



Lake Sumter State College

DISTRICT BOARD OF TRUSTEES

Wednesday, June 21, 2023

Leesburg Campus

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

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

Sumter Center
1423 County Road 526 A
Sumterville, FL 33585

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

Agenda

Wednesday, June 21, 2023

Leesburg Campus

4:30 pm Budget Workshop

Organizational Meeting Agenda

I. CALL TO ORDER - President Heather Bigard

II. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

III. ELECTION OF BOARD OFFICERS FOR 2023-24

0623-01 Approve: Election of Board Chair

0623-02 Approve: Election of Board Vice-Chair

IV. ADJOURNMENT

Public Board Meeting Agenda

I. CALL TO ORDER - Chairman Bret Jones

II. PUBLIC COMMENT

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

III. BOARD COMMITTEE ASSIGNMENTS - Chairman Bret Jones

0623-03 Facilities Committee
Finance and Public-Private Partnerships Committee
Strategic Planning Committee
Student Engagement Committee

IV. CONSENT CONSIDERATIONS

0623-04 Approve: Minutes of the May 15, 2023 Facilities Committee Meeting
0623-05 Approve: Minutes of the May 16, 2023 Strategic Planning Committee Meeting
0623-06 Approve: Minutes of the May 17, 2023 Regular Meeting
0623-07 Approve: Minutes of the June 7, 2023 Facilities Committee Meeting
0623-08 Acknowledge: Human Resources Staff Changes
0623-09 Approve: Human Resources Full-Time Faculty Changes
0623-10 Acknowledge: Monthly Fiscal Report for May 2023
0623-11 Approve: Purchases over \$65,000
0623-12 Acknowledge: Capital Improvement Projects Report
0623-13 Approve: Non-Bargaining Unit Employees Salary and Classification Schedule 2023-2024
0623-14 Accept: Equity Report 2022-2023 Part I
0623-15 Approve: Write-Offs of Tangible Property
0623-16 Approve: FY23 Budget Amendment - Transfer from Fund 1 to Fund 7
0623-17 Accept: Lake County Grant of ARPA Funds for Construction Management Program

0623-18	Approve:	Sumter County Schools Early College Engineering Tech Agreement 2023-2024
0623-19	Approve:	LSSC UFF MOU Compensation for 2023-2024
0623-20	Approve:	Dual Enrollment Agreements 2023-2024
		Home Education
		Charter Schools
		Lake County Schools
		Private Schools
		Private Schools Interagency Agreement
		Sumter County Schools
		The Villages High School

V. PRESIDENT'S REPORT

0623-21 President Bigard's Update

VI. VICE PRESIDENT'S REPORTS

0623-22

VII. COMMITTEE REPORTS

0623-23 Executive Committee - Mr. 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
Foundation Liaison - Mr. Tim Morris

VIII. BOARD ATTORNEY REPORT

0623-24 Ms. Anita Geraci-Carver's Update

IX. NEW BUSINESS

0623-25	Approve:	New Program Proposals - Construction
		Associate in Science in Building Construction Management
		College Credit Certificate in Building Construction Specialist
		Curriculum Course Offerings
0623-26	Approve:	New Program Proposal - Water and Wastewater Management
0623-27	Approve:	New Athletic Program Proposal - Golf
0623-28	Approve:	New Athletic Program Proposal - Track and Field
0623-29	Approve:	Health Sciences Collegiate Academy (HSCA) Agreement
0623-30	Approve:	Operating and Capital Budgets 2023-2024
0623-31	Approve:	Capital Improvement Plan 2023-2027
0623-32	Approve:	Leesburg Campus Student Services Building (SSB) Bathrooms Guaranteed Max Price
0623-33	Approve:	Custodial and Grounds Selection
0623-34	Approve:	Performance Evaluations 2022-2023
0623-35	Approve:	Board Attorney Contract 2023-2025
0623-36	Approve:	President's Contract
0623-37	Approve:	District Board of Trustees Meeting Dates 2023-2024

X. OTHER CONSIDERATIONS AS NEEDED BY CHAIRMAN/PRESIDENT

Request for Proposal (RFP) Method of Procurement

XI. ADJOURNMENT

CALENDAR NOTES:

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	Zoom
District Board of Trustees Meeting	Wednesday, August 16, 2023 5:00 pm	South Lake Campus Board Room 327
LSSC Family Fun Fest	Friday, September 29, 2023	Leesburg Campus

NO BOARD MEETING IN JULY OR DECEMBER

CONSENT CONSIDERATIONS



Lake-Sumter State College
FACILITIES COMMITTEE OF THE DISTRICT BOARD OF TRUSTEES
May 15th, 2023 Minutes

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

Mr. Bryn Blaise, Chair, called the meeting to order at 5:29 pm.

Cagan Crossings Buildout Guaranteed Max Price

Mr. Thom Kieft provided the Guaranteed Max Price for the Cagan Crossings Buildout and stated this is the current going rate for the scope of work involved. Mr. Bryn Blaise asked if cost savings are factored into the Guaranteed Max Price and the fees for this scope of work. President Bigard stated the team will need to look at other ways to bring costs down for the College's projects and still be competitive. Mr. Bryn Blaise stated concern for being at the threshold with the cost from these companies since they are doing work for an institution. He expressed concern of the costs for the scope of work involved and the timeframe given. President Bigard thanked Mr. Bryn Blaise for his input and that this committee is looking out for the College's fiduciary responsibly. Mr. Bryn Blaise requested Mr. Thom Kieft to discuss the Guaranteed Max Price with the company involved and agree on alternative costs.

South Lake Campus Building 1 HVAC Installation and Controls

Mr. Thom Kieft provided the plan for installing the HVAC for Building 1 at the controls system. The controls system is in a unique location where special parts need to be ordered to best fit into the location. The larger portion of this bid is for the controls system.

Leesburg Campus and Sumter Center Roofs

Mr. Thom Kieft shared that several roofs around the Leesburg Campus and Sumter Center for any needs of replacement or remodeling. Bids for this project will be forthcoming and provided at the June Facilities Committee meeting.

Science-Math Building Envelope Proposal

Mr. Thom Kieft will have new information regarding this project at the next committee meeting. Mr. Bryn Blaise offered to provide individuals who could help with this scope of work if they would like to bid on this project.

Legislative Update for Workforce Development Center

President Bigard stated the \$17.5 million funds for the Workforce Development Center is still in the budget but the Governor has not taken action regarding the State budget. She mentioned that there is also an additional \$2.6 million in base funding the College could utilize. She also

mentioned the Florida College System has been given the approval to petition for the \$100 million funds for healthcare and insurance.

EDA Grant for Eustis Site

President Bigard stated her team is looking into an alternative approach to the EDA Grant for Eustis. She mentioned there are several restrictions over a 20-year period for the College regarding this property that was to be a gift from the City of Eustis. She has asked her team to discuss with the City of Eustis these restrictions and if both parties can agree on other options regarding these restrictions. She will bring this back to the Facilities Committee at the next meeting. She mentioned that \$200 million in workforce grants was approved from the State that the College could utilize as an alternative route.

Other

Mr. Thom Kieft stated the City of Leesburg has a lift station located by the Facilities Building on the Leesburg Campus. The City of Leesburg received a grant for a generator at their busiest lift station, which is the station next to the Facilities Building. The City of Leesburg would like to request to use the campus property for surveying and options for the City to use the College's land. Mr. Bryn Blaise and Ms. Jennifer Hooten approved the request for the City of Leesburg to survey and the discuss options for using land on the Leesburg Campus.

Mr. Bryn Blaise adjourned the meeting at 6:36 pm.

Respectfully submitted by Kailyn Wurm, Recording Secretary.

Lake-Sumter State College
STRATEGIC PLANNING COMMITTEE OF THE DISTRICT BOARD OF TRUSTEES
May 16th, 2023 Minutes

In attendance: Mr. David Hidalgo, Chair, Mr. Tim Morris, Mr. Bret Jones, Ms. Ivy Parks, President Heather Bigard, Dr. Laura Byrd, Dr. Joseph Mews, Mr. Nick Kemp, Mr. Thom Kieft, Ms. Karen Hogans, Ms. Kristie Harris, Mr. Bruce Duncan, and Mrs. Kailyn Wurm.

Mr. David Hidalgo, Chair, called the meeting to order at 5:01 pm.

Mission, Vision, Values

President Bigard provided the Mission, Vision, Values and Strategic Plan for 2023-2026 for committee review. Discussed collaboration with Lake Technical College and the community at the Board level. Discussed how the College can work towards the four priorities and how it can benefit workforce development. Developed further KPI's that can provide goals for increasing median income in the county, tracking job placement, focus on student learning and success, faculty retention, and math success rates.

Vision: Be the community's college of choice for quality education and career training.

Mission: Transform Lives and Futures Throughout the Community.

Values: Care, Communicate, Collaborate, Celebrate.

The committee approved the Mission, Vision, Values and Strategic Plan for 2023-2026 and thanked the College community for coming together and developing these goals.

LSSC Recognized as a Great Place to Work

Mr. David Hidalgo charged the committee and LSSC team on how to make the College the best place to work. President Bigard supported the charge and explained one way the College could obtain this goal is the marketing of the College's benefits and other offerings for those seeking full-time employment.

Great Inspirational Speakers

President Bigard stated the responsibility to select inspirational speakers relies with the members of Cabinet. She charged the LSSC team to set expectations when looking for inspirational speakers to align with what we want the College's community and students to be a part of.

New Workforce Development Center

President Bigard stated the Library has a new space in the Center for Teach and Learning Building which may need to be properly named for the Library. She stated this opens up the opportunity to focus on the Workforce Development Center and to showcase any simulation spaces. She and some members of the team may visit a few campuses and business for

inspiration and insight into their simulation spaces to possibly utilize for the College's Workforce Development Center.

Three Distinct LSSC Campuses

Dr. Laura Byrd stated that SECO approached the College with a huge grant opportunity with the Department of Energy which would have the Sumter Center as the national model of energy. She stated Duke Energy provided a grant opportunity for the Eustis Campus for an energy-focused campus focusing on lineworker, CDL, and Solar programs.

Four Corners High School

Mr. David Hidalgo asked the committee what would be the benefits of having a charter school in the Four Corners area. Ms. Ivy Parks stated this could be greatly needed in the community of Four Corners and possibly compliment the upcoming Wellness Way project. President Bigard stated that the College would want to make sure this would be a good financial decision. She stated the possibility that Pinecrest could expand their K-12 program where they would have access to more capital funds. However, discussions with Pinecrest will need to take place to access their interest and the interests of the College.

Cybersecurity, Marketing, LSSC Cybersecurity Program

Mr. David Hidalgo stated the College may benefit from investing in technology programs. President Bigard stated the LSSC team will need to focus on where the greatest demand for technology programs is in Lake and Sumter County. President Bigard stated her and Ms. Ivy Parks will be meeting with individuals from Olympus to discuss possible future opportunities.

Mr. David Hidalgo adjourned the meeting at 5:58 pm.

Respectfully submitted by Ms. Kailyn Wurm, Recording Secretary.

**DISTRICT BOARD OF TRUSTEES
LAKE-SUMTER STATE COLLEGE
LEESBURG
May 17, 2023**

PRESENT: Mr. Bret Jones, Board Chair, Ms. Jennifer Hooten, Vice Chair, Dr. Heather Bigard, President, Board Members: Mr. Bryn Blaise, Mr. Tim Morris, Ms. Emily Lee (virtual), Mr. David Hidalgo, and Board Attorney Ms. Anita Geraci-Carver.

ABSENT: Mr. Pete Wahl, Ms. Ivy Parks.

CALL-TO-ORDER:

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

INFORMATION SECURITY PROGRAM REPORT PRESENTATION

Mr. Nick Kemp and Mr. Dave Phillips provided a presentation documenting the College's cybersecurity and confidentiality of covered records, cybersecurity threats, and protection against unauthorized access of records. Lake-Sumter State College met every requirement for full cyberinsurance, which strengthens the College's defenses against cyber-attacks, along with 100% HIPPA compliance.

CONSENT CONSIDERATIONS:

Consent considerations were split into 2 parts due to a voting conflict with a Board member.

PART A:

MOTION to approve, Mr. Tim Morris, SECOND, Ms. Jennifer Hooten, motion passed.

PART B:

MOTION to approve, Ms. Jennifer Hooten, SECOND, Mr. David Hidalgo, 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.

- Welcomed and congratulated Representative John Temple in his new role with the College as the Associate Vice President of Workforce.
- Attended the LakeWorks presentation at the Lake Technical College Board meeting on Monday, May 15th representing Lake-Sumter State College and showcasing the continued partnership with Lake Technical College.
- Provided legislative updates on the \$17.5 million that is still in the State budget awaiting for Governor DeSantis' approval. Along with \$200 million in workforce development grants for the Florida College System that would apply for workforce development programs.
- Discussed Dual Enrollment funding for tuition reimbursement of \$27.5 million to be dispersed between the 28 Florida colleges.
- Mentioned the decrease in Pipeline funding for nursing and is investigating why this was lowered.
- Informed of the recently signed SB 240 that expands workforce education programs and increases access to career and technical education programs. Also included is a \$100 million base funding increase for the Florida College System to support the high demand workforce pathways.
- Attending the Dual Enrollment Summit with VP Hogans hosted by Commissioner Diaz that focuses on increased access to dual enrollment across the state.
- Mentioned the budget models that VP Harris developed and will be provided at the next Board meeting.

