



Lake Sumter State College

DISTRICT BOARD OF TRUSTEES

Wednesday, August 16, 2023

South Lake Campus

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

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

Sumter Center
1423 County Road 526 A
Sumterville, FL 33585

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

Agenda

Wednesday, August 16, 2023

South Lake Campus

Public Board Meeting Agenda

I. CALL TO ORDER - Chairman Bret Jones

II. PUBLIC COMMENT

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

III. PRESENTATIONS

Code of Ethics - Ms. Anita Geraci-Carver, Board Attorney

V. CONSENT CONSIDERATIONS

0823-01	Approve:	Minutes of the June 19, 2023 Finance and Public-Private Partnership Committee Meeting
0823-02	Approve:	Minutes of the June 21, 2023 Regular Meeting
0823-03	Approve:	Minutes of the July 11, 2023 Student Engagement Committee Meeting
0823-04	Acknowledge:	Human Resources Staff Changes
0823-05	Approve:	Human Resources Full-Time Faculty Changes
0823-06	Acknowledge:	Monthly Fiscal Report for July 2023
0823-07	Approve:	Purchases over \$65,000
0823-08	Approve:	2023-2024 Annual Blanket Purchase Orders
0823-09	Acknowledge:	Capital Improvement Projects Report
0823-10	Approve:	2023 Career Pathways Agreements

VI. PRESIDENT'S REPORT

0823-11 President Bigard's Update

VII. VICE PRESIDENT'S REPORTS

0823-12 Dr. Joseph Mews, Vice President of Enrollment and Student Affairs
Karen Hogans, Vice President of Academic Affairs

VIII. COMMITTEE REPORTS

0823-13 Executive Committee - Mr. Bret Jones
Facilities Committee - Ms. Jennifer Hooten
Finance and Public-Private Partnerships Committee - Mr. Tim Morris
Strategic Planning Committee - Mr. David Hidalgo
Student Engagement Committee - Mrs. Jennifer Hooten
Foundation Liaison - Mr. Tim Morris

IX. BOARD ATTORNEY REPORT

0823-14 Ms. Anita Geraci-Carver's Update

X. NEW BUSINESS

0823-15	Approve:	Leesburg Campus Building M HVAC Replacement
0823-16	Approve:	Sumter Center Buildings 1 and 4 Roof Replacement
0823-17	Approve:	South Lake Campus Technology Innovation Center Spot Survey
0823-18	Approve:	Leesburg Campus West Parking Lot A Project

0823-19 Approve: Educational Development Agreement Amendment

XI. OTHER CONSIDERATIONS AS NEEDED BY CHAIRMAN/PRESIDENT

XII. ADJOURNMENT

CALENDAR NOTES:

District Board of Trustees Meeting	Wednesday, August 16, 2023 5:00 pm	South Lake Campus Board Room
Student Engagement Committee	Tuesday, September 5, 2023 4:30 pm	TBD
Finance and Public-Private Partnership Committee	Wednesday, September 6, 2023 5:00 pm	TBD
Facilities Committee	Wednesday, September 13, 2023 5:00 pm	TBD
LSSC Foundation Annual Golf Classic	Friday, September 15, 2023 8:30 am	Harbor Hills Golf Club
District Board of Trustees Meeting	Wednesday, September 20, 2023 5:00 pm	Leesburg Campus Magnolia Room
Strategic Planning Committee	Wednesday, September 27, 2023 5:00 pm	TBD
Soaring Through the Decades Community Celebration	Saturday, September 30, 2023	Leesburg Campus
12th Annual Distinguished Alumni Dinner	Tuesday, October 10, 2023 6:00 pm	Leesburg Campus
District Board of Trustees Meeting	Wednesday, October 18, 2023 5:00 pm	Sumter Center
LSSC Foundation Monster Dash	Saturday, October 28, 2023	Leesburg Campus
District Board of Trustees Meeting	Wednesday, November 15, 2023 5:00 pm	Leesburg Campus Magnolia Room
Fall Nurse Pinning Ceremony	Thursday, December 7, 2023 5:00 pm	Leesburg Campus
Fall Leesburg Commencement Ceremony	Friday, December 8, 2023 5:00 pm	Leesburg Campus
District Board of Trustees Meeting	Wednesday, January 17, 2024 5:00 pm	South Lake Campus Board Room
District Board of Trustees Meeting	Wednesday, February 21, 2024 5:00 pm	Sumter Center
District Board of Trustees Meeting	Wednesday, March 20, 2024 5:00 pm	Leesburg Campus Magnolia Room
District Board of Trustees Meeting	Wednesday, April 17, 2024 5:00 pm	South Lake Campus Board Room
District Board of Trustees Meeting	Wednesday, May 15, 2024 5:00 pm	Leesburg Campus Magnolia Room

District Board of Trustees Meeting	Wednesday, June 19, 2024 5:00 pm	South Lake Campus Board Room
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NO BOARD MEETING IN JULY OR DECEMBER

CONSENT CONSIDERATIONS



Lake-Sumter State College
FINANCE COMMITTEE OF THE DISTRICT BOARD OF TRUSTEES
June 19th, 2023 Minutes
Virtual

In attendance: Chair, Mr. Tim Morris, Mr. Bryn Blaise, President Heather Bigard, Ms. Kristie Harris, Mr. Bruce Duncan, and Ms. Kailyn Wurm.

Mr. Tim Morris, Chair, called the meeting to order at 4:30 pm.

Preliminary Overview of Draft Budget Presentation

Ms. Kristie Harris presented a draft PowerPoint presentation for the Board meeting on June 21st. The presentation included budget priorities that align with the College strategic plan. Mr. Bryn Blaise requested to add further details regarding salary increases into the budget presentation, along with a Florida College System average base salary comparison for faculty.

Insurance

Ms. Kristie Harris presented the increase in insurance costs for the College. Mr. Tim Morris expressed concern about the rising rate of coverage and requested the College to obtain further details on options for better insurance.

2024 Bookstore Redesign Initiative

Ms. Kristie Harris presented an update on the bookstore redesign. The Follett agreement is ending in 2024 and she is looking into other initiatives to support students and provide better services.

Review of Banking Services

President Bigard has directed the Finance Department to assess our banking relationships and initiate an RFP this year.

Mr. Tim Morris adjourned the meeting at 5:28 pm.

Respectfully submitted by Ms. Kailyn Wurm, Recording Secretary.

**DISTRICT BOARD OF TRUSTEES
LAKE-SUMTER STATE COLLEGE
LEESBURG
June 21, 2023**

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

ABSENT: Mr. Bryn Blaise.

WORKSHOPS

PERFORMANCE EVALUATIONS

The Board members, Board Attorney, and President Bigard met to discuss the results of the Board self-evaluation, the Board Attorney evaluation, and the President's evaluation.

BUDGET

Ms. Kristie Harris provided a presentation that showcased the upcoming 2023-2024 budget, including faculty salary increases & adjunct rates, program expansion, and insurance.

ORGANIZATIONAL MEETING

CALL-TO-ORDER:

The Organizational Meeting was called to order by President Bigard at 4:42 pm. Dr. Bigard welcomed those in attendance and invited them to join in the Pledge of Allegiance followed by a moment of silence.

The election of the 2023-2024 Board members commenced with the nomination of Bret Jones for Chair and Jennifer Hooten for Vice Chair. Hearing no other nominations, a motion was made by Mr. Pete Wahl, second, Mr. Tim Morris, motion passed.

There being no further business, the Organizational Meeting was adjourned at 4:44pm.

REGULAR MEETING

CALL-TO-ORDER:

The regular meeting of the District Board of Trustees, Lake-Sumter State College, was called to order by Chairman Bret Jones at 4:45 p.m. on June 21, 2023, at the Leesburg Campus.

PUBLIC COMMENT:

No Public Comment cards were submitted for the meeting.

BOARD COMMITTEE ASSIGNMENTS

Mr. Bret Jones nominated the current Board Committee Chairs to continuing serving in their role for the 2023-2024 year. Each Chair agreed to continuing serving on their committee for the 2023-2024 year as follows:

- Facilities Committee – Mr. Bryn Blaise
- Finance and Public-Private Partnership Committee – Mr. Tim Morris
- Strategic Planning Committee – Mr. David Hidalgo
- Student Engagement Committee – Ms. Jennifer Hooten
- Foundation Liaison – Mr. Tim Morris

CONSENT CONSIDERATIONS:

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

SCHEDULED INFORMATION REPORTS:

President Bigard presented her report.

- Provided updates on the recently signed 2023-2024 budget from the Governor's Office, which includes the \$17.5 million for the College's Workforce Development Center.
- Attended the Cagan Crossings event with various community members of the Four Corners area to celebrate the Fall 2023 opening of the Cagan Crossings' site.
- The College is not moving forward with the from the U.S. Economic Development Administration grant regarding the Eustis site.
- Provided updates on the various bills passed from the Governor's Office regarding education and effects on the College.

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

Ms. Jennifer Hooten 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. At this time, Mr. Pete Wahl asked the College to prepare a RFP proposal for the next Board meeting.

Mr. Tim Morris presented the report as the Foundation Liaison.

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

NEW BUSINESS:

0623-25 – NEW PROGRAM PROPOSALS - CONSTRUCTION

President Bigard recommended the approval of the Associate in Science in Building Construction Management, College Credit Certificate in Building Construction Specialist and Construction Curriculum Courses.

MOTION to approve the Associate in Science in Building Construction Management, College Credit Certificate in Building Construction Specialist and Construction Curriculum Courses, Mr. Pete Wahl, SECOND, Ms. Emily Lee, motion passed.

0623-26 – NEW PROGRAM PROPOSAL – WATER AND WASTEWATER MANAGEMENT

President Bigard recommended the new program proposal for approval of Water and Wastewater Management.

MOTION to approve the new program proposal for Water and Wastewater Management, Mr. Pete Wahl, SECOND, Ms. Jennifer Hooten, motion passed.

0623-27 – NEW ATHLETIC PROGRAM PROPOSAL - GOLF

President Bigard recommended the new athletic program proposal for men's and women's golf.

MOTION to approve the new athletic program proposal for men's and women's golf, Mr. Tim Morris, SECOND, Mr. Pete Wahl, motion passed.

0623-28 – NEW ATHLETIC PROGRAM PROPOSAL – TRACK AND FIELD

President Bigard recommended the new athletic program proposal for men's and women's track and field.

MOTION to approve the new athletic program proposal for men's and women's track and field, Ms. Emily Lee, SECOND, Ms. Ivy Parks, motion passed.

0623-29 – HEALTH SCIENCES COLLEGIATE ACADEMY (HSCA) AGREEMENT

Mr. Joseph Mews presented the Health Science College Academy agreement for review and approval. The agreement includes the addition of Advent Waterman and UF Health as partners and expands the program to North Lake.

MOTION to approve the Health Science College Academy Agreement, Mr. Pete Wahl, SECOND, Ms. Ivy Parks, motion passed.

0623-30 – OPERATING AND CAPITAL BUDGETS 2023-2024

Ms. Kristie Harris presented the operating and capital budgets for 2023-2024 for review and approval.

MOTION to approve the operating and capital budgets for 2023-2024, Mr. Tim Morris, SECOND, Mr. Pete Wahl, motion passed.

0623-31 – CAPITAL IMPROVEMENT PLAN 2023-2027

Mr. Thom Kieft presented the capital improvement plan for 2023-2027 for review and approval.

MOTION to approve the capital improvement plan for 2023-2027, Mr. Pete Wahl, SECOND, Ms. Jennifer Hooten, motion passed.

0623-32 – LEESBURG CAMPUS STUDENT SERVICES BUILDING BATHROOMS

Mr. Thom Kieft presented the guaranteed maximum price for the Leesburg Campus Student Services Building Bathrooms for review and approval.

MOTION to approve the guaranteed maximum price for the Leesburg Campus Student Services Building Bathrooms Mr. Pete Wahl, SECOND, Ms. Jennifer Hooten, motion passed.

0623-33 – CUSTODIAL AND GROUNDS SELECTION

Mr. Thom Kieft presented the results of the custodial and grounds section of ABM services for approval.

MOTION to approve the results of the custodial and grounds section for approval, Ms. Jennifer Hooten, SECOND, Ms. Emily Lees, motion passed.

0623-34 – PERFORMANCE EVALUATIONS 2022-2023

The Board Self-Evaluation, Board Attorney Evaluation, and President's Evaluation were presented for review and approval.

MOTION to approve the Board Self-Evaluation, Board Attorney Evaluation, and President's Evaluation, Ms. Emily Lee, SECOND, Ms. Jennifer Hooten, motion passed.

