



Lake Sumter State College

DISTRICT BOARD OF TRUSTEES

Wednesday, January 17, 2024

South Lake Campus

Leesburg Campus
9501 U.S. Highway 441
Leesburg, FL 34788

South Lake Campus
1250 N. Hancock Road
Clermont, FL 34711

Sumter Center
1423 County Road 526 A
Sumterville, FL 33585

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

Agenda

Wednesday, January 17, 2024

South Lake Campus

Public Board Meeting Agenda

I. CALL TO ORDER - Chairman Bret Jones

II. PUBLIC COMMENT

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

III. CONSENT CONSIDERATIONS

0124-01	Approve:	Minutes of November 8, 2023 Facilities Committee Meeting
0124-02	Approve:	Minutes of November 8, 2023 Strategic Planning Committee Meeting
0124-03	Approve:	Minutes of November 15, 2023 Regular Meeting
0124-04	Acknowledge:	Human Resources Staff Changes
0124-05	Acknowledge:	Human Resources Faculty Changes
0124-06	Approve:	Proposed Curriculum Changes
0124-07	Acknowledge:	Monthly Fiscal Report for December 2023
0124-08	Approve:	Purchases over \$65,000
0124-09	Acknowledge:	Capital Improvement Projects Report

IV. PRESIDENT'S REPORT

0124-10 President Bigard's Update

V. VICE PRESIDENT'S REPORTS

0124-11 Dr. Joseph Mews - Enrollment

VI. COMMITTEE REPORTS

0124-12 Executive Committee - Chairman Bret Jones
Facilities Committee - Ms. Jennifer Hooten
Finance and Public-Private Partnerships Committee - Mr. Tim Morris
Strategic Planning Committee - Mr. David Hidalgo
Student Engagement Committee - Mrs. Jennifer Hooten
Foundation Liaison - Mr. Tim Morris

VII. BOARD ATTORNEY REPORT

0124-13 Ms. Anita Geraci-Carver's Update

VIII. NEW BUSINESS

0124-14 Approve: BAS-Leadership Name Change

0124-15	Approve:	BS-L Sports Leadership and Wellness Concentration
0124-16	Approve:	BS in Elementary Education
0124-17	Approve:	Digital Media Video Production CCC
0124-18	Approve:	Math Pathways
0124-19	Approve:	2024 Early College Agreements
0124-20	Approve:	LSSC & Chick-fil-A Agreement
0124-21	Approve:	CareerSource Lease Agreement
0124-22	Approve:	Student Services Building Purchase Order Change
0124-23	Acknowledge:	Accreditation Update

IX. ADJOURNMENT

CALENDAR NOTES:

District Board of Trustees Meeting	Wednesday, January 17, 2024 5:00 pm	South Lake Campus Board Room
LSSC Day of Service	Friday, February 9, 2024	
Strategic Planning Committee	Tuesday, February 6, 2024 5:00 pm	TBD
Executive Committee	Tuesday, February 13, 2024 9:30 am	Clermont
Facilities Committee	Wednesday, February 14, 2024 4:30 pm	TBD
Student Engagement Committee	Wednesday, February 14, 2024 5:15 pm	TBD
Finance & Public-Private Partnership Committee	Tuesday, February 21, 2024 3:00 pm	TBD
District Board of Trustees Meeting	Wednesday, February 21, 2024 5:00 pm	Sumter Center
LSSC Foundation Shamrock Shuffle	Saturday, March 2, 2024 8:00 am	South Lake Campus
LSSC Foundation Scholarship Dinner	Tuesday, March 5, 2024	Leesburg Campus
Facilities Committee	Wednesday, March 6, 2024 4:30 pm	TBD
District Board of Trustees Meeting	Wednesday, March 20, 2024 5:00 pm	Leesburg Campus Magnolia Room
Executive Committee	Tuesday, April 9, 2024 9:30 am	Clermont
LSSC Foundation Gala	Friday, April 12, 2024	The Brownwood
District Board of Trustees Meeting	Wednesday, April 17, 2024 5:00 pm	South Lake Campus Board Room
Spring Clermont Commencement Ceremony	Wednesday, May 1, 2024 5:00 pm	Clermont Arts & Recreation Center
Spring Leesburg Commencement Ceremony	Friday, May 3, 2024 5:00 pm	Leesburg Campus
Executive Committee	Tuesday, May 14, 2024 9:30 am	Clermont
Strategic Planning Committee	Tuesday, May 14, 2024 5:00 pm	TBD
District Board of Trustees Meeting	Wednesday, May 15, 2024 5:00 pm	Leesburg Campus Magnolia Room
District Board of Trustees Meeting	Wednesday, June 19, 2024 5:00 pm	South Lake Campus Board Room

NO BOARD MEETING IN JULY OR DECEMBER

CONSENT CONSIDERATIONS



**Lake-Sumter State College
FACILITIES COMMITTEE OF THE DISTRICT BOARD OF TRUSTEES
November 8th, 2023 Minutes**

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

Ms. Jennifer Hooten, Chair, called the meeting to order at 4:40 pm.

Campus Roof Updates

The committee was provided with an update on the continued progress roof replacements on the Sumter and Leesburg Campus.

Lake Hall Update

The committee was provided with an update on the renovation progress of the Lake Hall Building on the Leesburg Campus that is nearly complete.

South Lake Campus Simulation Lab Update

The committee was provided with an update on the continued progress of the simulation lab in the Health Science Building on the South Lake Campus.

Leesburg Campus Student Services Building Restrooms Update

The committee was provided with an update on the continued remodel of the bathrooms on both the 1st and 2nd floor of the Student Services Building.

Leesburg Campus Locker Rooms

The committee was provided with timeline of construction on the men's and women's locker rooms inside the Gymnasium. This update will also include a minor refresh on the athletic complex.

South Lake Campus Facilities and Grounds Building Update

The committee was provided with an update on the beginning phases of the new Facilities and Grounds Building on the South Lake Campus.

Ms. Jennifer Hooten adjourned the meeting at 5:12 pm.

Respectfully submitted by Kailyn Wurm, Recording Secretary.

**Lake-Sumter State College
STRATEGIC PLANNING COMMITTEE OF THE DISTRICT BOARD OF TRUSTEES
November 8th, 2023 Minutes**

In attendance: Mr. David Hidalgo, Tim Morris, Chair, President Heather Bigard, Representative John Temple, and Ms. Kailyn Wurm.

Mr. David Hidalgo, Chair, called the meeting to order at 5:31 pm.

South Lake Campus Master Planning

President Heather Bigard provided an update on the Master Planning for the South Lake Campus that will go for approval at the next Board of Trustees meeting.

Discussed a variety of ideas for buildings and the campus footprint that will be taken into consideration during the planning exercise.

Mr. David Hidalgo adjourned the meeting at 7:09 pm.

Respectfully submitted by Kailyn Wurm, Recording Secretary.

**DISTRICT BOARD OF TRUSTEES
LAKE-SUMTER STATE COLLEGE
LEESBURG
November 15, 2023**

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

REGULAR MEETING

CALL-TO-ORDER:

The regular meeting of the District Board of Trustees, Lake-Sumter State College, was called to order by Chairman Bret Jones at 5:03 p.m. on November 15, 2023, at the Leesburg Campus.

PUBLIC COMMENT:

No Public Comment cards were submitted for the meeting.

PRESENTATIONS:

Cross Country and Volleyball coaches along with student athletes were presented to provide their experiences of being a student athlete and the impact on their education and personal life. President Heather Bigard recognized the following employees throughout the College on their outstanding work on new initiatives in their departments. Dean Awilda Lopez was recognized for her leadership of the Math Taskforce. Toni Upchurch was recognized for being Professor of the Year. Sybil Brown was recognized for her leadership of the state math organization, Florida Two Year College Mathematics Association (FTYCMA), for the last two years. Cristy Snellgroves, represented by assistant coach Karen LaRossa, were recognized with 8 men's and women's cross-country athletes for their appearance at the NJCAA National Tournament in Hunstville, AL. Amanda Phelps was recognized for a great season which ended in a trip to the regional tournament in West Palm Beach, FL. Dr. Elizabeth Manuel was recognized for her work to coordinate our assessment efforts and host the inaugural assessment exchange.

CONSENT CONSIDERATIONS:

MOTION to approve, Ms. Ivy Parks, SECOND, Mr. David Hidalgo, motion passed.

SCHEDULED INFORMATION REPORTS:

President Bigard presented her report.