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.

Dr. David Hidalgo presented the report for the Strategic Planning 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:

0523-13 – TUITION AND FEE SCHEDULE AND COURSE FEE CHANGES FY 2023-24

Ms. Kristie Harris recommends the approval of the Tuition and Fee schedule and Course Fee changes for FY 23-24.

MOTION to approve the Tuition and Fee schedule and Course Fee changes for FY 23-24. Mr. Bryn Blaise, SECOND, Mr. David Hidalgo, motion passed.

0523-14 – MISSION, VISION, AND VALUES

President Bigard presented the proposed College Mission, Vision, and Values for review and approval.

MOTION to approve the College Mission, Vision, and Values, Mr. David Hidalgo, SECOND, Ms. Jennifer Hooten, motion passed.

0523-15 – LAKE-SUMTER STATE COLLEGE STRATEGIC PLAN 2023-2026

President Bigard presented the proposed Strategic Plan for 2023-2026.

MOTION to approve the proposed Strategic Plan for 2023-2026, Mr. David Hidalgo, SECOND, Ms. Jennifer Hooten, motion passed.

0523-16 – CAGAN CROSSINGS BUILD-OUT

Mr. Thom Kieft provided the guaranteed maximum price for the Cagan Crossings Town Center Buildout for review and approval.

MOTION to approve the guaranteed maximum price for the Cagan Crossings Town Center Buildout, Mrs. David Hidalgo, SECOND, Ms. Jennifer Hooten, motion passed.

0523-17 – SOUTH LAKE CAMPUS BUILDING 1 HVAC INSTALLATION AND CONTROLS

Mr. Thom Kieft provided the guaranteed maximum price for the South Lake Campus Building 1 HVAC installation and controls for review and approval.

MOTION to approve the guaranteed maximum price for the South Lake Campus Building 1 HVAC installation and controls, Mr. Tim Morris, SECOND, Ms. Jennifer Hooten, motion passed.

OTHER CONSIDERATIONS:

The next regular meeting is scheduled for June 21, 2023 at the Leesburg Campus.

The meeting was adjourned at 5:50 p.m.

ATTEST:

Mr. Bret Jones, Board Chair

Dr. Heather Bigard, Secretary/College President

Recording Secretary: Kailyn Wurm

**Lake-Sumter State College
FACILITIES COMMITTEE OF THE DISTRICT BOARD OF TRUSTEES
June 7th, 2023 Minutes**

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

Mr. Bryn Blaise, Chair, called the meeting to order at 5:02 pm.

Cagan Crossings Town Center – Update

Mr. Thom Kieft stated demolition has begun at the Cagan's site and the build is on track with completion around August 10th, 2023. Mr. Thom Kieft stated the College will have about a week to get the Cagan's space ready for the Fall 2023 semester. President Bigard mentioned that the College was a sponsor in a local community food truck event in the Four Corners area to continue working on the College's presence in the community.

South Lake Campus Allied Health Simulation Labs

Mr. Thom Kieft stated that Spiezle is working on the design of the respiratory car land and the nursing simulation lab expansion. He stated once the design is complete, the space will be turned over to Wellbro to begin construction of the two spaces. He stated that the plan is to have these spaces ready by Fall 2023.

Sumter Center Pavilion

Mr. Thom Kieft shared that he will receive a Guaranteed Max Price for the Workforce Teaching Pavilion by the CDL pad on the Sumter Campus. He will present this at the June Board meeting for approval if the price is reasonable from Faden builders.

Legislative Update for Workforce Development Center

President Bigard stated the \$17.5 million funds for the Workforce Development Center is still in the budget and awaiting Governor approval.

EDA Grant for Eustis Site

President Bigard recommended the Board not to consider the grant with the City of Eustis for the Eustis Center. She stated that her and the LSSC team thoroughly explored the options and had numerous discussion for the pursuit of this grant. She stated the EDA grant with the City of Eustis had a greater amount of restrictions for the College over 20 years' time that did not seem to benefit the College. She proposed the College to pursue funding for the Eustis Center from the \$200 million funds for workforce development.

RFP for Custodial and Grounds

Mr. Thom Kieft stated the current custodial and grounds vendor for the College is in the fifth year with the contract ending in August 2023. He stated the new custodial and grounds vendor would start in August 2023 and the recommendation will come to the Board for approval.

Other

Mr. Bryn Blaise asked for an update on the Science Math Envelope proposal. Mr. Thom Kieft reached out to other vendors to meet and review the work needed for the Science Math Building. He stated the vendor's quote was lower than the original Guaranteed Max Price for the Science Math Envelope, but the scope of work included did meet what the original proposal had offered. He worked closely with the vendor to discuss and agree upon the scope of work involved for this project before going forward to the Board. Mr. Bryn Blaise stated the College will need to look at the process of these vendors being approved for work with the College and the costs involved to develop a standard method of procurement of vendors. President Bigard suggested her and the LSSC team could draft an outline of steps for College projects and procurement of vendors to provide a clear approach for approval of vendor services. She stated that the current process of procurement is based on statutes from the State which significantly impacts the College's ability to use local vendors. Mr. Bryn Blaise would like to take add this topic for discussion at the June Board meeting.

Mr. Bryn Blaise adjourned the meeting at 5:57 pm.

Respectfully submitted by Kailyn Wurm, Recording Secretary.

Human Resources Staff Changes

Agenda Item: 0623-08

Background/References

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

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

Description

New Hires:

Name	Title	Effective Date
Faith St. Jean	Financial Aid Specialist	05/15/2023
Nathan Short	Student Information Systems Administrator	05/16/2023
Shacarra Sigler	Budget Manager	05/15/2023
John Temple	Associate Vice President, Workforce	05/16/2023

Staff Resignations:

Name	Title	Effective Date
Stephen Macholz	Program Director, EDT	05/05/2023
Jennifer Manson	Director, Academic Advising	05/04/2023
Ariadna Pena	Financial Aid Counselor	05/19/2023

Recommendation

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

Background/References

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

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

Description

Faculty Resignations:

Betti Baytar-McTurk	Associate Professor, Computer Science	05/05/2023

Recommendation

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

Background/References

Each month a report is provided to the District Board of Trustees accounting for the activity in the major operating fund (Fund 1) of the College. This report is prepared by the offices of the Vice President of Finance, and is intended to keep the District Board of Trustees apprised of the financial condition of budget and the operating funds of the College.

Description

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

Recommendation

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

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

	FY 2021-22		FY 2022-23			
	Annual Budget	5/31/2022	Annual Budget	5/31/2023	Percent of Budget Earned/Spent	Projected 6/30/2023
REVENUES & BUDGETED FUND BALANCE						
Student Fees						
Fall						
Tuition	\$ 2,802,600	\$ 2,499,113	\$ 2,520,100	\$ 2,800,599	100%+	\$ 2,800,599
Technology Fees	137,500	124,929	127,100	140,037	100%+	140,037
Distance Learning	225,000	307,635	236,600	300,360	100%+	300,360
Dual Enrollment	323,600	309,154	315,300	316,746	100%+	316,746
HSCA Dual Enrollment	446,550	398,460	398,460	366,400	92%	366,400
Lab Fees	137,800	53,479	158,610	77,283	49%	161,007
Spring						
Tuition	\$ 2,375,100	\$ 2,213,543	\$ 2,253,800	\$ 2,546,975	100%+	\$ 2,521,758
Technology Fees	118,900	110,684	113,100	127,356	100%+	126,095
Distance Learning	187,600	290,625	223,800	291,435	100%+	288,550
Dual Enrollment	424,000	381,062	388,700	430,224	100%+	421,789
HSCA Dual Enrollment	419,070	338,920	357,240	341,210	96%	341,210
Lab Fees	106,700	96,981	134,120	116,816	87%	116,816
Summer						
Tuition	\$ 1,071,900	\$ 998,397	\$ 965,900	\$ 1,071,226	100%+	\$ 1,050,221
Technology Fees	53,400	49,933	48,300	53,566	100%+	52,516
Distance Learning	99,600	151,320	71,400	153,945	100%+	155,500
Dual Enrollment	-	104,803	-	114,952	-	-
Lab Fees	13,200	17,264	26,560	22,974	86%	21,471
Miscellaneous Fees	65,300	122,204	48,800	184,433	100%+	184,433
Youth Development	280,000	75,558	282,000	56,102	20%	282,000
Continuing Education	166,100	440,013	1,189,522	811,991	68%	885,800
Total Student Tuition and Fees	\$ 9,453,920	\$ 9,084,077	\$ 9,859,412	\$ 10,324,631	100%+	\$ 10,533,308
General Revenue Operational Support	\$ 13,071,677	\$ 11,982,366	\$ 18,725,937	\$ 17,165,435	92%	\$ 18,725,937
General Revenue Nursing Support	-	13,710	830,059	830,059	100%	830,059
General Rev. Student Success Incentive Initiative	296,654	338,654	359,055	394,586	100%+	359,055
State Dual Enrollment Scholarship Program	-	-	-	568,893	-	739,276
Educational Enhancement Support	2,317,578	1,656,913	2,843,909	2,275,128	80%	2,843,909
Miscellaneous State Contracts	100,000	100,917	100,000	111,905	100%+	115,366
Federal Support Indirect Cost	100,000	285,792	150,000	71,769	48%	81,555
Foundation Support	110,000	-	111,500	-	-	50,000
Other Contracts	238,000	194,199	759,000	294,002	39%	320,700
Miscellaneous Revenue	30,400	30,625	17,000	35,822	100%+	36,000
Uninsured Loss Recovery (HEERF)	510,500	1,600,153	-	220,100	-	220,100
Total Revenues	\$ 26,228,729	\$ 25,287,406	\$ 33,755,872	\$ 32,292,330	96%	\$ 34,855,265
Transfers In	702,000	27,509	480,000	-	-	480,000
Total Revenues and Transfers In	\$ 26,930,729	\$ 25,314,915	\$ 34,235,872	\$ 32,292,330	94%	\$ 35,335,265
EXPENDITURES						
Personnel Expenditures						
Salaries and Wages	\$ 14,987,926	\$ 12,705,091	\$ 17,809,295	\$ 14,224,542	80%	\$ 16,504,679
Benefits	5,860,265	4,680,121	6,634,657	5,359,790	81%	6,218,943
Lapse Salary and Benefits	(702,500)	-	(913,250)	-	-	-
Current Operating Expenditures	6,230,561	5,035,213	6,962,798	6,346,131	91%	7,316,037
Capital Outlay Expenditures	54,449	15,692	58,000	336,279	100%+	336,279
Contingency	500,000	-	500,000	-	-	-
Total Expenditures	\$ 26,930,701	\$ 22,436,117	\$ 31,051,500	\$ 26,266,741	85%	\$ 30,375,938
Transfer to Fund Other Funds	-	(42,888)	(3,000,000)	(3,000,000)	-	(3,000,000)
Excess of Revenues over (Expenditures)	\$ 28	\$ 2,835,910	\$ 184,372	\$ 3,025,588		\$ 1,959,328

Background/References

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

Description

Purchase Orders Over \$65,000 – May 2023

Vendor: ProctorU Inc.
Item Description: Online Proctoring Exams Platform Subscription Fee
Amount: \$90,000.00
Purchase Order #: P2300570
Vendor Code: X00132647

Vendor: Welbro Building Corporation
Item Description: Cagan Crossings Construction Cost
Amount: \$1,259,764.00
Purchase Order #: P2300596
Vendor Code: X00139865

Vendor: Welbro Building Corporation
Item Description: South Lake Building 1 HVAC Repair
Amount: \$598,651.00
Purchase Order #: P2300597
Vendor Code: X00139865

Recommendation

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

Background/References

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

Description

A report on the status on projects is attached.

Recommendation

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

Capital Improvement Projects 2022-2023			
June 2023 Update			
Project Description	CIP Budget	Expended or PO issued as of 5/31/23	Progress To Date
Safety			
Leesburg Campus Fire Safety Upgrade	\$50,000	\$59,984	Fire Alarm System repairs and replacement of devices currently in progress.
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	\$19,600	Correction work for issues reported on the 2021 and 2023 PDCS Life Safety Inspections continue; including emergency lighting, improving fire panels, strobe lights, exit signs and repairs to South Lake Campus Science-Health Bldg. generator.
Emergency Lighting Repairs	\$40,000	\$30,249	A comprehensive list of fixtures are in development for procurement and replacement.
Roofs			
Roof Maintenance and Repairs	\$500,000	\$306,672	Leesburg Campus HSC Roof Pre-Bid was June 1 with Garland and Facilities Roof Replacement construction start is targeted June - July. Sumter Campus Bldg 4 Flat Roof and Bldg 1 Roof Restorations are in planning. Leak mitigation continue through the Dryzone workorder process.
William Johnson /Lake Hall	\$400,000	\$0	In Planning. Deferred Maintenance FY 22 Budget allocated for project. Received budget proposals from Garland April 20 for WJ and LH roofs.
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.
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	\$10,700	Some decorative curbing in parking lots are complete in Leesburg and Sumter. Design work needs to be completed on Lot B prior to any construction.