0623-35 – BOARD ATTORNEY CONTRACT 2023-2025

The Board Attorney contract was presented with an extension of services from the Law Office of Anita Geraci-Carver from 2023-2025 for review and approval.

MOTION to approve the Board Attorney contract for 2023-2025 and the increase to \$250 per hour, Mr. Pete Wahl, SECOND, Mr. Tim Morris, motion passed.

0623-36 – PRESIDENT’S CONTRACT 2023-2024

The President’s contract for 2023-2024 was provided for review and approval.

MOTION to approve the President’s contract for 2023-2024, Mr. Tim Morris, SECOND, Mr. Pete Wahl, motion passed.

0623-37 – DISTRICT BOARD OF TRUSTEES MEETING DATES 2023-2024

The Board of Trustees 2023-2024 meeting dates were presented for review and approval. Ms. Ivy Parks commented the current Outlook invitation showed the location for the August Board meeting in South Lake. She requested the Board meeting in August to stay at the South Lake Campus. Chairman Bret Jones asked to switch the September Board meeting to the Leesburg Campus because of this request.

MOTION to approve the District Board of Trustees meeting dates for 2023-2024 and have the August meeting at the South Lake Campus and the September meeting at the Leesburg Campus, Ms. Jennifer Hooten, SECOND, Ms. Emily Lee, motion passed.

OTHER CONSIDERATIONS:

The next regular meeting is scheduled for August 16, 2023 at the South Lake Campus.

The meeting was adjourned at 6:45 p.m.

ATTEST:

Mr. Bret Jones, Board Chair

Dr. Heather Bigard, Secretary/College President

Recording Secretary: Kailyn Wurm

Lake-Sumter State College
STUDENT ENGAGEMENT COMMITTEE OF THE DISTRICT BOARD OF TRUSTEES
July 11th, 2023 Minutes
Virtual

In attendance: Ms. Jennifer Hooten, Chair, Ms. Emily Lee, Ms. Ivy Parks, Board members, President Heather Bigard, Dr. Joseph Mews, and Ms. Kailyn Wurm.

Ms. Jennifer Hooten, Chair, called the meeting to order at 1:32 pm.

Upcoming 2023-2024 Year Student Activities & Engagement

Dr. Joseph Mews presented an outline of the upcoming student activities and events along with ways the College plans to engage students in these events. The College has received good feedback and turnout from students attending the most recent events for Student Accepted Days.

Student Retention

Dr. Joseph Mews presented an update on the Spring to Fall enrollment and retention of students. The goal for Fall 2023 enrollment is 5,200 students and his team is at 62% of that goal. His team has focused new methods of communication to students while increasing the amount of communication to students for enrollment.

New Student Experience

Dr. Joseph Mews presented a walkthrough experience of a new student's perspective after enrolling at the College. He discussed the current development of a new enrollment service model where students have access to all their educational resources in one location to increase student access. His team's focus for the student experience is to showcase that the College is a community of support for their educational needs. Their goal is to give new students an exciting experience being at the College.

Ms. Jennifer Hooten adjourned the meeting at 2:00 pm.

Respectfully submitted by Kailyn Wurm, Recording Secretary.

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

Please review attached summary.

Recommendation

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

Human Resources Staff Changes

Agenda Item: 0823-04

June 01, 2023 – July 31, 2023

New Hires:

Name	Title	Effective Date
Carl O'Quin	Facilities Technician IV, Plumber	06/01/2023
Shane Price	Program Director, EDT	06/19/2023
Shasten Hildebrand	Executive Assistant to VP of Enrollment & Student Affairs	06/19/2023
Phoebe Macklin	Talent Search Coordinator	06/19/2023
Nicole Menschel	Executive Assistant to the Vice President of Academic Affairs	06/22/2023
Shawn Shetrompf	Financial Aid Counselor	06/26/2023
David Fletcher	Facilities Technician II	07/10/2023
Elizabeth Cowsert	Human Resources Coordinator - Special Projects	07/24/2023
Magone Cowels	Human Resources Assistant	07/24/2023

Staff Resignations:

Name	Title	Effective Date
Davis Howard	Computer Technician II	06/08/2023
Gerald Paige	Grants Manager	07/14/2023
Julie Douglas	Events Manager	07/27/2023
Shacarra Sigler	Budget Manager	07/28/2023

Staff Retirements:

Name	Title	Effective Date
Michael Matulia	Executive Director Athletics	06/21/2023

Staff Separations:

Name	Title	Effective Date
Michael Keen	Manager, Campus Safety	06/21/2023

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 Retirements

Name	Title	Effective Date
John Shea	Associate Professor, Mathematics	06/22/2023

Recommendation

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

Monthly Fiscal Report for June and July 2023

Agenda Item: 0823-06

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, 2023 through July 31, 2023

	FY 2022-23		FY 2023-24			
	Annual Budget	7/31/2022	Annual Budget	7/31/2023	Percent of Budget Earned/Spent	Projected 6/30/2024
REVENUES & BUDGETED FUND BALANCE						
Student Fees						
Fall						
Tuition	\$ 2,520,100	\$ 2,790,612	\$ 2,883,900	\$ 2,926,140	101%	\$ 2,926,140
Technology Fees	127,100	139,530	144,300	146,309	101%	146,309
Distance Learning	236,600	249,345	309,300	249,360	81%	300,434
Dual Enrollment	315,300	350,974	386,700	402,296	104%	362,429
HSCA Dual Enrollment	398,460	-	577,080	-	0%	577,080
Lab Fees	158,610	65,676	79,600	75,209	94%	88,481
Spring						
Tuition	\$ 2,253,800	\$ -	\$ 2,616,700	\$ -	0%	\$ 2,658,479
Technology Fees	113,100	-	131,000	-	0%	132,927
Distance Learning	223,800	-	294,100	-	0%	291,280
Dual Enrollment	388,700	-	433,500	(216)	0%	491,349
HSCA Dual Enrollment	357,240	-	526,700	-	0%	526,700
Lab Fees	134,120	-	117,300	-	0%	133,667
Summer						
Tuition	\$ 965,900	\$ (14,613)	\$ 949,300	\$ (6,087)	-1%	\$ 964,457
Technology Fees	48,300	(731)	45,000	(304)	-1%	45,662
Distance Learning	71,400	(1,635)	157,000	(840)	-1%	155,495
Dual Enrollment	-	(1,080)	0	(8,062)	-1%	0
Lab Fees	26,560	(160)	9,600	(100)	-1%	10,939
Miscellaneous Fees	48,800	66,908	190,300	71,994	38%	190,300
Youth Development	282,000	522	252,000	50	0%	252,000
Continuing Education	1,189,522	17,748	2,163,250	39,328	2%	2,163,250
Total Student Tuition and Fees	\$ 9,859,412	\$ 3,663,097	\$ 12,266,630	\$ 3,895,077	32%	\$ 12,417,378
General Revenue Operational Support	\$ 18,725,937	\$ 1,560,495	\$ 21,090,865	\$ 1,774,814	8%	\$ 21,090,865
General Revenue Nursing Support	830,059	-	764,607	-	0%	764,607
General Rev. Student Success Incentive Initiative	359,055	30,209	338,782	-	0%	338,782
State Dual Enrollment Scholarship Program	-	-	370,000	-	0%	370,000
Educational Enhancement Support	2,843,909	-	3,100,000	-	0%	3,100,000
Miscellaneous State Contracts	100,000	-	111,800	-	0%	111,800
Federal Support Indirect Cost	150,000	9,059	75,000	-	0%	75,000
Foundation Support	111,500	-	20,000	-	0%	20,000
Other Contracts	759,000	14,986	1,121,200	29,084	3%	1,121,200
Miscellaneous Revenue	17,000	1,074	23,850	362	2%	23,850
Uninsured Loss Recovery (HEERF)	-	-	-	-	0%	-
Total Revenues	\$ 33,755,872	\$ 5,278,921	\$ 39,282,734	\$ 5,699,337	15%	\$ 39,433,482
Transfers In	480,000	-	490,000	-	-	490,000
Total Revenues and Transfers In	\$ 34,235,872	\$ 5,278,921	\$ 39,772,734	\$ 5,699,337	14%	\$ 39,923,482
EXPENDITURES						
Personnel Expenditures						
Salaries and Wages	\$ 17,809,295	\$ 605,351	\$ 22,045,323	\$ 865,493	4%	\$ 20,702,973
Benefits	6,634,657	286,308	7,779,971	436,472	6%	7,867,130
Lapse Salary and Benefits	(913,250)	-	(1,886,000)	-	0%	-
Current Operating Expenditures	6,962,798	990,421	9,450,628	148,855	2%	8,978,097
Capital Outlay Expenditures	58,000	-	58,000	-	0%	58,000
Contingency	500,000	-	500,000	-	0%	-
Total Expenditures	\$ 31,051,500	\$ 1,882,080	\$ 37,947,922	\$ 1,450,820	4%	\$ 37,606,199
Transfer to Fund Other Funds	(3,000,000)	-	(1,800,000)	-	-	(1,800,000)
Excess of Revenues over (Expenditures)	\$ 184,372	\$ 3,396,841	\$ 24,812	\$ 4,248,516		\$ 517,283

Purchases Over \$65,000

Agenda Item: 0823-07

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 – June/July 2023

Vendor: CAE Healthcare
Item Description: CAE Learning Space Essentials Systems- SIM LAB
Amount: \$ 80,579.49
Purchase Order #: P2300625
Vendor Code: X00116939

Vendor: Faden Builders
Item Description: CML Chiller Project
Amount: \$ 459,899.00
Purchase Order #: P24000014
Vendor Code: X00140059

Vendor: CAE Healthcare
Item Description: Nursing Simulation Equipment
Amount: \$ 78,896.43
Purchase Order #: P24000027
Vendor Code: X00116939

Vendor: Spiezle Architectural Group
Item Description: SSB Leesburg Renovation Design and Construction Development
Amount: \$ 80,579.49
Purchase Order #: P24000057
Vendor Code: X00141806

Vendor: HuntonBrady Architects, P.A.
Item Description: Cagans Crossing Renovation Design and Construction Development
Amount: \$ 81,900.00
Purchase Order #: P24000058
Vendor Code: X00142563

Recommendation

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

2023-2023 Annual Blanket Purchase Orders

Agenda Item: 0823-08

Background/References

Each year the college issues a number of "blanket" or "open" purchase orders with a variety of vendors to facilitate the purchase of regular supplies and payment for repair services. The purchase orders are assigned a maximum amount under which a number of individual orders will be invoiced. This report is prepared by the offices the Provost and Executive Vice President and Associate Vice President of Financial Services and Controller, and is intended to keep the Board apprised of annual blanket purchases that have been entered into through the bidding process or by exception as outlined in the LSSC Administrative Procedure 6-09. Exceptions to the bidding requirements include certain educational materials, IT resources as defined in Section 282.303 of Florida Statute, professional services listed in Section 287.055 of Florida Statute, sole source items and items on specific state and local contracts. Purchases up to \$195,000 (Category IV in Section 287.017 of Florida Statute) fall under the authority of the President to be approved.

Purchases up to \$195,000 (Category IV in Section 287.017 of Florida Statute) fall under the authority of the President to be approved. Purchases on the list that exceed that amount are contracts that were previously approved by the Board.

Description

Attached is the list of blanket and annual purchase orders for 2023-2024.

Recommendation

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

Annual and Blanket Purchase Orders Over \$65,000 FY24

Vendor: City of Leesburg
Item Description: Utilities/ July 2022-June 2023
Amount: \$ 700,000.00
Purchase Order #: PB24FC26
Vendor Code: LEECIT

Vendor: Duke Energy
Item Description: Utilities/ July 2023-June 2024
Amount: \$ 425,000.00
Purchase Order #: PB24FC25
Vendor Code: DUKENE

Vendor: Miller & Miller Investigative and Security Services
Item Description: Security Services/ July 2023-June 2024
Amount: \$ 392,493.98
Purchase Order #: P2400063
Vendor Code: MILMIL

Vendor: Century Link
Item Description: Local Phone & Telecommunications/ July 2023-June 2024
Amount: \$ 89,200.00
Purchase Order #: PB24IT02
Vendor Code: CENLIN

Vendor: Allen, Norton & Blue, P.A.
Item Description: Attorney Fees/ July 2023-June 2024
Amount: \$ 125,000.00
Purchase Order #: PB24PO02
Vendor Code: ALLNORBLU

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 2023-2024			
August 2023 Update			
Project Description	CIP '23-24 Budget	Expended or PO issued as of 7/31/23	Progress To Date
Safety			
South Lake Campus Fire Safety Upgrade	\$5,000	\$0	Fire Alarm System repairs and replacement of devices are in progress.
Critical Life Safety Modifications	\$72,000	\$0	Correction work for 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	\$20,951	\$1,629	A comprehensive list of fixtures are in development for replacement.
Blue Light Parking Lot Phones/Cameras	\$125,000	\$0	In Planning.
Leesburg Campus William-Johnson Bldg. HR Deadend Corridor	\$10,000	\$0	In Planning. One of the Continuing Services Architects will be assigned.
Roofs			
Leesburg Facilities Roof Replacement	\$509,385	\$509,385	Facilities Roof Replacement began July 31, completion anticipated end of August 2023.
Roof Maintenance and Repairs	\$244,151	\$0	Leak mitigation continue through the Dryzone workorder process.
Roof Maintenance and Repairs	\$250,000	\$0	In Planning. Deferred Maintenance FY 22 Budget allocated for project.
Sumter Center Bldg.1 Roof/Gutter Restoration	\$250,000	\$0	Roof Replacement Bids received from Garland July 17 are in review. On the August 2023 DBOT agenda for approval.
Sumter Center Bldg.4 Flat Roof Restoration	\$140,000	\$0	Roof Replacement Bids received from Garland July 17 are in review. On the August 2023 DBOT agenda for approval.
South Lake Campus Bldg.1 New Gutters Installation	\$80,000	\$0	In planning.
Leesburg Student Services Building Roof Replacement	\$650,000	\$0	In planning for proposals.