- Provided an update on LSSC's submission to Aspen as one of 150 U.S Community Colleges eligible for the 2025 Aspen prize.
- Welcomed Dr. Carol Tolx as the Associate Vice President of Human Resources.
- Student Government Association visited Tallahassee and met with local legislators to learn about the bill making process.
- Provided an update on the College's Professional Development Day on October 20th that discusses broad leadership success and development.
- Offers have been made for Controller and Director of Accounting with pending start dates in January 2024.
- Updated the Sumter Campus fire of the CDL trucks and next steps in place for clean-up, removal, and replacement.

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

Ms. Jennifer Hooten presented the report for the Facilities Committee Meeting.

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

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

NEW BUSINESS:

1123-13 – SECOND READING OF BOARD RULE 1.02 POWERS AND DUTIES OF THE DISTRICT BOARD OF TRUSTEES

The meeting was adjourned at 5:43 p.m. for public comment. Hearing none, the meeting was called back to order at 5:44 pm by Chairman Jones.

1123-13 – SECOND READING OF BOARD RULE 1.02 MEETINGS OF THE DISTRICT BOARD OF TRUSTEES

Board Rule 1.02 Meetings of the District Board of Trustees was presented for a second review and for approval.

MOTION to approve Board Rule 1.02 Powers and Duties of the District Board of Trustees, Ms. Jennifer Hooten, SECOND, Ms. Ivy Parks, motion passed.

1123-14 – LSSC APPROVAL OF FOUNDATION BOARD MEMBERS/OFFICERS

The LSSC Foundation recommended review and approval of board members/officers.

MOTION to approve the LSSC Foundation board members/officers, Ms. Ivy Parks, SECOND, Ms. Emily Lee, motion passed.

1123-15 – THE LSSC FOUNDATION, INC. 2024 BUDGET INCLUDING COLLEGE SUPPORT

The LSSC Foundation recommended review and approval of the 2024 Foundation budget including College support.

MOTION to approve the 2024 Foundation budget including College support, Ms. Emily Lee, SECOND, Ms. Jennifer Hooten, motion passed.

1123-16 – THE LSSC FOUNDATION, INC. 2022 AUDIT

The LSSC Foundation recommended review and approval of the 2022 Foundation, Inc. audit.

MOTION to approve the 2022 Foundation, Inc. audit., Mr. David Hidalgo, SECOND, Ms. Ivy Parks, motion passed.

OTHER CONSIDERATIONS:

The next regular meeting is scheduled for January 17, 2024 at the South Lake Campus.

The meeting was adjourned at 6:02 p.m.

ATTEST:

Mr. Bret Jones, Board Chair

Dr. Heather Bigard, Secretary/College President

Recording Secretary: Kailyn Wurm

Human Resources Staff Changes

Agenda Item: 0124-04

Background/References

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

Description

New Hires:

Name	Title	Effective Date
Dr. Carol Tolx	Associate Vice President, Human Resources	11/06/2023
Matthew Foshee	Enterprise Application Developer II	11/30/2023
Monsavahn Lithila	Program Director, MLT	11/06/2023
Dr. Jennifer Jackson	Executive Director, Academic Advising	11/06/2023
Dr. Eleanor Miller	Director, Student Wellness	11/06/2023
Joanna Presy	Coordinator, Educational Opportunity Program	11/20/2023

Staff Status Changes

Name	Change/Title	Effective Date
Jessica Ballard	Helpdesk Administrator	11/20/2023
Alexis Bigard	Coordinator, Campus Transformation/Events	11/20/2023

Departures:

Name	Title	Effective Date
Kimberlyn Gallo	Enrollment Services Specialist	12/15/2023
Gregory Jones	Executive Director, Business and Economic Development	12/15/2023
Lisa Spence	Clinical Director, Dedicated Educational Unit	12/15/2023
Elinda Steury	Program Director, BSN	12/11/2023
Phoebe Macklin	Talent Search Coordinator	11/06/2023
Natalia Markham	Assistant Director, Events	11/30/2023

Recommendation

Motion to acknowledge the Human Resource Staff Changes for November 1 – December 31, 2023 as written.

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

Faculty Resignations:

Name	Title	Effective Date
Dr. Laura Dana	Assistant Professor, Nursing	12/15/2023
Andrew Rohan	Instructor, Mathematics	12/11/2023
Cynthia Thompson	Assistant Professor, RN to BSN	12/15/2023

Recommendation

Motion to acknowledge the Human Resource Faculty Changes for November 1 – December 31, 2023 as written.

Background/References

The Curriculum and Instruction committee prepares a monthly report on the status of committee business.

Description

A report on the status of Curriculum and Instruction 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 and Instruction Committee Proposals

The following items have been approved by the Curriculum and Instruction committee:

No.	ACTION	COURSE	PROGRAM/COURSE TITLE
51	Credit Program Modification		Engineering Technology... AS
52	Credit Program Modification		Mechatronics... CCC
53	Credit Course Addition	ETS 2550C	SCADA Systems
54	Credit Course Modification	ETI 1084C	Introduction to Electronics
55	Credit Course Modification	ETP 1138C	Electric Utility Print Reading
56	Credit Course Modification	ETP 1700C	Introduction to the Electrical Utility Industry
57	Credit Course Modification	ETP 2161C	High Voltage Circuit Breakers
58	Credit Course Modification	PHY 1057C	Physics for Engineering w/Lab
60	Credit Course Deletion	ART 2254C	Figure Drawing & Illustration
61	Credit Course Deletion	GEO 1000	Introduction to Geography
62	Credit Course Deletion	GEO 2474	Geography & World Affairs
63	Credit Course Deletion	LIT 2090	Contemporary Literature: Survey
64	Credit Course Deletion	LIT 2120	World Literature 1650 to Present
65	Credit Course Deletion	MUN 1130	Symphonic Band
66	Credit Course Deletion	MUN 1210	Orchestra Ensemble
67	Credit Course Deletion	MUN 1340	Concert Choir
68	Credit Course Deletion	MUN 2710	Jazz Lab Band
69	Credit Course Deletion	MUT 1121	Basic Theory I
70	Credit Course Deletion	MUT 1122	Basic Theory II

NO.	ACTION	COURSE	PROGRAM/COURSE TITLE
71	Credit Course Deletion	MUT 2001	Fundamentals of Music Theory
72	Credit Course Deletion	MVK 1311	Applied Music Principal Piano
73	Credit Course Deletion	MVK 1313	Applied Music Principal Organ
74	Credit Course Deletion	MVK 2321	Applied Music Principal Piano
75	Credit Course Deletion	MVK 2323	Applied Music Principal Organ
76	Credit Course Deletion	PHH 2702	American Philosophy
77	Credit Course Deletion	THE 2020	Introduction to Western Theatre Arts
4	Credit Course Addition	FIL 2112	Screenwriting Workshop



Monthly Fiscal Report for December 2023

Agenda Item: 0124-07

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 December 2023 as written.