Capital Improvement Projects 2022-2023			
June 2023 Update			
Project Description	CIP Budget	Expended or PO issued as of 5/31/23	Progress To Date
New Structure			
South Lake Campus Facilities and Grounds Building Replacement	\$500,000	\$15,968	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 anticipated to begin with Welbro in July 2023.
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. Construction Manager At Risk to provide GMP in June 2023.
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 remodel was approved by DBOT in March. Additional State DOE requirements will continue. The Roof Budget will get reassigned if the Library 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 Library is razed.
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 reviewed 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 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 minor issues discovered during start-up currently being addressed with the engineer and contractor. Additional work for the chiller system may be necessary and in planning.
Miscellaneous HVAC Projects	\$500,000	\$346,759	Multiple HVAC projects in progress or completed FY 22-23, including Leesburg Campus Lake Hall, Fine Arts Center, Student Center, Mail Room, and Shipping and Receiving.
Leesburg Campus Cooling Tower Refurbishment & Replacement	\$400,000	\$377,782	Siemens awarded to refurbish two cooling towers and replace two cooling towers. The Cooling Tower Replacement work is near complete. Refurbish work for the other two cooling towers are scheduled June - July. Final completion dates (TBD).

Capital Improvement Projects 2022-2023			
June 2023 Update			
Project Description	CIP Budget	Expended or PO issued as of 5/31/23	Progress To Date
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 April 3. Some Bids were received April 25 . Construction to begin after May 26, final completion is anticipated mid July.
Leesburg Campus Building M HVAC Design and Replacement 40 Ton AHU	\$250,000	\$37,726	Design is complete. Permitted Construction Documents issued April 7. PDCS Plan Review and Project Bids are currently in process. Construction timeline (TBD)
Leesburg Campus Student Center HVAC Design and Replacement	\$250,000	\$0	Design proposal received from Hanson. Anticipate design in June - August.
Leesburg Campus William Johnson Admin Building HVAC Design and Replacement	\$200,000	\$62,686	Design engineering continue. 90% Construction Documents are due June 9.
Leesburg Campus Athletic Director's suite HVAC Design and Replacement	\$200,000	\$0	Design proposal received from Hanson. Anticipate design in June - August.
Sumter Center Building 5 HVAC Design and Replacement	\$120,000	\$40,012	Project Completed April 2023
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 during FY 23-24. This is on hold.
General			
Furniture and Equipment	\$300,000	\$343,255	On going procurement as approved by leadership. Furniture for Sumter Center, Finance Department and equipment for Facilities.
Signage (All campuses)	\$100,000	\$77,793	New illuminated signs for Bldg. M, Facilities, Student Services Building, including AdventHealth DEU signs are installed. Sumter Center Monumental and Sign at corner are complete. South Lake Monumental sign is complete. New lettering for Center for Teaching & Learning installed April 17. Leesburg Student Center is in planning.
Building Upgrades			
Building Envelope (various)	\$500,000	\$29,850	Leesburg Student Services Bldg exterior facade assessment is in review. Reviewing comparable proposals for Leesburg Science-Math Building Envelope issues. The Gymnasium exterior wall restoration is in planning for FY23-24.
Leesburg Campus Faculty Office Building & Lecture Hall Demolition	\$100,000	\$5,200	Formal process to raze a building with State DOE continues. The Building Castaldi Analysis report was approved by DBOT in March and submitted to DOE/OEF in April with response from the Office of Educational Facilities anticipated in June/July.
Leesburg Campus Student Services Building Refurbish	\$500,000	\$0	Design Development planning is in progress with Spiegle architects; complete schedule (TBD). Some refresh work in planning to proceed.

Capital Improvement Projects 2022-2023			
June 2023 Update			
Project Description	CIP Budget	Expended or PO issued as of 5/31/23	Progress To Date
AdventHealth Waterman DEU	\$650,000	\$592,054	Nursing Students started in Classroom on 8/23/22. Open House Event 9/1/22. Additional locking door hardware installs are in process with AdventHealth Facilities.
Leesburg Campus Liberal Arts Building Demo	\$150,000	\$9,000	Formal process to raze a building with State DOE continues. The Building Castaldi Analysis report was approved by DBOT in March and submitted to DOE/OEF in April with response form the Office of Educational Facilities anticipated in June/July.
Exterior Painting Projects	\$150,000	\$131,496	Exterior refresh painting is on-going. Leesburg Campus William-Johnson Building, Student Center, Lake Hall, Center for Teaching & Learning, Athletics Concession Stand, Gymnasium are all complete. Student Services Building is in planning.
Interior Painting	\$150,000	\$50,364	Various painting projects at South Lake Campus including new Veterans Lounge, Bldg. 1 Lobby, and Security office. Leesburg Campus painting completed in Fine Arts, Student Services Bldg and Gymnasium. Sumter Center Bldg.4 Lobby and Offices are in progress.
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	Project scope of work and timeline for completion is currently in review. Some wall repair work completed in the Women's RR late November.
Leesburg Campus Student Services Building - Build ADA Restrooms	\$420,000	\$33,960	Design is complete and PDCS are reviewing the drawings for permitting. The 1st & 2nd floor Restrooms will be renovated simultaneously. Faden Builders are finalizing Bid pricing. Construction anticipated to begin July 2023. 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.
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	\$53,964	Design phase for South Lake Campus Science-Health Bldg is targeted to complete mid June. Construction is anticipated to complete with space up and running by Fall 2023.
Leesburg Campus Center for Teaching and Learning Refresh	\$50,000	\$60,322	Project refresh in the Testing Rooms completed May 2023.
Building Envelope (various)	\$300,000	\$0	Deferred Maintenance FY22 Budget allocated for project.
William-Johnson Bldg Financial Services Refresh	\$100,000	\$101,160	Refresh work including painting and carpet replacement completed early February. New office furniture installs completed in May.

Capital Improvement Projects 2022-2023			
June 2023 Update			
Project Description	CIP Budget	Expended or PO issued as of 5/31/23	Progress To Date
Cagan Crossings	\$1,600,000	\$1,417,262	Design Services to renovate 4,800 sq.ft. of shell space for 2 classrooms and support space is complete. Construction began in May with 10 weeks duration. Occupancy scheduled mid August.
Eustis CDL	\$2,500,000	\$10,768	CDL Expansion in Eustis is in Planning.

Non-Bargaining Unit Employees Salary and Classification Schedule 23-24

Agenda Item: 0623-13

Background/References

Per Lake-Sumter State College Board Rule 5.02, the Classification & Salary Schedule details salary ranges and compensation rates by employee classification and grade/level. Job analysis is used to establish position classifications, grades, and levels of positions with similar position responsibilities and job factor ratings using the Job Analysis Questionnaire. Ranges are assigned to the classifications and levels to ensure equitable compensation treatment for all employees.

Annually the President or designee shall present a classification and salary Schedule to the District Board of Trustees for approval. This Schedule is not intended to create or be interpreted as a contract of employment or to give any employees any right to or expectancy of continued employment or employment in any particular job or capacity. All employees are employed at the will and pleasure of the President and may be terminated at any time. Salaries published herein are contingent upon the financial capability of the College as approved by the District Board of Trustees.

Description

Updates to Salary & Classification Schedule 2023 - 2024

The primary purpose of the Classification & Salary Schedule is to detail for the Board the salary ranges and compensation rates by employee classification and grade/level. The current document was revised to align more closely with the intention of Board Rule 5.02. As a result, the current document language was limited to the detail necessary to for the Board's review and approval, language referencing detailed operational procedures was removed and will be placed in a single source employee communication document.

Other minor adjustments include:

- Holiday Calendar – Removed from Schedule. the Calendar is distributed Subsequent to Board approval via email, and posted electronically for easy access and reference.
- Summary Staff Salary Ranges:
 - Increases – Professional and Administrative -Student Support minimum hire rate from \$44,000 to \$45,000. Minor increases to maximum ranges for Administrative General, Professional, Administrative – Student Support and Craft classifications.
 - Addition of Executive Classification schedule

The Salary and Classification Schedule for 2023-2024 is attached.

Recommendation

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

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.

The Board approved Part II, College Employment Equity Accountability Plan, in order to meet the State requested deadline solely for that Section. The full report is due to the State on July 3, 2023.

Description

The Division of Florida Colleges 2022-2023 Lake-Sumter State College Annual Equity Report is attached.

Recommendation

It is recommended that the District Board of Trustees accept the full 2022-2023 Equity Report as written.

Write-Offs of Tangible Property

Agenda Item: 0623-15

Background/References

Florida Statute 1010.03 - Delinquent Accounts - permits the District Board of Trustees to charge off delinquent accounts. Academic holds will be maintained on the accounts of students responsible for these delinquencies, which will prevent future registration at the College or the issuance of official College transcripts or other College records as deemed appropriate. Every effort has been made to collect on these past due accounts, including aggressive outreach efforts and referral to collection agencies.

Description

Florida law allows the College to employ the services of a collection agency in collecting delinquent accounts. Therefore, the College has secured the services of Conserve, Williams, and Fudge collection agencies.

The attached accounts receivable list includes the following proposed write-offs: returned checks, outstanding fee deferments, Pell repayments, and Return to Title IV repayments for a total write-off of \$114,543.11. Tuition and fees represent the largest uncollectible amount of \$59,412.88 or 52 percent of the total. The next largest is represented by Pell repayments in the amount of \$24,496.12 or 21 percent of the total.

For fiscal year 2020-21, the total charge for tuition and fees was \$9.8M; therefore, the \$114,543.11 in write-offs represents 1.2 percent of the total revenue due for that fiscal year.

Lake-Sumter State College Uncollectible Accounts from FY 2020-21

Description	Count	Fall 2020	Spring 2021	Summer 2021	Total Balance
	-----	-----	-----	-----	-----
Tuition/Fees	67	\$24,908.31	\$20,441.80	\$14,062.77	\$59,412.88
Loan Repayment	22	\$9,947.32	\$6,534.00	\$2,840.00	\$19,321.32
Pell Repayment	43	\$7,645.74	\$13,818.00	\$3,032.38	\$24,496.12
Financial Aid Repayment	1	\$246.87			\$246.87
Veteran Affairs Repayment	10	\$2,544.06	\$4,026.86	\$1,149.23	\$7,720.15
Bookstore Charges	12	\$460.24	\$2,035.40	\$76.75	\$2,572.39
Returned ACH	1	\$773.38			\$773.38
Total	156	\$46,525.92	\$46,856.06	\$21,161.13	\$114,543.11

Recommendation

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

FY23 Budget Amendment Transfer from Fund 1 to Fund 7

Agenda Item: 0623-16

Background/References

Pursuant to state Rule 6A-14.0716, the College must prepare and submit a budget for the Current Unrestricted Fund to the Chancellor of the Florida College System as designee of the Commissioner of Education. In accordance with Florida Statutes 1011.30, the operating budget must be approved by the College's District Board of Trustees prior to submission to the Department of Education.

The Board is authorized to amend budgets in accordance with laws, rules and accepted educational and fiscal principles. Upon authorization from the Board of Trustees, transfer of funds from the Current Unrestricted Fund (Fund 1) to other funds also require approval by the Department of Education.

Description

The Board is being asked to authorize the President to increase FY23 transfers from the Current Unrestricted Fund (Fund 1) to the Unexpended Plant Fund (Fund 7) from \$3,000,000 to an amount not to exceed \$5,000,000, to be used for improvements to the College's campus infrastructure.

Recommendation

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

Lake County Grant of ARPA Funds for Construction Management Program

Agenda Item: 0623-17

Background/References

Pursuant to Florida Statute 1001.64, the District Board of Trustees shall be responsible for cost-effective policy decisions appropriate to the Florida College System institution's mission, the implementation and maintenance of high-quality education programs within law and rules of the State Board of Education.

Description

The College pursued a grant opportunity with Lake County for \$300,000 in ARPA (American Rescue Plan Act) funds for the Construction Management program and is in possession of a Sub-Recipient Agreement from the County for review. The memo attached provides an outline of compliance and reporting the College must follow for the grant funds.

Recommendation

It is recommended that the District Board of Trustees approve and execute the Sub-Recipient Agreement from Lake County.

Sumter County Schools Early College Engineering Tech Agreement 2023-2024

Agenda Item: 0623-18

Background/References

The Engineering Technology Early College Academy is a new workforce program in collaboration with Sumter County Schools to align with the high demand technical fields of energy maintenance, manufacturing, construction, and transportation systems. Students in this program will work towards their Engineering Technology Support Specialist College Credit Certificate. The classes will all be held in person at the Sumter Center. Using this certificate, graduates can immediately go into the workforce, or they can continue onto the A.S. in Engineering Technology at LSSC. The certificate is also stackable into the Engineering Technology Substation and Relay Technology Specialization, Associate in Science Degree.

Description

The attached agreement outlines the program and expectations for both Lake-Sumter State College and Sumter County Schools. The program will begin in Fall 2023 and is available to Wildwood and South Sumter students in grades 10-12.

Recommendation

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

LSSC UFF MOU Compensation for 2023-2024

Agenda Item: 0623-19

Background/References

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

Description

The College has tentatively agreed to a Memorandum of Understanding (MOU) stating that all tentative agreements reached by the parties as of June 21, 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.