Capital Improvement Projects 2023-2024			
August 2023 Update			
Project Description	CIP '23-24 Budget	Expended or PO issued as of 7/31/23	Progress To Date
Paving-Grounds			
Leesburg Campus Parking Lot Repair, Sealing & Stripe	\$150,000	\$0	In planning.
South Lake Campus Irrigation	\$80,000	\$0	In planning.
Leesburg Campus Parking Lot A Repaving	\$550,000	\$0	Repaving work is scheduled August - September 2023.
Leesburg Campus Parking Lot B Repaving	\$550,000	\$0	In planning. To be completed after Parking Lot A is completed.
New Structure			
South Lake Campus Facilities and Grounds Building Replacement	\$484,060	\$0	Building Permit # LSSC22-012 is assigned. Environmental Resource Permit Mods was issued by SJRWMD on 4/4/23. Welbro's Bid Opening is scheduled on August 10. Construction timeline anticipated Sept. - Feb. 2024.
Sumter Center Solar-powered Workforce Instructional Pavilion & Restroom Facility	\$400,000	\$0	Cost for initial design is overbudget. Currently reviewing alternative options with Faden Builders to build-out Restroom Facilities and Shade Structure within budget.
Eustis CDL Pad and Building	\$2,500,000	\$0	In planning. Met on site with the architect, civil engineer, and contractor on July 26 to start Design Development. Construction timeline (TBD)
Leesburg Campus Workforce Development Center	\$24,000,000	\$0	In planning.
HVAC			
HVAC Projects (SSB, Exhaust Fan Overhaul)	\$160,035	\$4,136	Multiple HVAC projects in progress.
South Lake Campus Building 1 HVAC Equipment and Installation	\$600,000	\$241,195	Welbro Building Final completion August 2023.
Leesburg Campus Building M HVAC Design and Replacement	\$212,274	\$0	On the DBOT August 2023 Meeting Agenda for approval to award the low bid.
Leesburg Campus Student Center HVAC Design and Replacement	\$250,000	\$0	Design proposal received from Hanson. Planning to start design in Fall 2023.
Leesburg Campus William Johnson Admin Building HVAC Design and Replacement	\$141,725	\$0	Design is near complete. 90% Construction Documents are in review.
Leesburg Campus Convocation Center HVAC Design and Replacement	\$200,000	\$0	Design proposal received from Hanson. Planning to start design in Fall 2023.

Capital Improvement Projects 2023-2024			
August 2023 Update			
Project Description	CIP '23-24 Budget	Expended or PO issued as of 7/31/23	Progress To Date
General			
Furniture and Equipment	\$325,000	\$0	On going procurement as approved by leadership.
Leesburg Campus Monument Signage	\$70,000	\$0	In planning and design.
Signage (All campuses)	\$23,000	\$0	In planning.
Building Upgrades			
Leesburg Campus Faculty Office Building & Lecture Hall Demolition	\$94,800	\$0	The Formal process to raze a building with State DOE is near complete. Anticipate final approval from the DOE/Office of Educational Facilities by September 2023.
Leesburg Campus Student Services Building 2nd Floor Remodel	\$2,300,000	\$0	Design planning is in progress with Spiegle architects; complete schedule (TBD).
Building Envelope DM23 (various)	\$123,281	\$0	Leesburg Campus Health Science Center Roof/Gutter Restoration contract award to the low contractor bid is in process. Anticipate work starting September 2023.
Exterior Painting Projects	\$40,000	\$2,166	Exterior refresh painting is on-going. Leesburg Campus Student Services Building is near complete.
Interior Painting	\$60,000	\$0	Various interior painting projects continue at all Campuses.
South Lake Campus Nursing Simulation Lab Remodel	\$300,000	\$0	Design completed end of June. Welbro contractor bids received August 3 are in review. Anticipate construction to complete with space up and running in Fall 2023.
Leesburg Campus Student Services Building - Build ADA Restrooms	\$460,000	\$7,614	The 1st & 2nd floor Restrooms will be renovated simultaneously. Faden Builders began demo July 31. Construction timeline is approximately 8 weeks.
South Lake Campus Building #2 First Floor Renovation	\$205,000	\$0	Planning to start design services.
Building Envelope DM 22 (various)	\$300,000	\$0	Deferred Maintenance FY 22 Budget allocated for project.
Cagan Crossings Build-out	\$1,450,000	\$240,094	Construction of 4,800 sq.ft. of shell space for 2 classrooms and support space is near complete. Occupancy scheduled mid August.
Leesburg Campus Women's Team Locker Room	\$200,000	\$0	In planning.
Leesburg Campus Men's Team Locker Room	\$200,000	\$0	In planning.

Capital Improvement Projects 2023-2024			
August 2023 Update			
Project Description	CIP '23-24 Budget	Expended or PO issued as of 7/31/23	Progress To Date
South Lake Campus Buildings-1 & 2 Covered Walkway	\$80,000	\$0	In planning.
Elevator DLM Code Requirement	\$70,000	\$0	Proposal is currently in review.
Sumter Center LED Lighting Upgrades	\$60,000	\$0	In progress.
Sumter Center Building-1 Exterior Improvements	\$50,000	\$0	In planning. Will complete after new roof and gutters are installed.
Leesburg Campus Mailroom Relocation / Build-out	\$50,000	\$0	In planning. The Mailroom will need to be relocated from Lecture Hall prior to demolition.
Sumter Center Building-4 Flooring Replacement	\$40,000	\$0	In planning.
Leesburg Campus Student Center Vet Lounge Office and SGA Refresh	\$20,000	\$0	In planning.
Leesburg LED Lighting Upgrades	\$100,000	\$0	In progress.
Leesburg Campus Science-Math Building Envelope	\$250,000	\$64,998	PO issued to Benard Painting on July 26. Work is in progress.

Background/References

The College has six Career Pathways Articulation Agreements in partnership with the following school systems:

- The Florida Virtual School;
- Lake County Schools;
- Marion County Schools;
- Sumter County Schools;
- The Villages Charter School;
- Lake Technical College

Description

The agreements outline how students in career and technical education programs can earn credit for designated Associate in Science and College Credit Certificate programs. These agreements were reviewed for language consistency and to extend the term to three-years for The Florida Virtual School, Lake County Schools, Sumter County Schools, The Villages Charter School, and Lake Technical College. Marion County Schools has chosen to extend this agreement for one year.

These agreements were provided to the District Board of Trustees by email.

Recommendation

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

CAREER PATHWAYS ARTICULATION AGREEMENT BETWEEN PUBLIC SCHOOL DISTRICT and LAKE-SUMTER STATE COLLEGE

In a continuing effort for the _____ County School District and Lake-Sumter State College (LSSC) to provide career opportunities for secondary school students in Career Pathways programs for transition into postsecondary institutions, LSSC agrees to extend at no cost to the student (other than the application fee) college credit at LSSC according to the following requirements:

I. Articulation with Lake-Sumter State College

To articulate courses taken in Career and Technical Education (CTE) Career Pathways Program of Study at _____ secondary schools to LSSC, students must meet the following requirements to earn college credit.

1. The student shall be considered a Career Pathways student, defined as a student in an articulated, sequential CTE program and enrolled in Level II or III courses that lead to a college credit certificate (CCC), Associate in Science (AS), or Associate in Arts (AA) degree, and/or apprenticeship programs.
2. Pass the specified high school courses identified on the CTE Career Pathways Program of Study within a career and technical program with a minimum grade of C.
3. Pay the LSSC Admissions application fee.
4. Meet regular LSSC entrance requirements, including appropriate placement and course prerequisite requirements of the college.
5. Apply for the postsecondary credit within 24 months after their high school graduation.
6. Credit may be earned in any combination of the following ways:

Option A. Take and pass the LSSC common assessment (Credit by Exam) for courses listed on the articulation pages contained within this document. The student must enroll and attend LSSC after high school graduation or as a Collegiate High School Early Admissions student in order to receive the credit earned by the LSSC common assessment (Credit by Exam).

Option B. Receive credit for an industry certification(s) earned while enrolled in a Career Pathways Program of Study which corresponds to an LSSC program. A list of approved certifications along with the equivalent articulated credit is available on the individual program pages contained within this document. If the certification product version is different from the listed industry standard, LSSC faculty will review the certification to determine equivalence.

7. LSSC will award the credit for the select program up to 24 months from the time of high school graduation or while enrolled as a Collegiate High School Early Admissions student as described in the annual Collegiate High School Dual Enrollment agreement.

The student must present the Career Pathways Certificate of Completion, copy of industry certification, and/or present a high school transcript verifying the successful completion of the technical courses and/or industry certification, if applicable, to LSSC's Workforce Development Office.

II. Assessment and Course Equivalency

**CAREER PATHWAYS ARTICULATION AGREEMENT BETWEEN
PUBLIC SCHOOL DISTRICT and LAKE-SUMTER STATE COLLEGE**

1. The LSSC common assessment (Credit by Exam) study guide, prepared by LSSC program faculty for each program area will be shared with high school faculty. The LSSC common assessment (Credit by Exam) may be written, portfolio, performance-based or a combination thereof. LSSC will provide high school faculty, upon written request, the opportunity to take the LSSC common assessment (Credit by Exam).
2. Faculty and staff on the technical discipline subcommittees have examined and compared the competencies within the technical courses to be articulated from the high school curriculum to the postsecondary institutions to determine the equivalency of the content. Each technical subcommittee will develop and regularly update the discipline-specific Program of Study content equivalency descriptions.

III. Term and Termination

This agreement shall be reviewed on a three-year basis and shall be in effect from July 1, 2023 through June 30, 2026 or until either party terminates this agreement with thirty days written notice.

IV. Course Offerings

The Parties understand that the available courses may change on an annual basis. The Parties agree that revisions to the available course list may be made without the approval of the School Board or its designee and LSSC Board of Trustees. All other modifications are subject to Section V of the Agreement. Any changes to Appendix A, due to program additions, deletions, or modifications will be reviewed by and approved by the respective parties at each institution or school district and can be done annually without the approval of the respective Boards.

V. Modification or Amendment

Except as otherwise outlined in Section IV, this Agreement may be modified or amended only by a written document signed by authorized representatives of the School Board and LSSC.

VI. Credit by Exam

The Credit by Exam process is attached as Appendix B. This process will provide opportunities for high school students to earn Credit by Exam towards an LSSC degree or certificate. Any changes to Appendix B will be reviewed by and approved by the respective parties at each institution or school district and can be done annually without the approval of the respective Boards.