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

	FY 2022-23		FY 2023-24			
	Annual Budget	12/31/2022	Annual Budget	12/31/2023	Percent of Budget Earned/Spent	Projected 6/30/2024
REVENUES & BUDGETED FUND BALANCE						
Student Fees						
Fall						
Tuition	\$ 2,520,100	\$ 2,939,418	\$ 2,883,900	\$ 3,125,807	108%	\$ 3,064,517
Technology Fees	127,100	146,976	144,300	156,300	108%	153,235
Distance Learning	236,600	300,315	309,300	312,510	101%	306,382
Dual Enrollment	315,300	431,736	386,700	411,674	106%	403,602
HSCA Dual Enrollment	398,460	352,660	577,080	419,070	73%	410,853
Lab Fees	158,610	77,283	79,600	88,118	111%	86,391
Spring						
Tuition	\$ 2,253,800	\$ 2,432,402	\$ 2,616,700	\$ 2,571,531	98%	\$ 2,781,752
Technology Fees	113,100	121,626	131,000	128,585	98%	139,097
Distance Learning	223,800	262,680	294,100	252,510	86%	297,047
Dual Enrollment	388,700	414,677	433,500	478,307	110%	547,168
HSCA Dual Enrollment	357,240	-	526,700	-	0%	382,607
Lab Fees	134,120	117,848	117,300	157,273	134%	130,509
Summer						
Tuition	\$ 965,900	\$ (15,341)	\$ 949,300	\$ (9,148)	-1%	\$ 1,155,485
Technology Fees	48,300	(768)	45,000	(457)	-1%	57,781
Distance Learning	71,400	(1,680)	157,000	(750)	0%	157,713
Dual Enrollment	-	(4,895)	0	(13,028)	-1%	9,277
Lab Fees	26,560	(560)	9,600	(295)	-3%	25,543
Miscellaneous Fees	48,800	118,460	190,300	132,340	70%	182,898
Youth Development	282,000	807	252,000	2,219	1%	252,000
Continuing Education	1,189,522	309,019	2,163,250	465,212	22%	1,393,641
Total Student Tuition and Fees	\$ 9,859,412	\$ 8,002,663	\$ 12,266,630	\$ 8,677,778	71%	\$ 11,937,498
General Revenue Operational Support	\$ 18,725,937	\$ 9,362,921	\$ 21,090,865	\$ 10,507,673	50%	\$ 21,090,865
General Revenue Nursing Support	830,059	415,029	764,607	382,304	50%	764,607
General Rev. Student Success Incentive Initiative	359,055	187,255	338,782	130,087	38%	338,782
State Dual Enrollment Scholarship Program	-	462,273	370,000	293,563	79%	370,000
Educational Enhancement Support	2,843,909	-	3,100,000	-	0%	3,100,000
Miscellaneous State Contracts	100,000	-	111,800	-	0%	111,800
Federal Support Indirect Cost	150,000	51,439	75,000	2,343	3%	75,000
Foundation Support	111,500	-	20,000	-	0%	20,000
Other Contracts	759,000	126,019	1,121,200	260,149	23%	703,104
Miscellaneous Revenue	17,000	12,518	23,850	10,714	45%	17,006
Uninsured Loss Recovery (HEERF)	-	220,100	-	-	0%	-
Total Revenues	\$ 33,755,872	\$ 18,840,217	\$ 39,282,734	\$ 20,264,610	52%	\$ 38,528,662
Transfers In	480,000	-	490,000	-	-	490,000
Total Revenues and Transfers In	\$ 34,235,872	\$ 18,840,217	\$ 39,772,734	\$ 20,264,610	51%	\$ 39,018,662
EXPENDITURES						
Personnel Expenditures						
Salaries and Wages	\$ 17,809,295	\$ 7,212,058	\$ 22,045,323	\$ 9,256,857	42%	\$ 21,057,800
Benefits	6,634,657	2,809,491	7,779,971	3,577,170	46%	8,001,964
Lapse Salary and Benefits	(913,250)	-	(1,886,000)	-	0%	-
Current Operating Expenditures	6,962,798	3,756,937	9,450,628	2,984,369	32%	7,981,234
Capital Outlay Expenditures	58,000	284,079	58,000	-	0%	58,000
Contingency	500,000	-	500,000	-	0%	-
Total Expenditures	\$ 31,051,500	\$ 14,062,565	\$ 37,947,922	\$ 15,818,396	42%	\$ 37,098,998
Transfer to Fund Other Funds	(3,000,000)	(3,000,000)	(1,800,000)	(2,496)	-	(1,800,000)
Excess of Revenues over (Expenditures)	\$ 184,372	\$ 1,777,652	\$ 24,812	\$ 4,443,718	\$	119,664

Purchases Over \$65,000

Agenda Item: 0124-08

Background/References

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

Description

Purchase Orders Over \$65,000 – November & December 2023

Vendor: Garland/DBS, Inc
Item Description: Lake Hall Roof Replacement
Amount: \$ 434,951.00
Purchase Order #: P2400322
Vendor Code: X00134126

Vendor: Florida Architects, Inc.
Item Description: Eustis CDL Design/Engineering Services
Amount: \$ 223,591.30
Purchase Order #: P2400366
Vendor Code: FLOARC

Recommendation

Motion to approve the purchase over \$65,000 for the month of December 2023 as written.

Background/References

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

Description

A report on the status on projects is attached.

Recommendation

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

Capital Improvement Projects 2023-2024			
January 2024 Update			
Project Description	CIP Budget	Expended or PO issued as of 12/31/23	Progress To Date
Safety			
South Lake Campus Fire Safety Upgrade	\$5,000	\$0	Fire Alarm System repairs and replacement of devices are in progress.
Critical Life Safety Modifications	\$72,000	\$0	Correction work for 2021 and 2023 PDCS Life Safety Inspections continue; including emergency lighting, improving fire panels, strobe lights, exit signs and repairs to South Lake Campus Science-Health Bldg. generator.
Emergency Lighting Repairs	\$20,951	\$20,466	A comprehensive list of fixtures are in development for replacement.
Blue Light Parking Lot Phones/Cameras	\$125,000	\$0	The requisition for the Sumter Center blue light phones and cameras is currently on hold.
Leesburg Campus William-Johnson Bldg. HR Dead-end Corridor	\$10,000	\$0	In Planning. One of the Continuing Services Architects will be assigned.
Roofs			
Leesburg Facilities Roof Replacement	\$509,385	\$509,385	Facilities roof replacement began July 31 and completed September 2023.
Roof Maintenance and Repairs	\$244,151	\$0	Leak mitigation continue through the Dryzone workorder process.
Roof Maintenance and Repairs	\$250,000	\$0	In Planning. Deferred Maintenance FY 22 Budget allocated for project.
Sumter Center Bldg.1 Roof/Gutter Restoration	\$250,000	\$276,295	Bldg. 1 Roof Restoration completed Dec. 2023. Final site review will be scheduled with Facilities once Sumter Center Bldg. 4 roof work is complete.
Leesburg Lake Hall Roof Restoration	\$435,000	\$440,366	The preconstruction meeting was held Nov. 28th. Delivery of materials will occur in December and roof work is scheduled January - February 2024.
Sumter Center Bldg 4 Flat Roof Restoration	\$140,000	\$139,566	Roof Restoration is in progress; Scheduled October 2023 - January 2024 with a couple days of metal work remaining to complete by end of January.
South Lake Campus Bldg.1 New Gutters Installation	\$80,000	\$0	In planning.
Leesburg Campus William-Johnson Admin. Building Roof Restoration	\$70,000	\$0	In planning.
Leesburg Student Services Building Roof Replacement	\$650,000	\$611,756	The preconstruction meeting was held Nov. 11. Delivery of materials occurred December 4 and the roof work is scheduled December 9 - February 2024.

Capital Improvement Projects 2023-2024

January 2024 Update			
Project Description	CIP Budget	Expended or PO issued as of 12/31/23	Progress To Date
Paving-Grounds			
Leesburg Campus Parking Lot Repair, Sealing & Stripe	\$150,000	\$6,667	In planning.
South Lake Campus Irrigation	\$80,000	\$0	In planning. Repairs were made in December 2023 on the well tank and piping.
Leesburg Campus Parking Lot A Repaving	\$550,000	\$575,200	Repaving work completed September 2023. New Sod and drainage was added to scope and installed.
Leesburg Campus Parking Lot B Repaving	\$550,000	\$9,700	In design development with the civil engineer; schematic design phase completed November. Construction timeline is late spring 2024.
New Structure			
South Lake Campus Facilities and Grounds Building Replacement	\$709,060	\$805,201	Building Permit # LSSC22-012 is assigned. The GMP was approved end of September after Value Engineering. Construction is in progress, scheduled Nov. 9 - March 2024.
Sumter Center Solar-powered Workforce Instructional Pavilion & Restroom Facility	\$50,000	\$0	Cost for initial design is overbudget. Currently reviewing alternative options with Faden Builders to build-out Restroom Facilities and Shade Structure within budget.
Eustis CDL Pad and Building	\$2,500,000	\$276,702	In design development with the architect, civil engineer and contractor. Construction timeline (TBD)
Leesburg Campus Workforce Development Center	\$2,000,000	\$0	In planning. Cabinet is looking for dates and sites to visit other Workforce Centers. A leadership meeting was held on Dec. 15 to discuss programs and functions for the new facility.
HVAC			
HVAC Projects (SSB, Exhaust Fan Overhaul)	\$160,035	\$331,467	Multiple HVAC projects in progress or completed FY 22-23.
South Lake Campus Building 1 HVAC Equipment and Installation	\$600,000	\$615,162	Project complete.
Leesburg Campus Building M HVAC Design and Replacement 40 Ton AHU	\$212,274	\$819,414	PO was issued to Johnson Controls August 24. HVAC Equipment is in procurement. The construction timeline is currently (TBD) due to a longer lead time for equipment. Will use auxiliary funds to make-up the difference.
Leesburg Campus Student Center HVAC Design and Replacement	\$250,000	\$0	Design proposal received from Hanson. Planning to start design after the new year 2024.
Leesburg Campus William Johnson Admin Building HVAC Design and Replacement	\$141,725	\$23,642	Design is complete. 100% Permit Documents were received December 2023. Starting plan review with PDCS and bids January 2024.

