Lake-Sumter State College District Board of Trustees

Regular Meeting Agenda
Wednesday, October 21, 2026 – 5:00 pm
Sumterville Center

Call to Order

Public Comment

Presentations: Student Government Association, Dr. Joseph Mews, Vice President of Enrollment and Student Affairs

Consent Considerations:

- 1026-01 Approve: Minutes of August 19, 2026 Regular Board Meeting
- 1026-02 Acknowledge: Personnel Staff Changes
- 1026-03 Approve: Personnel Full-Time Faculty Changes
- 1026-04 Acknowledge: Monthly Fiscal Report for August 2026
- 1026-05 Acknowledge: Capital Improvement Projects Report
- 1026-06 Approve: Proposed Curriculum Changes
- 1026-07 Approve: Write-Off of Tangible Personal Property
- 1026-08 Approve: 2026-2027 Academic Program Advisory Committees
- 1026-09 Information: Health Insurance Rates for 2027
- 1026-10 Approve: Elsevier, Inc. Educational Solutions Master Agreement
- 1026-11 Approve: Partnership Agreement with the City of Leesburg
- 1026-12 Approve: Southeast Power Corporation MOU

President's Report

Vice President's Report

Board Attorney's Report

New Business:

- 1026-16 Approve: Second Reading: Naming of Workforce Development Center
- 1026-17 Information: First Reading: Board Rule 4.02 Admissions
- 1026-18 Information: First Reading: New Board Rule 7.07 Active Assailant Response Plans
- 1026-19 Information: First Reading: New Board Rule 7.08 Family Reunification
- 1026-20 Approve: Proposal for Management Services: Legends Way Softball Complex
- 1026-21 Approve: Athletics Program Discontinuation: Track & Field
- 1026-22 Approve: 2027-2028 Personnel Calendar
- 1026-23 Approve: 2028-2029 Personnel Calendar

Calendar Notes:

OCTOBER

- **District Board of Trustees Meeting,** Wednesday, October 21, 2026, 5:00 pm, Sumter Center
- The LSSC Foundation, Inc. Monster Dash, Saturday, October 31, 2026, Leesburg Campus

NOVEMBER

- **District Board of Trustees Meeting,** Wednesday, November 18, 2026, 5:00 pm, Leesburg Campus

DECEMBER

- **No Board Meeting**
- South Lake Commencement Ceremony, Wednesday, December 9, 2026, Clermont
- Fall Nurse Pinning Ceremony, Thursday, December 10, 2026, Leesburg Campus
- North Lake Commencement Ceremony, Friday, December 11, 2026, Leesburg Campus
- College Closed December 19, 2026 - January 1, 2027 Winter Break

JANUARY

- **District Board of Trustees Meeting,** Wednesday, January 20, 2027, 5:00 pm, South Lake Campus

FEBRUARY

- **District Board of Trustees Meeting,** Wednesday, February 17, 2027, 5:00 pm, Sumter Center
- The LSSC Foundation, Inc. Scholarship Dinner, Tuesday, February 23, 2027, Leesburg Campus

MARCH

- The LSSC Foundation, Inc. Shamrock Shuffle, Saturday, March 13, 2027, South Lake Campus
- **District Board of Trustees Meeting,** Wednesday, March 17, 2027, 5:00 pm, South Lake Campus
- College Closed March 22 - 26, 2027 Spring Break

APRIL

- The LSSC Foundation, Inc. Gala, Friday, April 9, 2027, The Villages
- **District Board of Trustees Meeting,** Wednesday, April 21, 2027, 5:00 pm, Leesburg Campus

MAY

- South Lake Commencement Ceremony, Wednesday, May 5, 2027, Clermont
- Spring Nurse Pinning Ceremony, Thursday, May 6, 2027, Leesburg Campus
- North Lake Commencement Ceremony, Friday, May 7, 2027, Leesburg Campus
- **District Board of Trustees Meeting,** Wednesday, May 19, 2027, 5:00 pm, Sumter Center

JUNE

- **District Board of Trustees Meeting,** Wednesday, June 16, 2027, 5:00 pm, Leesburg Campus

JULY

- **No Board Meeting**

AUGUST

- **District Board of Trustees Meeting,** Wednesday, August 18, 2027, 5:00 pm, Leesburg Campus

CONSENT CONSIDERATIONS

ITEM: 1026-01
DISTRICT BOARD OF TRUSTEES
LAKE-SUMTER STATE COLLEGE
SOUTH LAKE CAMPUS
September 16, 2026

PRESENT: Mr. Bret Jones, Board Chair, Dr. Dan Boggus, Mr. Matt Silbernagel, Mr. Tim Morris, Mr. Steve Munz, Mr. Roger Croft, Ms. Anita Geraci-Carver, Board Attorney, and Mr. John Temple, LSSC President.

ABSENT: Rep. Samantha Scott, Board member

CALL-TO-ORDER:

The regular meeting of the District Board of Trustees, Lake-Sumter State College, was called to order by Board Chair Bret Jones at 5:00 p.m. on September 16, 2026 at the South Lake Campus.

PUBLIC COMMENT: No public comment was received.

PRESENTATIONS:

Dr. Joseph Mews, Vice President of Enrollment & Student Affairs, presented information on student demographics.

CONSENT CONSIDERATIONS:

0926-01 – Minutes of August 19, 2026 Regular Board Meeting
0926-02 – Personnel Staff Changes
0926-03 – Personnel Full-Time Faculty Changes
0926-04 – Monthly Fiscal Report for August 2026
0926-05 – Purchases Over $65,000 for August 2026
0926-06 – Capital Improvement Projects Report
0926-07 – 2026 FCS Affordability Report
0926-08 – 2025-2026 Annual Financial Report-Unaudited
MOTION to approve consent considerations 0926-01 through 0926-08, Mr. Tim Morris, SECOND, Mr. Steve Munz, motion passed unanimously.

SCHEDULED INFORMATION REPORTS:

PRESIDENT'S REPORT:

LSSC President, Mr. John Temple, presented his report.

- The College was awarded $5.2 million in EDA grant funds for the Eustis Special Purpose Center. Bruce Duncan attended the Eustis City Council meeting on behalf of the College to provide an update on the project and the status of the additional four acres. A kickoff meeting with EDA representatives is scheduled for October 5 to discuss next steps.
- Upcoming meetings with Senator Ralph Masullo Jr. and Representee Samantha Scott to discuss legislative priorities and funding model.
- Shared the athletics games for both Volleyball and Men's and Women's Golf teams are underway.
- Discussed partnership and spacing with CareerSource CEO Pam Nabors and opportunity to sit on the CareerSource board.
- Upcoming townhalls are scheduled for Vice Presidents Karen Hogans and Dr. Joseph Mews with the President Townhall in early October.
- Academic Affairs is hosting Scholars Forum where faculty and staff share their work.
- The BAS Leadership program hosts Speaker Series focused on business, leadership and entrepreneurship.
- Asked for Trustee feedback on the updated Workforce Development Center design to share with the Architects. President Temple reviewed the proposed layout, noting a reduced front lobby and an approximately 13,000-square-foot main space that could accommodate graduations, rentals, and potentially expo events. The Board discussed a retractable wall, three to five technology screens, doorway capacity, and a movable stage with storage or a green room. Members also considered consolidating the loading area to one dock, relocating storage, ensuring doorways can accommodate large items, and repurposing unused chiller space. Mr. Morris raised concerns about chiller capacity. President Temple will discuss the feedback and related design options with the Architects.

BOARD ATTORNEY'S REPORT:

Ms. Anita Geraci-Carver provided two updates from her written report. The McLean case has been resolved and will be removed from the report. The Santos case has been resolved without any financial commitment and will also be removed from the report.

BOARD COMMITTEE REPORTS:

Chairman Bret Jones presented the report for the Executive Committee

Vice Chair Tim Morris presented the report for the Finance Committee.

Dr. Laura Byrd, Executive Vice President of Institutional Advancement & Operations and Executive Director of the LSSC Foundation, Inc., presented the Foundation report on behalf of Rep. Samantha Scott, who was absent.

NEW BUSINESS:

0926-13 – 2025-2026 CARRYFORWARD SPENDING PLAN

Based on the Total Funds Available Amount, the 5% minimum carry forward balance is $2,142,958. The actual carry forward balance, calculated as the Total Unallocated Fund Balance in the AFR, is $2,6277,731. This leaves an excess of $134,774 above the 5% minimum required carry forward. The College intends to use the $134,774 towards Operating Expenditures in FY27, specifically for employer premiums for the State Group Health Insurance. F.S. 1013.841(4)(e) authorizes operating expenditures in support of the College's mission as an eligible use of carry forward balance. If approved, this will be submitted to the State.

MOTION to approve the 2025-2026 Carryforward Spending Plan, Mr. Steve Munz, SECOND, Mr. Tim Morris, motion passed.

0926-14 – FIRST READING: WORKFORCE CENTER FACILITY NAMING

Insight Credit Union has agreed to provide $2 million dollars to name the workforce center on the Leesburg Campus as the Insight Credit Union Workforce Center. This gift will be paid over a three-year period and will provide funding to pay for the furniture, fixtures, and equipment. Upon approval of the naming and the agreement, the Lake-Sumter State College Foundation will reimburse the College will for all equipment, furniture and fixtures up to $2 million dollars. This item will be presented at the October Board meeting for approval.

This item was presented for information only.

ADJOURNMENT:

The meeting was adjourned at 5:45 pm.

The next regular meeting is scheduled for 5:00 pm on October 21, 2026 at the Sumterville Center.

ATTEST:

_____ _____

Mr. Bret Jones, Board Chair Mr. John Temple, Secretary/College President

Recording Secretary: Kailyn Simone

ITEM 1026-02

Personnel Staff Changes

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:

- Katherine McGaffick, Specialist I, Enrollment Services, 9/08/2026
- Hunter Ezell, Specialist I, Technology Support, 9/21/2026

Staff Status Changes:

- Ebony Williams, Associate Controller, Promotion, 9/1/2026

Departures:

- Beate Ivey, Academic Advisor II, Resignation, 09/01/2026
- Aidyn Miller-Ulrich Specialist I, Education Technology Support, Resignation, 09/02/2026
- Caryl Cerqua, Controller, Resignation, 9/15/2026
- Tanyelle Gomes, Specialist, Payroll, Resignation, 9/23/2026
- Emberly Muhammad, Coordinator, Educational Opportunity Program, Resignation, 9/30/2026

Recommendation

Motion to acknowledge the Human Resource Staff Changes for September 1 – September 30, 2026 as written.

ITEM 1026-03

Full-Time Faculty Changes

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

Departures:

- James Foley, Instructor, Nursing, Resignation, 9/14/2026

Recommendation

Motion to acknowledge the Human Resource Full-Time Faculty Changes for September 1 – September 30, 2026 as written.

ITEM 1026-04

Monthly Fiscal Report for September 2026

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 September 2026 as written.

