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Lake-Sumter State College is committed to ensuring that all students and visitors, including persons with disabilities, are able to access and use all of our services, programs and activities. We recognize that many individuals are increasingly using our website to access information and obtain services.

We understand that website users who have disabilities may use the website with the assistance of technology, including screen readers, captioning, transcripts, and other auxiliary aids and services. We are committed to providing all website users with information about our services and alternative ways we can offer these services.

Lake-Sumter State College is committed to making our websites accessible to all audiences. We are continually seeking solutions to improve LSSC.edu. Our website offers a wide range of information, and we recognize that for users with disabilities, some material on our site may pose challenges. If there are changes we can make to our website to make it easier to use, or if you encounter material or services that you cannot access, please let us know. Your feedback helps us to identify areas where we can improve.

We strive to ensure that our website will comply with Web Content Accessibility Guidelines (WCAG) put forth by the World Wide Web Consortium (W3C), but recognize that alternatives to using the website should be available in the event that a user with a disability encounters a problem using our website.

If you are unable to access information or documents posted on this website, please send us an email at [websupport@lssc.edu](mailto:websupport@lssc.edu) with as much of the following information as possible:

- Your name
- Your phone number
- Your email address
- The date and time you encountered the problem
- The web page or address where the problem occurred
- What occurred or what you were unable to do
- Any error messages you received.

**DISTRICT BOARD OF TRUSTEES  
LAKE-SUMTER STATE COLLEGE  
LEESBURG, SUMTERVILLE, CLERMONT  
MARCH 23, 2022**

The regular meeting of the District Board of Trustees, Lake-Sumter State College, was called to order at 5:35 p.m. on March 23, 2022, at the Leesburg Campus, Magnolia Room by Mr. Tim Morris, Chairman. In attendance was Mr. Bryn Blaise, Mr. David Hidalgo, Mrs. Jennifer Hooten, Mr. Bret Jones, Ms. Emily Lee, Tim Morris, and Ivy Parks. Mr. Morris welcomed those in attendance and invited them to join in the Pledge of Allegiance followed by a moment of silence.

**PUBLIC COMMENT**

Public Comment cards were filed, and each speaker was allotted time to speak.

**CONSENT CONSIDERATIONS- ACTIONS and ACKNOWLEDGEMENTS**

Pete Wahl made a motion and Bret Jones seconded the motion to approve as presented agenda items numbers 3-01 through 3-06 as follows:

**Minutes of February 23, 2022, Regular Board Meeting  
2022-03-01**

**Curriculum Revisions  
2022-03-02**

**Human Resources Faculty/Staff Transactions  
2022-03-03**

**Staff Appointments:**

Vanessa Przybysz	effective date 02/14/2022
Melinda Skeete *	effective date 02/16/2022
Jessica Serrano	effective date 02/28/2022

**\*Internal New Hire**

**Staff Resignations:**

Ernest (Xaq) Morales	effective date 02/04/2022
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**Staff Transitions:**

Laurie Jacobs-Carneiro	effective date 02/14/2022
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**Monthly Fiscal Report  
2022-03-04**

**Facilities and Capital Budget Update  
2022-03-05**

## **Purchases Over \$65,000**

2022-03-06

The motion was passed with the following vote: Voting “yea” – Blaise, Hidalgo, Hooten, Jones, Lee, Morris, and Parks.

## **SCHEDULED INFORMATION REPORTS**

### **President’s Update**

2022-03-07

Dr. Heather Bigard reported on an update of the 2021-22 budget and the draft budget for 2022-23 and legislative bill activity. The FCS is expected to benefit from an 12.7% increase in funding that will also result in positive news for LSSC, however, the Governor must sign the budget before we can act on these potential increases. Dr. Bigard also announced that in the packet is a full report on the Division of Administrative and Business Affairs.

