



Lake Sumter State College

DISTRICT BOARD OF TRUSTEES **Wednesday, November 15, 2023** **Leesburg Campus**

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

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

Sumter Center
1423 County Road 526 A
Sumterville, FL 33585

Lake-Sumter State College
DISTRICT BOARD OF TRUSTEES

Agenda

Wednesday, November 15, 2023

Leesburg Campus

Public Board Meeting Agenda

I. CALL TO ORDER - Chairman Bret Jones

II. PUBLIC COMMENT

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

III. PRESENTATIONS

Recognition of Cross Country and Volleyball Student Athletes - Jose Gonzalez

IV. CONSENT CONSIDERATIONS

1123-01	Approve:	Minutes of the October 11, 2023 Facilities Meeting
1123-02	Approve:	Minutes of the October 18, 2023 Regular Meeting
1123-03	Acknowledge:	Human Resources Staff Changes
1123-04	Acknowledge:	Monthly Fiscal Report for October 2023
1123-05	Approve:	Purchases over \$65,000
1123-06	Approve:	Pre-qualified List of Bidders for Construction Projects
1123-07	Acknowledge:	Capital Improvement Projects Report
1123-08	Approve:	The Foundation, Inc. 990

V. PRESIDENT'S REPORT

1123-09 President Bigard's Update

VI. VICE PRESIDENT'S REPORTS

1123-10

VII. COMMITTEE REPORTS

1123-11 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

1123-12 Ms. Anita Geraci-Carver's Update

IX. NEW BUSINESS

1123-13 Approve: Second Reading of Board Rule 1.02 Powers and Duties of the District Board of Trustees

X. ADJOURNMENT

XI. PUBLIC COMMENT

*A Public Comment Card regarding Board Rule 1.02 must be submitted to the Recording Secretary.

XII. CALL TO ORDER - Chairman Bret Jones

XIII. NEW BUSINESS

1123-14 Acknowledge: The Foundation, Inc. Presentation
1123-15 Approve: LSSC Approval of Foundation Board Members/Officers
1123-16 Approve: The LSSC Foundation, Inc. 2024 Budget including College Support
1123-17 Accept: The LSSC Foundation, Inc. 2022 Audit

XIV. OTHER CONSIDERATIONS AS NEEDED BY CHAIRMAN/PRESIDENT

XV. ADJOURNMENT

CALENDAR NOTES:

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, 2024 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, 2024 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, 2024 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, 2024 5:00 pm	Clermont Arts & Recreation Center
Spring Leesburg Commencement Ceremony	Friday, May 3, 2024 5:00 pm	Leesburg Campus
Executive Committee	Tuesday, May 14, 2024 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
October 11th, 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 4:37 pm.

South Lake Lab Expansion Update

The committee was provided an update on the continued construction progress of the new simulation lab expansion at the South Lake Campus.

South Lake Facilities Management and Grounds

The committee was provided an update on the need for renovation of the facilities management and grounds building on the South Lake Campus.

Leesburg Chiller Plant Projects

The committee was provided an update on the continued progress of the chiller plant of various buildings on the Leesburg Campus.

Leesburg Student Services Building Restrooms

The committee was provided an update on the status of the bathrooms on both the 1st and 2nd floor of the Student Services Building.

Other

President Heather Bigard provided an update on the Master Planning for the South Lake Campus that will go for approval at the next Board of Trustees meeting.

Ms. Jennifer Hooten adjourned the meeting at 4:49 pm.

Respectfully submitted by Kailyn Wurm, Recording Secretary.

**DISTRICT BOARD OF TRUSTEES
LAKE-SUMTER STATE COLLEGE
SUMTER
October 18, 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, and Board Attorney Ms. Anita Geraci-Carver.

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 5:03 p.m. on October 18, 2023, at the Leesburg Campus.

PUBLIC COMMENT:

No Public Comment cards were submitted for the meeting.

PRESENTATIONS:

Dr. Joseph Mews presented the student demographics for Fall 2023 with highlights on program growth and the overall enrollment at Lake-Sumter State College

CONSENT CONSIDERATIONS:

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

SCHEDULED INFORMATION REPORTS:

President Bigard presented her report.

- Provided the FCS enrollment projection chart that showcases Lake-Sumter State College as the number one college with exceptional growth through 2029.
- Attended the State Board of Education meeting in Orlando as Lake-Sumter State College was recognized by Council of President's Chair, President Ed Meadows.
- Visited various sister colleges to view their workforce development centers for possible ideas for the College's workforce development center.
- Faculty member Toni Upchurch was selected as a finalist for professor of the year with Association of Florida Colleges and will compete in November.

- Gave Lake County a letter of support for the DEO grant regarding the 2nd floor of the Cagan Crossings library space.
- Collaborated with Lake Technical College regarding the CAP grant for the Lincoln Park Project.
- Provided an update of new hires and positions currently being interviewed.
- Met with various legislatives on the South Lake Campus regarding the College's 2023-2024 Legislative Budget Request.
- Successful launch Mascotte Charter Swoop Academy for student support in math and reading.