Lake-Sumter State College
Fiscal Status Report - Fund 1
General Current Fund
September 1, 2026 through September 30, 2026

	FY 2025-26		FY 2026-27			
	Annual Budget	9/30/2025	Annual Budget	9/30/2026	Percent of Budget Earned/ Spent	Projected 6/30/2027
REVENUES & BUDGETED FUND BALANCE						
Student Fees						
Fall						
Tuition	$ 4,843,912	$ 4,735,388	$ 4,794,067	$ 5,556,943	116%	$ 5,170,025
Technology Fees	196,556	236,792	237,736	277,867	117%	258,517
Distance Learning	392,336	465,465	492,306	527,520	107%	474,044
Dual Enrollment	391,287	707,779	635,000	635,655	100%	635,655
HSCA Dual Enrollment	658,000	-	702,000	613,600	87%	712,400
Lab Fees	100,000	246,598	479,420	154,426	32%	143,301
Spring						
Tuition	$ 4,410,782	$ (6,027)	$ 4,556,244	$ (3,725)	0%	$ 4,556,244
Technology Fees	184,622	(301)	226,939	(186)	0%	226,939
Distance Learning	374,469	-	463,943	-	0%	463,943
Dual Enrollment	564,200	1,728	635,000	-	0%	635,000
HSCA Dual Enrollment	587,500	-	650,000	-	0%	650,000
Lab Fees	198,500	-	494,470	-	0%	494,470
Summer						
Tuition	$ 2,005,155	$ (32,459)	$ 2,147,582	$ (78,210)	-4%	$ 2,147,582
Technology Fees	89,263	(1,623)	108,324	(3,910)	-4%	108,324
Distance Learning	235,851	(2,055)	308,911	(2,625)	-1%	308,911
Dual Enrollment	0	(3,095)	-	(1,512)	0%	-
Lab Fees	40,300	-	17,380	(22)	0%	17,380
Miscellaneous Fees	338,167	223,991	212,200	331,985	156%	331,985
Youth Development	110,000	9,527	143,750	3,228	2%	143,750
Continuing Education	1,054,150	151,438	1,075,745	151,284	14%	968,171
Total Student Tuition and Fees	**$ 16,775,050**	**$ 6,733,146**	**$ 18,381,017**	**$ 8,162,318**	**44%**	**$ 18,446,640**
General Revenue Operational Support	$ 21,135,196	$ 5,454,809	$ 22,308,723	$ 5,577,181	25%	$ 22,308,723
General Revenue Nursing Support	1,004,755	251,188	1,092,283	273,070	25%	1,092,283
General Rev. Student Success Incentive Initiative	404,104	96,026	543,483	99,371	18%	543,483
State Dual Enrollment Scholarship Program	387,083	136,630	366,000	-	0%	366,000
Educational Enhancement Support	3,055,669	-	2,829,107	-	0%	2,829,107
Miscellaneous State Contracts	-	-	-	-	#DIV/0!	-
Federal Support Indirect Cost	75,000	3,208	75,000	3,456	5%	75,000
Foundation Support	75,000	12,773	-	19,964	#DIV/0!	19,964
Other Contracts	709,248	152,775	726,476	194,602	27%	726,476
Miscellaneous Revenue	124,350	53,870	55,500	19,746	36%	55,500
Total Revenues	**$ 43,745,455**	**$ 12,894,424**	**$ 46,377,589**	**$ 14,349,708**	**31%**	**$ 46,463,176**
Transfers In from Other Funds	422,000	-	1,077,681	-	-	1,077,681
Total Revenues and Transfers In	**$ 44,167,455**	**$ 12,894,424**	**$ 47,455,270**	**$ 14,349,708**	**30%**	**$ 47,540,857**
EXPENDITURES						
Personnel Expenditures						
Salaries and Wages	$ 24,742,852	$ 4,892,017	$ 26,232,837	$ 5,302,521	20%	$ 25,708,180
Benefits	8,809,898	1,878,473	10,289,192	2,166,695	21%	10,083,408
Health Insurance Refund				(1,388,445)		(1,388,445)
Lapse Salary and Benefits	(1,264,500)	-	(1,305,000)	-	0%	-
Current Operating Expenditures	11,831,612	2,738,930	11,474,106	3,149,658	27%	11,015,142
Capital Outlay Expenditures	36,000	(34,389)	306,500	-	0%	300,370
Contingency	-	-	450,000	-		-
Total Expenditures	**$44,155,862**	**$9,475,030**	**$ 47,447,635**	**$ 9,230,430**	**19%**	**$ 45,718,655**
Transfer Out of Fund 1 to Other Funds		**-**	**-**	**-**	**-**	**-**
Excess of Revenues over (Expenditures)	**$ 11,593**	**$ 3,419,394**	**$ 7,635**	**$ 5,119,277**		**$ 1,822,202**

ITEM 1026-05

Capital Improvement Projects Report

Background/References

Per the Florida Statute 1001.66, each board of trustees shall administer the facilities program pursuant to chapter 1013, including but not limited to: the construction of public educational and ancillary plants; the acquisition and disposal of property; compliance with building and life safety codes; submission of data and information relating to facilities and construction; use of buildings and grounds; establishment of safety and sanitation programs for the protection of building occupants; and site planning and selection.

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

Description

A report on the status on projects.

Recommendation

Motion to acknowledge the Capital Improvement Projects Report for September 2026 as written.

Capital Improvement Projects FY 2026-2027

October 2026 Update

Project Description	CIP Budget	Expended or PO issued as of 9/30/26	Progress To Date
Safety			
Fire Safety Upgrades	$60,000	$7,441	Leesburg Campus Gym Fire Alarm System upgrades completed 7/31/26.
Safety Upgrades	$250,000	$30,574	Digital campus mapping system is progressing. Panic alert badge training and deployment in process for all staff and faculty.
Roofs and Building Envelope			
Building Envelope	$30,000	$0	Building exterior maintenance and repairs as needed for all Campuses.
Roof Maintenance and Repairs	$25,000	$0	Roof maintenance and repairs as needed for all Campuses.
Paving-Grounds			
Irrigation Improvements	$15,000	$0	On going as needed.
Parking Lot Repairs and Sealing/Striping	$150,000	$139,432	Leesburg Campus Parking Lot repairs/paving around Bldg. M., Tennis Courts, Facilities Bldg. are in planning. Paving and restriping around the Health Science Center and Science-Math Building completed in August. South Lake Campus parking lots around CML, Bldg-1 and N. Hancock entrance round-about completed July.
New Structure			
Eustis CDL Pad and Building	$5,750,000	$112,002	A $5.2 million federal grant award was announced August 27 for CDL and lineworker training programs. Construction is expected to begin early 2027 and first students in 2028.
Leesburg Campus Workforce Development Center	$16,751,000	$1,155,187	A Design Criteria Package has been developed for a design-build delivery method for the Workforce Development Center. Architectural and Engineering services began late August. Owner occupancy is currently projected for 2028.

Capital Improvement Projects FY 2026-2027

October 2026 Update

Project Description	CIP Budget	Expended or PO issued as of 9/30/26	Progress To Date
HVAC			
HVAC Controls	$100,000	$0	A meeting was held with ALC early October to improve processes and establish priorities ALC completed the controls upgrade work at the Leesburg Campus Health Science Center in July.
HVAC Projects (exhaust fans, air handler units, coil overhaul, etc.)	$300,000	$60,085	On going maintenance, repairs and replacements for all Campuses.
South Lake Campus Chiller Pipe Insulation	$60,000	$0	Currently reviewing quotes to replace piping insulation in the South Lake Campus Science-Health Building Mechanical rooms.
General			
Furniture and Equipment (All Campuses)	$75,000	$34,520	On going procurement as approved by leadership.
ADA Braille Room Signage	$12,000	$0	New signs have been prioritized and installed across multiple buildings over the last year at Sumter and Leesburg Campuses. Installations continue.
Signage (All Campuses)	$60,000	$1,458	Two Wayfinding signs by parking Lot B are being refurbished this September. New graphics for the Convocation Center Magnolia Room is in planning.
College Vehicles	$125,000	$61,741	A van was purchased end of July for use by the College Marketing team.
Building Upgrades			
Athletic Complex Upgrades	$100,000	$34,903	A build-out of (8) new Gaming Stations at the Leesburg Campus Student Center completed late September. Permitting is in process to install Batters Eye for the fall baseball season. Replacement of the tennis courts to develop space to benefit the Golf program is in planning.
Leesburg Campus - Williams-Johnson Office Renovations	$30,000	$0	In planning to complete this fall.
Flooring	$75,000	$20,771	Flooring repairs and replacements are in planning.
Team Challenge Course	$20,000	$0	In planning to complete for spring semester.
Painting Projects	$20,000	$0	In planning for all Campuses.
Restroom Refresh	$50,000	$16,928	Sumter Center Buildings 1, 4, 5 restrooms to include lighting upgrades, misc. repairs, painting, and flooring refresh scope of work are underway to complete this fall.

Capital Improvement Projects FY 2026-2027

October 2026 Update

Project Description	CIP Budget	Expended or PO issued as of 9/30/26	Progress To Date
South Lake Campus Building-2, 1st Floor Remodel	$100,000	$0	Planning to start design services.
Leesburg Campus Health Science Center 109 Simulation Lab Learning Space	$45,000	$29,264	In progress with Nursing, IT, and Elevate Healthcare, to create five (5) Simulation Bays and Control Rm using existing LearningSpace equipment devices and manikins. Additional Simulation equipment was purchased to outfit Bay 5. Minor renovations began early September. Projecting completion this fall.
South Lake Campus Building-2 Restrooms Sink Counter Repairs	$10,000	$0	In Planning.
Fume Hood Repairs	$50,000	$0	In Planning.
Leesburg Campus Gym Flooring Refurbishment	$40,000	$36,350	A PO was issued to Southeastern Surfaces to refinish the gym wood flooring, including new logos and painting lines. This work will be scheduled to start in December and will take a few weeks to complete.
Elevator Maintenance and Repairs	$70,000	$0	Elevator maintenance and repairs as needed for Leesburg and South Lake Campuses.
Leesburg Campus Fine Arts Center Renovation	$4,500,000	$8,870	Design services for the renovations are in planning with Florida Architects and the CMAR. Most scope of work will be centralized in the Theater and surrounding support spaces. Projecting completion next fall 2027.

ITEM 1026-06

Proposed Curriculum Changes

Background/References

Per the Florida Statute 1001.66, each board of trustees is specifically authorized to adopt rules, procedures, and policies, consistent with law and rules of the State Board of Education, related to its mission and responsibilities as set forth in s. 1004.65, its governance, personnel, budget and finance, administration, programs, curriculum and instruction, buildings and grounds, travel and purchasing, technology, students, contracts and grants, or college property. The Curriculum Committee prepares a monthly report on the status of committee business.

Description

A report on the status of Curriculum Committee transactions approved by the Strategic Planning Council and the President's Cabinet is attached.

Recommendation

Motion to approve the proposed curriculum changes as written.

Curriculum Proposals

NO.	ACTION	COURSE	PROGRAM/COURSE TITLE
02	Credit Course Addition	EDE 1280	Arts and Wellness in Teaching
03	Credit Course Addition	PHI 2100	Critical Thinking and Artificial Intelligence
04	Credit Course Modification	PHT 2820L	Clinical Education III

ITEM 1026-07

Write-Off of Tangible Personal Property

Background/References

The Board of Trustees is required to approve the write-off of equipment that is no longer of use to the College. Authorizing and recording the disposal of the property is mandated in Florida Statute 274.07 which states “the disposal of property shall be recorded in the minutes of the government unit.”

Description

The attached list is being recommended for write-off. The items are no longer of use to the College and considered obsolete or broken beyond repair and ready for disposal.

Recommendation

Motion to approve the Write-Off of Tangible Personal Property as written.

FY27 Property Write-Off Requests

PTAG	Description	Acquisition Date	Original Value	Book Value	Condition	Method
12684	2007 International Bucket Truck	6/3/2020	10,000.00	-	Fair	Sold
12748	2004 International Digger Truck	6/30/2021	10,000.00	-	Fair	Sold
12676	Smartboard, Trutouch X6	3/12/2020	6,250.00	-	Obsolete	Donate
12677	Smartboard, Trutouch X6	3/12/2020	6,250.00	-	Obsolete	Donate

Total	32,500.00	-

ITEM 1026-08

2026-2027 Academic Program Advisory Committees

Background/References

CTE program advisory committees provide a formal mechanism for engaging business, industry, workforce, and community stakeholders in support of program quality and workforce alignment, consistent with the stakeholder-engagement requirements of Perkins V (20 U.S.C. § 2354(d)) and Florida's Perkins V standards. In addition, certain CTE and health sciences programs maintain advisory committees in support of specialized program accreditation requirements.

Description

The role of advisory committee in career & technical education is to advise those charged with the responsibility for developing and maintaining career and technical education programs. Each committee member is a rich source of information for College administrators and faculty whose mission it is to teach and develop employable graduates. Committees should include college faculty and staff along with the community's industry and technology leaders with a special knowledge and interest in the area's occupational growth and development.

Recommendation

Motion to approve the 2026-2027 LSSC Academic Program Advisory Committee Appointments as written.

