

Lake-Sumter State College

**DISTRICT BOARD  
OF TRUSTEES**

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Board Meeting Packet  
February 19, 2025



# Lake-Sumter State College

## DISTRICT BOARD OF TRUSTEES



### Meeting Agenda

Wednesday, February 19, 2025  
Sumter Center

#### PUBLIC BOARD MEETING AGENDA

##### CALL TO ORDER - Chairman

##### PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

##### PUBLIC COMMENT

\*A Public Comment Card must be submitted to the Recording Secretary at least 10 minutes prior to the start of the meeting.

##### CONSENT CONSIDERATIONS

- 0225-01 Approve: Minutes of January 8, 2025 Facilities Committee
- 0225-02 Approve: Minutes of January 14, 2025 Finance & Public-Private Partnership Committee
- 0225-03 Approve: Minutes of January 14, 2025 Strategic Planning Committee
- 0225-04 Approve: Minutes of January 15, 2025 Regular Board Meeting
- 0225-05 Approve: Minutes of February 12, 2025 Facilities Committee
- 0225-06 Approve: Minutes of February 13, 2025 Finance & Public-Private Partnership Committee
- 0225-07 Approve: Personnel Faculty Changes
- 0225-08 Acknowledge: Personnel Staff Changes
- 0225-09 Approve: Proposed Curriculum Changes
- 0225-10 Acknowledge: Monthly Fiscal Report for January 2025
- 0225-11 Approve: Purchases over \$65,000
- 0225-12 Acknowledge: Capital Improvement Projects Report
- 0225-13 Approve: 2025-2026 Personnel Calendar

##### PRESIDENT'S REPORT

- 0225-14 Dr. Laura Byrd, Interim President

##### VICE PRESIDENT'S REPORTS

- 0225-15 Michelle Matis, Vice President of Financial Services and Chief Financial Officer

##### BOARD ATTORNEY'S REPORT

- 0225-16 Ms. Anita Geraci-Carver's Update

##### COMMITTEE REPORTS

- 0225-17 Executive Committee – Chair, Bret Jones
- Facilities Committee – Vice Chair, Ms. Jennifer Hooten
- Finance and Public-Private Partnerships Committee – Mr. Tim Morris
- Strategic Planning Committee – Mr. David Hidalgo
- Student Engagement Committee – Ms. Ivy Parks
- Foundation Liaison – Mr. David Hidalgo

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

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## Meeting Agenda

Wednesday, February 19, 2025  
Sumter Center

### NEW BUSINESS

- |         |              |   |
|---------|--------------|---|
| 0225-18 | Approve:     | Coleman Federal Prison Education Program Letter of Intent                 |
| 0225-19 | Approve:     | New Program Proposal – Digital Media Creative Video Production AS Program |
| 0225-20 | Information: | Mid- Year Review 2024-2025 Finances                                       |
| 0225-21 | Approve:     | Student Services Building 1 <sup>st</sup> Floor Remodel                   |
| 0225-22 | Information: | Naming of the Leesburg Campus Beach Volleyball Complex                    |
| 0225-23 | Information: | Presidential Search Update  |

### ADJOURNMENT

## **CALENDAR NOTES:**

District Board of Trustees  
Meeting

Wednesday, February 19, 2025  
5:00 pm

Sumter Center

Foundation Shamrock Shuffle	Saturday, March 1, 2025 8:00 am	Clermont Campus
Foundation Scholarship Dinner	Thursday, March 6, 2025 5:00 pm	Leesburg Campus
Spring Break	Monday, March 10 - Friday, March 14, 2025	
Executive Committee	Tuesday, March 4, 2025 4:00 pm	Clermont
Strategic Planning Committee	Monday, March 17, 2025 5:00 pm	TBD
Finance and Public-Private Partnership Committee	Tuesday, March 18, 2025 3:00 pm	Leesburg Campus
District Board of Trustees Meeting	Wednesday, March 19, 2025 5:00 pm	Leesburg Campus
Executive Committee	Tuesday, April 8, 2025 9:00 am	Clermont
Facilities Committee	Wednesday, April 9, 2025 4:30 pm	TBD
Foundation Gala	Friday, April 11, 2025	TBD
Strategic Planning Committee	Monday, April 14, 2025 5:00 pm	TBD
Finance and Public-Private Partnership Committee	Tuesday, April 15, 2025 3:00 pm	Leesburg Campus
Student Experience Awards	Tuesday, April 15, 2025 6:00 pm	Leesburg Campus
District Board of Trustees Meeting	Wednesday, April 16, 2025 5:00 pm	South Lake Campus
Hawkspys Athletics Banquet	Wednesday, April 23, 2025 5:00 pm	Leesburg Campus
Spring Nurse Pinning Ceremony	Wednesday, May 7, 2025 5:00 pm	Leesburg Campus
Spring Clermont Commencement Ceremonies	Thursday, May 8, 2025	Clermont Arts & Recreation Center
Spring Leesburg Commencement Ceremonies	Friday, May 9, 2025	Leesburg Campus

