



# Lake Sumter State College

**DISTRICT BOARD OF TRUSTEES**

**Wednesday, February 21, 2024**

**Sumter Center**

**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, February 21, 2024**  
**Sumter 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**

0224-01	Approve:	Minutes of January 17, 2024 Regular Meeting
0224-02	Approve:	Minutes of February 7, 2024 Facilities Committee Meeting
0224-03	Approve:	Minutes of February 7, 2024 Student Engagement Committee Meeting
0224-04	Acknowledge:	Human Resources Staff Changes
0224-05	Approve:	Proposed Curriculum Changes
0224-06	Acknowledge:	Monthly Fiscal Report for January 2024
0224-07	Acknowledge:	Capital Improvement Projects Report

**IV. PRESIDENT'S REPORT**

0224-08 President Bigard's Update

**V. VICE PRESIDENT'S REPORTS**

0224-09

**VI. COMMITTEE REPORTS**

0224-10 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**

0224-11 Ms. Anita Geraci-Carver's Update

**VIII. NEW BUSINESS**

0224-12	Approve:	Mid-Year Review 2023-2024 Finances
0224-13	Accept:	LSSC 2023-2024 Audit Financial Report
0224-14	Approve:	Lecture Hall Building & Faculty Office Building Demolition Guaranteed Max Price
0224-15	Approve:	Selection of Architect for South Lake Campus Master Plan
0224-16	Approve:	2024-2025 Personnel Calendar
0224-17	Information:	Prohibited Expenditures

**IX. ADJOURNMENT**

## **CALENDAR NOTES:**

Finance & Public-Private Partnership Committee	Tuesday, February 20, 2024 3:00 pm	Leesburg Campus
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
Spring Break	Monday, March 11, 2024 - Friday, March 15, 2024	College Closed
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
Commencement Ceremony	Wednesday, May 1, 2024 5:00 pm	Clermont Arts & Recreation Center
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**



**DISTRICT BOARD OF TRUSTEES  
LAKE-SUMTER STATE COLLEGE  
SOUTH LAKE  
January 17, 2024**

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

**REGULAR MEETING**

**CALL-TO-ORDER:**

The regular meeting of the District Board of Trustees, Lake-Sumter State College, was called to order by Chairman Bret Jones at 5:00 p.m. on January 17, 2024, at the South Lake Campus.

**PUBLIC COMMENT:**

No Public Comment cards were submitted for the meeting.

**CONSENT CONSIDERATIONS:**

***MOTION to approve, Mr. Tim Morris, SECOND, Ms. Emily Lee, motion passed.***

**SCHEDULED INFORMATION REPORTS:**

President Bigard presented her report.

- Welcomed new Vice President of Finance, Michalle Matis and new Executive Director of Athletics, Padraic McMeel.
- Updated on visit to the State Board of Education meeting in Tallahassee for their approval of the College's BS in Elementary Education.
- Received approval from SACSCOC for the College's Construction Management program.
- Received the Governor's Executive Order regarding students transferring to Florida that waives credit hour requirements for first- and second-year university students and application date windows for all transfer students.
- Provided update on Council of President's work with a finalized request for the state colleges to be on the State health insurance plan.
- Applied for the LINE Grant for the College's nursing program.
- Working on the College's application for the Governors job grant that will

support the Eustis site that will support the CDL and Lineman programs.

- Numerous facilities updates on the South Lake, Sumter, and Leesburg campus.
- The RFQ for the Workforce Development Center has been posted to the College website.

Dr. Joseph Mews presented his report.

- Provided updates on overall enrollment reaching the fall 2023 goal of 5200 students.
- Surpassed spring goals for 2024 with a 10% increase in student enrollment from spring 2023.
- Provided an update on the College's goal of 10,000 students with an expectation of a total of 8,500 students for the 2024-2025 school year.

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

Mr. Tim Morris presented the report for the Finance Committee Meeting and the Foundation.

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:**

**0124-14 – BAS-LEADERSHIP NAME CHANGE**

The College recommends the name change of the Bachelor of Science in Strategic Leadership program to remove the word 'Strategic' for approval.

***MOTION to approve the Bachelor of Science in Leadership name change, Mr. Tim Morris, SECOND, Ms. Emily Lee, motion passed.***

**0124-15 – BS-L SPORTS LEADERSHIP AND WELLNESS CONCENTRATION**

The College recommends the addition of the Sports Leadership and Wellness Concentration part of the BS in Leadership program for approval.

***MOTION to approve the addition of the Sports Leadership and Wellness Concentration part of the BS in Leadership program, Ms. Emily Lee, SECOND, Ms. Ivy Parks, motion passed.***

**0124-16 – BS IN ELEMENTARY EDUCATION**

The College recommends the Bachelor of Science in Elementary Education program and associated courses for approval.

***MOTION to approve the Bachelor of Science in Elementary Education program and associated courses Ms. Ivy Parks, SECOND, Mr. David Hidalgo, motion passed.***

**0124-17 – DIGITAL MEDIA VIDEO PRODUCTION CCC**

The College recommends the Digital Media Video Production College Credit Certificate for approval.

***MOTION to approve the Digital Media Video Production College Credit Certificate, Mr. David Hidalgo, SECOND, Ms. Emily Lee, motion passed.***

**0124-18 – MATH PATHWAYS**

The College recommends the update of General Education core requirements per State mandate F.S. 1007.25 General education courses; common prerequisites; other degree requirements and Florida State Board of Education Rule 6A-14.0303 General Education Core Course Options 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 per State requirement. 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.

*The District Board of Trustees discussed alternatives in bridging learning gaps of students enrolling at LSSC after high school. The Trustees recommended the continued cultivation of partnerships with local Lake and Sumter counties' K-12 schools to build a supportive environment for students struggling with Math.*

***MOTION to approve the request to offer the new mathematics courses and modify existing math courses and programs to align with the State mandate General Education core requirement changes, Mr. David Hidalgo, SECOND, Ms. Ivy Parks, motion passed.***

**0124-19 – 2024 EARLY COLLEGE AGREEMENTS**

The College recommends the renewal of Early College agreements for the 2024-2025 academic year for approval.

***MOTION to approve 2024-2025 Early College Agreements, Mr. Tim Morris, SECOND, Ms. Emily Lee motion passed.***

**0124-20 – LSSC & CHICK-FIL-A AGREEMENT**

The College recommends an agreement with Chick-fil-A for securing a parking easement for 12 spaces in the College parking lot in front of the Facilities Building on the Leesburg Campus for approval.

***MOTION to approve an agreement with Chick-fil-A for securing a parking easement for 12 spaces in the College parking lot in front of the Facilities Building on the Leesburg Campus., Ms. Emily Lee, SECOND, Ms. Ivy Parks, motion passed.***

**0124-21 – CAREERSOURCE LEASE AGREEMENT**

The College recommends a one-year agreement with CareerSource agreement for the lease of space at both the Sumter Center and Building M at Leesburg Campus for approval.

***MOTION to approve a combined one-year with CareerSource agreement for the lease of space at both the Sumter Center and Building M at Leesburg Campus, Mr. Tim Morris, SECOND, Ms. Emily Lee, motion passed.***

**0124-22 – STUDENT SERVICES BUILDING PURCHASE ORDER CHANGE**

The College recommends a purchase change order due to additional costs related to piping the plumbing in the Student Services Building for approval.