Capital Improvement Projects 2023-2024			
January 2024 Update			
Project Description	CIP Budget	Expended or PO issued as of 12/31/23	Progress To Date
Leesburg Campus Convocation Center HVAC Design and Replacement	\$200,000	\$0	Design proposal received from Hanson. Planning to start design after the new year 2024.
General			
Furniture and Equipment	\$225,000	\$110,113	On going procurement as approved by leadership.
Leesburg Campus Monument Signage	\$70,000	\$0	In planning and final design phase.
Signage (All campuses)	\$23,000	\$19,477	Leesburg Campus Facilities Bldg sign was installed December 2023. New sign for Shipping & Receiving was installed in November 2023.
Building Upgrades			
Leesburg Campus Faculty Office Building & Lecture Hall Demolition	\$100,000	\$9,916	The Formal process to raze a building with State DOE is approved. Bid proposals were received from Faden Builders December 4th and are currently in review.
Leesburg Campus Student Services Building 2nd Floor Remodel	\$1,805,000	\$294,810	Design Development is in progress with Spiezzle architects; complete schedule (TBD).
Building Envelope DM23 (various)	\$123,281	\$242,820	Leesburg Health Science Center Roof/Gutter restoration is in progress; scheduled mid November - January 2024.
Leesburg Campus Liberal Arts Building Demolition	\$200,000	\$0	The Formal process to raze a building with State DOE is approved. In planning for after the Facilities Office Building and Lecture Hall are razed.
Exterior Painting Projects	\$60,000	\$48,245	Exterior refresh painting is on-going. Leesburg Campus Student Services Building completed September 2023. Sumter Center Bldg.1 is currently in planning.
Interior Painting	\$15,000	\$0	Various interior painting projects continue at all Campuses.
South Lake Campus Nursing Simulation Lab Remodel	\$600,000	\$601,782	Construction services are near complete, the final building Inspection passed Dec. 5. Simulation equipment installs are scheduled the week of December 11 - January 2024.
Leesburg Campus Student Services Building - Build ADA Restrooms	\$460,000	\$506,851	The 1st & 2nd floor Restrooms are in remodel simultaneously. Demo began July 31. Construction timeline was extended due to unforeseen conditions. The final building inspection/occupancy is scheduled early January.
South Lake Campus Building #2 First Floor Renovation	\$55,000	\$0	Planning to start design services.
Building Envelope DM 22 (various)	\$300,000	\$0	Deferred Maintenance FY 22 Budget allocated for project.

Capital Improvement Projects 2023-2024				
January 2024 Update				
Project Description	CIP Budget	Expended or PO issued as of 12/31/23	Progress To Date	
Cagan Crossings	\$1,450,000	\$1,590,593	Construction of 4,800 sq.ft. of shell space for 2 classrooms and support space is complete. Occupancy occurred as planned, mid August.	
Leesburg Campus Student Services Building 1st Floor Remodel	\$1,500,000	\$0	In planning.	
Leesburg Campus Women's Team Locker Room	\$200,000	\$25,200	Planning and Schematic Design options are in progress with Hunton Brady architects; complete schedule (TBD).	
Leesburg Campus Men's Team Locker Room	\$200,000	\$10,000	Planning and Schematic Design options are in progress with Hunton Brady architects; complete schedule (TBD).	
South Lake Campus Buildings-1 & 2 Covered Walkway	\$80,000	\$0	In planning.	
Elevator DLM Code Requirement	\$70,000	\$58,943	Updated proposal received September 21 and PO issued to TKE. Materials lead time is approximately 10 weeks. Installation timeline is spring break week.	
Sumter Center LED Lighting Upgrades	\$40,000	\$0	In progress.	
Sumter Center Building-1 Exterior Improvements	\$50,000	\$16,785	In planning. Will complete after new roof and gutters are installed. This project is scheduled for completion on January 5, 2024.	
Leesburg Campus Mailroom Relocation / Build-out	\$20,000	\$0	In planning. The Mailroom will need to be relocated from Lecture Hall prior to demolition.	
Sumter Center Building-4 Exterior Flooring Replacement	\$40,000	\$28,168	Scope includes the lobby, hallways, and Student Lounge flooring. This project will be complete by the end of January 2024.	
Leesburg Campus Student Center Vet Lounge Office and SGA Refresh	\$20,000	\$0	In planning.	
Leesburg LED Lighting Upgrades	\$100,000	\$0	In progress.	
Leesburg Campus Science-Math Building Envelope	\$250,000	\$64,998	Benard Painting completed work end of August 2023.	
Leesburg Campus Lake Hall Renovation/Refresh	\$200,000	\$259,165	Interior repairs, ceiling tiles, insulation, painting, and new flooring replacement work was substantially complete December 2023.	
Leesburg Campus Athletics Complex Upgrades	\$75,000	\$27,419	In progress. These upgrades include new asphalt, curbing, fencing, marketing items, and landscaping. This project should be completed by the end of January 2024.	

PRESIDENT'S REPORT





Athletics

Jose Gonzalez, AVP of Marketing and Public Relations and Interim Executive Director of Athletics

- Welcome Padraic McMeel, incoming Executive Director of Athletics.
- Alumni Day will occur on January 13th where former LSSC student athlete alums will compete against current LSSC student athletes in baseball, softball, and volleyball.
- The Softball team's 2023 championship ring ceremony will take place later this month coinciding with the opening softball and baseball games on January 27th.
- Opening Baseball and Softball games will occur towards the end of January and opening Beach Volleyball occurs the first week of February.
- New branding has been created to refresh the Athletic Department.

Campus Transformations and Events

Sandra Stephenson, Executive Director

Leesburg

- Lake Hall is complete with new paint, carpet and tile, ceiling tiles and insulation, window coverings, along with maximizing office and meeting spaces.
- Student Services Building restroom renovations will be complete the second week of January.
- Student Services Building second floor design in progress.
- Athletics exterior project is complete with new asphalt, curbing, landscape, and fencing.
- Athletics men's and women's locker rooms refresh is in beginning stages with plans for new lockers, carpet, showers, bathroom, lighting, and paint.

South Lake

- Assisted in the finishing touches in the Science Health Simulation Lab.

Sumter

- New flooring installed in the lobby, hallways, student lounge.
- Building 1 received new exterior paint.

Government Relations

Bruce Duncan, Contracts Administrator

- Working on various agreements between community partners and the College to further student programs and success.
- Tracking 2024 Legislative Session activity.

Human Resources

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

- Collaborated with external consultants for a HR Organizational Design & Compliance audit of the Human Resources Department. This work will assist in the development of an improvement plan for how the HR department is designed and areas needing extra attention.



- Communication within the Human Resources Department has greatly improved with morning HR staff team meetings and weekly meetings. This has helped to identify duplication of efforts and ways to streamline processes and become more efficient.
- A newsletter is forthcoming to open up the communication between the Human Resources Department and the rest of the College for guidance on HR related matters. An employee handbook is in early development stages with projected completion for Spring.

Professional and Organizational Development

Deborah Snellen, Executive Director

- 86 new employees participated in the New Horizons orientation program from August 2023-December 2023, including 26 full-time staff, 2 part-time staff, 13 faculty, 13 adjunct faculty, and 32 students. Programs more targeted to the various audiences are planned for 2024. Of the 86 who participated in the orientation, there is a 97.67% retention rate of these employees.
- Provided Art of Smart: Mastering Your Performance Goal Setting training through 13 virtual sessions held throughout December with 110 participants. Goals will be incorporated into annual performance appraisals.
- Dr. Justin Greathouse presented on behalf of LSSC to LEAD (Lake Economic Advancement and Development) on the use of AI in business and was invited to host a bootcamp for businesses by several attendees.
- Launched 5 courses aligned to identified faculty professional development needs.
- 16 additional faculty members completed First Flight, a training program for effective teaching and course design developed by LSSC.
- Facilitated teambuilding portion of Early College Programs retreat.
- Developed training and process for new hires needing an LSSC purchasing card.

