



Lake Sumter State College

DISTRICT BOARD OF TRUSTEES

Wednesday, April 19, 2023

South Lake Campus

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

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

Sumter Center
1423 County Road 526 A
Sumterville, FL 33585

Lake-Sumter State College
DISTRICT BOARD OF TRUSTEES
Agenda

Wednesday, April 19, 2023
South Lake Campus

4:30 pm Closed Executive Session

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

Lake Technical College Joint Presentation

V. CONSENT CONSIDERATIONS

0423-01	Approve:	Minutes of the March 29, 2023 Regular Meeting	1
0423-02	Acknowledge:	Human Resources Staff Changes	5
0423-03	Approve:	Human Resources Faculty Changes	7
0423-04	Approve:	Proposed Curriculum Changes	9
0423-05	Acknowledge:	Monthly and Quarterly Fiscal Reports for March 2023	11
0423-06	Approve:	Purchases over \$65,000	14
0423-07	Acknowledge:	Capital Improvement Projects Report	16
0423-08	Approve:	MOU BAS to MBA agreement with LSSC and University of West Florida	26
0423-09	Approve:	MOU AA/AS to BAS agreement with LSSC and Florida Gateway College	27
0423-10	Approve:	Criminal Justice Articulation Agreement with LSSC and Lake Technical College	28
0423-11	Approve:	Criminal Justice Articulation Agreement with UCF	29
0423-12	Approve:	UFF MOU - Lab Compensation	30

VI. PRESIDENT'S REPORT

0423-13 President Bigard's Update

VII. VICE PRESIDENT'S REPORTS

0423-14

VIII. COMMITTEE REPORTS

0423-15 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

0423-16 Ms. Anita Geraci-Carver's Update

X. NEW BUSINESS

0423-17	Approve:	Recommendation of Continuing Contract of Faculty	51
0423-18	Accept:	Equity Report 2022-2023	53
0423-19	Information:	Tuition and Fee Schedule and Course Fee Changes FY23/24	54
0423-20	Approve:	Leesburg Campus Facilities Building Roof Replacement	59
0423-21	Approve:	Leesburg Campus Science-Math Building Envelope Project	60
0423-22	Approve:	Academic Preliminary New Program Request - Cardiovascular Technology	61
0423-23	Approve:	Academic Preliminary New Program Request - Construction Management	63
0423-24	Approve:	Academic Preliminary New Program Request - Diagnostic Medical Sonography	65
0423-25	Approve:	Academic Preliminary New Program Request - Teacher Education	67
0423-26	Approve:	Academic Preliminary New Program Request - Waste Water Management	69

XI. OTHER CONSIDERATIONS AS NEEDED BY CHAIRMAN/PRESIDENT

0423-28 Approve: Changing the Location of the May 17, 2023 District Board of Trustees Meeting

XII. ADJOURNMENT

CALENDAR NOTES:

District Board of Trustees Meeting	Wednesday, April 19, 2023 5:00 pm	South Lake Campus Board Room 327
Inauguration of President Heather Bigard	Tuesday, May 2, 2023 10:00 am	Leesburg Campus Everett Kelly Convocation Center
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 Meeting	Friday, May 12, 2023 3:30 pm	Leesburg
Early College Graduation Ceremony	TBD	TBD
Strategic Planning Committee	Tuesday, May 16, 2023 5:00 pm	TBD
District Board of Trustees Meeting	Wednesday, May 17, 2023 5:00 pm	South Lake Campus Board Room 327 - Subject to change
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	TBD

NO BOARD MEETING IN JULY OR DECEMBER

**CONSENT
CONSIDERATIONS**



**DISTRICT BOARD OF TRUSTEES
LAKE-SUMTER STATE COLLEGE
LEESBURG
March 29, 2023**

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

ABSENT: Ms. Emily Lee, Mr. David Hidalgo, Board Members.

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 5:05 p.m. on March 29, 2023, at the Leesburg Campus. 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 – Part A:

MOTION to approve, Mr. Tim Morris, SECOND, Mr. Pete Wahl, motion passed.

CONSENT CONSIDERATIONS – Part B:

MOTION to approve, Mr. Pete Wahl, SECOND, Ms. Jennifer Hooten, motion passed. Due to a voting item conflict, Mr. Tim Morris did not participate in this motion.

SCHEDULED INFORMATION REPORTS:

President Bigard presented her report.

- Thanked the LSSC 60th anniversary committee for their hard work in developing and creating the museum for the Board members to tour.
- Thanked the Board for attending meetings in Tallahassee with local legislatures.
- Provided updates on the Senate and House budget, which included the budget for the Workforce Development Center.
- Currently tracking all appropriate bills presented in the Senate, and specifically regarding SB 244, K-12 Education.

ITEM: 0423-01

- Provided updates of the Higher Learning Commission (HLC) conference in Chicago, with Vice President Karen Hogans and Dr. Amy Albee also in attendance, to learn about the accreditation process and next steps with HLC. Mr. Pete Wahl asked for a side-by-side comparison of the pros and cons for HLC and SACSCOC accrediting bodies.
- Detailed the success of the three mission, vision, and values workshops across the College with the goal of presenting a mission, vision, and values to the Board along with the College strategic plan.
- Discussed the opportunity for a waster water program at the College with local municipalities and businesses interested in partnering.

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:

0323-16 – AUDITED FINANCIAL STATEMENTS 2021-2022

Ms. Kristie Harris provided updates on the Audited Financial Statements for 2022-2023 for information. This item was for discussion purposes only.

0323-17 – PERSONNEL CALENDAR 2023-2024

President Bigard recommends the approval of 23 paid holidays when the College is closed and the approval of a Four-Day Summer Work Week Schedule.

MOTION to approve the Personnel Calendar for 2023-2024 with 23 paid holidays and a four day summer work schedule, Mr. Tim Morris, SECOND, Mr. Jennifer Hooten, motion passed.

0323-18 – DEMOLITION AND REMOVAL OF BUILDINGS 3, 6, AND 13

President Bigard recommends to begin demolition and removal of building 3, 6, and 13 included in the Space Optimization Proposal from October 2019 shared with the Board Facilities Committee.

MOTION to approve the beginning demolition and removal of building 3, 6, and 13, Ms. Ivy Parks, SECOND, Mr. Pete Wahl, motion passed.

0323-19 – LAKE TECHNICAL COLLEGE EXTENSION OF AGREEMENT 2022-2024

President Bigard recommends to extend the lease agreement with Lake Technical College at the South Lake Campus for 2022-2024.

MOTION to approve the extension of the lease agreement with Lake Technical College at the South Lake Campus for 2022-2024, Mr. Tim Morris, SECOND, Mr. Pete Wahl, motion passed.

OTHER CONSIDERATIONS:

The next regular meeting is scheduled for April 19, 2023 at the South Lake Campus.

The meeting was adjourned at 6:07 p.m.

ATTEST:

Mr. Bret Jones, Board Chair

Dr. Heather Bigard, Secretary/College President

Recording Secretary: Kailyn Wurm

District Board of Trustees

Agenda Item: 0423-02



Office of the President

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 Staff Changes

March 08, 2023 – April 03, 2023

New Hires:

Name	Title	Effective Date
Maria Carey	Training and Development Specialist	04/03/2023
Kimberlyn Gallo	Enrollment Services Specialist	04/03/2023
Sunetta Lahel	Talent Search Coordinator	03/20/2023
Catrina Lovelady	Director, Respiratory Care Program	04/03/2023
Sherry Pelfrey	Events Manager	03/28/2023
Lauren Zanders	Director, Enrollment Service Center	03/20/2023

Staff Status Changes

Name	Change/Title	Effective Date
Kayla Sharon	Promotion/Coordinator, Allied Health Students	03/20/2023

Staff Resignations:

Name	Title	Effective Date
Tasha Hurst	Search Coordinator	03/31/2023
Allison Rehbaum	Accounts Payable Manager	03/20/2023
Everlena Richardson	Associate Controller	03/31/2023
Tara Stevens	Executive Assistant to VP of Academic & Enrollment Affairs	03/31/2023

District Board of Trustees

Agenda Item: 0423-03



Office of the President

Human Resources 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 Actions

March 08, 2023 – April 03, 2023

Faculty Contract Non-Renewal:

Name	Title	Effective Date
Wilfredo Laiz	Instructor	5/6/2023
Alberto Luma	Instructor	5/6/2023

District Board of Trustees

Agenda Item: 0423-04



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 on Curriculum and Instruction transactions and workgroup activity 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
16	Credit Course Modification	NUR 3634C	Community and Public Health Nursing
17	Credit Course Modification	NUR 4945L	Nursing Capstone
XX			
XX			
26	Credit Program Modification		Human Resource Management Concentration
27	Credit Program Addition		Human Resource Management ATC
28	Credit Course Addition	MAN 4312	Employee Relations
29	Credit Course Addition	MAN 4320	Recruitment and Selection
30	Credit Course Addition	MAN 4330	Compensation and Benefits
31	Credit Course Addition	MAN 4350	Training and Development
32	Credit Program Modification		BAS-SL
47	Credit Course Modification	HIM 1211	Basic Health Information Technology

District Board of Trustees

Agenda Item: 0423-05



Lake Sumter
State College

Office of the President

Monthly and Quarterly Fiscal Reports – March 2023

Background/References

Per Florida Statute 1001.64 (12), each District 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

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, and on a quarterly basis, a financial update is provided to the Board for funds 2, 3, 5 and 7. These reports are prepared by the office of the Vice President of Finance and Chief Financial Officer, and is intended to keep the Board apprised of the financial condition of the College.
The financial reports are provided along with this report.

Recommendation

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

Lake-Sumter State College
Quarterly Fiscal Report
As of March 31, 2023

Available Funds	Actuals			
	Beginning Balance FY23	FY23 YTD Revenue	FY23 YTD Expense	Fund Balance
	\$	\$	\$	\$
Fund 1 Operating *	1,320,648	25,523,210	24,203,450	2,640,408
Fund 2 Restricted	357,361	2,779,816	2,595,543	541,634
Fund 3 Auxiliary	1,971,796	268,444	299,867	1,940,373
Fund 5 Scholarships	116,772	6,904,896	6,967,440	54,227
Fund 7 Capital	4,001,100	4,765,934	3,496,803	5,270,231
Total	7,767,676	40,242,300	37,563,103	10,446,873

* Expense in Fund 1 includes \$3M transfer to Fund 7

**Lake-Sumter State College
Fiscal Status Report - Fund 1
General Current Fund
July 1, 2022 -March 31, 2023**

	FY 2021-22		FY 2022-23			
	Annual Budget	3/31/2022	Annual Budget	3/31/2023	Percent of Budget Earned/Spent	Projected 6/30/2023
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	309,586	315,300	375,448	100%+	371,730
HSCA Dual Enrollment	446,550	398,460	398,460	345,790	87%	345,790
Lab Fees	137,800	53,479	64,160	77,283	100%+	77,283
Spring						
Tuition	\$ 2,375,100	\$ 2,225,344	\$ 2,253,800	\$ 2,564,445	100%+	\$ 2,539,055
Technology Fees	118,900	111,274	113,100	128,229	100%+	126,960
Distance Learning	187,600	290,745	273,700	291,135	100%+	288,252
Dual Enrollment	424,000	381,278	388,700	430,213	100%+	421,778
HSCA Dual Enrollment	419,070	338,920	357,240	-	-	343,500
Lab Fees	106,700	97,026	134,120	117,002	87%	117,002
Summer						
Tuition	\$ 1,071,900	\$ 565,649	\$ 1,028,200	\$ 503,703	49%	\$ 1,079,433
Technology Fees	53,400	28,293	48,300	25,187	52%	53,986
Distance Learning	99,600	82,065	71,400	70,980	99%	167,789
Dual Enrollment	-	37,718	-	43,980	-	-
Lab Fees	13,200	4,165	26,560	7,095	27%	17,797
Miscellaneous Fees	65,300	94,577	168,750	145,824	86%	165,697
Youth Development	280,000	2,771	282,000	1,105	-	282,000
Continuing Education	166,100	307,690	1,189,522	642,609	54%	813,430
Total Student Tuition and Fees	\$ 9,453,920	\$ 8,260,718	\$ 10,051,312	\$ 9,010,124	90%	\$ 10,451,575
General Revenue Operational Support	\$ 13,071,677	\$ 9,803,742	\$ 18,725,937	\$ 14,044,429	75%	\$ 18,725,937
General Revenue Nursing Support	-	13,710	830,059	622,544	75%	830,059
General Rev. Student Success Incentive Initiative	296,654	247,212	362,513	277,884	77%	362,513
State Dual Enrollment Scholarship Program	-	-	-	462,273	-	739,276
Educational Enhancement Support	2,317,578	927,032	2,843,909	568,782	20%	2,843,909
Miscellaneous State Contracts	100,000	-	100,000	-	-	100,000
Federal Support Indirect Cost	100,000	204,114	150,000	63,322	42%	100,510
Foundation Support	110,000	-	111,500	-	-	50,000
Other Contracts	238,000	153,882	803,000	222,272	28%	256,000
Miscellaneous Revenue	30,400	19,643	17,000	31,481	100%+	36,000
Uninsured Loss Recovery (HEERF)	510,500	1,600,153	-	220,100	-	220,100
Total Revenues	\$ 26,228,729	\$ 21,230,205	\$ 33,995,230	\$ 25,523,210	75%	\$ 34,715,879
Transfers In	702,000	27,509	480,000	-	-	480,000
Total Revenues and Transfers In	\$ 26,930,729	\$ 21,257,715	\$ 34,475,230	\$ 25,523,210	74%	\$ 35,195,879
EXPENDITURES						
Personnel Expenditures						
Salaries and Wages	\$ 14,987,926	\$ 9,916,669	\$ 17,401,060	\$ 11,322,711	65%	\$ 16,516,052
Benefits	5,860,265	3,794,488	6,643,022	4,338,831	65%	6,328,905
Lapse Salary and Benefits	(702,500)	-	(913,250)	-	-	-
Current Operating Expenditures	6,230,561	4,244,521	7,651,568	5,257,829	69%	7,405,393
Capital Outlay Expenditures	54,449	15,692	58,000	284,079	100%+	284,079
Contingency	500,000	-	500,000	-	-	-
Total Expenditures	\$26,930,701	\$17,971,370	\$31,340,400	\$21,203,450	68%	\$ 30,534,429
Transfer to Fund Other Funds	-	-	(3,000,000)	(3,000,000)	-	(3,000,000)
Excess of Revenues over (Expenditures)	\$ 28	\$ 3,286,345	\$ 134,830	\$ 1,319,760		\$ 1,661,450

District Board of Trustees

Agenda Item: 0423-06



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 3/01/23 to 3/31/23 are attached.