Executive Committee	Tuesday, May 13, 2025 9:00 am	Clermont
Facilities Committee	Wednesday, May 14, 2025 4:30 pm	TBD
Strategic Planning Committee	Monday, May 19, 2025 5:00 pm	TBD
Finance and Public-Private Partnership Committee	Tuesday, May 20, 2025 3:00 pm	Leesburg Campus
District Board of Trustees Meeting	Wednesday, May 21, 2025 4:30 pm	Leesburg Campus
Executive Committee	Tuesday, June 10, 2025 9:00 am	Clermont
Facilities Committee	Wednesday, June 11, 2025 4:30 pm	TBD
Strategic Planning Committee	Monday, June 16, 2025 5:00 pm	TBD
Finance and Public-Private Partnership Committee	Tuesday, June 17, 2025 3:00 pm	Leesburg Campus
District Board of Trustees Meeting	Wednesday, June 18, 2025 5:00 pm	South Lake Campus Board Room

**NO BOARD MEETING IN JULY**

# **CONSENT CONSIDERATIONS**



**Lake-Sumter State College**  
**FACILITIES COMMITTEE OF THE DISTRICT BOARD OF TRUSTEES**  
**Wednesday, January 8, 2025 Minutes**

In attendance: Jennifer Hooten, Chair, Tim Morris, Bret Jones, Dr. Laura Byrd, Thom Kieft, and Kailyn Wurm.

Ms. Jennifer Hooten, Chair, called the meeting to order at 4:30 pm.

**South Lake Campus Science Health Building Envelope**

The Science Health Building on the South Lake Campus is leaking on the outside of the building. To repair the leakage, parts of the brick along the building will be removed to accurately access the cause and fix the issue.

**Leesburg Campus**

***Student Services Building 1<sup>st</sup> & 2<sup>nd</sup> Floor Renovations***

Foundation and Human Resources staff will move in to the 2<sup>nd</sup> floor next week as the finishing touches are to be completed this week. The 1<sup>st</sup> floor renovation design is underway and the project should be completed by May or June 2025.

***Workforce Development Center***

HuntonBrady is coordinating with the College for mini-master planning and Workforce Development Center discussion sessions with staff, faculty, and students. The current projected timeline is to open the Center in summer of 2027.

***Liberal Arts Demolition***

The demolition is complete and the contractors are working on touch-ups outside of Building 8.

***Beach Volleyball Complex***

***Center for Teaching and Learning Remodel***

After Board of Trustees approval, the building was renamed to the Clifford B. Stearns Library and Learning Success Center. The project will create new study rooms for students, add new offices for staff, include new west-side entry doors, and new furniture.

**Sumter Center**

***Workforce Pavilion***

The building materials will be delivered next week. The pavilion will include restrooms, classroom space, storage for CDL, fans, an ice machine, and drinking fountain. The project is estimated to be completed before April 2025.

***CDL Pad Lights***

SECO Energy installed lighting for the CDL pad to conduct evening CDL courses.

***Building 4 Library***

The College has a partnership with Family Church Sumter for renovating the share space. The timeline for completion should be April 2025. The College will waive the Church's rent for one (1) year in exchange for renovations and improvements. The renovations will meet both the needs of the Church and programming needs for the College. A formal proposal will come to the Board of Trustees when one is finalized.

**Other**

***South Lake Campus Softball Complex***

Mr. Tim Morris reported he met with the Lake County Manager regarding the softball fields at the South Lake Campus. From that meeting, the County stated they would provide \$500,000 and Orlando Health South Lake would provide \$100,000 to complete repairs to the fields. The cost of repairs would also include insurance funds received. The County claimed their Parks & Recreation Department would operate the fields and the College would maintain the land only. Lake County has expressed an urgent need for the use of softball fields for little league. This item was for discussion.

Ms. Jennifer Hooten adjourned the meeting at 5:08 pm.

Respectfully submitted by Kailyn Wurm, Recording Secretary.



**Lake-Sumter State College**  
**FINANCE AND PUBLIC-PRIVATE PARTNERSHIPS COMMITTEE OF THE**  
**DISTRICT BOARD OF TRUSTEES**  
**Tuesday, January 14, 2025 Minutes**

In attendance: Tim Morris, Chair, Dr. Laura Byrd, Michelle Matis, and Kailyn Wurm.

