7.56	7.56	7.56	7.56
Technology Fee	4.06	4.06	4.06	4.06	4.06	4.06	4.06	4.06	4.06	4.06
Capital Improvement Fee	7.88	7.88	7.88	7.88	9.88	11.88	11.88	11.88	11.88	11.88
Total Per Credit Hour	105.73	105.73	105.73	105.73	107.73	109.73	109.73	109.73	109.73	109.73
\$ Increase	-	-	-	-	2.00	2.00	-	-	-	-
% Increase	0.0%	0.0%	0.0%	0.0%	1.9%	1.8%	0.0%	0.0%	0.0%	0.0%

Base Tuition of \$81.20 has remained unchanged since FY 13

TUITION AND FEES PER CREDIT HOUR

Program	Actual FY 23/24	Proposed FY 24/25	Change	STATUTORY REFERENCE	Max per Statute	LSSC
AS/AA DEGREE				STATUTORY REFERENCE	Max per Statute	LSSC
TUITION	81.20	81.20	-	FL STATUTE 1009.23 (3) (a), (4)	64.78 - 82.78	
FINANCIAL AID FEE	5.03	5.03	-	FL STATUTE 1009.23 (8) (a)	max 7% of tuition rate if total revenue <\$500K	6.19%
ACTIVITY FEE	7.56	7.56	-	FL STATUTE 1009.23 (7)	max 10% of tuition	9.31%
CAPITAL IMPROVEMENT FEE	11.88	11.88	-	FL STATUTE 1009.23 (11)(a)	max 20% of tuition, increase capped to \$2 max year over year	14.63%
TECHNOLOGY FEE	4.06	4.06	-	FL STATUTE 1009.23 (10)	max 5% of tuition	5.00%
TOTAL	109.73	109.73				
AS/AA DEGREE NON-RESIDENT				STATUTORY REFERENCE	Max per Statute	LSSC
TUITION	81.20	81.20	-	FL STATUTE 1009.23 (3) (a), (4)	64.78 - 82.78	
OUT-OF-STATE FEE	248.33	248.33	-	FL STATUTE 1009.23 (3) (a), (4)	194.35 - 248.33	
FINANCIAL AID FEE	23.06	23.06	-	FL STATUTE 1009.23 (8) (a)	max 7% of tuition rate if total revenue <\$500K	7.00%
ACTIVITY FEE	7.56	7.56	-	FL STATUTE 1009.23 (7)	max 10% of tuition	2.29%
CAPITAL IMPROVEMENT FEE	65.91	65.91	-	FL STATUTE 1009.23 (11)(a)	max 20% of tuition, increase capped to \$2 max year over year	20.00%
TECHNOLOGY FEE	16.48	16.48	-	FL STATUTE 1009.23 (10)	max 5% of tuition	5.00%
TOTAL	442.54	442.54				
BACCALAUREATE DEGREE				STATUTORY REFERENCE	Max per Statute	LSSC
TUITION	91.79	91.79	-	FL STATUTE 1009.23 (3) (b) 1.	91.79	
FINANCIAL AID FEE	6.43	6.43	-	FL STATUTE 1009.23 (8) (a)	max 7% of tuition rate if total revenue <\$500K	7.01%
ACTIVITY FEE	7.56	7.56	-	FL STATUTE 1009.23 (7)	max 10% of tuition	8.24%
CAPITAL IMPROVEMENT FEE	11.88	11.88	-	FL STATUTE 1009.23 (11)(a)	max 20% of tuition, increase capped to \$2 max year over year	12.94%
TECHNOLOGY FEE	4.59	4.59	-	FL STATUTE 1009.23 (10)	max 5% of tuition	5.00%
TOTAL	122.25	122.25				
BACCALAUREATE DEGREE NON-RESIDENT				STATUTORY REFERENCE	Max per Statute	LSSC
TUITION	91.79	91.79	-	FL STATUTE 1009.23 (3) (b) 1.	91.79 (UCF \$105.07)	
OUT-OF-STATE FEE	275.37	275.37	-	FL STATUTE 1009.23 (3) (b) 1, 2.	no more than 85% of nearest university (UCF, \$511.06)	59.59%
FINANCIAL AID FEE	25.70	25.70	-	FL STATUTE 1009.23 (8) (a)	max 7% of tuition rate if total revenue <\$500K	7.00%
ACTIVITY FEE	7.56	7.56	-	FL STATUTE 1009.23 (7)	max 10% of tuition	2.06%
CAPITAL IMPROVEMENT FEE	41.52	41.52	-	FL STATUTE 1009.23 (11)(a)	max 20% of tuition, increase capped to \$2 max year over year	11.31%
TECHNOLOGY FEE	18.36	18.36	-	FL STATUTE 1009.23 (10)	max 5% of tuition	5.00%
TOTAL	460.30	460.30				
CAREER CERTIFICATE				STATUTORY REFERENCE	Max per Statute	LSSC
TUITION	73.40	73.40	-	FL STATUTE 1009.22 (3) (c)	66.41 - 73.40	
FINANCIAL AID FEE	7.34	7.34	-	FL STATUTE 1009.22 (5)	max 10% of tuition	10.00%
CAPITAL IMPROVEMENT FEE	3.67	3.67	-	FL STATUTE 1009.22 (6)(a)	max 5% of tuition	5.00%
TECHNOLOGY FEE	3.67	3.67	-	FL STATUTE 1009.22 (7)	max 5% of tuition	5.00%
TOTAL	88.08	88.08				
VOCATIONAL/ADULT GENERAL EDUCATION PER TERM				STATUTORY REFERENCE	Max per Statute	LSSC
TUITION	31.50	31.50	-	FL STATUTE 1009.22 (3) (c)	28.50 - 31.50	

OTHER FEES

FEE TITLE	FREQUENCY	FY 23/24 Actual	FY 24/25 Proposed	Change	PURPOSE and STATUTORY REFERENCE
ACCUPLACER	Per test	20.00	20.00	-	Covers cost of test
ADMISSIONS APPLICATION FEE	Once	30.00	30.00	-	Ensure students are serious about pursuing a degree at LSSC, 1009.23 12(a)
ADVANCED MATH PLACEMENT TEST	Per test	20.00	20.00	-	Cover cost of testing materials and proctoring, 1009.23 12(a)
CLEP	Per test	25.00	25.00	-	Covers cost of test
COMPETENCY BASED CREDIT	Per Credit Hour	30.00	30.00	-	Cover cost associated with research and processing competency based credit portfolio 1009.23 12(a)
DISTANCE LEARNING FEE	Per Credit Hour	15.00	15.00	-	As Per FL Statute 1009.23 16(a)
DISTANCE TESTING FEE	Per test	25.00	25.00	-	Cover cost of proctoring test, FL 1009.23 12(a)
DUPLICATE DIPLOMA FEE	Each	30.00	30.00	-	Cover Cost of paper, packaging and processing, 1009.23 12(a)
FCLE RETAKE	Per test	20.00	20.00	-	Covers cost of test, only charged after third attempt
HESI TEST	Per test	49.00	50.00	1.00	Pass-through fee allowable per FL Statute 1009.12(a)
INTERNATIONAL STUDENT APPLICATION	Once	75.00	75.00	-	Ensure students are serious about pursuing a degree at LSSC, higher cost due to more extensive processing, 1009.23 12(a)
ORDERING OFFICIAL LSSC TRANSCRIPTS	Each	30.00	30.00	-	Cover cost of printing, postage and packaging as well as processing, 1009.23 12(a)
PERT RETAKE	Per test	25.00	25.00	-	Cover cost of printing, postage and fee charged by Third- Part processor, 1009.23 12(a)
RETURN CHECK FEE	Each	25.00	35.00	10.00	Pass-through fee allowable per FL Statute 1009.12(a)
PERT	Per test	25.00	25.00	-	Cover cost of printing and proctoring, 1009.23 12(a)
TRANSCRIPT FEE	Each	5.00	5.00	-	Cover cost associated with printing and processing transcripts
PARKING FINE (if issued ticket by security)	Each	20.00	20.00	-	Levied to discourage behavior, 1009.23 12(a)
SECURITY EQUIPMENT FEE	Per On-campus Credit Hour	2.00	2.00	-	Cover cost of security equipment
PARKING FEE	Per On-campus Credit Hour	2.00	2.00	-	Cover critical repair and maintenance
CREDIT CARD CONVENIENCE FEE	Per payment	3.00 or 2.85%	3.00 or 2.85%	-	Pass-through fee allowable per FL Statute 1009.12(a) E-Check option free of charge
TUITION INSTALMENT PLAN FEE	Per term	25.00	25.00	-	Pass-through fee allowable per FL Statute 1009.12(a)

