



Lake Sumter State College

DISTRICT BOARD OF TRUSTEES **Wednesday, September 20, 2023** **Leesburg Campus**

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

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

Sumter Center
1423 County Road 526 A
Sumterville, FL 33585

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

Agenda

**Wednesday, September 20, 2023
Leesburg Campus**

Public Board Meeting Agenda

I. CALL TO ORDER - Chairman Bret Jones

II. PUBLIC COMMENT

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

III. CONSENT CONSIDERATIONS

- 0923-01 Approve: Minutes of the August 8, 2023 Facilities Committee Meeting
- 0923-02 Approve: Minutes of the August 16, 2023 Regular Meeting
- 0923-03 Approve: Minutes of the September 5, 2023 Student Engagement Committee Meeting
- 0923-04 Approve: Minutes of the September 6, 2023 Finance & Public-Private Partnership Committee Meeting
- 0923-05 Acknowledge: Human Resources Staff Changes
- 0923-06 Approve: Human Resources Full-Time Faculty Changes
- 0923-07 Approve: Proposed Curriculum Changes
- 0923-08 Acknowledge: Monthly Fiscal Report for August 2023
- 0923-09 Approve: Purchases over \$65,000
- 0923-10 Acknowledge: Capital Improvement Projects Report

IV. PRESIDENT'S REPORT

0923-11

V. VICE PRESIDENT'S REPORTS

0923-12

VI. COMMITTEE REPORTS

- 0923-13 Executive Committee - Chairman Bret Jones
- Facilities Committee - Ms. Jennifer Hooten
- Finance and Public-Private Partnerships Committee - Mr. Tim Morris
- Strategic Planning Committee - Mr. David Hidalgo
- Student Engagement Committee - Mrs. Jennifer Hooten
- Foundation Liaison - Mr. Tim Morris

VII. BOARD ATTORNEY REPORT

- 0923-14 Ms. Anita Geraci-Carver's Update

VIII. NEW BUSINESS

- 0923-15 Acknowledge: BS in Elementary Education Update
- 0923-16 Approve: New Program Approval: BS in Sports and Human Performance
- 0923-17 Approve: Student Services Building Roof Replacement Guaranteed Max Price
- 0923-18 Approve: South Lake Science-Heath Simulation Expansion Guaranteed Max Price
- 0923-19 Approve: Faculty Office Building and Lecture Hall Spot Survey

IX. OTHER CONSIDERATIONS AS NEEDED BY CHAIRMAN/PRESIDENT

X. ADJOURNMENT

CALENDAR NOTES:

District Board of Trustees Meeting	Wednesday, September 20, 2023 5:00 pm	Leesburg Campus Magnolia Room
60th Speaker Series	Tuesday, September 26, 2023 6:00 pm	TBD
Strategic Planning Committee	Wednesday, September 27, 2023 5:00 pm	TBD
Soaring Through the Decades Community Celebration	Saturday, September 30, 2023 10:00 am	Leesburg Campus
Student Engagement Committee	Tuesday, October 3, 2023 5:00 pm	TBD
Executive Committee	Tuesday, October 10, 2023 9:30 am	Clermont
12th Annual Distinguished Alumni Dinner	Tuesday, October 10, 2023 6:00 pm	Leesburg Campus
Facilities Committee	Wednesday, October 11, 2023 5:00 pm	Sumter Campus
District Board of Trustees Meeting	Wednesday, October 18, 2023 5:00 pm	Sumter Center
LSSC Foundation Monster Dash	Saturday, October 28, 2023 8:00 am	Leesburg Campus
Executive Committee	Tuesday, November 7, 2023 9:00 am	Clermont
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
Executive Committee	Tuesday, December 12, 2023 9:30 am	Clermont
Fall Clermont Commencement Ceremony	Wednesday, December 13, 2023 5:00 pm	Clermont Arts & Recreation Center
Executive Committee	Tuesday, January 9, 2023 9:30 am	Clermont
District Board of Trustees Meeting	Wednesday, January 17, 2024 5:00 pm	South Lake Campus Board Room
Executive Committee	Tuesday, February 13, 2023 9:30 am	Clermont
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
Executive Committee	Tuesday, April 9, 2023 9:30 am	Clermont
District Board of Trustees Meeting	Wednesday, April 17, 2024 5:00 pm	South Lake Campus Board Room
Spring Clermont Commencement Ceremony	Wednesday, May 1, 2023 5:00 pm	Clermont Arts & Recreation Center
Spring Leesburg Commencement Ceremony	Friday, May 3, 2023 5:00 pm	Leesburg Campus
Executive Committee	Tuesday, May 14, 2023 9:30 am	Clermont
District Board of Trustees Meeting	Wednesday, May 15, 2024 5:00 pm	Leesburg Campus Magnolia Room
District Board of Trustees Meeting	Wednesday, June 19, 2024 5:00 pm	South Lake Campus Board Room

NO BOARD MEETING IN JULY OR DECEMBER

**CONSENT
CONSIDERATIONS**



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

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

Ms. Jennifer Hooten, Chair, called the meeting to order at 5:04 pm.

Four Corners Update

Mr. Thom Kieft provided an update on the continued construction progress and updates of the new campus space.

Student Services Building Restrooms Update

Mr. Thom Kieft provided an update on the status of the bathrooms on both the 1st and 2nd floor of the Student Services Building.

Eustis Update

Mr. Thom Kieft provided an update on the progress of the Eustis site and potential course offerings.

Leesburg Campus Building M HVAC Replacement

Mr. Thom Kieft provided the potential bids for the Building M HVAC replacement that will be voted on at the next Board meeting.

Sumter Center Buildings 1 and 4 Roof Replacements

Mr. Thom Kieft provided an overview of the roof replacements needed for both Building 1 and 4 at the Sumter Center.

South Lake Campus Technology Innovation Center Spot Survey

Mr. Thom provided information regarding the South Lake Campus Technology Innovation Center to recommend a spot survey, which will be voted on at the next Board meeting.

South Lake Campus – Café Dupee

Mr. Thom Kieft shared the new vendor occupying Café Dupee, Teamont Café, which is scheduled to begin services in September.

South Lake Campus Science Health Simulation Lab Expansion

Mr. Thom Kieft provided an update on bids for the simulation lab expansion in the nursing and respiratory labs.

Leesburg West Parking Lot – A

Mr. Thom Kieft shared the resurfacing of Lot A will begin with removing trees and curbs to make the pavement flat.

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

Respectfully submitted by Kailyn Wurm, Recording Secretary.

**DISTRICT BOARD OF TRUSTEES
LAKE-SUMTER STATE COLLEGE
SOUTH LAKE
August 16, 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, Ms. Ivy Parks, and Board Attorney Ms. Anita Geraci-Carver.

ABSENT: Mr. Pete Wahl, Mr. Bryn Blaise.

PRESENTATIONS

CODE OF ETHICS

The Board Attorney presented an overview to the Board members on their code of ethics each member is to follow.

REGULAR MEETING

CALL-TO-ORDER:

The regular meeting of the District Board of Trustees, Lake-Sumter State College, was called to order by Chairman Bret Jones at 5:00 p.m. on August 16, 2023, at the South Lake Campus.

PUBLIC COMMENT:

No Public Comment cards were submitted for the meeting.

CONSENT CONSIDERATIONS:

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

SCHEDULED INFORMATION REPORTS:

President Bigard presented her report.

- Welcomed new and returning faculty for the Fall 2023 semester along with the new Medical Lab Tech and the North Lake HSCA cohorts.
- Successfully opened the new Four Corners campus and welcomed at least 150 students enrolled in classes at the campus.
- Finalizing the agreement with the City of Eustis for the CDL lineman program.

ITEM: 0923-02

- Successful LakeWorks roll out highlighting the partnership between Lake Technical College and Lake-Sumter State College.

Vice President Mews presented his report.

- Enrollment for Fall 2023 has increased by 10 ½% along with the addition of 900 students for the semester.
- The Enrollment and Student Affairs department had numerous successful recruitment events for the Fall semester and at the Four Corners Campus.
- Continuing to provide student engagement activities throughout the summer and fall to students on campus.
- Provided the data for having one or two fall commencement ceremonies for discussion.

Vice President Hogans presented her report.

- Working on SACSCOC approval for the AS in Construction Program for the spring semester.
- Water and Wastewater Management Program is on track for September 2023.
- Continuing to develop the BAS in Elementary Education for a spring 2024 program start.
- Developing the simulation lab for the Respiratory Care program.
- BA in Sports and Human Performance is continuing to progress.
- Spring semester will have the first bridge cohort from Lake Technical College that is tied along with LakeWorks.

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. Mr. Bret Jones suggested that the Finance and Private-Public Partnership Committee should have a joint meeting with the Strategic Planning Committee to discuss student housing.

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

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

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

NEW BUSINESS:

0823-15 – LEESBURG CAMPUS BUILDING M HVAC REPLACEMENT

ITEM: 0923-02

Mr. Thom Kieft recommended the approval of the Leesburg Campus Building M HVAC Replacement.

MOTION to approve the Leesburg Campus Building M HVAC Replacement, Mr. Tim Morris, SECOND, Ms. Emily Lee, motion passed.