***MOTION to approve a purchase change order due to additional costs related to piping the plumbing in the Student Services Building, Mr. David Hidalgo, SECOND, Ms. Emily Lee, motion passed.***

**0124-23 – ACCREDITATION UPDATE**

The College provided an update on its transition to accrediting body, Higher Learning Commission (HLC). Senate Bill (SB) 7044 created section (s.) 1008.47, Florida Statutes (F.S.), to prohibit Florida College System (FCS) institutions from being accredited by the same accrediting agency for consecutive accreditation cycles. Section (s.) 1008.47 specified that FCS institutions must seek accreditation from a State Board of Education-identified accreditor in the year following reaffirmation or fifth-year review by their current accrediting agencies. LSSC's fifth-year review is due in 2026 and the College will need to change accreditors no later than 2031.

***This item was for informational purposes only.***

**OTHER CONSIDERATIONS:**

The next regular meeting is scheduled for February 21, 2024 at the Sumter Center.



The meeting was adjourned at 6:09 p.m.

**ATTEST:**

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Mr. Bret Jones, Board Chair

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Dr. Heather Bigard, Secretary/College President

Recording Secretary: Kailyn Wurm

**Lake-Sumter State College**  
**FACILITIES COMMITTEE OF THE DISTRICT BOARD OF TRUSTEES**  
**January 7<sup>th</sup>, 2024 Minutes**

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

Ms. Jennifer Hooten, Chair, called the meeting to order at 4:37 pm.

**Lecture Hall Building & Faculty Office Building Demolition Guaranteed Max Price**

The committee was provided a Guaranteed Max Price proposal for review on the demolition of the Lecture Hall Building and Faculty Office Building. The project will start in the next couple of weeks after Board approval at the February meeting.

**RFQ for South Lake Campus Master Planning Update**

The committee was provided with an update on proposals for the South Lake Master Plan. Presentations are scheduled next week and the College plans to have a recommended vendor for Board approval at the February meeting. The committee was informed that the Strategic Planning Council of the College was charged to provide feedback from their respective areas on improvements and needs for the South Lake Campus.

**Leesburg Campus Locker Rooms Update**

The committee was provided with progress on the locker rooms remodel. The project is in its final stage with minor adjustments before completion.

**South Lake Campus Facilities and Grounds Building Update**

The committee was provided with a progress update on the construction of the Facilities and Grounds Building on the South Lake Campus. The project is on track for completion and meeting expectations on progress.

**Leesburg Student Services Building Restrooms Update**

The committee was provided with an important update on the continued remodel of the bathrooms on both the 1<sup>st</sup> and 2<sup>nd</sup> floor of the Student Services Building. Upon completion, there were piping issues that needed to be replaced due to unforeseen circumstances with renovating older buildings.

**Student Services Building 2nd Floor Update**

The committee was provided with an update on the current status of the 2<sup>nd</sup> floor remodel of the Student Services Building on the Leesburg Campus, which is currently with architects for design.

**Other**

The committee was provided with an update on the Eustis site where the College requested from the City of Eustis for about 1 acre of property adjacent to the current property to appropriate place the lineworker program, additional programs, and retention pond relocation.

The committee was given an update on the Sumter CDL paid that has been repaved and awaiting a reseal. The program is projected to start back up soon with trucks and trailers purchased and delivered for future cohort of students.

Ms. Jennifer Hooten adjourned the meeting at 5:03 pm.

Respectfully submitted by Kailyn Wurm, Recording Secretary.

**Lake-Sumter State College  
STUDENT ENGAGEMENT COMMITTEE OF THE DISTRICT BOARD OF TRUSTEES  
February 7, 2024 Minutes**

In attendance: Ms. Jennifer Hooten, Chair, President Heather Bigard, Dr. Joseph Mews, and Ms. Kailyn Wurm.

Ms. Jennifer Hooten, Chair, called the meeting to order at 5:16 pm.

**Student Activities this Spring**

The committee was apprised on the goal of reaching 5,000 students for Spring 2024. Current numbers are close to the 5,000 enrollment goal and are already ahead of last year's Spring enrollment by 10%. Overall, the College is on track to reach 8,500 students for the 23-24 academic year. During the first week of the semester the College and Student Life connected with over 1,500 students through various activities that also provided informational resources for college success. Throughout the semester, the College and Student Life interact with the student body to work towards cultivating relationships that the students feel heard. There are various Lakehawk Talks throughout the semester with students to connect directly with leadership and the President about their experiences and any feedback or suggestions for the College. Career Development Services continues to work with students for interview and resume tips, internship possibilities, and engagement in the community.

**Retention Initiatives**

The committee was provided an update on the fall to spring increase of 77% of students retained for enrollment. The College increased credential attainments and participation for fall 2023. The College is continuing to work on communication strategies to students so staff are available to provide additional support. Initiatives are being developed to connect with students sooner who may be struggling or need additional guidance.

**Early College Summits**

The committee was provided with an update on the various early college summits planned for the spring 2024 semester. These summits are geared to be more engaging for students to connect with the College and know the options the College can offer. The purpose of these summits is to get students excited about various career avenues along with the options the College offers towards these careers.

Ms. Jennifer Hooten adjourned the meeting at 5:40 pm.

Respectfully submitted by Kailyn Wurm, Recording Secretary.

# Human Resources Staff Changes

Agenda Item: 0224-04

## 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
Padriac McMeel	Executive Director, Athletics	01/16/2024
Caryl Cerqua	Controller	01/02/2024
Colleen O'Neill	Assistant Director, Educational Opportunity Program	01/08/2024
Alex Keeler	Program Director, Business	01/16/2024
Michael Sanicola	Manager, Campus Safety	01/16/2024
Stephenie Crowder	Director, Accounting	01/02/2024
Danielle Smith	Coordinator, Educational Opportunity Program	01/08/2024
Michelle Heister	Assistant Director, Events	01/02/2024
Michelle Matis	Vice President, Finance and CFO	01/02/2024

### Staff Status Changes

Name	Change/Title	Effective Date
Gregory Craig – Promotion	Associate Dean, Communications	01/02/2024

### Departures:

Name	Title	Effective Date
Donald Hayes	Facilities Technician III	01/31/2024
Etzer Lalanne	Computer Technician I	01/26/2024
Lorena Markham	Specialist, Enrollment Services Bilingual	01/29/2024
Dr. Jessica Shearer	Dean, Allied Health	01/31/2024

## Recommendation

Motion to acknowledge the Human Resource Staff Changes for January 1 – January 31, 2024 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.



Date 1/19/24

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

[illegible]

# Monthly Fiscal Report for January 2024

**Agenda Item: 0224-06**

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## **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 January 2024 as written.