Proposed Fee Deletions						
Area	Subject	Course	Current FY 23/24	Proposed FY 24/25	Difference	Comments
Nursing	NUR	2214C	9.00	-	(9.00)	Services

Proposed Fee Additions						
Area	Subject	Course	Current FY 23/24	Proposed FY 24/25	Difference	Comments
Nursing	NUR	1006C	-	9.50	9.50	Drug screening services
Nursing	NUR	2213C	-	392.00	392.00	Services

Proposed Fee Reductions						
Area	Subject	Course	Current FY 23/24	Proposed FY 24/25	Difference	Comments
Biology	BSC	1010C	30.00	19.00	(11.00)	Cost of consumables
Biology	BSC	1011C	50.00	27.00	(23.00)	Cost of consumables
Biology	BSC	2085C	40.00	21.00	(19.00)	Cost of consumables
Biology	BSC	2086C	60.00	51.00	(9.00)	Cost of consumables
Chemistry	CHM	1025C	20.00	15.00	(5.00)	Cost of consumables
Chemistry	CHM	2045C	50.00	27.00	(23.00)	Cost of consumables
Chemistry	CHM	2046C	205.00	75.00	(130.00)	Cost of consumables
Nursing	NUR	2213C	385.00	380.00	(5.00)	Services
Physical Science	PHY	1020C	70.00	50.00	(20.00)	Cost of consumables
Physical Science	PHY	1020CH	70.00	50.00	(20.00)	Cost of consumables

Proposed Fee Increases						
Area	Subject	Course	Current FY 22/23	Proposed FY 24/25	Difference	Comments
Art	ART	1202C	19.84	20.00	0.16	Cost of consumables
Art	ART	2750C	35.00	50.00	15.00	Cost of consumables
Art	ART	2751C	35.00	50.00	15.00	Cost of consumables
Biology	MCB	2010C	75.00	107.00	32.00	Cost of consumables
Graphic Design	GRA	1190C	10.97	20.00	9.03	Licensing costs
Nursing	NUR	1006C	386.00	392.00	6.00	Services
Nursing	NUR	1006C	222.00	285.00	63.00	Cost of consumables
Nursing	NUR	1021C	9.00	9.50	0.50	Services
Nursing	NUR	1021C	306.00	313.00	7.00	Services
Nursing	NUR	1021C	243.00	305.00	62.00	Cost of consumables
Nursing	NUR	1052C	9.00	9.50	0.50	Services
Nursing	NUR	1052C	300.00	304.00	4.00	Services
Nursing	NUR	1052C	306.00	313.00	7.00	Services
Nursing	NUR	2213C	9.00	9.50	0.50	Services
Nursing	NUR	2213C	300.00	306.00	6.00	Services
Nursing	NUR	2214C	302.00	304.00	2.00	Services
Physical Science	PHY	1053C	20.00	75.00	55.00	Cost of consumables
Physical Science	PHY	1054C	15.00	50.00	35.00	Cost of consumables
Physical Science	PHY	2048C	35.00	120.00	85.00	Cost of consumables
Physical Science	PHY	2049C	25.00	100.00	75.00	Cost of consumables

Online Course Materials Store Request for Proposals Selection

Agenda Item: 0424-02

Background/References

LSSC is undergoing a strategic shift in our bookstore model that aims to enhance student access, affordability, and learning outcomes. The transition from a traditional bookstore model to a hybrid model will bring an Online Course Materials Store (OCMS) that will serve as a centralized platform where students can access learning materials that best meet their needs while providing a seamless experience for students, faculty, and staff.

We initiated a Request for Proposal (RFP) process to identify a reliable Online Course Materials Store provider. The OCMS RFP was publicly posted on the LSSC website as well as sent directly to the top ten industry leading providers requesting for interested parties to submit proposals for an Online Course Materials Store.

Florida Statute 1001.64, paragraph 26, indicates that each Florida College System institution board of trustees is authorized to contract for the purchase, sale, lease, license, or acquisition in any manner, including purchase by installment or lease-purchase contract which may provide for the payment of interest on the unpaid portion of the purchase price and for the granting of a security interest in the items purchased, subject to the provisions of subsection (38) and ss. 1009.22 and 1009.23, of goods, materials, equipment, and services required by the Florida College System institution.

Description

LSSC received proposals from 7 firms for the OCMS RFP. The five-person review team actively engaged in presentations/interviews with all 7 firms. These presentations were held over two days on Feb. 27th and March 5th. Following the presentations, the review team unanimously shortlisted Akademos and eCampus for further evaluation. The review team independently scored the proposal packages on a set of criteria and met on Tuesday, April 2nd to examine the composite scores.

It is recommended to award and enter contract negotiations with the highest ranked firm, Akademos, to provide LSSC's new Online Course Materials Store.

Recommendation

Motion to approve and enter contract negotiations with the highest ranked firm, Akademos, to provide LSSC's new Online Course Materials Store.

LSSC Online Course Materials Store RFP

RFP Sections	Criteria	Maximum Points	Akademos							eCampus							
			Evaluator 1	Evaluator 2	Evaluator 3	Evaluator 4	Evaluator 5	Average Score	Weighted Average	Evaluator 1	Evaluator 2	Evaluator 3	Evaluator 4	Evaluator 5	Average Score	Weighted Average	
5.14	COMPANY HISTORY & BACKGROUND	3	5	4	5	4	4	4.4	13.2	5	4	5	4	3	4.2	12.6	
5.9, 5.11	CUSTOMER SERVICE / STAFFING / PERSONNEL	10	4.5	4	5	4	5	4.5	45	4.5	3	5	3	4	3.9	39	
5.5, 5.6, 5.7	COURSE MATERIALS	20	4.5	4	5	4	4	4.3	86	4.75	4	5	3	3	3.95	79	
5.8	COURSE MATERIALS AFFORDABILITY / PRICING POLICIES	20	4.5	4	5	4	4	4.3	86	4.5	3	5	4	4	4.1	82	
5.10	MARKETING	4	4	4	3	3	4	3.6	14.4	4	4	4	4	3	3.8	15.2	
5.2, 5.3	FINANCIAL RETURN	20	SCORED BY CFO					5	100	SCORED BY CFO					4	80	
5.4	OPERATIONS	7	4.25	4	5	4	5	4.45	31.15	4.25	4	5	4	4	4.25	29.75	
5.12	WEBSITE / TECHNOLOGY	10	5	4	5	3	5	4.4	44	5	4	4	4	3	4	40	
5.13	TRANSITION PLAN	2	5	4	5	4	4	4.4	8.8	5	3	4	3	4	3.8	7.6	
5.1, 5.15	ACCEPTANCE OF REQUIREMENTS / EXCEPTIONS TO THE RFP	4	3.75	3	4	3	4	3.55	14.2	3.75	3	4	3	3	3.35	13.4	
									Total Weighted Score	442.75						Total Weighted Score	398.55

BOARD ATTORNEY REPORT





April 3, 2024

District Board of Trustees for
Lake-Sumter State College
9501 U.S. Highway 441
Leesburg, Florida 34474

Re: Board Attorney Report for April 10, 2024

Dear Trustees:

Below is an update on several matters of interest to the Board.

Karen Parker v. Lake-Sumter State College and Leadership Lake County, Inc., Lake County Case No. 2019-CA-001641. Ms. Parker alleges the College was negligent surrounding an alleged incident on August 18, 2016 where Ms. Parker claims she was injured when she tripped and fell while attending an event on the Leesburg campus. Attorney Dylan Hall, who is defending the College advised that discovery is ongoing.

Notice of Charge of Discrimination; EEOC Charge No. 510-2023-04052 The College received in a letter dated June 27, 2023 notice of former employee's charge of discrimination alleging discrimination based on the ADA and age discrimination under ADEA. Employment counsel has been engaged to defend the College in this matter and filed a position statement with the U.S Equal Employment Opportunity Commission on August 28, 2023. The Claim is still pending before the EEOC; however, the former employee requested a right to sue letter. A right to sue letter will allow the former employee to file a lawsuit in court.

L. Moreno – Demand Letter. A demand letter on behalf of minor, L. Moreno seeks payment of the College's insurance policy limits in exchange for a release. It is alleged that the minor sustained injuries on August 12, 2023 on the grounds South Lake Campus Legends Way Ballfields when "a wild practice pitch" struck the minor requiring emergency surgery. It was submitted to the insurance company.