Lake-Sumter State College
Academic Program Advisory Handbook
2026-2027

ADVISORY COMMITTEE HANDBOOK

Advisory committees provide several key functions in the operation of Career and Technical Education (CTE) Programs at Lake-Sumter State College (LSSC). Most importantly, they serve as the college connection to the region, to industry trends, to local workforce needs and to future resource support.

The Advisory Committee Handbook provides guidelines for the operation of advisory committees for use by LSSC program leaders when recruiting members for the advisory committees. The handbook summarizes committee structure, function and roles. Most importantly, advisory committees exist to provide needs assessment, academic program review, curriculum planning, experiential learning options and resource development.

INTRODUCTION

These guidelines have been developed to assist advisory committees to better understand the purpose, membership, and activities of advisory committees.

Advisory committees are essential for the success of the Lake-Sumter State College (LSSC) Certificate, Advanced Technical Certificate and Associate of Science degree programs. These committees, comprised of knowledgeable representatives from the workplace, provide timely advice and consultation regarding curriculum planning, ultimately assisting students with career directions and career decisions.

PURPOSE

Career and Technical Education (CTE) programs offered by LSSC are a vital part of LSSC's mission to meet community workforce needs. CTE programs are designed to prepare students for employment in rapidly changing business and industrial environments. Therefore, it is essential that LSSC partner with employers and organizations in the local community. The success of LSSC's programs is incumbent upon the activity of advisory committees.

Advisory committees are designed to ensure that the knowledge and skills students receive in our programs are up to date with those needed in the current workforce.

Advisory committees are important resources in helping LSSC make wise decisions, resulting in the best education programs for the residents of our communities.

Advisory committees for CTE programs are mandated by the Educational Amendment of 1976 and the requirement is included in the Florida State Plan for Vocational Education. They are also required for grant administration and LSSC reaccreditation.

ROLE OF THE ADVISORY COMMITTEE

Advisory committees make recommendations to faculty and staff on issues such as curriculum development, student recruitment, assessment, instructional equipment and supplies. Their primary function is to assist LSSC in ensuring that ultimately our students when completing programs are meeting the current needs of business and industry.

Advisory Committee Functions May Include:

- Needs assessment
- Academic program review/curriculum planning
- Facilities/Technology equipment/resource upgrading
- Recruitment of students Identification of trending certifications
- Experiential learning options

Needs Assessment

- Conduct labor force surveys
    - Identify entry level salaries related to program area
    - Identify job titles related to program area Identify job openings in the labor market
    - Survey the community at regular intervals for job opportunities
    - Coordinate surveys with other workforce related entities such as CareerSource Central Florida
    - Assist with task inventories to determine job skills needed in the local labor market

Academic Program Review/Curriculum Planning

- Review and recommend updates in program curriculum
    - Provide input for quality and performance standards
    - Evaluate relevance and effectiveness of program in terms of meeting community needs and suggest revisions if needed
    - Analyze course content and sequence o Suggest program updates and enhancements
- Research current and future trends affecting the program and then, recommend the knowledge, skills and competencies required for successful career entry or re-entry
- Contribute to program reviews, accreditations or re-accreditations, curriculum improvement initiatives and quality of learning outcomes
- Assist in faculty recruitment via recommendations and/or interview participation

Facilities/Technology Upgrading Recommendations

- Review and recommend facility and/or equipment improvements:
    - Review and evaluate facilities and equipment
    - Evaluate and recommend space, equipment and/or laboratory design o Identify new technology relevant to curriculum
    - Provide advice on technology, software and equipment changes and then, advocate on behalf of the program and college for those resources.
- Donate resources such as but not limited to equipment, software and other instructional materials when appropriate

Recruitment of Students

- Serve as a communication link/advocate between LSSC and prospective students
    - Serve as an advocate for CTE
    - Communicate information to the LSSC communities about advisory committees and their functions as a means of promoting LSSC, the programs and encouraging others to become involved
- Stimulate awareness of CTE needs and contributions to the world of work
    - Serve as guest lecturers in classes and/or host field trips/tours
    - Participate in job fairs and open houses
- Disseminate program related information to workplace, professional associations, and the LSSC communities

Recruitment

- Assist in marketing the LSSC programs and recruiting students through presentations and expos, etc.
- Sponsor scholarships and recognition awards for outstanding students in CTE

Internships

- Host internships
- Provide other on-the-job training opportunities and work-based learning experiences such as shadowing days, career fairs and mentorships

ORGANIZATION AND STRUCTURE

The membership of an advisory committee will be representative of CTE programs, the faculty, and the communities which LSSC serves. The membership will provide a bridge between LSSC and business, industry, and government resources. The advisory committee membership list for each CTE program are included in the following pages.

Each committee chair will be selected during the fall organizational meeting. The chair will organize and facilitate the meeting, supported by the LSSC liaison. The LSSC liaison will act as scribe for each meeting and follow up with committee members regarding assigned tasks as needed between meetings.

Associate in Science in Business Administration

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Associate in Science in Computer Information Technology, Cybersecurity, and Artificial Intelligence

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Bachelor of Applied Science in Leadership

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Associate in Science in Criminal Justice

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Associate in Science in Nursing & Bachelor of Science in Nursing

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Associate in Science in Medical Lab Technology

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Bachelor of Science in Education Programs

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Associate in Science in Respiratory Care

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Associate in Science in Physical Therapist Assistant

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Rod Olson rod.olson@adventhealth.com	AdventHealth Physical Therapist PT Clinical Manager; Acute Care	Orlando Office 601 E. Rollins St Orlando FL 32803
Melissa Pereira, PT, MPT* melissa.pereira@abilityrehabilitation.com	Physical Therapist Clinical Education Coordinator Ability Rehabilitation	
Justin Reau* justin@HohmanRehab.edu (or a representative)	Chief Operating Officer Hohman Physical Therapy	Clermont Physical Therapy 236 Mohawk Road, Clermont, FL 34715

Dr. Daniel "Woody" Weber WeberDL@lssc.edu	Lake-Sumter State College Associate Vice President, Institutional Effectiveness	9501 US HWY 441 Leesburg, FL 34788
Albert Wong awong8993@gmail.com	Physical Therapist Assistant PTA-at-Large AdventHealth	4033 Silk Oak Lane Minneola FL 34715
Christine Ramos Ramosc@lssc.edu	AVP Health Professions Lake-Sumter State College	9501 US HWY 441 Leesburg, FL 34788
Rebecca J. Shakoske shakoskr@lssc.edu	Program Director PTA Program Lake-Sumter State College South Lake Campus	1250 N. Hancock Road Clermont, FL 34711
Tammarie Frese freset@lssc.edu	PTA Program Director of Clinical Education Lake-Sumter State College South Lake Campus	1250 N. Hancock Road Clermont, FL 34711

Associate in Science in Construction Management

Committee Chair: TBA
College Liaison: Mr. Jared Fullerton, Instructor/Program Manager of Construction Management

Name and Email	Title and Company	Mailing Address
Jermane Coote jermane.coote@lakecountyfl.gov	Workforce Development Specialist Lake County Board of County Commissioners	315 W Main St, Tavares, FL 32778
Don Magruder don.magruder@romacfl.com	CEO Ro-Mac Lumber & Supply, Inc.	700 E Main Street, Leesburg, FL 34748
Fullerton, Jared FullertJ@LSSC.EDU	Construction Teacher South Lake High School	15600 Silver Eagle Rd, Groveland, FL 34736
Lynnea Strickler stricklerl@lake.k12.fl.us	Program Specialist Lake County Schools	201 West Burleigh Blvd Tavares, FL 32778
Crystal Davidson cdavidson@ibuildcfl.com	Vice President iBuild Central Florida	531 S State Rd 434, Altamonte Springs, FL 32714
William Ondulich wondulich@lakecountyfl.gov	Interim Director Lake County Office of Building Services	315 W Main St #511, Tavares, FL 32778
Randy Thompson RM.Thompson@AgeWaveSolutions.com	President/CEO AgeWave Solutions, Inc.	340 Heald Way, The Villages, FL 32163
Andrew Qucsai QucsaiAL@bv.com	Grid Commissioning Operations Manager Black & Veatch	201 S Orange Ave #500, Orlando, FL 32801
Michele Daugherty CEO@abccf.org	President and CEO Associated Builders and Contractors Central Florida	651 Danville Dr, Orlando, FL 32825
Danielle Stroud danielle@habitatls.org	CEO Habitat for Humanity Lake-Sumter Florida	906 Avenida Central The Villages, FL 32159
Steve Jackson Steve.jackson@districtgov.org	Supervisor, Construction The Villages	1071 Canal Street, The Villages, FL 32162
Soplinski, Matthew <SoplinsM@LSSC.EDU>	Senior Construction Manager Walt Disney Imagineering	1365 Avenue of the Stars Orlando, FL 32830
Mandy Weitknecht mandy.weitknecht@skanska.com	Skanska	111 N. Magnolia Ave, Suite 1525 Orlando, FL 32801
Todd Faden todd@fadenbuildersinc.com	Faden Builders	742 S. Rossiter St. Mount Dora, FL 32757
Kim Piety kim_piety@rlfae.com	RLF	4750 New Broad Street Orlando, FL 32814
Jesse Gallimore jesse@jamescobuilders.com	James CO Builders	3425 Lake Center Dr suite 1, Mt Dora, FL 32757

Erik Jimenez ejimenez@ardmoreroderick.com	Ardmore Roderick	361 Rouse Road Suite 140. Orlando, Florida 32817
Jeff Carter jeff.carter@cppi.com	CPPI	200 E Palm Valley Drive Suite 2000 Oviedo, FL 32765
Brian Katauskas bkatauskas@collage-usa.com	The Collage Companies	1150 Greenwood Blvd, Ste 1030 Lake Mary, FL 32746
Debbie Thomas dthomas@welbro.com	Welbro Building Corporation	2301 Maitland Center Parkway, Suite 250, Maitland, FL. 32751

Associate in Science in Digital Media Video Production

Committee Chair: TBA
College Liaison: Dr. Andrew Hernandez-Sepulveda, Director of Emerging Media

Name and Email	Title and Company	Mailing Address
Zane Shiratori zane@flickerworks.com	Producer, Flickerworks	13900 CR 455 STE 107308 Clermont, FL 34711
Christina Carmona christinalcarmona@gmail.com	Producer, 48 Hour Film Project Orlando	6801 Integra Cove Blvd apt 318
Antonio Morales orlandofilmdramaco@gmail.com	Producer, Orlando Film and Drama Company	717 Altaloma Ave, Suite A, Orlando, FL 32803
Rolando Sierra arbonerecording@gmail.com	Producer, Arbone Studio	422 Bonifay Ave, Orlando, FL 32825
Marc Robertz-Schwartz marcrs1853@gmail.com	President Hometown Health TV, LLC dba RTU Solutions	PO Box 202 Fruitland Park, FL 34731
Naomi Gonzalez lightboxstudiofl@gmail.com	Producer, Lightbox Studio	1410 E. Alfred St., Tavares, FL
Brendon Rogers cenflofest@gmail.com	Producer, Central Florida Film Festival	2300 Spring Harbor Blvd., Mount Dora, FL 32757

ITEM 1026-09

Health Insurance Rates for 2027

Background/References

Per Florida Statute 1001.64, the Boards of Trustees shall be responsible for cost-effective policy decisions appropriate to the Florida College System institution's mission, the implementation and maintenance of high-quality education programs within law and rules of the State Board of Education, the measurement of performance, the reporting of information, and the provision of input regarding state policy, budgeting, and education standards. Each board of trustees is vested with the responsibility to govern its respective Florida College System institution and with such necessary authority as is needed for the proper operation and improvement thereof in accordance with rules of the State Board of Education.

Description

Beginning January 2025, the Florida Dept of Management Services (DMS) began brokering the insurance for participating Florida Colleges System Institutions. Premium rates for 2027 have been released and are attached for review. There will be no change in premiums for 2027.

Recommendation

This item is for informational purposes only.