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

	FY 2022-23			FY 2023-24			
	Annual Budget	1/31/2023	Annual Budget	1/31/2024	Percent of Budget Earned/ Spent	Projected 6/30/2024	
REVENUES & BUDGETED FUND BALANCE							
Student Fees							
Fall							
Tuition	\$ 2,520,100	\$ 2,800,356	\$ 2,883,900	\$ 3,120,119	108%	\$ 3,120,119	
Technology Fees	127,100	140,025	144,300	156,015	108%	156,015	
Distance Learning	236,600	300,315	309,300	312,330	101%	312,330	
Dual Enrollment	315,300	431,448	386,700	411,674	106%	411,674	
HSCA Dual Enrollment	398,460	352,660	577,080	419,070	73%	419,070	
Lab Fees	158,610	77,283	79,600	88,118	111%	88,118	
Spring							
Tuition	\$ 2,253,800	\$ 2,564,005	\$ 2,616,700	\$ 2,818,577	108%	\$ 2,832,224	
Technology Fees	113,100	128,207	131,000	140,938	108%	141,621	
Distance Learning	223,800	289,575	294,100	278,880	95%	302,814	
Dual Enrollment	388,700	435,407	433,500	498,605	115%	558,112	
HSCA Dual Enrollment	357,240	-	526,700	-	0%	382,700	
Lab Fees	134,120	121,532	117,300	170,100	145%	163,558	
Summer							
Tuition	\$ 965,900	\$ (15,341)	\$ 949,300	\$ (9,148)	-1%	\$ 1,176,450	
Technology Fees	48,300	(768)	45,000	(457)	-1%	58,829	
Distance Learning	71,400	(1,680)	157,000	(750)	0%	160,775	
Dual Enrollment	-	(4,895)	0	(13,028)	-1%	-	
Lab Fees	26,560	(560)	9,600	(295)	-3%	25,549	
Miscellaneous Fees	48,800	127,852	190,300	145,617	77%	186,688	
Youth Development	282,000	807	252,000	2,397	1%	252,000	
Continuing Education	1,189,522	424,321	2,163,250	485,882	22%	1,106,000	
Total Student Tuition and Fees	\$ 9,859,412	\$ 8,170,550	\$ 12,266,630	\$ 9,024,645	74%	\$ 11,854,644	
General Revenue Operational Support	\$ 18,725,937	\$ 10,923,424	\$ 21,090,865	\$ 12,254,263	58%	\$ 21,090,865	
General Revenue Nursing Support	830,059	622,544	764,607	573,456	75%	764,607	
General Rev. Student Success Incentive Initiative	359,055	217,464	338,782	169,389	50%	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	52,666	75,000	2,343	3%	75,000	
Foundation Support	111,500	-	20,000	-	0%	20,000	
Other Contracts	759,000	158,103	1,121,200	300,544	27%	653,355	
Miscellaneous Revenue	17,000	14,007	23,850	12,681	53%	17,860	
Uninsured Loss Recovery (HEERF)	-	220,100	-	-	0%	-	
Total Revenues	\$ 33,755,872	\$ 20,841,131	\$ 39,282,734	\$ 22,630,883	58%	\$ 38,396,913	
Transfers In	480,000	-	490,000	-	-	490,000	
Total Revenues and Transfers In	\$ 34,235,872	\$ 20,841,131	\$ 39,772,734	\$ 22,630,883	57%	\$ 38,886,913	
EXPENDITURES							
Personnel Expenditures							
Salaries and Wages	\$ 17,809,295	\$ 8,378,937	\$ 22,045,323	\$ 10,693,084	49%	\$ 21,091,000	
Benefits	6,634,657	3,282,289	7,779,971	4,158,873	53%	8,014,580	
Lapse Salary and Benefits	(913,250)	-	(1,886,000)	-	0%	-	
Current Operating Expenditures	6,962,798	4,161,516	9,450,628	3,504,364	37%	7,643,027	
Capital Outlay Expenditures	58,000	284,079	58,000	-	0%	58,000	
Contingency	500,000	-	500,000	-	0%	-	
Total Expenditures	\$ 31,051,500	\$ 16,106,821	\$ 37,947,922	\$ 18,356,321	48%	\$ 36,806,607	
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	\$ 1,734,310	\$ 24,812	\$ 4,272,066		\$ 280,306	

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## 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 February 2024 as written.

<b>Capital Improvement Projects 2023-2024</b>			
<b>February 2024 Update</b>			
<b>Project Description</b>	<b>CIP Budget</b>	<b>Expended or PO issued as of 1/31/24</b>	<b>Progress To Date</b>
<b>Safety</b>			
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	\$4,456	Correction work for 2021 and 2023 PDCS Life Safety Inspections continue; including emergency lighting, improving fire panels, strobe lights, exit signs, and repairs to phones in the elevators.
Emergency Lighting Repairs	\$20,951	\$20,499	A comprehensive list of fixtures are in development for replacement.
Blue Light Parking Lot Phones/Cameras	\$125,000	\$0	The requisition for the Sumter Center blue light phones and cameras is currently on hold, but we will move forward with additional cameras in South Lake.
Leesburg Campus William-Johnson Bldg. HR Dead-end Corridor	\$10,000	\$0	In Planning. One of the Continuing Services Architects will be assigned.
<b>Roofs</b>			
Leesburg Facilities Roof Replacement	\$509,385	\$509,385	Facilities Roof Rpl began July 31st and completed September 2023.
Roof Maintenance and Repairs	\$244,151	\$0	Leak mitigation continue through the Dryzone workorder process.
Roof Maintenance and Repairs	\$250,000	\$0	In Planning. Deferred Maintenance FY 22 Budget allocated for project.
Sumter Center Bldg.1 Roof/Gutter Restoration	\$250,000	\$276,295	Bldg. 1 Roof Restoration completed Dec. 2023. The final site review for Bldg.1 and Bldg. 4 Roofs is scheduled February 13th.
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	The roof restoration is near complete; scheduled Oct - Feb 2024. There are a couple days of perimeter metal work remaining to complete that has extended into early February. The final site review with Facilities for Bldg.1 and 4 Roofs is scheduled February 13th.
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	\$618,764	The roof replacement is near complete; scheduled December 9th - mid February 2024.

<b>Capital Improvement Projects 2023-2024</b>			
<b>February 2024 Update</b>			
<b>Project Description</b>	<b>CIP Budget</b>	<b>Expended or PO issued as of 1/31/24</b>	<b>Progress To Date</b>
<b>Paving-Grounds</b>			
Leesburg Campus Parking Lot Repair, Sealing & Stripe	\$150,000	\$6,667	In planning.
South Lake Campus Irrigation	\$80,000	\$0	In planning.
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	Schematic design phase completed November. Currently reviewing a draft plan received from the civil engineer Jan 31st. Anticipate construction April -May 2024.
<b>New Structure</b>			
South Lake Campus Facilities and Grounds Building Replacement	\$709,060	\$805,496	Building Permit # LSSC22-012 is assigned. The GMP was approved end of September after Value Engineering. Construction is in progress, scheduled Nov. 9th - 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. An RFQ is posted for A&E services for this project.
<b>HVAC</b>			
HVAC Projects (SSB, Exhaust Fan Overhaul)	\$160,035	\$380,732	Multiple HVAC projects in progress including in SSB, Lake Hall, and the Magnolia Room.
South Lake Campus Building 1 HVAC Equipment and Installation	\$600,000	\$615,162	Project complete.
Leesburg Campus Building M HVAC Design and Replacement 40 Ton AHU	\$212,274	\$819,414	PO was issued to Johnson Controls August 24. Auxiliary funds will be used to make-up the difference. New AHUs and chiller are due to ship July 2024. The construction timeline is currently (TBD) due to lengthy lead time for equipment.
Leesburg Campus Student Center HVAC Design and Replacement	\$250,000	\$0	Design proposal received from Hanson. Planning to start design Spring 2024.
Leesburg Campus William Johnson Admin Building HVAC Design and Replacement	\$141,725	\$29,470	Additional design adjustments are in progress; 100% permit docs will be resubmitted mid February 2024. Plan review process and construction bids anticipated Feb - March 2024.