Notice of Charge of Discrimination; EEOC Charge No. 510-2024-04478. A former employee filed a charge of discrimination with the Florida Commission on Human Resources alleging the College was discriminated against "based upon disability in violation of both the Americans with Disabilities Act and the Florida Civil Rights Act of 1992." The Notice alleges the former employee has severe allergies, the College knew of this condition and was

Lake Sumter State College
April 3, 2024
Page 2 of 2

nevertheless terminated on or about November 1, 2023. Attorney Brian Koji is preparing a response to file on behalf of the College.

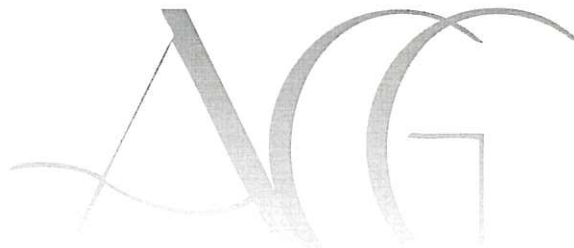
If you have any questions, please feel free to call me. I look forward to seeing you at the Board meeting.

Respectfully submitted,



Anita Geraci-Carver

cc: Dr. Bigard, President



CONSENT CONSIDERATIONS



**DISTRICT BOARD OF TRUSTEES
LAKE-SUMTER STATE COLLEGE
LEESBURG CAMPUS
March 27, 2024**

PRESENT: Mr. Bret Jones, Board Chair, Dr. Heather Bigard, President, Board Members: Ms. Ivy Parks, Mr. Tim Morris, Ms. Emily Lee, Mr. David Hidalgo, Ms. Jennifer Hooten, and Board Attorney, Ms. Anita Geraci-Carver.

REGULAR MEETING

CALL-TO-ORDER:

The regular meeting of the District Board of Trustees, Lake-Sumter State College, was called to order by Chairman Bret Jones at 5:00 p.m. on March 27, 2024, at the Leesburg Campus.

PUBLIC COMMENT:

No Public Comment cards were submitted for the meeting.

PRESENTATIONS:

Executive Director of Athletics, Padraic McMeel, presented the spring sports student athletes for Baseball, Beach Volleyball, Softball, and Track and Field. The twelve students in attendance each provided which sports they participate in, their current school year, and shared about the impact being part of Lake-Sumter State College sports has on their personal and academic career.

Vice President Karen Hogans presented the five faculty promotion candidates and one continuing contract candidate. Each of the five faculty promotion candidates shared their teaching philosophy, service to the College and community, and professional development within the past five years. The one faculty continuing contract candidate shared their faculty project developed within the last year.

NEW BUSINESS – Part A:

0324-01 – RECOMMENDATION OF FACULTY PROMOTIONS

Six faculty promotion candidates were presented to the District Board of Trustees for approval to be promoted to the listed rank beginning August 13, 2024, and receive an increase in compensation per Faculty Union Article 10. The six faculty promotion candidates are as follows:

- Alissa Sustarsic – promote to Senior Professor
- Nora Rackley – promote to Senior Librarian

- Heather Elmatti – promote to Professor
- Brenda Skoczelas – promote to Associate Professor
- Amber Karlins – promote to Associate Professor

MOTION to approve promotions of the above six faculty to the listed rank beginning August 13, 2024, and receive an increase in compensation per Faculty Union Article 10, Mr. Tim Morris, SECOND, Ms. Emily Lee, motion passed.

0324-02 - RECOMMENDATION OF FACULTY CONTINUING CONTRACT

One faculty continuing contract candidate was presented to the District Board of Trustees for approval to receive continuing contract (no change in rank therefore compensation would remain as assigned) beginning August 14, 2024.

- Dr. Michele Rudden

MOTION to approve the continuing contract candidate listed above to receive continuing contract (no change in rank therefore compensation would remain as assigned) beginning August 14, 2024, Ms. Emily Lee, SECOND, Ms. Jennifer Hooten, motion passed.

CONSENT CONSIDERATIONS:

MOTION to amend February 21, 2024 Board minutes correction to read “Dr. Laura Byrd presented her report,” Ms. Emily Lee, SECOND Mr. Tim Morris, motion passed.

Motion to approve the Consent Considerations with amended motion for minutes change above, Ms. Ivy Parks, SECOND, Ms. Emily Lee, motion passed.

SCHEDULED INFORMATION REPORTS:

President Bigard presented her report.

- The Florida College System has been approved to be included in the State healthcare plan starting 2026.
- Legislative session has ended and LSSC received \$2 million in funding for a Technology Innovation Center on the South Lake Campus, pending Governor approval of the budget.
- The Florida College System has no additional program funding.
- Received SACSCOC approval for the Bachelor of Science in Elementary Education.
- Met with the UCF DirectConnect Consortium and discussed degree production data.
- The College was approved for the LINE grant which awards \$400,000 with a \$400,000 community partner match to use in the 23-24 academic year.
- The College submitted a grant for \$5 million for the Eustis site.

ITEM: 0424-04

- Representative John Temple has been officially promoted to Vice President of Workforce Programs.
- Demolition is underway of the Faculty Office Building and Lecture Hall Building on the Leesburg Campus.
- The 2nd floor of the Student Services Building remodel project will begin over the summer.
- The green shed at the South Lake Campus will be removed now that the Facilities and Grounds Building is complete.
- Pinecrest Academy is requesting another year for space at the South Lake Campus and Vice President Thom Kieft will be having further discussions of spacing needs with Pinecrest Academy.
- The South Lake Master Plan contract negotiations are underway.
- The Four Corners Site was approved by SACSCOC to offer 100% of the Associate of Arts Program
- The Medical Laboratory Technician program is up and running and the accrediting body for Respiratory Care (CoARC) will be visiting the South Lake Campus the week of April 1.
- The Bachelor of Science in Nursing re-accreditation is underway.
- The College scored a 97% pass rate in Civic Literacy.
- There were exciting things happening around campus with the Leesburg Block Party, newly hired employees meeting the President, Foundation Scholarship Dinner, Shamrock Shuffle, and the Softball Championship Ring Ceremony.

Vice President, Representative John Temple presented his report.

- Working on continued marketing of workforce programs.
- Planning to push promotion of Construction Management and Sports Leadership concentrations under the Bachelor of Science in Leadership programs.
- The Sumter Center CDL and lineworker programs are up and running, along with Relay Tech and Mechatronics.
- Promotion is in development for when the College expands into the Eustis site.
- Collaborating with Career Development Services to provide internships for all workforce programs.
- Researching the opportunity to have an Esports program at the College.
- Working on the promotion and development of Digital Media productions

COMMITTEE REPORTS

Mr. Bret Jones presented the report for the Executive Committee Meeting.

Mr. Tim Morris presented the report for the Finance Committee Meeting and the Foundation. The Trustees discussed having another Board member as the Foundation Liaison.

Ms. Jennifer Hooten presented the report for the Facilities Committee and Student Engagement Committee Meeting.

Mr. David Hidalgo presented the report for the Strategic Planning Committee Meeting.

The Board Attorney report was presented by Ms. Anita Geraci-Carver and provided an update on the Luma and Parker cases.

NEW BUSINESS – Part B:

0324-16 – LEESBURG CAMPUS EAST PARKING LOT B PROJECT

The College recommends the remodel of the Leesburg Campus Parking Lot B due to growth of trees over the decades that is now creating safety hazards in the parking lot and include an updated parking lot entrance for approval.

MOTION to approve the remodel of the Leesburg Campus Parking Lot B, Mr. Tim Morris, SECOND, Ms. Emily Lee, motion passed.

0324-17 – LEESBURG CAMPUS WORKFORCE DEVELOPMENT CENTER RFQ A&E SELECTION

The College recommends to enter negotiations with the highest ranked firm on a contract to design the new Leesburg Workforce Development Center.

MOTION to approve to enter negotiations with the highest ranked firm on a contract to design the new Leesburg Workforce Development Center, Ms. Emily Lee, SECOND, Ms. Jennifer Hooten, motion passed.

OTHER CONSIDERATIONS:

The next regular meeting is scheduled for April 10, 2024 at the South Lake Campus.

The meeting was adjourned at 7:02 p.m.

ATTEST:

Mr. Bret Jones, Board Chair

Dr. Heather Bigard, Secretary/College President

Recording Secretary: Kailyn Wurm

Lake-Sumter State College
STRATEGIC PLANNING COMMITTEE OF THE DISTRICT BOARD OF TRUSTEES
April 1, 2024 Minutes

In attendance: Mr. David Hidalgo, Chair, President Heather Bigard, Ivy Parks, Board Member, Representative John Temple, and Ms. Kailyn Wurm.

Mr. David Hidalgo, Chair, called the meeting to order at 5:00 pm.