**CAREER PATHWAYS ARTICULATION AGREEMENT BETWEEN
PUBLIC SCHOOL DISTRICT and LAKE-SUMTER STATE COLLEGE**

APPROVED:
COUNTY PUBLIC SCHOOLS

APPROVED:
LAKE-SUMTER STATE COLLEGE

Date
Superintendent

Dr. Heather Bigard, Date
President

, Chairperson Date
Sumter County School Board

Mr. Bret Jones, Chairperson Date
District Board of Trustees

**CAREER PATHWAYS ARTICULATION
CAREER PATHWAYS COURSE EQUIVALENCE**

EXHIBIT A

_____ Secondary Schools

Program of Study	Course Number and Name	Credits
Administrative Office Specialist	8207310 Digital Information Technology	1
	8212110 Administrative Office Technology I	1
	8212120 Business Software Applications I	1

Lake-Sumter State College

OPTION A. Earn College Credit through Career Pathways by taking and passing the LSSC common assessment (Credit by Exam):

Program of Study	Course Number and Name	Credit Hours
AS in Business Administration	CGS 1100 Business Computer Applications GEB 1011 Introduction to Business	3
CCC in Business Management		3
CCC in Business Operations	CGS 1100 Business Computer Applications	3
CCC in Business Specialist		
AS in Computer Information Technology		
CCC in Cybersecurity		
CCC in Help Desk Support Technician		
CCC in Information Technology Analysis		
CCC in Information Technology Support Specialist		
CCC in Internet of Things		
AS in Criminal Justice		
CCC in Criminal Justice Leadership		
AS in Health Services Management		
CCC in Medical Office Management		
AA Degree	CGS 1100 Business Computer Applications GEB 1011 Introduction to Business	3 3

OPTION B. Earn College Credit through Industry Certification: Students obtaining the following industry certification(s) will be awarded credit in the specified program for the postsecondary course(s) listed below:

Program of Study	Industry Certification	Course Number and Name	Credits
All AS and CCC Programs listed in Option A	MICRO069 Microsoft Office Specialist (MOS) containing at least 3 of these 4 components: Word, Excel, PowerPoint, Access	CGS 1100 Business Computer Applications	3
	MICRO017 Microsoft Office Specialist Master	CGS 1100 Business Computer Applications	3

**CAREER PATHWAYS ARTICULATION
CAREER PATHWAYS COURSE EQUIVALENCE**

_____ **Secondary Schools**

Program of Study	Course Number and Name	Credits
Allied Health Assisting	8417100 Health Science Anatomy & Physiology	1
	8417110 Health Science Foundations	1
	8417131 Allied Health Assisting 3	1

Lake-Sumter State College

OPTION A. Earn College Credit through Career Pathways by taking and passing the LSSC common assessment (Credit by Exam):

Program of Study *primary entry program	Course Number and Name	Credit Hours
*Nursing (A.S. Degree) RN - preferred placement	1 preferred placement point	1 point
AS in Health Services Management	HSC 1531 Medical Terminology	3
	HIM 1273 Medical Insurance & Coding I	3
	HIM1433 Concepts of Disease	3
	CGS 1100 Business Computer Applications	3
CCC in Medical Information Coder/Biller	HSC 1531 Medical Terminology	3
	HIM 1273 Medical Insurance & Coding I	3
	HIM1433 Concepts of Disease	3
CCC in Medical Office Management	HSC 1531 Medical Terminology	3
	HIM 1273 Medical Insurance & Coding I	3
	HIM1433 Concepts of Disease	3
	CGS 1100 Business Computer Applications	3
AA Degree	HSC 1531 Medical Terminology	3
	CGS 1100 Business Computer Applications	3

**CAREER PATHWAYS ARTICULATION
CAREER PATHWAYS COURSE EQUIVALENCE**

OPTION B. Earn College Credit through Industry Certification: Students obtaining the following industry certification(s) will be awarded credit in the specified program for the postsecondary course(s) listed below:

Program of Study	Industry Certification	Course Number and Name	Credits
AS in Health Services Management	NATHA003 Certified Medical Administrative Assistant (CMAA)	HSC 1531 Medical Terminology HIM 1273 Medical Insurance & Coding 1	3 3
	FDMQA002 Certified Nursing Assistant (CNA)	HSC 1531 Medical Terminology	3
CCC in Medical Information Coder/Biller	NATHA003 Certified Medical Administrative Assistant (CMAA)	HSC 1531 Medical Terminology HIM 1273 Medical Insurance & Coding	3 3
	FDMQA002 Certified Nursing Assistant (CNA)	HSC 1531 Medical Terminology	3
CCC in Medical Office Management	NATHA003 Certified Medical Administrative Assistant (CMAA)	HSC 1531 Medical Terminology HIM 1273 Medical Insurance & Coding 1	3 3
	FDMQA002 Certified Nursing Assistant (CNA)	HSC 1531 Medical Terminology	3
All AS and CCC Programs listed in Option A	MICRO069 Microsoft Office Specialist (MOS) containing at least 3 of these 4 components: Word, Excel, PowerPoint, Access	CGS 1100 Business Computer Applications	3
	MICRO017 Microsoft Office Specialist Master	CGS 1100 Business Computer Applications	3

**CAREER PATHWAYS ARTICULATION
CAREER PATHWAYS COURSE EQUIVALENCE**

_____Secondary Schools

Program of Study	Course Name	Credits
Criminal Justice Operations	8918010 Criminal Justice 1	1
	8918020 Criminal Justice 2	1
	8918030 Criminal Justice 3	1
Public Safety Telecommunications	9101100 Dispatcher: Police, Fire, Ambulance	1.5

Lake-Sumter State College Courses

OPTION A. Earn College Credit through Career Pathways by taking and passing the LSSC common assessment (Credit by Exam):

Program of Study *primary entry program	Course Number and Name	Credit Hours
*AS in Criminal Justice	CCJ 1020 Introduction to Criminal Justice	3
	CJE 2600 Criminal Investigation	3
AA Degree	CCJ 1020 Introduction to Criminal Justice	3
	CJE 2600 Criminal Investigation	3

OPTION B. Earn College Credit through Industry Certification: Students obtaining the following industry certification(s) will be awarded credit in the specified program for the postsecondary course(s) listed below:

Program of Study	Industry Certification	Course Number and Name	Credit Hours
AS in Criminal Justice	FDMQA030 911 Public Safety Telecommunicator	CJE 2946 Practicum in Criminal Justice	3

**CAREER PATHWAYS ARTICULATION
CAREER PATHWAYS COURSE EQUIVALENCE**

- _____ Secondary Schools

Program of Study	Course Name	Credits
Digital Design	8207310 Intro to Info Tech or Digital Info Tech	1
	8209510 Digital Design I	1
	8209520 Digital Design 2	1
	8209530 Digital Design 3	1

Lake-Sumter State College

OPTION A. Earn College Credit through Career Pathways by taking and passing the LSSC common assessment (Credit by Exam):

Lake-Sumter Program of Study * primary entry program	Course Number and Name	Credit Hours
*AS in Business Administration	CGS 1100 Business Computer Applications	3
CCC Business Specialist		
CCC in Business Operations		
CCC in Business Management		
AS in Computer Information Technology		
CCC in Cybersecurity		
CCC in Help Desk Support Technician		
CCC in Information Technology Analysis		
CCC in Information Technology Support Specialist		
CCC Internet of Things		
AS in Criminal Justice		
CCC in Criminal Justice Leadership		
AS in Health Services Management		
CCC in Medical Office Management		
A.A. Degree	CGS 1100 Business Computer Applications	3

**CAREER PATHWAYS ARTICULATION
CAREER PATHWAYS COURSE EQUIVALENCE**

OPTION B. Earn *College Credit through Industry Certification*: Students obtaining the following industry certification(s) will be awarded credit in the specified program for the postsecondary course(s) listed below:

Lake-Sumter Program of Study	Industry Certification	Course Number and Name	Credit Hours
All AS and CCC Programs listed in Option A	MICRO069 Microsoft Office Specialist (MOS) containing at least 3 of these 4 components: Word, Excel, PowerPoint, Access	CGS 1100 Business Computer Applications	3
All AS and CCC Programs listed in Option A	MICRO017 Microsoft Office Specialist Master	CGS 1100 Business Computer Applications	3

**CAREER PATHWAYS ARTICULATION
CAREER PATHWAYS COURSE EQUIVALENCE**

_____ **Secondary Schools**

Program of Study	Course Number and Name	Credits
Phlebotomy Dual Enrollment H170302	HSC0003MEA0520 Basic Healthcare Worker and Phlebotomist	1

OPTION B. Earn *College Credit through Industry Certification*: Students obtaining the following industry certification(s) will be awarded credit in the specified program for the postsecondary course(s) listed below:

Program of Study	Industry Certification	Course Number and Name	Credits
AS in Medical Laboratory Technician	NATHA007 Certified Phlebotomy Technician	MLT 1022C Introduction to Medical Laboratory Technology	1

**CAREER PATHWAYS ARTICULATION
CAREER PATHWAYS COURSE EQUIVALENCE**

**APPENDIX B
Credit by Exam Process**

Background

High School graduates who have completed a high school Career and Technical Education (CTE) program and earned a Career Pathways Certificate may be eligible to receive college credits in specific LSSC Workforce programs such as an Associate in Science degree, Associate in Applied Science degree, or College Credit Certificate.

LSSC provides students with the opportunity to exempt specific courses by taking and passing an assessment. Students must complete a Request for Credit by Exam form and return it to the Learning Center by designated dates each semester detailed on the academic registration calendar. Students who pass the exams will receive credit for the course with a grade of S (Satisfactory).

Current Articulation Agreement with _____ County Schools:

1. **Eligible students must** take and pass the LSSC common assessment (Credit by Exam) for courses listed in the articulation agreement. The student must enroll and attend Lake-Sumter State College after high school graduation or as a Collegiate High School Early Admissions student in order to receive the credit earned by the LSSC common assessment (Credit by Exam). LSSC will award the credit up to 24 months from the time of high school graduation.
2. The LSSC common assessment (Credit by Exam) study guide, prepared by LSSC program faculty for each program area will be shared with high school faculty. The LSSC common assessment (Credit by Exam) may be written, portfolio, performance-based or a combination thereof. LSSC will provide high school faculty, upon written request, the opportunity to take the LSSC common assessment (Credit by Exam).

**CAREER PATHWAYS ARTICULATION
CAREER PATHWAYS COURSE EQUIVALENCE**

3. The student must present the Career Pathways Certificate of Completion verifying the successful completion of the technical courses, to LSSC's Workforce Development Office.
4. Student must complete a Request for Credit by Exam Form.
 - a. Form must be submitted to the Learning Center prior to exam.
 - b. Faculty gives test on dates determined by Testing Center.
5. Forms returned by faculty to Workforce office.
 - a. Assistant Director of Workforce Programs submits form to Registrar to enter grades.

Proposed Policy

In efforts to increase the number of students using Credit by Exam (CBE), Lake-Sumter State College (LSSC), in collaboration with the LSSC testing center and _____ County schools, is seeking to improve their existing processes for implementing high school articulation agreements and the subsequent awarding of credit by Credit by Exam. This proposed policy will outline procedures in identifying Career Pathways students and reduce barriers to provide more students the opportunity to earn college credit at LSSC.

1. The high school student must have completed a Career Pathways (CP) program or be in their last CP course and have passed any CP courses with a C or better.

_____ **County Schools will:**

- Provide roster to LSSC listing all students classified as CP students with data (name, email, CP program, grades in CP classes, year in school, and any Industry Certifications earned).

LSSC will:

- Provide letters to school district for CP teachers to distribute to qualified students.
- Send emails to qualified students.
 - Registration form (Wufoo form) included in email.
- Provide study guides to school districts.
- Send roster of registered students to IT to create LSSC student ID number.
- Send roster of registered students, with ID, to eLearning to enroll student in Canvas shell.
- Send roster to testing center through Canvas (no later than 3 weeks before test date). Students cannot be added after this date.
- Track student information, testing data, and forms.

2. Testing, dates, and locations. No charge to student or schools per articulation agreement. Student will have opportunity to take CBE in fall and/or spring semester.

_____ **County Schools will:**

- Bus students to LSSC campus in Leesburg or South Lake depending on where student is taking exam.

LSSC will:

- Determine dates for testing in fall and spring (dates to be determined).
- Provide testing at Leesburg testing center, 24 computers available.
 - Maximum of 24 students per testing date.
- Provide testing at South Lake testing center, 24 computers available.
 - Maximum of 24 students per testing date.
- Oversee student sign in at LSSC testing center.
 - Must present picture ID.
 - Must sign waiver for release of scores.
- Provide proctors for exams.

**CAREER PATHWAYS ARTICULATION
CAREER PATHWAYS COURSE EQUIVALENCE**

- Administer tests through Canvas.
 - Program Managers and instructors send written tests through Canvas and tests are auto scored.
 - Hands on tests given and graded by LSSC instructors.
 - Provide test scores - student must pass assessment with 70% or better.
3. Follow up with students upon completion of CBE tests.

LSSC will:

- Send letters to students to inform them of test results.
 - Send letters to passing students stating they received **(X)** number of credits, saving **(X)** amount of money once they are admitted to LSSC.
 - Flyer that informs them of how to receive credit.
 - Online Wufoo form to be completed by student.
4. Student graduates from high school and enrolls at LSSC in appropriate program of study.