<b>Capital Improvement Projects 2023-2024</b>			
<b>February 2024 Update</b>			
<b>Project Description</b>	<b>CIP Budget</b>	<b>Expended or PO issued as of 1/31/24</b>	<b>Progress To Date</b>
Leesburg Campus Convocation Center HVAC Design and Replacement	\$200,000	\$0	Design proposal received from Hanson. A Bard unit was installed to cool the Athletic Department suite of offices.
<b>General</b>			
Furniture and Equipment	\$225,000	\$125,559	On going procurement as approved by leadership.
Leesburg Campus Monument Signage	\$70,000	\$0	In planning and final design phase. A brick color is being selected for the base of the sign.
Signage (All campuses)	\$23,000	\$24,802	Leesburg Campus Facilities Bldg sign was installed December 2023. New sign for Shipping & Receiving is in planning.
<b>Building Upgrades</b>			
Leesburg Campus Faculty Office Building & Lecture Hall Demolition	\$100,000	\$10,466	The formal process to raze a building with State DOE is approved. Updated Bid proposals were received from Faden Builders 1/15/24. AIA docs and purchase orders are in process. Abatement will occur in February with demolition in March or April.
Leesburg Campus Student Services Building 2nd Floor Remodel	\$1,805,000	\$294,810	The design phase is targeted to complete end of February with Spiegle architects. Construction timeline anticipated is June - August 2024.
Building Envelope DM23 (various)	\$123,281	\$242,820	Leesburg Campus Health Science Center Roof/Gutter restoration completed end of 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. HuntonBrady Architects met with Facilities staff on Feb. 7 did discuss the project scope.
Exterior Painting Projects	\$60,000	\$53,245	Exterior refresh painting is on-going. Sumter Center Bldg.1 is complete.
Interior Painting	\$15,000	\$6,400	Various interior painting projects continue at all Campuses.
South Lake Campus Nursing Simulation Lab Remodel	\$600,000	\$604,210	Construction is complete; final building inspections passed Dec. 5th. Simulation equipment and furnishing installs continue through February.
Leesburg Campus Student Services Building - Build ADA Restrooms	\$460,000	\$409,806	The 1st & 2nd floor ADA restrooms construction remodel are complete. The final building inspection/occupancy occurred in January 2024.
South Lake Campus Building #2 First Floor Renovation	\$55,000	\$0	Planning to start design services. HuntonBrady has been contacted to discuss project scope.
Building Envelope DM (various)	\$300,000	\$0	Deferred Maintenance FY 22 Budget allocated for project.

<b>Capital Improvement Projects 2023-2024</b>			
<b>February 2024 Update</b>			
<b>Project Description</b>	<b>CIP Budget</b>	<b>Expended or PO issued as of 1/31/24</b>	<b>Progress To Date</b>
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	Planning to start the first phase of design development with Spiegle architects Feb 2024.
Leesburg Campus Women's Team Locker Room	\$200,000	\$95,963	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 21st and PO issued to TKE. Materials lead time is approximately 10 weeks. Installation is planned during Spring break, March 2024.
Sumter Center LED Lighting Upgrades	\$40,000	\$0	In progress.
Sumter Center Building-1 Exterior Improvements	\$50,000	\$16,785	Planning to complete after new roof and gutters are installed; Completed in January 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. Replacement work began over the Christmas holiday break and near complete.
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	\$0	Bernard Painting completed work end of August 2023. Billed to Building Envelope CIP.
Leesburg Campus Lake Hall Renovation/Refresh	\$200,000	\$266,913	Interior repairs, painting and new flooring replacement work was substantially complete December 2023.
Leesburg Campus Athletics Complex Upgrades	\$75,000	\$45,123	In progress. New asphalt, curbing, dugout wraps, fencing, and landscaping scope has been completed. Additional fencing and landscaping will happen in February and March.

# **PRESIDENT'S REPORT**





### **Athletics**

#### **Padraic McMeel, Executive Director**

- Baseball and Softball have started their seasons – Conference openers.
- Softball will host a Championship Ring Ceremony on Saturday, March 2 prior to the start of their 1:00pm doubleheader against Florida Gateway.
- Track and Field has started for their 1st season of Indoor Track and Field and will be starting Outdoor Track and Field in March.
- Compete at Indoor Nationals in Gainesville on March 1-2.
- Launched a new LSSC Athletics Brand with various logos, word marks and fonts; in process of updating logos throughout Athletics – website, social media, graphics, signs, etc.
- Upgrades to Baseball and Softball Complex for Opening Day and continue to work on various projects; working on upgrading the Convocation Center with new logos and projects as well.

### **Campus Transformations and Events**

#### **Sandra Stephenson, Executive Director**

##### *Leesburg*

- Athletics complex 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.
- Student Services Building second floor design in progress.

### **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.
- Collaborating on RFP for Bookstore Vendor and RFQ for South Lake Master Plan.

### **Human Resources**

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

- The HR Team deployed the first volume and addition of the HR update (Newsletter) on January 31st to all faculty and staff.
- Drafting new Administrative Procedures to bring clarity to processes, i.e., years of service and employee terminations.
- Updating the Non-discrimination Statement and Institutional Employment/Student Assistants for the new catalogue.
- Deployed the template for an LSSC Employee Handbook to all subject matter experts to begin to assembling.





- Restructured the HR Department for more insight into the strengths and passions of each team member and to better understand the best structure to propose for the 2024-2025 year.
- Designing a new file structure to manage and monitor employee investigations.
- Created first course in a series of HR 101 Basics for all administrators to begin to be deployed in February, 2024.

### **Professional and Organizational Development**

#### **Deborah Snellen, Executive Director**

- Successful implementation of Workify analytics. This program is designed to measure satisfaction of the work experience for new hires. Surveys are completed after one week, one month, and three months. In addition, the Executive Director of Professional and Organizational Development meets with all new full-time employees after 6 weeks of employment to ensure the College is meeting and exceeding their work experience expectations.
- Lunch and Learn series initiated and launched for faculty and staff on Tuesday, January 30. First session featured Dean Awilda Lopez sharing her session Leading From the Heart-focusing on leadership – 30 participants from the College attended.
- Welcomed 17 new employees through 5 New Horizons sessions held throughout January.
- Formed the AI Taskforce to answer the charges set forth by SPC.
- Continued work with First Year Faculty Experience by introducing samples and steps for faculty project and invited other internal departments to present what they offer faculty and students- admissions and advising were wonderful partners, and Dr. Rudden and AD Craig were fantastic liaisons for transparency in the faculty project stages.
- Led student employee focus groups to understand needs and expectations. This will help to inform our upcoming student employment program.
- Launching a credit card application and training process for better utilization.

### **Strategic Communications**

#### **Kevin Yurasek, Executive Director**

- Spectrum News (Orlando) did a feature on Cayla Reyes, a former LSSC student planning to enroll in the Bachelor of Science in Elementary Education program. It highlighted the convenience of the new program and the College's ability to help make her dream of becoming a teacher come true. The video and story titled "Central Florida college takes on barriers to make education degree more accessible" can be found at [www.mynews13.com](http://www.mynews13.com)
- Additional mentions in the news in the last month:
  - Seminole State, Lake-Sumter prepare new expansion projects for next phase (Orlando Business Journal)
  - Lake-Sumter State College's Jaabir Taylor Named NJCAA Track & Field Athlete of The Week (Lake & Sumter Style, Sports Hub, Leesburg News, South Lake Tablet)
  - Berklee Andrews Overcomes Obstacles and Inspires as Captain of LSSC's Beach Volleyball Team (Lake & Sumter Style)
  - LSSC adding new Bachelor of Elementary Education program (South Lake Tablet, Leesburg News, Triangle News, Sumter Sun, Clermont News)

## **VICE PRESIDENT'S UPDATES**



**Division of Academic Affairs  
Report to the President and District Board of Trustees  
February 21, 2024**

**Ms. Karen Hogans, Vice President of Academic Affairs**

**Access**

- Dean Lopez, Dean Clark, Science faculty Raymond Wright, Claude Richards, Jennifer Cerione, Kelly Moore, Kaci Rodgers, Maoying Song, and Math faculty Justice Boateng presented at several events this month geared toward dual enrollment students – the HSCA summit and The Villages High School summit.
- Nearly a third of science faculty are using zero cost course materials (OER/ZTC) this year. Through these efforts, the total savings to students was over \$37,000 in spring and over \$50,000 in fall, OER / ZTC materials savings LSSC science students over \$80,000 this academic year.

