



Lake Sumter State College

DISTRICT BOARD OF TRUSTEES

Wednesday, March 29, 2023

Leesburg Campus

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

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

Sumter Center
1423 County Road 526 A
Sumterville, FL 33585

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

Agenda

Wednesday, March 29, 2023

Leesburg Campus

4:00 pm Museum Tour for District Board of Trustees

Public Board Meeting Immediately Following

I. CALL TO ORDER - Chairman Bret Jones

II. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

III. PUBLIC COMMENT

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

IV. PRESENTATIONS

LSSC Athletics - Softball, Baseball, and Beach Volleyball

V. CONSENT CONSIDERATIONS - Part A

0323-01	Approve:	Minutes of the February 15, 2023 Regular Meeting	5
0323-02	Approve:	Minutes of the March 3, 2023 Finance Public-Private Partnerships Committee Meeting	8
0323-03	Approve:	Minutes of the March 6, 2023 Student Engagement Committee Meeting	9
0323-04	Approve:	Minutes of the March 8, 2023 Facilities Committee Meeting	10
0323-05	Acknowledge:	Human Resources Staff Changes	12
0323-06	Approve:	Human Resources Full-Time Faculty Changes	14
0323-07	Approve:	Curriculum Revisions	16
0323-08	Acknowledge:	Monthly Fiscal Report for February 2023	18
0323-10	Acknowledge:	Capital Improvement Projects Report	20
0323-11	Approve:	Miller and Miller Security Addendum	25

CONSENT CONSIDERATIONS - Part B

0323-09	Approve:	Purchases over \$65,000	28
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VI. PRESIDENT'S REPORT

0323-12 President Bigard's Update

VII. VICE PRESIDENT'S REPORTS

0323-13

VIII. COMMITTEE REPORTS

0323-14 Executive Committee - Chairman Bret Jones
Facilities Committee - Mr. Bryn Blaise
Finance and Public-Private Partnerships Committee - Mr. Tim Morris
Strategic Planning Committee - Mr. David Hidalgo
Student Engagement Committee - Mrs. Jennifer Hooten

IX. BOARD ATTORNEY REPORT

0323-15 Ms. Anita Geraci-Carver's Update

X. NEW BUSINESS

0323-16	Acknowledge:	Audited Financial Statements 2021-2022 _____	50
0323-17	Approve:	Personnel Calendar 2023-2024 _____	51
0323-18	Approve:	Demolition and Removal of Buildings 3, 6, and 13 _____	53
0323-19	Approve:	Lake Technical College Extension of Agreement 2022-2024 _____	55

XI. OTHER CONSIDERATIONS AS NEEDED BY CHAIRMAN/PRESIDENT

XII. ADJOURNMENT

CALENDAR NOTES:

District Board of Trustees Meeting	Wednesday, March 29, 2023 5:00 pm	Leesburg Campus Magnolia Room
Faculty Excellence Awards	Thursday, April 6, 2023 5:30 pm	Leesburg Campus Magnolia Room
Finance and Private-Public Partnerships Committee	Friday, April 7, 2023 3:30 pm	Leesburg Campus
Facilities Committee Meeting	Wednesday, April 12, 2023 5:00 pm	Sumter Center Room 4118
LSSC 37th Annual Foundation Gala	Friday, April 14, 2023 5:30 pm	The Brownwood Hotel The Villages, FL
Student Awards Ceremony	Tuesday, April 18, 2023 6:00 pm	Leesburg Campus Fine Arts Auditorium
District Board of Trustees Meeting	Wednesday, April 19, 2023 5:00 pm	South Lake Campus Board Room 327
South Lake Commencement	Wednesday, May 3, 2023 4:00 pm	Clermont Arts & Recreation Center, Clermont, FL
Nurse Pinning Ceremony	Thursday, May 4, 2023 4:00 pm	Leesburg Campus Gymnasium
Leesburg Commencement	Friday, May 5, 2023 4:00 pm	Leesburg Campus Gymnasium
Facilities Committee Meeting	Wednesday, May 10, 2023 5:00 pm	Sumter Center Room 4118
Finance and Private-Public Partnerships Committee	Friday, May 12, 2023 3:30 pm	Leesburg Campus
Early College Graduation Ceremony	Saturday, May 13, 2023	TBD
Strategic Planning Committee	Tuesday, May 16, 2023 5:00 pm	South Lake Campus
District Board of Trustees Meeting	Wednesday, May 17, 2023 5:00 pm	South Lake Campus Board Room 327
Facilities Committee Meeting	Wednesday, June 7, 2023 5:00 pm	Sumter Center Room 4118
District Board of Trustees Meeting	Wednesday, June 21, 2023 5:00 pm	Leesburg Campus Magnolia Room
Strategic Planning Committee	Tuesday, June 27, 2023 4:00 pm	South Lake Campus

NO BOARD MEETING IN JULY OR DECEMBER

**CONSENT
CONSIDERATIONS
Part A**

**DISTRICT BOARD OF TRUSTEES
LAKE-SUMTER STATE COLLEGE
SUMTERVILLE, FL
February 15, 2023**

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

ABSENT: Mr. David Hidalgo, Board Member.

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 5:04 p.m. on February 15, 2023, at the Sumter Center. Mr. Jones welcomed those in attendance and invited them to join in the Pledge of Allegiance followed by a moment of silence.

PUBLIC COMMENT:

No Public Comment cards were submitted for the meeting.

CONSENT CONSIDERATIONS:

MOTION to approve, Mr. Pete Wahl, SECOND, Ms. Jennifer Hooten, motion passed.

SCHEDULED INFORMATION REPORTS:

President Bigard presented her report.

- Provided updates on the recent visit in Washington, DC with legislative leaders at the ACCT Legislative Summit.
- A letter was submitted with the Lake County Commission requesting ARPA funds for assistance with developing a construction management program.
- Currently partnering with Lake County Schools for support and development teacher education and apprenticeship program.
- The 2021-2022 Financial Audit exit was completed with zero findings. Three more audits are upcoming.
- The property insurance premiums in consortium are going up and the Council of President's is considering a legislative ask to supplement premiums for both health care and property.
- Began internal strategic planning for the College's mission and values statements with

ITEM: 0323-01

the goal to bring the Board a recommendation by May.

- Provided a list of 60th Anniversary celebration dates occurring throughout the year, including a museum opening on March 23rd.
- Provided a one page flyer listing the College's programs and information on enrolling in each program.

Mr. Thom Kieft, VP of Facilities Planning and Operations:

- The new monument sign was installed at the Sumter Center.
- A second smaller Sumter Center sign was installed on the corner of County Roads 526A and 528.
- The South Lake Campus had a new sign installed.
- Collaborating with the Marketing department for more signage needed at the Leesburg Campus.
- Currently working with the Board approved contractors for quotes on the renovations at the South Lake Campus in Building 2, the Leesburg Campus Student Services Building and restrooms, and the Cagan Crossings Site.

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

Mr. Bryn Blaise presented the report for the Facilities Committee Meeting.

Mr. Tim Morris presented the report for the Finance and Private-Public Partnership Committee Meeting.

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

The Board Attorney report was presented by Ms. Anita Geraci-Carver.

NEW BUSINESS:

0223-15 – MID-YEAR REVIEW 2022-2023 FINANCES

Ms. Kristie Harris provided updates on the Mid-Year Review for 2022-2023 for information. This item was for discussion purposes only.

0223-16 – SITE DESIGNATION FOR CAGAN CROSSINGS

President Bigard recommended designating the new Cagan Crossings Town Center location as a Special Purpose Center that initially focuses on instructional delivery of general education courses.

MOTION to approve Cagan Crossing site as a Special Purpose Center focusing on general education courses, Ms. Emily Lee, SECOND, Ms. Jennifer Hooten, motion passed.

0223-17 – SITE DESIGNATION FOR EUSTIS

President Bigard recommended designating the new Eustis location as a Special Purpose Center that focuses on the instructional delivery of the Commercial Driver's License (CDL) and Utility Lineworker programs on the 4 acres of donated land from the City of Eustis.