LSSC will:

- Submit form to Registrar with list of eligible students and grades.
 - Registrar will put credits in escrow until student completes one semester at LSSC, or a minimum of 6 credit hours, with a grade of C or better.
5. Articulated credits will be applied to Associate in Science or college certificate program as applicable.
6. The student must apply for the postsecondary credit **within 24 months** after their high school graduation.

PRESIDENT'S REPORT





Athletics

- Wished Mike Matulia a farewell after 25 years of service as the Executive Athletic Director.
- Welcoming April Smith as the new Executive Athletic Director for the College.

Campus Transformations and Events Sandra Stephenson, Executive Director

- *Leesburg Campus*
The Student Services Building received fresh paint and the 1st and 2nd floor bathrooms are currently being renovated.
- *Four Corners*
Furniture for the space is expected on August 16th along with artwork for the classrooms and lobby entrance.
- *Sumter Campus*
The front desk staff received new office furniture and the entire campus received a paint refresh. New flooring is scheduled to be installed shortly.
- *South Lake Campus*
The Cooper Memorial Library and surrounding offices received new paint and space redesign to improve functionality of the space.
- Mark your calendar for the 60th anniversary celebration as we “Soar Through the Decades” with a community celebration on Saturday, September 30th at the Leesburg Campus.

Government Relations Bruce Duncan, Contracts Administrator

- Working on various agreements between community partners and the College to further student programs and success.
- Developing the agreement for Grounds and Janitorial services with ABM.

Human Resources Deborah Franklin, Executive Director

- 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.



Marketing, Public Affairs, and Strategic Communications

Jose Gonzalez, Associate Vice President of Marketing & Public Affairs

Kevin Yurasek, Executive Director of Strategic Communications

- Promotional Activities:
 - Health Sciences Camp Promotion
 - Fall 2023 Online Registration Rally
 - Awareness Marketing push to local realtors
 - HSCA North Lake postcard mailer
 - Faculty recruitment / Job Fairs
 - Four Corners Enrollment Postcard
 - Medical Laboratory Technology program
 - Swoop Academy – Mascotte Charter School
 - Wastewater Management
- News articles and Awards:
 - Scores are Rising – Sumter County Students Improve Their Math Skills at the LSSC RISE Academy
 - LSSC's Cristy Snellgroves selected as Women's Distance Coach for USA Track & Field at Pan American U20 Championships
 - Record-breaking state funding propels Lake-Sumter State College toward an exciting academic year
 - From Uncertainty to Clarity: LSSC's BAS-SL Internship Unlocks Career Potential for Joshua Frisby
 - Dr. Bigard received FACTE Business Partner of the Year Award
- Featured in Publications:
 - Gov. DeSantis appoints six to statewide drug policy advisory council (Sheriff Peyton Grinnell) (multiple publications)
 - Texas A&M baseball hires Seattle Mariner pitching coordinator Max Weiner as pitching coach (Baseball & LSSC alumni) (multiple publications)
 - Cristy Snellgroves coaching at PanAm U20 Championships (Spectrum News 13)
 - Lake County to fund new Lake-Sumter State College degree program for high-wage jobs (Orlando Business Journal)
 - Record-Breaking State Funding Propels Lake-Sumter State College Toward An Exciting Academic Year (Style Magazine, South Lake Tablet, and more)
 - Determined grad, Emma Prater, sets her sights on giving back (Style Magazine)
 - John Temple's new role and LSSC workforce development (feature in The Villages Daily Sun)
- Social media statistics for July 2023:
 - LSSC social media posts had 56,145 impressions with 1,911 engagements for a rate of 2.4%.
 - All social posts reached a total of 59,040 people over the month.



- All accounts have 25,866 fans, an increase of 7% from last month and 20% year-over-year.
- Through July 31, LSSC social accounts had a total of, 107,752 impressions with 25,440 engagements and reached a total of 892,012 people.

Professional and Organizational Development

Deborah Snellen, Executive Director

- Launched New Horizons onboarding and orientation program for all new employees beginning August 1. New Horizons is designed to provide a consistent introduction to our culture and our core values. Success of this program will be measured with the intent of at least 95% retention after the first 90 days of employment.
- Collaborating with LSSC team for college-wide professional development day that will be centered around holistic care of students, connecting learners to the college, as well as best practices for engaging learners through pedagogical and andragogical strategies.

VICE PRESIDENT'S UPDATES



**Division of Academic Affairs
Report to the President and District Board of Trustees
August 3, 2023**

Ms. Karen Hogans, Vice President of Academic Affairs

Workforce Development

- The MLT Program has been granted provisional accreditation by the National Accrediting Agency for Clinical Laboratory Science (NAACSL). The first cohort of students will be accepted into the program this fall.
- LSSC received state approval for the Building Construction Management AS degree, Building Construction Specialist College Credit Certificate, and associated courses. We await SACSCOC approval to move forward with the program in Spring 2024.

Student & Learning Success

- The LSSC NCLEX Pass Rate for 2022 is **97.62%**.

Learning & Work Environment

- Colleen Carter, full-time Nursing faculty, earned her Doctor of Nursing Practice (DNP) degree from Jacksonville University.
- The Lakehawks intend to soon have an a cappella singing group of student performers! Dr. Charise Conant (Assistant Professor of Music) is working closely with the Foundation to schedule auditions and have a group ready to perform at three tentatively scheduled Fall 2023 performing arts events.

**Enrollment & Student Affairs Division
Update for the President and Board of Trustees
August 16, 2023**

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

Enrollment Summary:

As of August 1, Fall 2023 enrollment stands at 4,056 headcount, an increase of 6.6% (+250) compared to this time last year. Summer enrollment finished with 2,382 students registered across three terms, representing an increase of 6.3% in student headcount. Full-time equivalency (FTE) is up by 8.6% and 7.9% for summer and fall respectively, indicating that students are enrolling in more credit hours on average, accelerating their time to completion.

Access

- Welcomed 102 new students to the LSSC family at the most recent Accepted Student Day on July 20th in Leesburg. This was the third of four Accepted Student Days, with the final scheduled for the South Lake Campus on August 4. Across the three events, there were 277 new students who attended (nearly 700 total with guests).
- More than 100 students are registered for in-person courses at the new Four Corners location at Cagan Crossings this fall. The Recruitment team has been active in the community all summer, engaging prospective students through a variety of events focused on awareness, applying to the College, and first-term enrollment.
- Expanding the Early College Academies to North Lake and Sumter Counties this fall with the launch of the new Criminal Justice Academy at Mount Dora High School, Engineering Tech Academy with Sumter County Schools, and the expansion of the HSCA program to Leesburg.

Student Learning & Success

- Academic Advising has scheduled and held more fall orientation and registration events than any previous year (87 total).
- Retained 2,383 students from our spring semester to the fall as of August 1. This represents a headcount increase of 9% compared to last year.
- Kids' College had over 300 students and 36 Aides in Training participating in a variety of courses and camps.
- Student Life is wrapping up plans for a robust events and activities schedule this fall.

**Facilities Planning and Operations Division
Update for the President and District Board of Trustees
August 16, 2023**

Thom Kieft, Vice President, Facilities Planning and Operations

Learning & Work Environment

Leesburg Campus

- The new custodial and grounds vendor, ABM, has visited and toured all three campuses to conduct assessments and begin ordering supplies and equipment for the start of the contract. ABM representatives held a job fair on Thursday, August 3 to interview current SSC employees to fill the 20 positions needed to hire for custodial and grounds.
- The exteriors of the Chiller Plant and the Student Services Building are being painted to match the other freshly painted brick exteriors.
- The Science-Math Building has had building envelope work completed including pressures washing, repairing of stucco cracks, replacing of horizontal and vertical expansion and cove joints as well as brick sealing and painting of stucco.

Sumter Center

- Furniture has been delivered for the reception area and lobby. Facilities staff has refreshed the lobby, hallway, and front office suite with a fresh coat of paint.

South Lake Campus

- The owners of Teamont Boba and the Main Squeeze in downtown Clermont have agreed to operate out of Café Dupee in Cooper Memorial Library beginning this fall semester serving beverages and a wide range of food options.
- Bid opening for the Science-Health Simulation Lab project was held on Thursday, August 3 at WELBRO in Maitland.
- Bid opening for the Facilities Management and Grounds Building was held on Thursday, August 10 at WELBRO in Maitland.
- WELBRO has completed the Building 1 HVAC project in time for the beginning of Pinecrest Lakes Prep and LSSC Fall 2023 classes.

Access

Cagan Crossings Town Center

- WELBRO is completing the build-out for the 4,500 sq. ft. instructional space which includes two classrooms, three offices, a conference room, and a student collaborative area. LSSC classes will be offered in the space beginning in the Fall 2023 semester.
- ABM will commence custodial services in mid-August.

**Institutional Advancement Division
Update for the President and Board of Trustees
August 16, 2023**

Dr. Laura Byrd, Senior Vice President of Institutional Advancement

Access

- The LSSC Foundation plans to award \$500,000 in scholarships for the Fall 2023 semester. The scholarship application closed on July 16 with a record number of applicants—837!
- The 24th Annual LSSC Athletics Golf Classic is scheduled for September 15 at Harbor Hills Country Club. This event raises money to support student athlete scholarships.

Workforce Development

- Lakehawk Career Connect:
 - A total of 797 employers are currently registered with Lakehawk Career Connect. Of this group of employers, they have collectively posted 61 new jobs and internships in July, totaling 266 active jobs.
- **McLin Trust Grant** – received notification of an award of \$50,000 to support an Emerging Media Arts Program.

Student and Learning Success

- Alexys Karner graduated with an AS in Nursing and obtained her RN license in May 2023 and is continuing as a student in the BSN program. Alexys currently works as a nurse in the Neonatal Intensive Care Unit at Winnie Palmer Hospital for Women & Babies. Alexys plans to pursue her Master's degree in Nursing and to one day become a Nursing Instructor at LSSC as her way to give back to her LSSC family!
- The LSSC Foundation 24th Annual Planned Giving Seminar is scheduled for August 25 on the LSSC Leesburg Campus. This is a long-running collaboration with AdventHealth Waterman and our community professionals. This year's speakers are J. Richard Caskey, J.J. Dahl, Eric Gerstemeier, and Todd Mazenko.

GIFTS & CONTRIBUTIONS OVER \$1,000 RECEIVED June 1 – July 31, 2023

Name	Gift Amount	Fund Description	Gift Subtype
Anonymous	\$10,000	General Scholarship	Contribution
Bertha Hereford Hall Chapter, NSDA	\$5,415	Bertha Hereford Hall	Addition to Endowment
Sonja Gore	\$1,000	Quenesa C. Sams Memorial Nursing Scholarship	Contribution
Charles B. McLin & Mary M. McLin	\$50,000	Charles & Mary McLin Foundation	Grant Revenue
Orlando Health/South Lake Hospital	\$2,500	Shamrock Shuffle	Sponsorship
Private Donor	\$10,000	General Unrestricted Funds	Contribution
Total	\$78,915		

Technology Innovation Division
Report for the President and District Board of Trustees
August 16th, 2023

Nick Kemp, Vice President of Technology Innovation/CIO

Learning and Work Environment

- Collaborating with Human Resources on the HR Optimization Project that is dedicated to enhancing and refining HR and Finance operations, aiming to boost productivity and enable quicker, more efficient assistance to the LSSC community.
Noteworthy achievements:
 - Automated recruitment requisition procedure in NeoEd
 - Affordable Care Act reporting through automation
 - Overhaul of the employee classification system in BannerUpcoming projects:
 - Employee Self-Service platform and a Finance Salary Planner to facilitate budgetary planning.
- Created a specialized Cybersecurity training program set for initial trial with new employees and those who've experienced simulated phishing emails. The goal is to replace the current training with our customized program and make the training more engaging and effective.
- Installed and activated RingCentral devices that provides enterprise cloud communications, collaboration, and contact center software-as-a-service solutions. With this system, analytical data will be available through the system's in-depth reporting tool that allows for monitoring and tracking of phone calls throughout our system.
- Production & Education Technology Services department is supporting technological advancements by collaborating efforts between student workers and staff, that focus on setting up smartboards and computer systems to enhance the learning experience.
- The Production Studio is generating videos tailored for educators and staff while addressing various additional projects.
- Collaborating with the Event Production team and the Events Department to continuously elevates the quality of events. Preparing for a new classroom at the Southlake campus, reflecting dedication to creating innovative learning spaces.
- Providing enhancements to the Cagan Crossings campus by incorporating smartboards and advanced security systems to ensure a technologically fortified and secure environment.

**BOARD COMMITTEE
REPORTS**



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

**BOARD ATTORNEY
REPORT**





August 7, 2023

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

Re: Board Attorney Report for August 16, 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 hearing on the Motion was held May 25, 2023 before Judge Takac. A ruling has not been entered as of the date of this report.