Recommendation

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

Purchase Orders Over \$65,000 – March 2023

Vendor:	Media Cross
Item Description:	Microsite Maintenance/Support & Webpage Design Updates
Amount:	\$66,700.00
Purchase Order #:	P2300512
Vendor Code:	X00119285

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	

Capital Improvement Projects 2022-2023			
April 2023 Update			
Project Description	CIP Budget	Expended or PO issued as of 3/31/23	Progress To Date
Safety			
Leesburg Campus Fire Safety Upgrade	\$50,000	\$60,062	Fire Alarm System repairs and replacement of devices currently in progress. New FA Panel install is complete for Student Center.
South Lake Campus Fire Safety Upgrade	\$5,000	\$0	Fire Alarm System repairs and replacement of devices currently in progress.
Critical Life Safety Modifications	\$100,000	\$18,107	Correction work for issues reported on the 2021 and 2023 PDCS Life Safety Inspections continue; including emergency lighting, improving fire panels, strobe lights, and exit signs. Repairs to the South Lake Campus Science-Health Bldg. generator.
Emergency Lighting Repairs	\$40,000	\$19,049	A comprehensive list of fixtures are currently in development for procurement and replacement. Some lighting purchases, repairs, and replacements have been completed.
Roofs			
Roof Maintenance and Repairs	\$500,000	\$251,058	Center for Teaching and Learning Roof Restoration completed 3/22/23. Facilities Roof Bid Package received in March is on the April DBOT Agenda for approval, construction timeline (TBD). Roof walks were conducted on April 4 with Garland/DBS, Inc. at Leesburg Campus to plan for future repair/replacements. Leak mitigation/repairs continue through the Dryzone workorder process.
William Johnson(WJ)/ Lake Hall	\$400,000	\$0	In Planning. Deferred Maintenance/PECO FY 22 Budget allocated for project. Garland walked WJ and Lake Hall roofs on 4/4/23 to verify condition.
Roof Maintenance and Repairs	\$400,000	\$0	Lake Hall and William Johnson Buildings roof mitigations and repairs in process.
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	On Hold
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 Lots A and B prior to any construction.

Capital Improvement Projects 2022-2023			
April 2023 Update			
Project Description	CIP Budget	Expended or PO issued as of 3/31/23	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 was issued to LSSC by SJRWMD on 4/4/23. Pre-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	\$14,823	Design is complete. PDCS courtesy plan review is currently in process and Building Permit # LSSC23-017 is assigned. Bathroom sinks have been received. Pre-construction services to begin once the Construction Manager At Risk Continuing Services contract is awarded.
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 lieu of renovate was received 2/22/23 and approved by DBOT in March. Additional State DOE requirements will continue. The Roof Budget will get reassigned to other roof projects if the Library is razed instead of renovated.
Leesburg Campus Library HVAC	\$800,000	\$0	HVAC was in Design Development, now on Hold. The HVAC Budget will get reassigned to other approved HVAC projects, if the Library is razed instead of renovated.
Leesburg Campus Library Re-purpose/Remodel (LE) Yr 2 of 3	\$2,200,000	\$224,794	Design Development Phase completed 7/1/22. Bid Cost Estimate received 8/19/22 and overbudget. Board Facilities Committee reviewed on 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 lieu of remodel completed 2/22/23 and approved by DBOT in March.
HVAC			
South Lake Campus Cooper Memorial Library HVAC	\$300,000	\$408,093	The new chiller installed during Spring Break and is in operation. There were some issues discovered during start-up that are currently being addressed with the engineer and contractor. Additional work for the chiller system may be necessary and is in planning.
Miscellaneous HVAC Projects	\$500,000	\$313,603	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			
April 2023 Update			
Project Description	CIP Budget	Expended or PO issued as of 3/31/23	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 continue through April with delays due to materials. Refurbish work for the other two cooling towers are targeted to begin in April. Final completion dates (TBD).
South Lake Campus Building 1 HVAC Equipment and Installation	\$250,000	\$292,663	Design is complete. PDCS courtesy plan review completed and Building Permit # LSSC22-0214 is assigned. Pre-bid meeting was held March 31. Received remaining HVAC equipment on April 3. Advertisement for bids are in planning for April 25 deadline. Construction to begin after May 26, final completion date (TBD).
Leesburg Campus Building M HVAC Design and Replacement 40 Ton AHU	\$250,000	\$37,726	Design is complete. Updated Construction Documents are anticipated April 7. PDCS Plan Review and Project Bids are next steps. 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 this summer.
Leesburg Campus William Johnson Admin Building HVAC Design and Replacement	\$200,000	\$58,275	Design engineering and site investigations continue. 60% Construction Documents anticipated on April 21.
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 with Faden Builders and Westbrook over spring break. Faden will replace exterior metal on building on April 10.
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	\$89,098	On going procurement as approved by leadership.
Signage (All campuses)	\$100,000	\$67,143	New illuminated signs for Bldg. M, Facilities, Student Services Building, including AdventHealth DEU signs are installed. Sumter Center Monumental Sign and Sign at corner are complete. South Lake Monumental sign is complete. Leesburg Campus Monumental sign is being designed.

Capital Improvement Projects 2022-2023			
April 2023 Update			
Project Description	CIP Budget	Expended or PO issued as of 3/31/23	Progress To Date
Building Upgrades			
Building Envelope (various)	\$500,000	\$29,850	Raymond performed site visit at Leesburg Student Services Bldg on March 21. The Assessment of the exterior facade was received March 31 and in review. Garland's proposal for Leesburg Science-Math Bldg. was reviewed on site April 4 and on April's DBOT Agenda for approval. The Gymnasium exterior wall restoration is in planning for FY23-24. 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 received DBOT approval in March.
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	\$592,227	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 - April.
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 approved by the DBOT at the March meeting.
Exterior Painting Projects	\$150,000	\$92,676	Refresh exterior painting is on-going. Exterior painting for the Leesburg Campus William-Johnson Building, Student Center, Lake Hall, Center for Teaching & Learning, and the Athletics Concession Stand are all complete. Exterior painting for the Gymnasium and Student Services Building are in planning.
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., and Gymnasium.
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 refresh project will be completed in the next couple months. Wall repair work began in the Women's restroom in late November is complete.
Leesburg Campus Student Services Building - Build ADA Restrooms	\$420,000	\$33,960	Design is complete and PDCS are currently 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).

Capital Improvement Projects 2022-2023			
April 2023 Update			
Project Description	CIP Budget	Expended or PO issued as of 3/31/23	Progress To Date
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.
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 for South Lake Campus Science-Health Bldg. with Nursing and Respiratory Care leadership. The Architect's proposal was approved end of March and PO is in process. Space is targeted to be up and running by Fall 2023.
Leesburg Campus Center for Teaching and Learning Refresh	\$50,000	\$60,322	Project is in progress to refresh the testing rooms and provide new carpeting throughout most of the building. Anticipate completion early May 2023.
Building Envelope (various)	\$300,000	\$0	Deferred Maintenance FY 22 Budget allocated for project. This is additional building envelope funds from PECO FY 22 that may be used for SSB, HSC, or gym.
William-Johnson Bldg Financial Services Refresh	\$100,000	\$101,160	Refresh work including painting and carpet replacement completed early February. This project also involved replacing decades old furniture for all of the offices.
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 1.
Eustis CDL	\$1,200,000	\$4,618	CDL Expansion in Eustis is in planning.
Total:		\$3,440,591	

District Board of Trustees

Agenda Item: 0423-08



Agreements/Memorandums of Understanding

Background/References

Per Florida Statute 1001. 64 (6), each board of trustees has responsibility for the establishment and discontinuance of program and course offerings in accordance with law and rule. Lake-Sumter State College has developed multiple Articulation Agreements and Memorandums of Understanding (MOU) to create pathways for students.

Summary

The following MOU has been approved by the Cabinet and Strategic Planning Council and are presented for Board Approval:

MOU BAS to MBA agreement with LSSC and University of West Florida

- Provides a pathway for students completing the Bachelor of Applied Science (BAS) in Strategic Leadership degree at LSSC to enter the Master's of Business Administration (MBA) at the University of West Florida (UWF). Students who have completed the BAS will be guaranteed entry into the UWF MBA program.

Recommendation

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

A Memorandum of Understanding Between

Lake-Sumter State College for and on behalf of The District Board of Trustees of Lake-Sumter State College, Florida and the University of West Florida for and on behalf of the University of West Florida Board of Trustees

Title of Agreement: **BAS to MBA Memorandum of Understanding Agreement**
Type of Agreement: **Special Admissions**
Major: **Business Administration**
College: **Business**
Degree: **Bachelor of Applied Science**
Limited Access Program: **No**

1. Introduction

The University of West Florida (UWF) College of Business in collaboration with Lake-Sumter State College (LSSC) has agreed to a special admissions process to expedite admission of students graduating from LSSC with a Bachelor of Applied Science degree in Strategic Leadership (BAS) into the Master of Business Administration (MBA) – General online program at UWF.

2. Program Goal

This program is to promote a special admissions process for students graduating from LSSC with a BAS degree in Strategic Leadership with a Special Admissions opportunity into the MBA program at UWF.

The Special Admissions eligible programs:

Lake-Sumter State College	University of West Florida Program
LSSC Bachelor of Applied Science, Strategic Leadership	Master of Business Administration

3. Special Admissions Criteria

- A. An eligible student will successfully complete the LSSC Bachelor of Applied Science degree in Strategic Leadership at LSSC.
- B. Each eligible student's cumulative undergraduate GPA from LSSC at the time of application will be a 3.0 GPA or higher.
- C. An eligible student will have completed the BAS degree within the last 6 years of the date of application.

4. Special Admissions Process

- A. An eligible student will complete a UWF graduate application adhering to the UWF Graduate School application deadlines.

- B. An eligible student will notify the UWF MBA Program of their application submission (mba@uwf.edu).
- C. The UWF Graduate School receives the application and requests official transcripts for the degree granting institution of the eligible student.
- D. Copies of transcripts from other attended institutions will be provided by the student.
- E. All departmental requirements for the eligible student are waived.
- F. The UWF College of Business Director of Graduate Programs has final application approval.

5. Credit by Proficiency Opportunity

- A. The eligible student who is admitted to and enrolled in the MBA Program may seek to earn UWF credit towards the MBA program through Credit by Proficiency via University Policy AC-41.01-01/17.
- B. A portfolio that demonstrates prior learning and equivalent satisfaction of student learning outcomes including specific course work, experiential learning, and research can be assessed for credit in the MBA program.
- C. This policy allows the eligible student to request permission from the appropriate UWF department to earn credit by articulated mechanisms or by direct assessment of student learning.

6. Immunizations

Any student who plans to take courses on the UWF campus is required to provide proof of Immunization in accordance with University Policy SA-12 Immunization Requirements.

7. Updates

This Agreement is subject to change by legislative action, the State Board of Education, the Florida College System, the Florida Board of Governors, the University of West Florida Board of Trustees, The District Board of Trustees of Lake-Sumter State College, or external accrediting agencies. This Agreement will be reviewed by both Parties on a yearly basis to ensure the currency of this document.

8. Resources

Resources for the implementation of this Agreement may come from either Party, depending on budget availability. No Party hereto is obligated to expend any resources whatsoever in connection with this Agreement. No implementation of any portion of this Agreement, or commencement of any specific projects, may be initiated prior to the written assurance of such budgetary availability to the other Party hereto.

To the extent that any external funding is required by UWF in order to implement this Agreement and funding for such purposes is not appropriated to UWF by the legislature of the State of Florida or is not otherwise available to UWF, the University of West Florida shall henceforth have no further financial obligations hereunder. In the event UWF does not have

sufficient legislative appropriations to carry out any obligations under this Agreement, it shall immediately notify LSSC of such portions of this Agreement that may be deemed terminated as a result of such failure of appropriations.

9. Public Records

All Parties shall allow public access to all documents, papers, letters, or other materials subject to the provisions of Chapter 119, Florida Statutes, and made or received in connection with this Agreement. Refusal by either to allow such public access shall be grounds for unilateral cancellation of this Agreement.

10. Term

This Agreement shall continue for a period of five (5) years from the effective date of execution. The effective date of this Agreement shall be determined from the date of the last signature. It will be automatically renewed for an additional one (1) year period unless either Party provides the other written notice no later than sixty (60) days prior to the expiration of the preceding term that it wishes to terminate this Agreement. If either Party fails to follow the terms and conditions of the Agreement as set forth therein, the other Party has the right to terminate this Agreement upon sixty (60) days written notice to the other. Either Party may also terminate this Agreement effective immediately and upon written notice to the other if, in its sole discretion, it concludes the health, safety, or welfare of students are endangered for any reason; if the special admissions process no longer supports the educational mission of either Party; or, if the other Party has acted in violation of applicable law.

Any notices of termination of this Agreement shall be sent to the official contacts named below, with the understanding that students currently being served through the special admissions process will be allowed to complete their transition to UWF without losing any benefits of the Special Admissions process.

11. Non-Discrimination

UWF and LSSC are equal opportunity institutions and use E-Verify as required by law. Neither Party will discriminate unlawfully against any student, applicant, or employee on the basis of race, sex, national origin, age, or any basis protected by federal, state, or local law, nor shall either Party deny the benefits provided its own degree student to any other person on the basis of a protected class.

12. Notices

Notices with respect to the rights and obligations of each Party hereto shall be provided as follows:

University of West Florida:

1. Dr. George Ellenberg, Provost and Senior Vice President
Bldg. 10, Room 210
11000 University Parkway
Pensacola, FL 32514
(850) 474-2035
academicaffairs@uwf.edu

2. Dr. Richard Fountain, Dean, College of Business
Building 76A, Room 338
1100 University Parkway
Pensacola, FL 32514
(850) 474-2348
rfountain@uwf.edu

Lake-Sumter State College:

1. Dr. Heather Bigard, President
9501 U. S. Hwy 441
Leesburg, FL 34788
(352) 365-3525
bigardh@lssc.edu
2. Ms. Karen Hogans, Interim Vice President, Academic Affairs
9501 U. S. Hwy 441
Leesburg, FL 34788
(352) 365-3520
hogansk@lssc.edu

13. Modifications, additions, or deletions

Modifications, additions, or deletions to or from this Agreement must be in writing and signed by both authorized representatives of both Parties.