MOTION to approve Eustis site as a Special Purpose Center focusing on CDL instruction and Utility Linework programs, Mr. Tim Morris, SECOND, Mr. Pete Wahl, motion passed.

OTHER CONSIDERATIONS:

Mr. Tim Morris recommended the March and April District Board of Trustees meeting locations to be swapped for the Trustees to attend the special opening of the College's 60th Anniversary History Museum at the Leesburg Campus. The District Board of Trustees Meeting on March 22, 2023 will switch to the Leesburg Campus and the District Board of Trustees Meeting on April 19, 2023 will switch to the South Lake Campus.

MOTION to switch March and April District Board of Trustees meeting locations, Ms. Jennifer Hooten, SECOND, Mr. Bryn Blaise, motion passed.

The next regular meeting is scheduled for March 22, 2023 at the Leesburg Campus.

The meeting was adjourned at 5:53 p.m.

ATTEST:

Mr. Bret Jones, Board Chair

Dr. Heather Bigard, Secretary/College President

Recording Secretary: Kailyn Wurm

**Lake-Sumter State College
FINANCE COMMITTEE OF THE DISTRICT BOARD OF TRUSTEES
March 3, 2023 Minutes
Leesburg, FL**

In attendance: Mr. Tim Morris, Chair, Mr. Bret Jones, President Heather Bigard, Dr. Laura Byrd, Ms. Kristie Harris, Mr. Bruce Duncan, and Ms. Kailyn Wurm.

Mr. Tim Morris, Chair, called the meeting to order at 3:38 pm.

3-Year Financial Projections

Ms. Kristie Harris provided an overview and update on the three-year financial projections for the College. Also provided were projections of salary and benefits. Ms. Harris stated the current projections reflect conservative enrollment projections. Mr. Bruce Duncan provided legislative updates that related to our current projects.

Insurance

Ms. Kristie Harris showed the increase in insurance and explained that the increase is related to recent hurricanes in Florida. President Bigard provided updates from COP that their plan is to ask for funds for insurance and to also ask to be added to the State's health insurance plan.

Financial Audit

Ms. Kristie Harris provided the results of the most recent financial audit for fiscal year 2021-2022 resulting in a clean audit.

Mr. Tim Morris adjourned the meeting at 3:54 pm.

Respectfully submitted by Ms. Kailyn Wurm, Recording Secretary.

**Lake-Sumter State College
STUDENT ENGAGEMENT COMMITTEE OF THE DISTRICT BOARD OF TRUSTEES
March 6th, 2023 Minutes
Leesburg**

In attendance: Ms. Jennifer Hooten, Chair, Ms. Emily Lee, Board member, President Heather Bigard, Dr. Laura Byrd, Dr. Joseph Mews, and Ms. Karen Hogans.

Ms. Jennifer Hooten, Chair, called the meeting to order at 11:50 am.

Student Orientation

Dr. Joseph Mews explained that, due to the pandemic, student orientations transitioned to group sessions via Zoom. For Fall 2023, student will go through a condensed version including the opportunity to attend a three-hour drop-in visit to elicit excitement of becoming a Lakehawk. This three-hour visit is not required. There are scheduled admitted student days for May, June, July, August on either the Leesburg or South Lake campus. It was discussed of embedding the financial literacy in SLS redesign.

Performing Arts

Discussed the closure of the Leesburg Campus performing arts building and the need to work on a programmatic focus and capital campaign for a new facility.

Student Life

Dr. Joseph Mews and his team are beginning to collect data on student attendance at events. His team has provided students the Student Engagement Survey and should have results at the next Student Engagement Committee meeting.

Student Success

Faculty are expected to maintain updated grades in grade book and three check-ins via Starfish. Adjunct faculty are evaluated via at least on instructional observation every three- years and one is required in the first semester they teach. Discussed acts of potential legislation with Math pathways.

Ms. Jennifer Hooten adjourned the meeting at 12:45 pm.

Respectfully submitted by Kailyn Wurm, Recording Secretary.

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

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

Mr. Bryn Blaise, Chair, called the meeting to order at 5:04 pm.

SchenkelShultz Building Assessment & Castaldi Report

Mr. Thom Kieft provided the Castaldi Report results and summary of the report for buildings 3, 6, and 13 on the Leesburg Campus. The report showed the costs comparing renovations and replacement. The report will be presented at the March 2023 Board meeting for approval.

Cagan Crossings

Mr. Thom Kieft is meeting with the architect and LSSC team for finalizing the floor of the Cagan Crossings location. The construction documents are ahead of schedule to be ready to open by Fall of 2023.

Discussed the 2nd floor of the Cagan Crossings Library as an opportunity to have a combined space with Lake Tech, Cagan Crossings, and LSSC to serve the community. There will be focus groups set in April to have local business and community members provide input on programs to offer in the Cagan's space.

Other

Mr. Thom Kieft is meeting with architects this week to discuss expanding the nursing simulation lab and creating a respiratory care lab in the Science Health Building at the South Lake Campus.

Mr. Bryn Blaise adjourned the meeting at 5:34 pm.

Respectfully submitted by Kailyn Wurm, Recording Secretary.

District Board of Trustees

Agenda Item: 0323-05



Human Resources Staff Changes

Background/References

Per the Florida Statute 1001.64 (18), each Board of Trustees shall establish the personnel program for all employees of the Florida College System institution.

Human Resources personnel transactions includes New Hires, Resignations, Retirements, and Separations that are presented to the District Board of Trustees for review.

Summary

Please review attached summary.

Recommendation

It is recommended the District Board of Trustees acknowledge this item as written.

Human Resources Changes

January 29 – March 08, 2023

New Hires:

Name	Title	Effective Date
Stacey Bigge	Academic Advisor I	02/13/2023
Jason Doyle	Academic Advisor I	02/27/2023
Michael Leister	CDL Trainer	02/06/2023
Loretta Macholz	Events MRM Assistant	02/01/2023
Julie Murray	Administrative Assistant, Allied Health	02/20/2023
Tara Stevens	Administrative Assistant, VP of Academic Affairs/Enrollment & Student Affairs	02/06/2023

Staff Status Changes

Name	Change/Title	Effective Date
Shirley Bazemore	Transfer/Academic Advisor I	03/01/2023
Justin Greathouse	Promotion/Director, Faculty Development	02/01/2023

Staff Resignations:

Name	Title	Effective Date
Ashley Alligood	Academic Advisor	02/20/2023
Loretta Macholz	Events MRM Assistant	02/17/2023
Francita Williams	TI Project Manager	03/03/2023

Staff Separations:

Name	Title	Effective Date
Kelly McLean	Executive Assistant to the President	03/07/2023

District Board of Trustees

Agenda Item: 0323-06



Office of the President

Human Resources Full-Time Faculty Changes

Background/References

Per the Florida Statute 1001.64 (18), each Board of Trustees shall establish the personnel program for all employees of the Florida College System institution.

Human Resources personnel transactions includes New Hires, Resignations, Retirements, and Separations that are presented to the District Board of Trustees for review.

Summary

Please review attached summary.

Recommendation

It is recommended the District Board of Trustees acknowledge this item as written.

Human Resources Changes

January 29 – March 07, 2023

Faculty Resignations:

Jasmine Simmons	Ref/Instn Librarian Sumter	03/06/2023

District Board of Trustees

Agenda Item: 0323-07



Office of the President

Proposed Curriculum Changes

Background/References

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

Summary

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

Recommendation

It is recommended that the District Board of Trustees acknowledge this item as written.