**Workforce Development**

- Dr. Amy Albee, Dean of Accreditation and Articulation, presented on articulation pathways and stackable credentials in Criminal Justice at the Florida Career Pathways Network Conference in Hutchison Island, FL in early January.
- New programs have opened for enrollment spring 2024: Wastewater Management (non-credit) and Associate in Science in Building Construction Management (credit). These programs will provide options for our students to enter the workforce or develop additional skills needed to advance in their careers.
- The State Board of Education approved the College's request to add the Bachelor of Science in Elementary Education. Stephanie Luke, program Executive Director, is working on the application to certify the program. The program is planned to launch in fall 2024.

**Student & Learning Success**

- LSSC had the best FCLE total pass best attempt % (97%) of all of the colleges and universities in the state system for the 2022-2023 academic year!
- Florida Collegiate Honors Council Conference—Four of our students have placed in various categories of the state-wide Fine Arts competition hosted by the Florida Collegiate Honors Council. They will be recognized, and their work will be displayed, at the conference next month.
- Librarian Beverly Gibson and English Faculty instructor Courtney Green are collaborating on a new course design for Literature that will incorporate best practices for using artificial intelligence as a core feature of the course.

**Learning & Work Environment**

- Amber Karlins (Assistant English/Humanities Professor) had a piece accepted for publication in Honors in Practice, a national, peer-reviewed journal focusing on "innovative honors practices and integrative, interdisciplinary, and pedagogical issues of interest to honors educators." The piece is entitled "Physics and Theatre: An Unexpected Pairing that Enhances Both Disciplines." It will be published later this year!
- Brian Rogers has joined the proposal review committee for UCF's 2024 Teaching and Learning with AI Conference to be held in Orlando, Florida from July 22-24, 2024.

**Enrollment & Student Affairs Division  
Update for the President and Board of Trustees  
February 21, 2024**

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

**Enrollment Summary:**

As of February 10, Spring 2024 enrollment stands at a record-high 5,010 headcount in the College's credit programs, up 10.5% (+477) compared to this time last year. The ten-week spring session starts February 12, and we will continue supporting additional students with seven-week courses that begin on February 26. The College is accepting applications for all 2024 terms and actively preparing for the summer and fall registration cycles that will open in early March.

**Access**

- Early trends for Summer and Fall 2024 applications for admission are positive, up 23% and 68%, respectively, compared to this point in time last year.
- Through January and February, there were a variety of Early College Summits to expand awareness of academic and career pathways to high school students across Lake and Sumter Counties.
  - Jan. 12: HSCA 10th grade summit
  - Jan. 19: HSCA 9th grade summit
  - Jan. 26: The Villages Academy Summit
  - February 6: Lake County Health Sciences Career Day
  - February 7: Sumter County Career and Technical Education Summit
  - February 8: Lake County Career and Technical Education Summit
- Early College Programs enrolled more than 1,600 students in credit programs for Spring 2024, an LSSC record.
- The College hosted the annual Counselors' Conference in Leesburg on January 24. It was a full day of collaborative discussion and professional development for staff and the 55 counselors who attended.

**Student Learning & Success**

- Final degree and certificate awards have been processed for the Fall 2023 semester. The College awarded a total of 339 credentials, an increase of 18% (+52) compared to last fall.
- Fall-to-spring student retention stands at 80%, an increase of three percentage points compared to last year.
- Virginia De Flaviis, South Lake SGA President, has been named Vice President of the FL College System Student Government Association (FCSSGA).
- Student Life sponsored a cultural trip for approximately 50 LSSC students to visit beautiful and historic St. Augustine January 19-20.

**Facilities Planning and Operations Division  
Update for the President and District Board of Trustees  
February 21, 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 2<sup>nd</sup> floor of the Student Services Building (SSB). Construction documents should be completed by spring break.
- A proposal from Spiezle Architects has been approved for the redesign of the 1<sup>st</sup> floor of the Student Services Building (SSB).
- Abatement and demolition of the Faculty Office Building and Lecture Hall will commence by the end of February.
- Lake Hall recently had two air handler units and outdoor condensing units dating back to 1992 replaced.
- The Student Services Building and Lake Hall reroofing projects are coming to a conclusion.
- 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***

- The Building 4 flat roof replacement has been completed.
- The CDL Pad had a large section of burnt and melted asphalt removed and the area has been resurfaced. The pad will be resealed and striped.
- Bids have been accepted and a purchase order created for the resurfacing of the roadway to Bldg. 5. This project will also fix the potholes that exist around Bldg. 1. This work is scheduled for spring break week to minimize disruptions.

***South Lake Campus***

- Construction of the new Facilities Management and Ground Building started in November 2023. Interior walls, stucco, and electrical are being completed now and the project will be completed by the end of March 2024.
- The RFQ 24-02 South Lake Campus Master Plan architect selection is in process.

**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.

**Financial Services Division  
Update for the President and Board of Trustees  
February 21, 2024**

**Michelle Matis, Vice President, Finance and Chief Financial Officer**

**Learning and Work Environment**

- A mid-year budget update was presented to the Finance Committee on February 20.
- The Finance Department is preparing for the FY 2024-25 Operating and Capital Budget process which will start in March.
- Several of the Finance team attended the Winter COBA Conference at the end of January to learn about updates from the Florida College System Risk Management Consortium, Florida College System and bills related to higher education filed in the current legislative session.
- RFQ for Campus Master Plan Services for South Lake Campus: The deadline was February 6 and the selection committee met February 16 with the 3 firms shortlisted.

**Student Learning and Success**

- RFP for Online Course Materials Store: The deadline was February 12. Seven proposals were received and the selection committee will meet soon to review the proposals.

**Workforce Development**

- RFQ for Architectural and Engineering Services for the new Workforce Development Center: Due February 22.

**Technology Innovation Division**  
**Report for the President and District Board of Trustees**  
**February 21<sup>st</sup>, 2024**

**ITEM: 0224-09**

**Nick Kemp, Vice President of Technology Innovation/CIO**

**Learning and Work Environment**

- Successfully completed the annual National Automated Clearing House Association Financial Audit with the Finance team, ensuring compliance with electronic payment rules and regulations.
- Conducted annual external penetration test of the network systems with the Technology Infrastructure Network team, identifying and addressing any vulnerabilities.
- Held the first Banner Training Session for HR & Finance staff, focusing on their respective functional areas.
- Reviewed the ACA process with HR staff and reinforced the necessary steps to ensure compliance with the Affordable Care Act.
- Met with Finance to implement Fringe Benefit Chargeback and set-up salary encumbrance processing, enabling projection of salary expenses and comparison to the budget.
- Reviewed the Position Reconciliation Report, compared full-time staff and faculty expended salaries to the G/L, and created a list of vacant positions for Cabinet review.
- Compiled and analyzed data for the LSSC "Facts-At-A-Glance" Report, providing valuable insights and information.
- The Technology Infrastructure team is upgrading Wi-Fi access points across all campuses to improve speed, capacity, and reliability, adopt the latest Wi-Fi standards, and increase coverage and accessibility.
- The Cybersecurity Basics Training for students and employees has been updated in collaboration with the Professional & Organizational Department, covering essential topics and best practices to protect against cyber threats.
- The Production & Education Technology Services department is collaborating with instructors to gather feedback on tech needs in classrooms and is working on replacing podiums with height-adjustable desks for more flexibility and comfort.
- All computers in all smartboards have been upgraded to Windows 11, offering improved performance, security, and user experience.
- The Process Improvement & Institutional Research department has compiled data and analysis for various reports and presentations, such as the LSSC "Facts-At-A-Glance" Report.
- Work is being done to make the waitlist process transparent and user-friendly for both students and faculty.
- The "Tik Tok" bill, also known as FS 112.22, mandates that government entities block prohibited applications from public access on their networks and restrict access on government-issued devices. The list of prohibited applications includes QQ, TikTok, WeChat, VKontakte, and Kaspersky.

