



Lake Sumter State College

DISTRICT BOARD OF TRUSTEES

Wednesday, October 18, 2023

Sumter Center

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, October 18 2023
Sumter Center

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**
Student Demographics for Fall 2023
- IV. CONSENT CONSIDERATIONS**
- | | | |
|---------|--------------|-----------------------------------------------------------------------------------------------------|
| 1023-01 | Approve: | Minutes of the September 13, 2023 Facilities Meeting |
| 1023-02 | Approve: | Minutes of the September 20, 2023 Regular Meeting |
| 1023-03 | Approve: | Minutes of the September 27, 2023 Strategic Planning & Finance & Public-Private Partnership Meeting |
| 1023-04 | Acknowledge: | Human Resources Staff Changes |
| 1023-05 | Acknowledge: | Monthly Fiscal Report for September 2023 |
| 1023-06 | Approve: | Purchases over \$65,000 |
| 1023-07 | Acknowledge: | Capital Improvement Projects Report |
| 1023-08 | Acknowledge: | 2023-2024 Academic Program Advisory Committees |
| 1023-09 | Acknowledge: | 2023 FCS Affordability Report |
| 1023-10 | Acknowledge: | Health Insurance Rates for 2024 |
- V. PRESIDENT'S REPORT**
1023-11 President Bigard's Update
- VI. VICE PRESIDENT'S REPORTS**
1023-12 Thom Kieft, Vice President of Facilities Planning & Operations
- VII. COMMITTEE REPORTS**
- | | |
|---------|--------------------------------------------------------------------|
| 1023-13 | 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

VIII. BOARD ATTORNEY REPORT

1023-14 Ms. Anita Geraci-Carver's Update

IX. NEW BUSINESS

1023-15	Approve:	First Reading of Board Rule 1.02
1023-16	Approve:	South Lake Facilities Management and Grounds Building
1023-17	Approve:	Lake Hall Roof Replacement
1023-18	Approve:	Request for Proposal Master Planning Services
1023-19	Approve:	2023 Legislative Budget Request

X. OTHER CONSIDERATIONS AS NEEDED BY CHAIRMAN/PRESIDENT

XI. ADJOURNMENT

CALENDAR NOTES:

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
Student Engagement Committee	Tuesday, October 31, 2023 4:30 pm	Leesburg
Finance & Public-Private Partnership Committee	Wednesday, November 1, 2023 4:00 pm	Leesburg
Strategic Planning Committee	Monday, November 6, 2023 5:00 pm	Leesburg
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
September 13th, 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 5:00 pm.

Student Services Building Roof

Mr. Thom Kieft discussed the need for the replacement and repair of the roof on the Student Services Building on the Leesburg Campus.

Science Health Building Simulation Lab

Mr. Thom Kieft provided an update on the progress of the simulation lab in the Science Health Building on the South Lake Campus.

Faculty Office Building and Lecture Hall Spot Survey

Mr. Thom Kieft provided one of the first steps for construction of the Faculty Office Building and Lecture Hall is to complete a Spot Survey.

Ms. Jennifer Hooten adjourned the meeting at 5:37 pm.

Respectfully submitted by Kailyn Wurm, Recording Secretary.

**DISTRICT BOARD OF TRUSTEES
LAKE-SUMTER STATE COLLEGE
SOUTH LAKE
September 20, 2023**

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

ABSENT: Mr. Pete Wahl

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, Mr. David Hidalgo, motion passed.

SCHEDULED INFORMATION REPORTS:

President Bigard presented her report.

- Congratulated the Enrollment and Student Affairs team, along with many other departments, who were instrumental in breaking the Fall enrollment record of 5,200 students.
- Thanked the many supporters who attended the successful grand opening of the Four Corners campus location at Cagan Crossings.
- Provided an update on the most recent Council of President's meetings in Tallahassee preparing for the legislative session.
- Discussed the various meetings held with legislatures for Lake and Sumter Counties at the South Lake Campus to show the growth and need of that location.

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

ITEM: 1023-01

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:

0923-15 – BS IN ELEMENTARY EDUCATION UPDATE

Ms. Stephanie Luke provided an update on the College progress for the BS in Elementary Education.

This item is for information purposes only.

0923-16 – NEW PROGRAM APPROVAL: BS IN SPORTS AND HUMAN PERFORMANCE

Ms. Karen Hogans presented the updated new program for the BS in Sports and Human Performance for review and approval.

MOTION to approve the BS in Sports and Human Performance, Mr. Tim Morris, SECOND, Ms. Jennifer Hooten, motion passed.

0923-17 – STUDENT SERVICES BUILDING ROOF REPLACEMENT GUARANTEED MAX PRICE

Mr. Thom Kieft recommended the approval of the Student Services Building roof replacement.

MOTION to approve the Student Services Building roof replacement, Ms. Jennifer Hooten, SECOND, Ms. Emily Lee, motion passed.

0923-18 – SOUTH LAKE SCIENCE-HEALTH SIMULATION EXPANSION GUARANTEED MAX PRICE

Mr. Thom Kieft recommended the approval of the South Lake Science-Health Simulation Expansion.

MOTION to approve the South Lake Science-Health Simulation Expansion, Ms. Ivy Parks, SECOND, Ms. Emily Lee, motion passed.

0923-19 – FACULTY OFFICE BUILDING AND LECTURE HALL SPOT SURVEY

Mr. Thom Kieft recommended the approval of the Faculty Office Building and Lecture Hall Spot Survey.

MOTION to approve the Faculty Office Building and Lecture Hall Spot Survey, Ms. Ivy Parks, SECOND, Ms. Emily Lee, motion passed.

OTHER CONSIDERATIONS:

The next regular meeting is scheduled for October 18, 2023 at the Sumter Center.

The meeting was adjourned at 5:35 p.m.

ATTEST:

Mr. Bret Jones, Board Chair

Dr. Heather Bigard, Secretary/College President

Recording Secretary: Kailyn Wurm

**Lake-Sumter State College
STRATEGIC PLANNING AND FINANCE & PUBLIC-PRIVATE PARTNERSHIP
COMMITTEES OF THE DISTRICT BOARD OF TRUSTEES
September 27th, 2023 Minutes**

In attendance: Mr. David Hidalgo, Chair, Mr. Tim Morris, Mr. Bret Jones, Ms. Ivy Parks, President Heather Bigard, Dr. Joseph Mews, and Mrs. Kailyn Wurm.

Mr. David Hidalgo, Chair, called the meeting to order at 5:00 pm.

South Lake Campus Growth Projections

Discussed the continued development happening in the Lake and Sumter Counties. Discussed the need to develop a Master Plan for the South Lake Campus and various ways to approach a master planning. The Committees agreed that a professional facilitator would be most effective. The Committees stated a priority to drive workforce development is the continued building and support in our community.

Mr. David Hidalgo adjourned the meeting at 5:28 pm.

Respectfully submitted by Ms. Kailyn Wurm, Recording Secretary.

Human Resources Staff Changes

Agenda Item: 1023-04

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
Jeffrey Light	Director, Energy Programs	09/20/2023
Dr. Jennifer Kiselica	Coordinator, SAS	09/18/2023
Michael Baran	Web Developer	09/06/2023
Bethany Heath	Academic Advisor I	09/05/2023
Christopher McGuire	Assistant Director, Early College Academies and Dual Enrollment	09/05/2023

Staff Status Changes

Name	Change/Title	Effective Date
Isamari Medina Montes	Director, Financial Aid	09/01/2023

Staff Retirements:

Name	Title	Effective Date
Debra Szlasa	Director, Accounting	09/15/2023

Staff Separations:

Name	Title	Effective Date
David Fletcher	Facilities Technician II	09/22/2023

Recommendation

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

Monthly Fiscal Report for September 2023

Agenda Item: 1023-05

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 September 30, 2023

	FY 2022-23		FY 2023-24			
	Annual Budget	9/30/2022	Annual Budget	9/30/2023	Percent of Budget Earned/Spent	Projected 6/30/2024
REVENUES & BUDGETED FUND BALANCE						
Student Fees						
Fall						
Tuition	\$ 2,520,100	\$ 2,905,801	\$ 2,883,900	\$ 3,185,585	110%	\$ 3,063,063
Technology Fees	127,100	145,296	144,300	159,288	110%	153,161
Distance Learning	236,600	304,140	309,300	311,880	101%	308,792
Dual Enrollment	315,300	451,459	386,700	489,968	127%	342,635
HSCA Dual Enrollment	398,460	-	577,080	-	0%	577,080
Lab Fees	158,610	79,229	79,600	92,894	117%	90,189
Spring						
Tuition	\$ 2,253,800	\$ -	\$ 2,616,700	\$ -	0%	\$ 2,780,432
Technology Fees	113,100	-	131,000	-	0%	139,030
Distance Learning	223,800	-	294,100	-	0%	299,384
Dual Enrollment	388,700	-	433,500	-	0%	464,514
HSCA Dual Enrollment	357,240	-	526,700	-	0%	526,700
Lab Fees	134,120	-	117,300	-	0%	136,247
Summer						
Tuition	\$ 965,900	\$ (15,341)	\$ 949,300	\$ (9,148)	-1%	\$ 1,121,951
Technology Fees	48,300	(768)	45,000	(457)	-1%	56,036
Distance Learning	71,400	(1,680)	157,000	(750)	0%	157,367
Dual Enrollment	-	(792)	0	(12,165)	-1%	7,790
Lab Fees	26,560	(25)	9,600	(205)	-2%	26,458
Miscellaneous Fees	48,800	92,407	190,300	109,949	58%	196,337
Youth Development	282,000	767	252,000	1,711	1%	252,000
Continuing Education	1,189,522	80,601	2,163,250	242,168	11%	2,163,250
Total Student Tuition and Fees	\$ 9,859,412	\$ 4,041,094	\$ 12,266,630	\$ 4,570,718	37%	\$ 12,862,417
General Revenue Operational Support	\$ 18,725,937	\$ 4,681,484	\$ 21,090,865	\$ 5,267,978	25%	\$ 21,090,865
General Revenue Nursing Support	830,059	-	764,607	191,152	25%	764,607
General Rev. Student Success Incentive Initiative	359,055	96,627	338,782	56,463	17%	338,782
State Dual Enrollment Scholarship Program	-	369,638	370,000	136,880	37%	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	2,343	3%	75,000
Foundation Support	111,500	-	20,000	-	0%	20,000
Other Contracts	759,000	50,959	1,121,200	116,351	10%	1,121,200
Miscellaneous Revenue	17,000	5,729	23,850	6,902	29%	27,606
Uninsured Loss Recovery (HEERF)	-	220,100	-	-	0%	-
Total Revenues	\$ 33,755,872	\$ 9,478,076	\$ 39,282,734	\$ 10,348,787	26%	\$ 39,882,277
Transfers In	480,000	-	490,000	-	-	490,000
Total Revenues and Transfers In	\$ 34,235,872	\$ 9,478,076	\$ 39,772,734	\$ 10,348,787	26%	\$ 40,372,277
EXPENDITURES						
Personnel Expenditures						
Salaries and Wages	\$ 17,809,295	\$ 3,058,380	\$ 22,045,323	\$ 3,998,256	18%	\$ 21,543,450
Benefits	6,634,657	1,296,590	7,779,971	1,684,976	22%	7,549,452
Lapse Salary and Benefits	(913,250)	-	(1,886,000)	-	0%	-
Current Operating Expenditures	6,962,798	2,092,177	9,450,628	1,358,244	14%	8,969,387
Capital Outlay Expenditures	58,000	-	58,000	-	0%	58,000
Contingency	500,000	-	500,000	-	0%	-
Total Expenditures	\$ 31,051,500	\$ 6,447,147	\$ 37,947,922	\$ 7,041,476	19%	\$ 38,120,289
Transfer to Fund Other Funds	(3,000,000)	(3,000,000)	(1,800,000)	(2,496)	-	(1,800,000)
Excess of Revenues over (Expenditures)	\$ 184,372	\$ 30,930	\$ 24,812	\$ 3,304,815		\$ 451,988

Purchases Over \$65,000

Agenda Item: 1023-06

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 – September 2023

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

Vendor: WELBRO Building Corporation
Item Description: South Lake SIM Lab
Amount: \$ 536,832.61
Purchase Order #: P2400165
Vendor Code: X00139865

Vendor: Tarkett USA Inc.
Item Description: Flooring for Lake Hall-LE
Amount: \$ 102,410.38
Purchase Order #: P2400189
Vendor Code: X00134656

Vendor: Garland/DBS, Inc
Item Description: SSB Roof Replacement
Amount: \$ 611,756.00
Purchase Order #: P2400204
Vendor Code: X00134126

Recommendation

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

Background/References

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

Description

A report on the status on projects is attached.

Recommendation

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

Capital Improvement Projects 2023-2024			
October 2023 Update			
Project Description	CIP Budget	Expended or PO issued as of 9/30/23	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 Dead-end 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 and completed 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. Project to start Oct. 2023 (Timeline TBD).
Leesburg Lake Hall Roof Restoration	\$225,000	\$0	Bid Proposals received from Garland Sept. 29th are in review.
Sumter Center Bldg.4 Flat Roof Restoration	\$140,000	\$137,434	DBOT approval in August. PO issued to Garland 8/18/23. Project to start Oct. 2023 (Timeline TBD).
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	\$611,756	DBOT approval in September. PO issued to Garland 9/21/23. Anticipate starting end of October 2023. (Timeline TBD)
Paving-Grounds			

Capital Improvement Projects 2023-2024			
October 2023 Update			
Project Description	CIP Budget	Expended or PO issued as of 9/30/23	Progress To Date
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	\$575,200	Resurfacing work completed September 2023. New sod and curbing was added to scope and installed.
Leesburg Campus Parking Lot B Repaving	\$550,000	\$9,700	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 was approved end of September after Value Engineering. Construction timeline anticipated is Nov. 2023 - 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 26th to start Design Development. Construction timeline (TBD)
Leesburg Campus Workforce Development Center	\$24,000,000	\$0	In planning. Cabinet is looking for dates and sites to visit other Workforce Centers.
HVAC			
HVAC Projects (SSB, Exhaust Fan Overhaul)	\$160,035	\$271,819	Multiple HVAC projects in progress or completed FY 22-23.
South Lake Campus Building 1 HVAC Equipment and Installation	\$600,000	\$600,501	Welbro Building was substantially complete in August 2023. The Air Test and Balance Report for the entire building HVAC System was received Sept. 19th and in review. A final walk through with the Contractor and Engineer is scheduled Oct. 4th.
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. HVAC Equipment has been procured. 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.
Leesburg Campus Convocation Center HVAC Design and Replacement	\$200,000	\$0	Design proposal received from Hanson. Planning to start design in Fall 2023. A new Bard unit has been purchased for under \$10k to cool the areas now.

Capital Improvement Projects 2023-2024			
October 2023 Update			
Project Description	CIP Budget	Expended or PO issued as of 9/30/23	Progress To Date
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 Leesburg Campus Facilities Bldg. and Shipping & 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 October 2023.
Leesburg Campus Student Services Building 2nd Floor Remodel	\$2,300,000	\$170,500	Design Development 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 in October 2023.
Exterior Painting Projects	\$60,000	\$48,245	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	\$8,336	The 1st & 2nd floor Restrooms will be renovated simultaneously. Faden Builders began demo July 31st. 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.
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 was some Punch List work scheduled by the contractor in September.

Capital Improvement Projects 2023-2024			
October 2023 Update			
Project Description	CIP Budget	Expended or PO issued as of 9/30/23	Progress To Date
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	Planning and Schematic Design options are in progress with Hunton Brady architects; complete schedule (TBD).
Leesburg Campus Men's Team Locker Room	\$200,000	\$10,000	Planning and Schematic Design options are in progress with Hunton Brady architects; complete schedule (TBD).
South Lake Campus Buildings-1 & 2 Covered Walkway	\$80,000	\$0	In planning.
Elevator DLM Code Requirement	\$70,000	\$57,275	Updated proposal received September 21st. PO is currently in process. Materials lead time is approximately 10 weeks.
Sumter Center LED Lighting Upgrades	\$60,000	\$0	In progress. A meeting is scheduled on Oct. 6 to discuss Sumter Center lighting.
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	\$28,168	Scope includes the lobby, hallways and Student Lounge flooring. Replacement is tentatively scheduled Nov. 17th, work to complete over the weekend.
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 26th. Work completed end of August 2023.
Leesburg Campus Lake Hall Renovation/Refresh	\$200,000	\$159,815	Interior repairs, painting and new flooring replacement work is in progress. Completion date is Nov. 2023.

Background/References

Per section 1004.92, Florida Statutes and State Board of Education Rule 6A-6.0571, the College must meet with industry partners a minimum of twice a year to assess program learning outcomes.

Description

The advisory committee lists for Workforce and Allied Health academic programs are provided to the Board of Trustees each year for approval. Each committee meets twice per year, once in the fall semester and once in the spring semester, to discuss their respective academic program, provide input on curriculum, and discuss student preparedness for internships or employment upon graduation.

Recommendation

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



Lake-Sumter State College

Academic Program Advisory Handbook

2023-2024

ADVISORY COMMITTEE HANDBOOK

Advisory committees provide several key functions in the operation of Career and Technical Education (CTE) Programs at Lake-Sumter State College (LSSC). Most importantly, they serve as the college connection to the region, to industry trends, to local workforce needs and to future resource support. The Advisory Committee Handbook provides guidelines for the operation of advisory committees for use by LSSC program leaders when recruiting members for the advisory committees. The handbook summarizes committee structure, function and roles. Most importantly, advisory committees exist to provide needs assessment, academic program review, curriculum planning, experiential learning options and resource development.