Strategic Communications

Kevin Yurasek, Executive Director

- Implementing new efforts throughout the semester to improve college-wide communication and further share the stories that showcase the College's impact internally and externally.
- Supporting the communication efforts for the 2024 Employee Excellence Awards to highlight excellence in support of the College's mission and values.
- Planning Lakehawk Talk sessions for Spring 2024 for students and employees to provide an opportunity to share directly with President Bigard.

VICE PRESIDENT'S UPDATES



**Division of Academic Affairs
Report to the President and District Board of Trustees
January 17th, 2024**

Ms. Karen Hogans, Vice President of Academic Affairs

Access

- Dr. Roland Nuñez and Dean Steve Clark attended the Florida Student Success Center's Dual Enrollment Partnership conference in Orlando on November 15th and 16th, 2023. It provided a wonderful opportunity to engage in conversation with not only our dual enrollment partnerships (Lake and Sumter County schools), but also other college and school district folks.
- AS Nursing continues collaborative efforts with Lake Technical College to streamline the process for eligible LPN students into the LSSC ASN Bridge track. We are beginning our first spring bridge track in January of 2024. We have secured classroom space on the Orlando Health South Lake Hospital campus for this class. It is a shared space with Lake Technical College.

Workforce Development

- The AS in Construction Management program began this semester. The first three courses in the program are scheduled to start mid-February. Approximately 20 students have expressed interest in the program thus far.
- The Wastewater Management non-credit program will begin its first session January 16, 2024.

Student & Learning Success

- The Awilda Lopez, Dean of Mathematics, along with three full-time Math faculty members attended the annual conference of the American Mathematical Association for Two-Year Colleges and brought back enough ideas to formulate a comprehensive Math Redesign proposal that includes the development of new courses for non-STEM students, allowing more flexible entry requirements for State Core courses, implementing a corequisite model for our highest enrollment course, vertically aligning courses so that prefixes, titles, and academic content provide a meaningful progression through sequential courses, and using new adaptive technology (ALEKS) to help meet students where they are and help them build and maintain momentum in their learning.

Learning & Work Environment

- Toni Upchurch, Speech faculty, and Taralyn Pierce, SLS/Dev Ed English faculty, chaperoned students to the Florida College System Publications Association Conference November 16-17th, 2023. The *Odyssey* team won 1st place in the magazine Artworks category!

**Enrollment & Student Affairs Division
Update for the President and Board of Trustees
January 17, 2024**

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

Enrollment Summary:

As of January 5, Spring 2024 enrollment stands at 4,739 headcount, an increase of 10.4% (+447) compared to this time last year. This total represents a record high for spring semester enrollment at LSSC. Spring registrations will continue through the first-week add/drop period, and beyond that for our 10- and 7-week courses that begin later in the semester. LSSC is accepting applications for all 2024 terms and actively preparing for our summer and fall registration cycles that will open in late February.

Access

- Launched new prospective and current student communication plans through CRM, TargetX. These communication plans are automated based on the student enrollment stage and ensure timely outreach through phone, text, email, and mail, providing them with resources and reminding them to complete tasks to get started at LSSC.
- Continued work on the website to improve student navigation. Established a dedicated Enrollment microsite, including an Academic Programs area with a search and filter function for all LSSC credentials. Check it out at <https://enroll.lssc.edu/>.
- January will be full of Early College events, including two HSCA Summits, a Villages High School Early College Summit, and a Dual Enrollment Counselors' Conference.
 - January 12: HSCA Winter Summit (10th grade) in South Lake
 - January 19: HSCA Winter Summit (9th grade) in South Lake
 - January 24: Dual Enrollment Counselors' Conference in Leesburg
 - January 26: Villages Early College Summit (DE) in Leesburg

Student Learning & Success

- December Commencement had a new look and feel this year, with a revamped program and many exciting elements to make the experience even more memorable for our graduates and their guests. There were 151 graduates and more than 600 of their guests in attendance for the Leesburg and South Lake ceremonies.
- On Monday, January 8th, and Tuesday, January 9th, Student Engagement & Development will facilitate welcome tables on all campuses to help encourage and support students as they settle into a new semester. Welcome Back Bashes are planned for the first week back to connect with students on all four campuses during the week of January 15.
- Student Life is sponsoring a Cultural Trip for students to visit beautiful and historic St. Augustine on January 19th & 20th.

**Facilities Planning and Operations Division
Update for the President and District Board of Trustees
January 17, 2024**

Thom Kieft, Vice President, Facilities Planning and Operations

Learning & Work Environment

Leesburg Campus

- College staff have been meeting with architects on the design of the 2nd floor of the Student Services Building (SSB) and the gym locker rooms.
- Two AHU coils have been replaced in the Student Services Building.
- Two structural beams holding up cooling towers 1 and 2 have been replaced over holiday break.
- The Health Sciences Center roof has had its five flat roof sections replaced.
- New signs have been installed on the Shipping/Receiving Bldg. and the Facilities Bldg. on HWY 441.
- The Facilities, Athletics, Marketing, and Campus Transformation teams have collaborated on improvements to the Athletic Complex including new asphalt sidewalks, fencing, curbing, improved landscaping, and Lakehawk Athletics marketing.

Sumter Center

- Building 1 roof replacement was completed in December 2023. The Building 4 flat roof replacement will be completed by the end of January.
- The exterior of Bldg. 1 is being repaired and painted now that the roof project is finished.
- New flooring has been installed in the lobby, main hallway, and student lounge in Bldg. 4.
- The trucks and trailers that caught fire in November have been removed from the college property and work on cleaning the drainage piping and retention area has started. Asphalt will need to be replaced and the lot will need to be resealed and striped in January.

South Lake Campus

- The Nursing Simulation Lab and Respiratory Care Lab project in the Science-Health Partnership Building is complete. The new four bed Nursing Simulation Lab is ready for use in the Spring 2024 semester. The Respiratory Care lab has been built-out, yet the program does not begin until Fall 2024.
- Construction of the new Facilities Management and Ground Building started in November 2023. Bricks walls have been constructed and the project will be completed by the end of March 2024.

Access

Eustis Center Planning

- Springstead Engineering and Florida Architects are teaming up for a proposal for civil engineering and design work for the Eustis site. Mr. Duncan is in discussion with the City of Eustis for additional adjacent property possibly for a retention area.

Technology Innovation Division
Report for the President and District Board of Trustees
January 17th, 2024

Nick Kemp, Vice President of Technology Innovation/CIO

Learning and Work Environment

- **Employee Self-Service:** This feature allows employees to access their personal information, such as salary, benefits, and leave balances, on demand. It also includes an automated leave request process, which sends an email with the details of the request to the approvers. It was published in the College's ERP system, Banner Production on November 30, 2023.
- **Finance/HR Budget Project:** This project ensures that all Salary Tables and Labor Budget salaries are updated and reconciled in Banner. A Finance/HR Job Aid was also developed for continued maintenance.
- **FY24 Salary Budget Roll:** This process transfers the employee position and salary data from the current fiscal year to the next fiscal year in Banner. It was successfully completed in Banner Production environment, following a multiplestep process that ensured the integrity of data in Banner. This increased the confidence of accuracy of Banner data and enabled the fiscal year start on July 1, 2023 with accurate data.
- **On-Boarding Projects:** These projects streamline the employee recruitment process by using NeoEd, a cloud-based platform that integrates with Banner. Two projects were completed: Project A, which created NeoEd Requisition, and Project B, which created NeoEd Job Description Template. These projects improved the efficiency and flow of information for supervisors and the recruitment process.
- **DegreeWorks** is a web-based tool that helps students and advisors track their academic progress and plan their courses. The latest version, 5.1.2, contains a suite of new features, bug fixes and improved functionality. The upgrade was completed in Test and will be deployed in Production by March 8th, 2024. User Training Sessions will be held to familiarize users with the new version.
- **Canvas Catalog** is an online course catalog and registration system for Continuing Education that integrates with Canvas, our current learning management system. It went live in Production on December 15th, 2023, enhancing the online course offerings and registration process. The next step is to integrate Kid's College with Canvas Catalog, which will be completed by March 1st, 2024.
- **Argos** is a reporting tool that provides data and insights to various stakeholders, such as Cabinet and the DBOT. Dozens of reports were converted from Microsoft Access to Argos, which is a more robust and user-friendly tool. Some of the reports include Disbursed Awards, Job Analysis, Years of Service, Turnover Reports, Classroom Space Utilization, Paid Tuition, Loans & Foundation, Finance Dashboards, and Office Directory.
- **State Reporting:** Several state reporting tasks were completed, such as Excess Hours Closeout, Industry Certification Updates, and FLVC Course & Program Upload Closeout, which provide information on the College's performance and offerings to the state.
- **Test Phishing Campaign:** A simulated attack that sends fraudulent emails to users to test their awareness and response was created, implemented and monitored, after the annual training.