### **Dr. Michael Vitale**

The College is exploring the opportunity to offer a baccalaureate degree in Community Wellness and Sports Coaching to be housed on our South Lake Campus. South Lake County has a focus on community health, and we believe this new program will support the needs of our community partners including the City of Clermont, Lake County Economic Development, the South Lake Chamber of Commerce, Lake County Schools, and other sport and health related business entities. This program will focus on community-based programs and job placement in the fields of community wellness and coaching. This degree will be like the degree program Sport and Fitness program that the University of Central Florida offered on the South Lake Campus through the College of Education. In 2015, UCF changed the name to Sport and Exercise Science and started moving the program to the UCF main campus in Orlando. In 2016 – 2017 academic year, the program on the SL campus became Community Sport and Fitness – Minor in the College of Education. In 2019 it became a track in School of Kinesiology and Physical Therapy. The track was called Sport and Athletic Coaching. UCF has suspended admission into this track. The College has submitted a Letter of Intent to apply for a Live Well Foundation Empowerment Grant to cover initial start-up costs associated with this new Program.

LSSC was asked to present on the Role of the Counselor in Career Pathways by the National Career Pathways Network. Sandy McShane, Brandy Ziesemer, and Kairise Conwell presented with Frances Celis of Lake county Schools. The role of the high school counselor/career navigator/college counselor has changed as schools and institutions have adopted career pathways. Panelists from secondary and postsecondary perspectives described their changing roles and responsibilities in this environment, including collaborating with workforce faculty and how it benefits students and other stakeholders.

Dr. Shearer continues to work on the development of the physical therapy and respiratory therapy programs.

### **Dr. Laura Byrd**

Dr. Byrd reported updates on:

## **CAREER DEVELOPMENT SERVICES**



- On February 14<sup>th</sup>, Career Services conducted its first on-campus career fair post-pandemic.
- Completed the “You Got Skills” workshop series for the semester
- Held a “Resume” workshop for the Honors Program
- Conducted a “Career Exploration” workshop in partnership with the Youth Development department
- Presented a “Career Exploration & Virtual Job Shadow” workshop to SLS students
- “Job Preparation Basics” presentation to Engineering Technology students
- Registered 14 new employers to use Lakehawk Career Connect and hosted 113 open positions in February
- CDS staff reviewed and critiqued a total of 62 student resumes
- Held 12 student appointments for Mock Interviewing, Career Exploration and Resume assistance
- Held weekly “Pop into CDS” evening virtual drop-in hours
- Career staff also served on numerous college-wide committees and workgroups for Guided Pathways, new academic program planning and community outreach
- Collaborated with several program managers to implement career planning activities ahead of HB1507

## **CORPORATE TRAINING & CONTINUING EDUCATION**

- The Sumter Campus averaged 15 new CDL students per week in February 2022.
- The CDL program has begun the dual training programs under both the old and new DOT guidelines. It is estimated that will continue until October/November 2022.
- The CDL program provided quotes and training curriculums to several entities to become their CDL training partner. These include the east coast training arm of the IBEW out of Nashville, TN, DZ Corporation, Sumter County, City of Wildwood and Waste Pro.
- The CDL pad and the EDT digger truck were inspected and approved without issue by the Department of Education during the on-site inspections.
- The lifelong learning classes for Creative Writing continue to gain momentum with another 4 classes scheduled this spring.
- Marketing has started for students interested in the new Physical Therapy Aide classes.
- The EDT program has completed training of two SEPCO cohorts since the last board report. There are eleven SEPCO cohort trainings scheduled this calendar year.
- Continuing Education has submitted a bid with the DZ Corp to provide Leadership Training of their new managers.
- Continuing Education is in the final stages of scheduling the night time bootcamps for the rest of the calendar year. There are 6 slots taken by the City of Bushnell and the City of Leesburg.
- There is a growing wait list of potential students for the Lineworker Bootcamp once the night time dates have been determined.
- The EDT daytime Lineworker Bootcamps starting in April and September are full.
- Continuing Education has accepted delivery of four drones that will be used in the training classes. They are currently being assembled and programmed for use.
- Continuing Education is working with three instructors to begin offering Financial Literacy classes for younger adults. The topics will cover mobile phone contracts, credit card obligations, banking services, online financial apps, car loans, payday loans, etc.