14. General Provisions

- A. Legal and Accreditation Requirements: The Parties have set forth the terms, conditions, and responsibilities in this Agreement in the good faith belief that they are fully in compliance with all legal and accreditation requirements generally applicable to both Parties. However, in the event that either Party determines in its sole discretion that the performance of any obligation herein is in violation of such legal or accreditation requirement, the Parties agree that such obligation shall be promptly modified to the extent necessary to secure continued compliance with such legal and accreditation requirements. In the event either Party determines in its sole discretion that such obligations cannot be modified in a manner to secure continued compliance, either Party can terminate this Agreement effective immediately upon written notice. Any student currently being served through the special admissions process will be allowed to complete the transition to the UWF without losing any benefits of the special admissions process.
- B. Intellectual Property: LSSC shall not use UWF trademarks, trade names, service marks, service names, brand names, domain names, URLs, logos, or any other licensed UWF mark or intellectual property in any manner without the prior written consent from UWF of such use. UWF shall not use LSSC trademarks, trade names, service marks, brand names, domain names, URLs, logos, or any other licensed LSSC or intellectual property in any manner without the prior written consent of LSSC of such use.
- C. FERPA: The Parties agree to comply with all applicable federal and state laws and regulations regarding the protection of data security, including without limitation the Family Educational Rights and Privacy Act (FERPA), and to work together to facilitate the Parties obligations under those laws and regulations.

- D. Choice of Law, Venue, and Waiver of Jury Trial: This Agreement, and the application or interpretation hereof, shall be governed exclusively by its terms and by the laws of the State of Florida, without giving effect to any choice of law or conflict of law provision or rule (whether of the State of Florida or any other jurisdiction) that would cause application of the laws of any jurisdiction other than the State of Florida. Venue for any action arising from this Agreement shall be in Escambia County, Florida.
- E. Severability: If any term or other provision of this Agreement is invalid, illegal, or incapable of being enforced by any rule of law or public policy, all other conditions and provisions of this Agreement nevertheless shall remain in full force and effect so long as the economic or legal substance of the transactions contemplated hereby is not affected in any manner adverse to any Party. Upon such determination that any term or other provision is invalid, illegal, or incapable of being enforced, the Parties shall negotiate in good faith to modify this Agreement so as to affect the original intent of the Parties as closely as possible in an acceptable manner to the end that transactions contemplated hereby are fulfilled to the greatest extent possible.
- F. Successors and Assigns: Each and all of the covenants, terms, provisions, and agreements contained in this Agreement shall be binding upon and inure to the benefit of the Parties hereto and, to the extent permitted by this Agreement, their respective successors and assigns. No Party may assign this Agreement (by operation of law or otherwise) to any Person without the prior written consent of the other Party.
- G. Counterparts: This Agreement may be executed in one or more counterparts, each of which shall be deemed an original but all of which shall constitute one and the same instrument and a facsimile or portable document format (PDF) document shall be deemed to be an original signature for all purposes under this Agreement.
- H. Entire Agreement: This Agreement represents the entire understanding of the Parties with reference to the matters set forth herein. This Agreement supersedes all prior negotiations, discussions, correspondence, communications, and prior agreements among the Parties relating to the subject matter herein whether written or oral.

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Approvals:

LAKE-SUMTER STATE COLLEGE

By: _____

Dr. Heather Bigard,
President

Date

Approved as to Form:

By: _____

Anita Geraci-Carver,
General Counsel

Date

UNIVERSITY OF WEST FLORIDA
BOARD OF TRUSTEES

By: _____

Dr. George Ellenberg
Provost and Senior Vice President

Date

By: _____

Dr. Richard M. Fountain
Dean, College of Business

Date

Approved as to Form:

By: _____

Michael Wyatt
Assistant General Counsel

Date

Agreements/Memorandums of Understanding

Background/References

Per Florida Statute 1001. 64 (6), each board of trustees has responsibility for the establishment and discontinuance of program and course offerings in accordance with law and rule. Lake-Sumter State College has developed multiple Articulation Agreements and Memorandums of Understanding (MOU) to create pathways for students.

Summary

The following MOU has been approved by the Cabinet and Strategic Planning Council and are presented for Board Approval:

MOU AA/AS to BAS agreement with LSSC and Florida Gateway College

- Provides a pathway for students completing the AA and designated AS degrees at Florida Gateway College into the LSSC BAS degree.

Recommendation

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

**Memorandum of Understanding
Between
Lake-Sumter State College and Florida Gateway College**

A. PURPOSE

Florida state colleges offer select baccalaureate programs to fill community and regional needs. To meet the economic needs of the state and to ensure an educated, prepared workforce, Lake-Sumter State College will provide baccalaureate educational opportunities for students attending Florida Gateway College in areas not offered at their campus. This Memorandum of Understanding and collaboration will prove economically and fiscally efficient for both participating colleges. The state college pathway to baccalaureate degree programs will further ensure opportunities for non-traditional students who desire to meet local high demand workforce needs for training and education.

B. ELEMENTS OF THE AGREEMENT

Florida Gateway College students who have completed an Associate in Science degree in Business Administration, Computer Information Technology, Criminal Justice Technology, and Health Information Technology will be eligible to apply for the Bachelor of Applied Science (BAS) Strategic Leadership program at Lake-Sumter State College to meet the advanced training needs of the state in the areas of business leadership and organizational management. Students with an Associate in Arts degree are also eligible to apply. This is a 2+2 agreement with students earning the appropriate associate's degree at Florida Gateway College and the Strategic Leadership baccalaureate degree at Lake-Sumter State College.

a. FLORIDA GATEWAY COLLEGE WILL:

- i. Offer the applicable Florida Gateway College Associate in Science degrees on the Florida Gateway campus. (Attached in Appendix A)
- ii. Inform students of the seamless pathway to the Bachelor of Applied Science (BAS) in Strategic Leadership at Lake-Sumter State College through advising, publications, and other means.
- iii. Provide a list of prospective students on an annual basis at the beginning of each fall semester who are interested in applying for the Strategic Leadership Program to the BAS Program Director.
- iv. Meet with Lake-Sumter State College faculty and staff as needed to update course offerings and to ensure a seamless transition for students.
- v. Advise students who want to enter the BAS Strategic Leadership program of the requirements and application process prior to enrollment at Lake-Sumter State College.
- vi. Link Lake-Sumter State College's BAS in Strategic Leadership program information to its college website.
- vii. Provide a point of contact to communicate with Lake-Sumter State College on all general issues concerning this agreement.

b. LAKE-SUMTER STATE COLLEGE WILL:

- i. Guarantee admission of Florida Gateway College students into the BAS in Strategic Leadership program who meet all admission requirements.
- ii. Accept the Associate in Science in Business Administration, Computer Information Technology, Criminal Justice Technology, and Health Information Technology coursework from Florida Gateway College students as applicable toward the Bachelor of Applied Science (BAS) in Strategic Leadership degree with completion of 60 credit hours needed for the 120 credit hour BAS in Strategic Leadership.
- iii. Accept the Associate in Arts into the Bachelor of Applied Science (BAS) in Strategic Leadership degree.
- iv. Provide a list of matriculated students on an annual basis at the beginning of each fall semester who are currently enrolled in the Strategic Leadership Program who completed their associate degree at FGC, subject to FERPA. This list should be sent to the Dean of Academic Affairs at Florida Gateway College.
- v. Provide student support services to Florida Gateway College students including, but not limited to, advising, admissions, financial aid, and veteran services.
- vi. Work with Florida Gateway College faculty to develop a seamless pathway for students from the AS to the BAS degree at Lake-Sumter State College through an identified Course of Study pathway that is clearly communicated and disseminated.
- vii. Publish, with Florida Gateway College, the courses needed in the applicable AS programs that articulate into the BAS program as professional support courses.
- viii. Offer all coursework online to meet the needs of students from the Florida Gateway College service area.
- ix. Host information sessions on the BAS in Strategic Leadership program.
- x. Provide up to date and timely information regarding any changes to the BAS in Strategic Leadership program.
- xi. Provide marketing materials for distribution at partner sites.
- xii. Provide scholarship assistance and opportunities.
- xiii. Provide a point of contact to communicate with Florida Gateway College on general issues concerning this agreement.

c. EXCLUSIVITY

Nothing herein precludes LSSC or FGC from entering into similar agreements with other institutions of higher education.

C. CONTRACT MANAGER

The following employees of the parties (or, if the following individuals are no longer employed by the party or are transferred to a different position, the current individual holding the titled position specified below) are designated to serve as Contract Managers responsible for day-to-day oversight of the operations of this Agreement:

For LSSC: Name: Bruce Duncan
Title: Contracts Manager
Phone: 352-323-3678
Email: Duncanb@LSSC.EDU

For FGC: Name: Matthew Peace
Title: Dean of Academic Affairs and Baccalaureate Liaison
Phone: 386-754-4213
Email: matthew.peace@fgc.edu

D. AMENDMENTS

Amendments to this agreement shall be in writing, approved and signed by the Lake-Sumter State College president, and the Florida Gateway College president. Recommendations for amendments by either party should be submitted in writing to the appropriate office, to be distributed for each party's consideration and approval.

E. EFFECTIVE DATE, REVIEW, AND TERMINATION

This Memorandum of Understanding shall become effective upon the signature of the Lake-Sumter State College president and the Florida Gateway College president. It shall be reviewed every two years by the both parties to the agreement to determine if any changes or additions are needed or required. The Memorandum of Understanding may be terminated by either party upon written notification with at least 30 days to the appropriate party.

President, Lake-Sumter State College/Date

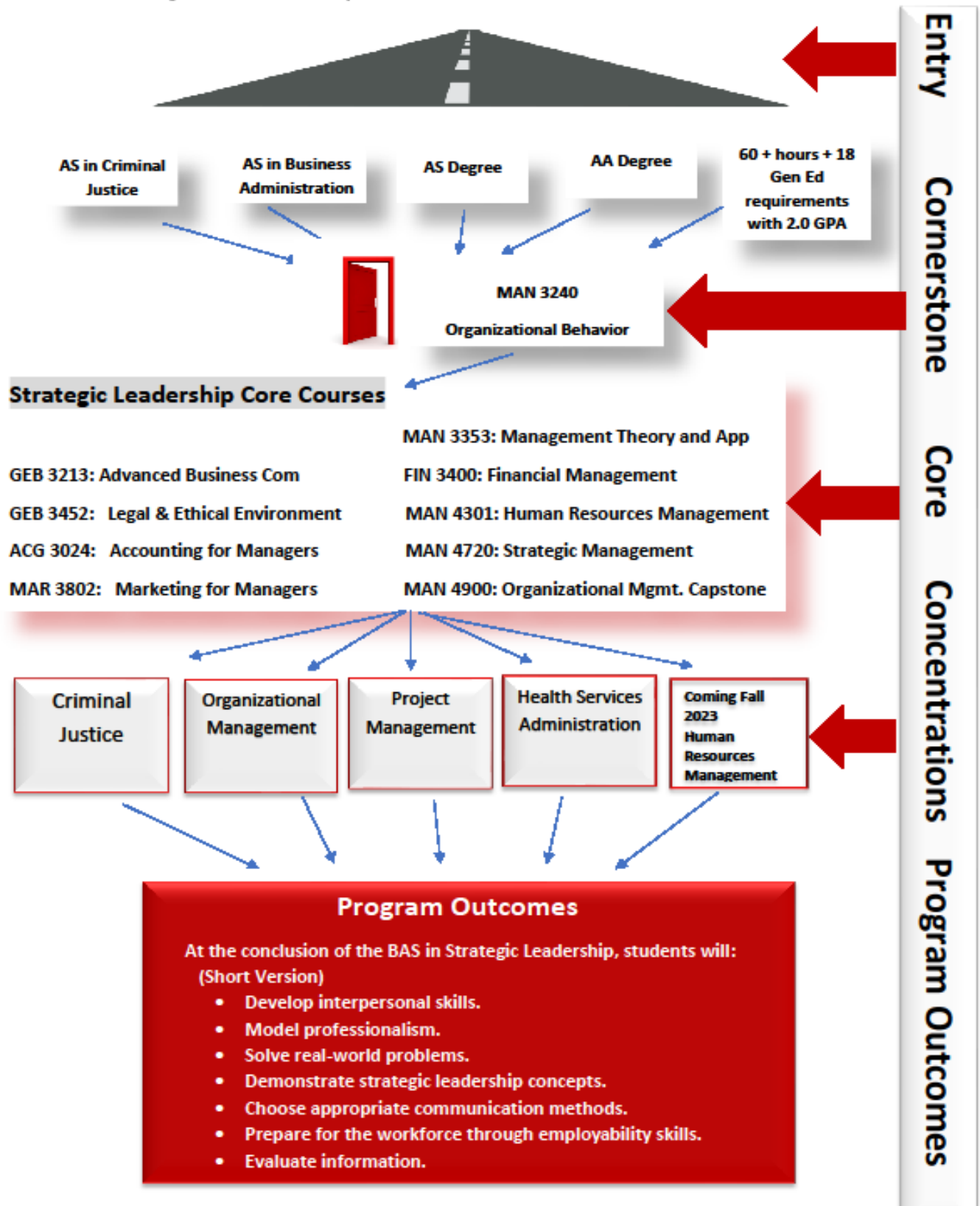
President, Florida Gateway College/Date

Vice President, Academic Affairs
Lake-Sumter State College/Date

Vice President, Academic Affairs
Florida Gateway College/Date

Appendix A
Bachelor of Applied Science Curriculum

BAS Strategic Leadership PROGRAM ON A PAGE INFOGRAPHIC



Appendix B
Florida Gateway AS Degree Pathways
Business Administration, A.S. Florida Gateway College (60-61 credits)

First Year

Fall Semester: 15 Credit Hours

- ENC 1101 - Freshman Composition I 3 credits
- GEB 1011 - Introduction to Business 3 credits
- MAN 2300 - Introduction to Human Resources Management 3 credits

- MAC 1105 - College Algebra 3 credits **or**
- STA 2023 - Elementary Statistics 3 credits

- AMH 2020 - United States History from 1865 3 credits **or**
- POS 1041 – American Government 3 credits

Spring Semester: 16 Credit Hours

- PHI 2010 – Introduction to Philosophy
- ACG 2021 - Introduction to Financial Accounting 4 credits
- GEB 2214 - Business Communications 3 credits
- MAR 2011 - Principles of Marketing 3 credits
- ECO 2013 - Macroeconomics 3 credits

Second Year

Fall Semester: 15 Credit Hours

- SBM 2000 - Small Business Management 3 credits **or**
- MAN 2043 - Principles of Quality Management 3 credits

- GEB 2430 - Business Ethics 3 credits
- ECO 2023 - Microeconomics 3 credits
- ACG 2071 - Introduction to Managerial Accounting 3 credits
- MAN 2021 - Principles of Management 3 credits