**Division of Institutional Advancement  
Update for the President and Board of Trustees  
February 21, 2024**

**Dr. Laura Byrd, Senior Vice President, Institutional Advancement**

**Access**

- The LSSC Foundation will accept scholarship applications March 1 – March 31 for the Summer 2024 semester and plans to award \$325,000 in scholarships. Please share this opportunity with students!
- The 2024 Shamrock Shuffle 5K/10K/1-Mile Fun Run is scheduled for Saturday, March 2, on the South Lake campus. The Foundation seeks sponsors and volunteers to help further its mission to support students and programs at LSSC.
- The 2024 Annual Campaign has raised \$206,219 of the \$220,000 goal set by the LSSC Foundation Board. Faculty & staff have contributed \$50,416, which accounts for 50% of employee giving. Make your gift to support our students today!
- The 7<sup>th</sup> Annual Scholarship Dinner on the Leesburg campus is scheduled for Tuesday, March 5, 2024. All students awarded Foundation scholarships during the current academic year are invited to share a meal with Scholarship Donor representatives to celebrate their educational journeys.

**Workforce Development**

- Lineworker Bootcamp – Of the recent 22 student completers, 83% have been placed in a job at 4 months post- graduation.
- Lakehawk Career Connect continues to increase in the number of employers seeking to hire LSSC students. Four new employers have registered and there are 204 active jobs posted.
- Internships -- 223 employers interested in providing student internships.



**GIFTS AND CONTRIBUTIONS OVER \$1,000**  
**RECEIVED December 1, 2023 – January 31, 2024**

<b>Name</b>	<b>Amount</b>	<b>Fund Description</b>	<b>Gift Subtype</b>
Albert L. Brown Foundation, Inc.	\$1,625.00	Brown, Albert Leroy	Contribution
Arthur J & Esther A Ohlsson Charitable Trust	\$20,000.00	Arthur J. & Esther A. Ohlsson Charitable Trust	Contribution
Charles B. McLin & Mary M. McLin Foundation	\$30,037.00	General Scholarship	Grant Revenue
Deas Consulting, LLC	\$3,500.00	38th Annual Gala Auction	Sponsorship
Robert Durand	\$40,000.00	General Unrestricted Funds	Contribution
Educational Foundation Of Lake County	\$1,333.00	Athletic Unrestricted	Fundraising-Softball
Educational Foundation Of Lake County	\$3,333.00	Athletic Unrestricted	Fundraising-Baseball
eTeamsponsor Inc.	\$15,956.80	Athletic Unrestricted	Fundraising-Baseball
eTeamsponsor Inc.	\$6,513.60	Athletic Unrestricted	Fundraising-Volleyball
eTeamsponsor Inc.	\$6,924.80	Athletic Unrestricted	Fundraising-Softball
John George	\$2,500.00	Annual Fund	Contribution
Gulfpoint Construction Company, Inc.	\$2,000.00	Annual Athletics Golf Classic	Fundraising Admin/General
Jerry & Dot Krawczyk Memorial Trust	\$10,000.00	McKee Endowment for Nursing Scholarship	Contribution
Maurice Joy	\$2,500.00	Annual Fund	Contribution
Anonymous	\$10,000.00	McKee Endowment for Nursing Scholarship	Addition to Endowment
Milford E. Rice Trust	\$39,510.32	General Scholarship	Contribution
Chuck Mojock	\$1,000.00	Chuck & Cathy Mojock Endowment	Contribution
Private Donor	\$5,000.00	LSSC Nursing Program Legacy Scholarship	Contribution
Anonymous	\$2,000.00	Nursing Chair Endowment	Contribution
Rogers Family Foundation, Inc.	\$45,000.00	Rogers Foundation Scholarship	Contribution
Rotary Club of Leesburg	\$2,319.17	Rotary Club of Leesburg	Contribution
Seco Energy	\$1,000.00	Shamrock Shuffle	Sponsorship
Anonymous	\$1,000.00	Annual Fund	Contribution
Anonymous	\$1,000.00	Annual Fund	Contribution
Pete Wahl Family	\$16,085.00	Pete Wahl Bachelor of Leadership Scholarship	Contribution
William F. and Opal E. Wilson Memorial Scholarship Fund	\$2,000.00	William and Opal Wilson Memorial Education Scholarship	Contribution
Zonta Club of The Villages, Inc.	\$2,000.00	General Scholarship	Contribution
<b>Total Gifts</b>	<b>\$274,137.69</b>		

**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**





ITEM: 0224-1111

February 12, 2024

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

Re: Board Attorney Report for February 21, 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 was scheduled for February 6, 2024. A Joint Stipulation to an Order Granting Final Summary Judgment in favor of Miller and Miller Investigative and Security Services, LLC was entered into with the Plaintiff.

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; however, the former employee requested a right to sue letter. A right to sue letter will allow the former employee to file a lawsuit in court. The former employee has requested the College enter into pre-suit mediation.

Employment Complaint of Discrimination, EEOC No. 15D-2023-00704. On July 31, 2023, the College received a copy of an Employment Complaint of Discrimination filed with their office May 16, 2023. The employee alleges discrimination pursuant to Ch. 760 of the Florida Civil Rights Act, and/or Title VII of the Federal Civil Rights Act, and/or the Age Discrimination in Employment Act, and/or the Americans with Disabilities Act. The former employee's contract was not renewed. On November 7, 2023 the Florida Commission on Human Relations issued a Determination of No Reasonable Cause in Alberto Luma's Complaint finding

it “unlikely that unlawful discrimination occurred in this matter.” On January 25, 2024, the U.S. EEOC adopted the findings of the Florida Commission on Human Relations.

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**

Each year, a Mid-Year review is presented to the District Board of Trustees including projections for the Fund 1 Operating Fund Revenue and Expenses up until June 30, as well as Fund Balances for the Operating Fund and, Funds 2, 3, and 7. Other information related to the finances for the College are also included.

### **Summary**

A PowerPoint will be presented.

### **Recommendation**

This item is for informational purposes only.



## **Background/References**

The Auditor General conducts audits of governmental entities to provide the Legislature, Florida's citizens, public entity management, and other stakeholders unbiased, timely, and relevant information for use in promoting government accountability and stewardship and improving government operations.

Florida Statute 1001.64 (12) states that Florida College System Board of Trustees shall account for expenditures of all state, local, federal, and other funds in the manner described by the Department of Education.

## **Summary**

The financial audit for the College disclosed that the financial statements were presented fairly, in all material respects, in accordance with prescribed financial reporting standards.

A summary will be provided at the Board meeting.

## **Recommendation**

Motion to accept the LSSC 2022-2023 Financial Audit as written.

# **Lecture Hall Building and Faculty Office Building Demolition Guaranteed Max Price**

**Agenda Item: 0224-14**

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## **Background/References**

The Leesburg Campus has several buildings that need to be razed due to their age and current condition. The College has followed the Florida DOE processes to obtain approvals to begin the removal of these buildings. The first two buildings that will be demolished are the Lecture Hall Bldg. and the Faculty Office Building.

This purchase amount exceeds \$195,000 requiring prior approval of the District Board of Trustees.