- Continuing Education is planning to market several in-person healthcare classes for the Sumter campus in the next month to see if there is a market in that location for the Summer and Fall of 2022. The classes being advertised will be Phlebotomy Technician, Dialysis Technician, Physical Therapy Aide, Certified Medical Assistant, Patient Care Technician and Surgical Technician.

## **EDUCATIONAL OPPORTUNITY PROGRAMS**

- EOP Director Dr. Roland Nuñez published an article on the *Innovative Higher Education Journal* called “College socialization through fiction: A Q methodology study on the anticipatory socialization of first-generation students”
- First-Generation Students Club has recently been chartered by the Student Government Association with its inaugural cohort of members and officers
- Launched a new First-Generation Scholarship for LSSC students
- EOP department is in the process of planning and organizing an EOP Graduation and Reception for graduating seniors
- The Community Outreach Committee created three subcommittees to initiate three new projects related to outreach and service:
  - Discussion of possible food insecurity program at LSSC
  - Development of an outreach/volunteer newsletter to distribute to campus
  - Creation of an adopt-a-school program with a local Lake County school

## **Upward Bound**

- Upward Bound program took 30+ students to Sea Life Aquarium for an educational field trip
- Saturday sessions were held with every student for course instruction and tutoring support

## **Talent Search**

- Talent Search Annual Performance Report was submitted to the Department of Education; we received perfect scores in every category measured by the Department of Education
- Talent Search program took 100+ middle and high school students to a tour of Full Sail University.
- Reviewed field trip procedures for upcoming trips

## **GRANTS**

- Submitting Letter of Intent to the Live Well of South Lake for the Community Wellness and Sport Coaching Program
- Submitting grant to the McLin Foundation for \$50,000 for the Expansion of Healthcare in North Lake
- Preparing an application for Florida Department of Education for the Expansion of Registered Apprenticeship and Pre-apprenticeship Grant
- Collaborating with McAllister & Quinn for an organizational analysis on March 21 & 22 to determine grant needs and opportunities



## **LSSC FOUNDATION**

- The 5<sup>th</sup> Annual Scholarship Dinner was held on Tuesday, March 1, 2022, at The Venetian Center in Leesburg in celebration of scholarships & students awarded over the past year.
- The 2022 Shamrock Shuffle was held on March 5, 2022, on the South Lake Campus.

The presenting sponsor for the event Orlando Health South Lake Hospital. We were blessed with a host of sponsorships from our community partners, CEMEX, Lake Medical Imaging, SECO Energy, South Street Advisors, LLC, C&M Dredging, Inc., Dan Newlin Injury Attorneys, First National Bank of Mount Dora, Whitehouse & Cooper, PLLC, AdventHealth, Clermont Police Department, Charles & Mary McLin Foundation, Osteen's Load and Go, Schmid Construction, Seacoast Bank, and Ford Press.

- The Tax-Wise Giving Conference has been postponed and a new date will be announced soon.
- The Summer 2022 scholarship application is open March 1 – March 31. We plan to award \$250,000 in scholarships for the Summer 2022 semester during the week of April 18.
- The 36<sup>th</sup> Annual Gala is scheduled for Friday, April 8 2022, at the Sterling Venue in Minneola. Sponsorship opportunities are available. We are seeking auctions items for the silent & live auctions, which help raise funds for student scholarships. Please reach out if you're interested in being part of the largest fundraiser of the year.