Spring Semester: 14-15 Credit Hours

- Any Natural Science Core Course 3-4 credits
- FIN 2104 - Personal Finance 3 credits

- APA 2144 - Introduction to QuickBooks 3 credits **or**
- TAX 2000 - Introduction to Federal Income Tax 3 credit hours

- BUL 2241 - Business Law I 3 credits
- GEB 1949 - Business Internship 2 credits

Computer Information Technology, A.S. Florida Gateway College (60-61 credits)

First Year

Fall Semester: 15 Credit Hours

- ENC 1101 - Freshman Composition I 3 credits
- COP 2000 - Introduction to Programming 3 credits
- COP 2830 - Basic Web Page Programming 3 credits
- CTS 1120 – Foundations of Information Security 3 credits
- CTS 1131 – Computer Essentials & Support 3 credits

Spring Semester: 15 Credit Hours

- MAC 1105 - College Algebra 3 credits
- Any General Education Social Science Core course 3 credits
- CTS 1132 – Computer Repair & Maintenance 3 credits
- COP 2800 – JAVA Programming 3 credits
- CTS 1134 – Introduction to Networking 3 credits

Second Year

Fall Semester: 15 Credit Hours

- CGS 2541 - Database Management 3 credits
- CIS 1254 – Professional Development 3 credits
- CIS 2350 – Cybersecurity Analysis 3 credits
- Any General Education Humanities Core course 3 credits
- CTS 2321 – Linux Admin I 3 credits

Spring Semester: 15-16 Credit Hours

- Any General Education Science Core course 3-4 credits
- CIS 2940 – Computer Science Internship 3 credits
- CTS 2145 – Cloud Essentials 3 credits
- CTS 2148 – Project Management 3 credits
- CTS 2303 – Windows Desktop 3 credits

Criminal Justice, A.S. Florida Gateway College (60-61 credits)

First Year

First Semester: 15 Credit Hours

- ENC 1101 - Freshman Composition I 3 credits
- AMH 2020 – US History from 1865 3 credits **or**
- POS 1041 – American Government 3 credits
- PSY 2012 - General Psychology I 3 credits **or**
- SYG 1000 - Introduction to Sociology 3 credits
- CCJ 1020 - Introduction to Criminal Justice 3 credits
- CCJ 2010 - Introduction to Criminology 3 credits

Second Semester: 15-16 Credit Hours

- SPC 1017 - Oral Communications 3 credits **or**
- SPC 2608 - Public Speaking 3 credits

Choose one:

- AST 1002 – Astronomy 3 credits **or**
- BSC 2010C – General Biology 1 4 credits **or**
- BSC 2085/L – Anatomy & Physiology 1 AND A&P I w/ Lab 4 credits total **or**
- EVR 1001/L – Environmental Science AND Env Science w/Lab 4 credits total
-
- CJL 2101 - Criminal Law 3 credits
- CJC 1000 - Introduction to Corrections 3 credits
- Criminal Justice Elective (CO) 3 credits

Second Year

First Semester: 15 Credit Hours

- MGF 1106 - Mathematics for Liberal Arts I 3 credits **or**
- MGF 1107 - Mathematics for Liberal Arts II 3 credits **or**
- MAC 1105 - College Algebra 3 credits
- CJL 2001 - Criminal Law and Process 3 credits
- CJJ 2002 - Introduction to Juvenile Justice System 3 credits
- Criminal Justice Elective (CO) 3 credits
- Criminal Justice Elective (CO) 3 credits

Second Semester: 15 Credit Hours

- Any General Education Humanities Core course 3 credits
- CJE 2600 - Fundamentals of Criminal Investigation 3 credits
- CJL 2062 - Constitutional Law 3 credits
- Criminal Justice Elective (CO) 3 credits
- Criminal Justice Elective (CO) 3 credits

Health Information Technology, A.S. Florida Gateway College (70 credits)

General Education and Other Required Courses: 26 Credit Hours

- HSC 2531 - Medical Terminology 3 credits
- BSC 2085 - Anatomy and Physiology I 3 credits
- BSC 2085L - Anatomy and Physiology I Lab 1 credit, 3 Lab hours weekly
- BSC 2086 - Anatomy and Physiology II 3 credits
- BSC 2086L - Anatomy and Physiology II Lab 1 credit, 3 Lab hours weekly
- ENC 1101 - Freshman Composition I 3 credits
- Any General Education math course 3 credits
- POS X041 American Government OR AMH X020 US History from 1865 3 credits
- CGS 1570 - Computer Applications 3 credits
- PHI 2010 – Introduction to Philosophy 3 credits

Health Information Management Courses:

First Year

Summer Semester: 3 Credit Hours

- HIM 1433 - Human Diseases 3 credits

Fall Semester: 9 Credit Hours

- HIM 2012 - Legal Aspects of Health Information Technology 3 credits
- HIM 2282 - ICD-10-CM Coding 3 credits
- HIM 1300 - Health Care Delivery Systems 3 credits

Spring Semester: 12 Credit Hours

- HIM 2211 - Information Systems for Health Information Technology 3 credits
- HIM 2253 - Current Procedural Terminology (CPT) Coding 3 credits
- HIM 2214 - HIT Statistics 3 credits
- HIM 2723 - ICD-10-PCS Coding 3 credits

Second Year

Fall Semester: 10 Credit Hours

- HIM 2272 - Healthcare Reimbursement 4 credits
- HIM 2500 - Quality Assurance and Compliance 3 credits
- HIM 2800 - Health Information Technology Internship I 3 credits

Spring Semester: 10 Credit Hours

- HIM 2283 - Advanced Medical Coding 3 credits
- HIM 2512 - Supervision and Organizational HIT 3 credits
- HIM 2810 - Health Information Technology Internship II 3 credits
- HIM 2960 - RHIT Exam Preparation 1 credit

District Board of Trustees

Agenda Item: 0423-10



Lake Sumter
State College

Office of the President

Agreements/Memorandums of Understanding

Background/References

Per Florida Statute 1001. 64 (6), each board of trustees has responsibility for the establishment and discontinuance of program and course offerings in accordance with law and rule. Lake-Sumter State College has developed multiple Articulation Agreements and Memorandums of Understanding (MOU) to create pathways for students.

Summary

The following MOU has been approved by the Cabinet and Strategic Planning Council and are presented for Board Approval:

Criminal Justice Reverse Articulation Agreement with LSSC and Lake Technical College

- Provides a pathway for students wishing to complete the AS in Criminal Justice and the Lake Technical College (LTC) Florida Law Enforcement Academy. Students are provided a joint pathway with LTC by being encouraged to take the designated AS courses at LSSC before transitioning to complete the Academy at LTC. Upon completion of the Academy at LTC, credits from the academy will be articulated with the previous credits earned at LSSC to award the AS in Criminal Justice.

Recommendation

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

**2022-2023 Articulation Agreement Between
Lake Technical College and Lake-Sumter State College
for Law Enforcement Training**

In an effort to provide opportunities for students to begin their education in law enforcement and provide a seamless pathway from the Law Enforcement Academy at Lake Technical College (LTC) to the Associate in Science in Criminal Justice at Lake-Sumter State College (LSSC), LTC and LSSC agree to cooperate in the development and implementation of a discipline specific agreement. The purpose of this agreement is to facilitate a pathway for students to begin their coursework at LSSC, attend the LTC Law Enforcement academy, and transfer the credits earned at LTC back into LSSC to earn the Associate in Science in Criminal Justice.

Program Pathway:

- The student interested in pursuing this pathway can begin by enrolling at LSSC and taking the courses outlined in Exhibit A (33 credit hours).
- Upon completion of the 33 college credits in the Criminal Justice program at LSSC, the student is guaranteed acceptance into LTC's Law Enforcement Academy, as long as they meet LTC eligibility requirements outlined in Exhibit B.
- Upon completion of the LTC Law Enforcement Academy, a student will receive 27 college credits (as designated in Exhibit C) towards the Associate in Science in Criminal Justice at LSSC.

Student Process Steps:

The student should take the following steps to complete the process:

- Meet regular LSSC entrance requirements.
- Complete the LSSC application.
- Declare a major in the Associate in Science in Criminal Justice Joint Pathway with LTC program.
- Complete the LSSC courses designated in Appendix A.
- Enroll in and successfully complete the LTC Law Enforcement Academy.
- Present transcripts demonstrating successful completion of the LTC Law Enforcement Academy to LSSC and complete the Articulation Credit Transfer form to receive credit for the final 27 credit hours of the AS in Criminal Justice
- Apply for graduation with LSSC.

Course Offerings:

The Parties understand that the available courses may change on an annual basis. The Parties agree that revisions to the available course list may be made with the approval of LTC or its designee and LSSC Career Pathways Consortium Committee.

Educational Program Review Process:

LSSC and LTC faculty and staff with responsibility for supervision and coordination of the programs meet annually to review program documentation, program and course outcomes alignment, and LTC student learning outcomes attainment data.

This review ensures that the articulated credit is of high quality as determined by LSSC faculty and administration, is comparable in content and rigor to course content delivered at LSSC, and is consistent with the LSSC mission.

Terms of this Agreement:

This agreement shall be reviewed on a three year basis and shall be in effect from July 1, 2023 to June 30, 2026, or until either party identifies a need for revision or terminates this agreement with thirty days written notice. Any modifications, additions, or deletions to this agreement must be in writing and signed by the signatories of this document or their successors.

APPROVED:

LAKE TECHNICAL COLLEGE

Ms. DeAnna Thomas

Executive Director

APPROVED:

LAKE-SUMTER STATE COLLEGE

Dr. Heather Bigard

President

Exhibit A
LSSC Criminal Justice Core Program Requirements

General Education Requirements

Course Number	Course Title	Credits
ENC 1101	College Composition I	3
See Choices	Select a State Core Course from Area II: Humanities	3
POS 2041o AMH 2020	American National Government Or U.S. History Since 1877	3
See Choices	Select a State Core Course from Area IV: Mathematics	3
See Choices	Natural Sciences State Core	3
Total		15

Introductory Courses

Course Number	Course Title	Credits
CGS 1100	Business Computer Applications	3
SPC 2608	Public Speaking	3
CJC 1000	Introduction to Corrections	3
CJE 2006	Police and Society	3
Total		12

Intermediate Courses

Course Number	Course Title	Credits
CCJ 2358	Criminal Justice Report Writing	3

Program Electives

Course Number	Course Title	Credits
See Choices	See catalog. Student may not take any Criminal Justice class that will be articulated from Lake Tech.	3

Total Credits	33
Articulate from Lake Tech	27
Graduation Requirements	60

Exhibit B
LTC Law Enforcement Academy
Eligibility Requirements

To apply for admission into the Law Enforcement/Correctional Officer Training Program, each applicant must:

- ✓ Be at least 18 years of age by the first day of class with LTC (**must be 19 to be eligible for State Exam**).
- ✓ Be a high school graduate or have earned its equivalent (GED).
- ✓ Be a citizen of the United States.
- ✓ Have not been convicted of or pled guilty or no contest to any felony or any misdemeanor involving perjury, false statement or domestic violence.
- ✓ Be of a good moral character.
- ✓ Have not received a dishonorable discharge from any of the Armed Forces of the United States.
- ✓ Possess a valid Florida Driver License.
- ✓ Complete a Lake Technical College (LTC) online application.
- ✓ Acceptable scores on the Criminal Justice Basic Abilities Test (CJBAT). A score of 70 or above for Law Enforcement is required for acceptance in the respective program.
- ✓ Successfully complete the Physical Assessment Test (PAT).

Special Note Regarding Driving Violations, Drug Use & Arrests

Lake Technical College Institute of Public Safety Advisory Committee members (i.e. employing agencies) have agreed that Law Enforcement candidates who have a DUI, fleeing or eluding a police officer, or license suspension based on accrual of points **may not** be hired. Candidates with more than three moving violations (i.e. speeding tickets) in the previous three years are doubtful in terms of employment. Additionally, candidates that have excessive drug use or have used illegal drugs in the past year will be doubtful in terms of employment.

Final admission to the program will be based on the following:

- ✓ Obtain a satisfactory drug screen analysis at Institute of Public Safety and
- ✓ Have an FDLE background clearance completed at Institute of Public Safety

Exhibit C
27 Credits Earned through Lake Technical College
Law Enforcement Academy

Requested Course (Articulated Credits for Law Enforcement Academy)		Credits
<input type="checkbox"/>	CJE 2331 Ethics in Criminal Justice	3
<input type="checkbox"/>	CJL 2102 Criminal Procedure and Evidence	3
<input type="checkbox"/>	CJE 2600 Criminal Investigation	3
<input type="checkbox"/>	CJL 2100 Criminal Law	3
<input type="checkbox"/>	CJE 2946 Criminal Justice Practicum	3
<input type="checkbox"/>	CCJ 1020 Introduction to Criminal Justice	3
<input type="checkbox"/>	CCJ 1001 Introduction to Criminology	3
<input type="checkbox"/>	CJE 2500 Police Operations	3
<input type="checkbox"/>	CJE 1002 Introduction to Law Enforcement	3
Total Law Enforcement Credits Awarded		27



Agreements/Memorandums of Understanding

Background/References

Per Florida Statute 1001. 64 (6), each board of trustees has responsibility for the establishment and discontinuance of program and course offerings in accordance with law and rule. Lake-Sumter State College has developed multiple Articulation Agreements and Memorandums of Understanding (MOU) to create pathways for students.

Summary

The following MOU has been approved by the Cabinet and Strategic Planning Council and are presented for Board Approval:

Criminal Justice Articulation Agreement with UCF

- Provides a pathway for students attending a Criminal Justice Academy within Lake County Schools (LCS) to earn the Criminal Justice baccalaureate degree at UCF. Students completing the LCS Criminal Justice pathways program will be prepared to sit for the Credit-by-Exam (CBE) for 6 credit hours. Upon passage of the CBE (6 credit hours) and completion of the remainder of the 54 credit hours needed to earn the AA, students will be guaranteed acceptance into UCF's Criminal Justice baccalaureate degree.

Recommendation

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

**A.A. TO B.S./B.A. CRIMINAL JUSTICE ARTICULATION AGREEMENT
BETWEEN
LAKE - SUMTER STATE COLLEGE
AND
UNIVERSITY OF CENTRAL FLORIDA**

This articulation agreement is made by and between Lake-Sumter State College ("LSSC"), located at 9501 U.S. Highway 441, Leesburg, FL. 34788 and the University of Central Florida Board of Trustees ("UCF"), located at 4000 Central Florida Boulevard, Orlando, FL 32816. Collectively, both LSSC and UCF shall be referred to as the "Parties".