Vice President, Thom Kieft presented his report.

- Sumter Center roofs are being replaced and various interior spaces are refreshed.
- South Lake Campus nurse simulation lab is progressing and scheduled for completion in early December.
- Four Corners Campus is complete and Lake Technical College has started ESOL classes on campus.
- Leesburg Campus parking Lot A was repaved, and a minor water leak was repaired. The chiller plant's pumps were repaired to provide cool water through the campus. The Locker Rooms, Faculty Lecture Hall Building, and the Student Services Building will be schedule for a refresh in the coming weeks.

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

Ms. Jennifer Hooten presented the report for the Facilities Committee Meeting.

Mr. Tim Morris presented the report for the Finance and Private-Public Partnership Committee Meeting.

Dr. David Hidalgo presented the report for the Strategic Planning Committee Meeting. Mr. Bret Jones suggested that the Finance and Private-Public Partnership Committee should have a joint meeting with the Strategic Planning Committee to discuss student housing.

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

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

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

NEW BUSINESS:

1023-15 – FIRST READING OF BOARD RULE 1.02

Board Rule 1.02 Meetings of the District Board of Trustees was presented for a first review.

This item is for information purposes only.

1023-16 – SOUTH LAKE FACILITIES MANAGEMENT AND GROUNDS BUILDING

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

MOTION to approve to award the project to WELBRO Building Corporation for the South Lake Facilities Management and Grounds Building, Ms. Emily lee, SECOND, Ms. Ivy Parks, motion passed.

1023-17 – LAKE HALL ROOF REPLACEMENT

The College 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.

MOTION to approve to award the project to Garland/DBS for the Lake Hall Roof Replacement, Ms. Ivy Parks, SECOND, Ms. Emily Lee, motion passed.

1023-18 – REQUEST FOR PROPOSAL MASTER PLANNING SERVICES

The College is issuing a Request for Proposals (RFP) to qualified firms for a campus master plan for the South Lake Campus.

MOTION to approve the South Lake Science-Health Simulation Expansion, Mr. David Hidalgo, SECOND, Ms. Ivy Parks, motion passed.

1023-19 – 2023 LEGISLATIVE BUDGET REQUEST

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.

MOTION to approve the legislative budget request for \$5.1 million to support a technology innovation center and master planning services for the South Lake Campus, Mr. David Hidalgo, SECOND, Ms. Ivy Parks, motion passed.

OTHER CONSIDERATIONS:

The next regular meeting is scheduled for November 15, 2023 at the Leesburg Campus.

The meeting was adjourned at 6:30 p.m.

ATTEST:

Mr. Bret Jones, Board Chair

Dr. Heather Bigard, Secretary/College President

Recording Secretary: Kailyn Wurm

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
Jose Vazquez	Enrollment Services Specialist II	10/02/2023
Natalia Markham	Assistant Director, Events	10/02/2023
Jesse Aldrich	Enrollment Counselor and Recruiter	10/02/2023
Nicole Liljegren	Athletics Academic Advisor	10/16/2023

Staff Status Changes

Name	Change/Title	Effective Date
Sonja Sanders	Coordinator, Student Accessibility Services	10/16/2023

Staff Resignations:

Name	Title	Effective Date
Deborah Franklin	Executive Director, Human Resources	10/06/2023
Lauren Zanders	Director, Enrollment Service Center	10/11/2023