## **Summary**

Faden Builders, Inc., one of the two approved firms to be contracted with as Construction Manager At Risk on continuing contract, has submitted the guaranteed maximum price (GMP) of \$229,891.

Please see the supporting documents for further information. This GMP includes the abatement of both buildings prior to demolition as well as repairing the landscaping around the current buildings once they and the adjoining covered walkways are razed.

It is recommended to award the project to Faden Builders, Inc. for \$229,891.

## **Recommendation**

Motion to approve the Lecture Hall and Faculty Office Building Demolition Guaranteed Max Price as written.



ITEM: 0224-14

01/15/2024

Faden Proposal No. 24-035

Thom Kieft  
Vice President, Facilities Planning and Operations  
Lake-Sumter State College  
9501 U.S. Highway 441  
Leesburg, FL 34788

RE: LSSC CMAR Building Demolition #4 and #13

Scope Summary: Provide labor and materials to demo buildings #4 and #13 on the Lake Sumter College Leesburg Campus.

**Exhibit A: Scope of Work**

1. General Conditions
  - a. Project Management and Supervision
  - b. Mobilization/Demobilization
2. Demolition
  - a. Abatement and removal of items per the Terron report of buildings #4 and #13
  - b. Electrical demolition to include utilizing existing 30KVA from lecture hall to facilities buildings
  - c. Plumbing demolition includes capping off water service below ground to each facility. No chilled water work included
  - d. Demolition and complete removal of (2) buildings approx. 8,200 sqft to include concrete pads, footers, under pad piping and foundations up to 3'x 4'x 2' deep.
  - e. Removal of approx. 3,000 sqft of existing concrete pavement up to 6" thick
  - f. Removal of 110' LF of exterior brick walls to include footers
  - g. Removal of approx. 1,140 sqft of exterior metal canopy systems,
  - h. Removal of approx. 240 sqft of canopy systems (no finish end to be installed)
  - i. Removal of approx. 880 sqft of existing pavers
  - j. Salvage of approx. 240 sqft of pavers to be re-installed near Building #4
  - k. Removal of all landscaping and stone around the courtyards
  - l. All materials to be load out, haul off and disposal of debris off site
  - m. Demolition company to retain all salvage rights
  - n. All repair of existing sprinkler heads within site and added heads to cover new sod
  - o. Installation of new Bahia sod at distributed areas only approx. 22,000 sqft
  - p. Installation of a 150' LF of 6'0" high white privacy fence with two 4'0" gates (straight line)
  - q. Existing utility plan required to assist before mobilization of demolition crew

**Qualifications and Exclusions:**

1. Work to be completed 1<sup>st</sup> shift, M-F, no overtime is included.
2. The scope is limited to the items listed in Exhibit A. Any other added scope items or items required by the AHJ for permitting are excluded and will be charged as a change order.
3. Pest management is not included
4. Repairs to the existing parking lots (Asphalt), roads, fencing is not included
5. Bard units removal and/or relocation is by others
6. All chilled water work is by others
7. Removal or relocation of any items within the buildings is by others
8. Geotechnical testing/reports are excluded.
9. Dewatering is excluded.
10. Civil engineering is excluded.

State Cert# CGC 060972

**Mailing Address:** 1194 Camp Ave. Mount Dora, FL 32757  
**Offices:** 3390 E. Vista Blvd Lake Buena Vista, FL 32830 • 1194 Camp Ave, Mt Dora FL 32757  
**Phone:** 352-735-9805 • **Fax:** 352-735-9806  
**[www.FadenBuildersinc.com](http://www.FadenBuildersinc.com)**



ITEM: 0224-14

**Exhibit B: Price/GMP Breakdown**

1. General Conditions	\$ 40,356.00
2. Abatement	\$ 38,750.00
3. Demolition	\$ 66,300.00
4. Plumbing	\$ 4,476.00
5. Electrical	\$ 6,130.00
6. Landscaping	\$ 28,783.00
7. Fencing	\$ 5,025.00
Subtotal	\$ 189,820.00
General Liability Insurance	\$ 2,468.00
Builder's Risk	\$ 1,898.00
Contingency (5%)	\$ 9,709.00
Contractor's Fee	\$ 20,389.00
Permit Fee (Allowance)	\$ 0.00
Performance and Payment Bond	\$ 5,607.00
<b>Gross Maximum Price (GMP):</b>	<b>\$ 229,891.00</b>

The prices included in this proposal are valid for 30 days per our material vendors due to steady material price increases.

**Exhibit C: Basic Schedule**

Procurement will begin promptly after the issuance of the Purchase Order.

Proposed duration schedule:

- 2 weeks for material procurement and submittals
- 1 month for mobilization and demolition
- Approx. 15 shifts to complete abatement

Project Management Information System (PMIS) will not be required for this project.



ITEM: 0224-14

**Exhibit D: Construction Team**

Owner's Representative: Thom Kieft (Lake-Sumter State College)  
Construction Manager: Todd Faden (Faden Builders)

**Exhibit E: Construction Manager's Staff**

Principal: Todd Faden  
Project Manager: Shawn Howard  
Project Engineer: Andre Harris  
Site Superintendent: Rob Bennett  
Staff Accountant: Helen Johnson  
Safety Director: Jes Pedersen  
Administrative Assistant: Nicole Rake

**Exhibit F: Sub-Contractors**

Florida Abatement and Demolition (Abatement)  
Central Demolition  
Yard Stop (Irrigation/ Controller/Landscaping)  
Ark Plumbing  
Bumgarner Electric  
Hercules Fence

Please feel free to contact me with any questions. We look forward to working with you.

Best regards,

Shawn Howard  
Faden Builders, Inc.

# Selection of Architect for South Lake Campus Master Plan

Agenda Item: 0224-15

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## Background/References

As LSSC continues to grow in enrollment and locations, it is imperative that the College plans for future growth especially at those instructional sites where enrollment has been increasing in enrollment and the community has grown in population.

RFQ 24-02 was publicly posted on the LSSC website as well as via relevant solicitation portals to announce the request for interested parties to submit proposals of qualifications for the South Lake Campus Master Plan.

Florida Statute 1001.64, paragraph 5, indicates that each Florida College System institution board of trustees shall have responsibility for the use, maintenance, protection, and control of Florida College System institution owned or Florida College System institution-controlled buildings and grounds, property and equipment, name, trademarks and other proprietary marks, and the financial and other resources of the Florida College System institution.

## Summary

LSSC received proposals from seven(7) firms for RFQ 24-02. The review team independently scored the proposal packages on a set of criteria and met on Friday, Feb. 9 to examine the composite scores. It was determined that three firms, DLR Group, Spiezle Architectural Group, and Jacobs Engineering Group/DPZ CoDesign, would be invited the following week to campus for presentations for a 2<sup>nd</sup> round of vetting.

The ranking from the review team will be presented at the meeting.

It is recommended to enter negotiations with the recommended firm on a contract to conduct a master plan for the South Lake Campus.

## Recommendation

Motion to approve ranked selection of an architect and approval to enter negotiations for the South Lake Campus Master Plan.

### Background/References

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

### Description

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

- 23 paid holidays when the College is closed
  - Employees receive 8 paid holidays out of 11 Federal holidays along with additional time off as outlined in the attached document.
- Four-Day Summer Work Week Schedule
  - Beginning Monday, May 6 through Friday, July 26, 2024, staff employees will still work a total of 37.5 hours for four days. The proposed personnel calendar for year 2024-2025 is presented for review and approval.

### Recommendation

Motion to approve the 2024-2025 Personnel Calendar as written.