A. Purpose

The purpose of this agreement is to create a seamless academic pathway for students earning an Associate in Arts (A.A.) from LSSC to transfer to UCF with junior level standing and pursue a Bachelor of Science/Bachelor of Arts (B.S./B.A.) in Criminal Justice in accordance to the terms and conditions of this articulation.

B. Provisions

- i) To participate in this articulation/pathway, students at LSSC are encouraged to declare their intended major of choice at UCF with their LSSC advisor on or before achieving 30 credit hours. Students are strongly encouraged to follow the A.A. curriculum including the articulated courses listed in C below that will map into the Criminal Justice B.S./B.A. degree at UCF.
- ii) Students must earn an A.A. degree from Lake Sumter State College
- iii) DirectConnect to UCF guarantees admission (consistent with university policy) to UCF with an associate degree (A.A.) or articulated (A.S.) degree from one of our partner state colleges.
- iv) This agreement does not guarantee admission to any specific program or major at UCF. Students shall apply for admission to UCF in accordance with the rules, policies, and procedures of UCF in effect at the time of application and within the established deadlines <https://www.ucf.edu/admissions/undergraduate/transfer/>.
- v) Upon admission to UCF, students participating in this agreement will follow and complete UCF's Criminal Justice B.S./B.A. requirements.
- vi) Students who elect to participate in this agreement will have access to a UCF Criminal Justice major advisor, a UCF College of Community Innovation and Education (CCIE) advisor, and UCF Success Coaches.

C. Articulated Courses

- i) The table below details the articulated credit students who pass the LSSC Credit-by-Exam (CBE) option in designated courses below will receive upon enrollment in the UCF Criminal Justice baccalaureate degree program. Students who take the LSSC CBE must earn a score of 70% or better and will receive a grade of "P" on the LSSC transcript for the courses specified below. Students who enroll in the UCF Criminal Justice program must submit a request to the University for credit in the aligned courses listed in the table.

Lake - Sumter State College CBE		University of Central Florida	
Course Prefix, No. & Title	HRS	Course Prefix, No. & Title	HRS
CCJ1020 Intro to Criminal Justice	3	CCJ3024 Criminal Justice System	3
CJE2600 Criminal Investigation	3	CJE4610 Criminal Investigation	3

D. Collaborations and Coordination

Both parties agree to:

- i) Share student success information through annual partnership meetings, faculty roundtable discussions, and inclusion of advisors in UCF's Advising Updates Forum.
- ii) Timely exchange of updated copies of their general undergraduate catalog or links to the catalog and other information which may be helpful in advising students.
- iii) Sharing of syllabi for the two articulated courses in C above between the two institutions with possible facilitated alignment discussions.
- iv) Data sharing on prospective students and enrolled students in relation to major readiness, progression and persistence shall be in accordance with FERPA and all other state and federal educational records protections. Both parties shall reach agreement prior to publishing any data publicly or with a third party.
- v) Share and inform major changes in policy or curricula that directly affect students transferring under the terms of this Agreement and keep each other informed of any changes of policy or curricula that affect those students. Both LSSC and UCF will review this Articulation Agreement on a regular basis and make any changes upon mutual agreement, as needed. Such changes will be effective when both UCF and LSSC sign the revised document.
- vi) Engage in coordinated programming to include student information sessions and advising/coaching workshops.
- vii) Jointly provide information sessions to interested students on the pathways to the UCF Bachelor's degree in Criminal Justice.

E. Term, Termination, and Other Provisions

- i) This agreement shall commence on December 1, 2022 or on the date of the last signature below, whichever is later and shall terminate on December 1, 2027 unless terminated earlier as provided herein. The agreement may be renewed for additional terms of any length by the mutual written agreement of both parties. Either party may terminate or suspend this Agreement for convenience upon sixty (60) days written notice. Notwithstanding the termination of this Agreement, any students who have applied for transfer from LSSC to UCF prior to or during the sixty (60) day period shall be treated as if this Agreement continues to be in effect. This Agreement may also be terminated as provided elsewhere in this Agreement.
- ii) Curriculum changes in the target programs at either institution shall necessitate a review of this agreement to determine if modification of the agreement is required. Curriculum changes by either UCF or LSSC must be communicated in writing no later than June 30th of any academic year by individuals listed as contacts for this agreement.
- iii) Notices with respect to rights and obligations of each party hereto shall be provided as follows:
 For UCF:
 Michael Johnson, Provost and Executive Vice President for Academic Affairs, 407-823-2698
 Theodora R Berry, Vice Provost and Dean, College of Undergraduate Studies, 407-823-2373
 B. Grant Hayes, Dean, College of Community Innovation and Education, 407-823-2835
 Alice Noblin, Interim Associate Dean Academic Affairs, 407-823-2353
 Eugene Paoline, Interim Chair Criminal Justice, 407-823-4946

 For LSSC:
 Karen Hogans, Vice President of Academic Affairs, 352-435-6354
 Christopher Sargent, Associate Dean of Workforce Development, 352-323-3635
- iv) In carrying out the responsibilities and obligations of this Agreement, neither party shall be acting as the agent or principal of the other regarding dealings with third parties, including students. Neither party shall have the authority to make any statements, representations, or commitment of any kind or to take any action binding on the other except as provided for herein.

- v) Each party shall maintain its own respective records and documents associated with this Agreement in accordance with the records retention requirements applicable to public records. Each party shall be responsible for compliance with any public records request served upon it pursuant to Chapter 119, Florida Statutes. Each party acknowledges that this Agreement and all attachments thereto are public records. Both parties agree to comply with the applicable provisions of the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) as it pertains to education records for students.
- vi) Each party assumes any and all risks of personal injury and property damage attributable to the negligent acts or omissions of that party and its officers, employees, servants, and agents thereof while acting within the scope of their employment. The parties further agree that nothing contained herein shall be construed or interpreted as (1) denying to either party any remedy or defense available to such party under the laws of the State of Florida; (2) the consent of the State of Florida or its agents and agencies to be sued; or (3) a waiver of sovereign immunity of the State of Florida beyond the waiver provided in Section 768.28, Florida Statutes.
- vii) The Parties expressly acknowledge that it is not their intent to create or confer any rights or obligations in or upon any third person or entity under this Agreement. Neither of the Parties intend to directly or substantially benefit a third party by this Agreement. The Parties agree that there are no third-party beneficiaries to this Agreement and that no third party shall be entitled to assert a claim against any of the Parties based upon this Agreement. Nothing herein shall be construed as consent by an agency or political subdivision of the State of Florida to be sued by third Parties in any matter arising out of any contract.
- viii) Neither this Agreement nor any interest herein may be assigned, transferred or encumbered by either party without the prior written consent of the other party.
- ix) Neither party shall be obligated to perform any duty, requirement or obligation under this Agreement if such performance is prevented by fire, hurricane, earthquake, explosion, wars, sabotage, accident, flood, acts of God, strikes, or other labor disputes, riot or civil commotions, or by reason of any other matter or condition beyond the control of either party, and which cannot be overcome by reasonable diligence and without unusual expense.
- x) All pertinent and appropriate state and federal laws regarding the conduct of educational programs are specifically incorporated in this agreement. This Agreement shall be interpreted and construed in accordance with the laws of the State of Florida.

APPROVALS

This articulation agreement between the District Board of Trustees of Lake - Sumter State College and The University of Central Florida was executed by the duly authorized representatives of the Parties as of the date of last signature below.

Authorized Signatures

University of Central Florida

District Board Trustees
of Lake - Sumter State College

Dr. Alexander N. Cartwright Date
President

Dr. Heather Bigard Date
President

District Board of Trustees

Agenda Item: 0423-12



Lake Sumter
State College

Office of the President

Proposed MOU with United Faculty of Florida

Background/References

All agreements between the College and the United Faculty of Florida must be ratified by the LSSC District Board of Trustees.

Summary

The College has tentatively agreed to a Memorandum of Understanding (MOU) stating that all tentative agreements reached by the parties as of March 30, 2023 are to be implemented effective as of the 2023-2024 Academic Year, pending a final agreement on a full collective bargaining agreement.


This additional MOU discusses a compensation model for faculty teaching courses with a lab component.

Recommendation

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

Compensation for Lab Hours

Effective beginning Fall 2023 Semester, notwithstanding any other prior agreement, MOU, or tentative agreement, the parties agree that, for faculty assigned to teach courses with labs or to teach stand-alone labs, load will be calculated and compensation will be paid based on the number of contact hours regardless of modality.



Chief Negotiator – LSSC

4-5-2023

Date



Chief Negotiator – UFF LSSC

4/5/2023

Date

PRESIDENT'S REPORT



April 12, 2023

Dear Members of the District Board of Trustees,

We are nearing the home stretch of the spring term with just a few weeks left in the semester! The students and faculty are looking forward to the Commencement ceremonies and the summer break.

This month, the majority of the business coming to you is related to creating access for students through articulation agreements and new program exploration. There will be a joint presentation with Lake Technical College to highlight the progress made to eliminate barriers for student entry and identify the pathways to careers. We will also seek your approval for additional capital improvements with a roof replacement for the facilities building in Leesburg and the beginning of long-overdue building envelope deferred maintenance.

Following my report are updates from each division. The VP's have highlighted a number of important project completions that are contributing to our collective success as a College. I am proud of the work in their divisions, and the work of our faculty and staff, many of whom are specifically mentioned for their recent awards and accomplishments. We have a wonderful community of talented faculty and staff at LSSC, and we need more of them!

Our priority focus over the next few weeks will be to celebrate the success of our students at awards ceremonies and commencement, hire additional faculty and staff to support our growth, and finalize the strategic plan.

New Agreements

- Memorandum of Understanding with University of West Florida for our Bachelor of Applied Science in Strategic Leadership (BSL) graduates to transfer into their Master of Business Administration program.
- Memorandum of Understanding with Florida Gateway College for their AA/AS graduates to transfer in the LSSC BSL program.
- Criminal Justice
 - Articulation Agreements with Lake Technical College and UCF to facilitate the transfer of credit from Career and Technical Education courses at Mount Dora High School to LSSC, then to Lake Technical College Police Academy, and finally to UCF for students pursuing a bachelor's degree in law enforcement.

New Program Pre-Proposals

A new program usually begins with a suggestion from the external community or a specific trend in the industry that creates demand. However, there are a number of steps and criteria that the College needs to meet before starting a new program. The process is quite lengthy, taking as long 18-24 months to complete. This is due to the multiple layers of required approvals and runway necessary to staff, promote and recruit students.



Our process begins with basic trend analysis and research on alignment with the Department of Education's list of approved programs and certificates. Once we determine that the program could meet the needs of our local service district, I will bring the pre-program proposal to you for review. In most cases, this will also be the time that I will ask for your approval to invest in the formal development of the program with the addition of staff and other resources. The fully developed curriculum, budget, and timeline for implementation will be presented to you for final approval before submission to the State Board of Education and accrediting agencies.

We have a number of programs that are ready for your initial review.

- AS - Cardiovascular Technology
- AS - Diagnostic Medical Sonography
- CCC - Construction Management
- BS – Teacher Education
- CCC/AS – Wastewater Management

I look forward to seeing you in South Lake on Wednesday, April 19, 2023.

Sincerely,

Dr. Heather Bigard
President



Athletics

Mike Matulia, Executive Director

- The Beach Volleyball Team Region VIII was runner-up and automatically qualified for NJCAA National Championships on April 20-22 at Hickory Point Beach Complex.
- Softball Team is the 19th ranked team in the NJCAA DII National poll. The team has been ranked nationally for the 5th week in a row.
- The Athletics Award Banquet is scheduled for April 26th.

Campus Transformations and Events

Sandra Stephenson, Contracts Administrator

- The Student Center, the Center for Teaching and Learning, the William Johnson Building, and Lake Hall have had Exterior facelifts with new paint.
- The Everett E. Kelly Building and Gymnasium is scheduled for a refresh with paint beginning the week of April 17th.
- The Center for Teaching and Learning also had the interior painted. The new flooring installation will be at the end of April and the first week of May. New furniture for our students is in the design phase.
- Furniture selections for the Cagan Crossings location are in the final stages for completion. The projected arrival date will be the end of July for new students in the fall.
- The Sumter Center lobby furniture is ordered, and two classrooms will have new desks and chairs. Working to paint the interior lobby area, as well as 4107/4108 over the summer.
- South Lake Campus will have the CML 108 A/B refreshed over the summer with new paint.
- Helped in the development and execution of various external and internal events on campus, such as Mathlympics, Faculty Excellence Awards Ceremony, and the College Strategic Planning Day.

Government Relations

Bruce Duncan, Contracts Administrator

- Working on various agreements between community partners and the College to further student programs and success.
- Discussed pre-proposal programs regarding Wastewater Management opportunities at the College.



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

- Promoting job opportunities, particularly, faculty openings on digital platforms, the 441 billboard, and in print ads in the Orlando Sentinel and Villages Daily Sun.
- News & Student Spotlights – published the following news article and student/alumni spotlights. All are available at www.lssc.edu/news
 - From Laker to Oriole: The Impact of Lake-Sumter State College on Success for Koby Perez [Alumni Spotlight]
 - A Community to Support: Rosmin Blackshear's Experience in LSSC's Nursing Program [Student Spotlight]
- In March 2023, LSSC social media posts had 79,462 impressions with 2,548 engagements for a rate of 3.07%. All social posts reached a total of 68,799 people over the month. All accounts have 23,391 fans, an increase of 1% from last month and up 140% year-over-year.

Professional and Organizational Development

Deborah Snellen, Executive Director

- Held first event for the American Council on Education Women's Network (ACE WN) LSSC chapter on March 8 with over 60 participants
- Hired a Training and Development Specialist to assist with learning and development projects and oversee the onboarding of all new employees.
- Held Managers meetings for all LSSC managers and supervisors to discuss leadership in uncertain times.
- Assisted in the planning and facilitation of our Strategic Planning Day on April 7 to identify strategic priorities and goals, including 5 focus group sessions on mission, vision, and values.
- Completed professional development courses on the following subjects:
 - Infusing College Success Skills
 - Impacting Student Motivation
 - Knowing Diverse Learners
 - Active Learning Principles

VICE PRESIDENT'S UPDATES

**Institutional Advancement Division
Update for the President and Board of Trustees
April 19, 2023**

Dr. Laura Byrd, Senior Vice President of Institutional Advancement

Student Achievement

- Lakehawk Career Connect:
 - A total of 761 employers are currently registered with Lakehawk Career Connect.
 - A total of 114 active job postings in March 2023.
- Developed internship work flow process in Lakehawk Career Connect for BAS-Strategic Leadership students.
- The Foundation awarded 2,480 student scholarships over the last five years. Of the 2,480, 88% of the students graduated from LSSC, transferred to a university, or are still enrolled and completing their degree at LSSC.
- Four current/former Student Ambassadors will graduate in May 2023; Denny Buckler; BAS, Strategic Leadership, Pamela Engle; AA, Shashwat Joseph; AA, and Alexys Karner; AS Nursing.