The response rate was 2.9%, which is far below the 5.5% nationwide benchmark, indicating a high level of cyber literacy and vigilance among the staff and faculty.

- **SSN Protection:** A new, secure process for preventing unencrypted SSN from being emailed from the College was created, implemented, tested and put in Production, which is a common source of data breach and identity theft. This process detects and blocks any email that contains an unencrypted SSN and notifies the sender and the IT department of the incident.
- **Cybersecurity Training:** A Canvas-based, optional Cybersecurity training course for both students and employees was created in collaboration with Professional & Organizational Development and will be launched in January 2024. This training covers the basic concepts and best practices of cybersecurity, such as password management, phishing prevention, and data protection. A similar process is proposed for new students, as some SUS institutions do.
- **Cybersecurity Attacks:** All phishing and cybersecurity attacks on the College's resources throughout the year, totaling 330,000 for 2023, were processed. The source, type, and impact of these attacks were analyzed, and appropriate actions were taken to mitigate and prevent them. Any significant incidents were reported and communicated to the relevant parties, such as the IT department, the College administration, and the law enforcement agencies.
- **ASPEN Prize Submission:** The ASPEN prize is a prestigious award that recognizes excellence and innovation in community colleges. The College was selected as one of the top 150 eligible institutions for the 2025 ASPEN prize, and successfully submitted the second step in the competition, which involves providing detailed data and information on the College's performance and practices in various areas, such as student learning, completion, equity, and labor market outcomes.
- **Student Performance Dashboards:** These dashboards provide data and insights on the student grade performance across various courses, programs, and terms. They were enhanced with last semester, last year, and 3-year average comparison metrics, which allow for more comprehensive and meaningful analysis and comparison. These dashboards are distributed to all deans and program managers, who use them to monitor and improve student outcomes.
- **Data Tables Reform Project:** This project aims to improve the quality and accuracy of the data tables that store and process the College's data. A reform process was launched, which involves reviewing, validating, and updating the data tables according to the best practices and standards. The result will provide additional and more accurate data, leading to modernized insights about student performance, access, and student aid.
- **Canvas Grade Data Dashboard:** This dashboard provides data and insights on the student performance at any point in the semester, based on the grades entered in Canvas, the College's learning management system. This dashboard was built and will be fully automated in the coming weeks, and then distributed to stakeholders, such as leaders in Academic Affairs and Enrollment and Student Affairs. This dashboard will have implications for the improvements of early alert and provide the opportunity to gain insights throughout the term, as opposed to only when grades are finalized.

**Division of Institutional Advancement
Update for the President and Board of Trustees
January 17, 2024**

Dr. Laura Byrd, Senior Vice President, Institutional Advancement

Access

- The LSSC Foundation awarded over \$500,000 in scholarships for the Spring 2024 semester. Received a record number of 726 applications, a 36% increase over Spring 2023. The Scholarship Dinner will be held on Tuesday, March 5th in the Gym.
- The 2024 Annual Campaign kicked off to the community on Thursday, January 11 as part of the Annual Board Meeting. The Foundation Board set a goal to raise \$220,000 and a stretch goal of \$250,000. Currently raised \$47,920 on behalf of faculty & staff, which accounts for 46% of employee giving, and received \$135,861 from community members for a current total raised of \$183,781.
Make your gift to support our students today!
- The 2024 Shamrock Shuffle 5K/10K/1-Mile Fun Run is scheduled for Saturday, March 2, on the South Lake campus. Seeking sponsors to help the Foundation further its mission to support students and programs at LSSC.
- **Charles & Mary McLin Trust** awarded the Foundation \$30,000 to support student scholarships.
- **Linking Industry to Nursing Education Grant (LINE)** – the College submitted a letter of intent for the LINE grant. This grant is a one-to-one match. President Bigard worked with our partners to secure \$400,000 in matching dollars.
- **Pathways to Career Opportunities Grant** – the College received notification of a grant award for \$36,000 to support the Electrical Apprenticeship program.
- **Perkins, Equipment Update & Modernization Grant** – the College submitted a pitch for grant consideration for \$250,000 for equipment for the Relay Technician program.

Workforce Development

- Career Development Services (CDS) is working with graduates from the recent lineworker bootcamp cohorts to assist in job readiness and placement. Out of the 22 students, 12 have received employment at the 3 months post program completion check point. The team is working with the remaining students on job placement.
- A total 196 active jobs are currently registered with Lakehawk Career Connect for the month of December.
- The CDS Student Engagement Team has identified 184 employers who have expressed interest in partnering with LSSC to offer internships to students.
- An Engineering Relay Technician job fair is scheduled for February 16 on the Sumter Campus. To date, 13 Electric Utility Companies are registered to attend.

GIFTS & CONTRIBUTIONS OVER \$1,000 RECEIVED November 1 – November 30, 2023

Name	Amount	Fund Description	Gift Subtype
ABM Industries Incorporated	\$1,500.00	General Unrestricted Funds	Sponsorship
Anonymous	\$1,500.00	General Unrestricted Funds	Contribution
Anonymous	\$3,950.04	General Scholarship	Contribution
Anonymous	\$4,000.00	General Unrestricted Funds	Contribution
Anonymous	\$10,000.00	General Unrestricted Funds	Contribution
Suncoast Credit Union	\$10,000.00	General Scholarship	Grant Revenue
Total Gifts over \$1,000	\$30,950.04		

**BOARD COMMITTEE
REPORTS**



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

**BOARD ATTORNEY
REPORT**





January 3, 2024

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

Re: Board Attorney Report for January 17, 2024

Dear Trustees:

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

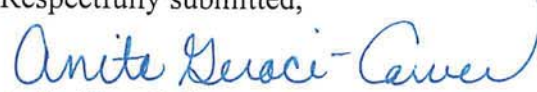
Karen Parker v. Lake-Sumter State College and Leadership Lake County, Inc., Lake County Case No. 2019-CA-001641. Ms. Parker alleges the College was negligent surrounding an alleged incident on August 18, 2016 where Ms. Parker claims she was injured when she tripped and fell while attending an event on the Leesburg campus. A hearing on Defendant Miller and Miller Investigative and Security Services, LLC's Motion for Final Summary Judgment is scheduled for February 6, 2024. The deposition of Dr. Bernice Lim is scheduled on January 8, 2024.

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

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

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

Respectfully submitted,



Anita Geraci-Carver

cc: Dr. Bigard, President



**NEW
BUSINESS**



Background/References

Per the Florida Statute 1001.64, each Board of Trustees Florida 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.

Summary

Credit program modification to change the name of the Bachelor of Applied Science in Strategic Leadership to Bachelor of Applied Science in Leadership.

Recommendation

Motion to approve renaming the degree from Bachelor of Applied Science in Strategic Leadership to Bachelor of Applied Science in Leadership.

Background/References

Per the Florida Statute 1001.64, each Board of Trustees Florida 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.

Summary

Credit Course Additions and Credit Course Modifications to accommodate the upcoming BAS in Leadership: Sports Leadership and Wellness concentration.

Seven courses were added, and two existing courses were modified to prepare for the upcoming Sports Leadership and Wellness concentration in the BAS Leadership program. Course modifications included course title changes, description changes, and prerequisite clarifications. Course specifics are in the attached Curriculum Proposal Approval form.

Recommendation

Motion to approve credit course credit course additions and credit course modifications to accommodate the upcoming BAS in Leadership: Sports Leadership and Wellness concentration.



Curriculum and Instruction Committee Proposals

The following items have been approved by the Curriculum and Instruction committee:

No.	ACTION	COURSE	PROGRAM/COURSE TITLE
84	Credit Course Addition	LEI 4510	Recreation Facility Management
85	Credit Course Addition	PEO 3011	Coaching Team Sports
86	Credit Course Addition	PET 3097	Health and Wellness Across Lifespan
87	Credit Course Addition	PET 3361	Human Nutrition
88	Credit Course Addition	PET 3771	Strength and Conditioning Concepts
89	Credit Course Addition	PET 4050	Motor Development and Learning
90	Credit Course Addition	PET 4925	Practicum in Sports Leadership and Wellness
91	Credit Course Modification	SPM 4114	Sports Leadership and Coaching Methods
92	Credit Course Modification	SPM 4723	Legal and Ethical Issues in Sports

Background/References

Per the Florida Statute 1001.64, each Board of Trustees Florida 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.