## **MARKETING & STRATEGIC COMMUNICATIONS**

- Press releases issued:
  - LSSC Foundation receives \$2 million grant supporting healthcare programs expansion
- Spectrum News 13 including our own Amber Karlins as an expert for a story for Women's History Month. The story aired on TV and on mynews13.com
- Through a strategic plan initiative, we will be conducting focus groups with the help of PIIR team with specific target audiences over the next 6 weeks to gain a better understanding of our audiences, their perceptions of the College, and how we can connect with them. The focus groups for current students are scheduled for the last week of March.
- Presented to the Kroger Young Professionals group in Groveland on effective communication and generational communication styles. The group was then informed about enrollment opportunities at LSSC.
- College is now advertising on the new digital billboard on US-441 westbound near Facilities Building
- Supporting or supported a wide variety of initiatives:
  - Enrollment communication & recruitment support
  - Continuing education inquiry recruitment
  - New academic program announcements & recruitments
  - Commencement
  - Foundation Annual Campaign, Gala & other Signature Events
  - Signage Project
  - Website management
  - Guided Pathways for Success
  - RISE Summer Math Academy
  - Athletics game pics and athlete photos

- Additionally, the Marketing Team continues to support and engage on a wide variety of campus projects supporting the College's strategic plan through committees and workgroups

## YOUTH DEVELOPMENT

- Kids College
  - 14 returning teachers are currently going through the hiring process
    - Creating instructor packets that will be sent in late March
  - 10 AIT and 1 Program Aide applications have been received
    - Deadline: April 22, 2022
  - Course schedule is in progress with many returning and new classes
    - Course are currently being entered into registration system
  - Additional information has been added to the website
  - Working with Marketing on the newsletter that will be sent out the last week of March to announce the opening of registration
    - Registration opens: April 1, 2022
  - Limited number of rooms in Leesburg but utilizing other ideas to maximize camp offerings
  - Reviewing last set of changes from CDC to determine what restrictions will be in place this summer.
  - Working to confirm the Clermont office location
  - Dates of camp are as follows:
    - Leesburg: June 6 – July 21, 2022
    - Clermont: June 6 – July 28, 2022
- Teen Leadership Academy
  - Completed the first 3 sessions of the course.
  - To date, workshops that have been delivered:
    - Leadership & Teambuilding
    - Diversity & Inclusion in Leadership
    - The Value of a Volunteer
  - Student were led by a high school honor society member and Youth Development staff in selecting national service projects to participate in. Projects included (see pics):
    - Girls Love Mail – Letters to women diagnosed with breast cancer
    - Camp Dreamcatcher – decorating camp shirts for kids with HIV/Aids
    - Anti-Cruelty Society – Embroidering scarves for dogs
    - St. Jude's Children Hospital – handwoven bracelets
  - Students will attend a Service Day on March 26, 2022
    - Site locations: Empower Farms (Tavares, FL) & Horses with a Mission (Groveland, FL)
- Career Prep Workshop Series
  - 9 students currently enrolled
  - 3 sessions have been delivered to date:
    - Career Exploration
    - Business Etiquette
    - Professional Communication
  - Presenters have included
    - LSSC Career Advisor
    - LSSC Executive Director



- CareerSource Youth Consultant
    - “Mock Day” is scheduled for the last week of the series on campus
- Babysitting Certification – will be offered June 4, 2022 at the Clermont campus

### **Committee Reports**

2022-03-08

The Executive Committee met and discussed items on the agenda.

### **Board Attorney Report**

2022-03-09

Anita Geraci-Carver reported that she and Dr. Bigard had a conference call with litigation council, Dylan Hall who is defending the college in the Karen Parker case. Much of the delay is attributed to difficulty in scheduling the deposition of the plaintiff’s doctor.

Negotiations are ongoing with the United Faculty of Florida.

Fernando Verdini vs. District Board of Trustees Miami Dade College: The college filed a motion to dismiss on the grounds that sovereign immunity precluded a suit because there was not an express written contract. The trial court denied the College’s motion to dismiss and the matter is on appeal. The Third District Court of Appeal heard oral argument November 9, 2021. At present a ruling has not been issued. On December 29, 2021, Orange County Circuit Judge Brownlee dismissed a similar case filed against UCF on grounds that the unjust enrichment claim (student paid fees but was provided a service when in person classes were changed to online classes) is barred by sovereign immunity. This ruling is contrary to the Verdini v. Miami-Dade ruling. While the Court dismissed the breach of contract claim it was without prejudice meaning the student can amend its complaint. The Court made it clear that the student must demonstrate it entered into an express contract with UCF that waives sovereign immunity in order for UCF’s defense of sovereign immunity to be inapplicable.