0823-16 – SUMTER CENTER BUILDINGS 1 AND 4 ROOF REPLACEMENT

Mr. Thom Kieft recommended the approval of the Sumter Center Buildings 1 and 4 Roof Replacement.

MOTION to approve the Sumter Center Buildings 1 and 4 Roof Replacement, Ms. Jennifer Hooten, SECOND, Ms. Ivy Parks, motion passed.

0823-17 – SOUTH LAKE CAMPUS TECHNOLOGY INNOVATION CENTER SPOT SURVEY

Mr. Thom Kieft recommended the approval of the South Lake Campus Technology Innovation Center Spot Survey.

MOTION to approve the South Lake Campus Technology Innovation Center Spot Survey, Mr. Tim Morris, SECOND, Ms. Ivy Parks, motion passed.

0823-18 – LEESBURG CAMPUS WEST PARKING LOT A PROJECT

Mr. Thom Kieft recommended the approval of the Leesburg Campus West Parking Lot A Project.

MOTION to approve the Leesburg Campus West Parking Lot A Project, Mr. Tim Morris, SECOND, Ms. Emily Lee, motion passed.

0823-19 – EDUCATIONAL DEVELOPMENT AGREEMENT AMENDMENT

President Heather Bigard presented the Educational Development Agreement Amendment for review and approval.

MOTION to approve the Educational Development Agreement Amendment, Mr. David Hidalgo, SECOND, Ms. Jennifer Hooten, motion passed.

Due to a voting conflict, Ms. Emily Lee did not partake in the voting of this item.

OTHER CONSIDERATIONS:

The next regular meeting is scheduled for September 20, 2023 at the Leesburg Campus.

The meeting was adjourned at 5:43 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
September 5th, 2023 Minutes

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 4:37 pm.

Student Clubs and Organizations

Dr. Joseph Mews presented an overview on the current enrollment trends and student activities for the Fall 2023 semester, including food trucks, welcome back bashes, and student clubs. He provided a positive update on enrollment at the Four Corners Campus.

Early College Programs

Dr. Joseph Mews provided an update on student club and organization growth that has doubled since last year. There has been an increased interest in various clubs with new clubs being created to meet this demand. President Bigard provided the opportunity to have an appropriate student union for these student clubs to have a place to meet.

Student Success Course Update

Dr. Joseph Mews presented the various opportunities this course could offer students whether in career exploration, academic planning, financial literacy, health and wellness, and study skills. President Bigard provided the option to have this course paired with math courses for student success.

Other

President Bigard shared the successful opening of Teamont Café on the South Lake Campus and that the owner is an LSSC alum.

Ms. Jennifer Hooten adjourned the meeting at 5:06 pm.

Respectfully submitted by Kailyn Wurm, Recording Secretary.

Lake-Sumter State College
FINANCE COMMITTEE OF THE DISTRICT BOARD OF TRUSTEES
September 6th, 2023 Minutes

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

Mr. Tim Morris, Chair, called the meeting to order at 3:32 pm.

LSSC Financial Overview

President Bigard provided a financial overview for review. The committee agreed that the financials are on track.

Legislative Budget Request

President Bigard shared that Building 2 at the South Lake campus needs renovation for a functioning student services area and office spaces with future plans of a student union. The committee agreed upon a \$5.1 million dollar legislative ask for the renovations of Building 2 at the South Lake Campus.

Other

The committee discussed the opportunities on offering student housing and will investigate resources for future discussion.

The committee review the parking lot plans on the West side of the facilities building for approval to have Chick-fil-A use the space.

The committee discussed the opportunities for the land on the West side of College Drive and what uses could be best for students and the College.

Mr. Tim Morris adjourned the meeting at 4:21 pm.

Respectfully submitted by Ms. Kailyn Wurm, Recording Secretary.

Human Resources Staff Changes

Agenda Item: 0923-05

Background/References

Per the Florida Statute 1001.64 (18), each Board of Trustees shall establish the personnel program for all employees of the Florida College System institution.
Human Resources personnel transactions includes New Hires, Resignations, Retirements, and Separations that are presented to the District Board of Trustees for review.

Description

New Hires:

Name	Title	Effective Date
Isabelle Medlin	Enrollment Services Specialist	08/21/2023
Justin Doucet	Computer Technician I	08/18/2023
Edilia Suarez-Harrison	Early College Enrollment Counselor and Recruiter	08/14/2023
Alma Wilson	Director, Procurement & Auxiliary Services	08/15/2023
Christopher Seeker	Financial Aid Specialist	08/21/2023

Staff Status Changes

Name	Change/Title	Effective Date
Steven Clark	Dean of Science	08/01/2023
Salma Kasem	Math Emporium Coordinator	8/15/2023
David Cooper	Computer Technician I	08/16/2023
Etzer Lalanne	Computer Technician I	08/14/2023
Sunetta Lahel	Assistant Director, Talent Acquisition	08/01/2023

Staff Resignations:

Name	Title	Effective Date
Sandra Rivera	Enrollment Services Specialist Bilingual	08/18/2023
Manuel Diaz	Computer Technician II	08/18/2023

Staff Retirements:

Name	Title	Effective Date
Michael Matulia	Executive Director Athletics	08/02/2023
Kristie Harris	VP of Finance and CFO	08/16/2023

Recommendation

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

Background/References

Per the Florida Statute 1001.64 (18), each Board of Trustees shall establish the personnel program for all employees of the Florida College System institution.
Human Resources personnel transactions includes New Hires, Resignations, Retirements, and Separations that are presented to the District Board of Trustees for review.

Description

New Hires:

Name	Title	Effective Date
Beverly Gibson	Reference/Instruction Librarian	08/07/2023
William Adams	Instructor, Humanities	08/15/2023
Justice Boateng	Instructor, Mathematics	08/15/2023
Kelly Davis	Lecturer, English	08/15/2023
Courtney Forbes	Instructor, Biology	08/15/2023
Sumathi Hariharan	Instructor Engineering Technology	08/15/2023
Daniel Levin	Instructor, Mathematics	08/15/2023
Kaci Rodgers	Instructor, Biological Science	08/15/2023
Andrew Rohan	Instructor, Mathematics	08/15/2023
Georgia Skyers	Instructor, Nursing	08/15/2023
Brandon Thigpen	Instructor, Speech	08/15/2023
Saby Tucker	Instructor, Nursing	08/15/2023
Maria Wallace	Instructor, Nursing	08/15/2023
Courtney Green	Instructor, English	08/15/2023

Faculty Status Changes

Name	Change/Title	Effective Date
Dr. Elizabeth Terranova	Assistant Professor, English	08/15/2023
Amber Laster	Instructor, Mathematics	08/15/2023
Christopher Mason	Instructor, Humanities	08/15/2023
Maoying Song	Instructor, Chemistry	08/15/2023
Amy Schwab	Assistant Professor, Speech	08/15/2023

Recommendation

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

Background/References

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

Description

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

Recommendation

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



Curriculum and Instruction Committee Proposals

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

No.	ACTION	COURSE	PROGRAM/COURSE TITLE
51	Credit Program Deletion		Electrical Distribution Technology AAS
52	Credit Program Deletion		Electrical Distribution Technology Advanced CCC
53	Credit Course Deletion	ANT 2000	Intro to Anthropology
54	Credit Course Deletion	ANT 2100	Intro to World Archaeology
72	Credit Course Addition	BCN 2941	Building Construction Management Internship
73	Credit Program Modification		Building Construction Management AS
74	Credit Program Modification		Building Construction Specialist CCC
75	Credit Course Modification	BCN 1215	Materials & Methods of Construction-Finishes & Systems
76	Credit Course Modification	BCN 1230	Construction Materials and Methods I
77	Credit Course Modification	BCN 1732	OSHA Standards for Construction Industry
78	Credit Course Modification	BCN 1757	Construction Accounting
79	Credit Course Modification	BCN 2272	Blueprint Reading
80	Credit Course Modification	BCN 2760	Building Code Regulations
81	Credit Course Modification	BCN 2770	Estimating Fundamentals
82	Credit Program Modification		Respiratory Care AS
83	Credit Course Modification	RET 1007	Respiratory Pharmacology
84	Credit Course Modification	RET 1025C	Principles of Respiratory Care
85	Credit Course Modification	RET 1265C	Principles of Mechanical Ventilation
86	Credit Course Modification	RET 1274C	Clinical Care Techniques

NO.	ACTION	COURSE	PROGRAM/COURSE TITLE
87	Credit Course Modification	RET 1450C	Basic Physiological Monitoring
88	Credit Course Modification	RET 1485	Cardiopulmonary Physiology
89	Credit Course Modification	RET 1874L	Respiratory Care Clinical I
90	Credit Course Modification	RET 1875L	Respiratory Care Clinical II
91	Credit Course Modification	RET 2876L	Respiratory Care Clinical III
92	Credit Course Modification	RET 2877L	Respiratory Care Clinical IV