Recommendation

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

Memorandum of Understanding Between the Lake-Sumter State
College District Board of Trustees and the United Faculty of Florida
-- Lake- Sumter State College

Subject: Compensation for 2023-2024 Academic Year

The Lake-Sumter State College District Board of Trustees and the United Faculty of Florida – Lake-Sumter State College (UFF-LSSC) agree as follows:

1. Effective with the Fall 2023 Semester, the Article 10-Compensation proposal which was tentatively agreed to by the parties on June 5, 2023 will be implemented. A copy of Article 10 is attached hereto.
2. Effective with the 2023-2024 Academic Year, the College has adjusted the salaries of full-time faculty to both improve base salaries and provide for salary increases, while striving to mitigate compression issues. As a consequence of those adjustments, current faculty will receive compensation adjustments, as agreed by the parties on June 6, 2023, in accordance with the College's compensation calculation process which included:
 - a. An adjustment to current employees' base salaries to adjust to the new base structure set forth in Article 10-Compensation, to bring the salary up to the new base in alignment with each employee's degree level and experience;
 - b. For faculty identified and hired as critical need, an additional adjustment added to the base salary to maintain the amount previously received critical need amount;
 - c. An adjustment made to maintain faculty rank;
 - d. An equity adjustment made to salaries of specified faculty to ensure alignment with similarly situated peers; and,
 - e. An adjustment to apply the same cost-of-living increase which is approved by the District Board of Trustees for the College's non-bargaining unit employees.



Chief Negotiator – LSSC

June 6, 2023

Date



Chief Negotiator – UFF LSSC

6/6/2023

Date

Article 10 Compensation

(6/5/2023)

Section 1. Starting Salaries

A faculty member's starting base salary (9-month contract for regular faculty and 12-month contract for Librarians) shall be based on the following salaries corresponding to the position for which they are hired, degree, and years of experience:


Degree	Experience (years)	Position/Rank	Base Salary
Master's	0	Lecturer / Instructor	\$52,000
Master's	5	Assistant Professor	\$54,000
Doctorate	0	Instructor	\$56,000
Doctorate	5	Assistant Professor	\$58,500
MLIS (Librarian)	0	Staff Librarian	\$60,400
MLIS (Librarian)	5	Assistant Librarian	\$62,500

For any areas in which the College determines there is a critical need to exceed these starting salaries for new hires based on market conditions, the need for specialized credentials or expertise, or with respect to fields in which it is difficult to recruit and attract candidates, the College may exceed these starting salaries by up to a maximum of 40% for such critical need faculty or librarians. Definitions of critical need faculty shall be established pursuant to this agreement as any areas in which the College determines there is a critical need to increase current starting salaries based on market conditions, the need for specialized credentials or expertise, or with respect to fields in which it is difficult to recruit candidates.

Section 2. Compensation for Promotion.

Upon being promoted to a higher rank, faculty members will receive a salary increase as follows:

Promotion Type	Base Salary Increase
Instructor/Staff Librarian to Assistant Professor/Librarian	5%
Assistant Professor/Librarian to Associate Professor/Library	7%
Associate Professor/Librarian to Professor/Librarian	9%
Professor/Librarian to Senior Professor/Librarian	11%


 Chief Negotiator – LSSC

 6-6-2023
 Date


 Chief Negotiator – UFF LSSC

 6-6-2023
 Date

Section 3. Compensation for Lab Hours-Full-Time Faculty

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.

Section 4. Compensation for Additional Degree or Hours.

Faculty who earn additional approved graduate credits or degrees will be compensated as follows. The Masters+ designation is for faculty who earn 18 or more graduate hours in a second area of expertise, which credentials them to teach college classes in a second area of strategic importance to the College. Faculty with the Masters+ designation will receive a \$2,000 increase to their current salary if assigned by the College to teach in the additional discipline. A faculty member earning an approved doctoral degree will receive a \$4,000 increase to their salary. LSSC's Administrative Procedure 5-12 defines the process for approval of additional graduate credit hours and degrees.

Section 5. Salary Increases

- A. All wage increases following the expiration of this Agreement are subject to collective bargaining negotiations among the parties.
- B. For any areas in which the College determines there is a critical need to increase current salaries based on market conditions, the need for specialized credentials or expertise, or with respect to fields in which it is difficult to retain candidates, the College may, at its discretion, increase salary by up to a maximum of 40% for such critical need faculty or librarians. Prior to providing an increase to a current bargaining unit employee due to a critical need, the College agrees to notify the union.

Section 6. Compensation for Supplemental Assignments**A. Overload, Teaching and Nursing Clinical assignments during non-contract semesters**

Faculty teaching credit courses over the stated full-time semester hour load in a contract semester, will receive overload pay per contact hour (workload) based on the highest degree earned regardless of course delivery modality. A combination of low-enrollment sections will be counted as a single course contact load.

Compensation During Non-Contract Semesters – Faculty teaching credit courses in a non-contract semester will be paid per contact hour (workload) based on the highest degree earned regardless of course delivery modality. A combination of low-enrollment sections will be counted as a single course contact load.



 Chief Negotiator – LSSC
 6-6-2023

 Date



 Chief Negotiator – UFF LSSC
 6-6-2023

 Date

Nursing clinicals: The College may elect to pay nursing clinicals either by credit hour or by clock hour. Clock hours will be converted to equivalent credit hours for the purpose of determining the applicable overload rate.

FULL-TIME FACULTY PAY RATES		
Overload compensation during contract semesters and non-contract semesters		
Degree Level	All Disciplines	Nursing Clinicals
Associate's Degree	\$700 per credit hour	N/A
Bachelor's Degree	\$800 per credit hour	\$48 per clock hour
Master's Degree	\$850 per credit hour	\$52 per clock hour
Doctorate's Degree	\$900 per credit hour	\$55 per clock hour

B. Program Managers

Program Managers will receive the following:

- i. Three credit hours of reassigned time for each fall and spring semester.
- ii. Program Manager Base Stipend (9 months): \$3,250
- iii. Program Manager Summer Stipend: \$750
- iv. Stipend for the supervision of full-time faculty, when applicable: \$1,000
- v. Stipend for seeking/maintaining external accreditation, when applicable: \$1,000


Program Manager stipends will be paid out over six pay periods per semester. These pay periods shall be the pay periods staff are scheduled to be paid their course overload for full semester courses. Those Program Managers who are contracted to manage more than one program will receive an additional stipend of \$2,000 and an additional three credit hours of reassigned time.

C. Compensation for Substitute Teaching

The pay for substitute teachers will be calculated using the hourly adjunct rate, based on the highest degree earned in the field, during the time they cover the class.

D. Large Lecture Incentive Program.

Faculty, with the right to refuse, will be offered the opportunity to earn a large lecture incentive as outlined in the following table. If accepted, interested faculty are encouraged to work with their supervisor to


 Chief Negotiator – LSSC
 6-6-2023
 Date


 Chief Negotiator – UFF LSSC
 6-6-2023
 Date

determine applicability, provided that all incentives must be approved by the Vice President of Academic Affairs.

Students Enrolled Above Capacity (after the add/drop period ends)	Large Lecture Incentive per credit hour
1-3	\$200
4-8	\$450
9-13	\$650

E. Compensation for Non-Teaching Assignments.

- Compensation for Independent Study: Full-time Faculty.** Instructors are paid \$40 per credit hour per student for an independent study.
- Compensation for Co-Op.** \$100 per student (not based on credit hours).
- Compensation for Specialized, Non-Teaching Assignments.** The following positions will be funded as indicated below. Hourly rates are per clock hour. The President may add other specialized areas as appropriate. In cases of critical skills or specialized areas, the President may approve an hourly rate increase.

Part-time Special Pay Plan for Select Positions			
	Club Advisors	Honor's Program Advisors	Workforce Programs
Basis	Based on Club	Per Student	Per Program
Per Academic Year	\$400 - \$1,500		
Per Student		\$75	
Per Hour			\$16 - \$ 35


Chief Negotiator – LSSC

6-6-2023
Date


Chief Negotiator – UFF LSSC

6-6-2023

Date

F. Awarding of Instructional Reassigned Time

Instructional faculty may receive reassigned time during Fall, Spring, or Summer semesters for performing short-term special duties or completing special projects as agreed upon by the employee and Vice President of Academic Affairs and as approved by the President. Reassigned time may not exceed nine credit hours per semester. Reassigned time may be combined with additional compensation when appropriate based on the scope of the project and the availability of funds.

Instructional faculty with reassigned time to work on externally funded or revenue-generating projects must include the College's actual cost of filling the instructional vacancy created by the reassigned time in the project budget. For example, an instructional faculty with three hours of reassigned time to work on an externally funded research project must include the cost of an adjunct or overload instructor for those three credit hours in the project budget to cover the College's increased operating costs resulting from the reassigned time.

G. College Recognition Award

The College may, in its exclusive discretion, award any faculty member a one-time bonus in recognition of exemplary contributions beyond normal performance expectations.

H. Compensation for Faculty appointed as Lead Faculty

Faculty members appointed to lead faculty positions will receive supplemental compensation in the amount of (i) \$750 per semester if assigned to serve as a liaison for 4 or fewer adjunct instructors, or (ii) \$1,250 per semester if assigned to serve as a liaison for 5-8 adjunct instructors, provided the faculty member completes all assigned faculty lead obligations, as well as their regular job duties. (Additional Reference :Workload Article)

I. Special Projects Rate

- a. The special projects rate for faculty will be \$40 an hour. This rate will apply once a signed agreement is made for the specific work contracted with the employee paid at least once a semester (fall, spring, and summer if applicable).
- b. Faculty serving as QEP Co-director will receive an hourly stipend based on the special projects rate of pay (\$40/hour) and the projected number of hours required to perform co-director duties. The number of hours is projected to be up to 5 hours per week performing QEP-related activities. Accordingly, the current total stipend per semester is \$3,000.
- c. Faculty appointed to serve as Information Literacy Ambassadors (ILAs) for the QEP will receive an hourly stipend based on the special projects rate of pay (\$40/hour) to the extent the assignment requires that they work on such duties beyond their scheduled weekly hours (37.5 hour for Librarians (non-instructional faculty) and 35 hours for instructional faculty). To receive the stipend, the faculty member


 Chief Negotiator LSSC
 6-6-2023
 Date


 Chief Negotiator – UFF LSSC
 6-6-2023
 Date

will be required to submit documentation establishing the hours spent devoted to this assignment in excess of their weekly scheduled hours.

The College may appoint faculty members to serve as a Co-director of the QEP or to serve as an ILA as part of the faculty member's weekly hours devoted to College Service. In such instances, if accepted, the faculty member may not be entitled to special projects pay under this section.



Chief Negotiator – DSSC

6-6-2023

Date



Chief Negotiator – UFF LSSC

6-6-2023

Date

Background/References

Lake-Sumter State College partners with local schools to offer college courses to eligible students in grades 6-12. The dual enrollment program is an acceleration program where students can take college courses on a part time basis while still in secondary school, creditable toward high school completion and an associate or baccalaureate degree. Credits earned in the program count for both high school and college credit. The stipulations of the Dual Enrollment program are covered under annual agreements. The agreements are due to the FLDOE by August 1, 2023.

Description

The attached dual enrollment agreements include a standard template with details regarding our partnerships with Lake County School District, Sumter County Schools, Private Schools, Home Education, Charter Schools, and The Villages High School. The following are notable changes from the previous year:

- Language in the agreements is updated to match the templates provided by FLDOE and remain consistent between programs
- Eligibility requirements are updated to include completion of two high-school level classes to apply for Dual Enrollment (HOPE credit not included)
- The 60-credit hour maximum removed from agreement
- The PERT Pilot is expanded to include Private and Home Education Students
- Registration deadlines are updated to reference the published Dual Enrollment Calendar
- Language is added to define and explain Career Dual Enrollment
- Language is added to define and explain Early Admission
- Early Admission requirements are updated to require at least nine credit hours of Dual Enrollment or completion of Cambridge AICE diploma for eligibility
- Section added to include DE Faculty reporting structure and responsibilities
- Section added to Private School Agreements to explain process for reimbursement through the Dual Enrollment Scholarship

Recommendation

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

PRESIDENT'S REPORT





Athletics

Mike Matulia, Executive Director

- LSSC Softball Team captured the first Region Championship in school history.
- Softball Coach Jay Miller, was selected as the softball Coach of the Year for Region VIII.
- LSSC Athletic Teams posted 62 All-Conference Academic Team (3.0 GPA or higher) and 34 FCSAA All-Academic Team (3.3 GPA or higher) members.
- 21 LSSC Student-Athletes were nominated for NJCAA All-Academic Teams (3.6 GPA or higher)
- Beach Volleyball, Volleyball, and Baseball Teams were named to NJCAA All-Academic Teams (3.0 GPA or higher).
- Two Softball Student-Athletes were recognized in the Region VIII as pitcher of the year for DII, Ali Shenefield, and player of the year and Second Team NFCA/NJCAA All-American, Molly Bender.
- 11 Student-Athletes were named to the FCSAA Region VIII All-State/All-Region teams in their respective sports.

Campus Transformations and Events

Sandra Stephenson, Executive Director

- *Leesburg Campus*
Finance Department received new furniture and a complete refresh including upgraded lighting.
The Leesburg Chiller Plant and Student Services Building is scheduled for exterior painting.
- *Four Corners*
Furniture has been purchased with an estimated arrive of August 15th.
Completed photo renderings of the Cagan Crossings space with Ernie Morris and Hunton Brady.
- *Sumter Campus*
Rooms 4107/4108 received a refresh and new furniture. The front desk staff received new office furniture and the space is scheduled for painting shortly
- *South Lake Campus*
The teen space is relocating to a new space in the common area to allow the Learning Center to have additional space to accommodate increasing tutor needs.
The Respiratory Simulation Lab has new tables and chairs ordered for the renovation of this project.
- The new events software, "The Nest," for the Campus Calendar and space booking system is running smoothly. Staff are being trained on the new software processes.