INTRODUCTION

These guidelines have been developed to assist advisory committees to better understand the purpose, membership, and activities of advisory committees.

Advisory committees are essential for the success of the Lake-Sumter State College (LSSC) Certificate, Advanced Technical Certificate and Associate of Science degree programs. These committees, comprised of knowledgeable representatives from the workplace, provide timely advice and consultation regarding curriculum planning, ultimately assisting students with career directions and career decisions.

PURPOSE

Career and Technical Education (CTE) programs offered by LSSC are a vital part of LSSC's mission to meet community workforce needs. CTE programs are designed to prepare students for employment in rapidly changing business and industrial environments. Therefore, it is essential that LSSC partner with employers and organizations in the local community. The success of LSSC's programs is incumbent upon the activity of advisory committees.

Advisory committees are designed to ensure that the knowledge and skills students receive in our programs are up to date with those needed in the current workforce.

Advisory committees are important resources in helping LSSC make wise decisions, resulting in the best education programs for the residents of our communities.

Advisory committees for CTE programs are mandated by the Educational Amendment of 1976 and the requirement is included in the Florida State Plan for Vocational Education. They are also required for grant administration and LSSC reaccreditation.

ROLE OF THE ADVISORY COMMITTEE

Advisory committees make recommendations to faculty and staff on issues such as curriculum development, student recruitment, assessment, instructional equipment and supplies. Their primary

function is to assist LSSC in ensuring that ultimately our students when completing programs are meeting the current needs of business and industry.

Advisory Committee Functions May Include:

- Needs assessment
- Academic program review/curriculum planning
- Facilities/Technology equipment/resource upgrading
- Recruitment of students Identification of trending certifications
- Experiential learning

options Needs Assessment

- Conduct labor force surveys
 - Identify entry level salaries related to program area
 - Identify job titles related to program area Identify job openings in the labor market
 - Survey the community at regular intervals for job opportunities
 - Coordinate surveys with other workforce related entities such as CareerSource Central Florida
 - Assist with task inventories to determine job skills needed in the local labor

market Academic Program Review/Curriculum Planning

- Review and recommend updates in program curriculum
 - Provide input for quality and performance standards
 - Evaluate relevance and effectiveness of program in terms of meeting community needs and suggest revisions if needed
 - Analyze course content and sequence o Suggest program updates and enhancements
- Research current and future trends affecting the program and then, recommend the knowledge, skills and competencies required for successful career entry or re-entry
- Contribute to program reviews, accreditations or re-accreditations, curriculum improvement initiatives and quality of learning outcomes
- Assist in faculty recruitment via recommendations and/or interview

participation Facilities/Technology Upgrading Recommendations

- Review and recommend facility and/or equipment improvements:
 - Review and evaluate facilities and equipment
 - Evaluate and recommend space, equipment and/or laboratory design o Identify new technology relevant to curriculum
 - Provide advice on technology, software and equipment changes and then, advocate on behalf of the program and college for those resources.
- Donate resources such as but not limited to equipment, software and other instructional materials when appropriate

Recruitment of Students

- Serve as a communication link/advocate between LSSC and prospective students
 - Serve as an advocate for CTE
 - Communicate information to the LSSC communities about advisory committees and their functions as a means of promoting LSSC, the programs and encouraging others to become involved
- Stimulate awareness of CTE needs and contributions to the world of work

- Serve as guest lecturers in classes and/or host field trips/tours
- Participate in job fairs and open houses
- Disseminate program related information to workplace, professional associations, and the LSSC communities

Recruitment

- Assist in marketing the LSSC programs and recruiting students through presentations and expos, etc.
- Sponsor scholarships and recognition awards for outstanding students in

CTE Internships

- Host internships
- Provide other on-the-job training opportunities and work-based learning experiences such as shadowing days, career fairs and mentorships

ORGANIZATION AND STRUCTURE

The membership of an advisory committee will be representative of CTE programs, the faculty, and the communities which LSSC serves. The membership will provide a bridge between LSSC and business, industry, and government resources. The advisory committee membership list for each CTE program are included in the following pages.

Each committee chair will be selected during the fall organizational meeting. The chair will organize and facilitate the meeting, supported by the LSSC liaison. The LSSC liaison will act as scribe for each meeting and follow up with committee members regarding assigned tasks as needed between meetings.

Associate in Science in Business Administration

College Liaison: Dr. Christopher Sargent, Associate Dean of Workforce Development

Name	Title	Company
Alexandra Eugene	Business Teacher	The Villages High School
Debbie Cyr	CTE Teacher	Eustis High School
Joseph Elias	Chairman	SCORE Association
David McCormick	Adjunct Associate	Professor University of Maryland Global Campus
Samantha Hayes	Accounting Operations Administrative	Lake Technical College
Erika Green	Associate Director, Workforce & Business Development	Elevate Lake Economic Development
Christina Grusauskas	Career and Technical Education Department	Tavares High School

Associate in Science in Computer Information Technology

College Liaison: Dr. Christopher Sargent, Associate Dean of Workforce Development

Name	Title	Company
Jim Faulkner	IT Manager	City of Mount Dora
Chuck Durante	Retired / Adjunct Instructor	Lake Sumter State College
Rommel Roberts	CEO	Redd Ash Technologies SCORE Association
Ryan Mezzell		United Efficiency
Melissa Stephan	Director of Curriculum and Instruction	Lake Technical College
Mary Scott	Director of Human Resources	Lake County Tax Collector
Robert Natale	Owner	Rubicon 5 LLC
Erika Green	Associate Director, Workforce	Elevate Lake Economic Development
Tony Oxford	President	Global Technology Integrators, LLC

Bachelor of Applied Science in Strategic Leadership

College Liaison: Rep. John Temple, AVP of Workforce Development

Name	Title	Company
Phil Braun, Esq.	Compliance and Legal Department	City of Mount Dora
Frances Y. Celis	Director of College and Career Readiness	Lake-Sumter State College
Sue Cordova	Oncology Patient Navigator	Redd Ash Technologies SCORE
Patrick Endicott	Commercial Print Coordinator	United Efficiency
Sandi Moore	Executive Director	Lake Technical College
Pastor Feliciano F.		Lake County Tax Collector
Robert Hicks	Chief of Police	Rubicon 5 LLC
Ken Thomas	Director	Elevate Lake Economic
Victoria Nolan	Senior Recruitment Specialist	Global Technology
Dr. Gary Segal	BAS-Strategic Leadership Instructor	Lake-Sumter State College
Dr. Debra Volzer	Senior Director State and Workforce Partnership	Development Wiley Education Services
General James E. Shane US Army (R)		Shane Business Enterprises

Bachelor of Applied Science in Strategic Leadership Continued...		
Daniel Dodsworth	Computer Technician I	Lake-Sumter State College
Christie Beachum	Project Manager	Primary Partners
Becky Dicus	System Director	HIS Central Florida Health

Associate in Science in Health Services Management
College Liaison: Rep. John Temple, AVP of Workforce Development

Name	Title	Company
Christie Beachum, MPA	Project Manager	Primary Partners
Karen Blanchette BA	Executive Director	PAHCOM
Crystal Bruning CMM	Practice Administrator	Integrated Women's Health
Charmaine Hall PhD., CPC,	Corporate Service Line Manager	Health Information Management
Nichole Kelly	Manager, Clinical Operations	UF Health at Central Florida
Karen Mathias, RHIA	Director	HIS Advent Health Waterman
Kelly McLendon, CHPS	Managing Director	Compliance Pro Solutions, LLC
Carol Millwater Ryan	Executive Director	Lake Sumter Medical Society & We Care Development
Mary Nicoli	Health Info Mgr/Coordinator	Langley Health Services
Linda Renn	VP	HIM Professional Services STAT, Inc.
Brandy Ziesemer RHIA CCS	HSM Adjunct	Lake-Sumter State College

Associate in Science in Criminal Justice
College Liaison: Gregory Bridgeman, Criminal Justice Program Manager

Name	Title	Company
Charles Broadway	Police Chief	Clermont Police Dept
Michael Bond	Training Center Director	Lake Technical Center
Scott Mack	Advisory Board Chair	Leesburg Police Department
Sara Coursey		Eustis Police Department
David Rivers	Owner	Forensic Consulting
Cpt Skott Jensen	Lake County Sheriff's Office	Detention Center

Associate in Science in Engineering Technology
College Liaison: Rep. John Temple, AVP of Workforce Development

Name	Title	Company
Robert Cabrera		Duke Energy
David Thomas		City of Leesburg
Adrian Zvarych		Qualus Engineering
Bob Seigworth		
Gregg Morrell		SECO Energy
Jay J. Polizzi		TECO Energy
Richard J. Oris		Lake County Schools
Melissa Stephan		Lake Technical College