Monthly Fiscal Report for August 2023

Agenda Item: 0923-08

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 August 31, 2023

	FY 2022-23		FY 2023-24			
	Annual Budget	8/31/2022	Annual Budget	8/31/2023	Percent of Budget Earned/Spent	Projected 6/30/2024
REVENUES & BUDGETED FUND BALANCE						
Student Fees						
Fall						
Tuition	\$ 2,520,100	\$ 2,865,304	\$ 2,883,900	\$ 3,152,388	109%	\$ 3,090,576
Technology Fees	127,100	143,271	144,300	157,627	109%	154,536
Distance Learning	236,600	296,910	309,300	302,775	98%	305,833
Dual Enrollment	315,300	451,890	386,700	491,048	127%	343,390
HSCA Dual Enrollment	398,460	-	577,080	-	0%	577,080
Lab Fees	158,610	79,374	79,600	92,594	116%	89,897
Spring						
Tuition	\$ 2,253,800	\$ -	\$ 2,616,700	\$ -	0%	\$ 2,805,407
Technology Fees	113,100	-	131,000	-	0%	140,278
Distance Learning	223,800	-	294,100	-	0%	296,515
Dual Enrollment	388,700	-	433,500	-	0%	465,538
HSCA Dual Enrollment	357,240	-	526,700	-	0%	526,700
Lab Fees	134,120	-	117,300	-	0%	135,806
Summer						
Tuition	\$ 965,900	\$ (15,341)	\$ 949,300	\$ (9,148)	-1%	\$ 1,017,760
Technology Fees	48,300	(768)	45,000	(457)	-1%	48,187
Distance Learning	71,400	(1,680)	157,000	(750)	0%	158,289
Dual Enrollment	-	(1,296)	0	(8,062)	-1%	0
Lab Fees	26,560	(25)	9,600	(205)	-2%	11,115
Miscellaneous Fees	48,800	86,346	190,300	99,202	52%	187,173
Youth Development	282,000	642	252,000	1,696	1%	252,000
Continuing Education	1,189,522	60,159	2,163,250	179,150	8%	2,163,250
Total Student Tuition and Fees	\$ 9,859,412	\$ 3,964,787	\$ 12,266,630	\$ 4,457,858	36%	\$ 12,769,329
General Revenue Operational Support	\$ 18,725,937	\$ 3,120,990	\$ 21,090,865	\$ 3,521,396	17%	\$ 21,090,865
General Revenue Nursing Support	830,059	-	764,607	191,152	25%	764,607
General Rev. Student Success Incentive Initiative	359,055	61,727	338,782	28,232	8%	338,782
State Dual Enrollment Scholarship Program	-	-	370,000	111,687	30%	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	12,445	75,000	1,509	2%	75,000
Foundation Support	111,500	-	20,000	-	0%	20,000
Other Contracts	759,000	35,973	1,121,200	58,169	5%	1,121,200
Miscellaneous Revenue	17,000	3,022	23,850	3,320	14%	23,850
Uninsured Loss Recovery (HEERF)	-	-	-	-	0%	-
Total Revenues	\$ 33,755,872	\$ 7,198,944	\$ 39,282,734	\$ 8,373,324	21%	\$ 39,785,433
Transfers In	480,000	-	490,000	-	-	490,000
Total Revenues and Transfers In	\$ 34,235,872	\$ 7,198,944	\$ 39,772,734	\$ 8,373,324	21%	\$ 40,275,433
EXPENDITURES						
Personnel Expenditures						
Salaries and Wages	\$ 17,809,295	\$ 1,816,915	\$ 22,045,323	\$ 2,371,294	11%	\$ 21,457,829
Benefits	6,634,657	838,865	7,779,971	1,101,558	14%	7,569,387
Lapse Salary and Benefits	(913,250)	-	(1,886,000)	-	0%	-
Current Operating Expenditures	6,962,798	1,369,487	9,450,628	802,136	8%	8,978,097
Capital Outlay Expenditures	58,000	-	58,000	-	0%	58,000
Contingency	500,000	-	500,000	-	0%	-
Total Expenditures	\$ 31,051,500	\$ 4,025,267	\$ 37,947,922	\$ 4,274,988	11%	\$ 38,063,313
Transfer to Fund Other Funds	(3,000,000)	(3,000,000)	(1,800,000)	-	-	(1,800,000)
Excess of Revenues over (Expenditures)	\$ 184,372	\$ 173,677	\$ 24,812	\$ 4,098,335		\$ 412,121

Purchases Over \$65,000

Agenda Item: 0923-09

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

Please see the attached summary of purchases.

Recommendation

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

Purchase Orders Over \$65,000 – August 2023

ITEM: 0923-09

Vendor: Garland/DBS, Inc
Item Description: HSC Flat Roof & Gutters-Building Envelope
Amount: \$ 177,822.00
Purchase Order #: P2400071
Vendor Code: X00134126

Vendor: Allen, Norton, & Blue, P.A.
Item Description: Legal Services for July 2023 – June 2024
Amount: \$ 125,000.00
Purchase Order #: PB24PO02
Vendor Code: ALLNORBLU

Vendor: CenturyLink
Item Description: Telephone Services for July 2023 – June 2024
Amount: \$ 82,000.00
Purchase Order #: PB24IT02
Vendor Code: CENLIN

Vendor: Elsevier Inc
Item Description: Various Testing & SLS/SimChart Pkgs
Amount: \$ 150,000.00
Purchase Order #: PB24NU05
Vendor Code: ELSINC

Vendor: Faden Builders, Inc
Item Description: LE Parking Lot A Repaving
Amount: \$ 632,484.00
Purchase Order #: P2400100
Vendor Code: X00140059

Vendor: Garland/DBS, Inc
Item Description: SU Center Building 1 Roof/Gutter Restoration
Amount: \$ 272,273.00
Purchase Order #: P2400118
Vendor Code: X00134126

Vendor: Garland/DBS, Inc
Item Description: Sumter Center Bldg 4 Flat Roof Restoration
Amount: \$ 137,434.00
Purchase Order #: P2400119
Vendor Code: X00134126

Vendor: Fontana Consulting, PLLC
Item Description: Consulting, Accounting Services
Amount: \$ 132,498.00
Purchase Order #: P2400123
Vendor Code: X00143102

Purchase Orders Over \$65,000 – August 2023

ITEM: 0923-09

Vendor: Strata Information Group
Item Description: Financial Accounting Staff Augmentation
Amount: \$ 175,200.00
Purchase Order #: P2400130
Vendor Code: STRINF

Vendor: Johnson Controls Inc
Item Description: Building M HVAC project
Amount: \$ 809,982.00
Purchase Order #: P2400138
Vendor Code: JOHCON

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			
September 2023 Update			
Project Description	CIP Budget	Expended or PO issued as of 8/31/23	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	\$10,000	A comprehensive list of fixtures are in development for replacement.
Blue Light Parking Lot Phones/Cameras	\$125,000	\$0	The requisition for the Sumter Center blue light phones and cameras is in the approval process.
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 Rpl began July 31st with completion scheduled September 2023.
Roof Maintenance and Repairs	\$244,151	\$0	Leak mitigation continue through the Dryzone workorder process.
Roof Maintenance and Repairs	\$250,000	\$0	In Planning. Deferred Maintenance FY22 Budget allocated for project.
Sumter Center Bldg.1 Roof/Gutter Restoration	\$250,000	\$272,273	DBOT approval in August. PO issued to Garland 8/18/23. Anticipate starting Oct. 2023.
Leesburg Lake Hall Roof Restoration	\$225,000	\$0	Prebid meeting was held with Garland on 8/24/23.
Sumter Center Bldg.4 Flat Roof Restoration	\$140,000	\$137,434	DBOT approval in August. PO issued to Garland 8/18/23. Anticipate starting Oct. 2023.
South Lake Campus Bldg.1 New Gutters Installation	\$80,000	\$0	In planning.
Leesburg Campus William-Johnson Admin. Building Roof Restoration	\$70,000	\$0	In planning.
Leesburg Student Services Building Roof Replacement	\$650,000	\$0	Prebid meeting was held with Garland on 8/24/23. Anticipate low bid on the September 2023 DBOT agenda for approval.

Capital Improvement Projects 2023-2024			
September 2023 Update			
Project Description	CIP Budget	Expended or PO issued as of 8/31/23	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	\$632,484	Repaving work is near complete. Scheduled August - September 2023.
Leesburg Campus Parking Lot B Repaving	\$550,000	\$0	In planning with civil engineer. To be completed after Parking Lot A is completed.
New Structure			
South Lake Campus Facilities and Grounds Building Replacement	\$484,060	\$8,367	Building Permit # LSSC22-012 is assigned. Environmental Resource Permit Mods issued by SJRWMD on 4/4/23. The GMP received from Welbro Aug. 23 is overbudget and in review with VE options. Construction timeline targeted 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. Reviewing proposals for civil and architect. Construction timeline (TBD)
Leesburg Campus Workforce Development Center	\$24,000,000	\$0	In planning. President's Cabinet is looking for dates and sites to visit other Workforce Centers.
HVAC			
HVAC Projects (SSB, Exhaust Fan Overhaul)	\$160,035	\$188,751	Multiple HVAC projects in progress or completed FY 22-23.
South Lake Campus Building 1 HVAC Equipment and Installation	\$600,000	\$598,651	Welbro Building substantial completion in August 2023. An Air Test and Balance is scheduled week of Sept. 5th for the entire building HVAC System.
Leesburg Campus Building M HVAC Design and Replacement 40 Ton AHU	\$212,274	\$819,414	DBOT approval received in August. PO was issued to Johnson Controls August 24. The construction timeline is currently (TBD). Will use auxiliary funds to make-up the difference.
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	\$23,642	Design is near complete. 90% Construction Documents are in review.