# 2024-2025 PERSONNEL CALENDAR

## College Closures

### Date(s):

Thursday, July 4, 2024  
Monday, September 2, 2024  
Monday, November 11, 2024  
Wednesday, November 27 – Sunday, December 1, 2024  
Saturday, December 21, 2024 – Sunday, January 5, 2025  
Monday, January 20, 2025  
Friday, February 7, 2025  
Sunday, March 9 – Sunday, March 16, 2025  
Monday, May 26, 2025

### Holiday

Independence Day  
Labor Day  
Veterans Day  
Thanksgiving Break  
Winter Break  
Martin Luther King, Jr., Birthday  
LSSC Day of Service  
Spring Break  
Memorial Day

## Work Periods

Period	Academic Calendar Dates	Duty Dates
Staff/Non-Instructional Faculty		Monday, July 1 - Monday, June 30
Fall 2024 Instructional Faculty	Monday, August 19 - Saturday, November 30	Wednesday, August 14 - Tuesday, December 17 (85)
Spring 2025 Instructional Faculty	Monday, January 13 - Saturday, April 26	Monday, January 6 - Wednesday, May 7 (82)
Summer A 2025 – 11 - month Instructional Faculty	Monday, May 12 – Tuesday, June 24	Monday, May 12 – Monday, June 30 (35)
Summer AE 2025 – 12 - month Instructional Faculty	Monday, May 12 - Thursday, July. 31	Monday, May 5 – Monday, August 11 (64)*
Summer B 2025 – 11 - month Instructional Faculty	Monday, June 30 – Tuesday, August 5	Monday, June 30 – Monday, August 11 (30)*
Summer 2024 Four Day Work Week		Monday – Thursday May 6 – July 26

\*July 4<sup>th</sup>, 2025 is excluded from duty days.  
Fall 2024 grades due Monday, Dec 9  
Spring 2025 Grades due Monday, May 5  
Summer AE grades due Monday, August 11

## Academic Calendar

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

## Questions?

Contact Human Resources or Payroll with any questions at [HumanResources@lssc.edu](mailto:HumanResources@lssc.edu).



# **Prohibited Expenditures for Florida College System Institutions (FCS) 6A-14.0718 Rule**

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**Agenda Item: 0224-17**

## **Background/References**

On January 17<sup>th</sup>, Florida's State Board of Education voted to prohibit spending on diversity, equity and inclusion programs at 28 state colleges with rule 6A-14.0718. The purpose of this rule is to implement the expenditure prohibitions found in s. 1004.06, F.S.

## **Description**

An FCS institution or FCS institution direct-support organization may not expend any state or federal funds to promote, support, or maintain any programs or campus activities that:

- Violate s. 1000.05, F.S.;
- Advocate for DEI as defined in this rule; or
- Promote or engage in political or social activism as defined in this rule

An FCS institution must designate an institution official or officials who are responsible for compliance, oversight, and adherence with the prohibited expenditure provisions of this rule 6A-14.0718.

## **Recommendation**

This item is for informational purposes only.

**6A-14.0718 Prohibited Expenditures for Florida College System (FCS) Institutions.**

(1) Purpose. The purpose of this rule is to implement the expenditure prohibitions found in s. 1004.06, F.S.

(2) Definitions. For the purposes of this rule, the following terms mean:

(a) “Diversity, Equity and Inclusion” or “DEI” is any program, campus activity, or policy that classifies individuals on the basis of race, color, sex, national origin, gender identity, or sexual orientation and promotes differential or preferential treatment of individuals on the basis of such classification.

(b) “Federal funds” are those funds provided to the institution or a direct-support organization for an institution directly or indirectly by an appropriation by Congress. This includes financial aid provided to the institution by or on behalf of a student attending the institution if that financial aid is provided to the student via a governmental aid or grant program. Federal funds do not include student fees to support student-led organizations notwithstanding any speech or expressive activity by such organizations which would otherwise violate this section, provided that the student fees must be allocated to student-led organizations pursuant to written policies or regulations of each institution, as applicable.

(c) “Non-traditional Student” is an undergraduate student not pursuing higher education immediately or up to two (2) years after graduating high school.

(d) “Political or Social Activism” is any activity organized with a purpose of effecting or preventing change to a government policy, action, or function, or any activity intended to achieve a desired result related to social issues, where the institution endorses or promotes a position in communications, advertisements, programs, or campus activities. Political or Social activism does not include authorized government relations and lobbying activities of the institution concerning matters that directly affect the operations of the institution or direct-support organizations of the institution. Political or Social Activism does not include endorsement or promotion of a position that encourages compliance with state or federal law or State Board of Education rule.

(e) “Programs or campus activities” are any activities authorized or administered by the institution or an institution’s direct-support organization(s) that involve:

1. Academic programs subject to review as outlined in ss. 1001.02(6)(c), 1007.25, 1007.33, F.S., other than classroom instruction;
2. Student participation, other than classroom instruction; or
3. Hiring, recruiting, evaluating, promoting, disciplining, or terminating institution employees, or contractors.

(f) “Social Issues” are topics that polarize or divide society among political, ideological, moral, or religious beliefs.

(g) “Student-led Organization” is an organization recognized by the institution as an active and registered student organization that is comprised of student members with a faculty or staff advisor including, but not limited to, organizations that receive activity and service fees pursuant to s. 1009.23, F.S.

(h) “State funds” are those funds provided to an institution or a direct-support organization for an institution directly or indirectly by an appropriation by the Florida Legislature. This includes financial aid provided to the institution by or on behalf of a student attending the institution if that financial aid is provided to the student via a state government aid or grant program. State funds do not include student fees to support student-led organizations notwithstanding any speech or expressive activity by such organizations which would otherwise violate this section, provided that the student fees must be allocated to student-led organizations pursuant to written policies or regulations of each institution, as applicable.

(3) An FCS institution or FCS institution direct-support organization may not expend any state or federal funds to promote, support, or maintain any programs or campus activities that:

- (a) Violate s. 1000.05, F.S.;
- (b) Advocate for DEI as defined in this rule; or
- (c) Promote or engage in political or social activism as defined in this rule.

(4) An FCS institution or FCS institution direct-support organization advocates for DEI when it engages in a program, policy, or activity that:

(a) Advantages or disadvantages, or attempts to advantage or disadvantage, an individual or group on the basis of race, color, sex, national origin, gender identity, or sexual orientation, to equalize or increase outcomes, participation, or representation as compared to other individuals or groups; or

(b) Promotes the position that a group or an individual’s action is inherently, unconsciously, or implicitly biased on the basis of race, color, sex, national origin, gender identity, or sexual orientation.

(5) Student-led organizations may use institution facilities notwithstanding any speech or expressive activity by such organizations that would otherwise violate subsection (3) of this rule, provided that such use must be granted to student-led organizations pursuant to written policies or regulations of each institution, as applicable.

(6) Subsection (3) of this rule does not prohibit programs, campus activities, or functions required for compliance with general or federal laws or regulations; for obtaining or retaining institutional or discipline-specific accreditation with the approval of the State Board of Education; or for access programs for military veterans, Pell Grant recipients, first generation college students, nontraditional students, “2+2” transfer students from an FCS institution or state university, students from low-income families, or students with unique abilities.

(7) Subsection (3) of this rule does not prohibit expenditure of state or federal funds, so long as the expenditure is for ministerial or administrative activities of a program or campus activity that is not unique to that program or campus activity and that specific program or campus activity is otherwise supported by private funds.

(8) An FCS institution must designate an institution official or officials who are responsible for compliance, oversight, and adherence with the prohibited expenditure provisions of this rule.

*Rulemaking Authority 1004.06(4) FS. Law Implemented 1004.06 FS. History—New 2-20-24.*



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