Recommendation

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

Monthly Fiscal Report for October 2023

Agenda Item: 1123-04

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 October 31, 2023

ITEM: 1123-04

	FY 2022-23		FY 2023-24			
	Annual Budget	10/31/2022	Annual Budget	10/31/2023	Percent of Budget Earned/Spent	Projected 6/30/2024
REVENUES & BUDGETED FUND BALANCE						
Student Fees						
Fall						
Tuition	\$ 2,520,100	\$ 2,831,283	\$ 2,883,900	\$ 3,155,927	109%	\$ 3,124,680
Technology Fees	127,100	141,571	144,300	157,805	109%	156,243
Distance Learning	236,600	300,570	309,300	312,525	101%	312,525
Dual Enrollment	315,300	445,196	386,700	490,832	127%	348,108
HSCA Dual Enrollment	398,460	-	577,080	-	0%	577,080
Lab Fees	158,610	77,739	79,600	92,734	117%	91,816
Spring						
Tuition	\$ 2,253,800	\$ 6,954	\$ 2,616,700	\$ 31,702	1%	\$ 2,836,364
Technology Fees	113,100	348	131,000	1,585	1%	141,828
Distance Learning	223,800	-	294,100	-	0%	303,003
Dual Enrollment	388,700	(1,296)	433,500	-	0%	471,934
HSCA Dual Enrollment	357,240	-	526,700	-	0%	526,700
Lab Fees	134,120	9,890	117,300	37,567	32%	138,705
Summer						
Tuition	\$ 965,900	\$ (15,341)	\$ 949,300	\$ (9,148)	-1%	\$ 1,144,520
Technology Fees	48,300	(768)	45,000	(457)	-1%	57,164
Distance Learning	71,400	(1,680)	157,000	(750)	0%	159,270
Dual Enrollment	-	(4,463)	0	(12,165)	-1%	7,915
Lab Fees	26,560	(240)	9,600	(205)	-2%	26,936
Miscellaneous Fees	48,800	100,239	190,300	116,066	61%	190,272
Youth Development	282,000	767	252,000	1,721	1%	252,000
Continuing Education	1,189,522	200,932	2,163,250	260,014	12%	1,197,930
Total Student Tuition and Fees	\$ 9,859,412	\$ 4,091,702	\$ 12,266,630	\$ 4,635,753	38%	\$ 12,064,991
General Revenue Operational Support	\$ 18,725,937	\$ 6,241,963	\$ 21,090,865	\$ 7,014,543	33%	\$ 21,090,865
General Revenue Nursing Support	830,059	-	764,607	382,304	50%	764,607
General Rev. Student Success Incentive Initiative	359,055	126,836	338,782	84,695	25%	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	40,049	75,000	2,343	3%	75,000
Foundation Support	111,500	-	20,000	-	0%	20,000
Other Contracts	759,000	105,032	1,121,200	145,436	13%	1,121,200
Miscellaneous Revenue	17,000	7,701	23,850	8,112	34%	32,447
Uninsured Loss Recovery (HEERF)	-	220,100	-	-	0%	-
Total Revenues	\$ 33,755,872	\$ 11,203,021	\$ 39,282,734	\$ 12,410,065	32%	\$ 39,089,691
Transfers In	480,000	-	490,000	-	-	490,000
Total Revenues and Transfers In	\$ 34,235,872	\$ 11,203,021	\$ 39,772,734	\$ 12,410,065	31%	\$ 39,579,691
EXPENDITURES						
Personnel Expenditures						
Salaries and Wages	\$ 17,809,295	\$ 4,436,929	\$ 22,045,323	\$ 5,780,138	26%	\$ 20,826,960
Benefits	6,634,657	1,747,893	7,779,971	2,271,132	29%	7,914,245
Lapse Salary and Benefits	(913,250)	-	(1,886,000)	-	0%	-
Current Operating Expenditures	6,962,798	2,629,565	9,450,628	1,941,028	21%	8,361,293
Capital Outlay Expenditures	58,000	-	58,000	-	0%	58,000
Contingency	500,000	-	500,000	-	0%	-
Total Expenditures	\$ 31,051,500	\$ 8,814,386	\$ 37,947,922	\$ 9,992,298	26%	\$ 37,160,498
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	\$ (611,365)	\$ 24,812	\$ 2,415,271		\$ 619,194

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 – October 2023

Vendor: EAB
Item Description: Renewal, Starfish Legacy Platform
Amount: \$ 76,055.00
Purchase Order #: P2400231
Vendor Code: X00135257

Vendor: WELBRO Building Corporation
Item Description: SL Facilities and Grounds Building
Amount: \$ 743,100.61
Purchase Order #: P2400244
Vendor Code: X00139865

Vendor: The Glen at Cagan Crossings
Item Description: Lease Expenses Cagan Crossings
Amount: \$ 87,782.11
Purchase Order #: P2400245
Vendor Code: X00143450

Vendor: ABM Industry Groups, LLC
Item Description: Custodial & Grounds Services
Amount: \$ 1,317,591.00
Purchase Order #: P2400293
Vendor Code: X00121190

Recommendation

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

Pre-Qualified List of Bidders for Construction Projects

Agenda Item: 1123-06

Background/References

In accordance with Board Rule 6.19, the District Board of Trustees must approve the list of pre-qualified bidders for future construction contracts in excess of \$300,000 in compliance with Florida Statutes 1001.64 and 1013.46, and the State Board of Education, Rule 6A-2.0010.

Description

In September, the College legally advertised an Application for Certification as a Prequalified Construction firm for all Construction Projects. The Application was advertised in The Daily Commercial and in an online contractor portal called Vendor Link. Six (6) firms submitted a complete response to the Application.

The Application required the firms to submit documentation demonstrating compliance with the following criteria:

1. Valid contractor's license
2. Verification of bonding capacity from a surety company (rated A- or better)
3. Evidence of experience with construction techniques, trade standards, quality workmanship, project scheduling, cost control, management of projects and building codes for Construction projects within the last five (5) years
4. Evidence of successful completion of at least two (2) Construction projects similar in size within the last five (5) years
5. Evidence of satisfactory resolution of claims within the last five (5) years
6. Type of work for which the contractor is licensed.