Workforce

Representative John Temple provided a brief overview of updates and current strategies around the prioritization of the College's workforce programs. Mr. David Hidalgo recommended the College research alternative course program schedules to align with the needs of students already in the workforce. The Committee discussed the opportunity to speak with other FCS institutions and their work of alternative program schedules.

Funding

The Committee discussed funding of all workforce programs. The FCS did not receive additional programs funds for 24-25. The College will need to request additional program funding from legislature and continue to apply for grant opportunities to support workforce programs.

Other

President Bigard reminded the Committee of the importance in engaging and collaborating in the South Lake Master Planning discussions.

Clermont National is not amenable to collegiate players using their course of for the College's Golf Program due to the course topography.

Orlando Health South Lake Hospital partnership involving the National Training Center and

Mr. David Hidalgo adjourned the meeting at 5:47 pm.

Respectfully submitted by Kailyn Wurm, Recording Secretary.

Lake-Sumter State College
FACILITIES COMMITTEE OF THE DISTRICT BOARD OF TRUSTEES
April 3, 2024 Minutes

In attendance: Ms. Jennifer Hooten, Chair, President Heather Bigard, Mr. Thom Kieft, and Ms. Kailyn Wurm.

Ms. Jennifer Hooten, Chair, called the meeting to order at 5:00 pm.

Lecture Hall Building & Faculty Office Building Demolition

The College provided an update on the demolition of the Lecture Hall Building and Faculty Office Building. The demolition is about 90% complete with projected completion by the beginning of May 2024. Ms. Jennifer Hooten suggested displaying a 'coming soon' sign for student interest of what is to come on the Leesburg Campus.

Leesburg Campus Parking Lot B

The College provided an update on the Leesburg Campus Parking Lot B project. Faden Builders will create a timeline of when remodeling of the parking lot will commence towards the end of the Spring 2024 semester. It is projected to have both main parking lots on the Leesburg Campus complete by June 30, 2024.

Student Services Building 2nd Floor Bid Opening and Renovation

The College discussed the current bid opening and renovation of the Student Services Building 2nd Floor project. Remodeling is estimated to be completed between May 2024 to October 2024. The floor plan will be presented at the Board meeting next week.

Eustis Location Land and Building Design

The College provided an update on the Eustis site location and building design. The College is working on an updated survey of the Eustis property and the Marketing Department is creating new signage for the promotion of the location. The building design floorplan is still in the development phase. President Bigard suggested Ms. Kieft to collaborate with our community partners on input for their perspective and insight on the Eustis site development plans.

Leesburg Facilities Building Property Land Lease – Chick-fil-A

The College provided an update on the Leesburg Facilities Building property land lease with Chick-fil-A regarding parking spots on the College's Facilities Building property.

Workforce Development Center Architect Contract and Timeline

The College provided an update on the Workforce Development Center timeline and contract. Construction will take up to 14 months with the next step to meet with HuntonBrady Architects to create a timeline of this project.

Leesburg Liberal Arts Building Architect and Demolition

The College shared an update on the Liberal Arts Building on the Leesburg Campus. Demolition is projected to be started in the fall of 2024, coinciding with collaboration from HuntonBrady Architects of the new design of the Workforce Development Center. The next steps in the future would be the demolition of the Library.

South Lake Campus Master Plan Contract

The College provided an update on the South Lake Campus Master Plan contract. Two companies approved by the Board are collaborating on a proposal to develop the Master Plan and will meet with the College for further review on the project.

Other

Faden Builders are working on an overhead cover for the Sumter Pavilion to give students and staff a place to gather outside. An update of this project will be provided at the Board meeting next week.

Pinecrest Academy has requested another year at the South Lake Campus utilizing the same space. The College will present an update at the May Board meeting of the next steps for Pinecrest Academy.

Ms. Jennifer Hooten adjourned the meeting at 5:42 pm.

Respectfully submitted by Kailyn Wurm, Recording Secretary.

Background/References

Per the Florida Statute 1001.64 (18), each Board of Trustees shall establish the personnel program for all employees of the Florida College System institution. Human Resources personnel transactions includes New Hires, Resignations, Retirements, and Separations that are presented to the District Board of Trustees for review.

Description

New Hires:

Name	Title	Effective Date
Barrett Johnson	Marketing Project Coordinator	3/4/2024
Julie Rheinecker	Enrollment Service Center Director	3/4/2024

Departures:

Name	Title	Effective Date
Ismari Medina-Montes	Financial Aid Director	3/19/2024
Amanda Phelps	Volleyball Coach/Campus Rec	3/28/2024
Nicole Menschel	Executive Assistant to the Vice President of Academic Affairs	3/29/2024
Faith St. Jean	Enrollment Services Specialist	3/29/2024

Recommendation

Motion to acknowledge the Human Resource Staff Changes for March 1 – March 31, 2024 as written.

Monthly Fiscal Report for March 2024

Agenda Item: 0424-08

Background/References

Each month a report is provided to the District Board of Trustees accounting for the activity in the major operating fund (Fund 1) of the College. This report is prepared by the Office of the Vice President of Finance, and is intended to keep the District Board of Trustees apprised of the financial condition of the College.

Description

The General Operating Budget Fund 1 Report, is attached to this agenda item.

Recommendation

Motion to acknowledge the Monthly Fiscal Report for March 2024 as written.

**Lake-Sumter State College
Fiscal Status Report - Fund 1
General Current Fund
July 1, 2023 through March 31, 2024**

ITEM:0424-08

	FY 2022-23		FY 2023-24			
	Annual Budget	3/31/2023	Annual Budget	3/31/2024	Percent of Budget Earned/Spent	Projected 6/30/2024
REVENUES & BUDGETED FUND BALANCE						
Student Fees						
Fall						
Tuition	\$ 2,520,100	\$ 2,800,356	\$ 2,883,900	\$ 3,119,374	108%	\$ 3,119,374
Technology Fees	127,100	140,025	144,300	155,978	108%	155,978
Distance Learning	236,600	300,315	309,300	312,330	101%	312,330
Dual Enrollment	315,300	374,800	386,700	300,509	78%	300,509
HSCA Dual Enrollment	398,460	345,790	577,080	419,070	73%	419,070
Lab Fees	158,610	77,283	79,600	88,313	111%	88,313
Spring						
Tuition	\$ 2,253,800	\$ 2,559,244	\$ 2,616,700	\$ 2,818,365	108%	\$ 2,790,460
Technology Fees	113,100	127,969	131,000	140,928	108%	139,533
Distance Learning	223,800	291,135	294,100	283,965	97%	283,965
Dual Enrollment	388,700	429,566	433,500	498,749	115%	498,749
HSCA Dual Enrollment	357,240	-	526,700	-	0%	382,700
Lab Fees	134,120	116,922	117,300	169,430	144%	169,430
Summer						
Tuition	\$ 965,900	\$ 750,755	\$ 949,300	\$ 798,566	84%	\$ 1,159,102
Technology Fees	48,300	37,576	45,000	39,931	89%	57,962
Distance Learning	71,400	99,585	157,000	101,535	65%	150,767
Dual Enrollment	-	56,576	0	57,584	-1%	-
Lab Fees	26,560	7,620	9,600	15,990	167%	25,549
Miscellaneous Fees	48,800	150,222	190,300	172,171	90%	187,142
Youth Development	282,000	1,105	252,000	7,569	3%	228,500
Continuing Education	1,189,522	692,634	2,163,250	524,614	24%	1,106,000
Total Student Tuition and Fees	\$ 9,859,412	\$ 9,359,479	\$ 12,266,630	\$ 10,024,973	82%	\$ 11,575,433
General Revenue Operational Support	\$ 18,725,937	\$ 14,044,429	\$ 21,090,865	\$ 15,747,444	75%	\$ 21,090,865
General Revenue Nursing Support	830,059	622,544	764,607	573,456	75%	764,607
General Rev. Student Success Incentive Initiative	359,055	277,884	338,782	225,853	67%	338,782
State Dual Enrollment Scholarship Program	-	462,273	370,000	293,563	79%	370,000
Educational Enhancement Support	2,843,909	1,137,564	3,100,000	1,292,752	42%	3,100,000
Miscellaneous State Contracts	100,000	-	111,800	-	0%	111,800
Federal Support Indirect Cost	150,000	85,691	75,000	2,343	3%	75,000
Foundation Support	111,500	-	20,000	-	0%	20,000
Other Contracts	759,000	229,833	1,121,200	402,275	36%	600,410
Miscellaneous Revenue	17,000	22,924	23,850	35,217	148%	30,359
Uninsured Loss Recovery (HEERF)	-	220,100	-	-	0%	-
Total Revenues	\$ 33,755,872	\$ 26,462,721	\$ 39,282,734	\$ 28,597,876	73%	\$ 38,077,256
Transfers In	480,000	-	490,000	-	-	490,000
Total Revenues and Transfers In	\$ 34,235,872	\$ 26,462,721	\$ 39,772,734	\$ 28,597,876	72%	\$ 38,567,256
EXPENDITURES						
Personnel Expenditures						
Salaries and Wages	\$ 17,809,295	\$ 11,325,689	\$ 22,045,323	\$ 14,319,610	65%	\$ 20,687,000
Benefits	6,634,657	4,338,838	7,779,971	5,439,839	70%	7,858,700
Lapse Salary and Benefits	(913,250)	-	(1,886,000)	-	0%	-
Current Operating Expenditures	6,962,798	5,648,384	9,450,628	6,165,960	65%	8,274,378
Capital Outlay Expenditures	58,000	284,079	58,000	9,000	16%	58,000
Contingency	500,000	-	500,000	-	0%	-
Total Expenditures	\$ 31,051,500	\$ 21,596,990	\$ 37,947,922	\$ 25,934,409	68%	\$ 36,878,078
Transfer to Fund Other Funds	(3,000,000)	(3,000,000)	(1,800,000)	(2,496)	-	(1,650,000)
Excess of Revenues over (Expenditures)	\$ 184,372	\$ 1,865,731	\$ 24,812	\$ 2,660,971		\$ 39,178