Government Relations

Bruce Duncan, Contracts Administrator

- Working on various agreements between community partners and the College to further student programs and success.
- Worked with LSSC team and partners for new program proposals in construction, and wastewater.
- Collaborated with the LSSC team on various grant opportunities for the College.

Human Resources

Deborah Franklin, Executive Director

- Focusing on fulfilling new positions created with multiple department reorganizations.
- Increasing promotional activities through various modalities for recruiting.
- Worked collaboratively with Process Improvement & Institutional Research, Information Technology, and Professional Development on efficient and welcoming experience for new hire onboarding.
- Staff attended the June COBA/CUPA-HR Conference.

Marketing, Public Affairs, and Strategic Communications

Jose Gonzalez, Associate Vice President of Marketing & Public Affairs

Kevin Yurasek, Executive Director of Strategic Communications

- News & Student Spotlights – published the following news article and student/alumni spotlights. All are available at www.lssc.edu/news
 - Lake-Sumter State College Softball Team makes history with first-ever state championship win
 - Historic Inauguration Ceremony for Lake-Sumter State College's First Female President, Dr. Heather Bigard
 - LSSC honors Nursing graduates with Nurse Pinning Ceremony
 - Embracing the Feathers: A Year as Lake-Sumter State College's Mascot, Swoop
 - LSSC celebrates student-athlete achievements for 2022-23 year
- Supporting Accepted Student Days with photography, college "swag" sales, and promotions before and after the events.
- Collaborating with Enrollment & Student Affairs to recruit students for new Four Corners location, and all campuses.
 - Recruitment sessions and special events are planned throughout the summer.
 - Listening sessions to raise awareness and gain community perspectives are planned for June.



- Collaborating with Enrollment and Student Affairs and Technology Innovation to develop and launch a micro site for current and prospective students.
- Collaborating with Lake Technical College to launch a campaign for the new LakeWorks pathway which will include a moderated panel discussion and awareness events at LSSC and LTC.
- Social media statistics for May 2023:
 - All posts had 185,244 impressions with 5,125 engagements for a rate of 2.5%.
 - All posts reached a total of 164,244 people.
 - All accounts have 24,065 fans, an increase of 1% from last month and 143% year-over-year.
 - To date in the first half of 2023, LSSC social accounts had a total of 725,190 impressions with 18,340 engagements and reached a total of 628,991 people.

Professional and Organizational Development
Deborah Snellen, Executive Director

- Revamped Lakehawk Leadership Academy website to be a virtual center for learning and development.
- Completed framework for comprehensive new employee onboarding experience to begin July 1.
- Facilitated team building sessions with Fundraising and Career Services teams using Herrmann Brain Dominance Instrument (HBDI).

VICE PRESIDENT'S UPDATES



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

Ms. Karen Hogans, Vice President of Academic Affairs

Student Achievement

- Current Honors Program student, Chris Atkins, is currently completing a three-month, paid summer internship with Garney Construction.

Programs and Partnerships

- Dr. Chris Sargent accompanied Dr. Amy Albee to the Lake County Schools Professional Development meeting to present information on LSSC programs and articulations. Discussed ways to engage students and parents as early as the 9th grade to provide them with college planning information and opportunities to save money as their children navigate career pathways into LSSC.
- Secured another CDL training contract with the Florida Forestry Service, which is an open one-year contract for however many employees their budget allows for CDL training. Currently, the College has four divisions of the Forestry service under contract for CDL training.

Teaching and Learning

- The CDL program has completed the software update and staff training for the new software the State of Florida has implemented for student training and testing information.
- The CDL Hazardous Materials training program has been approved and will be implemented in the first week of June 2023. Hazardous Materials is a classroom-only training program for the Haz Mat CDL endorsement. The class will be six hours and offered two nights and/or one Saturday each month. The registration fee will be \$375 for the course.
- The CDL Class "B" training program has been implemented and the new truck arrived last week and has passed the DOT inspection. The class "B" training will be a two-week training program with a registration fee of \$3,000. This class is for students driving box trucks and other straight-frame, heavy-duty trucks.

Service to the College and Community

- Representative John Temple joined Lake-Sumter State College as the new Associate Vice President of Workforce Development.
- Associate Dean Daniel Weber presented "Pitfalls, BreakThru!, and Uncharted Waters: Lessons Learned from Implementing Game-Based Learning" to an audience of nearly 50 people at the NISOD International Conference on Teaching and Leadership Excellence in Austin on May 28th.

**Enrollment & Student Affairs Division
Update for the President and Board of Trustees
June 21, 2023**

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

Enrollment Summary:

As of June 6, enrollment for the summer semester stands at 2,357 headcount, an increase of 5.3% (+119) compared to last year at this time. Continuing summer enrollment through the College's second session, which begins June 26. Fall enrollment is also trending ahead of last year with 2,136 headcount, up 21.4% (+377).

Recruitment & Enrollment

- Held the first (of four) Accepted Student Day on May 18 in Leesburg, which brought over 150 new students and guests to campus for an engaging experience filled with games, music, food, and a variety of student resources to help acclimate them to our College and prepare for the upcoming year. The next Accepted Student Day is June 9th on our South Lake Campus and nearly 300 students and guests are expected.
- The recruitment team is hosting weekly enrollment information sessions throughout the summer in the Four Corners area, online, and throughout our District to promote fall enrollment opportunities.

Early College Programs

- The Summer Kids' College program began on June 5 and will include camps at the Leesburg and South Lake campuses throughout June and July.
- The Early College Programs team held a successful Early College Summit in May with 50 students in attendance from the AIT Leadership Program, Emerging Lakehawks, and Talent Search.

Retention & Student Engagement

- Student Life Coordinated a Universal – Islands of Adventure trip in partnership with the Harry Potter Club and the Society for Performing Arts Club that took place on May 8th. Registration was open for all students to attend.
- The Academic Advising team has been actively engaging with new and continuing students for both summer and fall terms. All new students attend a New Student Advising & Registration (NSAR) session, which confirms their selected pathway and degree requirements, introduces important resources, and finishes with course registration.

**Facilities Planning and Operations Division
Update for the President and District Board of Trustees
June 21, 2023**

Thom Kieft, Vice President, Facilities Planning and Operations

Facilities and Resource Development

Leesburg Campus

- The RFP for Custodial and Grounds Services has concluded with four firms presenting their proposals on June 8, 2023. The committee with representatives from all campus locations initially independently scored submitted proposals and from these scores short-listed four companies for presentations. Their recommendation is on the June DBOT agenda.
- A bid meeting was held with Garland representatives and four roofing vendors for replacement of the flat portions of the Leesburg Campus Health Sciences Center roofs as well as gutter improvements.

Sumter Center

- Furniture has been delivered for classrooms 4107 and 4108 as well as the front reception area in Bldg. 4. Facilities staff has refreshed classrooms 4107/4108 by taking down the white boards and painting the walls and trim.

South Lake Campus

- WELBRO has been awarded the CMAR contract for the Bldg. 1 HVAC project. Demolition is currently underway of the air handler units on the 2nd floor. Completion is scheduled for mid to late July.

Cagan Crossings Town Center

- WELBRO was awarded the CMAR contract and has begun work on the construction. Plumbing for the new group bathrooms and single bathroom for the pharmacy have started as well as the layout for the walls. Holes for the 100% outside air units have been cut in the concrete walls in three locations.

Workplace Environment and Culture

- Campus Safety concluded the Emergency Fire Drills for 2022-2023 with drills on the Leesburg Campus Student Center, Lake Hall, Everett Kelly Convocation Center, and the Center for Teaching and Learning.
- Campus Safety and Facilities met with the local fire alarm vendor to review the After-Action Report from the Emergency Drills to make improvements to life safety in terms of updated pulls and fire panel improvements.

**Finance Division
Update for the President and District Board of Trustees
June 21, 2023**

Kristie Harris, Vice President, Finance and Chief Financial Officer

Facilities and Resource Development

- Chairing the 2024 Bookstore Redesign Initiative, which explores alternative innovative course material models that support student outcomes through equity access, convenience and affordability. This initiative aims to implement and execute a model that provides cutting edge campus solutions for course materials and merchandise in support of student success. The launch of the new bookstore platform is set for Spring 2024.
- Collaborated with the Facilities department and the Selection Committee to select and recommend to the Board a vendor that provides custodial and grounds services for the College. An agenda item with further details will be presented to the Board at the June meeting.

Programs and partnerships

- Presented Lake-Sumter State College scholarships to seven high school seniors at Mount Dora High School on May 12, 2023. The scholarships consisted of the principal, trustee and presidential scholarships of up to \$2,400 for the upcoming academic year. Overall, the ceremony awarded over \$100k in scholarships to a number of high school graduates from various community organizations.

Teaching and Learning

- Attended the annual COBA workshop in Fort Meyers, Florida which provided key highlights and updates from the Florida College System Risk Management Consortium, results from the 2023 Florida Legislative Session, and the Office of the Florida Auditor General.

**Technology Innovation Division
Report for the President and District Board of Trustees
June 21, 2023**

Nick Kemp, Vice President of Technology Innovation/CIO

Facilities and Resource Development

- The HR Optimization project, led by Fran Pistilli focused on finance and budget improvements relating to the encumbrance process, salary planning, and salary tables.
- The HR Onboarding project, led by Process Improvement and Institutional Research, is focusing on the adjunct hiring process to meet the need for Fall 2023 course sections. This work involved meeting with stakeholders to discover process efficiencies, map out the onboarding process, and streamline data entry.
- Enterprise Systems demonstrated **care** for data security by reviewing and ensuring all employees had appropriate data access restrictions to meet the compliance requirements of the Gramm-Leach-Bliley Act (GLBA).
- Innovative Technology Operations and Enterprise Systems **collaborated** to develop a universal picture process, which will streamline and professionalize the photos within IDs, Canvas, and Microsoft avatars.
- Process Improvement and Institutional Research created five PowerBi dashboards, which included student applicant contact information, credit momentum metrics, gateway course completions, course attempts, and program performance. These dashboards **communicate** data and analysis to leaders at the college to provide decision support.
- **Celebrated** Dr. Elizabeth Manuel, who presented at the Association of Assessment of Learning in Higher Education (AALHE) conference on planning, partnerships, and selecting a technology platform to support Institutional Effectiveness efforts.

**Institutional Advancement Division
Update for the President and Board of Trustees
June 21, 2023**

Dr. Laura Byrd, Senior Vice President of Institutional Advancement

Student Achievement

- Lakehawk Career Connect:
 - A total of 786 employers are currently registered with Lakehawk Career Connect. Of this group of employers, they have collectively posted 149 new jobs and internships in May, totaling of 337 active jobs—a 50% increase over this same time last year.
 - CDS recorded 14 student hires in May.
- The LSSC Foundation plans to award \$400,000 in scholarships for the Fall 2023 semester. The scholarship application is open through June 30.
- Pamela Engle graduated with an AA in May 2023 and is continuing as a student to complete her ASN so she can begin the RN program. Upon completion of her RN, Pam plans to enroll in the BSN program. Pam is serving as a student ambassador, has a 3.84 GPA, and is a first-generation, non-traditional student.

Facilities and Resource Development

- **McLin Trust Grant** – received notification of an award of \$50,000 to support an Emerging Media Arts Program.
- The 60th Anniversary Speaker Series was honored to host Lake County Sheriff's Office School Resource Deputy, Monique Barnes on Tuesday, May 25. Monique shared about her journey in the military as a Naval Officer, as an LSSC student, and now in her local service as a School Resource Deputy in Lake County. Monique aspires to grow as a prominent leader in her community to affect positive change among those she encounters.

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

Name	Gift Amount	Fund Description	Gift Subtype
Carey Baker	\$1,750	Gala	Sponsorship
CEMEX Foundation	\$1,000	Monster Dash	Sponsorship
CEMEX Foundation	\$2,000	Shamrock Shuffle	Sponsorship
CEMEX Foundation	\$5,000	Gala	Sponsorship
Estate of Robert Durand	\$865,000	Unrestricted	Contribution
Fruitland Park Lions Club	\$1,000	Lions Club - Fruitland Park	Contribution
Lake County Board of County Commissioners	\$3,500	Gala	Sponsorship
Orlando Health/South Lake Hospital	\$3,500	Gala	Sponsorship
Sumter Schools Enhancement Foundation, Inc.	\$10,000	Sumter County Golf Tournament	Contribution
United Way of Lake & Sumter Counties, Inc.	\$3,750	RISE Summer Math	Grant Revenue
Vilma C. Witten	\$1,500	LSSC Annual Gala Scholarship	Contribution
Curtis Wynn	\$5,000	LSSC Annual Gala Scholarship	Contribution
Various Donors	\$48,488	Gala	Sales
Total	\$951,488		

Workplace

- Dr. Christy Adkins received a promotion to the Director of Career Development services beginning July 1, 2023.

**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**





June 14, 2023

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

Re: Board Attorney Report for June 21, 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. On April 19, 2023 attorney Dylan Hall on behalf of the College filed a Notice of Joining the Motion for Final Summary Judgment filed by Co-Defendant, GCA Education Services, Inc. A 30-minute hearing on the Motion before Judge Takac was held May 25, 2023. A ruling has not been entered as of the date of this report.