Capital Improvement Projects 2023-2024			
September 2023 Update			
Project Description	CIP Budget	Expended or PO issued as of 8/31/23	Progress To Date
Leesburg Campus Convocation Center HVAC Design and Replacement	\$200,000	\$0	Design proposal received from Hanson. Planning to start design in Fall 2023.
General			
Furniture and Equipment	\$325,000	\$104,291	On going procurement as approved by leadership.
Leesburg Campus Monument Signage	\$70,000	\$0	In planning and final design phase.
Signage (All campuses)	\$23,000	\$486	Planning for signs at the Facilities Bldg., Student Services Building, and Shipping and Receiving.
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 in September 2023.
Leesburg Campus Student Services Building 2nd Floor Remodel	\$2,300,000	\$630,399	Design planning is in progress with Spiegle architects; complete schedule (TBD).
Building Envelope DM23 (various)	\$123,281	\$242,820	Leesburg Campus Health Science Center Roof/Gutter Restoration contract was awarded to the low bidder, early August. Waiting on materials, anticipate work starting Oct. 2023.
Leesburg Campus Liberal Arts Building Demolition	\$200,000	\$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.
Exterior Painting Projects	\$60,000	\$43,171	Exterior refresh painting is on-going. Leesburg Campus Student Services Building to complete September 2023
Interior Painting	\$90,000	\$0	Various interior painting projects continue at all Campuses.
South Lake Campus Nursing Simulation Lab Remodel	\$300,000	\$554,199	Design completed end of June. Welbro's GMP was approved 8/25/23. Construction is Scheduled Sept. - mid Dec 2023.
Leesburg Campus Student Services Building - Build ADA Restrooms	\$460,000	\$468,235	The 1st & 2nd floor Restrooms will be renovated simultaneously. Faden Builders began demo July 31. Construction timeline is expected to extend beyond 8 weeks due to unforeseen conditions.
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.

Capital Improvement Projects 2023-2024			
September 2023 Update			
Project Description	CIP Budget	Expended or PO issued as of 8/31/23	Progress To Date
Cagan Crossings	\$1,450,000	\$1,656,966	Construction of 4,800 sq.ft. of shell space for 2 classrooms and support space is substantially complete. Occupancy occurred as planned, mid August. There is some Punch List work scheduled by the contractor early September.
Leesburg Campus Student Services Building 1st Floor Remodel	\$1,500,000	\$0	In planning.
Leesburg Campus Women's Team Locker Room	\$200,000	\$25,200	In planning.
Leesburg Campus Men's Team Locker Room	\$200,000	\$10,000	In planning.
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 Exterior Flooring Replacement	\$40,000	\$28,168	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 complete on this project.

**PRESIDENT'S
REPORT**





Athletics

- Welcomed new Executive Director of Athletics, April Smith, who started on September 5th.
- Welcomed over 115 new and returning student athletes for the fall semester.
- Volleyball started the season with a win of their first game at LSSC versus Sante Fe College.
- Men & Women Cross Country started season placing 5th overall earlier this month at the Fire Invitational in Lakeland, FL.
- The LSSC Foundation Annual Golf Classic is September 15 with 26 currently registered.

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.
Working on a refresh of Lake Hall to provide updated offices and offer more collaboratives spaces for employees.
- *Four Corners*
Assisting in minor touch-ups and additions to finalize the space.
- *Sumter Center*
Submitted an estimate for approval and process of the flooring in the lobby, hallways, and student lounge.
- *South Lake Campus*
The Cooper Memorial Library and surrounding offices received new paint and space redesign to improve functionality of the space.
Creating a pod space for employees to reserve for day use.
- 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.
- Tracking 2024 Legislative Session deadlines in preparation for the College Legislative Budget Request.



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.
- Worked with FCRMS for in depth overview of benefits to be presented at the Board meeting.

Marketing, Public Affairs, and Strategic Communications

Jose Gonzalez, Associate Vice President of Marketing & Public Affairs

Kevin Yurasek, Executive Director of Strategic Communications

- Promotional Activities:
 - Four Corners Enrollment & Grand Opening
 - Enrollment marketing
 - Allied Health programs
 - Water Treatment, CDL & other Workforce Programs
 - Signature Events: Golf Classic, Distinguished Alumni & Hall of Fame Awards, New Faculty Reception, Soaring through the Decades
 - Employee recruitment campaign
 - Swoop Academy
- News articles:
 - Lake-Sumter State College celebrates the start of an exciting academic year
 - Introducing LakeWorks, Transforming Career Pathways
 - From Uncertainty to Clarity: LSSC's BAS-SL Internship Unlocks Career Potential for Joshua Frisby
 - Record-breaking state funding propels Lake-Sumter State College toward an exciting academic year
 - Teamont Cafe opens on South Lake Campus in Cooper Memorial Library
- Featured in Publications:
 - Lake-Sumter State College opens new academic year with new campus, record enrollment (Leesburg News)
 - Hurricane Idalia closures & updates (Clermont News Leader, Four Corners News-Sun, Triangle News Leader, WFTV, Fox 35, News 6, Spectrum 13, Orlando Sentinel, Orlando Business Journal, WMFE/NPR, Florida Phoenix, others)
 - Local colleges align to offer workforce partnership (Clermont News Leader, Four Corners News-Sun, Triangle News Leader)
 - Lake-Sumter State College expansion means more opportunities in Four Corners (Four Corners News-Sun, Clermont News Leader)
 - Teamont Café to open on LSSC campus in Clermont (South Lake Tablet)
 - Record-breaking funding for LSSC this year (Sumter Sun Times, Clermont News Leader, Triangle News Leader)



- NRECA has earned DOE grants to advance three proposed microgrid projects (NRECA)
 - Microgrid feasibility studies award grant for rural community projects (Energy Portal)
 - Nursing students find success beyond the classroom through AdventHealth Waterman's Dedicated Education Unit (AdventHealth)
 - From homelessness to happiness (Clermont News Leader)
 - From student to RN: The power of setting goals (Triangle News Leader, Clermont News Leader)
 - Better health care through robotics (Triangle News Leader)
- Social media statistics for August 2023:
 - LSSC social media posts had 188,684 impressions with 5,669 engagements for a rate of 2.52%.
 - All social posts reached a total of 175,211 people over the month.

Professional and Organizational Development **Deborah Snellen, Executive Director**

- Shared 6 New Horizons Orientation sessions with over 30 employees
 - Four LSSC departments were involved in August sessions and seven departments scheduled to be involved in the Fall 2023 sessions.
 - Survey feedback received thus far shows 100% of employees are seeing an increase in the knowledge acquired throughout the trajectory of the day.
- Required trainings have been revamped from past setup that was plagued with technical challenges, and was reportedly very time consuming for individuals to complete. The new version of the trainings have been broken into 6 different training shells to cover ALICE, Campus Safety, FERPA, and Cybersecurity.
- Offered one keynote at Welcome Back Convocation for all faculty on topics related to teaching excellence including enhancing student engagement, fostering positive relationships with students, classroom technology, AI and ChatGBT, designing rubrics, OER, and others.
- Offered virtual adjunct orientation focused on teaching strategies for all adjuncts.
- Collaborating with other LSSC departments to offer a badging program for professional development accomplishments.
- Instructional designers Dr. James Martin and Dr. Justin Greathouse presented on AI in Education at Western Oregon University's TechCon.
- Launched First Year Faculty Experience program.

VICE PRESIDENT'S UPDATES



**Division of Academic Affairs
Report to the President and District Board of Trustees
September 1, 2023**

Ms. Karen Hogans, Vice President of Academic Affairs

Access

- Honors Program: There are 12 students in the new cohort, all of whom are enrolled in courses this semester. We have 10 returning students as well, who will graduate at the end of the spring semester.
- LSSC launched a partnership with Lake Technical College called LakeWorks. This program provides articulations, reverse-articulations, and career pathways for students from both institutions. These opportunities are primarily in the Workforce areas, such as Criminal Justice, Nursing, and Strategic Leadership. Existing articulations lead LTC students into all our Workforce programs.

Workforce Development

- DEU experiences have been organized at Advent Health, Orlando Health, and UF Health. Each of these DEU sites have increased the number of students/nurse instructors for the Fall 2023 semester. (Advent Health=30; Orlando Health South Lake=30; UF Health=23 (LRMC-7, TVRH-16).
- AVP John Temple, Mr. Greg Jones, Mr. Bruce Duncan, and Dr. Chris Sargent attended the RoMAC Builders Lunch to represent the new Building Construction Management program. They had a table set up with program materials and sign-up sheets. Thirty Leesburg High School Construction Academy students attended, many of whom signed up for more information. They also collected names from current partner employees looking to upskill for promotion. We spoke with CareerSource about our new wastewater program starting this fall.

Student & Learning Success

- A new online math course orientation was launched with four scheduled Zoom meetings. A total of 230 students in online sections of MAT1033 and MAT1105 participated in the live sessions, and the recording was made available to students who were not able to participate.
- Librarians will be embedded in all 75 individual course sections for Fall, including ENC1101 and ENC1102, all research nursing courses, and several advanced courses in the BAS - Strategic Leadership Program.
- The Trauma Drama project facilitators will be running eleven nursing simulations with student “actors” over the Fall semester. Dr. Laura Dana (nursing) and Assistant Professor Amber Karlins (English/Humanities) collaborated to design this cross-disciplinary

educational experience for students in nursing and the humanities. The project also incorporates volunteers from the community.