Florida Commission on Human Relations – Employment Complaint of Discrimination, FCHR No. 202342075; EEOC No. 15D-2023-00704. On July 31, 2023, the College received a copy of an Employment Complaint of Discrimination filed with their office May 16, 2023. The employee alleges discrimination pursuant to Ch. 760 of the Florida Civil Rights Act, and/or Title VII of the Federal Civil Rights Act, and/or the Age Discrimination in Employment Act, and/or the Americans with Disabilities Act. The former employee's contract was not renewed.

Notice of Charge of Discrimination; EEOC Charge No. 510-2023-04052 The College received in a letter dated June 27, 2023 notice of former employee's charge of discrimination alleging discrimination based on the ADA and age discrimination under ADEA. Employment counsel has been engaged to defend the College in this matter and will file a position statement with the U.S Equal Employment Opportunity Commission.

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**



Leesburg Campus Building M HVAC Replacement

Agenda Item: 0823-15

Background/References

Building M on the Leesburg Campus needs new HVAC chillers and air handler units. This project is on the submitted deferred maintenance list that was funded by the State of Florida. The current tenants of Building M are CareerSource Central Florida and AdventHealth Home Care.

This project exceeds \$195,000 so approval of the District Board of Trustees is needed.

Description

Johnson Controls submitted a low bid proposal of \$809,982 using a Sourcewell contract #0701121. This includes two York 50 ton air cooled scroll chillers and two York air handler units. This bid also includes building automation and installation of said units. Other proposals were over \$100,000 higher than this bid. Please see attached supporting documentation.

Recommendation

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

Lake-Sumter State College
9501 U.S. HWY 441
Leesburg, FL 34788

rev2 7-12-2023

Attn: Cheryl Anthony - Director of Capital Projects

Re: Building M, AHU-1 and AHU-2 project

This proposal is in accordance with the Johnson Controls Sourcewell contract #0701121 – JHN

SCOPE SUMMARY

We offer this proposal to Supply and install (2) two Air Handling Units / (2) two Air Cooled Chiller and associated equipment at Building M located at the Leesburg Campus in Leesburg, FL. This proposal is to install the equipment specified herein at the prices stated and in accordance with Johnson Controls, Inc. standard terms and conditions. This proposal is based on site visits and mechanical plans issued 4/07/2023 by Hanson Engineering. We respectfully submit the following for your review and consideration.

- Check in with customer
- Lock / Tag out electrical and mechanical energy devices for: (2) two existing Trane Chillers, (2) two existing Trane Air Handling Unit Systems and associated equipment.
- Disconnect electrical, control wiring, and mechanical piping connections for: (2) two existing Trane Chillers, (2) two existing Trane associated Air Handling Unit Systems and associated equipment.
- Remove and dispose of: (2) two existing Trane Chillers and (2) two existing Trane associated Air Handling Unit Systems.
- Supply and Install via crane: (2) two YORK YLAA 50 Ton Air Cooled Scroll Chillers on existing concrete pad.
 - Direct Drive TEAO Fan Motors - 460/3/60
 - High Ambient Kit
 - Louvered Condenser Guard
 - Hot Gas Bypass
 - Neoprene Pads
 - Warranty 5 Year Compressor, 1 Year Parts and Labor
 - Flow Switch + Extension Kit
- Supply and Install: (2) two new YORK Air Handling Unit Systems
 - XTI Air Handling Unit - 460/3/60
 - Filter Mixing Box
 - MERV 13 Filters
 - Electric Heating Coil
 - Chilled Water Coil
 - Supply Fan Section
 - Base Rail
- Supply and Install (1) one Buffer Tank (Tag BT-1) per plans
- Supply and Install (1) one Relief Fan (Tag RF-1) per plans
- Supply and Install (1) one Air Separator (Tag AS-1) per plans
- Supply and Install (1) one Chemical Bypass Filter Feeder (Tag FF-1) per plans
- Insulation of equipment per plans.
- Reconnect existing electrical, piping, mechanical to bring new equipment online.
- Building Automation System
 - Tie in new equipment per mechanical plans (Automated Logic)
- Startup and testing of (2) two YORK Chillers, two YORK Air Handling Units with associated Buffer Tank / Relief Fan / Air Separator / Chemical Bypass Filter Feeder.
- Clean area of debris.
- Check out with customer.

SCHEDULE:

- TBD with CUSTOMER, assumed to be a 4-man crew for approximately (1) one month at this time, no float.

CLARIFICATIONS:

- JCI to remove JCI trash to site dumpster (by others, close to the building) daily.
- Work included is based on normal working hours, Monday through Friday. No OT, Shift work, Holidays or weekends are included.
- Integration to Automated Logic - Building Automation System
- Proposal is based on unimpeded access to affected mechanical rooms.
- Electrical panel power outages will need to be coordinated to install new breakers.
- Proposal is based on normal working hours. No OT, shiftwork, weekends or holidays are included.

EXCLUSIONS:

- Code upgrades of any kind not shown on documents.
- Temp Cooling
- Repairs, upgrades, or replacements of existing systems not shown on drawings.
- Roofing or roof penetrations of any kind. Roof penetrations.
- HVAC equipment or BAS controls including thermostats and low voltage wiring.
- Payment/performance bond.
- Hazardous Materials handling or disposal. Painting of any kind, including conduit.
- Final cleaning of spaces.
- Contingencies.
- Special insurances (Builder's Risk or OCIP/CCIP).
- Use of MBE/WBE Vendors or Subcontractors.
- Seismic restraints.
- Cutting and patching of new or existing walls.
- Fire Stopping.
- Permits
- Intrinsic Grounding.
- Software fees (ProCore, Building Connected, etc).
- COVID 19 Testing requirements.
- Any additional work not noted in the above proposal.
- Fire Alarm. Work associated with fire smoke dampers.
- Painting of raceways.
- Wage rate agreements such as Davis Bacon.
- Trenching / asphalt cutting (other than is listed in plans)
- Any warranties extended by JCI on items it purchases for this project shall not exceed the warranties granted to JCI.

Delays, Costs and Extensions of Time

JCI's time for performance of the Work shall be extended for such reasonable time as JCI is delayed due to causes reasonably beyond JCI's control, whether such causes are foreseeable or unforeseeable, including pandemics such as coronavirus (provisionally named SARS-CoV-2, with its disease being named COVID-19) including, without limitation, labor, parts or equipment shortages. To the extent JCI or its subcontractors expend additional time or costs related to conditions or events set forth in this provision, including without limitation, expedited shipping, hazard pay associated with site conditions, additional PPE requirements, additional time associated with complying with social distancing or hygiene requirements, or additional access restrictions, the Contract Sum shall be equitably adjusted



The power behind **your mission**

Pricing Equipment..... \$ 292,483.00

LEAD TIME is 28 weeks on Equipment (from approved Submittals)

Pricing Building Automation..... \$ 136,810.00

(Includes Warranty / Liability / Scheduling / Coordination and shared resources with BAS Vendor)

Pricing for Install..... \$ 380,689.00

Price is valid for 30 days after quotation.

Customer Acceptance

CUSTOMER APPROVAL:

Total Price: _____

Customer Name: _____

Signature (*) _____

Date: _____

* By signing this proposal, you agree to purchase the bill of material as described in this proposal document, pursuant to the attached standard terms and conditions and for the Total Price documented on the above line.

Thank you for the opportunity. If you have any questions, please call or email me.

Respectfully,

Sal Grasso

Johnson Controls, Inc.

321-666-3103 (m)

Salvatore.grasso@jci.com

Standard Terms and Conditions – U.S.A.

References to “products”, “equipment” or “services” herein shall mean those to be furnished by Seller as identified on the applicable Seller Quotation

(1) **AGREEMENT AND LIMITATIONS.** Buyer accepts these Standard Terms and Conditions by signing and returning Seller's Quotation, by sending a purchase order in response to the Quotation, or Buyer's instructions to Seller to begin work, including shipment of product or performance of services. Upon Buyer's acceptance, Seller's Quotation and the related terms and conditions referred to in the Quotation shall constitute the entire agreement relating to the products, equipment and services covered by the Quotation (the “Agreement”). No terms, conditions or warranties other than those identified in the Quotation and no agreement or understanding, oral or written, in any way purporting to modify such terms and conditions whether contained in Buyer's purchase order or shipping release forms, or elsewhere, shall be binding on Seller unless hereafter made in writing and signed by Seller's authorized representative. Buyer is hereby notified of Seller's express rejection of any terms inconsistent with these Standard Terms and Conditions or to any other terms proposed by Buyer in accepting Seller's Quotation. Neither Seller's subsequent lack of objection to any such terms, nor the delivery of the products or services, shall constitute an agreement by Seller to any such terms.

(2) **TERMINATION OR MODIFICATION.** If either party materially breaches this agreement, the other party may notify the breaching party in writing, setting out the breach, and the breaching party will have 60 days following such notice to remedy the breach. If the breaching party fails to remedy the breach during that period, the other party may by written notice terminate the Agreement. These Standard Terms and Conditions may be modified or rescinded only by a writing signed by authorized representatives of both Seller and Buyer. Accepted orders may be cancelled or modified by Buyer only with Seller's express written consent. If cancellation or modification is allowed, Buyer agrees to pay to Seller all expenses incurred and damage sustained by Seller on account of such cancellation or modification, plus a reasonable profit.

(3) **PRICE, SHIPMENT, AND PAYMENT.** Prices on accepted orders are firm for a period of 90 days from date of acceptance. Price and delivery is F.O.B. point of manufacture, unless otherwise provided. Unless otherwise agreed to in writing by Seller, all payments are due net thirty (30) days from the date of invoice. Seller may, at its sole option, have the right to make any delivery under this Agreement payable on a cash or payment guarantee before shipment basis. In the case of export sales, unless otherwise agreed to in writing by Seller, all payments are to be made by means of a confirmed irrevocable letter of credit.

(4) **TAXES.** All prices exclude state and local use, sales or similar taxes. Such taxes, if applicable, will appear as separate items on the invoice unless Buyer provides a tax exemption certificate that is acceptable to taxing authorities.

(5) **DELIVERY.** The delivery date(s) provided by Seller for the product and equipment is only an estimate and is based upon prompt receipt of all necessary information from Buyer. The delivery date(s) is subject to and shall be extended by delays caused by strikes, fires, accidents, shortages of labor or materials, embargoes, or delays in transportation, compliance with government agency or official requests, or any other similar or dissimilar cause beyond the reasonable control of Seller. FAILURE TO DELIVER WITHIN THE TIME ESTIMATED SHALL NOT BE A MATERIAL BREACH OF CONTRACT ON SELLER'S PART. If Buyer causes Seller to delay shipment or completion of the product or equipment, Seller shall be entitled to any and all extra cost and expenses resulting from such delay.