Associate in Science in Nursing & Bachelor of Science in Nursing

College Liaisons: Dr. Christine Ramos, Director ASN Nursing Program

Dr. Elinda Steury- RN/BSN Program Director

Name	Title	Company
Sara Hickson	Clinical Education Manager	Advent Health Waterman
Ashley Stine	Vice President, Clinical Outcomes	UF Health Central Florida
Tammy Youngren	Director	Community Medical Care Center
Regina Marcano	Hospice Liaison	Compassionate Care Hospice
Jazmin Rivera	Clinical Educator	Cornerstone Health Services
Diane Xeller	Florida Department of Health	
Judith Walters	Director of Nursing	Lake Port Square
Linda Bahlke	Director of Nursing	LifeStream Behavioral Center
Maureen Murphy	Resident Services Director	Osprey Lodge
Sandra Fleishman	Student Coordinator	Nursing Clinical Department Orlando Health
Eileen Devine	Manager, Clinical Education	Orlando Health Arnold Palmer Hospital
Patty Genday	Assistant Vice President Chief Nursing Officer	Orlando Health
Bonnie Onofre	Chief Nursing Officer	Orlando Health South Lake Hospital
Kam Bushnell	Learning Specialist, Student Coordinator	Orlando Health Central Hospital
Tito Ardines, RN	Managing Director of HR	Waterman Village (Home Health Care)
Dr. Jessica Shearer	Dean of Allied Health	Lake-Sumter State College
Dr. Christine Ramos	Director of ASN Nursing Program	Lake-Sumter State College
Brenna Broadway	Director of ASN Nursing Practice	Lake-Sumter State College
Deborah Dunlap	Director- Nursing Operations	Lake-Sumter State College
Dr. Elinda Steury	RN-BSN Program Director	Lake-Sumter State College

Associate in Science in Respiratory Care

College Liaison: Catrina Lovelady, AS in Respiratory Care Program Director

Name	Title	Company
Beth Howell	Respiratory Department Manager	Advent Health Waterman
Dr. Tom Berlin	Director of Respiratory Care	Orlando Health - Health Central Hospital
Kim Van Zile	Respiratory Department Manager	Orlando Health - South Lake Hospital
Wendy Webber	Respiratory Supervisor	Orlando Health - South Lake Hospital
Ellen Grabau	Respiratory Educator	Orlando Health - South Lake Hospital

Associate in Science in Respiratory Care Continued...		
Kimberly Hart	Respiratory Department Manager	Orlando Health - Arnold Palmer Hospital
Melissa Quinones Negron	Respiratory Department Manager	Orlando Health - Winnie Palmer Hospital
Lynn Harper	Respiratory Department Manager	UF Health Leesburg Hospital
Amber Rose	Respiratory Supervisor	UF Health Central Florida at The Villages
Eric Peterson	Respiratory Supervisor	UF Health Central Florida at The Villages
Jamie Majnetico	Respiratory Care Program Manager	Seminole State College
Sharon Shenton	Respiratory Care Program Manager	Valencia College
Juana Delacruz	Community Member	

Associate in Science in Medical Lab Technology

College Liaison: Dr. Jessica Shearer, Dean of Allied Health

Name	Title	Company
Nancy Hernandez	Director of Clinical Education	UF Health
Ashley Stine	Vice President, Clinical Outcomes	UF Health
Yvonne Kramarick	Laboratory Manager	Advent Health
Sara Hickson	Clinical Education Manager	Advent Health
Wanda Rodriguez	Laboratory Manager	Advent Health
Fredrick Moses, Jr.	Laboratory Director	Orlando Health – South Lake Hospital
Robin Johnson	Clinical Director of Laboratory Services	Vista
May Santiago	Medical Laboratory Technology Instructor	Lake-Sumter State College

Line worker/Electrical Distribution Technology

College Liaison: Greg Jones, Executive Director of Business and Economic Development

Name	Title	Company
Bob Seigworth		Elite of Ocala
Ed Rook		Elite of Ocala
Greg David		City of Leesburg
Brad Chase		City of Leesburg
David Trowell		Pike Energy
Derek Roberson		SECO
Jeff Slaybaugh		SEPCO
Darin Joyce		Team Fishel
Cristina Perez Diaz		Orlando Utilities Commission
Audrey Lewis		Duke Energy
Ryon Roberts		Duke Energy
Timothy Dale Watson		Duke Energy
James Auld		Florida Power & Light NextEra Energy

Bachelor of Science in Elementary Education

College Liaison: Stephanie Luke, Executive Director of BS in Elementary Education

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

Bachelor of Science in Sports and Human Performance

College Liaison: Jeff Biddle, Executive Director of BS in Sports and Human Performance

Name	Title	Company
Chase Kough	Owner	Performance 360
Roseanne Breckles	Fitness Manager	Orlando Health Nat. Training Center
Brian Sargis	Movement Specialist	Performance 360
Dr. Jeff Duke	Author of 3D Coaching	
Brian Foreman	Parks and Recreation Director	City of Clermont
Mike Carroll	Marketing Director	Olympus Project

Background/References

The Affordability report is submitted in accordance with section (s.) 1004.084, Florida Statutes (F.S.) by identifying and sharing institutional strategies that promote college affordability for all FCS students. In addition, this report includes sections on current practices for the selection of textbooks and cost-saving innovations in accordance with s. 1004.085(8), F.S.

Description

The FCS provides a cost-effective and efficient avenue for raising the state's educational level and economic status of Florida citizens, consistent with Executive Order 19-31 that aims at making Florida the number one state in the country for workforce education by 2030. To keep college affordable, FCS institutions developed multiple initiatives to reduce costs and increased strategies that promote affordability. The Affordability report is submitted in accordance with section (s.) 1004.084, Florida Statutes (F.S.) by identifying and sharing institutional strategies that promote college affordability for all FCS students. In addition, this report includes sections on current practices for the selection of textbooks and cost-saving innovations in accordance with s. 1004.085(8), F.S. The report merged the college and textbook affordability requirements, which was done to increase efficiencies and streamline college reporting and is submitted each year by September 30.

Report components

The report contains three main areas each institution must address to denote its efforts to make college affordable for students: tuition and fees, textbook affordability, and financial aid.

Reports comparison 2022 to 2023

The 2022 and 2023 reports were similar regarding tuition and fees, and financial aid. In both years, we reported no increase in tuition, and some course fees were increased while others decreased based on the consumable expenses budgeted.

In the textbook affordability section (some parts were similar in both years), we reported compliance with posting class textbook requirements within 45 days of the start of classes. The 2023 report was expanded to include new requirements: posting of syllabi for general education courses at least 45 days prior to the start of classes, inclusion of a zero-cost notification to students on our website and in our course registration system, and posting a five-year, searchable list of textbook requirements on our website. We are in compliance except for the inclusion of a zero-cost icon in our registration system. Staff are currently working to determine a way to meet the requirement.

Recommendation

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

Background/References

Per Florida Statute 1001.64, the Boards of Trustees shall be responsible for cost-effective policy decisions appropriate to the Florida College System institution's mission, the implementation and maintenance of high-quality education programs within law and rules of the State Board of Education, the measurement of performance, the reporting of information, and the provision of input regarding state policy, budgeting, and education standards.

Each board of trustees is vested with the responsibility to govern its respective Florida College System institution and with such necessary authority as is needed for the proper operation and improvement thereof in accordance with rules of the State Board of Education.

Description

On an annual basis, the FCSRMC brokers insurance for participating Florida Colleges System Institutions and the results are attached for review.

Recommendation

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

Annual Health Insurance Premium and Budget Projection for 2024

Coverage Level	Benefit Plan	2024 ANNUAL PREMIUM	2024 LSSC Pays	2024 Dependent premium	2024 Employee Pays	% of Dependent Coverage paid by Employee	Premium Increase	LSSC Premium Increase	Employee Premium Increase (Decrease)	Total premium % increase	Enrolled	1 year projection
EO = Emp Only	Medical - HSA 5190	\$ 10,956	\$ 10,956	\$ -	\$ -	0%	\$ 597	\$ 597	\$ (0)	5.76%	34	\$ 372,504
ES = + Spouse	Medical - HSA 5191	\$ 22,992	\$ 18,178	\$ 12,036	\$ 4,814	40%	\$ 1,237	\$ 790	\$ 448	5.69%	3	\$ 54,533
E2 =1/2 Children	Medical - HSA 5191	\$ 19,704	\$ 16,205	\$ 8,748	\$ 3,499	40%	\$ 1,057	\$ 329	\$ 728	5.67%	4	\$ 64,819
EF = Family	Medical - HSA 5191	\$ 31,764	\$ 23,441	\$ 20,808	\$ 8,323	40%	\$ 1,722	\$ 941	\$ 781	5.73%	5	\$ 117,204
EO = Emp Only	Medical - Preferred PPO 3769	\$ 11,496	\$ 11,496	\$ -	\$ -	0%	\$ 623	\$ 623	\$ (0)	5.73%	150	\$ 1,724,400
ES = + Spouse	Medical - Preferred PPO 3769	\$ 24,132	\$ 17,814	\$ 12,636	\$ 6,318	50%	\$ 1,298	\$ 2,514	\$ (1,216)	5.69%	11	\$ 195,954
E2 =1/2 Children	Medical - Preferred PPO 3769	\$ 20,688	\$ 16,092	\$ 9,192	\$ 4,596	50%	\$ 1,116	\$ 1,164	\$ (48)	5.70%	19	\$ 305,748
EF = Family	Medical - Preferred PPO 3769	\$ 33,336	\$ 22,416	\$ 21,840	\$ 10,920	50%	\$ 1,804	\$ 2,844	\$ (1,040)	5.72%	7	\$ 156,912
*Dependent Premium is Annual Premium less the amount for Employee only coverage.											233	\$ 2,992,074
											Budget	\$ 3,009,500

**PRESIDENT'S
REPORT**





Athletics

- A search for an Executive Director of Athletics has relaunched.