Learning & Work Environment

- Kevin Arms, Associate Dean of Library and Learning Services, recently returned from a residency program at Harvard Graduate School of Education in Cambridge, Mass. The Leadership Institute for Academic Librarians was a six-day, intensive graduate school experience focusing on modern leadership methods, stakeholder mapping, strategic planning, and reframing. It was attended by 113 students from 89 institutions around the world, including Switzerland, Brazil, Canada, United States, Portugal, Finland, Norway, Qatar, Saudi Arabia, and Jordan. His program was designed to give him more insight into his role as a leader in Learning Services.
- Librarian Alison Norton was a guest speaker on a community panel hosted by Barrel of Books and Games Bookstore centered on the theme of Banned Books: Literacy and Legislation. Alison was joined on the panel by State Representative Lavon Bracey Davis and the Director of Equity from 904ward's Regina Newkirk Rucci.
- Associate Dean Daniel Weber is amongst those selected to serve on a panel of 20 university and college faculty members assessing the Humanities CLEP exam to determine if it is equivalent to intro courses such as HUM2020. This will take place beginning the afternoon of October 20th and ending October 22nd.

Enrollment & Student Affairs Division Update for the President and Board of Trustees September 20, 2023

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

Enrollment Summary:

As of September 12, Fall 2023 enrollment stands at 5,159 headcount, an increase of 8.5% (+391) compared to this time last year. This headcount total also represents a fall semester record-high for LSSC, breaking the previous record of 5,151 from Fall 2019. Full-time equivalency (FTE) is trending ahead by 10.4%. Fall enrollment will continue through mid-October with 10- and 7-week sessions starting on September 25 and October 16 respectively. Spring 2024 application windows are now open and registration will begin in October.

Access

- The Enrollment Services and Academic Advising teams guided 1,261 new fall enrollees through New Student Advising and Registration during the month of August.
- Leesburg campus enrollments are up by 21%, South Lake by 14%, Sumter by 9%, and online by 7%. So far, there are more than 200 course enrollments in Four Corners.
- Record growth in the Dual Enrollment program with a 12% increase over last fall.
- Fall applications are up by 13% overall, and new enrollments are up by 11%.
- The inaugural Criminal Justice, Engineering Technology, and HSCA North Lake Early College Academies all started successfully. Including the HSCA South Lake and Villages High School programs, with a record 650 students enrolled in academies this fall.
- The Educational Opportunity Programs' Talent Search and Emerging Lakehawks programs supported 685 6-12 grade students this year, and met the TRIO grant requirement of 612 students prior to the August 31 deadline.

Workforce Development

- The Engineering Tech Early College Academy completed a three-day orientation prior to the start of the new academy. The orientation included focused activities about the field of Engineering Technology and how the academy will lead to a credential for employment

Student Learning and Success

- Continuing spring-to-fall enrollment is trending ahead of last year by 8.5%.
- Student Life led several 'Welcome Week' activities to support students during the first two weeks of the fall semester. There were welcome stations at every campus during the first two days of classes to help students find what they needed and settle into their new routines. Food trucks were on the scene to provide free ice cream treats to students looking to beat the heat and learn about ways to get involved. The second week of classes featured Welcome Back Bashes, highlighted with music, food, fun activities, and opportunities for students to connect with clubs, organizations, and support services on campus. In total, over 1,700 students engaged in these activities.
- Student Government Association Officers are working on their upcoming events schedule including the planning for Constitution Day activities in September.

**Facilities Planning and Operations Division
Update for the President and District Board of Trustees
September 20, 2023**

Thom Kieft, Vice President, Facilities Planning and Operations

Learning & Work Environment

Leesburg Campus

- Parking Lot A near College Drive has had all of the trees removed due to life safety issues and has been resurfaced since last month. The parking lot is now absent of obstacles such as parking stops, trees, and roots which provides a more safe and pleasant parking experience as well as open spaces for outdoor events.
- The exterior of the Science-Math Building has had all vertical and horizontal joints replaced as well as bricks sealed and stucco repaired and painted.
- Several sidewalks near the Science-Math Building have been replaced and one of our vendors repaired sidewalks behind the Student Services Building and Lake Hall that were damaged while they were painting the Student Services Building.
- Over 150 palm trees were trimmed by our tree vendor to prepare the campus for the fall 2023 semester. They also removed a couple of trees that were struck by lightning or causing sidewalk issues.
- The new custodial and grounds vendor, ABM, has visited and toured all three campuses to conduct assessments. ABM representatives held an orientation of Thursday, August 31 for their new staff. They began servicing the college sites on September 1.

Sumter Center

- The Facilities staff met for a day long workshop on Thursday, Sept. 7 at the Sumter Center to begin the detailed work of the 5-Year Capital Plant Survey where every space needs to be analyzed and survey recommendations are created for capital projects for 2024-2029.

South Lake Campus

- Teamont Café has opened for business in the Café Dupee and held a South Lake Chamber of Commerce ribbon cutting on Tuesday, September 5.
- WELBRO Building Corporation will begin remodeling and expanding the Nursing Simulation Lab and Respiratory Care Lab in the Science-Health Partnership Building the week of September 5.

Access

Four Corners -Cagan Crossings Town Center

- WELBRO Building Corporation has completed 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 began at this new location on August 21, 2023 for the fall 2023 semester.

**Institutional Advancement Division
Update for the President and Board of Trustees
September 20, 2023**

Dr. Laura Byrd, Senior Vice President of Institutional Advancement

Access

- The LSSC Foundation awarded \$562,000 in scholarships to 830 students for the Fall 2023 semester—the largest number of student awards and the largest amount in a fall semester on record.
- 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. The tournament currently has 26 teams registered—total capacity 30 teams.
- The Monster Dash is scheduled for October 28 on the Leesburg Campus. This event raises money to support the College and our students. Currently, 98 runners/walkers are signed up.
- **Community Foundation of South Lake** – submitted a grant for \$25,000 to support the Student Emergency Assistance Fund.
- **June H. Jones Foundation** – submitted a grant for \$25,000 to support scholarships and the Student Emergency Assistance Fund.

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.
- **Orlando Health Community Grant** – submitted an application for \$50,000 to support virtual learning in the nursing program.
- **Pathway Career Opportunity Grant** – submitted an application for \$36,000 to support the electrical apprenticeship program.

Student Learning & Success

- The 12th Annual Distinguished Alumni & Hall of Fame Celebration is scheduled on October 10 at 6:00 p.m. on the Leesburg Campus in the Everett A. Kelly Convocation Center. This is an amazing event recognizing the accomplishments of LSSC alum, faculty, staff, and community members.
- Alumni, Judge Jason Nimeth will be speaking at the last session of the 60th Anniversary Speaker series on September 26 at 6:00 p.m. on the Leesburg Campus in the Science Health Building, Room 131.

Learning and Work Environment

- Congratulations to Kathy Ingold, Assistant Director of the LSSC Foundation on completing her Master of Arts in Educational Leadership at UCF.

GIFTS & CONTRIBUTIONS OVER \$1,000 RECIEVED August 1 - 31, 2023

Name	Gift Amount	Fund Description	Gift Subtype
Beta Theta ESA	\$1,000.00	Beta Theta ESA Scholarship	Scholarship
Largey Law	\$1,000.00	Monster Dash	Sponsorship
Ernie Morris Enterprises, Inc.	\$15,000.00	Gala - 2023	Sponsorship
Eustis Area Scholarship	\$37,400.00	Ted Jones Memorial Scholarship	Scholarship
Florida Architects, Inc.	\$3,500.00	Gala - 2023	Sponsorship
Florida College System - Dream Maker	\$7,360.00	Brighter Futures Foundation-Dream Makers	Scholarship
Florida College System - Florida Blue Scholarship	\$15,141.00	Blue Cross & Blue Shield Scholarship	Scholarship
Florida College System - Helios	\$5,421.00	The Helios Ed Found-1st Generation	Scholarship
GSB Construction & Development	\$1,000.00	Athletic - Golf Tournament	Sponsorship
Lake County Sheriff's Charities, Inc.	\$2,000.00	Athletic - Golf Tournament	Sponsorship
Leware Construction Company of Florida, Inc.	\$1,000.00	Athletic - Golf Tournament	Sponsorship
Living Mortgage Group	\$1,000.00	Athletic - Golf Tournament	Sponsorship
Orange Blossom Lions	\$1,607.49	Lion's Club-Orange Blossom Gardens	Scholarship
Orange Blossom Lions	\$1,536.00	Lion's Club-Orange Blossom Gardens	Scholarship
Quality Moving Services	\$2,000.00	Athletic - Golf Tournament	Sponsorship
Raine Tire & Auto, LLC	\$2,000.00	Athletic - Golf Tournament	Sponsorship
Rotary Club of The Villages Foundation, Inc.	\$6,000.00	Rotary Club-Villages- Milton Lang	Scholarship
Warner Family Foundation, Inc.	\$4,000.00	General Scholarship	Scholarship
Total	\$107,965.49		