Facilities and Resource Development

- **Walt Disney World Foundation Grant** – submitted an application for \$100,000 to support an Emerging Media Arts Program.
- The LSSC Foundation received 413 applications for summer scholarships, a new record for summer applications and a 32% increase over last year! The Foundation plans to award \$300,000 in scholarships for Summer 2023.
- The 2023 Annual Campaign has raised \$188,833 of the fundraising goal of \$200,000. We have received \$42,327 from faculty and staff, representing 55% of employee giving.
- The 37th Annual Gala is scheduled for Friday, April 14, 2023, at the Brownwood Hotel. Sponsorships of \$146,850 are secured, for a SOLD-OUT event of 40 tables and 320 guests! Look for an announcement of the total raised in the Thank You ad in the Lake section of the Orlando Sentinel soon!
- You are invited to the 60th Anniversary Speakers Series on April 25 at 6:00 pm on the Leesburg campus to hear from Carey Baker, Lake County Property Appraiser, as he shares his Life of Service to the Lake County community, from his journey as an LSSC student to military service, State and local government service, and beyond.

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

Name	Gift Amount	Fund Description	Gift Subtype
Altec Styslinger Foundation	\$1,000	Gala	Contribution
Faden Builders, Inc.	\$5,000	Gala	Sponsorship
Insight Credit Union	\$3,500	Gala	Sponsorship
Jenkins Auto Group	\$5,000	Gala	Sponsorship
Lake County Sheriff's Charities Inc.	\$3,500	Gala	Sponsorship
Lassiter Ware Insurance	\$1,750	Gala	Sponsorship
Lifestream Behavioral Center	\$3,500	Gala	Sponsorship
Lifestream Behavioral Center	\$3,500	Gala	Sponsorship
McLin & Burnsed, PA	\$3,500	Gala	Sponsorship
Miller and Miller Investigative	\$3,500	Gala	Sponsorship
Saint James Episcopal Church Women	\$2,000	Episcopal Church Women of St. James	Contribution
Seco Energy	\$5,000	Gala	Sponsorship
Stephen Belflower	\$1,750	Gala	Sponsorship
Timothy Morris	\$2,000	Timothy & Sharon Morris Nursing Endowment	Addition to Endowment
Whitehouse-Cooper, PLLC	\$1,750	Gala	Sponsorship
Total	\$46,250		

**Finance Division
Update for the President and Board of Trustees
April 19, 2023**

Kristie Harris, Vice President of Finance and Chief Financial Officer

Quarterly Budget and Expenditure Reporting for HEERF I, II, and III Grant Funds – as of March 31, 2023

- A quarterly financial update on behalf of the College was submitted to the U.S Department of Education.
- The College has spent close to 100 percent of the total \$18,826,700 allocated from the Department to support pandemic relief efforts.
- Of the total amount received, \$6,788,094, or 36 percent, was distributed to over 1,600 students to provide emergency aid. The remaining funds were primarily expensed to support technology enhancements, lost revenues from auxiliary operations, and salary expenses for employees directly assigned to support pandemic relief at the College for the past few years.
- The deadline to expend all grant funds is June 30, 2023. After that time, further instructions are anticipated from the Department regarding any upcoming operational audits associated with HEERF funding.

State of Florida – Compliance and Internal Controls over Financial Reporting and Federal Awards – Financial and Federal Single Audit – FY Ended June 30, 2022

- The College underwent an annual audit by the State of Florida Auditor General Office which discloses any material or immaterial findings associated with internal control and compliance of federal awards programs and program clusters administered by Florida's governmental entities.
- Compliance requirements for federal awards programs are established in the Office of Management and Budget (OMB) Compliance Supplement.
- The College received no mention of non-compliance or weaknesses of any nature of internal controls over financial reports and its operations as it relates to federal awards programs and program clusters administered at the College.

Preparation of the FY 2023-24 Operating and Capital Budget Underway

- Departments have thoroughly reviewed their current operating expenses and set their baseline budget targets for the upcoming year.
- The Finance department is currently reviewing new budget requests from departments to support cost to continue efforts, new and existing program initiatives, inflationary costs, and various personnel action requests for the new budget year.
- The Finance department is closely monitoring the Florida Legislative Session, along with any information provided by the Florida College System, for any new legislative bills, existing bill changes, or other relevant actions impacting the System and the College in the new year.

**Division of Academic Affairs
Report to the President and District Board of Trustees
April 8, 2023**

Ms. Karen Hogans, Vice President of Academic Affairs

Student Achievement

- ASN faculty for Student Professional Day on March 27th. Students presenting in a professional environment and were able to hear from guest speakers and recent graduates.
- UF Health started their DEU in March 2023. Students and preceptors report a positive experience so far.

Programs and Partnerships

- **Programs:**

Dr. Chris Sargent, Dr. Jeffrey Biddle, Dr. Jessica Shearer, and Dr. Amy Albee prepared preliminary program additions requests for Board consideration during the April 2023 meeting in the following areas:

Construction Management - Dr. Chris Sargent - The College Credit Certificate in Construction Management

Diagnostic Medical Sonography - Dr. Jeffrey Biddle - The Bachelor of Applied Science in Community Sport and Fitness

Cardiovascular Technology - Dr. Jessica Shearer - The Associate in Science in Cardiovascular Technology degree

Diagnostic Medical Sonography - Dr. Jessica Shearer - the Associate in Science in Diagnostic Medical Sonography degree

Bachelor of Science in Elementary Education - Dr. Amy Albee and Karen Hogans - the Bachelor of Science in Elementary Education

- **Partnerships:**

Wastewater Treatment - Met with representatives from Jacobs Engineering firm that provides wastewater treatment services in the Villages to discuss LSSC developing a wastewater treatment training program.

General Workforce Development - LSSC members hosted the Relay Technology Job Fair at the Sumter Center on March 10, 2023 with 33 students and 17 employers in attendance.

General Education - LSSC and Sumter County Schools math teachers participated in the Spring 2023 Joint Professional Development workshop on March 24, 2023.

- Twenty-four teams from thirteen high schools from Lake and Sumter counties participated in the 36th Annual Mathlympics, hosted by LSSC math faculty and staff on March 31, 2023 at the Leesburg Campus.

Teaching and Learning

- Mr. Greg Bridgeman, LSSC Criminal Justice Program Manager, attended a multi-day seminar on Advanced Homicide Investigation conducted by the Legal and Liability Risk Management Institute in Gatlinburg, Tennessee.
- Dr. Shelly Gerig completed a 4-day workshop on ***The Leadership Challenge*** which provided an in-depth study into the five exemplary practices for effective leadership that will be incorporated into BAS SL coursework.
- The libraries will be adding Cochrane Database to the research offerings. Cochrane provides up-to-date medical research and articles for students in the Nursing Program.
- Professor Sybil Brown presented at the Joint FTYCMA/FL-MAA meeting February 17, 2023. The title of her presentation was *Individualized Assignments with Minimal Grading (take-home, collaborative assignments)*.
- Professor Amber Karlins served as the screenwriter of a documentary, *The American Good Samaritans*, which was produced by Man Pictures and had its American premiere in November 2021. The film continues to win awards, the most recent ones yesterday (it won three awards at once at the Eastern Europe Film Festival in Romania), April 7, 2023, bringing the total number of awards to fifty.
- Dr. Rhonda Tracy and Dr. Shelly Gerig traveled to UCF's Central Florida Tech Grove and met with Dr. Carol Ann Logue, Director of Programs and Operations for the Innovation Districts and Incubation Program. The purpose of the visit is to explore model programs that could inform and strengthen the BAS in Strategic Leadership and to develop new opportunities for students.
- The Medical Lab Technology program director and faculty attended the NACCLS accreditation seminar, "*The Accreditation Process, The Good, The Bad and The Ugly*" to learn more about program accreditation.
- The 2023 Faculty Excellence Awards were held Thursday, April 6, 2023. This year's recipients are:
 - Beyond the Classroom Award: Dr. Shelly Gerig, BAS-Strategic Leadership faculty
 - Distinguished Part-Time Faculty Award: Samara Lozano, Nursing faculty
 - Excellence in Scholarship Award: Amber Karlins, English/Humanities faculty
 - Vice President Rising Star Award: Alison Norton, Librarian
 - President's Award for Teaching Excellence: Alissa Sustarsic, Math faculty

**Technology Innovation Division
Report for the President and District Board of Trustees
April 19th, 2023**

Nick Kemp, Vice President of Technology Innovation/CIO

- 13 Academic and 32 Service Area Assessment Plans for 2023-2024 are now solidified following review and feedback from members of the Institutional Assessment & Effectiveness committee chaired by Dr. Elizabeth Manuel; these will go into effect July 1, 2023.
- The Colleges last phishing campaign fail rate was 2.4%, far below the national average of 5.4%.
- The Cybersecurity area has identified, removed and prevented delivery of 105,400 phishing emails since the start of the year.
- GLBA documentation and processes will be presented to the Board of Trustees in May in accordance with the Code of Federal Regulations Title 16 / Chapter I / Subchapter C / Part 314.4 Safeguard deadline.
- Active directory accounts have been purged, improving database and server performance and plugging potential holes in our security. This is completed on an annual basis.
- The Enterprise Systems team has successfully added the ability for students to easily filter for courses that offer zero textbook costs when registering for classes.
- Students can also easily search for courses that will be offered at the upcoming Four Corners location.
- Ellucian Workflow has transitioned to 2.0 and training sessions are beginning. This program is a software-as-a-service business process that we use to automate repetitive tasks and helps staff, faculty and students work more efficiently.
- Mark Duslak presented data related to the college priorities at the Strategic Planning Day.
- The PIIR department connected with Augusta University's Institutional Effectiveness staff to learn about their exemplar model of planning that was presented at SACSCOC conference.
- The Production & Education Technology Services (PETS) department provided support for the following events: Strategic Planning Day, Manager Meeting, Faculty Excellence Awards Ceremony, Academic & Student Life Awards Ceremony, NSLS Induction Ceremony, Mathlympics, and the Foundation Gala.

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
April 19, 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. Several incorrect components were delivered thus the vendor is waiting on new parts to complete the replacement project.
- The SchenkelShultz Building Assessment and Castaldi Analyses for the Faculty Office Building, Library, and Liberal Arts Building that was approved at the March DBOT meeting was submitted to the Office of Educational Facilities (OEF) for review prior to final signature.
- Spiegle Architectural Group has submitted proposals for the South Lake Science-Health Bldg. Respiratory Care Lab and Nursing Simulation Lab expansion as well as the Leesburg Student Services Bldg. 2nd floor renovation.

Sumter Center

- Faden Builders completed the Bldg. 5 HVAC project by returning to the site to replace metal panels so they match existing building exterior.

South Lake Campus

- Cooper Memorial Library (CML) had a new 230-ton York chiller installed over Spring Break. The chiller is cooling CML, yet the project team is investigating modifications to achieve peak performance.
- In the Science-Health Bldg. Chiller Plant, new large cooling tower floats were installed to improve chiller operations and reduce water waste.

Workplace Environment and Culture

- The Executive Director of Campus Safety and Bear attended therapy dog training at Brevard County Sheriff's Paws and Stripes College.
- Campus Safety has started to enforce parking regulations beginning with several weeks of issuing warnings along with communication to the campus community about the commencement of enforcement.

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
April 19, 2023**

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

Enrollment Summary:

Summer enrollment stands at 1,597 headcount as of April 8, up 14.4% (+201) compared to this time last year. Fall enrollment stands at 940 headcount, up 42.6% (+281) from last year. We're continuing our focus on retention throughout this month to maximize the time we have with our current students, while simultaneously facilitating new student sessions for summer and fall.

Recruitment & Enrollment

- The Enrollment Services staff hosted end-of-year 'block parties' on the Leesburg and Clermont campuses to promote enrollment opportunities through LSSC and encourage prospective students to apply for admission and financial aid.

Early College Programs

- The Early College Programs staff held an Early College Day event where over 50 attendees participated in a motivational pep rally followed by a Block Party celebration.
- Early College Programs staff visited local middle and high schools throughout March and April to promote pre-college programs and establish pathways with local.

Retention & Student Engagement

- The Student Government Association facilitated their annual budget process for all Student Clubs & Organizations who seek funding for the 2023-2024 academic year.
- Members of the Enrollment & Student Affairs Division participated in the UCF Annual College Access Submit held at Valencia which highlights seamless transfer access & student success between UCF and Direct Connect partner institutions like LSSC.
- End of the year spirit building activities and events were held on our South Lake & Leesburg Campuses to engage students, help them build fond memories, and help students burn off steam as we approach end of term projects, papers, and final exams!

Student Outcomes

- Spring Commencement ceremonies are scheduled for May 3 in Clermont and May 5 in Leesburg.
- We are also hosting an Early College Graduation Ceremony to celebrate students in our dual enrollment and early college academy programs. The event will be held Thursday, May 4, in the Fine Arts Auditorium.

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: 0423-15



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



April 10, 2023

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

Re: Board Attorney Report for April 19, 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. GCA Education Services, Inc. filed a Motion for Final Summary Judgment. Leadership Lake County, Inc. filed a notice that it joins in on the Motion for Summary Judgement. A hearing on the Motion is scheduled for May 25, 2023.

David Walton v. Lake Sumter State College, Case No. 2021-01; 5D22-0794. In the Administrative Appeal of the Board of Trustee's decision we are awaiting the decision from the Fifth District Court of Appeal. 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). Nothing to report at this time.

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

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

District Board of Trustees

Agenda Item: 0423-17



Lake Sumter
State College

Office of the President

Recommendation of Continuing Contract of Faculty

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.

Summary

The following faculty are recommended for continuing contract beginning Fall of 2023 and promotion:

Dr. Laura Dana, Assistant Professor of Nursing
Ms. Luana Dimand, Assistant Librarian
Mr. James Jackson, Assistant Professor of Biological Sciences
Ms. Amanda (Kirchner) Stephens, Assistant Professor of English
Mr. Daniel Woody Weber, Assistant Professor of Humanities

Recommendation

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



Memorandum

To: Dr. Heather Bigard, President

From: Ms. Karen Hogans, Vice President of Academic Affairs

Date: March 20, 2023

CC: Ms. Deborah Franklin, Executive Director of Human Resources

Re: Faculty recommended for continuing contract

The Academic Affairs leadership team and I have reviewed annual contract portfolios submitted by eligible annual contract faculty this cycle who wish to be considered for continuing contract. We also interviewed each candidate.