Summary

Credit program addition Bachelor of Science in Elementary Education and associated courses.

Recommendation

Motion to approve the request to offer the Bachelor of Science in Elementary Education and associated courses.



Curriculum and Instruction Committee Proposals

The following items have been approved by the Curriculum and Instruction committee:

No.	ACTION	COURSE	PROGRAM/COURSE TITLE
24	Credit Course Addition	TSL 4240	ESOL Methods, Curriculum, and Assessment
5	Credit Program Addition		Elementary Education BS
6	Credit Course Addition	EDF 4467	Measurement, Evaluation, and Assessment in Education
7	Credit Course Addition	EDF 4936	Capstone in Elementary Education
8	Credit Course Addition	EDF 4945	Internship in Elementary Education
9	Credit Course Addition	EDG 4410	Classroom Management and Instruction
11	Credit Course Addition	EDG 4942	Practicum in Elementary Education II
12	Credit Course Addition	EDG 4943	Practicum in Elementary Education III
13	Credit Course Addition	EEX 4070	Curriculum and Instructional Strategies for Exceptional Students
14	Credit Course Addition	LAE 3414	Children's Literature
15	Credit Course Addition	LAE 4314	Language Arts in the Elementary School
16	Credit Course Addition	MAE 3311	Teaching Mathematics in the Elementary School
17	Credit Course Addition	MAE 4326	Practicum for Teaching Mathematics in the Elementary School
18	Credit Course Addition	RED 3012	Basic Foundations of Reading
19	Credit Course Addition	RED 4519	Diagnostic and Corrective Reading Strategies
20	Credit Course Addition	RED 4942	Practicum for Assessment and Instruction of Reading
21	Credit Course Addition	SCE 3310	Integration of Science and Technology in the Elementary School
22	Credit Course Addition	SCE 3312	Content Literacy Strategies in Elementary Social Studies
23	Credit Course Addition	TSL 4080	ESOL Foundations: Second Language Acquisition and Culture

Background/References

Per the Florida Statute 1001.64, each Board of Trustees Florida 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.

Summary

A proposal to add an academic credit program in Digital Media Video Production College Credit Certificate is included. We developed the program to meet the needs of our business and industry partners.

Recommendation

Motion to approve the request to offer the Digital Media Video Production College Credit Certificate.

NEW PROGRAM APPROVAL REQUEST
Lake-Sumter State College Academic Programs (Credit)

Credit Program Title: Digital Media Video Production College Credit Certificate

Length: 12 credit hours

CIP: 50.0602 Cinematography and Film/Video Production

Program Start Date (upon Board of Trustees approval): Fall 2024

Program Description:

The College Credit Certificate (CCC) in Emerging Media will prepare students for the growing media and digital production industry in the Lake and Sumter County area. Students in the program will be provided with skills and a foundation in video production, solve industry-related problems, write and speak the language of the industry effectively, and demonstrate professional behavior. This certificate provides students with the skills needed for the use of computer hardware and software, as well as video equipment to create digital broadcast and related projects. Upon completion, students will be prepared to work in the field as videographers, audio/visual technicians, writers, and editors.

The CCC in Emerging Media will meet the emergent demands of Central Florida's fast-growing region. The central Florida region (including Sumter County) is one of the fastest-growing counties in the United States, according to data from the U.S. Census Bureau. Sumter added 10,103 residents from April 2021 to April 2022 for a population of 144,970, according to the census.

According to the Florida Department of Economic Opportunity (FDEO), the number of media and communication workers needed to serve the media industry in local area is expected to grow by 10% through 2031. Graduates can serve in positions such as videographers, audio visual specialists, editors and technical writers. Potential employers in Lake and Sumter counties include TheVillagesTV, SouthLake TV, and Kingdom Films.

This program will target students interested in digital media production coming out of high school through a related career pathways program, those working in the field that want to accelerate their career, or individuals transitioning to a new career. All credits earned through the CCC will be stackable towards an Associate in Science degree. The institution anticipates an initial class of 60 students per academic year beginning in fall, 2024.

The Emerging Media program will be based on the South Lake campus of Lake-Sumter State College (LSSC), located in Clermont, Florida. Instruction will be offered face-to-face in the classroom, online, and at the job site setting. The majority of the instruction will take place face-to-face in the classroom and in a simulated environment to include the LSSC production studio.

Justification:

The CCC in Emerging Media program will provide individuals with the training needed to serve the local industry. As previously indicated, the population of the college service area is growing rapidly and with that growth has come an increased demand for media and digital production to support local industry. Program completers will be prepared to serve the industry as leaders and be involved in several aspects of the industry such as technical writers, editors, and general media and communication workers.

In the fast-paced and demanding world of film and video, LSSC will offer a cutting-edge program to prepare students for success in this highly engaging field. Participants in the LSSC Emerging Media CCC program will gain practical skills in cinematography, video editing, and storytelling, all while using the most advanced tools and techniques available. Our commitment to staying at the forefront of industry advancements ensures that students are not only well-versed in current practices but are also equipped to adapt to the ever-evolving landscape of emerging media.

Furthermore, our curriculum emphasizes the cultivation of creative thinking and encourages students to explore innovative storytelling methods. We believe that fostering a dynamic and collaborative learning environment is essential for nurturing the next generation of creative professionals. As part of the program, students will have the opportunity to work on real-world projects, collaborate with industry professionals, and build a comprehensive portfolio that showcases their skills and creativity. Through workshops, masterclasses, and immersive experiences, we aim to instill a deep understanding of the industry's nuances and challenges.

Labor Market Demand:

SOC Title	2023	2031	Growth	Percent Growth	Total Job Openings
Media and Communication Workers/Specialists	591	648	57	10%	535
Media and Communication Equipment Workers/Specialists	354	396	42	12%	325

Florida Department of Economic Opportunity Retrieved December 29, 2023, [EP Employment Projections to 2023 – 2031 Employment Projections Data Statewide - FloridaJobs.org](https://www.floridajobs.org/employment-projections)

Program Core Courses (12 credits):

<u>TPA 1380</u>	SURVEY OF ENTERTAINMENT TECHNOLOGY	3
<u>DIG 2000C</u>	INTRO TO DIGITAL MEDIA & DESIGN	3
<u>DIG 2030C</u>	DIGITAL VIDEO AND SOUND ⁺ *	3
<u>DIG 2430C</u>	DIGITAL STORYTELLING ⁺ *	3

Marketing and Recruitment Plan:

The marketing and recruitment plan for the program will include a video vignette highlighting the program. Participants will learn about the program through multiple outreach efforts. These efforts include online marketing, information sessions with employers, as well as adding the program to the CareerSource Eligible Training Provider List.

Estimated Program Budget:

	Projected 2024-25	Projected 2025-26	Projected 2026-27
Enrollment	90	90	90
Projected Credit Hours	972	972	972
Revenue:			
Projected Tuition Revenue	\$ 78,926.40	\$ 78,926.40	\$ 78,926.40
Grant funds	\$ 50,000.00	\$ -	\$ -
Subtotal	\$ 128,926.40	\$ 78,926.40	\$ 78,926.40
Expense:			
Consultant	\$ 16,800.00	\$ 16,800.00	\$ 16,800.00
Adjunct faculty	\$ 45,900.00	\$ 45,900.00	\$ 45,900.00
Travel	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
Marketing	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
Equipment	\$ 46,761.00	\$ 1,000.00	\$ 1,000.00
Ed/Office Materials/Supplies	\$ 500.00	\$ 500.00	\$ 500.00
Subtotal	\$ 116,961.00	\$ 71,200.00	\$ 71,200.00
Net Margin	\$ 11,965.40	\$ 7,726.40	\$ 7,726.40

Background/References

Per the Florida Statute 1001.64, each Board of Trustees Florida 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.

Summary

Associate in Arts Program (Area IV Mathematics)

Update the General Education core requirements per State mandate and introduce new course options that include co-requisite support. Specifically, the following courses were added to Area IV: MAC1105C, MAC1106, MGF1130, and MGF1131, and the following courses were removed: MGF1106 and MGF1107. Existing math courses that remain in the program were modified to address prerequisite changes due to the new and/or renamed courses. Additionally, course requirements in the following Associate in Science credit programs needed to be updated to align to the new math pathways: Business Administration, Computer Information Technology, Criminal Justice, Management Technology, and Building Construction Management.