**Technology Innovation Division
Report for the President and District Board of Trustees
September 20th, 2023**

Nick Kemp, Vice President of Technology Innovation/CIO

Learning and Work Environment

- Actively planning the implementation of Four Corners and Online campuses in the ERP system and self-service student registration tool.
- All smart board computers have been updated to Windows 11 which improves the overall security, performance of smart board systems, and enables the College to leverage the latest features and functionalities that Windows 11 offers. Additionally, the College will benefit from smoother and more efficient interactions in the classrooms, leading to enhanced productivity and collaboration.
- The Production studio has created multiple new videos, to include Vice President interviews, the Welcome Back Convocation, the promotion of our Wastewater Treatment program, along with additional program promotional videos. The purpose of these videos is to foster a more engaging and informed community. Production of these videos effectively communicates leadership's vision and helps to increase awareness of the programs we have at the College.
- 30 laptops and a dedicated laptop cart have been deployed at Four Corners. These will help facilitate learning in the two classrooms and common area. This investment will provide students and staff with improved access to digital resources and collaborative tools enhancing the learning experience.
- Additional safety and security technology continues to be installed at Four Corners to include 3 outdoor and 5 indoor cameras, access control and a burglar alarm system.
- During the month of August, the Technology Infrastructure crew successfully installed 23 new hire laptops, ensuring that new employees have the necessary technology to seamlessly integrate into our workforce. This swift response underscores the commitment to providing efficient onboarding processes and promptly equipping the team members with the tools they need to excel in their roles.
- The Technology Innovation Department has made significant progress by either reimaging or updating a total of 400 laptops for classrooms or laptop carts. This initiative ensures that classrooms and labs are equipped with the latest technology and software, enabling a seamless and productive learning environment for students and instructors.
- Throughout the month of August, 45 representatives of 30 Service Areas attended an Assessment Kick-off; Nearly 100 faculty attended the Academic Assessment Kick-off on August 18.

**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**





September 11, 2023

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

Re: Board Attorney Report for September 20, 2023

Dear Trustees:

Below is an update on several matters of interest to the Board.

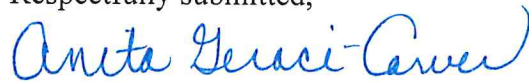
Karen Parker v. Lake-Sumter State College and Leadership Lake County, Inc., Lake County Case No. 2019-CA-001641. Ms. Parker alleges the College was negligent surrounding an alleged incident on August 18, 2016 where Ms. Parker claims she was injured when she tripped and fell while attending an event on 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. On August 28, 2023 an Order Denying Motion for Summary Judgment was entered without explanation.

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**



Background/References

Per Florida statute 1001.64, each Board of Trustees has responsibility for the establishment and discontinuance of program and course offerings.

Description

The BS in Elementary Education degree program is currently being developed to provide a pathway for students to enter a teaching career.

A summary of our progress to have the degree approved for implementation is presented for informational purposes.

Recommendation

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

Lake-Sumter State College Elementary Education Baccalaureate Degree Program Executive Summary

Timeline:

- **July 24** Submitted NOI to Apprise for University & College review
 - To date, no objections or concerns
- **November 1** Submit Baccalaureate Degree Application to DFC for review
 - **January 2024** Projected date to submit to State Board of Ed for approval of Baccalaureate Degree Program
 - During this timeframe internal approval will be sought
 - **Sept. 2024** Curriculum & Instruction Committee Approval request
 - **October 2024** Strategic Planning Council Approval request
 - **October 2024** Board of Trustees Approval request
 - **December 2024** Submitted to Dr. Albee for COCC Approval
- **April 15** Submission of Teacher Preparation Initial Application to FLDOE
 - Includes program overview
 - All required elements for certification, ESOL endorsement, Reading endorsement (as required by FLDOE)
 - Annual Review process and accountability
- **Program approval set for July 2024**
- **LAUNCH DATE AUGUST 2024**

Projected Enrollment:

- Fall 2024~ 50 students
- Spring 2025~ 30 students
- Continue to add 30+ students each year
- Currently 99 current students indicated elementary education/early childhood as their intended major

Pathways to Degree Completion

AA Pathway:

- 60 credit hours of core elementary ed coursework with paid/workforce option embedded each semester

AS Pathway

- Each AS student will come with various general education credits. We will have various solutions, but will advise with the following three options in mind:
 - Students who wish to complete their AA first can complete all required general education credits prior to beginning elementary education courses then start with a cohort in fall or spring.
 - Students who wish to begin taking courses towards their AA degree with 12 or less general education credits will be cohorted with the incoming cohort and will be allowed to take two elementary ed courses, and two general education courses with a paid workforce option OR another general education course option. After two semesters they will complete the AA degree and become full time elementary education majors

- Students who need between 21 and 12 credit hours of general education and would like to begin taking elementary education courses will also be given the opportunity to take education courses alongside their general education courses and be provided a workforce option or general education option. They will require an additional semester of work to complete the program.

Recommended Advisory Board Members:

- Mrs. Diane Kornegay, Superintendent of Lake County Schools,
- Mr. Richard Shirley, Superintendent of Sumter County Schools,
- Jaimie Kinney, Principal of Bushnell Elementary,
- Andrea Steenken, Principal of Lake Pointe Academy K-8 School,
- Stacy Keaveny, Assistant Principal of East Ridge High School,
- Bonnie Watkins & Dr. Opal Mahoney, Lead Teachers for the Tavares High School Teaching Academy,
- Amy Burns, Lead Teacher for the South Sumter High School Teaching Academy, and
- Christine Palmer, Lake County Schools Teacher of the Year.

Program Highlights

- full-time paid internship with Lake County Schools (working to establish with Sumter County Schools),
- additional opportunity to work part time two days a week during each semester simulating an apprenticeship.
- Each course also has a clinical component built in, and our students will work alongside K-8 students at Lake & Sumter schools.
- Additionally, we have partnered with the Lake Education Foundation for tuition reimbursement opportunity (\$60,000 has been allocated for year 1) and would like to work with the proposed advisory board and the LSSC Foundation to best utilize those dollars and continue to seek additional scholarship money for our Elementary Ed students. The intention is to embed the apprenticeship model within our program to best prepare our students and serve our district partners.

New Program Approval: BS in Sports and Human Performance

Agenda Item: 0923-16

Background/References

Per Florida statute 1001.64, each Board of Trustees has responsibility for the establishment and discontinuance of program and course offerings.

Description

The BS in Sports and Human Performance degree program is currently being developed to provide a pathway for students to enter the workforce related to sports, human performance and wellness.

A summary of our progress to have the degree approved for implementation is presented for informational purposes.

Recommendation

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

NEW PROGRAM APPROVAL REQUEST
Lake-Sumter State College Academic Programs (Credit)

Credit Program Title: Bachelor of Science in Sports and Human Performance

Length: 120 credit hours

CIP: 31.0507; Physical Fitness Technician

Related SOC Codes: Primary SOC 39-9031, Exercise Trainers and Aerobics Instructors;
Secondary SOC 27-2022, Coaches and Scouts

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

Program Description:

The Bachelor of Science in Sports and Human Performance is designed to prepare students for employment as personal trainers, performance coaches, health specialist, movement specialists, strength and conditioning coaches, fitness instructors, and sport coaches in Lake and Sumter counties. Students who complete this program will obtain the skills, knowledge, and abilities in the legal and ethical aspects of sport, event management, anatomy and physiology, biomechanics, exercise physiology, sport facility operations, strength and conditioning concepts, nutrition, and sport coaching. The program concludes with a 240-hour internship for the students to gain hands-on experience from an industry professional in their field of study.

Justification:

Research was conducted through local data sources as well as interviews with industry partners to determine local demand. Their input was included while developing the curriculum for this program.

Clermont is known as the Choice of Champions with a focus on sport, health, and wellness but there are no degree opportunities in the surrounding area that provide instruction in these careers. The University of Central Florida (UCF) eliminated their Sport and Athletic Coaching track, which also focused on fitness and coaching, in 2021. At that time, they had a consistent enrollment of approximately 140 students which leaves an unmet need of an additional 140 students above the National Center for Education Statistics (NCES) data. Unique to South Lake County is the Olympus Project. The Olympus Master Plan comprises a synergistic array of development zones, including multi-sport competition and training venues for collegiate, professional, and elite athletes, leading edge wellness, fitness and sports medicine facilities for athletes, individuals, families, businesses, and the local community. Also included are public fitness trails, a state-of-the-art fitness and health club, healthy living/destination spa, and renowned orthopedic doctors/groups expected to create over 4000 jobs, 582 in the fitness and sports categories. According to Mike Carroll, Marketing Manager for Olympus, the majority of the 582 jobs will require a college degree such as we are proposing.

Lake-Sumter State College received a \$900,000 grant from the Livewell Foundation of South Lake to develop and fund this program for a minimum of three years. The Livewell Foundation of South Lake's mission is to inspire, through grant-making, sustainable initiatives that enhance the health and wellness of the South Lake Community.