In October, the Applications submitted by the six (6) firms were reviewed, by a Contractor Prequalification Review Committee, for compliance with the above referenced criteria. All six (6) firms were found to be in compliance.

The six firms are as follows: Clancy & Theys Construction Company, James B. Pirtle Construction Company, Inc. d/b/a Pirtle Construction Company, SEMCO Construction, Inc, Ryan Fitzgerald Construction Inc, Skanska USA Building Inc, and T&G Construcotrs.

The following fifteen (15) previously prequalified firms submitted bond verification documentation for recertification: Allstate Construction, Evergreen Construction, GSB Construction & Development, Parrish McCall Constructors, Robbins Morton Construction, Scorpio Construction, CPPI Charles Perry Partners Inc, Faden Builders, Gray Construction Services, Lego Construction Company, OHLA Building Inc, Votum Construction, Welbro Building Corporation, Wharton-Smith Construction Group, and Williams Company.

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			
November 2023 Update			
Project Description	CIP Budget	Expended or PO issued as of 10/31/23	Progress To Date
Safety			
South Lake Campus Fire Safety Upgrade	\$5,000	\$0	Fire Alarm System repairs and replacement of devices are in progress.
Critical Life Safety Modifications	\$72,000	\$0	Correction work for 2021 and 2023 PDCS Life Safety Inspections continue; including emergency lighting, improving fire panels, strobe lights, exit signs and repairs to South Lake Campus Science-Health Bldg. generator.
Emergency Lighting Repairs	\$20,951	\$20,000	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. Additional quotes are being requested.
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 Replacement began July 31 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. May need to shift these funds to cover the Lake Hall roof replacement.
Sumter Center Bldg.1 Roof/Gutter Restoration	\$250,000	\$276,295	Roof Restoration is in progress; Scheduled Oct - mid November 2023.
Leesburg Lake Hall Roof Restoration	\$225,000	\$0	DBOT approval in September 2023. PO is in process. Anticipate starting by December.
Sumter Center Bldg.4 Flat Roof Restoration	\$140,000	\$139,566	Roof Restoration is in progress; Scheduled Oct - mid November 2023.
South Lake Campus Bldg.1 New Gutters Installation	\$80,000	\$0	In planning.
Leesburg Campus William-Johnson Admin. Building Roof Restoration	\$70,000	\$0	In planning.
Leesburg Student Services Building Roof Replacement	\$650,000	\$611,756	DBOT approval in September 2023. Anticipate starting in late November 2023.

Capital Improvement Projects 2023-2024			
November 2023 Update			
Project Description	CIP Budget	Expended or PO issued as of 10/31/23	Progress To Date
Paving-Grounds			
Leesburg Campus Parking Lot Repair, Sealing & Stripe	\$150,000	\$0	In planning. Funds will be shifted to support Parking Lot A and B repaving.
South Lake Campus Irrigation	\$80,000	\$0	In planning.
Leesburg Campus Parking Lot A Repaving	\$550,000	\$575,200	Repaving work completed September 2023. New Sod was added to scope and installed.
Leesburg Campus Parking Lot B Repaving	\$550,000	\$9,700	In planning with civil engineer; anticipate completing design in November. Construction timeline (TBD).
New Structure			
South Lake Campus Facilities and Grounds Building Replacement	\$484,060	\$805,201	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 is November 9 - March 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 with the architect, civil engineer and contractor. PO is in the approval process to start Design Development. Construction timeline (TBD)
Leesburg Campus Workforce Development Center	\$24,000,000	\$0	In planning. College Administration has visited HCC, Polk State College, and Indian River State College to examine possible programs for inclusion in the new building.
HVAC			
HVAC Projects (SSB, Exhaust Fan Overhaul)	\$160,035	\$287,356	Multiple HVAC projects in progress or completed FY 22-23.
South Lake Campus Building 1 HVAC Equipment and Installation	\$600,000	\$600,501	Project substantially completed August 2023. The Air Test and Balance Report for the entire building HVAC System was received Sept.19 and in review. Some subsequent work by the mechanical subcontractor has been required.
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 December 2023.
Leesburg Campus William Johnson Admin Building HVAC Design and Replacement	\$141,725	\$23,642	Design is near complete. 100% Construction Documents are due by December 2023.