Background/References

Each month a report is provided to the District Board of Trustees accounting for any purchases that have been approved by the President which fall between \$65,000 and \$195,000. This report is prepared by the Office of the Vice President of Finance and Chief Financial Officer, and is intended to apprise the Board of purchases that fall under the authority of the President to approve. The authorization requiring the President's approval of such purchases is guided by Board Rule 6.09, Purchasing.

Description

Purchase Orders Over \$65,000 – March 2024

Vendor: Faden Builders, Inc
Item Description: Lecture Hall & Faculty Office Bldg Demo
Amount: \$229,891.00
Purchase Order #: P2400513
Vendor Code: X00140059

Vendor: Shaw Integrated Solutions
Item Description: Athletics Locker Rooms-flooring
Amount: \$68,009.77
Purchase Order #: P2400549
Vendor Code: X00122441

Vendor: D C Jaeger Corporation
Item Description: Robotics Learning System Hardware
Amount: \$83,351.65
Purchase Order #: P2400547
Vendor Code: X00124108

Recommendation

Motion to approve the purchase over \$65,000 for the month of March 2024 as written.

Background/References

The Facilities Department prepares a monthly report on the status of Capital Improvement Projects.

Description

A report on the status on projects is attached.

Recommendation

Motion to acknowledge the Capital Improvement Projects Report for March 2024 as written.

Capital Improvement Projects 2023-2024			
April 2024 Update			
Project Description	CIP Budget	Expended or PO issued as of 3/31/24	Progress To Date
Safety			
South Lake Campus Fire Safety Upgrade	\$5,000	\$0	Fire Alarm System repairs and replacement of devices are in progress.
Critical Life Safety Modifications	\$72,000	\$11,892	Correction work for 2021 and 2023 PDCS Life Safety Inspections continue; including emergency lighting, improving fire panels, strobe lights, exit signs and elevator emergency phone repairs.
Emergency Lighting Repairs	\$20,951	\$24,499	A comprehensive list of fixtures are in development for replacement.
Blue Light Parking Lot Phones/Cameras	\$125,000	\$0	The requisition for the Sumter Center blue light phones and cameras is currently on hold.
Leesburg Campus William-Johnson Bldg. HR Dead-end Corridor	\$10,000	\$0	In Planning. One of the Continuing Services Architects will be assigned.
Roofs			
Leesburg Facilities Roof Replacement	\$509,385	\$509,385	Facilities Roof Rpl began July 31 and completed September 2023.
Roof Maintenance and Repairs	\$244,151	\$0	Leak mitigation continue through the Dryzone workorder process.
Roof Maintenance and Repairs	\$250,000	\$0	In Planning. Deferred Maintenance FY 22 Budget allocated for project.
Sumter Center Bldg.1 Roof/Gutter Restoration	\$250,000	\$276,295	Bldg. 1 Roof Restoration completed Dec. 2023. The final site review for Bldg.1 and Bldg. 4 Roofs was February 13. Project completed.
Leesburg Lake Hall Roof Restoration	\$435,000	\$440,366	The roof restoration completed the end of March 2024.
Sumter Center Bldg.4 Flat Roof Restoration	\$140,000	\$139,566	Project completed Feb 2024. The final on-site review with Facilities for Buildings 1 & 4 Roofs was held February 13.
South Lake Campus Bldg.1 New Gutters Installation	\$80,000	\$0	In planning.
Leesburg Campus William-Johnson Admin. Building Roof Restoration	\$70,000	\$0	In planning.
Leesburg Student Services Building Roof Replacement	\$615,000	\$618,764	The roof replacement is scheduled to completed end of March 2024.

Capital Improvement Projects 2023-2024			
April 2024 Update			
Project Description	CIP Budget	Expended or PO issued as of 3/31/24	Progress To Date
Paving-Grounds			
Parking Lot Repair, Sealing & Stripe	\$124,800	\$40,567	Sumter Center Bldg. 5 drive and pot holes repairs by Bldg.1, completed over Spring Break 2024.
South Lake Campus Irrigation	\$80,000	\$0	In planning.
Leesburg Campus Parking Lot A Repaving	\$575,200	\$575,200	Repaving work completed September 2023. New Sod and drainage was added to scope and installed.
Leesburg Campus Parking Lot B Repaving	\$550,000	\$16,374	Civil drawings were issued for bid on Feb 8. The bid proposal is approved and PO in progress. Faden is coordinating the lighting scope directly with the City of Leesburg. Anticipate construction starting late April-May.
New Structure			
South Lake Campus Facilities and Grounds Building Replacement	\$709,060	\$812,734	Building Permit # LSSC22-012. Construction is complete; the Certificate of Occupancy was received March 18 . The green metal shed was removed the end of March and subsequent use for the existing concrete slab is in planning .
Sumter Center Solar-powered Workforce Instructional Pavilion & Restroom Facility	\$50,000	\$0	Cost for initial design is overbudget. Currently reviewing alternative options with Faden Builders to build-out Restroom Facilities and Shade Structure within budget.
Eustis CDL Pad and Building	\$2,500,000	\$276,702	In design development with the architect, civil engineer and contractor. Construction timeline (TBD)
Leesburg Campus Workforce Development Center	\$2,000,000	\$0	In planning. Recommendation to award design services is in progress.
HVAC			
HVAC Projects (SSB, Exhaust Fan Overhaul)	\$160,035	\$463,119	Multiple HVAC projects in progress or completed FY 22-23.
South Lake Campus Building 1 HVAC Equipment and Installation	\$600,000	\$615,162	Project complete.
Leesburg Campus Building M HVAC Design and Replacement 40 Ton AHU	\$212,274	\$819,414	PO was issued to Johnson Controls August 24. Auxiliary funds will be used to make-up the difference. New AHUs and chiller are due to ship by July 2024. The construction timeline is currently (TBD) due to lengthy lead time for equipment.
Leesburg Campus Student Center HVAC Design and Replacement	\$250,000	\$0	Design proposal received from Hanson. Planning to start design Spring 2024.