State Employees' Group Health Self-Insurance Trust Fund

Health Premiums

Department of MANAGEMENT SERVICES
Division of State Group Insurance

Rate change for all participants effective December 2026 for **January 2027** coverage

Subscriber Category/Contribution Cycle		Coverage Types	HMO/PPO Standard			HMO/PPO HDHP		
			Employer	Enrollee	Total	Employer[4]	Enrollee	Total
Career Service/OPS	Monthly Full-Time Employees[1]	Single	$925.35	$50.00	$975.35	$925.35	$15.00	$940.35
		Family	$2,015.48	$180.00	$2,195.48	$2,015.48	$64.30	$2,079.78
		Spouse[12]	$2,165.48	$30.00	$2,195.48	$2,039.40	$30.00	$2,069.40
	Bi-Weekly Full-Time Employees[1]	Single	$462.68	$25.00	$487.68	$462.68	$7.50	$470.18
		Family	$1,007.74	$90.00	$1,097.74	$1,007.74	$32.15	$1,039.89
		Spouse[12]	$1,082.74	$15.00	$1,097.74	$1,019.70	$15.00	$1,034.70
SES/SMS	Monthly Full-Time Employees[1,2]	Single	$967.01	$8.34	$975.35	$928.86	$8.34	$937.20
		Family	$2,165.48	$30.00	$2,195.48	$2,039.37	$30.00	$2,069.37
	Bi-Weekly Full-Time Employees[1,2]	Single	$483.51	$4.17	$487.68	$464.43	$4.17	$468.60
		Family	$1,082.74	$15.00	$1,097.74	$1,019.69	$15.00	$1,034.69
COBRA (Non-Medicare)	Monthly[3]	Single	$0	$994.86	$994.86	$0	$916.66	$916.66
		Family	$0	$2,239.39	$2,239.39	$0	$2,036.38	$2,036.38
Early Retirees/ Eligible Former Employees/Layoffs/ Surviving Spouse	Monthly	Single	$0	$813.46	$813.46	$0	$736.80	$736.80
		Family	$0	$1,831.08	$1,831.08	$0	$1,632.05	$1,632.05
Over-age Dependents		Single	$0	$813.46	$813.46	$0	$736.80	$736.80

Medicare Monthly Rates[11]

Plan Name	Plan Type	Medicare I One Eligible[5]	Medicare II One Under/Over[6]	Medicare III Both Eligible[7]	MA-PD Plans[10]
Self-Insured HMO/PPO	Standard	$430.18	$1,243.63	$860.35	
	HDHP	$324.26	$1,061.06	$648.52	
Capital Health Plan[7]	Standard (Retiree Advantage)	$338.61	$1,442.13	$677.22	
	HDHP (Retiree Advantage)	$308.19	$1,289.72	$616.38	
	MA-PD[8] (Retiree Classic)				$225.00
Humana	HMO MA-PD[8]				$90.12
	PPO MA-PD[8]				$386.47
COBRA Self-Insured HMO/PPO[3,8,9]	Standard	$438.78	$1,268.50	$877.56	
	HDHP	$330.75	$1,082.28	$661.49	
COBRA Capital Health Plan[3,8,9]	Standard	$345.38	$1,470.97	$690.76	
	HDHP	$314.35	$1,315.51	$628.71	

Acronyms

COBRA	Consolidated Omnibus Budget Reconciliation Act, which provides eligible employees and their dependents the option of continued health insurance coverage based on sets of criteria.
HDHP	High-Deductible Health Plan.
HMO	Health Maintenance Organization.
OPS	Other Personal Service.
PPO	Preferred Provider Organization.
SES/SMS	Selected Exempt Service/Senior Management Service.

Legend

1 Premium contribution for Part-Time Employees (FTE < 0.75) is to be calculated as follows: Step 1. State Contribution x FTE% = Calculated State Contribution. Step 2. Total Contribution - Calculated State Contribution = Employee Contribution.
2 SES/SMS includes executive, legislative, and judicial branch agencies for employees with enhanced benefits, excluding Spouse Program participants.
3 COBRA includes an additional 2% for administrative costs as permitted by federal regulations.
4 The employer monthly Health Savings Account contribution of $41.66/single ($500 annually) and $83.33/family ($1,000 annually) is included in the listed employer rates.
5 Single coverage for participant eligible for Medicare Part A and Part B. Does not include monthly Medicare Part B premium.
6 Family coverage for two or more participants, if at least one participant is eligible for Medicare Part A and Part B. Does not include Medicare Part B premium.
7 Family coverage for two participants and both are eligible for Medicare Part A and Part B. Does not include Medicare Part B premium.
8 Must be enrolled in Medicare and complete the HMO's Retiree Advantage application process to be eligible for this coverage.
9 COBRA premiums include an additional 2% for administrative costs as permitted by federal regulations. The People First Service Center must have your Medicare information on file. If your Medicare enrollment cannot be verified, you will be moved to the PPO plan through Florida Blue. To confirm your Medicare information is on file, contact the People First Service Center.
10 Must be enrolled in Medicare Part A and Part B to be eligible for an MA-PD plan. If you are enrolled in family coverage, all covered family members must be enrolled in Medicare Part A and Part B to be eligible for an MA-PD plan. The premiums listed above are per member. Multiply the premium by the number of members covered under your plan to calculate total cost. Premiums do not include Medicare Part B.
11 Medicare monthly premium rates apply to Surviving Spouse and Eligible Former Employees that select a Medicare option.
12 If you and your spouse are state employees, you can participate in the Spouse Program and pay for health insurance at a reduced premium.

ITEM 1026-10

Elsevier Educational Solutions Master Agreement

Background/References

Per Florida Statute 1001.64, and Board Rule 6-10, the District Board of Trustees may enter into agreements/contractual obligations (including consortia), relationships, and the acceptance of funds from grants) with any other United States institution or governmental agency, department, district, or political subdivision in the United States, as well as private individuals and organizations.

Description

Lake-Sumter State College is entering into the Elsevier Educational Solutions Master Agreement to implement Elsevier 360 in the Associate Degree Nursing (ASN) Program, supporting student success, academic achievement, licensure preparation, and workforce readiness. Elsevier 360 integrates evidence-based course content, e-textbooks, clinical skills and simulation training, assessment and remediation tools, standardized testing, and NCLEX-RN preparation. This cohesive platform is designed to improve engagement, retention, clinical judgment, and program progression. The platform supports classroom, laboratory, clinical, and licensure preparation while advancing the College's commitment to academic excellence. Its analytics, adaptive learning, and assessment tools help faculty monitor progress, identify learning needs, and provide timely interventions. Approval will enable Lake-Sumter State College to implement a comprehensive nursing education solution that improves instruction, supports program outcomes, strengthens NCLEXRN readiness, and prepares ASN students for the nursing profession.

The agreement was shared with the Trustees by email.

Recommendation

Motion to approve the Elsevier Educational Solutions Master Agreement as written.

ITEM 1026-11

LSSC & City of Leesburg LEA Partnership Agreement

Background/References

Per Florida Statute 1001.64, and Board Rule 6-10, the District Board of Trustees may enter into agreements/contractual obligations (including consortia), relationships, and the acceptance of funds from grants) with any other United States institution or governmental agency, department, district, or political subdivision in the United States, as well as private individuals and organizations.

Description

The City of Leesburg has utilized Lake Sumter State College for over a decade as their state apprenticeship instructional educator for the City's Journeyman and Relay Tech Apprenticeship programs. The previous agreements were completed through annual agreements approved by the LSSC Board of Trustees. In December 2025, the State changed their apprenticeship requirements per House Bill 681 Implementation and New Rule 6A-23.012, F.A.C which requires a local education agreement (LEA) agreement be signed and submitted to the State for each partnership agreement, annually. This agreement will take place of any previous agreement in place.

The Partnership Agreement was shared with the Trustees by email.

Recommendation

Motion to approve the LEA Partnership Agreement between the College and the City of Leesburg as written.

ITEM 1026-12

SEPCO & LSSC Apprenticeship MOU

Background/References

Per Florida Statute 1001.64, and Board Rule 6-10, the District Board of Trustees may enter into agreements/contractual obligations (including consortia), relationships, and the acceptance of funds from grants) with any other United States institution or governmental agency, department, district, or political subdivision in the United States, as well as private individuals and organizations.

Description

Southeast Power Corporation (SEPCO) has utilized Lake Sumter State College for over a decade as their state apprenticeship instructional educator for the company's Journeyman program. The previous agreements were completed through annual agreements approved by the LSSC Board of Trustees. In December 2025, the State changed their apprenticeship requirements per House Bill 681 Implementation and New Rule 6A-23.012, F.A.C which requires a local education agreement (LEA) agreement be signed and submitted to the State for each partnership agreement, annually. This agreement will take place of any previous agreement in place.

The Apprenticeship MOU was shared with Trustees by email.

Recommendation

Motion to approve the Apprenticeship MOU between the College and SEPCO as written.

PRESIDENT'S REPORT

VICE PRESIDENT'S REPORTS

Institutional Advancement Division
Report for the President and District Board of Trustees
October 2026
Dr. Laura Byrd, Executive Vice President of Institutional Advancement & Operations

Access

Foundation:

- The scholarship application for Spring 2027 will be open from October 1 to October 31. This opportunity is available to all students who have graduated from high school, maintain a minimum GPA of 2.0, and are in good standing with the college. The Foundation plans to award a total of $600,000 in scholarships.
- The Distinguished Alumni & Hall of Fame Celebration was held October 8, 2026, honoring Jimmy Conner (Community Engagement), Chief Henry Rains (Valor), Jessica Noblin (Scholar), Andrew Brinkley (Graduate of the Last Decade), Rodney Drawdy (Professional Achievement), Jessica Terrell (Faculty), Christopher McGuire (Staff), Fay Paquette (Community Partner), and Christopher Blanton (Athletics).
- The 2027 Annual Campaign has raised $40,000, including $36,000 in faculty and staff gifts and pledges, with 26% participation toward the $408,000 goal. Thank you for supporting this vital mission.
- The Monster Dash 5K/10K is scheduled for Saturday, October 31, 2026, at Leesburg Campus. This fun event is open to the entire family and will feature a costume contest! Hope to see you there!

Marketing:

- The College's website accessibility remains strong, with an overall score of 91.2/100 and a target score of 98.4%. It meets 100% of Level A and 96.6% of Level AA requirements, with best practices at 98.3%.

Events:

- The online events calendar is now live and will provide estimates for campus reservations to be created in 25Live.

Learning & Work Environment

Human Resources:

- Open Enrollment started October 12 – 30. This allows employees to update and enroll for insurance plans.
- A Wellness and Benefits Fair for employees was held on October 14 & 20 on both the Leesburg and the South Lake Campus.

Student Learning & Success

Digital Production:

- The Production team has begun pre-production for the next Heart of Lake and Sumter: Affordable Housing. This will help identify potential community partners and affordable housing in Lake and Sumter counties.

Workforce Readiness

Grants:

- Orlando Health awarded the Foundation $37,000 for the Respiratory Care Program to support equipment costs.

GIFTS AND CONTRIBUTIONS RECEIVED

September1, 2026 – September 30, 2026 - $48,756.65

Academic Affairs Division
Report to the President and District Board of Trustees
October 2026
Ms. Karen Hogans, Vice President of Academic Affairs

Access

- The new course HUM 2310 Mythology ad the Humanities created by professors Will Adams and Chris Mason ran two full sections this fall, with 67 students served.

Learning & Work Environment

- Facilitated Welcome Back Week for 92 full-time faculty, including 12 training or professional learning sessions to help faculty start off informed and excited to meet students.
- Held Adjunct Kickoff meetings at times convenient for adjunct faculty, engaging nearly 200 participants in person through the Adjunct Academy initiative.
- Instructional Designer was certified in design of online instruction by Quality Matters.
- Director Aspacia Lindstrom held auditions for The Great Gatsby, drawing a record twenty-five students and culminating in a cast ready for performances from October 8 to 10.
- Dr. Rachel Totaram, Instructor and Program Manager for Health Services Management, was chosen as a Fellow for the Commission on Accreditation of Healthcare Management Education (CAHME). Her involvement will provide a professional growth opportunity that will benefit the college, the program, and her students by creating potential partnerships and articulation opportunities

Student Learning & Success

- Associate Professor Taralyn Pierce collaborated with Director Chris McGuire to launch a first-year experience pilot in her hybrid SLS classes, featuring integrated student life presentations, event invitations, and engagement tracking.