Capital Improvement Projects 2023-2024			
November 2023 Update			
Project Description	CIP Budget	Expended or PO issued as of 10/31/23	Progress To Date
Leesburg Campus Convocation Center HVAC Design and Replacement	\$200,000	\$0	Design proposal received from Hanson. We have replaced the Bard unit until design is completed.
General			
Furniture and Equipment	\$325,000	\$108,637	On going procurement as approved by College leadership.
Leesburg Campus Monument Signage	\$70,000	\$0	In planning and final design phase. Waiting on selection of brick base.
Signage (All campuses)	\$23,000	\$20,013	Planning for signs at the Leesburg Campus Facilities Bldg. and Shipping & Receiving.
Building Upgrades			
Leesburg Campus Faculty Office Building & Lecture Hall Demolition	\$94,800	\$5,006	The formal process to raze a building with State DOE is approved. Faden Builders is in planning to start the contractor bidding phase.
Leesburg Campus Student Services Building 2nd Floor Remodel	\$2,300,000	\$132,820	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 is scheduled to start 11/13/23.
Leesburg Campus Liberal Arts Building Demolition	\$200,000	\$0	The first step in the formal process to raze a building with State DOE is approved. In planning for after the Facilities Office Building and Lecture Hall are razed.
Exterior Painting Projects	\$60,000	\$48,245	Exterior refresh painting is on-going. Leesburg Campus Student Services Building completed September 2023
Interior Painting	\$90,000	\$0	Various interior painting projects continue to be planned at all Campuses.
South Lake Campus Nursing Simulation Lab Remodel	\$300,000	\$580,734	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	\$387,200	The 1st & 2nd floor Restrooms will be renovated simultaneously. Faden Builders began demo July 31. Construction timeline is expected to extend beyond 8 weeks due to unforeseen conditions.
South Lake Campus Building #2 First Floor Renovation	\$205,000	\$0	Planning to start design services.
Building Envelope DM 22 (various)	\$300,000	\$0	Deferred Maintenance FY 22 Budget allocated for project.

Capital Improvement Projects 2023-2024			
November 2023 Update			
Project Description	CIP Budget	Expended or PO issued as of 10/31/23	Progress To Date
Cagan Crossings	\$1,450,000	\$1,590,001	Construction of 4,800 sq.ft. of shell space for 2 classrooms and support space is substantially complete. Occupancy occurred as planned, mid August.
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 HuntonBrady architects; complete schedule (TBD).
Leesburg Campus Men's Team Locker Room	\$200,000	\$10,000	Planning and Schematic Design options are in progress with HuntonBrady 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 21. PO is currently in process. Materials lead time is approximately 10 weeks.
Sumter Center LED Lighting Upgrades	\$60,000	\$0	In progress.
Sumter Center Building-1 Exterior Improvements	\$50,000	\$0	In planning. Will complete after new roof and gutters are installed.
Leesburg Campus Mailroom Relocation / Build-out	\$50,000	\$0	In planning. The Mailroom will need to be relocated from Lecture Hall prior to demolition.
Sumter Center Building-4 Flooring Replacement	\$40,000	\$28,168	Scope includes the lobby, hallways and Student Lounge flooring. Replacement is tentatively scheduled Nov. 17, 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	\$0	Benard Painting completed work end of August 2023.
Leesburg Campus Lake Hall Renovation/Refresh	\$200,000	\$206,966	Interior repairs, painting and new flooring replacement work is in progress. Anticipate completion by mid-November

Background/References

Lake-Sumter State College Board Rule 1.07 requires the District Board of Trustees to annually approve all direct support organizations (DSO). Administrative Procedure 1-05 states that an annual post audit of the LSSC Foundation's financial account, conducted by an independent certified public accountant, containing sufficient detail so that the activities, sources of the income, and recipients of the expenditures will be fully disclosed, except, however, the identity of the donors who desire to remain anonymous shall be protected and that the anonymity shall be maintained in the auditor's report.

Description

The Lake-Sumter State College Foundation Board accepted the LSSC Foundation audit and the 990 and presents for review by the LSSC District Board of Trustees.

Recommendation

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

PRESIDENT'S REPORT





Athletics

Jose Gonzalez, AVP of Marketing and Public Relations and Interim Director of Athletics

- The Volleyball team competed at the 2023 FCSAA Division II/NJCAA South Atlantic District Volleyball Championship for a chance to advance to the Nationals in Iowa.
- The Cross Country team competed at Regionals in Tallahassee, FL where the men's placed 4th and the women's placed 8th. They are set to travel to Nationals in Alabama on November 11th.

Government Relations

Bruce Duncan, Contracts Administrator

- Collaborated with Student Government Association students and local legislatures for visits at the Capital in Tallahassee.

Human Resources

- Welcomed Dr. Carol Tolx, AVP of 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.
- Conducting an external audit of the department's processes and aligning policies for improved efficiency.

Professional and Organizational Development

Deborah Snellen, Executive Director

- On Friday, October 20th, the Leesburg campus hosted "Feathered Pathways: A Day of Personal and Professional Development" from 8:00 AM to 3:00 PM. More than 150 faculty and staff members attended the keynote presentation by Flower Darby titled "Education In An AI World: Building Confidence and Finding Our Way." Staff and faculty members collaborated to deliver 22 sessions covering five learning pathways: AI, Institutional Growth, Leadership Development, Student Success and Support, and Institutional Knowledge. These sessions attracted a total of 511 participants. As part of the event, 73 faculty and staff members had the opportunity to enjoy lunch together through the ACE Women's Network of Lake Sumter State College.
- From August 8th - November 6th the New Horizons orientation program has welcomed over 60 staff, faculty, adjuncts, and student employees to LSSC employment.
- Lakehawk Leadership Academy website usage is up by 24% from September.
- 54% of employees completed FERPA & Cybersecurity trainings by the deadline of October 31st. These trainings were well received with few technical issues and compliments about the renewed design which shifted away from vendor-packaged trainings.
- Created 45 Canvas Credentials Badges (for various professional development, trainings, and presenters) and awarded 550 individual badges.
- Dr. Justin Greathouse presented at the NISOD fall virtual conference on AI in education on behalf of LSSC.
- 28 completions of First Flight Online Instructor Certifications and 16 new voluntary faculty enrolled in the course.