Curriculum and Instruction Committee Proposals

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

No.	ACTION	COURSE	PROGRAM/COURSE TITLE
35	Credit Course Modification	NUR 3125	Pathophysiology for Nursing Practice
36	Credit Course Modification	NUR 3169	Evidence and Research in Nursing Practice
37	Credit Course Modification	NUR3634C	Community and Public Health in Nursing
38	Credit Course Modification	NUR 3667	Diversity and Global Trends in Nursing
39	Credit Course Modification	NUR 3825	Professional Role Transition
40	Credit Course Modification	NUR 4829	Leadership and Management in Nursing
41	Credit Course Modification	NUR 4837	Health Care Policy and Economics in Nursing
42	Credit Course Modification	NUR4945C	Nursing Capstone
43	Credit Program Modification		BAS-SL Athletic Leadership Concentration
44	Credit Course Addition	SPB 4304	Sport Event and Facility Management
45	Credit Course Addition	SPM 3114	Sport Leadership
46	Credit Course Addition	SPM 4723	Legal Issues in the Sport Industry

District Board of Trustees

Agenda Item: 0323-08



Office of the President

Monthly Fiscal Report for February 2023

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 offices of the Vice President of Finance, and is intended to keep the District Board of Trustees apprised of the financial condition of budget and the operating funds of the College.

Summary

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

Recommendation

It is recommended that the District Board of Trustees acknowledge this item as written.

Lake-Sumter State College
Fiscal Status Report - Fund 1
General Current Fund
July 1, 2022 - February 28, 2023

	FY 2021-22			FY 2022-23			
						Percent of Budget Earned/Spent	Projected 6/30/2023
	Annual Budget	2/28/2022		Annual Budget	2/28/2023		
REVENUES & BUDGETED FUND BALANCE							
Student Fees							
Fall							
Tuition	\$ 2,802,600	\$ 2,499,113		\$ 2,524,100	\$ 2,799,869	100%+	\$ 2,799,869
Technology Fees	137,500	124,929		127,100	140,000	100%+	140,000
Distance Learning	225,000	307,635		286,800	300,225	100%+	300,225
Dual Enrollment	323,600	358,460		315,300	375,448	100%+	323,662
HSCA Dual Enrollment	446,550	398,460		398,460	345,790	87%	352,660
Lab Fees	137,800	90,764		162,810	164,008	100%+	164,008
Spring							
Tuition	\$ 2,375,100	\$ 2,309,847		\$ 2,253,800	\$ 2,584,640	100%+	\$ 2,461,562
Technology Fees	118,900	115,500		113,100	129,239	100%+	123,085
Distance Learning	187,600	298,200		273,700	293,160	100%+	284,621
Dual Enrollment	424,000	380,126		388,700	436,703	100%+	428,140
HSCA Dual Enrollment	419,070	-		357,240	-	-	343,500
Lab Fees	106,700	97,476		134,120	121,712	91%	120,507
Summer							
Tuition	\$ 1,071,900	\$ (19,910)		\$ 1,028,200	\$ (15,341)	-1%	\$ 1,098,209
Technology Fees	53,400	(987)		48,300	(768)	-2%	54,925
Distance Learning	99,600	(2,310)		71,400	(1,680)	-2%	150,291
Dual Enrollment	-	432		-	(4,895)	-	-
Lab Fees	13,200	(80)		26,560	(360)	-	20,158
Miscellaneous Fees	65,300	46,637		70,100	48,965	70%	78,977
Youth Development	280,000	1,852		282,000	811		282,000
Continuing Education	166,100	258,939		1,189,522	484,305	41%	722,844
Total Student Tuition and Fees	\$ 9,453,920	\$ 7,265,083		\$ 10,051,312	\$ 8,201,833	82%	\$ 10,249,243
General Revenue Operational Support	\$ 13,071,677	\$ 8,714,430		\$ 18,725,937	\$ 12,483,927	67%	\$ 18,725,937
General Revenue Nursing Support	-	13,710		830,059	622,544	75%	830,059
General Rev. Student Success Incentive Initiative	296,654	222,490		362,513	247,673	68%	362,513
State Dual Enrollment Scholarship Program	-	-		-	462,273		739,276
Educational Enhancement Support	2,317,578	463,516		2,843,909	-	-	2,843,909
Miscellaneous State Contracts	100,000	-		100,000	-	-	100,000
Federal Support Indirect Cost	100,000	193,833		150,000	52,918	35%	110,000
Foundation Support	110,000	-		111,500	-	-	50,000
Other Contracts	238,000	132,895		803,000	190,188	24%	256,000
Miscellaneous Revenue	30,400	16,445		17,000	18,047	100%+	36,000
Uninsured Loss Recovery (HEERF)	510,500	1,600,153		-	220,100	-	220,100
Total Revenues	\$ 26,228,729	\$ 18,622,556		\$ 33,995,230	\$ 22,499,502	66%	\$ 34,523,037
Transfers In	702,000	27,509		480,000	-	-	480,000
Total Revenues and Transfers In	\$ 26,930,729	\$ 18,650,066		\$ 34,475,230	\$ 22,499,502	65%	\$ 35,003,037
EXPENDITURES							
Personnel Expenditures							
Salaries and Wages	\$ 14,987,926	\$ 8,709,932		\$ 17,401,060	\$ 9,831,769	57%	\$ 16,541,000
Benefits	5,860,265	3,361,523		6,643,022	3,770,539	57%	6,343,567
Lapse Salary and Benefits	(702,500)	-		(913,250)	-	-	-
Current Operating Expenditures	6,230,561	3,678,101		7,651,568	4,539,720	59%	7,322,130
Capital Outlay Expenditures	54,449	15,692		5,000	284,079	100%+	284,079
Contingency	500,000	-		500,000	-	-	-
Total Expenditures	\$26,930,701	\$15,765,248		\$31,287,400	\$18,426,107	59%	\$ 30,490,776
Transfer to Fund Other Funds	-	-		(3,000,000)	(3,000,000)	-	(3,000,000)
Excess of Revenues over (Expenditures)	\$ 28	\$ 2,884,818		\$ 187,830	\$ 1,073,395		\$ 1,512,261

District Board of Trustees

Agenda Item: 0323-10



Office of the President

Capital Improvement Projects Report

Background/References

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

Summary

A report on the status on projects is attached.

Recommendation

It is recommended that the District Board of Trustees acknowledge this item as written.

Capital Improvement Projects 2022-2023			
March 2023 Update			
Project Description	CIP Budget	Expended or PO issued as of 3/1/23	Progress To Date
Safety			
Leesburg Campus Fire Safety Upgrade	\$50,000	\$56,075	Fire Alarm System repairs and replacement of devices currently in progress. New fire alarm panel installed for the Leesburg Student Center and Williams-Johnson Building.
South Lake Campus Fire Safety Upgrade	\$5,000	\$0	Fire Alarm System repairs and replacement of devices currently in progress. Waiting on materials to be acquired.
Critical Life Safety Modifications	\$100,000	\$17,015	Issues that were reported on the PDCS walk-thru will be corrected, including emergency lighting, improving fire panels and strobe lights, and exit signs. Repairs to the South Lake Campus Science-Health Bldg. generator.
Emergency Lighting Repairs	\$40,000	\$7,049	A comprehensive list of fixtures are currently in development for procurement. Some lighting purchases, repairs, and replacements have been completed.
Roofs			
Roof Maintenance and Repairs	\$500,000	\$248,683	Center for Teaching and Learning Roof Restoration completed 3/3/23. Facilities Roof Replacement bid proposals are due 3/8/23, construction timeline (TBD). Leak mitigation/repairs continue through the Dryzone workorder process.
William Johnson/Lake Hall	\$400,000	\$0	In Planning. Deferred Maintenance FY 22 Budget allocated for project.
Paving-Grounds			
Sumter Center Irrigation Replacement	\$65,000	\$64,150	New irrigation installation by Dozier completed 9/16/22. Project Complete.
Leesburg Campus Access Road Repaving	\$50,000	\$34,605	Repaving of the access road from College Drive to Parking Lot B on the Leesburg Campus completed 8/5/22.
Tennis Court Resurface	\$30,000	\$0	Currently reviewing contractor proposals received at the end of February for resurfacing.
Leesburg Campus Parking Lot Repair Sealing & Stripe	\$300,000	\$6,905	Some decorative curbing in parking lots are complete in Leesburg and Sumter. Further design work needs to be completed on Lot B prior to any construction.