Workforce Readiness

- BS in Elementary Education fall interns will be participating in PAID internships in their last semester of the program. Students are completing internships in 10 different Lake and Sumter County public and charter schools.
- Cybersecurity student Mr. Dexter Graham successfully completed an internship this summer with Gardant Global Inc. and was offered employment. He is currently negotiating a contract with the company. Founder and CEO Paul Karch was highly complementary of Mr. Graham's skills and work ethic, and he is eager to work with LSSC on future internship placements

Enrollment & Student Affairs Division
Update for the President and District Board of Trustees
October 2026
Dr. Joseph Mews, Vice President of Enrollment & Student Affairs

Enrollment Summary:
As of September 30, Fall 2026 enrollment stands at a record 7,922 student headcount, up 8.1% (+592) compared to the same time last year. Admission application windows are open for the final Fall 2026 B term (begins Oct. 12) and the Spring 2027, Summer 2027, and Fall 2027 semesters. The Spring 2027 semester starts on January 11, and course registration windows will begin opening on October 5.

Access

New Student Recruitment & Enrollment:

- Applications for Fall 2026 are up to 5,896 – an increase of 3.3% (+190) compared to last year. Converted 59.7% of applicants to enrolled students, up 3.4 percentage points from last year.
- Throughout September, the recruitment team participated in more than 60 outreach events, including high school visits, college and career fairs, hospital visits promoting Health Professions programs, and various senior day events.
- Revised admissions application to require the self-attestation of US citizenship or lawful presence, effective for new applicants Spring 2027 forward.

Financial Aid:

- Completed 2025-2026 Fiscal Operations Report and Application to Participate (FISAP), Pell Grant reconciliations, and Gainful Employment Report.
- The 2027-28 FAFSA application opened ahead of the October 1 target for students intending to enroll next academic year.

Student Learning & Success

Advising, Retention, & Graduation:

- Teams are actively preparing students for graduation this December and Spring 2027 course registration. Several Graduation Check and Registration Rally events are scheduled throughout October and November to support students. The fall graduation application closes on Oct. 15.
- Hosted the HSCA Summit for 10th-grade students on September 25, engaging 121 students with exposure to academic and career pathways in health care and related areas.

Athletics:

- Volleyball jumped six spots in the national poll released on Sep. 29, from 14 to 8. This represents the highest ranking in program history. Joselyn Wanberg was selected as the Defensive Player of the Week (Sep. 21-27) in the FCSAA. Head Coach Alicia Wintersdorf earned her 50th career victory on Sep. 29 in a victory at South Florida State.
- Carlie Stewart of the Women's Golf Team took fourth place overall in a field of 50+ at the Battle of Black Diamond on Sep. 22. In that same tournament, Zak Farber of the Men's Golf Team shot +5 and ended up 11th after the final round.

Student & Career Engagement:

- Held Student Government Association (SGA) Officer Installation event on Sep. 23.
- Preparing for Spirit Week (Oct. 12-16), which will include a variety of activities, food, and fun for students, highlighted by Pink Out Night for the home volleyball match on Oct. 13.
- So far this fall, there are 94 student interns (14 full internships and 80 micro-internships), including 13 placements at new local businesses.

Student Support & Wellbeing:

- Student training on preventing sexual assault, hazing, and alcohol and drug abuse launched on Sep. 14. Since then, students have completed more than 580 modules.
- September marked the first full month of operations for the LakeHawks' Harvest Food Pantry in South Lake. From Sep. 1-29, 224 students were served with 998.6 pounds of food and personal care items.

Facilities Planning and Operations Division
Report for the President and District Board of Trustees
October 2026

Thom Kieft, Vice President, Facilities Planning and Operations

Learning & Work Environment

College-Wide

- Active Threat Response Training for faculty, staff, and students started on August 12. Over 345 full-time faculty and staff participated with an in-person Active Threat Response Training as well as over 110 athletes that attended the in-person training.
- Distributed Raptor Panic Alert devices to over 300 employees.
- Drafted new Board Rules and corresponding Administrative Procedures related to HB 757.
- Completed the insurance renewal forms as well as the Annual Security Report by Oct. 1.

Leesburg Campus

- The Workforce Development Center is currently working through Schematic Design.
- Required Mental Health Awareness and Suicide Prevention signs were installed in conspicuous places around campus.
- The Nursing Simulation Lab in Health Sciences Center 109 is being renovated and should be completed by the middle of November.
- Repairs were made to a main water line that was leaking that feeds the Student Center.
- Six broken windows were replaced around the campus.
- Chiller Plant exhaust fans were repaired and made operational.
- Electrical connections were made to the new Athletics shed for lighting and the window AC unit.
- Began construction of a batter's eye for the baseball field.
- Asbestos testing has occurred in the Fine Arts Building.

Sumter Center

- New ADA braille signage has been installed in Building 4.
- Required Mental Health Awareness and Suicide Prevention signs were installed in conspicuous places around campus.

South Lake Campus

- New parking Designation signs were installed.
- Required Mental Health Awareness and Suicide Prevention signs were installed in conspicuous places around campus.
- Building 1, HVAC Unit 3 was started by Carrier and now cooling the first floor hallways and the 2nd floor.
- Shelving has been added in the Facilities and Grounds Building for further organization.

Financial Services Division
Update for the President and Board of Trustees
October 21, 2026

Michelle Matis, Vice President of Finance & Chief Financial Officer

Learning and Work Environment

- Management Discussion and Analysis report for the AFR was submitted in September.
- 2025-26 Carry Forward Spending Plan, approved by DBOT in September was submitted to the state budget office.
- Other required reports related to fiscal year end that need to be submitted:
  - Cost Analysis, Oct 16
  - Services & Expenditures For Students with Disabilities, Oct 16
  - Technology Expenditure Analysis, Oct 16
  - Exemptions & Waivers, Oct 16
- Audit fieldwork continues.
- Staff have been taking the required FERPA training.
- Budget development timeline is currently being reviewed.
- Interviews for open Procurement Director position have been ongoing.
- Finance and Grants are submitting for reimbursement for the DOL grant now that the revised use of funds has been approved. The grant ends Feb 2027.
- Accounts Payable processed 287 invoices for payment in September totaling $959k and reconciled 253 individual credit card transactions from the July corporate card statement.
- Procurement issued 187 Purchase Orders for the month of September.
- Student Accounts processed 2,614 payments in September to students for aid awards totaling $4.5M
- Student Accounts is monitoring unpaid balances:

Term	Students	Amt
Fall '25	199	$ 278,760
Spring '26	253	$ 333,989
Summer '26	392	$ 449,502
Fall '26	1,004	$ 1,172,301
	1,848	$ 2,234,552

Student Learning and Success

- Campus Store sales for September totaled $5,257 with 787 transactions. Food & beverage was the leading sale category with $2,212 in sales followed by clothing at $1,537. For the first quarter of the fiscal year, store sales totaled $12,339 with 1,707 transactions.

Technology Innovation Division
Report for the President and District Board of Trustees
October 2026

Nick Kemp, Vice President of Technology Innovation & Chief Information Officer

Learning and Work Environment

Cybersecurity

- Processed more than 66,000 phishing emails in September to protect faculty, staff, and students and support uninterrupted operations.
- Completed the College's annual Cyberinsurance renewal review and submission, validated Cybersecurity controls and technology safeguards.
- Resolved student passkey issues to prepare for stronger multifactor authentication.

Institutional Effectiveness

- Launched graduate and employer surveys in Qualtrics with the BS in Education Program. Surveys will collect data for program accreditation.
- Added noncredit apprenticeship and BSESE teacher-preparation students to state reporting with Academic Affairs and Enterprise Systems. Increased reported FTE by 11.
- Delivered "Authentic Assessment: From Measuring What Students Know to Demonstrating What Students Can Do" virtually on September 18 for LSSC faculty through Institutional Effectiveness and the Department of Teaching and Learning. Scheduled additional assessment-focused professional development for Spring 2027.

Education Technology

- Supported events with the new LED wall, improving video appearance and color consistency. Provided event technology for two gym events on October 9 and 10.
- Began publishing 25Live event calendars to the public website, updating the LSSC homepage and Student Life page with event information. Initial feedback has been positive.

Enterprise Systems

- Launched mandatory annual active assailant preparedness training for all credit and noncredit students under the ARMOR Act, with completion required by November 2, 2026 for all current students.
- Deployed automated reminders and campus-wide outreach, with CourseLeaf PATH registration holds requiring training completion before enrollment.
- Transitioned routine application fraud monitoring to Admissions and Financial Aid, eliminating the need for ongoing IT involvement. Automated safeguards and real-time dashboards flag suspicious applications, reduce manual reviews, and support timely investigations.

Technology Infrastructure

- Expanded SmartDeploy workstation deployment to standardize operating systems, drivers, and software across College computers. Expected benefits include faster setup and more consistent technical support.
- Continued strengthening backup and disaster recovery through Rubrik. Ongoing work expands Microsoft 365 data protection and improves recovery coverage for critical College systems.
- Advanced infrastructure readiness for the Raptor Badge Alert and V!NE emergency notification projects. Coordinated network connectivity and deployment requirements across College campuses.

BOARD ATTORNEY'S REPORT

AnitaGeraci-Carver
ESQUIRE
LAW OFFICE OF ANITA GERACI-CARVER, PA

October 14, 2026

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

Re: Board Attorney Report for October 21, 2026

Dear Trustees:

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

Kelly McLean v. Lake Sumter State College Foundation, Inc., Board of Trustees, a/k/a Lake-Sumter College. Lake County Case No. 2024-CA-002270. The case has been resolved with a full release signed by Plaintiff.

Shelia Williams v. Lake Sumter State College, Lake County Case No. 35-2025-CA-001358-A. The case has been resolved with a full release signed by Plaintiff.

Gino Santos, EEOC No. 15D-2026-00538; FCHR No. 2026117988. A former employee of the College filed a complaint of discrimination with the Florida Commission on Human Relations (Commission) alleging the College discriminated against him on the basis of race, sex, national origin, age, and retaliation in violation of the Florida Civil Rights Act of 1992. Attorney Brian Koji defended the College in this matter. After investigation the Commission the Commission's Office of General Counsel reviewed all available evidence and the Investigative Memorandum, and recommended that it is unlikely that unlawful discrimination occurred. Therefore, the Executive Director of the Commission determined No Reasonable Cause.

Subsequently, Mr. Santos asked for an administrative hearing. An administrative hearing was scheduled on September 15, 2026. Prior to the hearing the matter was resolved.

Rebecca Nathanson. Former employee Nathanson hired counsel to represent her in regard to her claims of "age discrimination, failure to promote, wrongful termination of employment, disability discrimination, FMLA interference, intentional infliction of emotional distress and negligent infliction of emotional distress." Her attorneys seek disclosure of College insurance policies pursuant to s. 627.4137, Florida Statutes, and preservation of documents related to her employment with the College. A pre-suit settlement demand has been received from Ms. Nathanson. Attorney Brian Koji is defending the College in this matter.

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1560 Bloxam Avenue • Clermont, Florida 34711
anita@agclaw.net

Ms. Nathanson previously filed an EEOC claim (FCHR 2026118206; EEOC 15D-2026-00602) based on the same allegations. The Florida Commission on Human Relations was unable to conclude the investigation within 180-day statutory timeline therefore they declined to determine whether there was cause or no cause to believe a violation occurred.

Student Claim of Discrimination, OCR Complaint No. 04-26-2263 (formerly 04-25-2645). The student filed a claim of discrimination based on race and disability, and retaliation with the Office for Civil Rights. Pre-investigative mediation was held March 31, 2026; however, a settlement was not reached. OCR issued a new case number and will begin its investigation into the claim. The College has responded to the OCR investigator's request for data.