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**



New Program Proposal Construction

Agenda Item: 0623-25

Background/References

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

Description

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 Building Construction Management
College Credit Certificate Building Construction Specialist

Recommendation

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

NEW PROGRAM APPROVAL REQUEST

Lake-Sumter State College Academic Programs (Credit)

Credit Program Title: Associate in Science degree in Building Construction Management and a College Credit Certificate in Building Construction Specialist

Length: 60 credits; 18 credits (stackable)

CIP: 1615100102 Building Construction Management AS; 0615100103 Building Construction Specialist

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

Program Description:

The Building Construction Management AS degree is designed to prepare students for employment as a construction field superintendent, construction manager, facility management supervisor, specialty contractor or residential/small commercial builder, or to provide supplemental training for persons previously or currently employed in these occupations. This degree also contains a stackable credential in the 18 credit-hour Building Construction Specialist (0615100103) college credit certificate.

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 and AS degree 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.

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
Seminole State College	Construction Management AS
Santa Fe College	Construction Management AS; Building Construction Technology CCC
Valencia College	Construction and Civil Engineering Technology; Construction Specialist CCC

Facilities and Equipment:

Standard classrooms or lab spaces may be used for the program courses. Equipment needed for the program consists of the following items:

Mechanical, Electrical, and Plumbing (MEP) trainers x3 at \$8,000 per device

Concrete Test Cylinders x8 at \$300 per item

Slump Test Cones x8 at \$300 per item

New facilities and equipment are dependent upon need for space with increased enrollment. Should the program be offered at multiple locations, we may need additional spaces, trainers and concrete test items listed above.

Marketing and Recruitment Plan:

Program brochures will be created both hard copy and digital, recruitment fairs held, visits to local high schools by program faculty and admissions team, info will be added to LSSC web site. All will begin upon program approval. The Marketing office will be requested to complete additional digital and print materials, as well as a marketing video. The program will also be marketed in the community to current employees wishing to “upskill”.

Program brochures will be created both hard copy and digital, recruitment fairs held, visits to local high schools by program faculty and admissions team, visits to local employers with employees who wish to upskill, info will be added to LSSC web site.

Estimated Program Budget:

Associate in Science - Building Construction Management Projected Budget as of June 2023			
Category	FY 2023-24	FY 2024-25	FY 2025-26
Projected Enrollment	20	45	65
Revenue			
Projected Tuition	\$ 20,388	\$ 91,746	\$ 115,721
ARPA Lake County Revenue	\$ 125,612	\$ 67,614	\$ 105,238
Total Revenue	\$ 146,000	\$ 159,360	\$ 220,959
Expense			
Salaries and Benefits	\$ 98,000	\$ 129,360	\$ 190,959
Other Operating Expenses	\$ 48,000	\$ 30,000	\$ 30,000
Total Expense	\$ 146,000	\$ 159,360	\$ 220,959
Net Margin	\$ -	\$ -	\$ 0

Background/References

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

Description

The list of proposed course for the New AS Program in Construction Management follows.

Recommendation

It is recommended that the District Board of Trustees approve 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
51	Tabled		
52	Tabled		
57	Credit Program Addition		Building Construction Management AS
58	Credit Program Addition		Building Construction Specialist CCC
59	Credit Course Addition	BCN 1215	Materials & Methods of Construction-Finishes & Systems
60	Credit Course Addition	BCN 1221	Introduction to Building Construction
61	Credit Course Addition	BCN 1230	Construction Materials and Methods I
62	Credit Course Addition	BCN 1732	OSHA Standards for Construction Industry
63	Credit Course Addition	BCN 1757	Construction Accounting
64	Credit Course Addition	BCN 2272	Blueprint Reading
65	Credit Course Addition	BCN 2440	Concrete Construction Methods
66	Credit Course Addition	BCN 2560	Mechanical and Electrical Systems
67	Credit Course Addition	BCN 2721	Construction Scheduling and Planning
68	Credit Course Addition	BCN 2760	Building Code Regulations
69	Credit Course Addition	BCN 2793	Managing Building Construction
70	Credit Course Addition	BCT 1743	Building Construction Law
71	Credit Course Addition	BCT 2770	Estimating Fundamentals

New Program Proposal Water and Wastewater Management

Agenda Item: 0623-26

Background/References

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

Description

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:

Non-Credit Water and Wastewater Treatment Plant Operator (C Level)

Recommendation

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

NEW PROGRAM APPROVAL REQUEST

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

Credit Program Title: Water and Wastewater Treatment Plant Operator (C Level)

Length: 155 hours

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

Program Start Date (upon Board of Trustees approval): September 2023

Program Description:

The program's mission is to prepare for the Water and Wastewater Treatment Plant Operator C licensure exam offered by the Florida Department of Environmental Protection. The program will include content focused on source water or influent characteristics; treatment facility unit processes and operational techniques; water quality and identification; identifying treatment goals and measuring their achievement; disinfection; process control techniques; sampling, testing, and laboratory analysis; supervision; operation maintenance and inspection of facility equipment; application of current DEP regulations and standards; facility administration and management techniques; and troubleshooting operational control problems. Students completing the program will be able to identify scientific concepts common in water and wastewater treatment, identify safety hazards associated with water technologies, identify federal, state, and local regulations for the handling, storage, and use of toxic and hazardous materials, solve basic math problems common to water technologies, define pumping and basic hydraulic principles, define principles of disinfection, and define sampling techniques. The program aligns to the strategic goal of programs and partnership development by providing a program designed to be responsive to community needs. The Water and Wastewater management program will respond to an emerging labor market need, enhance existing partnerships, and develop new reciprocal partnerships in the local community.

Justification:

The 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 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. The college has partnered with Jacobs Water of The Villages to launch the program. Other partners interested in the training program: Sunshine Water, Florida Rural Water Association, local municipalities.

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 employers indicate the starting wage may be higher

Local institutions offering the program:

College	Program Name
Palm Beach State College	Water Treatment Plant Operator (C Level)

Facilities and Equipment:

Classroom and Smart Board; partner water treatment facilities will be used for on the job training experience.

Marketing and Recruitment Plan:

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

Estimated Program Budget:

Water and Wastewater Treatment Plant Operator C			
Category	FY 2023-24	FY 2024-25	FY 2025-26
Projected Enrollment	20	20	20
Revenue			
Projected Tuition	\$ 13,900	\$ 14,900	\$ 15,900
Total Revenue	\$ 13,900	\$ 14,900	\$ 15,900
Expense			
Salaries and Benefits	\$ 4,650	\$ 4,650	\$ 5,050
Other Operating Expenses	\$ 7,200	\$ 8,400	\$ 9,120
Total Expense	\$ 11,850	\$ 13,050	\$ 14,170
Net Margin	\$ 2,050	\$ 1,850	\$ 1,730

New Athletics Program Proposal Golf

Agenda Item: 0623-27

Background/References

The Lake-Sumter State College Athletic Program desires to begin an intercollegiate Men's Golf Team. The purpose of this program is to expand intercollegiate athletics and provide additional opportunities for students to participate in athletics. The proposed addition of Men's Golf would contribute to the College's retention and completion agenda, while promoting enrollment growth.

Description

The College will establish a relationship with a local golf course. Area high schools have numerous student-athletes that are interested in this program. Solicitation and marketing for financial assistance will begin soon.

Recommendation

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

**Lake-Sumter State College
Men and Women Golf Programs
Three-Year Budget Projections
Fiscal Year 2023-24**

Proposal to Enhance Minority Recruitment and Establishment of Men and Women Golf Programs

Purpose: The Lake-Sumter State College Athletic Program desires to expand intercollegiate participation opportunities for students on the South Lake, Clermont campus. Intercollegiate Golf for Men and Women would compliment the existing sport offerings at the Clermont Campus, while attracting additional student-athletes to the college. The addition of Men and Women Golf would also continue to enhance our current academic achievement record in collaboration with existing programs, while remaining in compliance with equity. The College service area provides adequate recruitment opportunities at several local high schools that offer this sport.

Description	Year 1 2023-2024	Year 2 2024-2025	Year 3 2025-2026
<i>Projected Student Participation</i>			
Female Participants	5	6	8
Male Participants	5	6	8
<i>Total Participants</i>	10	12	16
<i>Revenue</i>			
Projected Tuition and Fees	32,919	39,503	52,670
Other Revenue Support	62,249	55,698	72,749
<i>Total Revenue</i>	95,168	95,201	125,419
<i>Expense</i>			
Tuition & Book Scholarship	21,168	31,751	52,919
New 15-passenger Van	26,000	-	-
Equipment (uniforms and shoes)	5,000	12,000	16,000
Travel and Meals (6 meets)	10,000	11,000	12,100
Entry and Hosting Fees; Supplies	4,000	10,000	12,000
Head Coach Stipend	20,000	21,000	22,500
Assistant Coach	9,000	9,450	9,900
<i>Total Expense</i>	95,168	95,201	125,419
<i>Net Income</i>	-	-	-

* Equity Information	100%/0% = Male/Female
* Total Program Equity-scholarships	58.2%- Females/41.8% Males
* Total Program Equity-participants	56.6% - Females/43.4% Males
* Title IX Compliance - enrollments	58.6% Females/41.4% Males
* compliance = within 5% points	
Note: 1. The Athletics Foundation Account will fund two(2) scholarships each year.	\$10,584.00/year
2. Full-time Trainer dedicated to the SL Campus would be necessary to meet equity.	\$40,000- \$64,000/Year
3. Access to weight room/training facilities would be necessary.	\$3,500 -\$5,000/semester
5. Partnership needed with local golf course for team practices and potential competition.	

New Athletic Program Proposal

Track and Field

Agenda Item: 0623-28

Background/References

The Lake-Sumter State College Athletic Program desires to expand intercollegiate participation opportunities for students on the South Lake, Clermont campus. Track and field is a sport that would compliment the current Men's and Women's Cross Country teams at LSSC by attracting additional student-athletes to our college, while complimenting the current academic achievement record of our program.

The addition of this program would also continue to support and promote the recruitment efforts of minority students in our service areas. The South Lake campus currently sponsors the LSSC cross country teams that utilize the National Training Center (NTC) facilities for practices and training. These facilities contain one regulation track that would be used by the LSSC track and field teams and provide an excellent avenue for LSSC sponsored athletic events.

Description

The Executive Director of Athletics has met with the County Athletic Director who is in support of this program. Area high schools have numerous student athletes that are interested in this program. Solicitation and marketing for financial assistance is in progress.

Recommendation

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

**Lake-Sumter State College
Men and Women Track Programs
Three-Year Budget Projections
Fiscal Year 2023-24**

Proposal to Enhance Minority Recruitment and Establishment of Men's and Women's Track Programs

Purpose: The Lake-Sumter State College Athletic Program desires to expand intercollegiate participation opportunities for students on the South Lake, Clermont campus. Track and Field is a sport that would compliment the current Men's and Women's Cross Country teams at LSSC by attracting additional student-athletes to our college, while complimenting the current academic achievement record of our program. The addition of this program would also continue to support and promote the recruitment efforts of minority students in our service areas. The South Lake campus currently sponsors the LSSC cross country teams that utilize the National Training Center(NTC) facilities for practices and training. These facilities contain one regulation track that would be used by the LSSC track and field teams and provide an excellent avenue for LSSC sponsored athletic events.

Description	Year 1 2023-2024	Year 2 2024-2025	Year 3 2025-2026
<i>Projected Student Participation</i>			
Female Participants	6	10	12
Male Participants	6	10	12
<i>Total Participants</i>	12	20	24
<i>Revenue</i>			
Projected Tuition and Fees	39,503	65,838	79,006
Other Revenue Support	96,081	8,672	9,373
<i>Total Revenue</i>	135,584	74,510	88,379
<i>Expense</i>			
Tuition & Book Scholarship	10,584	26,460	37,044
New 15-passenger vans (2)	80,000	-	-
Equipment (uniforms and shoes)	4,000	4,400	4,840
Travel and Meals (7 meets)	10,000	11,000	12,100
Entry and Hosting Fees; Supplies	2,000	2,200	2,420
Head Coach Stipend	20,000	21,000	22,050
Assistant Coach	9,000	9,450	9,925
<i>Total Expense</i>	135,584	74,510	88,379
<i>Net Income</i>	-	-	-

* Equity Information (T/F Teams) 54.5%/45.5% = Male/Female
 * Total Program Equity-scholarships 58.2%- Females/41.8% Males
 * Total Program Equity-participants 56.6% - Females/43.4% Males
 * Title IX Compliance - enrollments 58.6% Females/41.4% Males
 * compliance = within 5% points

Note: 1. The Athletics Foundation Account

will fund two(2) scholarships each year. **\$10,583.80/year**

2. Full-time Trainer dedicated to the SL

Campus would be necessary to meet equity. **\$40,000- \$64,000/Year**

3. Access to weight room/training facilities

would be necessary. **\$3,500 - \$5,000/semester**

Health Sciences Collegiate Academy (HSCA) Agreement

Agenda Item: 0623-29

Background/References

In May of 2023, the LSSC District Board of Trustees approved the proposed expansion of the Health Sciences Collegiate Academy (HSCA) program to Leesburg to better accommodate interested students attending schools in the North Lake area. Since then, two new healthcare partners have been identified to support the expansion – UF Health Central Florida and AdventHealth Waterman – and a new operational agreement has been drafted to account for the changes, governance, and scope of the program through Academic Year 2026-27.

Description

The attached agreement outlines the operational scope of the HSCA program through June 30, 2026, including the addition of UF Health Central Florida and AdventHealth Waterman as new partners.