Capital Improvement Projects 2022-2023			
March 2023 Update			
Project Description	CIP Budget	Expended or PO issued as of 3/1/23	Progress To Date
New Structure			
South Lake Campus Facilities and Grounds Building Replacement	\$500,000	\$15,941	Design is complete. PDCS courtesy plan review is complete and Building Permit # LSSC22-012 is assigned. Application for Environmental Resource Permit Mods submitted to SJRWMD by Springstead in October. Construction services to begin once the Construction Manager At Risk Continuing Services contract is awarded.
Sumter Center Solar-powered Workforce Instructional Pavilion & Restroom Facility	\$350,000	\$8,548	Design is complete. PDCS courtesy plan review is in process 1/23/23. Bathroom sinks have been received. Construction services to begin once the Construction Manager At Risk Continuing Services contract is awarded.
Eustis CDL	\$1,200,000	\$2,853	CDL Expansion in Eustis is in Planning.
Library			
Leesburg Campus Library Roof Replacement	\$795,000	\$0	Roof redesign was in Design Development, now on Hold. The Building Castaldi Analysis Report to raze the Library in leiu of remodel was received 2/22/23 and currently in review. The Library Roof budget will get reassigned if the Libray is razed.
Leesburg Campus Library HVAC	\$800,000	\$0	HVAC was in Design Development, now on Hold. The HVAC Budget will get reassigned if the Libray is razed.
Leesburg Campus Library Re-purpose/Remodel (LE) Yr 2 of 3	\$2,200,000	\$236,394	Design Development Phase completed 7/1/22. Bid Cost Estimate received 8/19/22 and overbudget. Facilities Board reviewed 8/25/22. Design is on Hold until the formal process to raze a building with State DOE is complete. The Building Castaldi Analysis Report to raze the Library in leiu of remodel was received 2/22/23 and currently in review.
HVAC			
South Lake Campus Cooper Memorial Library HVAC	\$300,000	\$408,093	Chiller replacement awarded to Johnson Controls Inc. On site concrete and piping work began 11/30/22. New chiller equipment install is in planning for the week of Spring Break to minimize Campus impact during the crane lifts. Crane Day is scheduled March 14.
Miscellaneous HVAC Projects	\$500,000	\$297,065	Multiple HVAC projects in progress or completed, including Leesburg Campus Lake Hall, Fine Arts Center, Student Center, Mail Room, and Shipping and Receiving.

Capital Improvement Projects 2022-2023

March 2023 Update

Project Description	CIP Budget	Expended or PO issued as of 3/1/23	Progress To Date
Leesburg Campus Cooling Tower Refurbishment & Replacement	\$400,000	\$424,145	Siemens has been awarded to refurbish two cooling towers and replace two cooling towers. The Cooling Tower Replacement work started 2/17/23 and the Crane lifts for the two replacements completed March 6. Mechanical and Electrical connections will continue through March for the two replacements. Refurbish work for the other two cooling towers are targeted to begin in April.
South Lake Campus Building 1 HVAC Equipment and Installation	\$250,000	\$292,663	Design is complete. PDCS courtesy plan review is complete and Building Permit # LSSC22-0214 is assigned. Received partial HVAC equipment in February and remaining equipment is due March. Construction services to begin once the Construction Manager At Risk Continuing Services contract is awarded. Construction timeline (TBD).
Leesburg Campus Building M HVAC Design and Replacement 40 Ton AHU	\$250,000	\$37,726	Hanson is near complete with Design; 100% Construction Documents were received 2/10/23. Some adjustments for Controls Specifications are in progress. Construction timeline (TBD)
Leesburg Campus Student Center HVAC Design and Replacement	\$250,000	\$0	Design proposal received from Hanson. Anticipate issuing PO to start design in April.
Leesburg Campus William Johnson Admin Building HVAC Design and Replacement	\$200,000	\$58,275	Design engineering and site investigations in progress; Additional Scope was reviewed and recommended to proceed with Design 1/26/23. 60% Construction Documents (TBD).
Leesburg Campus Athletic Director's suite HVAC Design and Replacement	\$200,000	\$0	Design proposal received from Hanson. Anticipate issuing PO to start design in April.
Sumter Center Building 5 HVAC Design and Replacement	\$120,000	\$40,012	Westbrook completed new HVAC installs 10/24/22 - 11/4/22. Demo of existing Bard units and coordinated exterior/interior wall repair work is currently in planning with Faden Builders and Westbrook. Anticipate completing all work in March.
HVAC Air Quality	\$200,000	\$3,196	Investigation has taken place to either purchase additional air purifiers or air scrubbers, or install UVC in air handler units.
General			
Furniture and Equipment	\$300,000	\$80,932	On going procurement as approved by leadership. PO recently created for new tables and chairs for the Sumter Center.
Signage (All campuses)	\$100,000	\$44,703	New illuminated signs for Bldg. M, Facilities, Student Services Building, and AdventHealth DEU hallway signs are installed. Sumter Center and South Lake monument signs are complete. Sumter Center corner sign installed as well as building signage for Lake Hall, Student Center, and Williams-Johnson.

Capital Improvement Projects 2022-2023

March 2023 Update

Project Description	CIP Budget	Expended or PO issued as of 3/1/23	Progress To Date
Building Upgrades			
Building Envelope (various)	\$500,000	\$29,850	Raymond is scheduled March 21 to start the Leesburg Student Services Bldg assessment of the exterior facade. Garland's proposals for Leesburg Science-Math and Gymnasium exterior wall restoration are in review. Garland Repairs and new downspouts for South Lake Campus Bldg. 2 Boardroom completed in January.
Leesburg Campus Faculty Office Building & Lecture Hall Demolition	\$100,000	\$5,200	Formal process to raze a building with State DOE is in process. The Building Castaldi Analysis report was received February 22 and currently in review.
Leesburg Campus Student Services Building Refurbish	\$500,000	\$0	Design Development planning in progress; complete schedule (TBD). Some refresh work in planning to proceed.
AdventHealth Waterman DEU	\$650,000	\$614,129	Construction completed. Nursing Students started in Classroom on 8/23/22. Open House Event 9/1/22. Simulation Equipment installs in Lab spaces completed in September. Some misc. equipment and door hardware installs are scheduled Nov - March.
Leesburg Campus Liberal Arts Building Demo	\$150,000	\$9,000	Formal process to raze a building with State DOE is in process. The Building Castaldi Analysis report was received 2/22/23 and currently in review.
Exterior Painting Projects	\$150,000	\$81,818	Refresh painting is on-going. Exterior painting for the Leesburg Campus William-Johnson Building and Student Center, Lake Hall exterior doors, brick surfaces and Paint Refresh at the Athletics Concession Stand are complete. Center for Teaching & Learning to start exterior painting week of March 6.
Interior Painting	\$150,000	\$50,364	Various painting projects on the South Lake Campus including new Veterans Lounge, Bldg. 1 Lobby, and security office. In Leesburg, there has been painting projects completed in Fine Arts, Student Services Bldg.
Leesburg Campus Fine Arts Bldg. Restroom Refresh	\$5,000	\$0	It has been decided to not invest additional funds for these restrooms at this time.
Leesburg Campus Magnolia Restroom Refresh	\$60,000	\$12,415	This project will be completed in the next couple months. Wall repair work began in the Women's RR late November is complete.
Leesburg Campus Student Services Building - Build ADA Restrooms	\$420,000	\$33,960	Design is complete and PDCS are currently in reviewing the drawings for permitting. The 1st & 2nd floor Restrooms will be renovated simultaneously. Met with Faden Builders 1/27/23 to review the project scope. Construction services to begin once the Construction Manager At Risk Continuing Services contract is awarded to Faden. Construction timeline (TBD).
South Lake Campus Building #2 First Floor Renovation	\$205,000	\$0	Initial Planning meeting held 4/15/21. Including budget in next year's CIP in discussion. Design Services may begin once the Architectural Continuing Services Contracts are awarded.