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

Anita Geraci-Carver

cc: John Temple, President

NEW BUSINESS

ITEM 1026-16

Second Reading: Workforce Center Facility Naming

Background/References

Per Florida Statute, 1001.64 and Board Rule 1.08, Naming of Facilities, the District Board of Trustees has oversight and responsibility for approval of all College facilities.

Description

Insight Credit Union has agreed to provide $2 million dollars to name the workforce center on the Leesburg Campus as the Insight Credit Union Workforce Center. This gift will be paid over a three-year period and will provide funding to pay for the furniture, fixtures, and equipment.

Upon approval of the naming and the agreement, the Lake-Sumter State College Foundation will reimburse the College will for all equipment, furniture and fixtures up to $2 million dollars.

This item was presented at the September Board meeting for a first reading and is brought back to the October Board meeting for approval.

Recommendation

Motion to approve the naming of the workforce center on the Leesburg Campus as the *Insight Credit Union Workforce Center*.

Gift Agreement

This Gift Agreement ("Agreement"), effective as of _____, 20__ ("Effective Date"), is made and entered into by and between Insight Credit Union (the "Donor") whose address is [INSERT ADDRESS] and The Board of Trustees of Lake-Sumter State College, Florida (the "Board") for the use and benefit of Lake-Sumter State College (may be referred to as the "College" or as "Lake-Sumter State College" or as "LSSC"). Based upon the Recitals below, and in consideration of the mutual promises and benefits hereunder, the parties hereto hereby agree as follows:

RECITALS

Donor wishes to make a charitable gift to the Board for the use and benefit of Lake-Sumter State College as set forth in this Agreement.

The Board and Lake-Sumter State College desire to accept such gift, subject to the terms and conditions set forth in this Agreement.

AGREEMENT

1. **Gift**. Donor hereby pledges to the Board for the use and benefit of Lake-Sumter State College the following gift: $2,000,000. Such pledge is expressly conditioned upon the College's compliance with its obligations under this Agreement, including the Naming and benefits described herein.

2. **Payment of the Gift**. The Gift is an irrevocable pledge that will be paid to Lake-Sumter State College Foundation, Inc. (the "Foundation") over a period of three (3) years. Payments in support of this pledge will begin June 2027 with an initial payment of $ 666,666.67 and will continue annually thereafter according to the following schedule:

Amount of payment by Donor	Due Date
$ 666,666,67	June, 2028
$ 666,666.66	June, 2029

Donor may accelerate the payment of any or all of this pledge at any time in Donor's discretion so long as the cumulative total of all gift payments meets the foregoing schedule. Payments shall be paid by Donor to Lake-Sumter State College Foundation, Inc. via check or electronic funds transfer.

3. **Use of the Gift**. The Gift shall be used by LSSC to fund furniture, fixtures and equipment for the Workforce Development Center on the Leesburg Campus, 9501 U.S. Hwy 441, Leesburg, FL 34788. Selection of the furniture, fixtures and equipment is in the sole discretion of the College. If the College determines that all or a part of the Gift cannot be used for the specific purpose and specific intent set forth in this Agreement, then, after consultation with Donor or the Donor's legal representative, the Board may direct the Gift to be used for other Lake-Sumter State College Foundation, Inc. purposes.

4. **Acknowledgment**. In consideration for the Gift, the Board will acknowledge the Gift by naming the Workforce Development Center on the Leesburg Campus, "Insight Credit Union Workforce Center" at LSSC. The Naming will be erected no later than ninety (90) days after the later of (a) the date on which the second annual payment is received by the Foundation, or (b) the issuance of a certificate of occupancy for the Workforce Development Center. If the College fails to erect the Naming within such ninety (90)-day period, Donor may suspend further payments until the Naming is erected. After the Naming is affixed, Donor will continue pledge payments in accordance with the foregoing schedule. The College shall maintain the Naming in good condition and repair at its sole cost throughout the term of this Agreement. Subject to the terms of this Agreement, the Naming will last for the useful life of the Facility.

- Exterior building signage featuring the Insight Credit Union name and logo, dimension of the greater of the largest sized allowed under municipal ordinance or up to 100 square feet.
- Official designation as the *Insight Credit Union Workforce Center* in all institutional references

- Recognition in digital, print, and promotional materials related to the facility, specifically including the name "Insight Credit Union Workforce Center"
- Recognition on the digital athletic score boards (baseball & softball) for the academic years 26-27, 27-28, 28-29, 29-30.
- Exclusive opportunity to solicit employees and students for banking needs for the academic years 26-27, 27-28, 28-29, 29-30, at employee and student orientations, Welcome Back, benefit fairs, career fairs, Student Government Association tabling events, ,a quarterly internal communications via email pertaining to Insight Credit Union Financial tools and services, physical promotional materials, quarterly financial workshops for students and employees, ,.
- The opportunity to provide Financial Literacy to LSSC students through Student Learning Success course for five academic years, 26-27, 27-28, 28-29, 29-30, 30-31
- A financial institution facility up to 500 square feet in the Workforce Development Center in Leesburg with a 10-year lease, with first right of refusal for extension of lease at the prevailing fair market rental rate per square foot rental rate for comparable space. The parties have thirty days from Donor's notice to exercise its first right of refusal to agree on the prevailing fair market rental rate. Donor's financial institution facility may include, but is not limited to, a staffed or non-staffed location, offices, an Individual Teller Machine (ITM) or Automated Teller Machine (ATM), video kiosk, and other options to allow the servicing of members and non-members. A financial instittuion facility may include a software installation ability to schedule financial meetings during operating hours, promotional material display including banners, fliers, and Insight branding all within the 500 square feet space, and other opportunities for outreach. Signage may be allowed outside and inside the financial institution facility, subject to College approval, which approval will not be unreasonably withheld.
- Speaking Opportunities in connection with the Workforce Development Center at:
  - Groundbreaking
  - Ribbon-cutting

The College retains the right to use, place, and display any and all College name, logo, or mark in any manner on the Workforce Development Center and in the Board's sole discretion. The Board, College and Foundation each reserve the right to enter into gifting agreements, sponsorship agreements or similar agreements with other financial institutions on the Leesburg Campus but not within the Workforce Development Center.

First Right of Refusal. Before entering into any agreement with another banking or financial institution concerning services or arrangements that are the same as or substantially similar to those contemplated under this Agreement and to include an ATM/ITM, financial institution branch, debit or credit card affinity agreement, consumer lending program, or depository product, the College shall provide Insight Credit Union with written notice of the proposed opportunity and fifteen (15) business days to elect to enter into such an agreement on substantially similar terms If Insight Credit Union declines or does not respond within the fifteen (15) business days, the College may proceed with another institution. For the avoidance of doubt, the College shall not enter into any such agreement during the notice period without Donor's written waiver of its first right of refusal.

5. **Costs.** College agrees to pay the initial cost, up to $___50,000_____, covering the sign fabrication and installation (the "Initial Signage"). Any costs above $_____50,001___ ("Excess Costs") will be initally paid by College, but reimbursed to College by Donor promptly following receipt by Donor of a written invoice for any Excess Costs incurred by College. Donor shall be informed of the vendor selected for sign fabrication, and has the right to reject a vendor for sign fabrication and installation for good cause. Any Excess Costs exceeding $10,000 require Donor's prior written consent before the College incurs them. The cost of any change, modification, or replacement, after the cost of the Initial Signage, requested by Donor shall be borne by Donor. The College shall not commit to any vendor for signage fabrication or installation without first obtaining Donor's prior written approval of the applicable cost estimate which shall not be unreasonably withheld or delayed.

6. **Termination of Naming**. In addition to any rights and remedies available at law, the Board may terminate this Agreement and all rights and benefits of the Donor hereunder, including terminating the Naming:

   a. In the event of any default in payment of the Gift as provided in this Agreement, provided that Donor shall have thirty (30) days after receipt of written notice from the Board to cure any such default before the Board may exercise its termination right, or
   b. In the unlikely event the Board determines, in its reasonable and good faith opinion, that the Donor, its name or its Senior Management (as hereafter defined) may compromise the public trust or the reputation of the College, or adversely impact the image, mission, or integrity of the College or Board, the Board has the right to terminate this Agreement and remove the Naming provided for herein, provided that the Board shall provide Donor with at least thirty (30) days prior written notice of its intent to terminate and a reasonable opportunity to address the Board's concerns before termination is effective. Senior Management, for purposes of this Agreement, means Donor's executives, officers and management staff employed by Donor during the Term of this Agreement.

   Upon any such termination of this Agreement and/or the Naming hereunder, the Board, Lake-Sumter State College shall have no further obligation or liability to Donor and shall not be required to return any portion of the Gift already paid.

   Notwithstanding the foregoing, in the event the Board terminates this Agreement pursuant to Section 6(b) and Donor disputes in good faith that any of the stated grounds for termination exist, Donor may be entitled to a pro-rata refund of any Gift payments made that correspond to the remaining useful life of the Naming that would have existed but for such termination. The parties shall negotiate such refund, if any, in good faith within sixty (60) days of termination.

7. **Modification of Naming**. If, at anytime during the useful life of the Workforce Development Center, the building is destroyed, demolished, closed, deconstructed, severely damaged, replaced, or renovated, or otherwise ceases to exist or serve its intended purpose, or if the building is conveyed by the Board to a third-party, then the naming designation shall immediately cease. Any future naming designation in recognition of the original gift may be granted only upon the express approval and sole discretion of the Board. Nothing in this Agreement shall be construed as requiring the Board to transfer, relocate, or reestablish the naming designation on another building. In the event the naming designation ceases pursuant to this Section due to no fault of the Donor, the Board shall use commercially reasonable efforts to offer Donor a comparable naming opportunity on another facility of similar prominence, subject to mutual agreement of the parties on the terms of such replacement naming.

8. **Publicity.** For purposes of publicizing the Gift and the Naming, College will have the right, without charge, to photograph the Donor's Senior Management and use their names, likenesses, images, and the logo of the Donor in photographic, audiovisual, digital or any other form of medium (the "Media Materials") and to use, reproduce, distribute, exhibit, and publish the Media Materials in any manner and in whole or in part, including in brochures, website postings, informational and marketing materials, and reports and publications describing College's development and business activities. Each party shall have the right to approve in advance any promotions, news releases, advertising, flyers, website banner or announcement, or similar materials the other party proposes to release or distribute notifying others of Donor's gift and/or the Naming, such approval not to be unreasonably withheld, conditioned, or delayed beyond 7 business days. The College marketing department will work in conjunction with the Donor's marketing department on media materials.

9. **Assignment**. This Agreement and the rights and benefits hereunder may not be assigned, sold, granted, or otherwise transferred by either party without the prior written consent of the other party, which consent shall be in the sole and absolute discretion of the non-assigning party.

10. **Change in Control of Donor**. In the event that a single entity, person, or group ("Acquirer") merges with Donor and elects to change the name of Donor, or the Donor legally changes its name or DBA, then Donor or Acquirer may request a name change ("Proposed Name Change"), provided that the Proposed Name Change must be a name related to the actual or proposed corporate name or identity of the Donor or Acquirer and provided that there is no event of default by Donor or Acquirer prior to or on the date the Board considers the Proposed Name Change. If the Proposed Name Change is accepted by the Board, then Donor or Acquirer shall pay all expenses and costs associated with modifying the Naming signage. If the Proposed Name Change is rejected and Acquirer and the Board cannot agree on an alternative name, the Naming opportunity shall remain in effect for a period of ten (10) years from the date of such rejection, after which the Naming

shall terminate without penalty. At anytime during the ten year period, Acquirer may propose a Proposed Name Change for Board consideration. Upon termination of the Naming opportunity pursuant to this Section, neither Donor nor Acquirer shall have any further payment obligations under this Agreement, and the Board shall have no obligation to refund any Gift payments previously made by Donor or Acquirer.

11 **Entire Agreement**. This Agreement constitutes the entire agreement of the parties with regard to the matters referred to herein, and supersedes all prior oral and written agreement, if any, of the parties in respect hereto. This Agreement may not be modified or amended except by written agreement executed by both parties hereto. The captions inserted in this Agreement are for convenience only and in no way define, limit, or otherwise describe the scope or intent of this Agreement, or any provision hereof, or in any way affect the interpretation of this Agreement.