Dr. David Walton vs. Lake-Sumter State College: On February 23, 2022 the board approved the proposed Final Order Inclusive of Responses to Petitioner’s Exceptions file by attorney Koji on behalf of the college. The final order was signed March 8, 2022.

Her full report is in the packet.

### **INFORMATION ITEMS Tab C**

#### **MID-YEAR REVIEW/2022-2023 FINANCES**

2022-03-10

Dr. Bigard presented a review of the mid-year finances including projections for the Fund 1 operating fund and expenses up until June 30, as well as fund balances for the operating fund and funds 2, 3, and 7. She also included other information related to college finances.

#### **PINECREST UPDATE**

2022-03-11

Bruce Duncan provided a-n update on the Pinecrest project in South Lake. The traffic study is complete and the Pinecrest leadership is reviewing the required improvements to the infrastructure that would be required to add an access point from Legends Way.



NEW BUSINESS TAB D  
**FACULTY PROMOTION**

2022-03-12

Dr. Vitale announced that Jeremy Norton has completed the necessary steps to be recommended for promotion of Associate Professor to the Rank of Professor.

A motion was by Bret Jones to accept the recommendation, seconded by Bryn Blaise, motion carried.

**SUMMER 2022/FOUR DAY WORK WEEK**

2022-03-13

Dr. Bigard reported that the College has followed a modified four-day summer work schedule since 1979. She explained the benefits to the college and staff: saving on utilities, additional maintenance and major upgrades without interference of classes, recruitment strategy, and extended office hours.

Bret Jones made a motion to approve the four-day work week effective Monday, May 9, 2022, through Friday, July 29, 2022. Employees on this schedule work 37.5 hours Monday - Thursday, with Friday's off and Jennifer Hooten seconded, motion carried.

**BUDGET AMENDMENT 2021-2022**

2022-03-14

The Board is being asked to authorize the President to increase the FY22 Salaries and Benefits budget by \$400,000. The College was able to claim Lost Revenue from the HEERF award related to the decline in tuition revenue due to COVID-19. After booking the revenue, sufficient funding has been identified to provide a flat bonus to all full-time employees with a bonus payment in the amount of \$1500 and part-time employees with an amount between \$100-\$800, depending on their total hours worked this fiscal year.

Bret Jones made a motion to approve the amendment and Jennifer Hooten seconded, motion carried.

**PRESIDENTIAL TRANSITION**

2022-03-15

Mr. Morris asked Anita Geraci-Carver if any other discussion was needed on how the board wants to go about filling the position of Interim President. Mrs. Geraci-Carver announced no other discussion is needed and recommended a motion. Bret Jones made the motion to accept Dr. Heather Bigard as Interim President, Emily lee seconded, motion carried. Chairman Morris announced that the Interim period will run through June 30<sup>th</sup>.

David Hidalgo made a motion to move Dr. Bigard from Interim President to the 7<sup>th</sup> President of Lake-Sumter State College starting July 1<sup>st</sup>. Bret Jones seconded the motion and motion carried.

Dr. Bigard respectfully asked the District Board of Trustees for a commitment of a 5 years contract.

OTHER CONSIDERATIONS

**As Needed by Chairman/President**

- j Chairman Morris reviewed the events on the calendar. He announced that the next Board meeting will be on Wednesday, April 27, 2022, at 5 p.m. at the South Lake Campus for the regularly scheduled meeting.

There being no further business, the meeting was adjourned at 7:10 p.m.

Respectfully submitted,

ATTEST:

  
\_\_\_\_\_  
Dr. Heather Bigard  
Secretary/College Interim President

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

Recording Secretary: Claudia Morris