Capital Improvement Projects 2022-2023			
March 2023 Update			
Project Description	CIP Budget	Expended or PO issued as of 3/1/23	Progress To Date
Leesburg Campus Emerging Media Center (FA)/Auditorium Planning, Design & Development	\$400,000	\$0	Architectural and Engineering proposals are currently on hold for Fine Arts Masterplan development, including the Auditorium priority.
South Lake Campus Nursing Simulation Lab Expansion	\$100,000	\$0	In planning. Examined the space in South Lake Campus Science-Health Bldg. with Nursing and Respiratory Care leadership Oct - Nov. Next steps include hiring an Architect with target to be up and running by Fall 2023.
Leesburg Campus Center for Teaching and Learning Refresh	\$50,000	\$7,700	Project is in progress to refresh the testing rooms. Anticipate completion March 2023.
Building Envelope (various)	\$300,000	\$0	Additional Deferred Maintenance FY 22 Budget allocated for project.
William-Johnson Bldg Financial Services Refresh	\$50,000	\$48,469	Refresh work including painting and carpet replacement completed early February. New office furniture is currently on order for replacement.
Cagan Crossings	\$1,200,000	\$102	Design Services to renovate 4,800 sq.ft. of shell space for 2 classrooms and support space is in progress. Design to complete end of March and permitting/bids to follow. Anticipate Construction to began in May with 10 weeks duration. Move-in August 1st.
Total:	\$16,275,000	\$3,283,284	

District Board of Trustees

Agenda Item: 0323-11



Office of the President

Miller and Miller Security Contract Addendum

Background/References

LSSC and Miller & Miller Investigative and Security Services, LLC entered into an Agreement on March 7, 2022 for security services at all college locations.

Florida Statute 1001.64 (23) states that Florida College System Board of Trustees has authority for risk management, safety, security, and law enforcement operations.

Summary

LSSC and Miller & Miller have mutually agreed to amend Exhibit “C” of the previous Agreement to increase the rates to be paid by LSSC to Miller & Miller to recruit and retain security officers and commanders beginning July 1, 2023.

This Addendum reflects a per hour rate increase of 5% for July 1, 2023 to June 30, 2024 and then an additional 3% for July 1, 2024 to June 30, 2025. LSSC will pay Miller & Miller \$22.92 per hour in 2023-2024 and \$23.61 per hour in 2024-2025 for uniformed armed security officers. LSSC will pay Miller & Miller \$23.55 per hour in 2023-2024 and \$24.26 per hour in 2024-2025 for uniformed armed security commanders.

All other terms and conditions of the March 2022 Agreement remain in full force and effect and in no way changed, altered, or amended by this Addendum.

Recommendation

It is recommended that the District Board of Trustees approve this item as written.

**CONSENT
CONSIDERATIONS
Part B**

District Board of Trustees

Agenda Item: 0323-09



Purchases over \$65,000

Background/References

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

The authorization requiring the President's approval of such purchases is guided by Board Rule 6.09, Purchasing.

Summary

Purchases greater than \$65,000 for the period of 2/01/23 to 2/28/23 are attached.

Recommendation

It is recommended that the District Board of Trustees accept this item as written.

Purchase Orders Over \$65,000 – February 2023

Vendor: TargetX.com
Item Description: Target CRM Admissions, includes Recruitment Suite Dec 22-Dec23
Amount: \$107,500.00
Purchase Order #: P2300455
Vendor Code: X00140054

Vendor: Ernie Morris
Item Description: Furniture for Sumterville Campus
Amount: \$72,761.54
Purchase Order #: P2300464
Vendor Code: ERNMOR

Vendor: ScholarBuys
Item Description: Software Jun23-May24
Amount: \$82,188.17
Purchase Order #: P2300472
Vendor Code: SCHBUY

PRESIDENT'S REPORT



March 22, 2023

Dear Members of the District Board of Trustees,

The College has resumed operations after closing for a week for spring break. Employees truly appreciate the Board's continued support of the week of closure to relax and rejuvenate. There are 6 weeks left to the spring semester and I have encouraged all of our faculty and staff to stay focused on student success and finish strong!

Strategic Planning

- Before break, students, faculty, and staff engaged in 6 separate working sessions on the College's mission, vision, and values.
 - *Mission and Vision Statement Themes:* diversity, high quality faculty and staff, collaboration, community, growth mindset, student-centered
 - *Value Themes:* diversity, caring, integrity, community, innovation, quality, accessibility
- The next event is the Strategic Planning Day on April 7, 2023 during which faculty and staff will engage in facilitated exercises to develop strategic goals for the next 3 years.

Legislative Affairs

- The spring legislative session is well under way with several bills in play that may impact our college including sovereign immunity limits, extended tuition benefits to dependents of veterans, changes to general education curriculum and articulation, and incentives for workforce education programs.
- Our request for funding for a Workforce Development Center has been submitted by our delegation and I am hopeful that we will see the request emerge in the House and Senate budgets.
- I will be traveling to Tallahassee this week with a few of you to attend the joint Trustees and Presidents Legislative meeting and will have a update to share at the board meeting.

Program Development

- The Health Science Collegiate Academy (HSCA) Governance Committee has approved a recommendation to amend the current operational agreement to expand the program to North Lake County and include additional partners in the agreement to support student experiential opportunities.
- Our partnership with Lake Technical College is growing and our teams are making progress in defining the pathways from Lake Tech programs to LSSC. A



presentation of these pathways and goals for our partnership will be on the agenda for the April Board meeting.

- The Lakehawk Leadership Academy has continued to grow with the intention of providing leadership development opportunities to our faculty and staff. Over 100 of our staff and faculty have taken the Hermann Brain Dominance Instrument to learn about their preferred thinking styles. I have extended this training with all of the managers to focus on developing their leadership capacities with a specific focus on transformational leadership. This is a significant shift in mindset and accountability and will help us build a high-performing and continuous improvement culture of learning and work.

I continue to be proud of the work that our faculty and staff are doing to support our students and I am especially proud of our students for their commitment and dedication to achieving their dreams!

Sincerely,

Dr. Heather Bigard
President



**President's Division
Updates for the District Board of Trustees
March 29, 2023**

Athletics

Mike Matulia, Executive Director

- Upgrades and repairs to athletic complex baseball dugout and multipurpose building have been completed.
- The NJCAA Beach Volleyball National Championship will be held at Hickory Point in April.
- Pre-game meals are now being provided for student-athletes at home games.

Human Resources

Deborah Franklin, Executive Director

- Focusing on fulfilling new positions created with multiple department reorganizations.
- Continued community outreach by participating in diverse community events to enhance community awareness of full-time, part-time, faculty and student LSSC job opportunities through local & on campus events.

Marketing and Strategic Communications

Kevin Yurasek, Executive Director

- February's #LoveMyCollege campaign featured 84 individuals across all 28 days of the month to show the impact that the College has on our students and community. Over 110 submissions were received, and all are posted in a photo album on Facebook. Employees were celebrated on Valentine's Day and received special ID badge holders, and all those who submitted will receive themed t-shirts.
 - A total of 116 #LoveMyCollege posts were made in February generating 49,416 impressions and an above-average 3.68% engagement rate.
- Promotions continue for the 60th Anniversary celebration with increased advertising beginning in March for upcoming events. In addition, Marketing has developed a custom wrap for the front of Lake Hall that will commemorate the College's 60 years of history in a photo collage.



- News & Student Spotlights – the following news article and student/alumni/employee spotlights were published, available at www.lssc.edu/news
- In February 2023, LSSC social media posts had 205,038 impressions (a 288% increase from last month) with 4,213 engagements for a rate of 2.03%. All social posts reached a total of 141,773 people over the month. The increase was due to the popularity of the #LoveMyCollege posts. All accounts have 23,192 fans, an increase of 1% from last month and up 139% year-over-year.





Professional and Organizational Development
Deborah Snellen, Executive Director

- Facilitated Herrmann Brain Dominance Instrument workshops to over 150 faculty and staff. This tool is used for better communication between supervisors and employees, teambuilding, problem solving, strategic planning, among other important actions where effective communication is key.