Campus Transformations and Events Sandra Stephenson, Executive Director

- *Leesburg Campus*
The Student Services Building 1st and 2nd floor bathrooms are currently being renovated. Working on a refresh of Lake Hall to provide updated offices and offer more collaborative spaces for employees.
- *Four Corners*
Site dedication and grand opening ceremony on September 19th was a great success.
- *Sumter Center*
Working on a refresh of the lobby flooring, 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.
- The 60th anniversary celebration "Soar Through the Decades" was a huge community celebration success on Saturday, September 30th at the Leesburg Campus with over 600 people in attendance!

Government Relations Bruce Duncan, Contracts Administrator

- Tracking 2024 Legislative Session deadlines in preparation for the College Legislative Budget Request.

Human Resources

- 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
 - Enrollment Marketing
 - Student enrollment
 - Targeting Allied Health Programs & Workforce Programs
 - Employee recruitment campaign efforts
 - Legislative Budget Request materials and promotional collateral
 - Completed Signature Events: Four Corners Grand Opening Celebration, 60th Anniversary Speaker Series, Soaring through the Decades, PINK Night with LSSC Athletics, Lineworker Boot Camp Skills Exhibition, Swoop Academy Launch at Mascotte Charter, Phi Theta Kappa Induction, New Faculty Induction Ceremony, and additional internal events
 - Upcoming Signature Events: 5200 Enrollment Celebration and Distinguished Alumni & Hall of Fame
- News Articles
 - LSSC mourns the loss of Trustee Peter F. Wahl
 - Celebrating 2023 Distinguished Alumni & Hall of Fame Recipients
- Featured in Publications
 - Lake-Sumter State College: Rapidly Adapting and Responding to Workforce Demand (Florida Trend, October – Florida’s Workforce Solutions – Florida State College: The Engines Delivering Florida’s Workforce Needs)
 - Community thanks its first responders (Sumter National Night Out) (Villages Daily Sun)
 - SJR State falls in straight sets to Lake-Sumter (Palatka Daily News)
 - Looking Good at 60 – LSSC Celebrates (Triangle News Leader, Clermont News Leader, Four Corners News-Sun, Sumter Sun Times)
 - SCF Volleyball ends losing streak with 3-1 win against Lake-Sumter State (BVM Sports)
 - Lake-Sumter State College mourns loss of trustee Peter Wahl (Leesburg News)
 - Lakehawk Volleyball to host Pink Night (BVM Sports)
 - UCF Leesburg officially closes as part of restructuring (Orlando Sentinel)
 - Lake County Walk for Freedom Steps Against Human Trafficking (Lake and Sumter Style Magazine)
 - [alumni] Challenges and Changes: Education is second career for Tildenville teacher (Orange Observer News)
 - Lake-Sumter State College Celebrates Grand Opening of Four Corners Location (Lake and Sumter Style Magazine)
 - Power Lessons (Florida Trend)
- Fast Facts
 - LSSC’s Instagram account is #4 in engagement and #2 in follower growth for Q3 2023 across Florida College System institutions



Professional and Organizational Development

Deborah Snellen, Executive Director

- Welcomed 14 new employees during the New Horizons orientation program. Will soon be capturing data about the new hire experience to have measurable results.
- Required training launched this month with a revised format based on input from faculty and staff.
- Dr. Justin Greathouse and Dr. James Martin represented LSSC at the inaugural Teaching with AI conference hosted by UCF. There were over 500 attendees and the session on the RAALF model of prompt architecture and active demonstration of AI co-teaching was completely unique.
- Facilitated First Flight Design and Delivery Principles, with first completers certified in the week.
- Preparing for the 2023 Fall Professional Development Day on October 20th. Beginning with a keynote address focused on sparking curiosity in our educational pursuits and guiding us along the various learning pathways, participants will engage in workshops and tailored sessions within five key educational pathways: Institutional Knowledge, Student Success and Support, Leadership Development, Institutional Growth and AI.



Lake Sumter
State College

ITEM: 1023-12

Office of the President

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

www.LSSC.edu



**24th Annual LSSC Athletics
Golf Classic**



**LSSC Four Corners at Cagan Crossings
Grand Opening & Dedication**



**LSSC Four Corners at Cagan Crossings
Grand Opening & Dedication**



**60th Anniversary Speaker Series
Judge Jason Nimeth**



Lineworker Bootcamp Skills Exhibition



PINK Night at Lakehawk Volleyball



PINK Night at Lakehawk Volleyball



**Soaring Through the Decades
60th Anniversary Celebration**



**Soaring Through the Decades
60th Anniversary Celebration**



Lake Sumter
State College

ITEM: 1023-12

Office of the President

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

www.LSSC.edu



Swoop Academy Kick Off Event at Mascotte Charter School



Phi Theta Kappa Induction Ceremony

VICE PRESIDENT'S UPDATES



Division of Academic Affairs
Report to the President and District Board of Trustees
October 2, 2023

Ms. Karen Hogans, Vice President of Academic Affairs

Access

- LSSC's partnership with Stetson University was featured in a recent article, which can be read here: <https://www.stetson.edu/today/2021/09/still-alive-and-getting-bigger-and-better/>.

Workforce Development

- The Florida Department of Transportation accepted the new annual contract for CDL training. Their first students will start next month.
- Added a new employer, Orlando Utilities (OUC), to our Electrical Distribution Technology industry partners and invited them to participate on LSSC's advisory committee. OUC operates the distribution of electric and solar power, natural gas, water services, electrical power generation, and water treatment plant operation.
- Jeff Light is the new Director of Energy Programs. Mr. Light comes to us from SECO with 20+ years of experience in the energy field. Mr. Light brings expert knowledge and vision of what is coming and how LSSC can best prepare our students for future employment.

Student & Learning Success

- Two representatives from the Math Department participated in the UCF Math Curriculum Alignment meeting on September 22. Discussions focused on strategies to increase student persistence and the two new courses that the State of Florida is developing for the Mathematical Thinking in Context Pathway.
- Biology professor, Dr. Matt Drum, provided a "case-study" presentation on malaria to five groups of HSCA students for the first of two annual HSCA Summits. Professor Drum and Kelly Moore assisted James Jackson who provided the presentations at the second summit. His topic discussed the human heart rate as an important diagnostic characteristic of diseases.
- The Lineworker Bootcamp graduated students on Friday, September 22nd with Duke Energy, SECO, and Orlando Utilities in attendance.

Learning & Work Environment

- Twenty-one new full-time faculty, hired since January 2, 2023, were inducted into the faculty ranks during the New Faculty Induction Ceremony and Reception held on the LSSC Leesburg campus September 14, 2023.
- On Friday, September 22, 2023, LSSC Libraries, Florida Department of Health, LSSC Nursing students, faculty, staff, and community members came together for a Flu Shot Clinic. Librarian Beverly Gibson, acting as the group organizer, worked with local partners to serve the Cooper Memorial Library community with vaccinations for Flu, Tdap, and Hepatitis A. In addition, the group also provided Blood Pressure screenings, and A1C screenings.
- Dr. Conant held Hawkappella auditions (student singing organization) in early September. The group will perform at both internal and external events in the coming months.

**Enrollment & Student Affairs Division
Update for the President and Board of Trustees
October 18, 2023**

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

Enrollment Summary:

As of October 4, fall enrollment stands at record-high 5,212 headcount, an increase of 8.2% (+396) compared to this time last year. Full-time equivalency (FTE) is trending ahead by 10.2%. Enrollment for the fall semester will continue through mid-October with our final 7-week session starting on October 16. Spring 2024 registration windows begin opening on October 9 in preparation for our January terms. The College is now accepting applications for all 2024 terms.

Access

Enrollment Services launched the Virtual Enrollment Service Center, replacing the daily Ask Us Anything Zoom sessions. The Enrollment Service Center is open daily from 8:00 AM – 4:30 PM on all four campuses with options for students to meet in person or through phone, chat, email, or video.