12. **Governing Law and Venue**. This Agreement will be governed by and construed in accordance with the laws of the State of Florida without regard to any conflict of laws rule or principle that might refer the governance or construction of this Agreement to the laws of another jurisdiction. Any legal proceeding brought in connection with disputes relating to or arising out of this Agreement will be filed and heard in Lake County, Florida, and each party waives any objection that it might raise to such venue and any right it may have to claim that such venue is inconvenient.

13. **Governmental Regulations.** The benefits provided to Donor pursuant to this Agreement are subject to all applicable federal, state, Board, College and Foundation laws, regulations, rules, policies, and decisions, either presently existing or hereafter enacted, made, or enforced. In the event that any such future laws, regulations, rules, or decisions render it impractical or impossible to provide Donor with any of the benefits to be provided to it under this Agreement, College and Donor will negotiate in good faith to mutually agree upon appropiate replacement benfits to be provided Donor in lieu thereof.

14. **Board of Trustees Approval**. This Agreement and the recognition and naming provided for herein are subject to the approval by the Board and this Agreement will not be effective unless and until approved by the Board.

ACCEPTED AND AGREED TO BY:

INSIGHT CREDIT UNION

_____
Name: George R. Davis
Title: CEO/President, Insight Credit Union

LAKE-SUMTER STATE COLLEGE FOUNDATION, INC.

By: _____

Name: Dr. Laura Byrd
Title: Executive Vice President, Lake-Sumter State College & Executive Director, LSSC Foundation for Lake-Sumter State College Foundation, Inc.

DISTRICT BOARD OF TRUSTEES OF LAKE-SUMTER STATE COLLEGE

By: _____
Name: John Temple
Title: President

ITEM 1026-17

First Reading: Board Rule 4.02 Admissions

Background/References

The State Board of Education amended Rule 6A-10.0240, Florida Administrative Code, Minimum Standards for Admission to Florida College System Institutions, in June 2026. The amended rule establishes minimum admissions standards and requires each Florida College System institution's board of trustees to adopt policies consistent with those requirements.

Description

The proposed revision to Board Rule 4.02, Admissions, updates the Board's existing rule to align with amended state requirements, including the requirement for applicants for admission to the College to provide an attestation and documentation of citizenship or lawful presence in the United States prior to admission and enrollment, respectively. Approval will ensure that the College's governing policy accurately reflects the minimum standards for admission applicable to Florida College System institutions required by SBE Rule 6A-10.0240. This item will come back to the next board meeting for a second reading and final approval.

Recommendation

This item is for informational purposes only.

LAKE-SUMTER STATE COLLEGE

BOARD RULE

TITLE:	Admissions	**NUMBER:**	4.02
AUTHORITY:	Florida Statutes 1001.64, 1002.41, 1006.53, 1007.263; ~~1001.64 (8a)~~ 1007. 264, 1007.271. State Board of Education Rules 6A-10.0240, 6A-14.030, 6A-10-0315, 6A-10.041, 6A-10.044	**PAGE:**	1 of 1
HISTORY:	New - 4/20/88 Amended - 5/19/99; 3/22/05; 10/20/09 , 4/20/10, 11/2025, 11/2026		
DATE ADOPTED:			~~4/20/10~~
REFERS TO PROCEDURE NUMBER:			PRO 4-11 PRO 4-24

1. Lake-Sumter State College is an equal opportunity institution and does not deny admission or provide preferences in admission on the basis of race, color, ethnicity, national origin, sex, disability, marital status, age or religion.

2. LSSC maintains an open-door admissions policy for associate-level degree programs and workforce education programs. ~~is an "open door" college that accepts all students who have reached the age of fifteen (15) years on or before the first day of classes each term, and~~

3. A student seeking admission to any associate degree programs must provide documentation demonstrating that they have ~~who~~ have met one of the following:
   a. Obtained a standard high school diploma
   b. Obtained a State of Florida high school equivalency diploma
   c. Obtained a high school equivalency diploma issued by another state which is recognized as equivalent based on an assessment recognized by the United States Department of Education
   d. Previously demonstrated competency in postsecondary college credit work
   e. Completed a home school program pursuant to the requirements of s. 1002.41,F.S. ~~Florida Statutes~~
   f. Enrollment in a dual enrollment or early admission program pursuant to s. 1007.271, F.S.
   ~~g. Completed all high school course requirements but have not passed the Florida Comprehensive Assessment Test (FCAT)~~

   and have demonstrated a level of readiness to perform college-level communication and computation skills in accordance with Rule 6A-10.0315,F.A.C., except that an exempt student as defined in Rule 6A-10.0315, F.A.C. is not required to be assessed for readiness.

   ~~Admission to credit or non-credit programs/courses at Lake-Sumter State College is based upon differentiated criteria and ability to benefit as defined by applicable federal, state and local statutes/rules and District Board Rules.~~

4. Effective for Spring 2027 semester enrollment, in addition to any other admissions criteria, students admitted to the College must be citizens of the United States or lawfully present in the United States. Applicants must provide at the time of application for admission to the College an attestation that he or she is a citizen of the United States or lawfully present in the United States

prior to being granted admission to the College in addition to providing documentation of such citizenship or lawful presence prior to enrollment at the College.

a. The attestation must be in writing, under penalty of perjury, on a form prescribed by the president.
b. Acceptable documentary evidence of citizenship or lawful presence in the United States include:
    - A U.S. passport issued without a limitation.
    - A certificate of naturalization (Forms N-550 or N-570).
    - A certificate of U.S. citizenship (Forms N-560 or N-561).
    - A valid Florida Driver's License/State ID with REAL ID symbol.
    - A valid State-issued driver's license, but only if the State issuing the license requires proof of U.S. citizenship before issuance or obtains a social security number from the applicant and verifies before certification that such number is valid and assigned to the applicant who is a citizen.
    - Consular Report of Birth Abroad issued by a U.S. Embassy or Consulate (Form FS-240)
    - Certification of Report of Birth Abroad issued by the U.S. Department of State (Form DS-1350)
    - Valid U.S. Permanent Resident Card (USCIS form I-151 or I-551)
    - A U.S. public birth certificate showing birth in one of the 50 States and District of Columbia.
    - Verification from the U.S. Department of Education through FAFSA. If a U.S. citizen, permanent resident or eligible non-citizen (this does not apply to international students on a visa) who has completed and submitted a FAFSA, the U.S. Department of Education will verify lawful presence.
    - In addition to the listed documents, the College will evaluate and may accept other documentation presented by an applicant for the purpose of establishing an individual's U.S. citizenship or lawful presence in the U.S.

5. For admission to career certificate programs as defined in s. 1004.02(20), F.S. or advance technical diploma programs as defined in Rule 6A-10.024(6), F.A.C. requiring 450 hours or more, students must meet the requirements of Rule 6A-10.040, F.A.C.

6. All students, including native associate degree graduates, seeking baccalaureate admission must apply through a separate admissions process in order to be admitted into an upper division program at the College.

7. The District Board of Trustees directs the President to implement the requirements of this rule for students enrolling in the lineworker training and/or commercial driver training programs.

8. ~~Specific and detailed definitions of~~ Rules for admission of students to the College, as approved by the District Board, ~~is published in the College Catalog and Student Handbook and~~ ~~is~~ are administered by the College's admissions staff.

9. Admission criteria for selective admission programs ~~is~~ shall be developed under the authority of the President or designee and approved by the Board of Trustees.

10. ~~The President or designee reserves the right to grant provisional admission, or to deny admission, to any applicant. In making a decision, the President/designee may consider, but is not limited to the following:~~
    ~~a. Scores from nationally recognized tests~~
    ~~b. Exceptional documented academic achievement and/or~~
    ~~c. An interview with the prospective student to determine readiness and ability to benefit by being admitted to the College.~~

11. The President or designee The District Board of Trustees may consider the past actions of any person applying for admission or enrollment and may deny admission or enrollment to an applicant because of misconduct if determined to be in the best interest of the College in accordance with s. 1001.64(8)(a), F.S. Admission shall be denied a student expelled from an institution in accordance with s.1009.23(22), F.S.

12. Admissions counseling shall be provided by the College to all students entering the college or career credit programs. For students not otherwise exempt from testing under s. 1008.30, F.S., counseling shall use the tests or alternative methods, if any, established by the State Board of Education under s. 1008.30, F.S. to measure achievement of college-level communication and computation competencies by students entering college credit programs. Counseling must measure achievement of basic skills for career education programs under s. 1004.91. F.S. Counseling shall include providing development education options for students whose results, determined under s. 1008.30, F.S., indicate that they need to improve communication or computation skills that are essential to perform college-level work.

13. Upon receipt of a valid request from a student seeking admission, the College will reasonably accommodate the religious observance, practice and belief of individuals students in regard to admission. A student who believes that he or she has been unreasonably denied an accommodation regarding admission due to his or her religious beliefs or practice may grieve the decision by following the grievance procedure set forth in Pro 4-14. This portion of the board rule must be made known to faculty and students annually by publishing in the LSSC Catalog and Student Handbook.

14. A student with a disability who is otherwise eligible for admission shall be eligible for reasonable substitution for any requirement for admission where documentation can be provided that the person's failure to meet the admission requirement is related to the disability. The President shall develop procedures to include at a minimum, (a) a mechanism to inform persons eligible for reasonable substitutions due to a disability, (b) a mechanism for identifying reasonable substitutions for criteria for admission to the College, admission to a program of study, entry to upper division, or graduation related to disability, (c) a mechanism for making the designated substitutions known to affected persons, (d) a mechanism for making substitution decisions on an individual basis, and (e) a mechanism for a student to appeal denial of a substitution or a determination of eligibility. Articulation with other state institutions shall include, at a minimum, acceptance of all substitutions previously granted by a Florida public postsecondary institution. Admitted students who are assessed for readiness for college-level computation and communication, and whose assessment results indicate a need for developmental education may be exempt from developmental education coursework if they qualify for a course substitution.

15. Participation in community service, recreation, leisure, or continuing education programs for which participation does not result in credit or articulated credit and which do not train for a specific occupation, does not constitute admission for purposes of this rule.

16. Policies and procedures concerning the admission process, including the process for admission decision notification and the appeal process for an admission decision, shall be posted on the College's website and in the College Catalog and Student Handbook.

17. Admission criteria and requirements for all programs, including additional criteria or prerequisites beyond admission to the College, shall be posted on the College's website and in the College Catalog and Student Handbook. Any additional admissions criteria shall be included in the dual enrollment articulation agreement developed according to s. 1007.271(21), F.S.

ITEM 1026-18

First Reading: Board Rule 7.07 Active Assailant Response Plans

Background/References

In 2026, the Florida Legislature passed HB 757, The ARMOR Act (Active Response and Mitigation of On-Campus Risk Act) and was signed into law by Governor DeSantis. In September, the State Board of Education created Rule 6A-14.012 to implement the provisions of the law. The SBE Rule requires the District Board of Trustees to adopt a rule regarding the creation of active assailant response plans by the College.

Description

New Board Rule 7.07 creates a requirement for an active assailant response plan to be brought to the Board for approval annually, as required by SBE rule, and outlines the required elements of this plan. This new rule also mandates training for faculty, staff, and students consistent with statute and SBE rule. This item will come back to the next board meeting for a second reading and final approval.

Recommendation

This item is for informational purposes only.

LAKE-SUMTER STATE COLLEGE
BOARD RULE

TITLE: Active Assailant Response Plan **NUMBER:** 7.07

AUTHORITY: 20 U.S.C. § 1092(f)(3), Florida Statute 1006.601, and State Board of Education Rule 6A-14.012

DATE ADOPTED: *11/18/2026*

HISTORY: NEW - *11/18/2026*

Lake-Sumter State College shall maintain an active assailant response plan in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 U.S.C. § 1092(f)(3)), Section 1006.601, Florida Statutes, and State Board of Education Rule 6A-14.012.