VICE PRESIDENT'S UPDATES

**Institutional Advancement Division
Update for the President and Board of Trustees
March 29, 2023**

Dr. Laura Byrd, Senior Vice President of Institutional Advancement

Student Achievement

- Lakehawk Career Connect
 - A total of 743 employers are currently registered with Lakehawk Career Connect.
 - A total of 141 active job postings in February 2023.
- Developed a mentorship opportunity through Orlando Health for students interested in computer sciences, IT, HIT and healthcare analytics.
- The LSSC Foundation celebrated with donors and scholarship recipients at the 6th Annual Scholarship Dinner on Tuesday, March 7, at the Leesburg Campus. All Foundation Scholarship recipients from the last academic year were invited to share a meal with Foundation donors who helped make their education a reality. We had the largest attendance to date, with 219 registered guests, and the event was held in the Gym for the first time, which allowed for greater attendance.

Facilities and Resource Development

US Economic Development Grant - to support the Commercial Driver's License and Line Worker project on the donated property from the City of Eustis. The application will total \$1,940,000. Once the grant is approved and LSSC accepts, the College will be required to complete a match of \$388,000.

Department of Labor Strengthening Community Colleges Grant - LSSC received award notification from the Department of Labor Strengthening Community Colleges. The grant was submitted with a consortium of LSSC, College of Central Florida and South Florida. The total request was \$5,000,000; with \$1,500,000 as LSSC's portion. We expect to receive the approved budget in the next few weeks.

Duke Energy Foundation Grant - LSSC submitted a grant for the Duke Energy Foundation for \$72,000. Of that \$72,000, \$50,000 will be used to purchase equipment for the Line Worker program at the new Eustis site. The remaining \$25,000 will provide scholarships for students in the program.

- The LSSC Foundation plans to award \$300,000 in scholarships for Summer 2023. The application is open from March 1–31, and all LSSC students with a 2.0 GPA are eligible to apply. There are currently 111 submitted applications. Please encourage students to apply.
- The 2023 Annual Campaign has raised \$183,698 of the fundraising goal of \$200,000. We have received \$39,362 from faculty and staff, representing 52% of employee giving.
- The Performing Arts Series presented the series' final show, Emmet Cahill & the Emerald String Quartet, on March 4–5. The series will evolve over the coming year as we accommodate the renovation and construction projects of the Fine Arts Center.
- The series raised \$114,521 in ticket sales, sponsorships, grants, and contributions.

- We welcomed almost 200 walkers/runners at this year's Shamrock Shuffle held on Saturday, March 4, at 8:00 am at the South Lake Campus. The event raised over
- \$15,000 in sponsorships, registrations, and contributions.
- The 37th Annual Gala, is scheduled for Friday, April 14, 2023, at the Brownwood Hotel. Sponsorships for \$138,350 have been secured, and other opportunities are available. We're seeking item donations for the silent and live auctions.

GIFTS & CONTRIBUTIONS OVER \$1,000 RECEIVED FEBRUARY 1 - 28, 2023

Name	Gift Amount	Fund Description	Gift Subtype
Anonymous	\$3,300	Annual Campaign	Contribution
Anonymous	\$15,000	McKee Endowment for Nursing Scholarship	Addition to Endowment
Boom Athletics	\$3,200	Athletics	Contribution
Catherine Hanson Real Estate, Inc.	\$3,000	Gala	Sponsorship
Citizens First Bank	\$5,000	Gala	Sponsorship
Citizens First Bank	\$2,500	Golf Tournament	Sponsorship
Clermont Police Department	\$1,750	Gala	Sponsorship
Deas Consulting, LLC	\$3,500	Gala	Sponsorship
Deborah Franklin	\$1,500	Franklin Futures	Scholarships
Delorise Isham-Presley 320 Inc.	\$4,500	Delorise Isham-Presley Summer Bridge Book Scholarship	Scholarships
Delorise Isham-Presley 320 Inc.	\$3,500	Delorise Isham-Presley Kids College Scholarship	Scholarships
Duke Energy	\$3,500	Gala	Sponsorship
eTeamSponsor Inc.	\$8,944	Athletics	Contribution
Follett	\$2,581	Athletics	Contribution
Hans & Cay Jacobsen Foundation	\$20,000	Nursing	Contribution
Howey Garden and Civic Club	\$2,000	Gail Gross Memorial Endowment	Scholarships
Largey Law	\$5,000	Gala	Sponsorship
Robert Thomas	\$10,000	Thomas Family Endowment	Contribution
Seco Energy	\$1,000	Shamrock Shuffle	Sponsorship
Sign Crafters of Florida	\$2,500	Gala	Sponsorship
SouthState Bank	\$3,500	Gala	Sponsorship
Tavares High School	\$1,050	Athletics	Contribution
United Way of Lake & Sumter Counties	\$2,500	RISE Summer Math	Grant Revenue
Total	\$109,325		

**Division of Academic Affairs
Report to the President and District Board of Trustees
March 9, 2023**

Ms. Karen Hogans, Vice President of Academic Affairs

Student Achievement

- Students can now search for courses with no textbook costs in the LSSC course registration system. The goal is to save students money and enable the student to take more classes and get to completion quicker.
- Embedded tutors have been actively involved supporting students in select courses with over 300 direct interactions between tutors and students.
- Florida Collegiate Honors Council (FCHC) Conference— More than 20 of our students attended the FCHC Conference on February 10th-12th. The students spent the weekend attending research presentations and engaging with a poster session, while also having the opportunity to network with honors students and faculty from across the state. Additionally, two of our second-year students, Joshua Martinez and Brian McKinley, gave presentations on their research, and one of our first-year students, Irate Rodriguez Jauregui won first place in the fine arts competition, a prize which came, not only with the chance to display her artwork throughout the conference weekend, but also a \$200 check.
- Eight members of the Academic Affairs team attended the Florida College System Council on Instructional Affairs and Council on Workforce Education on February 16, 2023. This meeting provided updates on statewide initiatives and updates on statewide implementation efforts.
- Dr. Amy Albee has been designated as the LSSC accreditation liaison.

Programs and Partnerships

Electrical Vehicles -

- Dr. Albee and Mr. Greg Jones attended a statewide consortium on the growth of Electrical Vehicles (EV) in Florida. The consortium focused on the needing for training in the maintenance and development of infrastructure for EV.
- Mr. Greg Jones, Ms. Beate Ivey, and Dr. Christopher Sargent met virtually with representatives from Jacobs, the company that provides wastewater treatment services in the Villages, to further discuss opportunities to provide wastewater certification training at LSSC for their employees and future employees. This is a promising partnership that will create plenty of employment opportunities for the local workforce for many years to come with numerous new facilities to come online in the Villages over the next 10 years.

Construction Management -

Workgroup continues to explore possible educational programs to serve the needs of our local construction partners and meet the demand for new employees and upskilling current employees. We are developing a program advisory to continue the process with hopes of bringing a program online for Fall 2024.

Workforce Development -

- Mr. Greg Jones and Dr. Christopher Sargent attended the biannual Sumter School District Career and Technical Education advisory meeting at South Sumter High School. They presented information to the group on LSSC's current and future workforce programs in both the credit and non-credit areas. High school students were in attendance, presenting boards about their programs to share what they learn. This was an excellent opportunity to network with other educators, local businesses, and to engage with students who may become future LSSC students.

Sports Management -

- Dr. Jeffrey Biddle worked with Dr. Rhonda Tracy, program director of the BAS in Strategic Leadership program, to develop an Athletic Leadership concentration in the BAS-SL degree. They have also begun a community partners inquiry to determine the focus of the full baccalaureate degree for athletic leadership and wellness.

Teaching and Learning

- Full-Time faculty member Kristina Van Amerongen, in collaboration with Student Life (Cindy Lackey), has developed several activities and experiences for the LSSC community around the theme of African American History Month. Experiences include an open mic poetry and spoken word activity. Other experiences center on student-created fine arts.