Based on the reviews and interviews, we have determined each faculty member has performed well during their annual contract period and we recommend they each receive continuing contract beginning fall 2023.

Each faculty member, listed below, were placed at the rank of assistant professor fall 2022 in order to align their base pay with other annual contract faculty with similar experience (per union article 10) to avoid compression. Therefore, the award of continuing contract will not include "promotion" to the next rank.

Faculty recommended for continuing contract:

Dr. Laura Dana, Assistant Professor of Nursing

Ms. Luana Diamand, Assistant Librarian

Mr. James Jackson, Assistant Professor of Biological Sciences

Ms. Amanda (Kirchner) Stephens, Assistant Professor of English

Mr. Daniel Woody Weber, Assistant Professor of Humanities

District Board of Trustees

Agenda Item: 0423-18



Office of the President

Equity Report 2022-2023

Background/References

The purpose of the College Annual Equity Update is to provide updates on the College's efforts to comply with Florida Statutes related to nondiscrimination and equal access to postsecondary education and employment. Florida Statutes require postsecondary institutions in the Florida College System (FCS) to develop an annual update plan that will positively affect efforts to increase diversity among students and employees. The final report is required to be signed by the Board Chair, the President, and the Equity Officer.

Summary

The Division of Florida Colleges 2022-2023 Lake-Sumter State College Annual Equity Report Executive Summary will be provided to the District Board of Trustees at email.

Recommendation

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

District Board of Trustees

Agenda Item: 0423-19



Lake Sumter
State College

Office of the President

Tuition and Fee Schedule and Course Fee Changes FY23/24

Background/References

The District Board of Trustees approves the tuition and fee schedule for each fiscal year. In accordance with Florida Statutes 1009.23(20), Lake-Sumter State College is notifying the community of proposed changes in institutional student fees before their consideration at the District Board of Trustees of Lake-Sumter State College meeting on May 19, 2023.

Summary

Tuition and Fees – The tuition and fee schedule was not changed from the prior year. Schedule attached.

Course Fees –The recommended changes to course fees are attached to this form. Affidavit of Publication and Press Release for fee increase notice is at: LSSC proposing student fee modifications for 2023-24 year - Lake-Sumter State College.

Recommendation

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

TUITION AND FEES HISTORY

AA/AS Degree	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24 Proposed
Tuition	81.20	81.20	81.20	81.20	81.20	81.20	81.20	81.20	81.20	81.20
Financial Aid	5.03	5.03	5.03	5.03	5.03	5.03	5.03	5.03	5.03	5.03
Student Activity Fee	7.56	7.56	7.56	7.56	7.56	7.56	7.56	7.56	7.56	7.56
Technology Fee	4.06	4.06	4.06	4.06	4.06	4.06	4.06	4.06	4.06	4.06
Capital Improvement Fee	7.88	7.88	7.88	7.88	7.88	9.88	11.88	11.88	11.88	11.88
Total Per Credit Hour	105.73	105.73	105.73	105.73	105.73	107.73	109.73	109.73	109.73	109.73
\$ Increase	-	-	-	-	-	2.00	2.00	-	-	-
% Increase	0.0%	0.0%	0.0%	0.0%	0.0%	1.9%	1.8%	0.0%	0.0%	0.0%

TUITION AND FEES PER CREDIT HOUR

Program	Actual FY 22/23	Proposed FY 23/24	Change	STATUTORY REFERENCE	Max per Statute	LSSC
AS/AA DEGREE						
TUITION	81.20	81.20	-	FL STATUTE 1009.23 (3) (a). (4)	64.78 - 82.78	
FINANCIAL AID FEE	5.03	5.03	-	FL STATUTE 1009.23 (8) (a)	max 7% of tuition rate if total revenue <\$500K	6.19%
ACTIVITY FEE	7.56	7.56	-	FL STATUTE 1009.23 (7)	max 10% of tuition	9.31%
CAPITAL IMPROVEMENT FEE	11.88	11.88	-	FL STATUTE 1009.23 (11)(a)	max 20% of tuition, increase capped to \$2 max year over year	14.63%
TECHNOLOGY FEE	4.06	4.06	-	FL STATUTE 1009.23 (10)	max 5% of tuition	5.00%
TOTAL	109.73	109.73				
AS/AA DEGREE NON-RESIDENT						
TUITION	81.20	81.20	-	FL STATUTE 1009.23 (3) (a). (4)	64.78 - 82.78	
OUT-OF-STATE FEE	248.33	248.33	-	FL STATUTE 1009.23 (3) (a). (4)	194.35 - 248.33	
FINANCIAL AID FEE	23.06	23.06	-	FL STATUTE 1009.23 (8) (a)	max 7% of tuition rate if total revenue <\$500K	7.00%
ACTIVITY FEE	7.56	7.56	-	FL STATUTE 1009.23 (7)	max 10% of tuition	2.29%
CAPITAL IMPROVEMENT FEE	65.91	65.91	-	FL STATUTE 1009.23 (11)(a)	max 20% of tuition, increase capped to \$2 max year over year	20.00%
TECHNOLOGY FEE	16.48	16.48	-	FL STATUTE 1009.23 (10)	max 5% of tuition	5.00%
TOTAL	442.54	442.54				
BACCALAUREATE DEGREE						
TUITION	91.79	91.79	-	FL STATUTE 1009.23 (3) (b) 1.	91.79	
FINANCIAL AID FEE	6.43	6.43	-	FL STATUTE 1009.23 (8) (a)	max 7% of tuition rate if total revenue <\$500K	7.01%
ACTIVITY FEE	7.56	7.56	-	FL STATUTE 1009.23 (7)	max 10% of tuition	8.24%
CAPITAL IMPROVEMENT FEE	11.88	11.88	-	FL STATUTE 1009.23 (11)(a)	max 20% of tuition, increase capped to \$2 max year over year	12.94%
TECHNOLOGY FEE	4.59	4.59	-	FL STATUTE 1009.23 (10)	max 5% of tuition	5.00%
TOTAL	122.25	122.25	-			
BACCALAUREATE DEGREE NON-RESIDENT						
TUITION	91.79	91.79	-	FL STATUTE 1009.23 (3) (b) 1.	91.79 (UCF \$105.07)	
OUT-OF-STATE FEE	275.37	275.37	-	FL STATUTE 1009.23 (3) (b) 1.2.	no more than 85% of nearest university (UCF, \$511.06)	59.59%
FINANCIAL AID FEE	25.70	25.70	-	FL STATUTE 1009.23 (8) (a)	max 7% of tuition rate if total revenue <\$500K	7.00%
ACTIVITY FEE	7.56	7.56	-	FL STATUTE 1009.23 (7)	max 10% of tuition	2.06%
CAPITAL IMPROVEMENT FEE	41.52	41.52	-	FL STATUTE 1009.23 (11)(a)	max 20% of tuition, increase capped to \$2 max year over year	11.31%
TECHNOLOGY FEE	18.36	18.36	-	FL STATUTE 1009.23 (10)	max 5% of tuition	5.00%
TOTAL	460.30	460.30	-			
CAREER CERTIFICATE						
TUITION	73.40	73.40	-	FL STATUTE 1009.22 (3) (c.)	66.41 - 73.40	
FINANCIAL AID FEE	7.34	7.34	-	FL STATUTE 1009.22 (5)	max 10% of tuition	10.00%
CAPITAL IMPROVEMENT FEE	3.67	3.67	-	FL STATUTE 1009.22 (6)(a)	max 5% of tuition	5.00%
TECHNOLOGY FEE	3.67	3.67	-	FL STATUTE 1009.22 (7)	max 5% of tuition	5.00%
TOTAL	88.08	88.08	-			
VOCATIONAL/ADULT GENERAL EDUCATION PER TERM						
TUITION	31.50	31.50	-	FL STATUTE 1009.22 (3) (c.)	28.50 - 31.50	

Lake-Sumter State College

OTHER FEES

FEE TITLE	FREQUENCY	FY 22/23	PURPOSE and STATUTORY REFERENCE
ADMISSIONS APPLICATION FEE	Once	30.00	Ensure students are serious about pursuing a degree at LSSC, 1009.23 12(a)
ADVANCED MATH PLACEMENT TEST	Per test	20.00	Cover cost of testing materials and proctoring, 1009.23 12(a)
COMPETENCY BASED CREDIT	Per Credit Hour	30.00	Cover cost associated with research and processing competency based credit portfolio 1009.23 12(a)
DISTANCE LEARNING FEE	Per Credit Hour	15.00	As Per FL Statute 1009.23 16(a)
DISTANCE TESTING FEE	Per test	25.00	Cover cost of proctoring test, FL 1009.23 12(a)
DUPLICATE DIPLOMA FEE	Each	30.00	Cover Cost of paper, packaging and processing, 1009.23 12(a)
HESI TEST	Per test	49.00	Pass through fee. Fees not increased in line with cost of test, added another component to test, 1009.23 12(a)
INTERNATIONAL STUDENT APPLICATION	Once	30.00	Ensure students are serious about pursuing a degree at LSSC, higher cost due to more extensive processing, 1009.23 12(a)
ORDERING OFFICIAL LSSC TRANSCRIPTS	Each	30.00	Cover cost of printing, postage and packaging as well as processing, 1009.23 12(a)
PERT RETAKE	Per test	20.00	Cover cost of printing, postage and fee charged by Third- Part processor, 1009.23 12(a)
RETURN CHECK FEE	Each	25.00	Pass-through fee allowable per FL Statute 1009.12(a)
PERT	Per test	20.00	Cover cost of printing and proctoring, 1009.23 12(a)
TRANSCRIPT FEE	Each	5.00	Cover cost associated with printing and processing transcripts
PARKING FINE (if issued ticket by security)	Each	20.00	Levied to discourage behavior, 1009.23 12(a)
SECURITY EQUIPMENT FEE	Per On-campus Credit Hour	2.00	Cover cost of security equipment
PARKING FEE	Per On-campus Credit Hour	2.00	Cover critical repair and maintenance
CREDIT CARD CONVENIENCE FEE	Per payment	3.00 or 2.85%	Pass-through fee allowable per FL Statute 1009.12(a) E-Check option free of charge
TUITION INSTALMENT PLAN FEE	Per term	25.00	Pass-through fee allowable per FL Statute 1009.12(a)

Proposed Fee Reductions						
Area	Subject	Course	Current FY 22/23	Proposed FY 23/24	Difference	Comments
Biology	BSC	1010C	55.00	30.00	(25.00)	Cost of consumables
Chemistry	CHM	1025C	25.00	20.00	(5.00)	Cost of consumables
Chemistry	CHM	2045C	75.00	50.00	(25.00)	Cost of consumables
Nursing	NUR	1052C	302.00	300.00	(2.00)	Services
Nursing	NUR	2213C	302.00	300.00	(2.00)	Services
Physical Science	PHY	1020C	80.00	70.00	(10.00)	Cost of consumables
Physical Science	PHY	1020CH	80.00	70.00	(10.00)	Cost of consumables
Physical Science	PHY	1053C	110.00	20.00	(90.00)	Cost of consumables
Physical Science	PHY	1054C	130.00	15.00	(115.00)	Cost of consumables
Physical Science	PHY	1057C	30.00	5.00	(25.00)	Cost of consumables
Physical Science	PHY	2048C	75.00	35.00	(40.00)	Cost of consumables
Physical Science	PHY	2049C	65.00	25.00	(40.00)	Cost of consumables
General	N/A		30.00-40.00	25.00	(5.00)	Services

Proposed Fee Increases						
Area	Subject	Course	Current FY 22/23	Proposed FY 23/24	Difference	Comments
Biology	BSC	1011C	30.00	50.00	20.00	Cost of consumables
Biology	BSC	2085C	20.00	40.00	20.00	Cost of consumables
Biology	BSC	2086C	40.00	60.00	20.00	Cost of consumables
Biology	MCB	2010C	50.00	75.00	25.00	Cost of consumables
Nursing	NUR	2213C	383.00	385.00	2.00	Services - Bridge
Nursing	NUR	1006C	383.00	386.00	3.00	Services
Nursing	NUR	2214C	383.00	386.00	3.00	Services - Bridge
Nursing	NUR	2214C	293.00	302.00	9.00	Services
Testing Services	N/A		20.00	25.00	5.00	Services

District Board of Trustees

Agenda Item: 0423-20



Lake Sumter
State College

Office of the President

Leesburg Campus Facilities Building Roof Replacement

Background/References

The Facilities Building on the Leesburg Campus is in dire need of a roof replacement as the roof leaks during rainstorms and the building interior gets wet, including IT equipment and a storage area for air handler unit filters. The college has collaborated with Garland/DBS, Inc. to manage the project and receive bids on the roof replacement using purchasing cooperative agreement.

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

Summary

Garland/DBS used pricing according to the pricing in the Master Intergovernmental Cooperative Purchasing Agreement (MICPA) and OMNIA Partners, Public Sector (U.S. Communities). They received four bids ranging from \$509,385 to \$830,827. The based bid maximum price according to the MICPA purchasing cooperative agreement is \$553,561. See separate attachments for detailed scope.

Roof Energizer Restoration Bids

1)	Crawford Roofing, Inc.	\$509,385
2)	Childers Roofing	\$578,540
3)	TeamCraft Roofing	\$620,570
4)	RMS Orlando, Inc.	\$830,827

It is recommended to award the project to Garland/DBS, Inc for Crawford Roofing, Inc. for the Facilities Bldg. roof replacement at \$509,385.

Recommendation

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



Leesburg Campus Science-Math Building Envelope Project

Background/References

The Science-Math Building (Bldg. #30) on the Leesburg Campus was constructed in 2007 and is the youngest and most heavily used instructional building on campus. As can be seen from the attachments, there has been very little upkeep on the building exterior in its 16 years of existence beyond pressure washing and issues with water intrusion are starting to occur. The college has collaborated with Garland/DBS, Inc. to manage the project and acquire bids for building envelope using purchasing cooperative agreement pricing.

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

Summary

Garland/DBS, Inc. used pricing according to the pricing in the Master Intergovernmental Cooperative Purchasing Agreement (MICPA) and OMNIA Partners, Public Sector (U.S. Communities). They received a bid of \$346,869. The based bid maximum price according to the MICPA purchasing cooperative agreement is \$349,940. See separate attachments for detailed scope of work.