The College shall create and maintain an active assailant response plan which establishes procedures for immediate response to an active assailant incident. This plan must be approved annually by the District Board of Trustees no later than its September meeting of each year. This plan must include:

1. Requires all faculty, staff, and students to annually complete active assailant preparedness training appropriate for their role;
2. Identifies by position title the personnel authorized to issue emergency alerts;
3. Provides procedures for evacuation, lockdown, shelter-in-place, incident command, communication, and post-incident recovery; and
4. Includes an emergency notification process that describes methods for issuing emergency notifications to the campus community concerning active threats and crimes considered to be a threat to students, faculty, and staff, as required by 20 U.S.C. § 1092(f)(3).

In accordance with State Board of Education Rule 6A-14.012, all faculty, staff, and students shall annually complete active assailant preparedness training appropriate for their role. The President or designee shall create procedures to ensure compliance with these training requirements.

Commencing in 2027, by October 1 of each year, the President or designee shall submit to the Division of Florida Colleges (DFC) the approved active assailant response plan and certifications required by Rule 6A-14.012, F.A.C., including:

1. Annual certification that all employees and students have completed active assailant preparedness training; and
2. Annual certification that the College has reviewed and the Board of Trustees has approved the College's active assailant response plan.

For the 2026–2027 academic year, the College shall submit the approved active assailant response plan and annual certifications prior to December 18, 2026.

ITEM 1026-19

First Reading: Board Rule 7.08 Family Reunification and Controlled Release Plans

Background/References

In 2026, the Florida Legislature passed HB 757, The ARMOR Act (Active Response and Mitigation of On-Campus Risk Act) and was signed into law by Governor DeSantis. In September, the State Board of Education created Rule 6A-14.012 to implement the provisions of the law. The SBE Rule requires the District Board of Trustees to adopt a rule regarding the creation of family reunification and controlled release plans by the College.

Description

New Board Rule 7.08 creates a requirement for a family reunification and controlled release plan to be brought to the Board for approval annually, as required by SBE rule, and outlines the required elements of this plan. The rule requires the College to coordinate with local law enforcement in developing this plan. This item will come back to the next board meeting for a second reading and final approval.

Recommendation

This item is for informational purposes only.

LAKE-SUMTER STATE COLLEGE
BOARD RULE

TITLE: Family Reunification and Controlled Release Plan **NUMBER:** 7.08

AUTHORITY: Florida Statute 1006.601, State Board of Education Rule 6A-14.012

DATE ADOPTED: *11/18/2026*

HISTORY: NEW - *11/18/2026*

Lake-Sumter State College shall maintain a family reunification plan to support the safe and orderly reunification of students and employees with their families when the College is closed or unexpectedly evacuated due to a natural or manmade disaster, as required by Florida Statute 1006.601 and State Board of Education Rule 6A-14.012.

The College shall create and maintain a family reunification plan in cooperation with appropriate local law enforcement agencies and local government. This plan must be approved annually by the District Board of Trustees no later than its September meeting of each year.

The College's family reunification plan shall:

- Address the reunification of students and employees with their families following a qualifying emergency;
- Be incorporated into, or coordinated with, the College's emergency preparedness planning;
- Establish the specific procedures, responsibilities, locations, communications, accountability processes, documentation, coordination requirements, and other operational details necessary to implement the plan;
- Be reviewed annually and updated as necessary

The College shall coordinate family reunification activities with appropriate public safety agencies and local government consistent with their respective legal authorities.

Commencing in 2027, by October 1 of each year, the President or designee shall submit to the Division of Florida Colleges (DFC) the approved family reunification plan and certification required by Rule 6A-14.012, F.A.C., including:

1. Annual certification that the College has reviewed and the Board of Trustees has approved the College's family reunification plan.

For the 2026–2027 academic year, the College shall submit the approved family reunification plan and annual certification prior to December 18, 2026.

ITEM 1026-20

Proposals Management Services Legends Way Softball Complex

Background/References

According to Florida Statutes 1001.64 (5); Each board of trustees shall have responsibility for the use, maintenance, protection, and control of Florida College System institution owned or Florida College System institution controlled buildings and grounds, property and equipment, name, trademarks and other proprietary marks, and the financial and other resources of the Florida College System institution. Such authority may include placing restrictions on activities and on access to facilities, firearms, food, tobacco, alcoholic beverages, distribution of printed materials, commercial solicitation, animals, and sound.

Description

LSSC, Lake County, and (Orlando Health) South Lake Hospital entered into an Interlocal Agreement in October of 2007 whereby parties entered into a 25-year agreement to fund and develop the softball complex on the LSSC property on the South Lake Campus. If the 2007 Interlocal Agreement is terminated, then it terminates multiple agreements where PFXA, Inc. is a party, including the management and maintenance of the complex it has with SLH. LSSC would then have the ability to directly contract with a sports facility vendor to operate and maintain the complex if it chooses.

The proposals were shared with the Trustees by email.

Recommendation

It is recommended that the District Board of Trustees take action on this item.

ITEM 1026-21

Athletics Program Discontinuation: Track & Field

Background/References

Per Florida Statute 1001.64, each board of trustees has responsibility for the establishment and discontinuance of program and course offerings in accordance with law and rule. Lake-Sumter State College Athletics Program currently sponsors Men's and Women's Track and Field as part of its NJCAA intercollegiate athletics offerings. After reviewing operational and administrative costs and the College's strategic priorities, the administration has determined that discontinuing the program is in the best interest of the institution.

Description

The College proposes to discontinue the Men's and Women's Track and Field program effective upon the completion of the spring 2027 season. Current student-athletes will be provided transition support, including scholarship continuation for first-year students who wish to continue their studies next academic year. The College will work to ensure compliance with all applicable conference, association, and institutional requirements related to the program's discontinuation.

Recommendation

It is recommended the Board take action on this item.

ITEM 1026-22

Personnel Calendar 2027-2028

Background/References

Florida Statute 1001.64 (18) states that Florida College System Board of Trustees has authority for the establishment of the personnel program for all employees, including hours of work.

Description

Each year, the personnel calendar for the upcoming fiscal year is brought to the District Board of Trustees for approval, including the following:

24 paid days when the College is closed: Employees receive 9 paid holidays out of 11 Federal holidays, along with additional time off as outlined in the attached document.

Four-Day Summer Work Week Schedule: For Summer 2027, beginning May 8 through July 28, staff employees will still work a total of 37.5 hours for four days. The proposed personnel calendar for the year 2027-28 is presented for review and approval

Recommendation

Motion to approve the 2027-2028 Personnel Calendar as written.

2027-2028 PERSONNEL CALENDAR

College Closures

Monday, July 5, 2027	Independence Day
Monday, September 6, 2027	Labor Day
Thursday, November 11, 2027	Veterans Day
Wednesday, November 24 – Sunday, November 28, 2027	Thanksgiving Break
Saturday, December 18, 2027 – Sunday, January 2, 2028 (tentative)	Winter Break
Monday, January 17, 2028	Martin Luther King, Jr., Birthday
Friday, February 4, 2028 – TBD	LSSC Day of Service
Monday, February 21, 2028	President's Day
Sunday, March 19, 2028 – Sunday, March 26, 2028 (tentative)	Spring Break
Monday, May 29, 2028	Memorial Day
Tuesday, July 4, 2028	Independence Day

Work Periods

Period	Academic Calendar Dates	Duty Dates
Staff/Non-Instructional Faculty		Thurs, July 1, 2027-Friday, June 30, 2028
Fall 2027 Instructional Faculty	Mon, Aug 16-Tues, Nov 23 Final Exams Mon, Nov 29 – Sat, Dec 4	Tues, Aug 10 – Fri Dec 10 (84)
Spring 2027 Instructional Faculty	Mon, Jan 10 – Sat, April 22 Final Exams Mon, April 24 – Sat., April 29	Mon, Jan 3 – Fri, May 5 (83)
Summer A 2028 – 11 - month Instructional Faculty	Mon, May 8- Sat, June 24	Mon, May 8 – Mon, June 26 (35)
Summer AE 2028 – 12 - month Instructional Faculty	Mon, May 8 – Sat, Aug 5	Mon, May 8 – Mon, Aug 7 (64)
Summer B 2028 – 11 - month Instructional Faculty	Mon, June 26 – Sat, Aug 5	Mon, June 26 – Mon, Aug 7 (30)
Summer 2028 Four-Day Work Week (*Monday – Thursday)*		Monday through Thursday Mon. May 8 through Fri. July 28

Fall 2027 grades due Mon, Dec 6, by noon
Spring 2028 grades due Mon, May 1, by noon
Summer A grades due Mon, June 26 by noon
Summer AE & B grades due Mon, Aug 7, by noon

Academic Calendar

Please refer to the Academic Calendar published at https://www.lssc.edu/academics/ academic-calendar/ for dates and deadlines related to instruction, including exam schedules and final grade submissions.

Questions? Contact Human Resources or Payroll with any questions.

DRAFT

ITEM 1026-23

Personnel Calendar 2028-2029

Background/References

Florida Statute 1001.64 (18) states that Florida College System Board of Trustees has authority for the establishment of the personnel program for all employees, including hours of work.

Description

Each year, the personnel calendar for the upcoming fiscal year is brought to the District Board of Trustees for approval, including the following:

24 paid days when the College is closed: Employees receive 9 paid holidays out of 11 Federal holidays, along with additional time off as outlined in the attached document.

Four-Day Summer Work Week Schedule: For Summer 2028, beginning May 7 through July 27, staff employees will still work a total of 37.5 hours for four days. The proposed personnel calendar for the year 2028-29 is presented for review and approval

Recommendation

Motion to approve the 2028-2029 Personnel Calendar as written.

2028-2029 PERSONNEL CALENDAR

College Closures

Tuesday, July 4, 2028	Independence Day
Monday, September 4, 2028	Labor Day
Friday, November 10, 2028	Veterans Day
Wednesday, November 22 – Sunday, November 26, 2028	Thanksgiving Break
Saturday, December 16, 2028 – Tuesday, January 2, 2029 (tentative)	Winter Break
Monday, January 15, 2029	Martin Luther King, Jr., Birthday
Monday, February 19, 2029	President's Day
Friday, February 2, 2029 - TBD	LSSC Day of Service
Sunday, March 17, 2029 – Sunday, March 25, 2029 (tentative)	Spring Break
Monday, May 28, 2029	Memorial Day
Wednesday, July 4, 2029	Independence Day

Work Periods

Period	Academic Calendar Dates	Duty Dates
Staff/Non-Instructional Faculty		Sat, July 1, 2028 – Sat, June 30, 2029
Fall 2028 Instructional Faculty	Mon, Aug 14, - Tues, Nov 21 Final Exams Mon, Nov 27 – Sat, Dec 2	Tues, Aug 8 – Fri, Dec 8 (85)
Spring 2029 Instructional Faculty	Mon, Jan 8 – Sat, April 21 Final Exams Mon, April 23 – Sat, April 28	Tues, Jan 2 – Fri, May 4 (82)
Summer A 2029 – 11 - month Instructional Faculty	Mon, May 7 – Sat, June 23	Mon, May 7 – Mon, June 25 (35)
Summer AE 2029 – 12 - month Instructional Faculty	Mon, May 7 – Thurs, Aug 9	Mon, May 7 – Fri, Aug 10 (68)
Summer B 2029 – 11 - month Instructional Faculty	Mon, June 25 – Thurs, Aug 9	Mon, June 25 – Fri, Aug 10 (34)
Summer 2029 Four-Day Work Week (*Monday – Thursday)*		Monday through Thursday Mon. May 7 through Fri. July 27

*July 4th, 2029 is excluded from duty days.

Fall 2028 grades due Mon, Dec 4 by noon
Spring 2029 grades due Mon, April 30, by noon
Summer A grades due Mon, June 25 by noon
Summer AE grades due Friday, Aug 10 by noon

Academic Calendar

Please refer to the Academic Calendar published at https://www.lssc.edu/academics/ academic-calendar/ for dates and deadlines related to instruction, including exam schedules and final grade submissions.

Questions? Contact Human Resources or Payroll with any questions.

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