Recommendation

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

Background/References

Pursuant to state Rule 6A-14.0716, the College must prepare and submit a budget for the Current Unrestricted Fund to the Chancellor of the Florida College System as designee of the Commissioner of Education. In accordance with Florida Statutes 1011.30, the operating budget must be approved by the College's District Board of Trustees prior to submission to the Department of Education.

Pursuant to the above-styled Rule, the Board shall adopt a capital outlay budget for the capital outlay needs of the College for the entire fiscal year. The budget shall designate the proposed capital outlay expenditures by project for the year from all funding sources and must be a part of the official budget submitted by the College. The Capital Budget for the College is provided in a separate agenda item within this Board packet.

The deadline to submit the proposed budgets to the Department of Education is June 30, 2023.

Description

FY 2023-24 Proposed Operating Budget (Fund 1) and Plant Fund (Capital) Budget Spending Plan are presented to the Board for review and approval. A budget summary of ending fund balances for all funds and the in-kind support provided to the Foundation from the College operating funds from Fund 1 for FY 2023-24 are also attached for informational purposes.

Recommendation

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

Lake-Sumter State College
FY 2023-24 Budget Summary - All Funds

	Categories	Operating Fund 1	Grants & Contracts Fund 2	Auxiliary Fund 3	Scholarships Fund 5	Capital Fund 7	Total College Budget
1	Estimated Beginning Fund Balance	1,350,000	-	1,800,000	100,000	9,904,000	13,154,000
2							
3	Revenue						
4	Tuition and Fee Revenue	12,076,330	544,900	17,300	406,400	1,300,000	14,344,930
5	State Appropriations	25,664,254	-	-	-	7,300,000	32,964,254
6	Grants and Contracts	1,328,000	2,552,400	-	7,408,400	-	11,288,800
7	Commission	-	-	105,700	-	-	105,700
8	Miscellaneous	214,150	-	258,800	-	-	472,950
9	Total Revenue	39,282,734	3,097,300	381,800	7,814,800	8,600,000	59,176,634
10	Transfers	(1,310,000)	-	(1,190,000)	-	2,500,000	-
11	Total Revenue and Transfers	37,972,734	3,097,300	(808,200)	7,814,800	11,100,000	59,176,634
12							
13	Personnel Expense		-				
14	Salaries	20,645,323	898,600	-	-	95,000	21,638,923
15	Benefits	7,293,971	260,200	-	-	38,000	7,592,171
16	Total Personnel Expense	27,939,294	1,158,800	-	-	133,000	29,231,094
17	Supplies and Service Expense						
18	Operating Expense	9,508,628	1,677,200	78,600	7,800,000	-	19,064,428
19	Capital Expenditures	-	156,300	28,500	-	15,427,662	15,612,462
20	Contingency	500,000	-	-	-	-	500,000
21	Total Supplies and Service Expense	10,008,628	1,833,500	107,100	7,800,000	15,427,662	35,176,890
22	TOTAL Personnel, Supplies and Services	37,947,922	2,992,300	107,100	7,800,000	15,560,662	64,407,984
23							
24	Increase (Decrease) to Beginning Fund Balance	24,812	105,000	(915,300)	14,800	(4,460,662)	(5,231,350)
25	Estimated Ending Fund Balance	1,374,812	105,000	884,700	114,800	5,443,338	7,922,650

Lake-Sumter State College FY 2023-24 Current Unrestricted Fund 1 - Operating Budget		FY 2023-24 Proposed Budget	FY 2022-23 Budget	FY 2022-23 Projected
1	Revenue			
2	Student Tuition and Fees			
3	Fall			
4	Tuition	2,883,900	2,520,100	2,800,599
5	Technology Fees	144,300	127,100	140,037
6	Distance Learning Fees	309,300	236,600	300,360
7	Dual Enrollment	386,700	315,300	316,746
8	HSCA	577,080	398,460	366,400
9	Lab Fees	79,600	158,610	161,007
10	Spring			
11	Tuition	2,616,700	2,253,800	2,521,758
12	Technology Fees	131,000	113,100	126,095
13	Distance Learning Fees	294,100	223,800	288,550
14	Dual Enrollment	433,500	388,700	421,789
15	HSCA	526,700	357,240	341,210
16	Lab Fees	117,300	134,120	116,816
17	Summer			
18	Tuition	949,300	965,900	1,050,221
19	Technology Fees	45,000	48,300	52,516
20	Distance Learning Fees	157,000	71,400	155,500
21	Dual Enrollment	-	-	-
22	Lab Fees	9,600	26,560	21,471
23	Youth Development	252,000	282,000	282,000
24	Cont. Ed	2,163,250	1,061,200	885,800
25	Miscellaneous Fees	190,300	65,800	184,433
26	Total Student Tuition and Fees	12,266,630	9,748,090	10,533,308
27	General Revenue Operational Support	21,090,865	18,725,937	18,725,937
28	General Revenue Nursing Support	764,607	830,059	830,059
29	General Rev. Student Success Incentive Initiative	338,782	359,055	359,055
30	State Dual Enrollment Scholarship Program	370,000	-	739,276
31	Educational Enhancement Support	3,100,000	2,843,909	2,843,909
32	Total State Appropriations	25,664,254	22,758,960	23,498,236
33	Foundation Support-Operations	20,000	111,500	50,000
36	Total Foundation Support	20,000	111,500	50,000
38	Indirect Cost Recovery	75,000	150,000	81,555
40	State Grants/Contracts	111,800	100,000	115,366
41	Other Contracts	1,121,200	328,322	320,700
42	Miscellaneous Revenue	23,850	559,000	36,000
43	Total Grants and Contracts	1,331,850	1,137,322	553,621
44	Total Revenue	39,282,734	33,755,872	34,635,165
45				
46	COVID Stimulus	-	-	220,100
47	Transfer from Auxiliary	90,000	85,000	85,000
48	Transfer from Student Activity Fees	400,000	395,000	395,000
49	Total Operating Transfers	490,000	480,000	480,000
50	Total Revenue, Fund Balance, and Transfers	39,772,734	34,235,872	35,335,265

	Lake-Sumter State College FY 2023-24 Current Unrestricted Fund 1 - Operating Budget	FY 2023-24 Proposed Budget	FY 2022-23 Budget	FY 2022-23 Projected
51	Expenses			
52	Filled Positions			
53	Faculty	3,113,901	3,335,707	3,435,000
54	Staff	10,819,160	9,389,010	10,025,178
55	Faculty Adjustments	496,000	167,000	
56	Staff 5% - Cost of Living Adjustment	540,958	391,956	
57	Open Positions			
58	Faculty	636,500	721,406	-
59	Staff	3,085,935	1,574,111	-
60	Average Lapsed Salaries	(1,200,000)	(650,000)	-
61	Total Faculty and Staff	17,492,454	14,929,191	13,460,178
62	Adjuncts	1,086,291	776,326	1,055,000
63	Overloads	946,578	1,012,195	950,500
64	Increase Adjunct/Overload Rate 10%	200,000		
65	Other Pooled Positions	1,120,000	701,584	1,039,000
66	Total Pooled Positions	3,152,869	2,490,105	3,044,500
67	CARES Salaries	-	(260,000)	
68	Total Wages	20,645,323	17,159,296	16,504,678
69	Full Time Faculty and Staff Positions Benefits	7,321,390	6,348,434	5,865,044
70	Pooled Positions Benefits	208,580	141,523	103,900
73	Vacation/Sick Leave Payout	250,000	250,000	250,000
74	CARES Benefits	-	(105,300)	-
75	Average Lapsed Benefits	(486,000)	(263,250)	-
76	Total Benefits	7,293,971	6,371,407	6,218,944
77	Total Personnel Expenses	27,939,294	23,530,702	22,723,622
78				
79	Operating Expense			
80	Utilities	1,316,875	1,200,000	1,450,000
81	Custodial & Grounds Contract	1,230,000	1,105,000	1,105,000
82	Security Contract	382,000	360,000	365,000
83	Insurance	832,500	530,250	588,218
84	Telecommunications	253,900	189,800	154,870
85	Copier Rental	93,300	40,000	57,000
86	Major Software maintenance	1,271,800	921,050	1,111,061
87	Total Fixed Cost	5,380,375	4,346,100	4,831,149
88	Legal Fees	100,000	100,000	95,000
89	Travel	356,175	264,956	150,000
90	Base Budget-Other	3,172,078	2,309,742	2,576,166
94	Support of Strategic Initiatives/New Programs	500,000	-	-
95	Total Supplies and Service Expenses	9,508,628	7,020,798	7,652,315
96	Contingency	500,000	500,000	-
98	Transfer out	1,800,000	3,000,000	4,800,000
99	Total Supplies and Service Expenses	11,808,628	10,520,798	12,452,315
100	TOTAL Personnel, Supplies and Services	39,747,922	34,051,500	35,175,937
101				
102	Increase (Decrease) to Fund Balance	24,812	184,372	159,328

Lake-Sumter State College
FY24 In-kind Support of LSSC Foundation

	Support included in FY24 Operating Budget
Salaries - 4.5 FT Employees	298,080
Benefits	119,232
Office Space - 1,857 Sq/Ft	<u>27,739</u>
Total In-Kind Support	445,051

Foundation Employees

Vice President Institutional Advancement/Executive Director Foundation (50%)
 Foundation Assistant Director
 Development Officer
 Executive Assistant to VP Institutional Advancement
 Foundation Event Coordinator

This information is provided to enhance the transparency of the relationship between the College and the Foundation.

The Foundation management has affirmed that the College resources were used only for the purposes approved by the Board of Trustees.

**Lake-Sumter State College
Plant Fund (Capital) - Fund 7
FY 2023-24 Spending Plan**

	<u>FY 2023-24</u>
Projected FY23 Before Transfers	5,104,000
FY23 Transfer from Fund 1 Operating - Original Budget	3,000,000
FY23 Transfer from Fund 1 Operating - Additional Request	1,800,000
FY24 Transfer from Fund 1 - Projected	1,800,000
FY24 Transfer from Fund 3 Auxilliary - Projected	700,000
 Projected FY24 Revenues	
FY22 & FY23 State Appropriation (Deferred Maintenance) Remaining	5,300,000
FY24 State Special Appropriation - Workforce Center	2,000,000
FY24 Fee Revenue (Local)	1,300,000
 Available Funding	 21,004,000
Proposed FY24 Projects (see attached list)	18,560,662
Lapse for Project Delays	(3,000,000)
Projected FY 2023-24 Ending Fund Balance	5,443,338

Background/References

The LSSC District Board of Trustees approves the Capital Project budget each year which then is used to submit the Capital Improvement Plan to the Florida College System by June 30.

Description

A spending plan is submitted to the Board for the 2023-2024 Fund 7 Plant Fund (Capital) Budget pending the final approval of the State Appropriations bill. They include investments in facility projects, deferred maintenance, and technology.

Recommendation

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

Fiscal Year 2023-2024 - Fund 7 Capital Improvement Spending Plan					
Description	Funding Source	FY 23-26 Total Budget	FY23-24 Budget	FY24-25 Budget	FY25-26 Budget
SSB Roof	Auxiliary	\$ 650,000.00	\$ 650,000.00		
Sumter Center Bldg. 4 Flooring	Auxiliary	\$ 40,000.00	\$ 40,000.00		
Tech Refresh	Capital Improvement	\$ 600,000.00	\$ 600,000.00		
Tech Plan Projects	Capital Improvement	\$ 250,000.00	\$ 250,000.00		
LE HSC Stairwell Windows Replacement	CO/DS	\$ 750,000.00			\$ 750,000.00
LE Facilities Roof replacement	Deferred Maintenance	\$ 509,385.00	\$ 509,385.00		
Emergency Lighting Repairs	Deferred Maintenance	\$ 20,951.35	\$ 20,951.35		
SL Fire Safety Upgrade	Deferred Maintenance	\$ 5,000.00	\$ 5,000.00		
HVAC projects (SSB, exhaust fan overhaul, etc.)	Deferred Maintenance	\$ 160,034.70	\$ 160,034.70		
SL Bldg 1 HVAC Equipment and Install	Deferred Maintenance	\$ 600,000.00	\$ 600,000.00		
Building M HVAC Design and Replace	Deferred Maintenance	\$ 212,273.89	\$ 212,273.89		
LE Student Center HVAC Design and Replace	Deferred Maintenance	\$ 250,000.00	\$ 250,000.00		
LE WJ Bld HVAC Design and replace	Deferred Maintenance	\$ 141,725.34	\$ 141,725.34		
LE Convocation HVAC Design and replace	Deferred Maintenance	\$ 200,000.00	\$ 200,000.00		
Roof Maint and Repairs	Deferred Maintenance	\$ 244,150.91	\$ 244,150.91		
Building Envelope DM 23	Deferred Maintenance	\$ 123,281.00	\$ 123,281.00		
LE Science-Math Building Envelope	Deferred Maintenance	\$ 250,000.00	\$ 250,000.00		
Critical Life Safety modifications	Deferred Maintenance	\$ 72,000.00	\$ 72,000.00		
SL Irrigation	Deferred Maintenance	\$ 80,000.00	\$ 80,000.00		
Roofs	Deferred Maintenance	\$ 250,000.00	\$ 250,000.00		
Building Envelope DM 22	Deferred Maintenance	\$ 300,000.00	\$ 300,000.00		
LE LED Lighting Upgrades	Deferred Maintenance	\$ 100,000.00	\$ 100,000.00		
W-J Admin Bldg. HR Deadend Corridor (Life Safety)	Deferred Maintenance	\$ 10,000.00	\$ 10,000.00		
South Lake Campus Bldg. 1 New Gutters Installation	Deferred Maintenance	\$ 80,000.00	\$ 80,000.00		
Sumter Center Bldg. 4 Flat Roof Restoration	Deferred Maintenance	\$ 140,000.00	\$ 140,000.00		
Sumter Center Bldg. 1 Roof/Gutter Restoration	Deferred Maintenance	\$ 250,000.00	\$ 250,000.00		
Sumter Center Bldg. 1 Exterior Improvements	Deferred Maintenance	\$ 50,000.00	\$ 50,000.00		
Sumter Center LED Lighting Upgrades	Deferred Maintenance	\$ 60,000.00	\$ 60,000.00		
Elevator DLM Code Requirement	Deferred Maintenance	\$ 70,000.00	\$ 70,000.00		
LE SSB ADA Restrooms	DM/Local	\$ 460,000.00	\$ 460,000.00		
LE Parking Lot Repair Sealing & Stripe	DM/Local	\$ 150,000.00	\$ 150,000.00		
South Lake Campus Bldgs. 1-2 Covered Walkway	DM/Local	\$ 80,000.00	\$ 80,000.00		
Eustis CDL Pad and Bldg.	Grant/Local	\$ 2,500,000.00	\$ 2,500,000.00		