VICE PRESIDENT'S UPDATES



Enrollment & Student Affairs Division Update for the President and Board of Trustees November 15, 2023

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

Enrollment Summary:

As of October 30, fall enrollment stands at record-high 5,228 headcount, an increase of 9.1% (+437) compared to this time last year. Full-time equivalency (FTE) is trending ahead by 11.0%. Spring 2024 registration opened on October 9, three weeks earlier than last year. There are 2,325 students registered heading into November, compared to 377 this time last year. The College is accepting applications for all 2024 terms.

Access

- Received 3,888 applications for admission for the Fall 2023 semester, an increase of 15.1% (+509) over last fall.
- Registration Rallies support students in getting a jump start on registering for spring semester classes outside of normal business hours. Held the first session on October 18 and another is scheduled for November 13 from 5:00-8:00 PM online.
- New Student Advising and Registration (NSAR) sessions for new students started on October 20 and include in-person sessions to go along with the online group advising options.

Student Learning & Success

- Dr. Jennifer Jackson will start in her role as Executive Director of Academic Advising on November 6. Dr. Jackson brings tremendous experience and leadership with extensive background in student intervention and retention programming to improve completion.
- The SGA Officers will visit Tallahassee November 7-8 to learn more about Florida Legislature and advocate for the LSSC student body.
- Over 20 LSSC students attended Successful Early Exploration (SEE) UCF on Friday, October 13. SEE UCF is a day-long immersive campus visit experience engaging prospective transfer students.
- Prepping for December Commencement Ceremonies in Leesburg and Clermont. Over 200 graduating students are expected to participate between the two ceremonies. Below are details:

Leesburg Commencement Ceremony – Kelly Convocation Center
Friday, December 8, 2023
Ceremony Begins at 5:00 pm

South Lake Commencement Ceremony – Clermont Performing Arts Center
Wednesday, December 13, 2023
Ceremony Begins at 5:00 pm

Learning & Work Environment

- Held a College-wide celebration on October 16 to acknowledge our record-breaking enrollment for the fall semester and the countless contributions made by faculty and staff from all areas.

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

Ms. Karen Hogans, Vice President of Academic Affairs

Access

- The Bachelor of Science in Elementary Education proposal was submitted to the Florida Department of Education for consideration at the State Board of Education's January 17, 2024 meeting.

Workforce Development

- Representative Temple attended the Higher Education Innovation conference in Niceville, Florida on October 9-11, 2023. Some of the key sessions attended discussed higher education programs meeting the needs of the region, entrepreneurial networks, and evolving with technology (ChatGPT). Tours of programs related to Lake Sumter were the Aviation Center of Excellence, Culinary Arts Greenhouse project, and Raider Esports program.
- Ms. Stephanie Luke, Executive Director of the BS in Elementary Education, met with Wildwood Middle High School & South Sumter High School principals and High School Teaching Academy Lead Teachers to begin to cultivate relationships and develop partnerships for student opportunities. During the visits she was able to visit the HSTA Classroom as well ~ and visit with some students in the program. She also visited Tavares High School's Teaching Academy Friday, October 27th, to present a hands-on mathematics lesson to the students & promote our EE program.

Student & Learning Success

- LSSC faculty and staff created materials show casing student performance in institutional student learning outcomes to be shared during the November 3, 2023 college-wide Assessment Exchange.
- First year Honors Program students attended the Career Development Services career event, where two of them received significant scholarships from the foundation. All first-year students have also recently completed, or are in the process of completing, a job shadowing project to help them finalize their career plans.

Learning & Work Environment

- Mathematics Associate Professor Sybil Brown, who is also the President of the Florida Two-Year College Mathematical Association (FTYCMA), helped LSSC host the annual FTYCMA Fall Retreat at our South Lake Campus on Friday, October 6 and Saturday, October 7. There were more than 100 Math faculty participants coming from 25 out of the 28 state colleges. This year's retreat focused on the two new courses that are being developed as part of the Mathematical Thinking in Context pathway for non-STEM students.
- Four Arts/Humanities/Social and Behavioral Sciences faculty members contributed to the success of the LSSC professional development program, Feathered Pathways, held October 20, 2023, by serving as facilitators for sessions on AI tools for educators, collaborative projects to increase student success, and the power of community service!