Primary Standard Occupational Classification (SOC) Code - Fitness Trainers and Aerobics Instructors, 39-9031

This is the only SOC code the National Center for Education Statistics (NCES) lists for the wide range of careers discussed below that this code represents. In the world of practicing personal trainers or related professions, the actual positions of Fitness Trainers and Aerobics Instructors are the low end, both in education and salary; you will find them at the local Planet Fitness or similar discount fitness facilities. These types of facilities do not employ quality personal trainers, performance coaches, health specialists, movement specialists, strength and conditioning coaches, fitness instructors, and other related positions that meet our local partner's needs. NCES lists only a high school diploma as required but the U.S. Bureau of Labor Statistics states that employer's may prefer to hire fitness workers, including personal trainers and the other titles listed above, with a baccalaureate degree in exercise science or related field, and additional certification, such as our proposed program.

The National Training Center, Performance 360, Spectrum Sports, and Olympus all state they would only hire persons in these careers that hold a bachelor's degree such as ours with additional certification(s). Chase Kough, owner of Performance 360 here in Clermont, currently employs six full-time performance coaches/personal trainers with an annual income of \$50,000 to \$150,000. Each of them holds a baccalaureate degree with additional certification(s). These are the types of professionals this degree is intended to attract and educate.

Secondary SOC - Coaches and Scouts, 27-2022

According to the US Bureau of Labor Statistics, "coaches teach amateur or professional athletes the skills they need to succeed at their sport. They hold practice and training sessions to improve the athletes' form, skills, and stamina. Along with refining athletes' individual skills, coaches are responsible for instilling the importance of good sportsmanship, a competitive spirit, and teamwork. Employment of coaches and scouts is projected to grow 20 percent from 2021 to 2031, much faster than the average for all occupations". As they are responsible for the physical conditioning of their athletes, it is important they have a thorough understanding of body systems including how the body moves, nutrition, and the effect of exercise on the body. That is why we have included anatomy and physiology, nutrition, strength and conditioning concepts, biomechanics, and exercise physiology in the curriculum for all students in the program.

According to FDOE data, coaches and scouts only require a high school diploma, however the US Bureau of Labor Statistics lists a bachelor's degree as required. Our target market is for coaches who aspire to be sports coaches as their chosen career. The largest employers of coaches and scouts are colleges, universities, and professional schools along with elementary and secondary schools. Depending on the specific sport, they may begin their career coaching in a sport league, or in a coaching position in a public or private school which may require temporary teacher certification.

The coaching curriculum is based on the National Standards for Sport Coaches developed by the National Association for Sport and Physical Education (NASPE) in collaboration with the US Olympic Committee and the National Collegiate Athletic Association (NCAA). This collaboration resulted in the developing coaching standards which include eight domains and 40 standards covering the subjects of philosophy and ethics, safety and injury prevention, physical conditioning, growth and development, teaching and communication, sport skills and tactics, organization and administration, and evaluation. Each of these important topics are included in the proposed program curriculum.

Facilities and Equipment Specific to Program Area

Classrooms with computer, projectors, and Smart Boards are available on the South Lake and Leesburg campuses.

Labor Market Demand

SOC Code	SOC Title	Number of new Openings through the next 8 years	Average Hourly Wage	Median Annual Starting Salary
27.2022	Coaches and Scouts	1753*	\$22.32	\$46,421
39-9031	Fitness Trainers and Aerobics Instructors	5697*	\$19.57	\$40,700**

39-9031 includes personal trainers, performance coaches, health specialists, movement specialists, strength and conditioning coaches, and fitness instructors. As of August 30, 2023, ZipRecruiter listed 64 job postings for personal trainers, **all starting at over \$50,000**, within 25 miles of Orlando.

Local Institutions Program Offerings:

College	Program Name	Program Cost
University of Central Florida	Kinesiology BS	\$12,737 (60 semester hours)
Daytona State College	None	
Seminole State College	None	
Valencia State College	None	

Labor Market Demand data was based on region 12 statistics as approved by FDOE.

*The Number of New Openings does not include projections from the Olympus project and other projected growth in South Lake County.

Additional Certifications

This program will help prepare students to pass certification exams in their field of study as the curriculum is based on the subjects we know will be needed. Many certifications are available and may be obtained through multiple professional organizations.

Marketing and Recruitment Plan

Program brochures will be created both hard copy and digital, recruitment fairs help, visits to local high schools by program faculty and admissions team, and information will be added to the LSSC website. The Marketing Department will be requested to complete additional digital and print materials, as well as a marketing video. The program will be marketed in the community to current employees at partner businesses wishing to “upskill”. Local businesses will be provided information sessions and other opportunities to engage the College regarding the program. Current AA and AS students at LSSC will be informed of the program and provided information upon graduation from their 2-year program. Information will also be provided to student athletes at Lake and Sumter high schools.

Letters of Support

Chase Kough, Owner, Performance 360

Dan Schuck, Vice-President and Co-Owner, Spectrum Performance

David Colby, President and Chief Executive Officer, South Lake Chamber of Commerce

Ebo Entsuah, Clermont City Council

Jeff Duke, Member, Board of Directors, Livewell Foundation of South Lake

Kathleen Dial, Director, Economic Development, Office of Elevate Lake (County)

Michael J. Carroll, Co-Founder and Chief Marketing Officer, Olympus

Mike Kelly, Director of Business Expansion, Lake Economic Area Development (LEAD)

Paul Johns, Chief Financial Officer, Orlando Health at South Lake Hospital

Roseann Breckles, Fitness Manager, Orlando Health National Training Center

Sean Parks, Lake County Commissioner serving South Lake County

Lake-Sumter State College
BS in Sports and Human Performance
Multi-Year Budget Projections

	FY22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28
Total Enrollment (Unduplicated HC)	-	-	40	88	94	106
Credits	-	-	1,227	2,586	2,820	3,165
Revenue:	\$	\$	\$			
Projected Tuition Revenue	-	-	112,626	237,369	258,848	290,515
Lab Fee Revenue						20,000
Grant (Foundation/Other Grant)	73,700	158,400	217,374	104,513	88,928	-
Subtotal	73,700	158,400	330,000	341,882	347,776	310,515
Expense:						
Salaries and Benefits	63,000	112,000	233,000	243,802	249,160	250,679
Other Operating Expenses	10,700	46,400	97,000	98,080	98,616	50,368
Subtotal	73,700	158,400	330,000	341,882	347,776	301,047
Total Net Operating Margin	0	0	0	0	0	9,468

Student Services Building Roof Replacement

Agenda Item: 0923-17

Background/References

The Leesburg Campus Student Services Building roof is beyond repair and needs to be replaced prior to renovations to the 2nd floor of the building.

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 had roofing contractors perform the pre-bid walk on Thursday, August 24. See attachments for the detailed scope.

The four bids received were:

Crawford Roofing	\$611,756
TeamCraft Roofing	\$774,517
Veteran Builders	\$835,594
CORE Roofing	\$926,541

It is recommended to award the project to Garland/DBS, Inc to the lowest bidder Crawford Roofing for \$611,756 that is detailed on the supplemental materials.

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
Student Services Center
9501 US HWY 441
Leesburg, FL 34788

Date Submitted: 09/07/2023
Proposal #: 25-FL-230874
MICPA # PW1925

FL General Contractor #: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:

FIELD:

1. Demo existing roof system and all related accessories to existing LWIC.
2. LWIC repaired as needed on a line item cost basis.
3. Remove abandoned curbs, penetrations as directed by owner.
4. Install new B Decking where applicable and infill with loose laid polyiso and mechanically attached 1/2" DD prime to match existing insulation heights.
5. Mechanically attach 1 ply of HPR Tri-Base Premium per fastening pattern provided by Garland Engineering Services.
6. Install 1 ply HPR Torchbase.
7. New 24G stainless steel pitch pans installed where existing with cap to fully conceal pourable sealant – Please refer to Garland provided detail:
 - a. All joints to be soldered
 - b. Bottom half filled with Gar-rock
 - c. Top half filled with Tuff Flash LO
8. New leads at all vent stacks.
9. Install 1 ply StressPly IV Plus Mineral:
 - a. Grey granules applied to all bleed out

10. New edge metal installed around all perimeter elevations:
 - a. New wood nailer installed around all perimeter elevations
 - i. Field's base sheet to run past wood nailer by minimum 3"
 - b. Garland .040 Aluminum flat sheets to be utilized
 - i. Owner to select standard kynar finish
 - ii. Existing Fascia length to be kept. If greater than 7" – Contractor will fabricate a fascia extender to the appropriate length
11. 2 Coats of Garla-brite installed after minimum 2 week cure time:
 - a. Base coat installed at 1 Gal/100 SqFt
 - b. Top coat installed at .5 Gal/100 SqFt

DRAINAGE:

12. All internal roof drain assembly to be replaced:
 - a. New lead
 - b. Cast iron drain strainer
 - c. Bolts
13. Contractor to snake all drains to ensure all IRD's are functioning properly.
14. Through wall scuppers to receive new spill out scupper fabricated using 24G stainless
 - a. All joints to be soldered
 - b. 4" minimum flange per Garland provided detail

BASE AND CURB FLASHINGS:

15. All curb and base flashings replaced:
 - a. Cant strip installed at all transitions greater than 45 degrees
 - b. Pro Stop FR applied over cant strip
 - c. SA Base IV applied into field extending 3" and up past top of the cant minimum 3"
 - d. Install 1 ply HPR Torchbase
 - e. Install 1 ply StressPly IV Plus Mineral
 - i. 3 course application of flashing bond and gar-mesh at all vertical seams
 - ii. Grey granules applied for surfacing
 - f. Flat termination bar installed with 3 course application of flashing bond and gar-mesh used over properly secured termination bar
 - g. 2 Coats of Garla-brite installed after minimum 2 week cure time
 - i. Base coat installed at 1 Gal/100 SqFt
 - ii. Top coat installed at .5 Gal/100 SqFt
16. Base/Curb Flashings – Counter flashing:
 - a. Garland .040 Aluminum flat sheets to be utilized
 - b. Owner to select standard kynar finish

OTHER:

17. Contractor responsible for reinstallation and certification of LP system through licensed third party.
18. Owner to instruct at Pre-Bid on removal of satellite dish as well as which abandoned curbs/penetrations are to be removed.
19. Roof hatch to be replaced with new bilco hatch:
 - a. Contractor is responsible for measurement

ADDENDUM 1

1. Contractors to utilize a stair tower for roof access. Please factor this into your respective bid.
2. Contractors are to utilize ¾" plywood as laydown surfacing where ever a lift/lull is being driven. If driven off the plywood for any reason, contractor will be fully responsible for any damage to landscape, curbing, sidewalks, etc.
 - a. If damage occurs to sidewalk where ¾" plywood is utilized, owner will assume liability for applicable repairs to that specific area. Cost to be determined by contractor's unit cost which is to be provided in bid submission.
3. Both satellite dishes are to be removed by the awarded contractor. Owner will provide electrical disconnect and confirm with contractor prior to units being demobilized from roof top.
4. Contractors to replace both skylights on main flat section.
 - a. Contractors are responsible for obtaining measurements to ensure proper fit.

Attachment C: Bid Form - Line Item Pricing Breakdown					
Item #	Item Description	Unit Price	Quantity	Unit	Extended Price
2.07	Tear-off & Dispose of Debris: SYSTEM TYPE BUR W/ Insulation and Mineral Surfacing - Lightweight / Gyp Deck	\$ 3.06	17,500	SF	\$ 53,550
6.14.02	Roof Deck and Insulation Option: LIGHTWEIGHT CONCRETE / GYPSUM ROOF DECK - TORCH APPLIED / SELF-ADHERING APPLICATION INSULATION OPTION: Without Insulation - Must at Least Mechanically Fasten a Base Sheet to the Roof Deck Prior to Installation Installed with FM 1-90 Attachment Patterns	\$ 2.29	17,500	SF	\$ 40,075
12.03.02	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: ASTM D 6163 SBS Fiberglass Reinforced Modified Bituminous Sheet Material Type III - 210 lbf/in tensile	\$ 4.79	17,500	SF	\$ 83,825
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	17,500	SF	\$ 150,675

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	300	SF	\$ 7,089
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	17,800	SF	\$ 48,060
23.75	Roof Drainage, Scuppers, Stacks, Curbs and Pitch Pockets Install & Connect new 6" roof drain & Flashing; Excluding Plumbing	\$ 1,214.65	8	EA	\$ 9,717
23.98	Roof Drainage, Scuppers, Stacks, Curbs and Pitch Pockets Installation of Coping/Edge Nailers 2" X 6"	\$ 5.63	400	LF	\$ 2,254
	Metal Stretch-Out: .040 Aluminum Edge Metal with Four (4) Bends	\$ 15.16	400	LF	\$ 6,064
Sub Total Prior to Multipliers					\$ 401,309
22.01	MULTIPLIER - DIFFICULT ROOF OR BUILDING ACCESS Multiplier is applied when labor production is effected by roof or building access. Situations that can cause roof access to be more difficult include, but are not limited to: no access for lifts or cranes, access is dependent upon road closure, access point requires the closure of a building entrance, roof level is not accessible from the ground, roof area is interior to adjacent roofs or roof materials and materials and equipment must be loaded to one roof area and carried to another roof area, roof materials and equipment must be carried to the roof through an interior building access point, no or limited staging areas on the ground, etc.	30	401,309	%	\$ 120,393
22.08	MULTIPLIER - ROOF HEIGHT IS GREATER THAN 20 FT, BUT LESS THAN OR EQUAL TO 50 FT STORIES Multiplier is applied when labor production is effected by the roof height. This multiplier applies to roof heights that exceed an estimated 2 stories, but are less than or equal to an estimated 5 stories. Additional roof height can require increased safety requirements, larger lift equipment, tie-offs, etc.	25	401,309	%	\$ 100,327

22.21	MULTIPLIER - ROOF SIZE IS GREATER THAN 10,000 SF, BUT LESS THAN 20,000 SF Multiplier is applied when Roof Size is greater than 10,000 SF, but less than 20,000 SF. Situation creates the fixed costs: equipment, mobilization, demobilization, disposal, & set-up labor to be allocated across more of an average roof area resulting in fixed costs being a slightly larger portion of the overall job costs	10	401,309	%	\$ 40,131
Total After Multipliers					\$ 662,159

Base Bid Total Maximum Price of Line Items under the MICPA: **\$ 662,159**

Proposal Price Based Upon Market Experience: **\$ 611,756**

Garland/DBS Price Based Upon Local Market Competition:

Crawford Roofing	\$ 611,756
TeamCraft Roofing	\$ 774,517
Veteran Builders	\$ 835,594
CORE Roofing	\$ 926,541

Crawford Roofing - Unforeseen Site Conditions:

Decking Replacement	\$ 28.50 per Sq. Ft.
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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. Sales and use taxes 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. Prevailing Wages are excluded.
7. 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 Science-Health Simulation Expansion Guaranteed Max Price

Agenda Item: 0923-18

Background/References

The South Lake Campus Nursing Program is expanding thus a larger nursing simulation lab is needed to meet the student demand. Also, the Respiratory Care Program based on the South Lake Campus is beginning by the Fall 2024 semester and the program needs a lab to meet accreditation standards.

Although the District Board of Trustees has selected WELBRO Building Corporation 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 expand the number of nursing simulation rooms from two to four and also create a control room for nursing faculty to operate the high-fidelity simulators in various scenarios. An adjacent debriefing room will be constructed for nursing faculty and groups of nursing students to discuss the scenarios that students responded to in the simulation lab.

The project also creates a respiratory care lab for the new program that will commence by the Fall 2024 semester. This lab will have headwalls that will have compressed air, vacuum, and oxygen which are needed for skills in the respiratory care field.

WELBRO Building Corporation has submitted a GMP of \$515,385 under the CMAR Continuing Services contract. The goal is to have this project completed by December 15 so both labs can be utilized in the Spring 2024 semester.

Recommendation

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

LSSC - Alterations to Simulation Laboratory
WELBRO Building Corporation
Construction Document Budget
August 23, 2023



Schedule of Values

BID PACK	BID PACKAGE DESCRIPTION	TOTAL COST	\$ / SQFT ON TOTAL
AREA TOTAL(S):			2,695
01A	Final Clean	6,400	2.37
02B	Selective Demolition	8,362	3.10
06A	Plastic Laminate Millwork & Solid Surface Countertops	11,069	4.11
07B	Waterproofing and Joints Sealants	1,752	0.65
07E	Fire Safing	800	0.30
08A	Doors & Hardware - Materials	16,046	5.95
08B	Doors & Hardware - Installation	2,450	0.91
08D	Interior Storefront & Glazing	6,720	2.49
09A	Gypsum Board Assemblies	33,773	12.53
09D	Acoustical Ceilings	22,820	8.47
09E	Resilient Flooring and Carpet Tile	7,080	2.63
09H	Painting	7,070	2.62
10C	Miscellaneous Specialties	9,741	3.61
21A	Fire Protection	13,982	5.19
22A	Plumbing	49,800	18.48
23A	HVAC	49,600	18.40
26A	Electrical	51,700	19.18
		0	0.00
TOTAL COST OF WORK		299,165	111.01
General Conditions	LUMP SUM	132,588	49.20
Subtotal		431,753	160.21
Insurance	0.5866%	2,679	0.99
Builder's Risk Insurance	BY OWNER	0	0.00
Building Permit	BY OWNER	0	0.00
Subcontractor Default Insurance (SDI)	1.491%	4,461	1.66
Performance Bond		5,103	1.89
Subtotal		443,996	164.75
Contractor Contingency		25,000	9.28
Subtotal		468,996	174.02
Fee	10.000%	46,389	17.21
GRAND TOTAL COST		\$515,385	\$191.24

Spot Survey Recommendation Demolition of Buildings 4 and 13

Agenda Item: 0923-19

Background/References

The Florida Department of Education Office of Educational Facilities (OEF) requires the College's District Board of Trustees approval prior to submitting the Room Condition Change - Building Replacement/Raze Form, which occurred in March 2023.

At this time, a spot or survey recommendation needs to be submitted and approved in order to proceed with razing of Buildings 4 and 13 (Lecture Hall and Faculty Office Buildings).

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

Description

Based on previously submitted Castaldi analyses and building assessments, the OEF has concurred with the architects and LSSC District Board of Trustees that it is more cost effective to replace rather than remodel these buildings. In order to continue to plan for razing of these buildings, a spot or supplement survey recommendation needs to be approved by the LSSC District Board of Trustees to raze buildings 4 and 13.

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