SL Building #2 First Floor Redesign	Local	\$ 2,750,000.00	\$ 205,000.00	\$ 2,000,000.00	\$ 545,000.00
SL Facilities and grounds building construction	Local	\$ 484,060.00	\$ 484,060.00		
LE FOB/LH Demolition	Local	\$ 94,800.00	\$ 94,800.00		
LE SSB Remodeling 2nd Floor	Local	\$ 2,300,000.00	\$ 2,300,000.00		
Furniture and Equipment	Local	\$ 325,000.00	\$ 325,000.00		
SU Workforce Instruction Restroom Facility	Local	\$ 400,000.00	\$ 400,000.00		
LE Monument Signage	Local	\$ 70,000.00	\$ 70,000.00		
LE LA Demo	Local	\$ 200,000.00		\$ 200,000.00	
LE Exterior Painting Project	Local	\$ 60,000.00	\$ 40,000.00	\$ 20,000.00	
Interior Painting	Local	\$ 90,000.00	\$ 60,000.00	\$ 30,000.00	
SL Nursing Simulation Lab Remodel	Local	\$ 300,000.00	\$ 300,000.00		
LE Magnolia Restroom Women Refresh	Local	\$ 87,000.00		\$ 87,000.00	
Signage (LE SL SU)	Local	\$ 23,000.00	\$ 23,000.00		
Cagan Crossings Town Center Buildout	Local	\$ 1,450,000.00	\$ 1,450,000.00		
LE Parking Lot A Repaving	Local	\$ 550,000.00	\$ 550,000.00		
LE Parking Lot B Repaving	Local	\$ 550,000.00	\$ 550,000.00		
LE Women's Team Locker Room	Local	\$ 200,000.00	\$ 200,000.00		
LE Men's Team Locker Room	Local	\$ 200,000.00	\$ 200,000.00		
LE Student Ctr. Vet Lounge office and SGA refresh	Local	\$ 20,000.00	\$ 20,000.00		
LE CTL remodel/convert 116 to offices	Local	\$ 150,000.00		\$ 150,000.00	
LE WJ Admin Roof	Local	\$ 70,000.00		\$ 70,000.00	
LE Library Demolition	Local	\$ 200,000.00		\$ 200,000.00	
LE SSB 1st Floor Remodel	Local	\$ 1,500,000.00		\$ 1,000,000.00	\$ 500,000.00
LE Mailroom Relocation/Build-out	Local	\$ 50,000.00	\$ 50,000.00		
South Lake Campus Testing Services Remodel	Local	\$ 40,000.00		\$ 40,000.00	
Sumter Center Repave, Repair, and Re-stripe Parking	Local	\$ 300,000.00		\$ 300,000.00	
LE Lake Hall Roof	Local	\$ 225,000.00		\$ 225,000.00	
South Lake Campus Pavilion	Local	\$ 90,000.00		\$ 90,000.00	
LE Softball bleachers/sail	Local	\$ 20,000.00		\$ 20,000.00	
Athletics Bus with Storage	Local	\$ 200,000.00	\$ 200,000.00		
Disc Golf Maintenance	Local	\$ 5,000.00	\$ 5,000.00		
Blue Light Parking Lot Phones/Cameras	Security Fee	\$ 650,000.00	\$ 125,000.00	\$ 275,000.00	\$ 250,000.00
LE Workforce Development Center	State Approp/Local	\$ 24,000,000.00	\$ 2,000,000.00	\$ 10,000,000.00	\$ 10,000,000.00
		\$ 47,312,662.19	\$ 18,560,662.19	\$ 14,707,000.00	\$ 12,045,000.00

Leesburg Campus Student Services Building (SSB) Bathrooms Guaranteed Max Price

Agenda Item: 0623-32

Background/References

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

Faden Builders, Inc. has been assigned to the Leesburg Campus Student Services Building 1st and 2nd floor bathroom remodeling project.

Although the District Board of Trustees has selected Faden Builders, Inc. to be on construction management continuing services for projects up to \$4 million, this project exceeds \$195,000 so approval of the District Board of Trustees is requested.

Description

Faden Builders, Inc. has submitted a guaranteed maximum price of \$459,899 with an add option of epoxy flooring for both floors of \$11,262.

Recommendation

It is recommended that the Board approve the recommendation as written.



06/08/2023

Faden Proposal No. 23-187

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

RE: LSSC CMAR Student Services Building (SSB) 1st & 2nd Floor Restroom Rehab

Scope Summary: Renovation of the Student Services Building 1st & 2nd Floor Restrooms include selective demolition, framing, drywall, doors, and MEP's.

Exhibit A: Scope of Work

1. General Conditions
 - a. Project Management and Supervision
 - b. Mobilization/Demobilization
2. Renovation
 - a. We propose to provide all labor, materials, and equipment to renovate the Student Services Building first and second floor restrooms per plans provided by Age Wave Solutions, Inc dated 04.27.2023 first floor and 05.18.2023 for the second floor.
 - b. Davis Bacon wages included

Qualifications and Exclusions:

1. Work to be completed 1st shift, M-F, no overtime is included.
2. Does not include single occupancy restrooms in middle of 2nd floor
3. ADA push button hardware by architect
4. Power only to ADA push button only and any low voltage wiring not included
5. Hollow metal is Daybar and hardware is based on Yale Stock grade 2 in 26D
6. Fire Alarm is 5 systems sensor horn strobes, 5 systems sensor strobes only and 1 silent knight 10amp power supply
7. We have included up to 25'0" of wiring for thermostats.
8. Test and balance not included
9. Any unforeseen conditions not noted on drawings not included
10. The scope is limited to the items listed in Exhibit A. Any other added scope items or items required by the AHJ for permitting are excluded and will be charged as a change order.
11. Geotechnical testing/reports are excluded.
12. Dewatering is excluded.
13. Landscaping, irrigation, and sod are excluded.
14. Staining is excluded, unless in scope of work of exhibit A
15. Civil engineering is excluded.
16. Temporary Restroom by owner during construction



ITEM: 0623-32

Exhibit B: Price/GMP Breakdown

1. General Conditions	\$ 50,499.00
2. Demolition	\$ 15,391.00
3. Framing & Drywall	\$ 87,801.00
4. Doors	\$ 15,945.00
5. Painting	\$ 9,629.00
6. Floor and Wall Tile	\$ 48,956.00
7. Specialties	\$ 7,108.00
8. Fire Alarm	\$ 6,506.00
9. Mechanical	\$ 10,300.00
10. Plumbing	\$ 86,800.00
11. Electrical	\$40,800.00

Subtotal \$ 379,735.00

General Liability Insurance	\$ 4,937.00
Builder's Risk	\$ 3,797.00
Contingency (5%)	\$ 19,423.00
Contractor's Fee	\$ 40,789.00
Permit Fee (By Owner)	\$
Performance and Payment Bond	\$ 11,217.00

Gross Maximum Price (GMP): \$ 459,899.00

Add Option: Epoxy Flooring 1st/2nd floor: \$11,262.00

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

Exhibit C: Basic Schedule

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

Proposed duration schedule:

4-6 weeks for material procurement and submittals

6 weeks to complete work

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



ITEM: 0623-32

Exhibit D: Construction Team

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

Exhibit E: Construction Manager's Staff

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

Exhibit F: Sub-Contractors

United Wall Systems (Framing/Drywall)
Great Lakes Carpet and tile (Ceramic Tile)
Builder's First (Doors)
Environmental Painting
Ark Plumbing
Aztec Fire
Holiday Air
Bumgarner Electric

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

Best regards,

Shawn Howard
Faden Builders, Inc.

Background/References

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

The College and the current vendor for custodial and grounds are at the end of the maximum 5-year agreement on August 31, 2023. The college currently pays \$582,105.96 a year for custodial services and \$486,098.04 a year for grounds services for all three campus locations.

Description

RFP 23-01 was posted for companies to submit proposals to be considered for the Custodial and Grounds contract beginning services on September 1, 2023. There were nearly 20 firms that attended the pre-proposal meeting on campus with about ½ of the them submitting a formal proposal. An evaluation committee comprised of representatives for all three LSSC campus locations reviewed the submitted proposals, which were limited to 75 pages, and in Phase I of the screening process independently scored the submissions. This evaluation committee short-listed four companies and invited them to campus on Thursday, June 8 for a presentation of their proposals for Phase II of the selection process.

The four companies that made the short list for on-campus presentations were ABM, HES Facilities Management, D&A Building Services, and McLemore Building Maintenance. The evaluation team scored the presentation proposals and have recommended that the College enter negotiations with ABM for a 3-year contract with two 1-year renewal options.

Recommendation

It is recommended that the Board approve the recommendation for the College to negotiate with ABM for the Custodial and Grounds 3-year contract with two 1-year renewal options.

Lake-Sumter State College
Custodial and Grounds Committee Scoring

Phase 1		ABM	D & A Building Services	HES Facilities Management	McLemore Building Maintenance
Introduction/References/Contract	10	40	36	38	33
Qualifications/Staffing	25	96	80	90	86
Methodology	40	153	120	150	127
Financial Strength	5	20	20	20	20
Price Proposal	15	47	46	41	45
Required Documents	5	20	18	19	20
Sub-Total Score	100	376	320	358	331
Phase 2					
Introductions/Qualifications/Staffing	30	117	85	109	86
Methodology	45	166	115	153	130
Price Proposal	25	81	67	59	58
Sub-Total Score	100	364	267	321	274

**Lake-Sumter State College
Custodial and Grounds Pricing**

Company	Grounds	Custodial	Total Grounds & Custodial (Annual)
ABM	\$ 506,490.00	\$ 699,861.00	\$ 1,206,351.00
D & A Building Services	\$ 532,949.00	\$ 678,800.00	\$ 1,211,749.00
HES Facilities Management	\$ 546,155.00	\$ 857,677.00	\$ 1,403,832.00
McLemore Building Maintenance	\$ 501,060.00	\$ 756,639.00	\$ 1,257,699.00

Background/References

Per Florida Statute 1001.64 (19), The District Board of Trustees shall conduct annual evaluations of the president in accordance with rules of the State Board of Education and submit such evaluations to the State Board of Education for review. The evaluation must address the achievement of the performance goals established by the accountability process implemented pursuant to s. 1008.45 and the performance of the president in achieving the annual and long-term goals and objectives established in the Florida College System institution's employment accountability program implemented pursuant to s. 1012.86.

On an annual basis, the District Board of Trustees take part in a self-evaluation to determine their overall satisfaction with how well the board manages and oversees their responsibilities.

The LSSC Board of Trustees has retained legal counsel of Anita Geraci-Carver, Attorney at Law, through June 30, 2023. On an annual basis, the Board may administer an evaluation to determine their overall satisfaction with the legal services that have been provided. If the results are "outstanding performance" or "performance unacceptable", the Board may choose to terminate their agreement.

Description

The District Board of Trustees completed the evaluations and have submitted their results for review and approval.

Recommendation

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

Background/References

The District Board of Trustees maintains an agreement with the Law Office of Anita Geraci-Carver for legal services.

Description

The term of the agreement will end June 30, 2023. An amendment follows to extend the term of the agreement to June 30, 2025.

Recommendation

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

Background/References

The President's contract stipulates a bonus be paid based on the annual evaluation of the President.

Description

The President qualifies for the bonus per the contract.

Recommendation

It is recommended that the performance payment be approved.

District Board of Trustees

Meeting Dates 2023-2024

Agenda Item: 0623-37

Background/References

Each year the schedule for the District Board of Trustees meetings are proposed for the upcoming fiscal year.

Description

The proposed dates for the 2023-2024 District Board of Trustees meetings are attached.

Recommendation

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

PROPOSED 2023-2024 DISTRICT BOARD OF TRUSTEES MEETING DATES AND LOCATIONS

August 16th, 2023	Leesburg
September 20th, 2023	South Lake
October 18th, 2023	Sumter
November 15th, 2023	Leesburg
January 17th, 2023	South Lake
February 21st, 2023	Sumter
March 20th, 2023	Leesburg
April 17th, 2023	South Lake
May 15th, 2023	Leesburg
June 19th, 2023	South Lake



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