**Facilities Planning and Operations Division
Update for the President and District Board of Trustees
November 15, 2023**

Thom Kieft, Vice President, Facilities Planning and Operations

Learning & Work Environment

Leesburg Campus

- Parking Lot A near College Drive is now repaved and striped. There was an irrigation leak under one of the entranceways to the parking lot, yet the Facilities staff quickly repaired the pipe and the vendor has already made asphalt repairs.
- College staff have been meeting with architects on the design of the 2nd floor of the Student Services Building (SSB) and the gym locker rooms.
- Two of the chiller plant secondary loop pumps have been rebuilt which helps chilled water navigate around the campus.
- Planning is underway for further chiller plant and SSB air handler unit improvements by the end of the calendar year.
- The Facilities and Campus Transformation teams have collaborated on the Lake Hall refresh. This project included new flooring, ceiling tiles, paint, electrical improvements for technology, and the addition of a laundry room for event linen.

Sumter Center

- Building 1 and Building 4 roof replacements have started and will be complete by the end of November.
- Designs for the new teaching pavilion by the CDL pad have been submitted for review by college staff.

South Lake Campus

- The Nursing Simulation Lab and Respiratory Care Lab project in the Science-Health Partnership Building is coming to a conclusion. Drywall and ceiling grid have been installed as well as glass for the control room in the expanded Nursing Simulation Lab. The new four bed Nursing Simulation Lab will be completed for use in the Spring 2024 semester. The Respiratory Care lab will also be complete in December, yet the program does not begin until Fall 2024.
- Construction of the new Facilities Management and Ground Building started in November 2023 and will be complete by the end of 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
November 15, 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 was open from October 1 – October 31, and we received a record number of **722** applications, which is a **36%** increase over Spring 2023.
- The 2023 Monster Dash was held on Saturday, October 28 and hosted 289 runners and walkers on the Leesburg campus and around Silver Lake. The 5K/10K raised almost \$20,000 help the foundation further its mission to support students and programs at LSSC and create awareness in the community.
- **Suncoast Credit Union Foundation** awarded the LSSC Foundation \$10,000 to support student scholarships.

Workforce Development

- Lakehawk Career Connect:
 - A total 278 active jobs are currently registered with Lakehawk Career Connect. Of this group of employers, they have collectively posted 107 new jobs and internships in October.
- Join us at the upcoming Performing Arts series on Sunday, December 10 for the melodic sounds of Michael Andrew and Swingerhead.

Learning & Work Environment

- The 2024 Annual Campaign kicked off during the month of October for all Faculty and Staff! Currently raised \$19,405 on behalf of faculty & staff, which accounts for 20% of employee giving.

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

Name	Amount	Fund Description	Gift Subtype
Abundant Life Ministries	\$2,500.00	Pete Wahl Memorial Scholarship	Contribution
A-Line Fire & Safety, Inc.	\$1,000.00	Monster Dash	Sponsorship
Seco Energy	\$1,000.00	Monster Dash	Sponsorship
United Way of Lake & Sumter Counties, Inc.	\$1,607.14	RISE Summer Math	Grant Revenue
Welbro Building	\$2,500.00	General Unrestricted Funds	Sponsorship
Westbrook Service Corporation	\$1,000.00	Monster Dash	Sponsorship
Total Gifts over \$1,000	\$9,607.14		

**Technology Innovation Division
Report for the President and District Board of Trustees
November 15th, 2023**

Nick Kemp, Vice President of Technology Innovation/CIO

Learning and Work Environment

- Developed and implemented salary tables for FY24 in Banner Production.
 - ARGOS Dashboard Report created to easily compare employee salaries by classification, by range, or by midpoint.
 - Facilitates management of employee compensation ensuring equity and competitiveness.
- Argos Dashboard Reports created to report current FY budget numbers for full-time employees and current term Instructor salary expenses.
 - To be used as a planning tool to aid in the budgeting process.
 - Allows Finance Budget to review current budget and expended amounts on an on-demand basis.
 - Finance Budget has ongoing access to budget numbers.
- The Employee Self-Service will launch by November 30th.
 - Will provide personal information to employees including, but not limited to, salary, benefits, and leave balances, on demand.
 - Supervisors will have access to their direct report's information. Employees will submit Advance Leave Requests and Leave Reports in ESS, and supervisors will approve them in ESS, eliminating the need for Workflow forms or paper documents.
 - Employees and supervisors will have access to information on-demand eliminating phone calls to HR and Payroll, creating efficiencies.
- The cyber insurance application has been completed and accepted and evaluated as favorably comparable to our previous expiring policy.
- Cyber training completely revamped and rolled out to employees. Training has received positive feedback.
- The Production Studio has teamed up with IT and staff to create the next Cyber PSA in the #CYBERSMART series. The innovative video can be viewed here <https://www.youtube.com/watch?v=B2wnMvM7Hks>.
- The 2nd annual Assessment Exchange was a great success. 150 people attended the first in-person event, represented by 40 departments. Congratulations to the award winners:
 - Best Action Plan -- ASN
 - Most Enthusiastic -- Academic Advising Department
 - Best Data-Driven Decision -- Natural Sciences
 - Best Overall -- Facilities and Math
- The Lake Technical College/Lake-Sumter State College data-sharing agreement has been signed. This paves the way for an efficient exchange of data between LTC and LSSC.
- Academic dashboards are being created for the Deans to analyze student performance data respective to their disciplines with unprecedented depth and detail. Math was the first discipline to be created, which will be followed by Sciences and Humanities.