Capital Improvement Projects 2023-2024			
April 2024 Update			
Project Description	CIP Budget	Expended or PO issued as of 3/31/24	Progress To Date
Leesburg Campus William Johnson Admin Building HVAC Design and Replacement	\$141,725	\$36,975	Updated design plans were received Feb. 20. The contractor Prebid site meeting was held March 7. Bids are due April 5. Construction timeline is currently TBD.
Leesburg Campus Convocation Center HVAC Design and Replacement	\$200,000	\$0	Design proposal received from Hanson. Planning to start design Spring 2024. A new Bard unit was purchased for the Athletic Director's office.
General			
Furniture and Equipment	\$225,000	\$141,463	On going procurement as approved by leadership.
Leesburg Campus Monument Signage	\$70,000	\$0	In planning and final design phase.
Signage (All campuses)	\$23,000	\$34,759	Leesburg Campus Facilities Bldg sign was installed December 2023. New sign for Shipping & Receiving was installed November 2023.
Building Upgrades			
Leesburg Campus Faculty Office Building & Lecture Hall Demolition	\$194,800	\$245,697	The Formal process to raze a building with State DOE is approved. Building demolition began over spring break and scheduled to complete by mid April.
Leesburg Campus Student Services Building 2nd Floor Remodel	\$1,805,000	\$321,921	Bid documents were received March 6. The Prebid meeting was held March 13 and Bids were received March 28 and are currently in review to establish the GMP. The anticipated construction timeline is May - September 2024.
Building Envelope DM23 (various)	\$123,281	\$242,820	Leesburg Campus Health Science Center Roof/Gutter restoration completed end of January 2024. Bernard Painting performed building envelope work on the Science-Math Bldg. in the fall of 2023.
Leesburg Campus Liberal Arts Building Demolition	\$200,000	\$0	The Formal process to raze a building with State DOE is approved. In planning for after the Facilities Office Building and Lecture Hall are razed. Spieziele has provided a proposal for architect and engineering coordination.
Exterior Painting Projects	\$60,000	\$53,245	Exterior refresh painting is on-going. Sumter Center Bldg.1 is complete.
Interior Painting	\$15,000	\$6,400	Various interior painting projects continue at all Campuses.
South Lake Campus Nursing Simulation Lab Remodel	\$600,000	\$547,265	Construction is complete; final building inspections passed Dec. 5. Simulation equipment and furnishing installs are to complete April 2024.
Leesburg Campus Student Services Building - Build ADA Restrooms	\$460,000	\$413,586	The 1st & 2nd floor ADA restrooms construction remodel are complete. The final building inspection/occupancy occurred in January 2024.

Capital Improvement Projects 2023-2024			
April 2024 Update			
Project Description	CIP Budget	Expended or PO issued as of 3/31/24	Progress To Date
South Lake Campus Building #2 First Floor Renovation	\$55,000	\$0	Planning to start design services.
Building Envelope DM 22 (various)	\$300,000	\$0	Deferred Maintenance FY 22 Budget allocated for project.
Cagan Crossings	\$1,450,000	\$1,594,144	Construction of 4,800 sq.ft. of shell space for 2 classrooms and support space is complete. Occupancy occurred as planned, mid August.
Leesburg Campus Student Services Building 1st Floor Remodel	\$1,500,000	\$67,900	The first phase of design development with Spiezle architects began Feb 2024. Schematic options received March 8th are currently in review.
Leesburg Campus Women's Team Locker Room	\$200,000	\$179,125	Planning and Schematic Design options are in progress with Hunton Brady architects; complete schedule (TBD). Lockers, flooring, and soft seating have been purchased.
Leesburg Campus Men's Team Locker Room	\$200,000	\$10,000	Planning and Schematic Design options are in progress with Hunton Brady architects; complete schedule (TBD). Lockers, flooring, and soft seating have been purchased.
South Lake Campus Buildings-1 & 2 Covered Walkway	\$80,000	\$0	In planning.
Elevator DLM Code Requirement	\$70,000	\$58,943	Installation completed over spring break in March 2024.
Sumter Center LED Lighting Upgrades	\$40,000	\$0	In progress.
Sumter Center Building-1 Exterior Improvements	\$50,000	\$16,785	The Bldg.1 exterior has been painted and windows caulked.
Leesburg Campus Mailroom Relocation / Build-out	\$20,000	\$0	The Mailroom was relocated from Lecture Hall prior to demolition.
Sumter Center Building-4 Exterior Flooring Replacement	\$40,000	\$28,168	Scope includes the lobby, hallways and Student Lounge flooring. Replacement work began over the Christmas holiday break and has completed.
Leesburg Campus Student Center Vet Lounge Office and SGA Refresh	\$20,000	\$0	In planning.
Leesburg LED Lighting Upgrades	\$100,000	\$0	In progress.
Leesburg Campus Lake Hall Renovation/Refresh	\$200,000	\$266,913	Interior repairs, painting and new flooring replacement work was substantially complete December 2023.
Leesburg Campus Athletics Complex Upgrades	\$75,000	\$76,038	In progress. Final completion date (TBD).

PRESIDENT'S REPORT





Athletics

Padraic McMeel, Executive Director

- Interviewing candidates for the Head Men's and Women's Golf Coach, Head Strength and Conditioning Coach, and Head Volleyball Coach positions
- Hosting the 2024 Hawkspys Student-Athlete Awards Banquet on April 23

Baseball

- Beat the then #10 team in the country 2 out of 3 games
- Sitting 3rd in Region 8, arguably the toughest Region in NJCAA
- Ranked #20 in the Country as of April 1, 2024 – 1st time in program history they have been ranked in the nation!
- Will be playing for a playoff spot in Region 8 with the winner going to the NJCAA World Series

Softball

- Currently 2nd in Region 8
- Megan Wright was named the NJCAA National Player of the Week for March 11-17; 1st ever Lakehawk to win National Player of the Week
- Continue working towards a 2nd consecutive State Championship

Track and Field

- Track and Field continued competing in their 1st season of Outdoor Track and Field
- Several student-athletes continue hitting Personal Records throughout each meet

Beach Volleyball

- Finishing the regular season by April 6
- Region 8 championships are April 18-20 with a berth for the NJCAA Championships May 1-2
- Currently rank #3 in Region 8 – toughest Region in the country
- Top 3 teams at Nationals last year were from Region 8

Government Relations

Bruce Duncan, Contracts Administrator

- Tracking 2024 Legislative Session activity.
- Collaborating on RFP for Bookstore Vendor and RFQ for South Lake Master Plan.

Human Resources

Carol A. Tolx, Ed.D., Associate Vice President

- Human Resources has worked together to review the LSSC Assessment Goals set in 2022-2023 and also polished the goals and provided evidence for our goals for 2023-2024.

Transforming Lives and Futures Throughout Our Community



- Attended the Human Resources Council Meetings for Florida Colleges.
- Attended the Central Florida Employment Council Mayor's Job Fair.

Marketing and Promotion

Jose Gonzalez, Associate Vice President

- Marketing is excited to welcome Barrett Johnson, Project Coordinator, and Winston Thu, Digital Engagement Coordinator, to the team
- Marketing is gearing up for an exciting end of the academic year and providing our support for many year-end events to celebrate our students and their experience
- Social media statistics for March 2024:
 - LSSC social media posts had 77,751 impressions with 2,266 engagements for a rate of 3.53%.
 - All social posts reached a total of 75,608 people over the month.
 - All accounts have 25,945 fans, an increase of 1% from last month and 144% year-over-year.
 - In the first quarter of 2024, LSSC social accounts had a total of 198,456 impressions with 6,354 engagements and reached a total of 194,135 people.

Professional and Organizational Development

Deborah Snellen, Executive Director

- Collaborated with Career Development Services on training related to the new LSSC Student Employment Program, including workshops for supervisors (48 attended) and a pilot orientation for student employees.
- Met with 8 new full time hires after six weeks of employment to ensure expectations are being met and needed resources are being provided.
- Creating training modules to assist staff with entering performance goals into PERFORM system.
- Preparing to launch a revised performance appraisal program for staff appraisals due June 30. The revisions allow our performance appraisals to better align with the priorities and core values of the College.
- Revised the professional development plan template for staff and created training on how to complete the plan. This will roll out to staff in July.
- LSSC was represented at the TOPkit conference. Topkit is the Teaching Online Professionals toolkit. AI was a hot topic and Dr. Justin Greathouse's presentation on integrating an AI tutor was voted best in track.
- Dr. Greathouse hosted a PD session on engagement and collaboration through Canvas wiki pages for LSSC faculty. Discussion centered on how to use a Wiki in in courses.



ITEM: 0424-12

Office of the President

Dr. Heather Bigard

Strategic Communications

Kevin Yurasek, Executive Director

- Press releases and news articles issued by Communications received positive coverage in media outlets across Lake and Sumter Counties:
 - LSSC announces Padraic McMeel as Executive Director of Athletics
 - Celebrating our latest faculty promotions and teaching excellence
 - On Track for Success: Lakehawks' Inaugural Track & Field season off to a strong start
 - LSSC Athletics teeing up to add Men's and Women's Golf in 2024
- Working with stakeholders across the College in the planning and coordination of year-end events and celebrations to showcase the impacts this College has on the student experience and recognize our students for their hard work and contributions to their own futures.

Transforming Lives and Futures Throughout Our Community

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VICE PRESIDENT'S REPORTS



Division of Academic Affairs
Report to the President and District Board of Trustees
April 10, 2024
Ms. Karen Hogans, Vice President of Academic Affairs

Access

- LSSC received substantive change approval through SACSCOC to offer 100% of the Associate in Arts degree at Four Corners.