**Technology Innovation Division
Report for the President and District Board of Trustees
March 29th, 2023**

Nick Kemp, Vice President of Technology Innovation/CIO

Facilities and Resource Development

- Lake-Sumter State College has successfully satisfied all cyber insurance policy requirements! Cisco Duo is a new multi-factor authentication (MFA) program that ensures no individuals with confidential PII access are able to login into their device prior to being challenged with MFA.
- The Cybersecurity section continues to work with the Production Studio to create educational PSAs to help inform employees and students on the importance of being #cybersmart.
- The Cybersecurity section has captured over 60K phishing attacks during the first two months of 2023.
- Power BI (Business Intelligence) is a collection of software services, apps, and connectors that work together to turn unrelated sources of data into coherent, visually immersive, and interactive insights. Power BI version 2.0 is developing and this project will provide access to data dashboards for leaders at LSSC and greatly speed up the progress of adding new data points to existing data models.
- The Enrollment, Retention, and Completion (ERC) committee has completed a pilot of a new process for the first progress survey early alert notifications.
- Begun the expansion of the AEFIS platform (currently for assessment) to course evaluations, accreditation, program and service self-study, and potentially strategic planning.
- The TI Operations department is working with faculty to enable a new feature in Canvas to help students celebrate milestones. When a student submits an assignment successfully and on-time, they will be greeted with confetti.
- Rob Johnson and his team continue to improve our wireless networks and security. A critical update has been put in place along with a new connection process when logging onto the LSSC-Admin wireless.
- There will be increased wireless speeds at the Leesburg and South Lake campuses to match the speeds at the Sumterville Center due to new equipment.

Division Leadership

Dr. Mark Duslak, Executive Director Process Improvement & Institutional Research

Dr. Elizabeth Manuel, Director of Assessment

Mike Nathanson, Executive Director of Technology Innovation Operations

Rob Johnson, Director of Technology Infrastructure

Dave Phillips, Director of Information Systems Security

Devin Horvath, Director of Enterprise Systems

Wes Redman, Director of Production & Education Technology Services

Naomi Gonzalez-Freites, Director Production Studio

**Facilities Planning and Operations Division
Update for the President and District Board of Trustees
March 29, 2023**

Thom Kieft, Vice President, Facilities Planning and Operations

Facilities and Resource Development

Leesburg Campus

- The Chiller Plant had cooling towers 3 and 4 replaced on March 6. Connections will continue to be made throughout the month of March.
- The Facilities Department received bids for the roof on the Facilities Building and will bring a recommendation forward to the April DBoT meeting.
- The SchenkelShultz Building Assessment and Castaldi Analyses for the Faculty Office Building, Library, and Liberal Arts Building were received by Facilities and reviewed to prepare for the DBoT transmittal to have those three buildings approved to be razed in the future.
- A drain leak under the foundation in the 3rd base dugout of the baseball field was repaired through joint efforts of Faden Builders and an LSSC facilities technician.
- President Bigard, Vice-President Kieft, and Executive Director Stephenson met with Tony Catana from Spiezle Architectural Group to discuss the remodeling of the 2nd floor of the Student Services Building.

Sumter Center

- Faden Builders completed the Bldg. 5 HVAC project by repairing the exterior and interior walls where two old Bard wall mounted AC units were removed.

South Lake Campus

- Cooper Memorial Library had a new 230-ton York chiller installed over Spring Break.

Workplace Environment and Culture

- The annual update to the LSSC Emergency Operations Plan has been completed.
- The transfer of the paper key logs to a digital Excel spreadsheet has been completed.

Division Leadership

Ms. Rebecca Nathanson, Executive Director of Campus Safety

Ms. Kelly Hickmon, Associate Dean of Students and Sumter Center

Ms. Cheryl Anthony, Director of Capital Projects

Mr. Bob Kinne, Assistant Director of Facilities

Enrollment & Student Affairs Division Update for the President and Board of Trustees March 29, 2023

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

Enrollment Summary:

Spring enrollment stands at 4,549 headcount, trending ahead of last year by 8.8% (+368). Summer and fall enrollment windows are open for current students and early trends are positive in comparison to last spring, with headcount totals of 223 and 153 respectively as of March 8.

Recruitment & Enrollment

- The application period for the high school scholarships for graduating seniors is open from March 1 to April 15.
- In April, we will host two large Block Party recruitment events, where high school juniors and seniors will join our current students to learn about LSSC and enjoy food trucks and fun activities. The events are scheduled for April 1 (Leesburg) and April 15 (Clermont).
- Information Sessions are being scheduled for late spring and over the summer in the Four Corners area to help connect with the community and promote enrollment opportunities.
- New Student Advising & Registration sessions begin the week of March 27 for summer and fall semesters.

Early College Programs

- Early College Programs has served 2,572 students this spring 2023, including 1,795 for-credit students and 777 non-credit students.
- Early College Programs held a Dual Enrollment Counselor's Conference on February 9th with over 80 attendees to learn about pathways through our LSSC and our partners.
- Dr. Nuñez presented at the Florida Alliance of Dual Enrollment Partnerships a breakout session titled Applying an Integrated College Readiness Model to Promote Early College Success on February 28th.

Retention & Student Engagement

- Current students participated in Mission, Vision and Values workshops on March 8 as a way to contribute to our strategic planning process.
- Several of our Student Government Association (SGA) members participated in the Florida College System SGA (FCSSGA) conference in Tallahassee last month, highlighted by a visit to the Capitol alongside President Bigard and Mr. Bruce Duncan. Our SGA students had the opportunity to get an inside look at the legislative process while also meeting with Senator Baxley, Rep. Truenow, Rep. Yarkosky, Rep. McClain, and Senator Ingolia, who are working hard to represent Lake and Sumter Counties.

Division Leadership

Ms. Arminta Johnson, Associate Vice President of Enrollment Services

Ms. Jennifer Manson, Director of Academic Advising

Dr. Roland Nunez, Executive Director of Early College Programs

Ms. Carolyn Scott, Dean of Students

BOARD COMMITTEE REPORTS

District Board of Trustees

Agenda Item: 0323-14



Office of the President

Board Committee Reports

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

BOARD ATTORNEY REPORT



March 6, 2023

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

Re: Board Attorney Report for March 22, 2023

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. Mediation was held September 1, 2022. A settlement was not reached at mediation. On March 2, 2023 Miller and Miller Investigative and Security Services, LLC filed a Second Amended Notice of Appearance listing attorneys who will be representing its interests. Discovery is ongoing.

David Walton v. Lake Sumter State College, Case No. 2021-01; 5D22-0794. On March 31, 2022 Dr. Walton filed an Administrative Notice of Appeal with the Fifth District Court of Appeal seeking judicial review of the Board of Trustee's decision. Attorney Brian Koji will be representing the College in the appeal. Mediation was held May 26, 2022 and resulted in an impasse. Oral arguments were held February 7, 2023. Once the DCA enters an order with its decision a copy will be provided to the Board.

United Faculty of Florida-Lake Sumter State College (full-time teaching faculty). During negotiations held October 11, 2022 the UFF indicated they are declaring impasse in the negotiations. The outstanding issue is the discipline article. After submitting its written declaration of impasse to PERC, PERC will appoint a Special Magistrate who will hear from each party then issue a recommendation to the Board of Trustees for consideration. A declaration of impasse has not been filed as of this date.

Service Employees International Union (SEIU) Florida Public Services Union (FPSU) (Part Time Adjunct Instructors). Nothing to report at this time.

Lake Sumter State College
March 6, 2023
Page 2 of 2

Property and Casualty Insurance. The Board of Trustees is responsible for managing and protecting real and personal property acquired or held in trust for the College. To that end the Board of Trustees is authorized to be (a) self-insured pursuant to s.1004.725, F.S., (b) to enter into risk management programs, (c) to purchase insurance for whatever coverage it may choose, or (d) to have any combination thereof, in anticipation of any loss, damage, or destruction of real and personal property. (s.1001.64(27), F.S.) So while insurance is required, the Board has options for the type and coverage of insurance it obtains.