It is recommended to award the project to Garland/DBS, Inc. for National Building Contractors (NBC) to conduct the Science-Math Bldg. Building Envelope at cost of \$346,869. This is a project submitted on the funded 2022-2023 Deferred Maintenance list.

Recommendation

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

Academic Preliminary New Program Requests

Background/References

Per Florida Statue 1001.64 (1) the District Board of Trustees shall be responsible for cost-effective policy decisions appropriate to the implementation and maintenance of high-quality education programs within law and rules of the State Board of Education.

Summary

A preliminary academic credit program proposal is requested to explore the following based on feedback and input from our community business and industry partners. The proposals contain preliminary information about the programs listed below:

Associate in Science in Cardiovascular Technology

Recommendation

It is recommended the District Board of Trustees approve the request to continue the development process.

PRELIMINARY NEW PROGRAM REQUEST

Lake-Sumter State College Academic Programs (Credit)

Credit Program Title: Associate in Science in Cardiovascular Technology

Length: 77 credits

CIP: 51.0901 Cardiovascular Technology/Technologist

Program Description:

A program that prepares individuals to perform invasive, noninvasive, and peripheral examinations of the cardiovascular system at the request of physicians to aid in diagnoses and therapeutic treatments. Includes instruction in reviewing and recording patient histories and clinical data, patient care, investigative and examination procedures, diagnostic procedures, data analysis and documentation, physician consultation, equipment operation and monitoring, and professional standards and ethics.

Justification:

The U.S. Bureau of Labor Statistics projects a 10% job growth increase in Cardiovascular Technicians (CVT) nationwide. Short-term employment projections (2021-2023) in Central Florida are expected to have 131 job openings for Cardiovascular Technologists, with most entering the profession with an Associate's Degree (Florida Department of Economic Opportunity). Long-term projections for CVT expect 2,700 openings nationwide and a 21.4% growth in the Central Florida Area (BLS 2023).

Labor Market Demand:

SOC Code	SOC Title	Number of new Openings through the next 5 years	Average Hourly Wage	Median Annual Salary
292031	Cardiovascular Technologists and Technicians	159	\$27.92	\$38,570

Local institutions offering the program:

College	Program Name
Valencia College	CVT – pending for fall 2023
Eastern Florida State College	CVT – pending, semester TBD

Next Steps:

Upon Board of Trustees approval to explore adding this program, we will develop the timeline to implement the program which includes seeking appropriate approvals at the local and state levels, developing a projected 3-year budget, determining enrollment projections, securing funding support as well as support from industry partners in terms of facilities and personnel needs to deliver the program, identifying a subject matter expert to develop the curriculum and manage the program, and establishing a marketing plan to promote the program. We will also determine a program review plan to monitor program viability and sustainability.

District Board of Trustees

Agenda Item: 0423-23



Office of the President

Academic Preliminary New Program Requests

Background/References

Per Florida Statue 1001.64 (1) the District Board of Trustees shall be responsible for cost-effective policy decisions appropriate to the implementation and maintenance of high-quality education programs within law and rules of the State Board of Education.

Summary

A preliminary academic credit program proposal is requested to explore the following based on feedback and input from our community business and industry partners. The proposals contain preliminary information about the programs listed below:

College Credit Certificate in Business Construction Specialist

Recommendation

It is recommended the District Board of Trustees approve the request to continue the development process.

PRELIMINARY NEW PROGRAM REQUEST

Lake-Sumter State College Academic Programs (Credit)

Credit Program Title: College Credit Certificate Building Construction Specialist

Length: 18 credits

CIP: 0615100103 Building Construction Specialist

Program Description:

The Building Construction Specialist CCC is designed to prepare students for opportunities as construction specialists or construction site managers, or to provide supplemental training for persons previously or currently employed in these occupations. Furthermore, it provides a foundation in pursuing a career in building inspection and construction cost estimation. The mission of the program is to provide training in these areas to help local construction firms prepare their employees for internal promotion and to increase the number of skilled workers to fill vacancies in this growing workforce area.

Justification:

According to the Florida Department of Economic Opportunity, the immediate workforce area may expect 154 construction manager openings in the next 5 years, and 68 construction cost estimator openings in the next 5 years.

This certificate will also provide opportunities for students in the local high school construction academies to earn credentials necessary to obtain employment with our local business partners. The initial planning process began with listening sessions and a survey to determine external partner interest and needs. Initial analysis of the listening sessions and survey outcomes indicates that the chosen CCC is a strong fit.

Labor Market Demand:

SOC Code	SOC Title	Number of new Openings through the next 5 years	Average Hourly Wage	Median Annual Salary
119021	Construction Manager	154 (through 2029)	\$40.92	\$85,113.60 (40.92*52*40)
131051	Cost Estimator	68 (through 2029)	\$28.20	\$58,656 (28.2*52*40)

Local institutions offering the program:

College	Program Name
Santa Fe College	Construction Management Technology
Seminole State College	Constructions Management
Valencia College	Construction and Civil Engineering Technology

Next Steps:

Upon Board of Trustees approval to explore adding the college credit certificate, we will develop the timeline to implement the program which includes seeking appropriate approvals at the local and state levels, developing a projected 3-year budget, determining enrollment projections, securing funding support, identifying a subject matter expert to develop the curriculum and manage the program, establishing a marketing plan to promote the program, and communicating with business and industry partners for student placement upon program completion. We will also establish a program review plan to monitor program viability and sustainability.

Academic Preliminary New Program Requests

Background/References

Per Florida Statue 1001.64 (1) the District Board of Trustees shall be responsible for cost-effective policy decisions appropriate to the implementation and maintenance of high-quality education programs within law and rules of the State Board of Education.

Summary

A preliminary academic credit program proposal is requested to explore the following based on feedback and input from our community business and industry partners. The proposals contain preliminary information about the programs listed below:

Associate in Science in Diagnostic Medical Sonography

Recommendation

It is recommended the District Board of Trustees approve the request to continue the development process.

PRELIMINARY NEW PROGRAM REQUEST

Lake-Sumter State College Academic Programs (Credit)

Credit Program Title: Associate in Science in Diagnostic Medical Sonography

Length: 77 credits

CIP: 51.0910 Diagnostic Medical Sonography/Sonographer

Program Description:

A program that prepares individuals, under the supervision of physicians, to utilize medical ultrasound techniques to gather sonographic data used to diagnose a variety of conditions and diseases. Includes instruction in obtaining, reviewing, and integrating patient histories and data; patient instruction and care; anatomic, physiologic and pathologic data recording; sonographic data processing; sonography equipment operation; and professional standards and ethics.

Justification:

The U.S. Bureau of Labor Statistics projects a 15% job growth increase in Diagnostic Medical Sonographers nationwide. Short-term employment projections in Central Florida between 2021 and 2023 are expected to have 472 job openings for Diagnostic Medical Sonographers (DMS), with most entering the profession with an Associate's Degree (Florida Department of Economic Opportunity). Ten-year projections for DMS expect 12,100 openings nationwide (BLS 2023).

There is an extensive list of employment opportunities for Diagnostic Medical Sonographers in Lake and Sumter Counties. Local employers report that the demand for individuals trained as DMS at each of the three Major Health Care facilities in Lake County.

Labor Market Demand:

SOC Code	SOC Title	Number of new Openings through the next 5 years	Average Hourly Wage	Median Annual Salary
292032	Diagnostic Medical Sonographer	206	\$32.68	\$63,980

Local institutions offering the program:

College	Program Name
Eastern Florida State College	Diagnostic Medical Sonography

Next Steps:

Upon Board of Trustees approval to explore adding this program, we will develop the timeline to implement the program which includes seeking appropriate approvals at the local and state levels, developing a projected 3-year budget, determining enrollment projections, securing funding support as well as support from industry partners in terms of facilities and personnel needs to deliver the program, identifying a subject matter expert to develop the curriculum and manage the program, and establishing a marketing plan to promote the program. We will also determine a program review plan to monitor program viability and sustainability.

Academic Preliminary New Program Requests

Background/References

Per Florida Statue 1001.64 (1) the District Board of Trustees shall be responsible for cost-effective policy decisions appropriate to the implementation and maintenance of high-quality education programs within law and rules of the State Board of Education.

Summary

A preliminary academic credit program proposal is requested to explore the following based on feedback and input from our community business and industry partners. The proposals contain preliminary information about the programs listed below:

Bachelor of Science in Elementary Education

Recommendation

It is recommended the District Board of Trustees approve the request to continue the development process.

PRELIMINARY NEW PROGRAM REQUEST

Lake-Sumter State College Academic Programs (Credit)

Credit Program Title: Bachelor of Science in Elementary Education

Length: 120 credits

CIP: 13.1202 Elementary Education and Teaching

Program Description:

The Bachelor of Science Elementary Education Program (BEE) is a state-approved educator preparation program that prepares graduates to teach children in kindergarten through sixth grade. Students in the program will learn research based strategies for teaching elementary students and have many opportunities to apply their knowledge in a variety of educational settings through internships. The FGC Bachelor of Science Elementary Education graduate is eligible for Florida Elementary Teacher Certification (K-Grade 6).

A graduate of this program can seek employment teaching students in kindergarten through sixth grade in a Florida public school, charter school, or private school.

Program Learning Outcomes

1. Graduates will be able to apply concepts from human development, learning theories, and knowledge of the subject through the teaching process.
2. Graduates will be able to maintain a student-centered learning environment.
3. Graduates will be able to utilize assessments to guide teaching practice.
4. Graduates will demonstrate professional responsibility and ethical conduct.

Justification:

Lake and Sumter County Schools are experiencing a shortage of teachers. According to the Florida Department of Economic Opportunity, by 2029 there will be an additional 1,174 openings for new elementary school teachers in the two-county area. Lake County Schools currently offers a teaching career pathways program to its students in multiple high schools. Lake and Sumter County Schools have each expressed an interest in working with Lake-Sumter State College to provide opportunities for students to get internship experience while completing the degree.

Labor Market Demand:

SOC Code	SOC Title	Number of new Openings through the next 5 years	Average Hourly Wage	Median Annual Salary
252021	Elementary School Teachers, except Special Education	1,174	\$25	\$52,570

Local institutions offering the program:

College	Program Name
College of Central Florida	Elementary Education
Daytona State College	Elementary Education
South Florida State College	Elementary Education

Next Steps:

Upon Board of Trustees approval to explore adding this program, we will develop the timeline to implement the program which includes seeking appropriate approvals at the local and state levels, developing a projected 3-year budget, determining enrollment projections, securing funding support as well as support from industry partners in terms of facilities and personnel needs to deliver the program, identifying a subject matter expert to develop the curriculum and manage the program, and establishing a marketing plan to promote the program. We will also determine a program review plan to monitor program viability and sustainability.

District Board of Trustees

Agenda Item: 0423-26



Lake Sumter
State College

Office of the President

Academic Preliminary New Program Requests

Background/References

Per Florida Statue 1001.64 (1) the District Board of Trustees shall be responsible for cost-effective policy decisions appropriate to the implementation and maintenance of high-quality education programs within law and rules of the State Board of Education.

Summary

A preliminary academic credit program proposal is requested to explore the following based on feedback and input from our community business and industry partners. The proposals contain preliminary information about the programs listed below:

Associate in Science in Waste and Wastewater Management Technology

Recommendation

It is recommended the District Board of Trustees approve the request to continue the development process.

PRELIMINARY NEW PROGRAM REQUEST

Lake-Sumter State College Academic Programs (Non-Credit)

Credit Program Title: Wastewater Management Technician

Length: Estimated 6-8 weeks

CIP: 51-8031 Water and Wastewater Treatment Plant and Systems Operator

Program Description:

This non-credit training program in wastewater management is designed to provide students with knowledge and skills to meet the challenges of working in a wastewater plant. The purpose of this course is to provide instruction in the fundamental principles involved in wastewater treatment plant operation. Wastewater treatment practices vary widely across the country; however, a number of distinct processes can usually be identified in any treatment plant. The course deals with both theoretical and practical aspects of these processes and is intended to provide the basic knowledge necessary for you to begin a career in the wastewater treatment field. State requirements of the Florida Department of Environmental Protection require wastewater operators to be pass a state examination and work a specific number of hours in a facility in order to become licensed operators. This program will prepare individuals for the exam Class C Licensed Operator.

Justification:

According to the Florida Department of Economic Opportunity, the immediate workforce area may expect 134 water/wastewater treatment plant and systems operators in the next 5 years. The initial planning process began with meetings with local partners from the area indicating a need to increase the number of licensed wastewater plant operators. The Villages expects to double the number of wastewater treatment facilities in the next five years. Expansion in the South Lake County area also indicates a need to increase those prepared to work in the local area. This program will also be stackable towards the credit program Associate in Science in Management Technology. Pathways will be built to provide students the opportunity to further their education through the BAS degree.

Labor Market Demand:

SOC Code	SOC Title	Number of new Openings through the next 5 years	Average Hourly Wage	Median Annual Salary
518031	Water and Wastewater Treatment Plant and Systems Operator	134 (through 2029)	\$23.25	\$48,360.00 (\$23.25*52*40)

Local institutions offering the program:

College	Program Name
Charlotte Technical College	Wastewater C Course
Palm Beach State College	Water Treatment Operation C Level

Next Steps:

Upon Board of Trustees approval to explore adding the college credit certificate, we will develop the timeline to implement the program which includes seeking appropriate approvals at the local and state levels, developing a projected 3-year budget, determining enrollment projections, securing funding support, identifying a subject matter expert to develop the curriculum and manage the program, establishing a marketing plan to promote the program, and communicating with business and industry partners for student placement upon program completion. We will also establish a program review plan to monitor program viability and sustainability.

OTHER CONSIDERATIONS

District Board of Trustees

Agenda Item: 0423-18



Office of the President

Changing the Location of the May 17, 2023 District Board of Trustees Meeting

Background/References

Lake-Sumter State College takes pride in offering the District Board of Trustees meetings at each campus location on a rotating basis for each Board member representing their county could attend all meetings.

Summary

Due to other community events, it is proposed that the location of the May Board meeting be changed from South Lake to Leesburg.

Recommendation

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



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

District Board of Trustees

Mr. Bret Jones, Chair

Ms. Jennifer Hooten, Vice Chair

Dr. Heather Bigard, President

Ms. Anita Geraci-Carver, Board Attorney

Mr. Bryn Blaise

Mr. David Hidalgo

Ms. Emily Lee

Mr. Timothy Morris

Ms. Ivy Parks

Mr. Peter Wahl