- LSSC's new chatbot, named Swoopbot, has debuted on the lssc.edu website. Swoopbot can answer student questions anytime, day or night. Web visitors can live chat with the Enrollment Service Center through the chatbot during normal operating hours as well.
- New Student Advising and Registration (NSAR) sessions and Registration Rallies are scheduled for the spring semester and will begin mid-October. The College is bringing back in-person sessions to go along with our online group advising options.
- The College has been accepted into the Dual Enrollment Partnerships Institute, a state-wide collaboration to improve Dual Enrollment access to students in our District. Staff from LSSC, Lake County Schools, and Sumter County Schools will represent the partnership.

Student Learning and Success

- Inducted 35 new students into our Phi Theta Kappa Rho Eta Chapter on September 18 in the Leesburg gymnasium.
- Involvement in Student Government Association and student clubs and organizations has more than doubled compared to last year. There are three new student clubs so far this year: Medical Minds (Leesburg), Hawkapella (South Lake), and The Bookworms Book Club (South Lake).
- Educational Opportunity Programs and Youth Outreach collaborated on a Mathematics program that was held on September 16 with 34 EOP and Exploration students in attendance.
- HSCA held two HSCA experiential summits for over 200 9th and 10th grade students at the South Lake campus.

Learning and Work Environment

- The new Director of Student Wellness, Dr. Eleanor Miller, will be onboarded in November. She has 15 years of progressively responsible experience working in the higher education and wellness sectors. Most recently, she was the Director of Gator Well Health Promotion Services at the University of Florida at Gainesville. Dr. Miller will lead the development and implementation of our student wellness programming across all campuses.

**Facilities Planning and Operations Division
Update for the President and District Board of Trustees
October 18, 2023**

Thom Kieft, Vice President, Facilities Planning and Operations

Learning & Work Environment

Leesburg Campus

- Parking Lot A near College Drive is now repaved and lined. The project is complete, on time, and under the GMP and planning has started for Parking Lot B near the Student Services Building. Portions of the newly resurfaced parking lot was used for the 60th Anniversary Soaring through the Decades celebration.
- The Facilities Building roof project is complete and the LSSC Facilities team has painted the exterior of the structure. Facilities and Marketing are now collaborating on a design for exterior lit signage on the freshly painted building.
- The chiller plant has the large 570-ton chiller operational after being offline for over a year due to VSD inverter issues. Work is now commencing on underground piping and structural I-beam issues to be able to continue with the cooling tower 1 and 2 overhaul.
- A new Bard AC unit has been purchased for the Athletic Director's suite in the gym.

Sumter Center

- ABM began custodial and grounds responsibilities at all location starting September 1, 2023. New and continuing staff have been hired by ABM to meet the scope of the work.
- Building 1 and Building 4 (flat portion) roof replacements will commence in October.

South Lake Campus

- WELBRO Building Corporation has started remodeling and expanding the Nursing Simulation Lab and Respiratory Care Lab in the Science-Health Partnership Building. The expanded Nursing Simulation lab has the new control room walls constructed with drywall already in place. The new four bed simulation lab will be completed for use in the Spring 2024 semester.

Access

Eustis Center Planning

- Springstead Engineering and Florida Architects are teaming up for a proposal for civil engineering and design work for the Eustis site.

**Division of Institutional Advancement
Update for the President and Board of Trustees
October 18, 2023**

Dr. Laura Byrd, Senior Vice President, Institutional Advancement

Access

- The LSSC Foundation plans to award \$500,000 in scholarships for the Spring 2024 semester. The scholarship application is open October 1 – October 31.
- The 24th Annual LSSC Athletics Golf Classic was held September 15 at Harbor Hills Country Club. The event raised \$68,000 to support student-athlete scholarships.
- **June H. Jones Foundation** – Awarded a grant of \$25,000 to support the Student Emergency Assistance Fund and Scholarships.

Workforce Development

- Career Development Services will host the 2nd College to Career Conference scheduled for October 13 on the South Lake Campus. This is a great opportunity for students to network with employers and learn about employment openings, update or build a resume, take a professional photo and learn how to be prepared for the workforce.
- Lakehawk Career Connect:
 - A total 220 active jobs are currently registered with Lakehawk Career Connect. Of this group of employers, they have collectively posted 85 new jobs and internships in September.

Student Learning & Success

- Alumni Judge Jason Nimeth shared his story at the last session of the 60th Anniversary Speaker series on September 26. As a Circuit Judge in the 5th Judicial Circuit of Lake County, Judge Nimeth is proud to give back to his local community and is a proponent of all that Lake-Sumter State College offers the local community.
- Join us on Tuesday, October 10, to celebrate the outstanding alumni, faculty, staff, and community partners at the 12th Annual Distinguished Alumni and Hall of Fame Celebration.

Learning & Work Environment

- The 2024 Annual Campaign kicked-off on October 1, for all Faculty and Staff! In 2023, Faculty and Staff contributed \$42,000 to support the College and students—THANK YOU!

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

Name	Gift Amount	Fund Description	Gift Subtype
Larry Baker	\$2,000.00	Annual Athletics Golf Classic	Sponsorship
Joshua Brennan	\$1,000.00	General Unrestricted Funds	Sponsorship
Citizens First Bank - The Villages	\$5,000.00	Annual Athletics Golf Classic	Contribution
Community Foundation of South Lake	\$1,750.00	37th Annual Gala Auction	Sponsorship
Earl B. & Sophia H. Shaw Charitable Trust	\$10,000.00	Annual Athletics Golf Classic	Sponsorship
Ernie Morris Enterprises, Inc.	\$50,000.00	Ernie Morris Enterprises Endowment	Addition to Endowment
Ernie Morris Enterprises, Inc.	\$7,500.00	General Unrestricted Funds	Sponsorship
Faden Builders, Inc.	\$2,500.00	General Unrestricted Funds	Sponsorship
Florida Architects, Inc.	\$1,500.00	General Unrestricted Funds	Sponsorship
Salvatore Grasso	\$2,500.00	General Unrestricted Funds	Sponsorship
June H. Jones Foundation	\$12,500.00	General Scholarship	Grant Revenue
June H. Jones Foundation	\$12,500.00	Student Emergency Assistance	Grant Revenue
Live Well Foundation of South Lake	\$367,220.00	Sports & Human Performance	Grant Revenue
Marian S. Shuck Scholarship Trust	\$10,000.00	Annual Athletics Golf Classic	Sponsorship
Anonymous	\$1,000.00	General Unrestricted Funds	Sponsorship
Paqco, Inc.	\$2,000.00	Annual Athletics Golf Classic	Sponsorship
Roy & Ruth Ryan Foundation Trust, Inc.	\$10,000.00	Annual Athletics Golf Classic	Sponsorship
Springstead Engineering, Inc.	\$2,500.00	General Unrestricted Funds	Sponsorship
Wholesale Golf Carts LLC	\$2,000.00	Annual Athletics Golf Classic	Sponsorship
Total Gifts over \$1,000	\$503,470.00		

Technology Innovation Division
Report for the President and District Board of Trustees
October 18th, 2023

Nick Kemp, Vice President of Technology Innovation/CIO

Access

- The new Four Corners campus has been added as its own campus for student registration. Students can now easily navigate and register for courses, events, and other activities specific to Four Corners, minimizing confusion regarding available options.

Learning and Work Environment

- The addition of the new Four Corners campus enables the enhancement of the automated advisor roster process. All students taking courses at Four Corners will automatically be assigned to the advisor that is dedicated to that specific campus.
- A new process has been created to automatically upload all employees' professional photos to their profile for all Office 365 products. This process will help streamline the updating of profiles as well as create a consistent and professional appearance throughout the institution.
- Launched State and Federal Reporting page on the employee intranet SharePoint site. This page provides a wealth of information and quickly helps navigate to other important websites to include: FLDOE, IPEDS, College Scorecard, NCLEX, FloridaJobs, U.S. Bureau Labor Statistics and more. The list of all state reports that LSSC handles along with the area that is responsible for the data can be found here. These reports are critical in helping to ensure LSSC continues to make informed data decisions. [Link](#)
- Institutional Assessment & Effectiveness Committee started its work on the fall initiatives including - Moving the Quality Enhancement Plan (QEP) forward in year 3 of a 5-year initiative, a team of faculty members developing consistent rubrics for Institutional Student Learning Outcomes (Analytical Thinking & Information Fluency) and preparing for the College's 2nd Annual Assessment Exchange on November 3rd. This in-person event will allow LSSC to celebrate continuous improvement efforts. Attendees can generate ideas for collaboration and help select Assessment Exchange award-winners for their hard work!
- Production of the Soaring Through the Decades was a great success! 20x24 stage assembled. Audio setup with 12-line array speakers and 4 subwoofers. Over 600 guests in attendance.
- Digital production continues to increase in recordings and edits for events and marketing. 11 Distinguished Alumni videos created.
- Dr. Mark Duslak was published!
 Mark P. Duslak, Craig M. McGill & Jesse Seiden (2023) Administrator perceptions of the purpose and function of academic advising in the United States, Journal of Further and Higher Education, DOI: 10.1080/0309877X.2023.2241389 [Link](#)

**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**





October 10, 2023

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

Re: Board Attorney Report for October 18, 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. Depositions have been scheduled on October 26th of two of the Plaintiff's physicians.