Recommendation

Motion to approve the request to offer the new mathematics courses and modify existing math courses and programs to align with the proposed changes.



Curriculum and Instruction Committee Proposals

The following items have been approved by the Curriculum and Instruction committee:

NO.	ACTION	COURSE	PROGRAM/COURSE TITLE
48	Credit Course Addition	MGF 1130	Mathematical Thinking
49	Credit Course Addition	MGF 1131	Mathematics in Context
50	Credit Course Modification	MGF 1100	Introduction to Mathematical Thinking
78	Credit Course Modification	MAC 1105	College Algebra
79	Credit Course Addition	MAC 1105C	College Algebra with Integrated Review
80	Credit Course Addition	MAC 1106	Combined College Algebra/Precalculus
81	Credit Course Modification	STA 2023	Elementary Statistics I
82	Credit Program Modification		AA Area IV Mathematics
93	Credit Program Modification		Business Administration AS
94	Credit Program Modification		Building Construction Management AS
95	Credit Program Modification		Computer Information Technology AS
96	Credit Program Modification		Criminal Justice AS
97	Credit Program Modification		Management Technology AS
98	Credit Course Modification	MAC 1114	Trigonometry
99	Credit Course Modification	MAC 1140	Precalculus Algebra
100	Credit Course Modification	MAC 2233	Calculus for Business

Background/References

Per the Florida Statute 1001.64 (6), Each Board of Trustees has responsibility for the establishment and discontinuance of program and course offerings in accordance with law and rule.

In accordance with Florida Statute 1007.273 (1), each Florida College System institution shall work with each district school board in its designated service area to establish one or more early college programs. As used in this section, the term “early college program” means a structured high school acceleration program in which a cohort of students is enrolled full time in postsecondary courses toward an associate degree.

Summary

The 2024-2025 Early College Agreements for an Umbrella Agreement with Lake County, HSCA Agreement with Lake County, Criminal Justice Agreement with Lake County, Umbrella Agreement with Sumter County, and The Villages High School Agreement were previously provided and attached is a summary of changes.

Recommendation

Motion to approve the request to offer the new mathematics courses and modify existing math courses and programs to align with the proposed changes.



Lake Sumter
State College

24-25 Early College Academies Overview

This document provides an overview of the Early College Program Agreements between Lake-Sumter State College and our partner schools. The following agreements are included:

- 24-25 HSCA Early College Agreement with Lake County
- 24-25 Criminal Justice Early College Agreement with Lake County
- 24-25 Early College Agreement with Sumter County
- 24-25 Engineering Tech Early Career Agreement with Sumter County
- 24-25 The Villages High School Early College Agreement with The Villages High School

The following is a summary of the changes to the agreements.

- Updated the name “The Villages Early College Program” to “The Villages Early College Academy” to be consistent with the naming conventions of all our academies
- Updated the name “Engineering Tech Early College Academy” to “Engineering Tech Early Career Academy” to better align the program to its intended purpose and comply with the statutory definition of an “Early College Program”
- Updated the GPA and PERT Score requirements to the Engineering Tech Early College Academy to align with statutory requirements
- Removed the MTB math requirement from the Engineering Tech program to align with new LSSC curriculum changes
- Added a line to the HSCA Agreement allowing for short-term courses to be taken by program participants

	Health Sciences Collegiate Academy (HSCA)	Criminal Justice Early College Academy (CJAC)	Early College Agreement with Sumter County	Engineering Tech Early Career Academy (ETAC)	The Villages Early College Academy (TVAC)
HS GPA Requirement	High School unweighted GPA of 3.0	High School unweighted GPA of 3.0	High School unweighted GPA of 3.0	High School unweighted GPA of 3.0**	High School unweighted GPA of 3.0
Grade Level	9-12 grade	9-12 grade	9-12 grade	10-12 grade	10-12 grade
Test Score Requirements	Same as Dual Enrollment*	Same as Dual Enrollment*	Same as Dual Enrollment*	Same as Dual Enrollment **	Same as Dual Enrollment*
Maintain EC eligibility	3.0 LSSC 3.0 High	2.0 LSSC 3.0 High	2.0 LSSC 3.0 High	2.0 LSSC 2.0 High	2.0 LSSC 3.0 High
Class Locations	4-year, at HS and LSSC 2-year, at LSSC only	Mount Dora High School	LSSC and online	LSSC Sumter Campus	The Villages High School
Credit limit	12-18 credits fall/spring; 7 credits summer	3-18 credits fall/spring; 7 credits summer	12-18 credits fall/spring; 7 credits summer	6 credits fall/spring; no summer classes	3-18 credits fall/spring; 9 credits summer
Enrollment Periods	Recruitment begins spring for Fall Enrollment	Recruitment begins spring for Fall Enrollment	Recruitment begins spring for Fall Enrollment	Recruitment begins spring for Fall Enrollment	Recruitment begins spring for Fall Enrollment
Summit Required?	Yes	Yes	Yes	Yes	Yes
Eligible Schools	Lake County Public Schools	Mount Dora High School	Sumter County Public Schools	Sumter County Public Schools	The Villages High School

*Dual Enrollment Test Score Requirements (test scores eligibility is set by the state of Florida)

** Eligibility exceptions may be granted with approval by high school counselor

	Reading	Writing/English	Math
PERT	106	103	114
SAT	19	17	19
ACT	24	25	24

Background/References

Per the Florida Statute 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.

Summary

Chick-fil-A is building a new restaurant directly between Building M and the Maintenance and Facilities Building adjacent to our Leesburg campus. They have requested the possibility of securing a parking easement for 12 spaces in the College parking lot in front of the Maintenance and Facilities Building on the Leesburg Campus. An area was identified that would fit their needs and cause minimal impact to the College's Maintenance and Facilities Building. They have agreed to pay the College \$12,000 per year for those spaces. This agreement protects the College from liability, requires Chick Fil A to carry liability insurance, ensures that the College's access to its facilities will not be interrupted, and includes a price increase for the lease of the spaces over the term of the agreement. The agreement between Chick-fil-A and LSSC was provided to the District Board of Trustees by email for review.

Recommendation

Motion to approve the agreement between LSSC and Chick-fil-A as written.

Background/References

Per the Florida Statute 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.

Summary

Career Source has been a partner with Lake-Sumter State College for five years and have leased a portion of Building M on the Leesburg Campus. Additionally, this past year a separate agreement was put into place for leased space at the Sumter Center. The original five-year lease required a 3% increase every year with an original amount of \$14.00 per square foot. Career Source has agreed to a new one-year lease that combines Building M and the Sumter Center spaces at the rate of \$17.00 per square foot for both sites. The agreement between Career Source and LSSC was provided to the District Board of Trustees by email for review.

Recommendation

Motion to approve the new combined one-year agreement between LSSC and Career Source as written.

Background/References

Per the Florida Statute 1001.64, each Board of Trustees Florida 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.

In June 2023 the LSSC District Board of Trustees approved a GMP of \$459,899 plus the add option of \$11,262 for epoxy flooring instead of a tile floor. The original GMP was \$471,161.

Summary

Due to unforeseen conditions on the SSB restroom project, there were two change orders needed to complete the project. Change order #1 was for re-piping and replacing the risers for \$42,663.78. Change order #2 was for the replacement of all of the floor drains. The cost of change order #2 was \$6,543.86. These two change orders would take the total project cost to \$520,368.64.

Recommendation

Motion to approve the Student Services Building Purchase Order Change as written.

Background/References

Section (s.) 1008.47, Florida Statutes (F. S.), was updated July 1, 2023, requiring Florida College System institutions to seek and obtain updated accreditation from an accrediting agency identified by the State Board of Education before its next reaffirmation or fifth-year review date. This requirement was updated to a one time change in accreditation.

Description

Lake-Sumter State College is currently accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Due to the passage of s. 1008.47, F. S., Florida College System (FCS) institutions are permitted to seek institutional accreditation from a State Board of Education (SBOE)-identified accreditor in the year following reaffirmation or fifth-year review by their current accrediting agency. LSSC's fifth-year report is due September 1, 2026. The FCS of the Department of Education provided information on regional accrediting bodies, recommending the Higher Learning Commission (HLC) to FCS institutions.

The HLC accrediting body maintains a specified focus on student success and continuous improvement, aligning with LSSC's strategic priorities of student learning and success, as well as learning and work environment.

A short presentation will provide information on the transition, timeline, and basic criteria of HLC.

Recommendation

This item is for information purposes only.



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