Student & Learning Success

- Honors Program Students presentations: Honors Day will be hosted on April 17th at the Leesburg campus. From 11 am -1 pm, second-year students will provide poster presentations on their capstone research, and from 1:00 pm - 1:30 pm, first-year students will present the physics-themed short film they are creating as the final project for their Theatre and Physics class.
- Dr. Terranova and Dr. Rudden attended the Curriculum Alignment and Transfers Student Conference at Valencia College. The conference focused on bridging curriculum and transfer readiness to take advantage of classroom and coaching/advising expertise to ensure students are major and transfer ready, and they are prepared for and successful after transferring to university.
- Natural Science Faculty attended the curriculum alignment meeting with Sumter County Schools to discuss aligning high school courses to better match college level requirements.
- Jeremy Norton has facilitated the political science and history faculty hosting an information session on April 2nd for students on the Florida Civics Literacy Exam (FCLE). The session will cover the exam process, the content covered, and the resources LSSC provides to assist students in passing the exam.

Learning & Work Environment

- The following were promoted to: Sr. Professor Alissa Sustarsic, Sr. Librarian Nora Rackley, Professor Heather Elmatti, Assoc. Professor Brenda Skoczelas, and Assoc. Professor Amber Karlins. Dr. Michele Rudden earned continuing contract.
- Our Communications' department had the distinct honor of showcasing Professor Kumar Singh with teaching us simple signs so we, as the LSSC community, can communicate with him better. We were able to learn simplistic signs from "Hello" to "How are you" and learn a little bit about how he actually teaches his classroom students.

**Enrollment & Student Affairs Division
Update for the President and Board of Trustees
April 10, 2024**

Dr. Joseph Mews, Vice President of Enrollment & Student Affairs

Enrollment Summary

As of April 2, Spring 2024 enrollment stands at a record-high 5,024 headcount, up 10.8% (+491) compared to our final Spring 2023 total of 4,533. Registration windows for Summer 2024 and Fall 2024 terms are open for new and continuing students, and enrollment is trending ahead of last year by 11.1% and 5.7%, respectively. The College continues to support current and prospective students with enrollment leading up to the start of each term.

Access

- Fall 2024 applications for admission are trending ahead of last year by more than 40% overall. This total includes a 65% increase in first-time college applicants, a 50% increase in transfer applicants, and a 200% increase in dual enrollment applicants. Summer 2024 applications are up by 30% overall.
- Held two 'Block Party' events on March 23 and April 6 to promote our programs, services, and resources to prospective students and their families in a fun way, including food and music and a host of opportunities for students to meet with program leads, advisors, enroll, and complete financial aid on the spot.
- The Early College Programs team recently conducted workshops for current high school students enrolled at LSSC, including Financial Literacy for Teens and PERT Prep, along with activities associated with nursing pathways, engineering technology, and an HSCA summit for 10th graders with Orlando Health.

Student Learning & Success

- Expect over 400 soon-to-be graduates to participate in our upcoming Spring 2024 Commencement Ceremonies. This will represent an increase of over 100 participating graduates compared to last spring. Below are details for the two ceremonies:
 - The South Lake Commencement Ceremony will be held on May 1 at the Performing Arts Center within the Clermont Arts and Recreation Center.
 - The Leesburg Commencement Ceremony will take place on May 3 in the Kelly Convocation Center on campus.
 - Both ceremonies will start promptly at 5:00 PM
 - Assembly for robing will begin at 4:15 PM, and the Processional line up will follow at 4:50 PM, leading to the start of the ceremony.
- Student Life and Student Wellness co-sponsored a Student Wellness Day on the South Lake Campus on Tuesday, March 19. Highlights of this event included a petting zoo for stress relief, Student Assistance Program (SAP) information, a Zen Garden area, stress resources, time management activities, and a sleep, exercise, and nutrition area.
- On March 1, a group of 50 current students attended the S.E.E. (Successful Early Exploration) UCF Event, which included a variety of activities to help prepare students planning to transfer to UCF after completion of an associate degree at LSSC.

Facilities Planning and Operations Division
Update for the President and District Board of Trustees
April 10, 2024

Thom Kieft, Vice President, Facilities Planning and Operations

Learning & Work Environment

Leesburg Campus

- WELBRO held a bid opening for the subcontractor proposals for the 2nd floor of the Student Services Bldg. They will now review the bids to see if the complete scope is covered and obtain additional bids in areas that had limited proposals. This project has a pre-construction meeting on April 9 with a late May starting date.
- The Faculty Office Building and Lecture Hall Building have been razed. There will be a week of building material removal, then the concrete foundations will be demolished. The project is expected to be completed by the end of April.
- Faden Builders and Paquette Paving along with College staff met to discuss the scope of the work for the Parking Lot B resurfacing project. This project will begin on April 22 and continue to the end of May.
- A section of the Facilities Bldg. parking lot has been reconfigured and resurfaced by Chick-fil-a to prepare for the beginning of the lease of that section of the parking lot.

Sumter Center

- RCP Shelters and Faden Builders have provided LSSC with a concept rendering for the Sumter Pavilion which will be a large covered area having two restrooms, a drinking fountain, and a storage room with an ice machine. Faden is obtaining quotes for site development, concrete, plumbing, and electrical work, then they will provide LSSC a guaranteed maximum price.

South Lake Campus

- WELBRO has removed the green shed from the campus and Facilities is cleaning the materials that were on the exterior of the shed.
- The RFQ 24-02 South Lake Campus Master Plan architect selection has concluded and the Board Chair Jones, President Bigard, and VP Kieft have met with the architect team. Jacobs Engineering/DPZ are preparing a proposal for President Bigard to review.

Access

Eustis Center Planning

- Springstead Engineering and Florida Architects are teaming up for a proposal for civil engineering and design work for the Eustis site. A draft site layout and schematic design has been created.

**Financial Services Division
Update for the President and Board of Trustees
April 10, 2024**

Michelle Matis, Vice President, Finance and Chief Financial Officer

Learning and Work Environment:

- Initial budget requests were due to Financial Services April 5. Finance will compile the budget requests into one and work with Cabinet to determine priorities and make revisions. A draft budget will be presented to the District Board of Trustees in May and a final budget will be presented in June.
- Work on the operational audit continues and is expected to finish by June. Florida Statute 11.45 requires the Auditor General to conduct an operational audit of the college at least once every 3 years.

Student Learning and Success:

- RFP for Online Course Materials Store: The evaluation committee met April 2 to rank the final 2 firms and recommend a vendor

**Division of Institutional Advancement
Update for the President and Board of Trustees
April 10, 2024**

Dr. Laura Byrd, Senior Vice President, Institutional Advancement

Access

- The 2024 Annual Campaign is underway! Raised \$52,119 on behalf of faculty and staff, which accounts for 54% of employee giving, and we have received \$161,350 from community members for a current total raised of \$213,469 and 97% of the \$220,000 goal.
- The LSSC Foundation accepted applications from March 1 – March 31 for the Summer 2024 semester, and received 515 applications, which is an increase of 25% over Summer 2023. Planning to award \$325,000 in scholarships thanks to our amazing donors.
- The 2024 Gala will be held at the Brownwood Hotel and Spa on Friday, April 12, 2024. The event is sold-out with an expected 336 guests. The event goal is set at \$312,500. Thank you to Ernie Morris Enterprises for serving as the presenting sponsor for 23 years—THANK YOU for caring about our students!

Workforce Development

- The Engagement team has identified 240 employers expressing interest in internships and other experiential learning opportunities for students.
- Lakehawk Career Connect continues to increase in the number of employers seeking to hire LSSC students. There are currently 241 active job postings, with an increase in student application activity.
- Internships -
 - Fifteen students are engaged in internships or micro-internships for the **Summer semester**.
 - Duke Energy has five engineering technology internships offered this summer for all programs across the state. All five internships will be filled with LSSC students.

Learning and Work Environment

- Director of Alumni Relations – Please join me in welcoming Jannice Pantoja as the new Director. She joins us from AdventHealth Waterman where she served as the Senior Marketing Specialist. Ms. Pantoja has worked in healthcare, education, and sales. She brings an amazing skill set to this new role at LSSC. She will join us on April 15.
- Manager of Student Employment – Please join me in welcoming Cynthia Christman to the Institutional Advancement Division managing student employment. Her vast knowledge of NEOED and Human Resources will be invaluable to the work! We are very excited to have her join our team. Ms. Christman has been with the College for almost five years. She moves into this role on April 15.