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

Financial Audit 2021-2022

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. Furthermore, the audit did not identify any deficiencies in internal controls over financial reporting that were considered to be of material weakness. The results disclosed no instances of noncompliance or other matters that are required to be reported under Governmental Auditing Standards, issued by the Comptroller General of the United States. The report was provided by email from the Auditor General's Office.

Recommendation

It is recommended that the District Board of Trustees acknowledge this item as written.

District Board of Trustees

Agenda Item: 0323-17



Lake Sumter
State College

Office of the President

Personnel Calendar 2023-2024

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.

Summary

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. There are 20 paid holidays planned for 2023-2024.*
- Four-Day Summer Work Week Schedule
 - *Beginning Monday, May 8 through Friday, July 28, 2023, staff employees will still work a total of 37.5 hours for four days.*

The proposed personnel calendar for year 2023-2024 is presented for review and approval.

Recommendation

It is recommended that the District Board of Trustees approve this item as written.



2023-2024 PERSONNEL CALENDAR

Paid Holidays (23) - College Closed

Date(s):	Holiday:
Tuesday, July 4, 2023	Independence Day
Monday, September 4, 2023	Labor Day
Friday, November 10, 2023	Veterans Day Observed
Thursday, November 23 – Sunday, November 26, 2023	Thanksgiving Break
Saturday, December 16, 2023 – Monday, January 1, 2024	Winter Break
Monday, January 15, 2024	Martin Luther King Jr. Birthday
Friday, February 9, 2024	LSSC Service Day
Sunday, March 10 – Sunday, March 17, 2024	Spring Break*
Monday, May 27, 2024	Memorial Day

Work Period	Academic Calendar Dates	Duty Dates
Staff/Non-Instructional Faculty		Monday - Friday July 1 - June 30
Fall 2023 Instructional Faculty	Monday - Saturday August 21 - December 2	Tuesday - Thursday August 15 – December 14 (84)
Spring 2024 Instructional Faculty	Monday - Saturday January 8 - April 20	Tuesday - Friday January 2 – May 3 (83)
Summer A 2024 – 11- month Instructional Faculty	Monday - Wednesday May 6 - June 19	Monday - Monday May 6 – June 24 (35)
Summer AE 2024 – 12-month Instructional Faculty	Monday - Thursday May 6 - August 1	Monday - Monday May 6 – August 12 (69)
Summer B 2024 – 11- month Instructional Faculty	Monday - Wednesday June 24 - August 7	Monday - Monday June 24 – August 12 (35)
Summer 2023 Four Day Work Week		Monday - Thursday May 8 - July 28

* Dates subject to change

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 grades.

Questions?

Contact Human Resources or Payroll with any questions.

**Demolition and Removal of Buildings 3, 6, and 13
(Leesburg Library, Liberal Arts Bldg., and Faculty Office Bldg.)**

Background/References

The Florida Department of Education Office of Educational Facilities (OEF) requires the College's District Board of Trustees approval prior to submitting the Room Condition Change - Building Replacement/Raze Form.

OEF staff will analyze the College's information along with all supporting documentation, coordinate any further reviews with the district, make a final decision regarding the disposition of the proposed project, and provide a timely response either approving or disapproving the proposed request.

Florida Statute 1001.64 states that Florida College System Board of Trustees may purchase, acquire, receive, hold, own, manage, lease, sell, dispose of, and convey title to real property, in the best interests of the Florida College System institution.

Summary

SchenkelShultz Architecture, along with Matern Engineering, performed building assessments and Castaldi calculations for Buildings 3, 6, and 13 on the Leesburg Campus and have concluded that it is more cost effective for the three buildings to be razed and replaced instead of being renovated.

This conclusion to raze the three buildings is in agreement to an internal staff recommendation in the Space Optimization Proposal from October 2019 that was shared with the Board's Facilities Committee in November 2021.

Recommendation

It is recommended that the District Board of Trustees approve this item as written.

02. castaldi formula

Castaldi Generalized Formula for School Modernization

The Castaldi formula is a method by which aging school buildings can be evaluated as to the economic feasibility of modernization versus replacement.

The Castaldi Formula is as follows:

$$\frac{(C_E + C_H + C_S)}{(L_m)(I_A)} \quad R \quad L_R$$

C_E = Total cost of educational improvements
 C_H = Total cost for improvements in healthfulness (physical, aesthetic, and psychological)
 C_S = Total cost for improvements in safety
 L_m = Estimated useful life of the modernized building
 I_A = Estimated index of educational adequacy (0-1)
 R = Cost of replacement of building considered for modernization
 L_R = Estimated life of new building

If the left side of the formula is numerically smaller than the right, modernization would be financially advantageous to the school district. The smaller the numerical value of the left side in comparison with the value on the right, the greater would be the financial advantage of modernization to the school district. If both sides are approximately equal, replacement is favored over modernization.

Other criteria should first be met before the formula is ever applied:

- Is the school building under consideration needed in its present location for at least 75% of its remaining useful life after modernization?
- Is it impractical to distribute the pupil load of the school considered for modernization amongst other nearby adequate schools?
- Does the structure lend itself to improvement, alteration, remodeling and expansion?
- Does the modernized building fit into a well conceived long-range plan?

ASSUMPTIONS

The following assumptions have been made in calculating the formula. The maximum useful life of the modernized building has been estimated for each building at the age of the building three years from now (2026) minus the life of the building (65 years). The index of educational adequacy was set at .75. The cost of replacement is based on the following estimates per the Florida Department of Education's database for construction costs (year 2021): New construction is set at \$418/gsf for classrooms, \$371/gsf for Libraries, and \$452/gsf for facility office buildings per state average. The renovation cost is estimated to be 50% of the new construction and listed accordingly.

Lake-Sumter State College Castaldi Analysis

		A	B	C	D	E	F	G	H	I	J	K	L	M	N	
Building Number	Function	SF	Factor	Renovation Cost Per SF	Cost of Modernization A x B x C	Expected Life of Facility	Years in Service	Remaining Facility Expected Life	Index of Educational	Castaldi Modernization Factor (E-F) x H	Castaldi Renovation Cost D/I	Castaldi Replacement Cost (N*M)/L	Expected Life of Facility	New Construction Cost Per SF	SF	Conclusion
3	Classroom	12,864	1.2	\$209	\$3,226,291	65	61	4	0.75	3	\$1,075,430	\$82,725	65	\$418	12,864	Replace
6	Library	17,455	1.2	\$186	\$3,885,483	65	61	4	0.75	3	\$1,295,161	\$99,628	65	\$371	17,455	Replace
13	Facilities Off.	1,783	1.2	\$226	\$483,550	65	43	22	0.75	16.5	\$29,306	\$12,399	65	\$452	1,783	Replace

Values from The Florida Department of Education
 Project Building Specific Information
 Outcome of the Calculation determining if razing the Structure will be Allowed

**Lake Tech College Extension of South Lake Campus
Facilities Use Agreement**

Background/References

Florida Statute 1001.64 states that Florida College System Board of Trustees may purchase, acquire, receive, hold, own, manage, lease, sell, dispose of, and convey title to real property, in the best interests of the Florida College System institution.

Summary

Lake Tech College has utilized classroom and lab space on LSSC's South Lake Campus for about six years to offer their LPN, ESOL/GED, and Paramedic programs to residents of south Lake County. The previous Facilities Use Agreement between LSSC and Lake Tech College ended on June 30, 2022. This Extension stretches the previous Agreement for the use of facilities on LSSC's South Lake Campus to June 30, 2024 and retroactively takes effect on July 1, 2022.

All prior terms and conditions contained in the Agreement of July 1, 2021 shall remain in full force and effect.

Recommendation

It is recommended that the District Board of Trustees approve this item as written.

OTHER CONSIDERATIONS



Lake-Sumter State College delivers student success through personal attention and flexible pathways leading to rewarding careers and higher wages.

District Board of Trustees

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