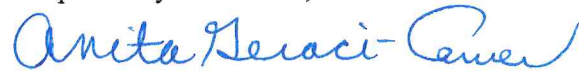
Florida Commission on Human Relations – Employment Complaint of Discrimination, FCHR No. 202342075; EEOC No. 15D-2023-00704. On July 31, 2023, the College received a copy of an Employment Complaint of Discrimination filed with their office May 16, 2023. The employee alleges discrimination pursuant to 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. The College's Statement of Position has been filed with the Employment Investigations Unit for the Florida Commission on Human Relations.

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. The College's Statement of Position has been filed with the U.S. EEOC.

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**



First Reading of Board Rule 1-02 Meetings of the District Board of Trustees

Agenda Item: 1023-15

Background/References

The District Board of Trustees is authorized to establish rules in accordance with the Administrative Procedures Act (Florida Statutes 1001.64) that insure proper operation, improvement, and management of the College consistent with the rules adopted by the State Board of Education.

Description

The amended Board Rule 1.02 states that the District Board of Trustees shall consist of no more than seven members. It also states when the Board consists of more than five members, a simple majority shall constitute a quorum.

Recommendation

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

**LAKE-SUMTER STATE
COLLEGE BOARD RULE**

TITLE: Meetings of the District Board of Trustees

NUMBER: 1.02

AUTHORITY: Florida Statutes 1001.61; 286

PAGE: 1 of

2 HISTORY: New - 8/1/68

AMENDED - 09/12/73, 10/16/80, 06/19/96, 04/20/04, 9/17/13,
02/17/2021, 02/23/2022

-
- a. The District Board shall meet on regular meeting dates it schedules. The time and dates of the meetings shall be determined at the District Board's organizational meeting that takes place at its first regular meeting after July 1 of each year. The District Board may reschedule regular meetings as needed.
 - 1. Regular meetings, special meetings and workshops of the District Board shall be held in the Board Room on the Leesburg Campus, unless the District Board designates another location;
 - 2. Public notice of meetings shall be given at least seven days prior to the time of the meetings, unless an emergency situation arises that requires immediate attention;
 - 3. At the discretion of the District Board, items of an emergency nature may be acted upon at a regular or special meeting;
 - 4. Meetings of the District Board shall comply with the relevant portions of Florida Statutes 286.
 - b. All regular and special meetings of the District Board shall be open to the public. No formal action shall be taken by the District Board at other than regular or special meetings.
 - c. The board is comprised of no less than five members nor more than ~~nine~~ seven members. When the board consists of five members, three members shall constitute a quorum for any meeting of the District Board. When the board consist of more than five members, ~~five members~~ a simply majority shall constitute a quorum. No business may be transacted at a meeting unless a quorum is present. A majority of the quorum is sufficient to carry a vote.
 - 1. Voting shall be by voice;
 - 2. Robert's Rules of Order, Newly Revised shall constitute the parliamentary authority of the District Board, except as it may be in conflict with District Board rules, State Board of Education rules, or Florida Statutes.
 - d. At its organizational meeting, the District Board shall elect a Chairman whose duty it is to preside at all meetings of the District Board, and a Vice-Chairman whose duty it is to act as Chairman during the absence or disability of the Chairman. The President shall act as Secretary of the District Board.

BOARD RULE 1.02**PAGE 2 OF 2**

- e. The President, in consultation with the Chairman, shall prepare an agenda for all meetings of the District Board and shall insure that a copy of the agenda with supporting documentation is completed and available at least seven days before the event to the District Board members and by any person in the state who requests a copy of the agenda. Items which are time sensitive and not requiring advance notice or advertising may be added to the agenda with approval by the District Board at the meeting.
- f. Members of the public shall be given a reasonable opportunity to be heard on matters before the District Board except as otherwise provided by Florida Statutes. The time of this opportunity to be heard is determined by the nature of the public comment.
 - 1. Persons desiring to provide public comment on Board agenda items (not pertaining to Board rules) will be permitted to speak at a meeting during which the item is presented to the District Board for action, or during a meeting that is during the decision-making process and within a reasonable proximity before the meeting at which the District Board takes official action. A person wishing to speak on a particular item must complete a request form provided by the President and available at the meeting and submit it to the President or President's designee no later than ten minutes prior to the beginning of the scheduled meeting of the District Board;
 - 2. Persons desiring to provide public comment on proposed additions, modifications, and deletions of District Board Rules will be permitted to speak at the time of the Public Hearing on the District Board Rule being considered;
 - 3. Persons desiring to provide public comment on matters not part of the agenda may do so following the consideration of all agenda items during the time designated on the agenda for public comment. A person wishing to speak on a particular item must complete a request form provided by the President and available at the meeting and submit it to the President or President's designee no later than ten minutes prior to the beginning of the scheduled meeting of the District Board;
 - 4. Each person providing public comment will be limited to three minutes. If an organization, committee, delegation or other group desires to provide public comment, the organization, committee, delegation or group shall be represented by one spokesperson who may speak for five minutes. Other members of the organization, committee, delegation or group may then be given an opportunity to amplify the spokesperson's comments for up to two minutes each to a total of ten minutes. Additional time may be granted by unanimous consent of the District Board.
- g. The President, as Secretary of the District Board, shall keep and disseminate official copies of the minutes from each District Board meeting in accordance with the provisions of the State Board of Education Rules.

Background/References

The South Lake Campus has never had a dedicated space for Facilities Management. The Facilities staff has shifted from classroom to classroom and office to office throughout the 24 years of the existence of the South Lake Campus. The current shed for grounds services equipment is aging and in a poor location on campus behind Bldg. 2 in the middle of campus and student traffic flow.

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

WELBRO Building Corporation is constructing a 40 ft. by 40 ft. building that will be divided into two equal sections. One side will be a 20 ft. by 40 ft. bay for the grounds vendor to store their mowers, other lawn equipment, utility vehicles, and the security golf cart. The other side with its own roll-up door will be for LSSC Facilities Mgmt. with a 20 ft. by 25 ft. bay for the facilities technicians' utility vehicles and equipment and a 20 ft. by 15 ft. finished office space for 2-3 Facilities staff. The current green shed will be removed upon completion of the new facility.

This new 1,600 sq. ft. building will be located adjacent to the Science-Health Partnership Building's Chiller Plant which has a large concrete pad that the two buildings will share.

It is recommended to award the project to WELBRO Building Corporation for a GMP including preconstruction services in the amount of \$743,100.61.

Recommendation

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

LSSC SOUTH LAKE FACILITY SERVICES BUILDING
SCHEDULE OF VALUES

SEPTEMBER 21, 2023

BID PACK	BID PACKAGE DESCRIPTION	TOTAL COST	\$ / SQFT ON TOTAL
AREA TOTAL(S):			1,600
01A	Final Clean	1,085	0.68
03A	Cast-In-Place Concrete	23,437	14.65
04A	CMU	54,769	34.23
04B	Full Height Exterior Stucco Finish	34,120	21.33
05A	Steel Roof Trusses	39,545	24.72
07A	Building Insulation	3,110	1.94
07B	Waterproofing and Joint Sealants	1,845	1.15
07C	Membrane Roofing	42,800	26.75
08A	Doors & Hardware - Material	9,872	6.17
08B	Doors & Hardware - Installation	1,400	0.88
08C	Overhead Coiling Doors	13,966	8.73
09A	Gypsum Board Assemblies	22,000	13.75
09E	Resilient Flooring	480	0.30
09H	Painting	6,798	4.25
10C	Miscellaneous Specialties	1,000	0.63
22A	Plumbing	7,081	4.43
23A	HVAC	23,300	14.56
26A	Electrical	41,605	26.00
31A	Sitework	125,000	78.13
		0	0.00
TOTAL COST OF WORK		453,213	283.26
Escalation 0.000%		0	0.00
Total Cost Of Work With Escalation		453,213	283.26
General Conditions LUMP SUM		161,758	101.10
Subtotal		614,971	384.36
Insurance 0.5866%		3,783	2.36
Builder's Risk Insurance BY OWNER		0	0.00
Building Permit BY OWNER		0	0.00
Subcontractor Default Insurance (SDI) 1.491%		6,757	4.22
Performance Bond		7,145	4.47
Subtotal		632,657	395.41
Contractor Contingency		30,000	18.75
Subtotal		662,657	414.16
Fee 9.000%		58,996	36.87
TOTAL COST		721,653	451.03
PRECONSTRUCTION SERVICES		21,447.61	13.40
GRAND TOTAL COST		\$743,100.61	\$464.44

Leesburg Campus Lake Hall Roof Replacement

Agenda Item: 1023-17

Background/References

The Leesburg Campus Lake Hall roof needs to be replaced. With the growth of Early College Programs and Campus Events, there is a need to remodel Lake Hall and protect it from water intrusion as the number of staff occupying the building increases.