**GIFTS AND CONTRIBUTIONS OVER \$1,000
RECEIVED March 1, 2024 – March 31, 2024**

Name	Amount	Fund Description	Gift Subtype
Dennis Baxley	\$1,750.00	38th Annual Gala Auction	Sponsorship
Clermont Police Department	\$3,500.00	38th Annual Gala Auction	Sponsorship
First National Bank of Mt. Dora	\$1,000.00	Monster Dash	Sponsorship
First National Bank of Mt. Dora	\$1,000.00	Annual Athletics Golf Classic	Sponsorship
First National Bank of Mt. Dora	\$5,000.00	38th Annual Gala Auction	Sponsorship
Howey Garden and Civic Club	\$2,000.00	Gail Gross Scholarship Endowment	Addition to Endowment
Diane Kupchak	\$10,000.00	Diane and Bob Kupchak Scholarship	Addition to Endowment
Largey Law	\$5,000.00	38th Annual Gala Auction	Sponsorship
Lassiter Ware Insurance	\$2,500.00	38th Annual Gala Auction	Sponsorship
Law Office of Anita Geraci-Carver, P.A.	\$3,500.00	38th Annual Gala Auction	Sponsorship
LifeStream Behavioral Center	\$5,000.00	38th Annual Gala Auction	Sponsorship
McLin & Burnsed, PA	\$3,500.00	38th Annual Gala Auction	Sponsorship
Timothy Morris	\$1,000.00	38th Annual Gala Auction	Tickets
Anonymous	\$1,000.00	Annual Fund	Contribution
Saint James ECW	\$2,000.00	Episcopal Church Women of St. James	Contribution
South Street Advisors	\$1,000.00	Shamrock Shuffle	Sponsorship
Vann Gannaway Chevrolet, Inc.	\$1,000.00	38th Annual Gala Auction	Sponsorship
Anonymous	\$1,000.00	Annual Fund	Contribution
Total Gifts	\$50,750.00		

Technology Innovation Division
Report for the President and District Board of
Trustees April 10, 2024
Nick Kemp, Vice President of Technology
Innovation/CIO

Learning and Work Environment

Strategic Plan Dashboard

- The strategic initiatives for 2023-2024 are now fully managed with a dedicated dashboard, enhancing the oversight of projects aligned with the Strategic Plan.
- This dashboard facilitates rapid filtering by Priority, Goal, Status, and Lead, streamlining the identification of projects needing attention.
- The integration of this dashboard with automated data collection enables real-time reporting and heightened accountability. The result is a more focused monitoring of the Strategic Plan, leading to improved productivity and the successful execution of projects.

AEFIS Course Evaluations

- The transition of course evaluations to the AEFIS Platform has been a resounding success, leading to a significant enhancement in reporting capabilities and overall functionality.
- The impact of this migration is evident in the substantial increase in response rates, soaring from 25% to an impressive 42%.
- The introduction of a “pop-up” notification feature within the AEFIS platform is credited as a key driver for this uptick.
- With a larger proportion of students participating in course evaluations, the data collected is now more robust, reliable, and valid. This, in turn, translates to more informed and effective decision-making based on the insights derived from course evaluation results.

**Division of Workforce Programs
Report to the President and District Board of Trustees
April 2024**

Rep. John Temple, Vice President of Workforce Programs

Access

- Met with local community experts for possible development of a drone program at LSSC.
- Workforce participated in the two Block Party events at the Leesburg and South Lake campuses.

Workforce Development

- Collaborating with Institutional Advancement Division on Comprehensive Local Needs Assessment (CLNA) for the Federal Perkins Grant. S
- Completed the Cybersecurity AS framework crosswalk and discovered that we can offer the program by adding two new courses. By going this route, we will be able to fast-track the program for implementation.

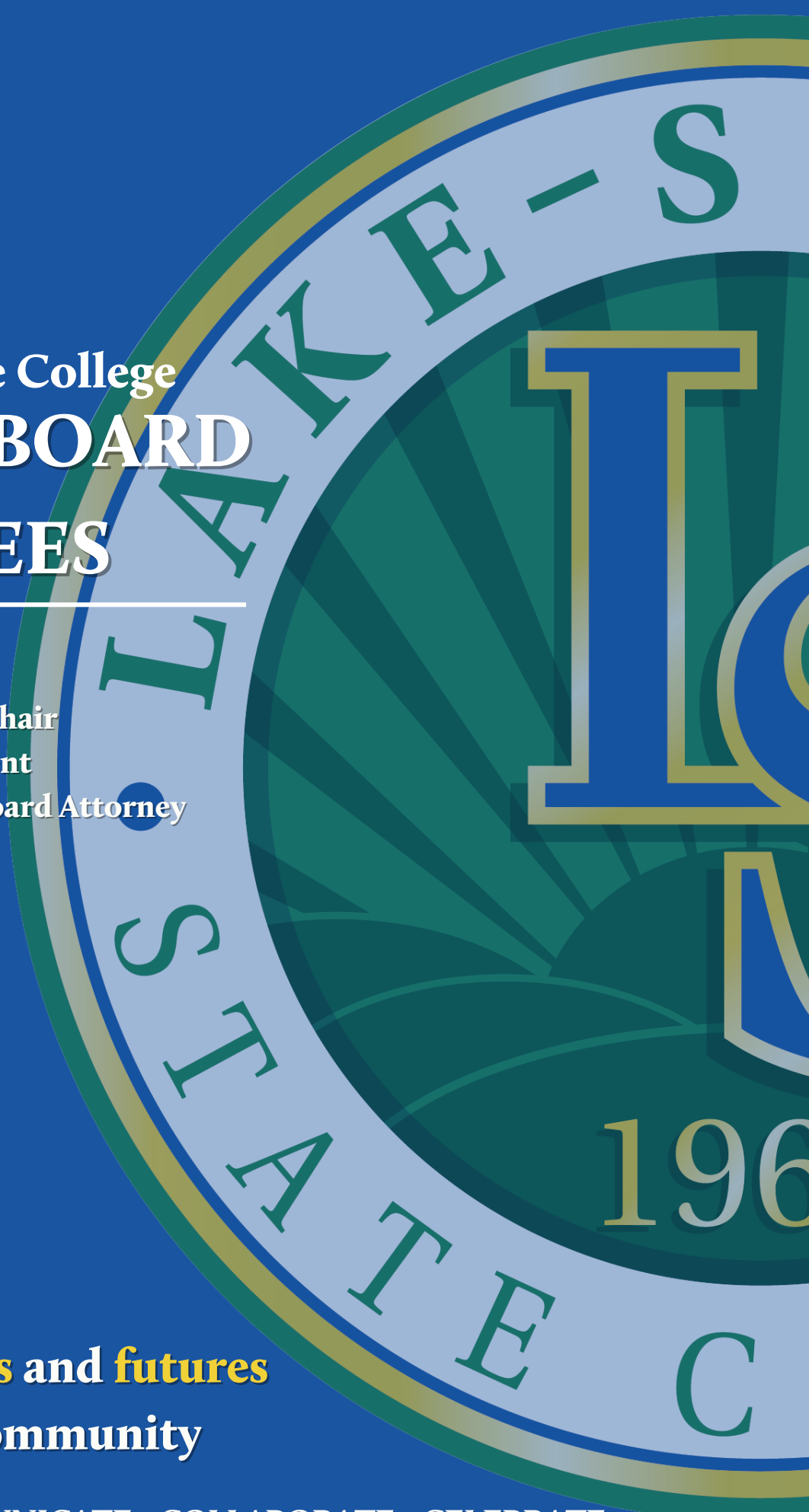
Student & Learning Success

- Relay Tech Networking and Career Expo held on March 29th at the LSSC Sumter Center. Twenty-eight students participated in the event with twelve businesses (10 in person and 2 provided materials). Business feedback was exceptional and the student experience was even better.

BOARD COMMITTEE REPORTS



- I. Executive Committee – Mr. Bret Jones**
- II. Facilities Committee – Ms. Jennifer Hooten**
- III. Finance and Private-Public Partnerships Committee – Mr. Tim Morris**
- IV. Strategic Planning Committee – Mr. David Hidalgo**
- V. Student Engagement Committee – Ms. Jennifer Hooten**
- VI. Foundation Liaison – Mr. Tim Morris**

The logo of Lake-Sumter State College is a circular seal. The outer ring contains the text 'LAKE-SUMTER STATE COLLEGE' in a serif font. The inner circle features a stylized sunburst design with rays emanating from the top. In the center of the seal, the letters 'L' and 'S' are prominently displayed in a large, blue, serif font with a gold outline. The year '1966' is visible at the bottom of the inner circle.

Lake-Sumter State College **DISTRICT BOARD OF TRUSTEES**

Mr. Bret Jones, Chair

Ms. Jennifer Hooten, Vice Chair

Dr. Heather Bigard, President

Ms. Anita Geraci-Carver, Board Attorney

Mr. David Hidalgo

Ms. Emily Lee

Mr. Timothy Morris

Ms. Ivy Parks

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