(6) **LIMITED WARRANTY.** Seller warrants that the product and equipment furnished by Seller under the Agreement will be of good quality and that the services provided by Seller will be provided in a good and workmanlike manner. If Seller installs or furnishes product or equipment under the Agreement, and such product or equipment, or any part thereof, is covered by a manufacturer's warranty, Seller will transfer the benefits of that manufacturer's warranty to Buyer. This limited warranty does not cover failures caused in whole or in part by (i) improper installation or maintenance performed by anyone other than Seller; (ii) improper use or application; (iii) corrosion; (iv) normal deterioration; (v) operation beyond rated capacity; (vi) the use of replacement parts or lubricants which do not meet or exceed Seller's specifications; or (vii) if Seller's serial numbers or warranty date decals have been removed or altered. To qualify for warranty consideration for products or equipment, at the earlier of the Buyer's discovery of the defect or the time at which the Buyer should have discovered the defect; Buyer must immediately notify Seller in writing for instructions on warranty procedures. Seller's sole obligation for defective services shall be to repair or to replace defective parts or to properly redo defective services. All replaced equipment becomes Seller's property. **THIS WARRANTY IS EXCLUSIVE AND IS PROVIDED IN LIEU OF ALL OTHER EXPRESS OR IMPLIED WARRANTIES INCLUDING, WITHOUT LIMITATION, ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, WHICH ARE HEREBY DISCLAIMED.**

(7) **INDEMNIFICATION, REMEDIES AND LIMITATIONS OF LIABILITY.** In addition to Paragraph 8 below regarding patents, Buyer agrees that Seller shall be responsible only for such injury, loss, or damage caused by the intentional misconduct or the negligent act or omission of Seller. In the event Buyer claims Seller has breached any of its obligations, whether of warranty or otherwise, Seller may request the return of the goods and tender to Buyer the purchase price theretofore paid by Buyer, and in such event, Seller shall have no further obligation under the Agreement except to refund such purchase price upon redelivery of the goods. If Seller so requests the return of the goods, the goods shall be redelivered to Seller in accordance with Seller's instructions and at Seller's expense. The remedies contained in these Standard Terms and Conditions shall constitute the sole recourse of Buyer against Seller for breach of any of Seller's obligations under the Agreement, whether of warranty or otherwise. **In no event shall Seller be liable for special, indirect, incidental, or consequential damages, including loss of anticipated profit, or other economic loss, or for any damages arising in tort, whether by reason of strict liability, negligence, or otherwise, regardless of whether Seller has been apprised of the possibility of such.**

(8) **PATENTS.** Seller shall indemnify, defend, or at its option settle, and hold Buyer and its directors, officers, employees, agents, subsidiaries, affiliates, subcontractors and assignees, harmless from and against all

and all claims, suits, actions or proceeds (“Claims”) against such parties based upon the infringement or alleged infringement, or violation or alleged violation, of (a) any United States patent and (b) any copyright, trademark, trade secret or other proprietary right of a third party which is enforceable in the United States, as a result of Buyer's use of the product or equipment within the United States, provided that: (i) Buyer gives Seller prompt written notice of any such Claim, (ii) Buyer gives Seller full authority to defend or settle any such Claim, and (iii) Buyer gives Seller proper and full information and assistance, at Seller's expense (except for Buyer's employees' time) to defend or settle any such Claim. THE FOREGOING IS IN LIEU OF ANY WARRANTIES OF NONINFRINGEMENT, WHICH ARE HEREBY DISCLAIMED. The foregoing obligation of Seller does not apply with respect to products or equipment or portions or components thereof (a) not supplied by Seller, (b) made in whole or in part in accordance with Buyer or owner specifications, (c) which are modified after shipment by Seller, if the alleged infringement related to such modification, (d) combined with other products, processes or materials where the alleged infringement relates to such combination, (e) where Buyer continues allegedly infringing activity after being notified thereof and/or after being informed of modifications that would have avoided the alleged infringement without significant loss of performance or functionality, or (f) where Buyer's use of the product or equipment is incident to an infringement not resulting primarily from the product or equipment; Buyer will indemnify Seller and its officers, directors, agents, and employees from all damages, settlements, attorneys' fees and expenses related to a claim of infringement, misappropriation, defamation, violation of rights of publicity or privacy excluded from Seller's indemnity obligation herein.

(9) **GOVERNING LAW.** The formation and performance of the Agreement shall be governed by the laws of the State of Wisconsin, U.S.A. Any action for breach of the Agreement or any covenant or warranty must be commenced within one year after the cause of action has accrued unless such provision is not permitted by applicable law.

(10) **DISPUTE RESOLUTION.** Seller shall have the sole and exclusive right to determine whether any dispute, controversy or claim arising out of or relating to the Agreement, or the breach thereof, shall be submitted to a court of law or arbitrated. The venue for any such arbitration shall be in Milwaukee, Wisconsin. The arbitrator's award may be confirmed and reduced to judgment in any court of competent jurisdiction. In the event the matter is submitted to a court, Seller and Buyer hereby agree to waive their right to trial by jury and covenant that neither of them will request trial by jury in any such litigation.

(11) **SOFTWARE LICENSE.** To the extent software is provided by Seller under the Agreement, Buyer agrees that such software may only be used in accordance with the terms and conditions of the software license agreement that accompanies the software. Buyer agrees not to directly or indirectly decompile, disassemble, reverse engineer or otherwise derive the source code for the software. If Buyer is a U.S. Government agency, Buyer acknowledges that the software licensed under the Agreement is a commercial item that has been developed at private expense and not under a Government contract. The Government's rights relating to the software are limited to those rights applicable to Buyer's as set forth herein and is binding on Government users in accordance with Federal Acquisition Regulation 48 C.F.R. Section 12.212 for non-defense agencies and/or Defense FAR Supplement 48 C.F.R. Section 227.7202-1 for defense agencies.

(12) MISCELLANEOUS

(a) **CHANGES OF CONSTRUCTION AND DESIGN:** Seller reserves the right to change or revise the construction and design of the products or equipment purchased by Buyer, without liability or obligation to incorporate such changes to products or equipment ordered by Buyer unless specifically agreed upon in writing reasonably in advance of the delivery date for such products or equipment. Buyer agrees to bear the expense of meeting any changes or modifications in local code requirements which become effective after Seller has accepted Buyer's order.

(b) **CHARACTER OF PRODUCT AND SECURITY INTEREST:** The goods delivered by Seller under the terms of the Agreement shall remain personal property and retain its character as such no matter in what manner affixed or attached to any structure or property. Buyer grants Seller a security interest in said goods, any replacement parts and any proceeds thereof until all sums due Seller have been paid to it in cash. This security interest shall secure all indebtedness or obligations of whatsoever nature now or hereafter owing Buyer to Seller. Buyer shall pay all expenses of any nature whatsoever incurred by Seller in connection with said security interest.

(c) **INSURANCE:** Buyer agrees to insure the goods delivered under the Agreement in an amount at least equal to the purchase price against loss or damage from fire, wind, water or other causes. The insurance policies are to be made payable to Seller and Buyer in accordance with their respective interests, and when issued are to be delivered to Seller and held by it. Failure to take out and maintain such insurance shall entitle Seller to declare the entire purchase price to be immediately due and payable and shall also entitle Seller to recover possession of said goods.

(d) **INSTALLATION:** If installation by the Seller is included within the Seller's Quotation, Buyer shall provide all of the following at its own expense and at all times pertinent to the installation: i) free, dry, and reasonable access to Buyer's premises; and ii) proper foundations, lighting, power, water and storage facilities reasonably required.

(e) **COMPLIANCE WITH LAWS:** Seller's obligations are subject to the export administration and control laws and regulations of the United States. Buyer shall comply fully with such laws and regulation in the export, resale or disposition of purchased products or equipment. Quotations or proposals made, and any orders accepted by Seller from a Buyer outside the United States are with the understanding that the ultimate destination of the products or equipment is the country indicated therein. Diversion of the products or equipment to any other destination contrary to the United States is prohibited. Accordingly, if the foregoing understanding is incorrect, or if Buyer intends to divert the products or equipment to any other destination, Buyer shall immediately inform Seller of the correct ultimate destination.

Sumter Center Buildings 1 and 4 Roof Replacement

Agenda Item:0823-16

Background/References

The Sumter Center Buildings 1 and 4 are both in need of new roofs. The college has collaborated with Garland/DBS, Inc. to manage the project and receive bids on the roof replacements using purchasing cooperative agreement pricing.

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

Description

Garland/DBS, Inc. used pricing according to the pricing in the Master Intergovernmental Cooperative Purchasing Agreement (MICPA) and OMNIA Partners, Public Sector (U.S. Communities). They received three bids ranging from \$409,707 to \$591,207. The total maximum price according to the MICPA purchasing cooperative agreement is \$555,506. See attachments for detailed scope.

Roof Replacement Bids

1)	Crawford Roofing	\$409,707
2)	TeamCraft Roofing	\$450,606
3)	National Building Contractors	\$591,207
4)	Childers Roofing	Declined to Bid
5)	Core Roofing	Declined to Bid

It is recommended to award the project to Garland/DBS, Inc for Crawford Roofing for Sumter Center Bldgs. 1 and 4 roof replacements at \$409,707. Bldg. 1 will cost \$272,273 and Bldg. 4 will cost \$137,434.

Recommendation

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



Garland/DBS, Inc.
3800 East 91st Street
Cleveland, OH 44105
Phone: (800) 762-8225
Fax: (216) 883-2055



ROOFING MATERIAL AND SERVICES PROPOSAL

Lake Sumter State College
Building 1 Gravel BUR and Building 4 Flat Section
1405 County Rd 526 E
Sumterville, FL 33585

Date Submitted: 07/17/2023

Proposal #: 25-FL-230672

MICPA # PW1925

Florida General Contractor License #: CGC1533467

Purchase orders to be made out to: Garland/DBS, Inc.

Please Note: The following budget/estimate is being provided according to the pricing established under the Master Intergovernmental Cooperative Purchasing Agreement (MICPA) with Racine County, WI and OMNIA Partners, Public Sector (U.S. Communities). The line item pricing breakdown from Attachment C: Bid Form should be viewed as the maximum price an agency will be charged under the agreement. Garland/DBS, Inc. administered an informal competitive process for obtaining quotes for the project with the hopes of providing a lower market-adjusted price whenever possible.

Scope of Work: Roof Replacement Sections

FIELD (Building 1 and Building 4):

1. Remove existing roof system and all related components down to steel deck.
2. Install loose laid flat and tapered Polyiso system.
 - a. System to meet average R-25.
 - b. 1/4" per 12' slope required
3. Simultaneously fasten minimum 1/2" Densdeck Recovery Board through polyiso system and into steel deck as detailed in Miami Dade NOA utilized for this project.
 - a. Approved fasteners listed in NOA
 - b. Fastener density at 1 per 1 SqFt
4. Install 1 ply HPR Torch Base
5. Install 1 ply StressPly IV Plus Mineral
 - a. Standard grey granules applied to bleed
6. New lead at all stacks
7. New Stainless Steel or Copper Pitch Pans installed where existing
 - a. All Corners to be soldered – No fasteners/Rivets are permitted
 - b. Bottom half filled with Gar-rock
 - c. Top filled with Tuff Flash LO

- d. Cap installed which shall be connected to the pitch pan as shown in Garland provided detail
- 8. Install 2 coats Garla-brite
 - a. Base Coat applied at 1 Gal/100 SqFt
 - i. 30 day cure time required
 - ii. Contractor to apply when no students are present
 - b. Top Coat applied at .5 Gal/100 SqFt
 - i. Contractor to apply when no students are present

FLASHINGS (Curb and Parapet) (Building 1):

- 1. New Flashings installed throughout parapet and curb areas
 - a. Curbs raised to minimum 8"
 - b. Cant strips applied at all transitions 45 degrees or greater
 - c. Install 1 ply HPR Torch Base
 - d. Install 1 ply StressPly IV Plus Mineral
 - i. 3 course application of Silver-flash and Gar-mesh used on all vertical seams
 - e. Install 2 coats Garla-brite
 - i. Base Coat applied at 1 Gal/100 SqFt
 - o 30 day cure time required
 - o Contractor to apply when no students are present
 - ii. Top Coat applied at .5 Gal/100 SqFt
 - o Contractor to apply when no students are present
- 2. New RMER Force Flashless Edge metal installed throughout
 - a. New wood nailer to be installed throughout
 - b. Owner to select standard kynar finish
 - c. Face length 8.75"

FLASHINGS (Curb and Parapet) (Building 4):

- 1. New Flashings installed throughout parapet and curb areas
 - a. Curbs raised to minimum 8"
 - b. Cant strips applied at all transitions 45 degrees or greater
 - c. Install 1 ply HPR Torch Base
 - d. Install 1 ply StressPly IV Plus Mineral
 - i. 3 course application of Silver-flash and Gar-mesh used on all vertical seams
 - e. Install 2 coats Garla-brite
 - i. Base Coat applied at 1 Gal/100 SqFt
 - o 30 day cure time required
 - o Contractor to apply when no students are present
 - ii. Top Coat applied at .5 Gal/100 SqFt
 - o Contractor to apply when no students are present
- 2. New RMER Force Flashless Edge metal installed throughout
 - a. .050 Aluminum
 - b. New wood nailer to be installed throughout
 - c. Owner to select standard kynar finish

d. Contractor Responsible for stretch-out.