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). See attachments for the detailed scope.

The four bids received were:

Roof Control Services	\$434,951
Crawford Roofing	\$513,384
Team Craft Roofing	\$566,725
Veteran Builders	\$641,796

It is recommended to award the project to Garland/DBS, Inc to the lowest bidder Roof Control Services for \$434,951 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
Lake Hall
9501 US HWY 441
Leesburg, FL 34788

Date Submitted: 09/28/2023
Proposal #: 25-FL-230875
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:

1. Remove existing roof system and related components down to tectum decking. All demo'd material to be properly disposed of according to local code and ordinance.
2. 1 ply HPR tri-base premium to be mechanically attached using Trufast twin-loc nails with minimum 1.8" embedment:
 - a. Spaced at 6-inch OC at the 4- inch lap and 6-inch OC in three equally spaced staggered center rows.
3. Adhere flat and tapered polyiso according to Viking tapered plan using Garlastic KM Plus within specified EVT range of 400F to 475F at 25lb per 100 SqFt:
 - a. Minimum 1.5" Base Layer.
 - b. Contractor will be responsible for verification of positive drainage according to tapered plan prior to bid submission.
 - c. Ponding conditions will not be accepted.
4. Adhere minimum ¼" Densdeck Prime recovery board using using Garlastic KM Plus within specified EVT range of 400F to 475F at 25lb per 100 SqFt.
5. Install 1 ply HPR Torchbase.
6. Pitch pans replaced where existing with 24G stainless steel:
 - a. All seams to be soldered
 - b. Bottom ½ filled with Gar-rock
 - c. Top ½ filled with Tuff Flash LO
 - d. Stainless Cap installed to cover material with stainless rivets used to attach cap to pan.

7. Vent stacks to be liquid flashed using Tuff Flash LO and polyester fabric.
8. Install 1 ply StressPly IV Plus Mineral.
9. 2 coats of Garla-brite applied:
 - a. Minimum 2 weeks cure time prior to aluminizer application.
 - b. Base coat @ 1 Gal per 100 SqFt
 - c. Top coat @ .5 gal per 100 SqFt.
10. Curb flashings to be replaced:
 - a. Cant strip installed at all transitions 45 degrees or greater.
 - i. ProSpot FR Primer applied over cant strip.
 - ii. SA Base IV applied over cant extending 3" on both top and bottom.
 - b. Install 1 Ply HPR torch base.
 - c. Install 1 Ply StressPly IV Plus Mineral.
 - i. Vertical seams 3 coursed using flashing bond and gar-mesh. Grey granules applied for surfacing.
 - ii. Termination bar installed as specified and 3 coursed using flashing bond and garmesh.
 - iii. New skirt metal installed:
 1. Garland .040 aluminum flat sheets to be used.
 2. Owner to select color.
 - d. 2 coats of Garla-brite applied.
 - i. Minimum 2 weeks cure time prior to aluminizer application.
 - ii. Base coat @ 1 Gal per 100 SqFt.
 - iii. Top coat @ .5 gal per 100 SqFt.
11. Base flashings and existing counter flashing metal to be replaced:
 - a. Cant strip installed at all transitions 45 degrees or greater.
 - i. ProSpot FR Primer applied over cant strip.
 - ii. SA Base IV applied over cant extending 3" on both top and bottom.
 - b. Install 1 Ply HPR torch base.
 - c. Install 1 Ply StressPly IV Plus Mineral:
 - i. Vertical seams 3 coursed using flashing bond and gar-mesh. Grey granules applied for surfacing.
 - ii. Termination bar installed as specified and 3 coursed using flashing bond and garmesh.
 - iii. New counter-flashing metal installed:
 1. Garland .040 aluminum flat sheets to be used.
 2. Owner to select color.
 - d. 2 coats of Garla-brite applied:
 - i. Minimum 2 weeks cure time prior to aluminizer application
 - ii. Base coat @ 1 Gal per 100 SqFt.
 - iii. Top coat @ .5 gal per 100 SqFt.
12. New drip edge installed per Garland provided detail:
 - a. Garland .040 aluminum flat sheets to be used for fabrication.
 - b. Owner to select color.

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	9,000	SF	\$ 27,540
6.14.01	Roof Deck and Insulation Option: LIGHTWEIGHT CONCRETE / GYPSUM ROOF DECK - TORCH APPLIED / SELF-ADHERING APPLICATION INSULATION OPTION: Must Mechanically Attach a Base Sheet; Adhere Polyisocyanurate in Insulation Adhesive / 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	\$ 11.38	9,000	SF	\$ 102,420
4.25	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 in ASTM D 312 Type III or IV Hot Asphalt; Mopped	\$ 8.75	9,000	SF	\$ 78,750
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	9,000	SF	\$ 32,400
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	9,000	SF	\$ 77,490
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	9,300	SF	\$ 25,110
Sub Total Prior to Multipliers					\$ 350,799
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	350,799.00	%	\$ 105,240
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	350,799.00	%	\$ 87,700
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	350,799.00	%	\$ 70,160
Total After Multipliers					\$ 613,898

Base Bid Total Maximum Price of Line Items under the MICPA: **\$ 613,898**

Proposal Price Based Upon Market Experience: **\$ 434,951**

Garland/DBS Price Based Upon Local Market Competition:

Roof Control Services	\$ 434,951
Crawford Roofing	\$ 513,384
Team Craft Roofing	\$ 566,725
Veteran Builders	\$ 641,796

Contractor Name - Unforeseen Site Conditions:

Wood Blocking (Nailer) Replacement	\$ 9.69	per Ln. Ft.
Additional Insulation Replacement	\$ 17.10	per Sq. Ft.
Decking Replacement	\$ 39.90	per Sq. Ft.

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. Permits are excluded. If permits are required this will be addressed via change order.
3. Bonds are included.
4. Plumbing, Mechanical, Electrical work is excluded.
5. Masonry work is excluded.
6. Interior Temporary protection is excluded.
7. Prevailing Wages are excluded.
8. 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,

John Petersen

John Petersen
Garland/DBS, Inc.
(216) 302-3777

Background/References

Per the 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. The boards of trustees shall be responsible for cost-effective policy decisions appropriate to the Florida College System institution's mission. Each board of trustees is vested with the responsibility to govern its respective Florida College System institution and with such necessary authority as is needed for the proper operation and improvement thereof in accordance with rules of the State Board of Education

Description

The College is issuing a Request for Proposals (RFP) to qualified firms for a campus master plan for the South Lake Campus. The campus master plan will align with the College's vision, mission, and values and adaptive to the local and regional growth pattern. Through the RFP, the college will select the most qualified firm ensuring their ability to meet the current and future needs and vision of the College and community. The scope of services outlined in the RFP include:

- A vision statement that articulates the desired future state of the campus.
- A set of planning principles and design guidelines that establish the framework for decision-making.
- An analysis of the existing conditions and opportunities of the campus, including its buildings, open spaces, circulation, utilities, and environmental features.
- A projection of the future space needs and demand based on enrollment, academic programs, research activities, student life, and workforce development needs.
- Charrette sessions guiding key college and community stakeholders through collaborative design and planning workshops.
- Use of creative design elements that seek to promote a village atmosphere in terms of the interconnectivity of spaces and walk ability.
- A concept plan that illustrates the preferred spatial organization and configuration of the campus, including land use, density, massing, height, and character; ultimately maximizing the entire footprint of the property.
- A phasing plan that prioritizes and schedules the implementation of the concept plan over a defined time horizon.
- A cost model that estimates the capital and operating costs of the proposed projects and identifies potential funding sources.
- Availability to begin and complete the project within six months.

This process will be a collaborative and iterative process that involves multiple stakeholders, such as faculty, staff, students, alumni, donors, neighbors, city officials, and consultants. The process will require extensive data collection, analysis, synthesis, testing, and communication.

Recommendation

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

Background/References

Per the Florida Statute 1001.64, each Board of Trustees shall submit an institutional budget request, including a request for fixed capital outlay, and an operating budget to the State Board of Education for review in accordance with guidelines established by the State Board of Education. The boards of trustees shall be responsible for cost-effective policy decisions appropriate to the Florida College System institution's mission. Each board of trustees is vested with the responsibility to govern its respective Florida College System institution and with such necessary authority as is needed for the proper operation and improvement thereof in accordance with rules of the State Board of Education

Description

The College will pursue a legislative budget request for \$5.1 million to support a technology innovation center and master planning services for the South Lake Campus.

Recommendation

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



Transforming **lives** and **futures** throughout our community

District Board of Trustees

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Ms. Jennifer Hooten, Vice Chair

Dr. Heather Bigard, President

Ms. Anita Geraci-Carver, Board Attorney

Mr. David Hidalgo

Ms. Emily Lee

Mr. Timothy Morris

Ms. Ivy Parks