**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**



**NEW
BUSINESS**



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

Agenda Item: 1123-13

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

Lake-Sumter State College Board Rule 1.07 requires the District Board of Trustees to annually approve all direct support organizations (DSO). The Lake-Sumter State College Foundation is the only College approved DSO.

Description

At the July 26, 2023 Lake-Sumter State College Foundation Quarterly Board meeting, the Board approved and recommends to the District Board of Trustees the 2024 slate of Foundation Officers:

Past President, Gregg Morrell,
President, Michelle Michnoff,
President-Elect, Josh Gonzales,
Vice President, Leslie Rotarius,
Treasurer, Sarah Uhrik,
Secretary, Dr. Laura Byrd,
Trustee Liaison, Tim Morris,
Faculty Liaison, Chris Leibner,
LSSC College President, Dr. Heather Bigard.

The LSSC Foundation Board approved and recommends the incoming LSSC Foundation Directors: Jenna Emerson, Alise Morris, Jeff Powell, Megan Robinson and Jessica Whitehouse.

Recommendation

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

Background/References

Lake-Sumter State College Board Rule 1.07 requires the District Board of Trustees to annually approve all direct support organizations (DSO). Administrative Procedure 1-05 allows the direct support organization to make reasonable use of the College property, facilities and personnel services

Description

The Lake-Sumter State College Foundation, Inc. Board approved the 2024 budget to include in-kind contributions from the College

Recommendation

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

Lake-Sumter State College Foundation

Proposed Operating Budget 2024

General Operating Budget

	2023 Original Budget	2023 YTD Operating Actual	2024 Proposed Budget
Revenues			
Unrestricted Contributions	\$ 40,000	\$ 75,570	\$ 50,000
Temporarily Restricted Contributions	\$ 0	800,000	\$ 0
Fundraising Activities (Transfer at year-end)	71,000	190,330	100,000
In-Kind Support	430,646	350,584	406,655
Administrative Fees (Transfer at year-end)	5,000	0	5,000
Total Revenues	\$ 546,646	\$ 1,416,484	\$ 561,655
Expenditures			
Bank Fees	\$ 10,000	\$ 2,910	\$ 10,000
Travel Expenses	3,000	1,702	3,000
Special Events Expenses	6,500	5,720	6,500
Food and Food Products	25,000	17,731	25,000
Professional Development	2,500	0	3,500
Contractual Services	30,500	154	30,500
Other Services and Expenses	9,500	5,573	9,500
Community Relation Expenses	12,000	10,556	12,000
Materials and Supplies	8,500	3,087	8,500
Postage and Printing	6,000	3,572	6,000
Software Agreements	15,000	7,401	15,000
Alumni Event Expense	0	0	10,000
Alumni Operating Expense	0	0	5,000
Alumni Materials and Supplies	0	0	2,000
Alumni Postage and Printing	0	0	2,000
In-Kind Support Personnel	403,311	330,974	378,500
In-Kind Support Facility Use	27,335	19,610	28,155
Total Expenditures	\$ 559,146	\$ 408,990	\$ 555,155
Investment Activity			
Bank and Investment Income	\$ 14,000	\$ 45,233	\$ 30,000
Realized Market Gain (Loss)	0	45,525	0
Unrealized Market Gain (Loss)	0	90,504	0
Management Fees	0	(12,243)	0
Total Investment Activity	\$ 14,000	\$ 169,019	\$ 30,000
Transfer to Temporarily Restricted	0	(800,000)	0
Surplus/(Deficit)	\$ 1,500	\$ 376,513	\$ 36,500

Background/References

Lake-Sumter State College Board Rule 1.07 requires the District Board of Trustees to annually approve all direct support organizations (DSO). Administrative Procedure 1-05 states that an annual post audit of the LSSC Foundation's financial account, conducted by an independent certified public accountant, containing sufficient detail so that the activities, sources of the income, and recipients of the expenditures will be fully disclosed, except, however, the identity of the donors who desire to remain anonymous shall be protected and that the anonymity shall be maintained in the auditor's report.

Description

The Lake-Sumter State College Foundation Board accepted the 2022 LSSC Foundation audit and an presents for review by the LSSC District Board of Trustees.

Recommendation

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



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

District Board of Trustees

Mr. Bret Jones, Chair

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