DRAINAGE (Building 1):

1. New commercial box gutter and downspouts installed
 - a. New wood nailer installed
 - b. Drip edge installed using Garland flat sheets
 - i. .040 Aluminum Flat Sheets to be used for fabrication
 - ii. Owner to select standard kynar finish
 - c. 8" Box gutter
 - i. .040 Aluminum Flat Sheets to be used for fabrication
 - ii. Owner to select standard kynar finish
 - d. 6"x6" Downspouts
 - i. .040 Aluminum Flat Sheets to be used for fabrication
 - ii. Owner to select standard kynar finish

DRAINAGE (Building 4):

1. New lead, strainer, drain clamp and bolts installed at all internal roof drains
 - a. 4' x 4' sump created at all IRD
2. New overflow through wall scupper boxes installed where existing
 - a. Locally sourced stainless steel flat sheets used for fabrication
 - b. All corners to be soldered – no rivets or fasteners permitted

Attachment C: Bid Form - Line Item Pricing Breakdown

Item #	Item Description	Unit Price	Quantity	Unit	Extended Price
2.05	Tear-off & Dispose of Debris: SYSTEM TYPE BUR W/ Insulation and Mineral Surfacing - Metal Deck	\$ 3.06	8,707	SF	\$ 26,643
6.11.01	Roof Deck and Insulation Option: METAL ROOF DECK - TORCH APPLIED / SELF-ADHERING APPLICATION INSULATION OPTION: Mechanically Fasten Polyisocyanurate / Adhere Treated Gypsum Insulation Board with Glass-Mat (e.g. DensDeck / Securock / Equal) with Insulation Adhesive to Provide an Average R-Value of 20 In Compliance FM 1-90 Requirements	\$ 6.13	8,707	SF	\$ 53,374
4.27	Insulation Recovery Board & Insulations Options: INSULATION SLOPE OPTION Provide a 1/4" Tapered Polyisocyanurate Insulation System while Maintaining the Average R-Value Including Tapered Crickets; Adhered with Insulation Adhesive	\$ 14.18	8,707	SF	\$ 123,465
4.21	Insulation Recovery Board & Insulations Options: INSULATION SUBSTITUTION OPTION: Add for Providing an R-Value of 25 Instead of the Standard R-Value of 20 - All Applications Other Than Metal Roof Systems	\$ 0.77	8,707	SF	\$ 6,704

12.03.01	2-PLY ROOF SYSTEMS - COMBINATIONS OF A BASE PLY & A CAP SHEET (TOP PLY) PLEASE NOTE: BASE PLY & CAP SHEET COMBINATIONS MUST BE APPROVED BY THE MANUFACTURER: ROOF CONFIGURATION 1 Ply of Torch Base Sheet Installed with Torch Application: BASE PLY OPTION: SBS Modified Asphalt-Based, Fiberglass Reinforced Torch Base Sheet - Minimum of 80 lbf/in tensile Torch-Applied Base Sheet (ASTM D 5147)	\$ 3.60	8,707	SF	\$ 31,345
12.11.01	2-PLY ROOF SYSTEMS - COMBINATIONS OF A BASE PLY & A CAP SHEET (TOP PLY) PLEASE NOTE: BASE PLY & CAP SHEET COMBINATIONS MUST BE APPROVED BY THE MANUFACTURER: ROOF CONFIGURATION 1 Ply of Mineral Surfaced, Torch-Applied Cap Sheet Installed with Torch Application: ROOFING MEMBRANE OPTION: ASTM D 6162 SBS Fiberglass/Polyester Reinforced Modified Bituminous Sheet Material Type III - Minimum 300 lbf/in tensile Torch-Applied Membrane	\$ 8.61	8,707	SF	\$ 74,967
20.02.01	NEW FLASHINGS FOR ROOFING SYSTEMS & RESTORATION OPTIONS: Torch Applied Flashings - Minimum 1 Ply of Torch Base and Torch Mineral Cap Sheet; Torch Applied FLASHING OPTION: BASE PLY: SBS Modified Polyester/Fiberglass Reinforced Base Torch Applied Flashing Ply - 80 lbf/inch tensile (ASTM D 5147); TOP PLY: ASTM D 6162 SBS Fiberglass/Polyester Reinforced Modified Bituminous Sheet Material Type III - 300 lbf/in Tensile Torch Applied Membrane	\$ 23.63	1,177	SF	\$ 27,813
5.10	Coat New Roofing With Elastomeric Coating: ROOF SYSTEM TYPE Apply an Aluminum Coating per Specifications (3/4 Gallon per Square per Coat - 2 Coats Required) - Smooth or Mineral Surfaced Modified	\$ 2.70	9,884	SF	\$ 26,687
	Metal Stretch-Out: .050 Gauge Kynar Fascia with Six (6) Bends	\$ 31.68	180	LF	\$ 5,702
	Metal Stretch-Out: .050 Gauge Kynar Coping with Six (6) Bends	\$ 42.71	150	LF	\$ 6,407
	Sub Total Prior to Multipliers				\$ 383,108
22.03	MULTIPLIER - MULTIPLE MATERIAL STAGINGS Multiplier is applied when labor production is effected by the time it takes to stage a roof multiple times. Situations include, but are not limited to staging materials to perform work on multiple roof levels, planned shutdowns and restarts, portion of the job is over sensitive work areas requiring staging from more than one point, etc.	25	\$ 383,108	%	\$ 95,777

22.20	MULTIPLIER - ROOF SIZE IS GREATER THAN 5,000 SF, BUT LESS THAN 10,000 SF Multiplier is applied when Roof Size is greater than 5,000 SF, but less than 10,000 SF. Situation creates the fixed costs: equipment, mobilization, demobilization, disposal, & set-up labor to be allocated across a smaller roof area resulting in fixed costs being a larger portion of the overall job costs	20	\$ 383,108	%	\$ 76,622
	Total After Multipliers				\$ 555,506

Building 1 and Building 4 (Combined):

Total Maximum Price of Line Items under the MICPA: \$ 555,506

Proposal Price Based Upon Market Experience: \$ 409,707

Building 1:

***Proposal Price (Crawford Roofing):** \$ 272,273

Building 4:

***Proposal Price (Crawford Roofing):** \$ 137,434

* - Separate pricing for Building 1 and Building 4 are only valid if projects are awarded simultaneously.

Garland/DBS Price Based Upon Local Market Competition (Combined):

Crawford Roofing	\$ 409,707
TeamCraft Roofing	\$ 450,606
National Building Contractors	\$ 591,207
Childers Roofing	Declined to Bid
Core Roofing	Declined to Bid

Potential issues that could arise during the construction phase of the project will be addressed via unit pricing for additional work beyond the scope of the specifications. This could range anywhere from wet insulation, to the replacement of deteriorated wood nailers.

Please Note – The construction industry is experiencing unprecedented global pricing and availability pressures for many key building components. Specifically, the roofing industry is currently experiencing long lead times and significant price increases with roofing insulation and roofing fasteners. Therefore, this proposal can only be held for 30 days. DBS greatly values your business, and we are working diligently with our long-term suppliers to minimize price increases and project delays which could effect your project. Thank you for your understanding and cooperation.

Clarifications/Exclusions:

1. Permits are excluded.
2. Bonds are included.
3. Plumbing, Mechanical, Electrical work is excluded.
4. Masonry work is excluded.
5. Interior Temporary protection is excluded.
6. Any work not exclusively described in the above proposal scope of work is excluded.

If you have any questions regarding this proposal, please do not hesitate to call me at my number listed below.

Respectfully Submitted,

Matt Egan

Matt Egan
Garland/DBS, Inc.
(216) 430-3662

South Lake Campus Technology Innovation Center Survey Recommendation

Agenda Item: 0823-17

Background/References

Every 5 years each Florida College System institution completes a Five-Year Plant Survey with capital survey recommendations forecasted for the upcoming years. LSSC last completed a Plant Survey in 2019 and will complete one in 2023-2024 to be submitted by June 30, 2024.

Due to the changing needs of the community and aging infrastructure, there are supplemental surveys that can be created within those 5 years to update the previous survey. These additional survey recommendations are called spot or supplemental surveys.

Description

The South Lake (Clermont) Campus of Lake-Sumter State College was opened in 1999 and has experienced significant student enrollment and area population growth since. The population of the City of Clermont has grown 327% from 2000-2021 and is growing faster than 96% of similarly sized U.S. cities since 2000. Additionally, all of Lake County continues to experience significant population growth. Lake County is ranked as the 13th fastest-growing county in the entire U.S. This growth is driving innovation and intense workforce demand in an array of industries making significant investments locally. The South Lake Campus currently serves over 4,500 students each year and continues to grow enrollment. Lake-Sumter State College seeks a \$22.1 million investment to add a 40,000-square-foot Technology Innovation Center to support student enrollment growth in high-skill, high-wage occupations.

The facility will house specialized classrooms and cutting-edge lab spaces to cater to academic programs in information technology, cybersecurity, AI, robotics, manufacturing automation, and other high-tech industries. By providing students with a conducive environment and modern resources, the Technology Innovation Center aims to bridge the gap between education and industry, fostering collaboration and facilitating students' successful transition into the workforce.

In addition to the academic programs in technology and skilled industries, the Technology Innovation Center will also incorporate entrepreneurial programs to foster a culture of innovation, creativity, and entrepreneurship among students. Recognizing the importance of entrepreneurship in today's rapidly evolving economy, the center will provide dedicated resources and support to nurture entrepreneurial skills and mindset. By incorporating entrepreneurial programs, the Technology Innovation Center will empower students to become innovative problem solvers, job creators, and leaders in a vast array of industries. It is proposed to add the Technology Innovation Center for the South Lake Campus as a spot survey recommendation. This request would be for a 40,000 sq. ft. building at the cost of \$22.1 million.

Recommendation

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

Leesburg Campus West Parking Lot A Project

Agenda Item: 0823-18

Background/References

The Leesburg Campus Parking Lot A near College Drive is in need of significant work due to the growth of trees over the decades that is now creating safety hazards in the parking lot. A couple of years ago a few trees and areas of asphalt were replaced, yet that was a short term and limited scope solution.

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

This project will remove all trees on the interior of the parking lot, remove existing asphalt, and backfill with lime rock prior to tacking and paving with 1.5 inches of asphalt. The restriping of the lot along with new concrete filled steel bollards around the north drains is included in the scope of work.

Faden Builders, Inc. has submitted a GMP of \$632,484 under the CMAR Continuing Services contract with Paquette completing the sitework and paving. The goal is to have this project completed by September 30 for the major college event on the Leesburg Campus.

Recommendation

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



08/4/2023

Faden Proposal No. 23-568

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

RE: LSSC CMAR West Parking Lot

Scope Summary: Provide labor and materials to repair West Parking Lot.

Exhibit A: Scope of Work

1. General Conditions
 - a. Project Management and Supervision
 - b. Mobilization/Demobilization
2. New Construction
 - a. Furnish clearing of (32) trees in the parking area
 - b. Backfill, install 8" limerock base prior to paving parking area
 - c. Furnish removal of existing asphalt from the parking area
 - d. Tack and pave with 1-1/2" SP-9.5 hot asphalt
 - e. Re-stripping of parking area
 - f. 6" concrete filled (12) steel bollards at drains (painted yellow)
 - g. 6"x16" concrete trench curb in parking area
 - h. Parking Lot to be closed during construction activities. The Bus stop will have to be rerouted by the owner

Qualifications and Exclusions:

1. Work to be completed 1st shift, M-F, no overtime is included.
2. The scope is limited to the items listed in Exhibit A. Any other added scope items or items required by the AHJ for permitting are excluded and will be charged as a change order.
3. No concrete parking bumpers included will be \$100.63 each if needed
4. No painting of concrete parking bumpers is included will be \$8.63 each if needed
5. Electrical work is not included
6. Geotechnical testing/reports are excluded.
7. Dewatering is excluded.
8. Landscaping, irrigation, and sod are excluded.
9. Painting and staining are excluded, unless in scope of work of exhibit A
10. Civil engineering is excluded.
11. Permit fees are excluded.

**Exhibit B: Price/GMP Breakdown**

- | | |
|--|---------------|
| 1. General Conditions | \$ 30,248.00 |
| 2. Site work – Demo of trees, asphalt parking lot, trench curb | \$ 449,475.00 |

Subtotal	\$ 527,029.00
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General Liability Insurance	\$ 6,851.00
Contingency (5%)	\$ 26,958.00
Contractor's Fee	\$ 50,950
Permit Fee	excluded
Performance and Payment Bond	\$ 15,426.00

Gross Maximum Price (GMP):	\$ 632,484.00
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The prices included in this proposal are valid for 30 days per our material vendors due to steady material price increases.

Exhibit C: Basic Schedule

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

Proposed duration schedule:

- 2 weeks for material procurement and submittals
- 3 weeks for mobilization and demolition

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



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
Site Superintendent: Rob Bennett
Staff Accountant: Helen Johnson
Safety Director: Jes Pedersen
Administrative Assistant: Nicole Rake

Exhibit F: Sub-Contractors

Paquette – sitework

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

Best regards,

Shawn Howard
Faden Builders, Inc.

Educational Development Agreement Amendment

Agenda Item: 0823-19

Background/References

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

Description

The Educational Development Agreement with the City of Eustis was reviewed for corrections. The amendment will be provided at the meeting.

Recommendation

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



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

District Board of Trustees

Mr. Bret Jones, Chair

Ms. Jennifer Hooten, Vice Chair

Dr. Heather Bigard, President

Ms. Anita Geraci-Carver, Board Attorney

Mr. Bryn Blaise

Mr. David Hidalgo

Ms. Emily Lee

Mr. Timothy Morris

Ms. Ivy Parks

Mr. Peter Wahl