Mr. Tim Morris, Chair, called the meeting to order at 3:00 pm.

**Review November & December 2024 Financials**

The Committee reviewed the November and December 2024 financials that will be presented to the Board for approval at the meeting this week. The annual Mid-Year Financial Review will be discussed at the next meeting.

**Audit Updates**

An update was provided by Ms. Michelle Matis regarding the Annual Financial Audit for Bright Futures. The exit interview was conducted last month and the preliminary report should be provided by the end of the month.

Mr. Tim Morris adjourned the meeting at 3:23pm.

Respectfully submitted by Kailyn Wurm, Recording Secretary.

**Lake-Sumter State College**  
**STRATEGIC PLANNING COMMITTEE OF THE DISTRICT BOARD OF TRUSTEES**  
**Tuesday, January 14, 2025 Minutes**

In attendance: David Hidalgo, Chair, Dr. Laura Byrd, Ivy Parks, Emily Lee, Bret Jones and Kailyn Wurm.

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

**Workforce Development Center**

The College has prepared workshops for staff, faculty, and students to participate in with HuntonBrady architects for discussions of the needs for the building. Once completed, the Board of Trustees workshop will follow with HuntonBrady to showcase a first iteration for the building that incorporates the feedback from the College.

**Strategic Search for New President**

Mr. Bret Jones reported that the Presidential Search Committee will have an organizational meeting at the end of the month to discuss process and timeline of a search.

**South Lake Master Plan**

The 2025 Legislative Budget Request for the \$2 million dollar remodel of Building 2 will be the first phase of the South Lake Master Plan. Dr. Laura Byrd will be advocating for this request with legislators in Tallahassee.

Mr. David Hidalgo adjourned the meeting at 5:42pm.

Respectfully submitted by Kailyn Wurm, Recording Secretary.

**DISTRICT BOARD OF TRUSTEES  
LAKE-SUMTER STATE COLLEGE  
SOUTH LAKE CAMPUS  
January 15, 2025**

**PRESENT:** Mr. Bret Jones, Board Chair, Ms. Jennifer Hooten, Vice-Chair, Dr. Laura Byrd, Interim President, Board Members: Ms. Ivy Parks, Mr. Tim Morris, Ms. Emily Lee, Mr. David Hidalgo(v), 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 Board Chair Bret Jones at 5:00 p.m. on January 15, 2024, at the South Lake Campus.

**PUBLIC COMMENT:**

No public comment cards were submitted.

**NEW BUSINESS:**

**0125-12 – NAMING OF THE LEESBURG CAMPUS ATHLETIC COMPLEX**

In recognition of a monetary gift to the LSSC Foundation, Inc. to support the athletics programs, the LSSC Foundation, Inc. recommends naming the Athletics Complex at the Leesburg Campus for J Carlisle Rogers, Sr. This item was previously reviewed by the District Board of Trustees at the January 6, 2025 Board meeting and is being brought back for final approval and vote.

***MOTION to approve the naming for the J Carlisle Rogers, Sr. Leesburg Campus Athletic Complex, Mr. Tim Morris, SECOND, Ms. Ivy Parks, motion passed unanimously.***

**0125-13 – 2025-2026 PERSONNEL CALENDAR**

Each year the personnel calendar for the upcoming fiscal year is brought to the District Board of Trustees for approval including the following: 24 paid holidays when the College is closed. Employees receive 9 paid holidays out of 11 Federal holidays along with additional time off as outlined in the attached document. Four-Day Summer Work Week Schedule: For Summer 2025, beginning May 12 through August 1, staff employees will still work a total of 37.5 hours for four days. The same will apply for Summer 2026 from

May 11 through July 31. The proposed personnel calendar for year 2025-26 is presented for review and approval.

***MOTION to approve the 2025-2026 Personnel Calendar, Ms. Jennifer Hooten, SECOND, Ms. Emily Lee, motion passed unanimously.***

#### **0125-14 – COLEMAN FEDERAL PRISON EDUCATION PROGRAM**

Coleman Federal Correctional Facility representatives plan to pursue a Prison Education Program (PEP) program with Lake-Sumter State College and are interested in a two-year program. With this program, incarcerated students are able to access Pell Grants if they enroll in a Prison Education Program. Colleges that wish to offer a PEP must first get approval from the appropriate accrediting and corrections agencies, as well as the US Education Department.

***This item is for informational purposes only. The Letter of Intent for the program will be brought forward at the next meeting.***

#### **0125-15 – LETTER OF INTENT FOR LEESBURG PROPERTY PURCHASE**

The College has received an unsolicited letter of interest regarding the potential purchase of a parcel of property located within the Leesburg Campus. The District Board of Trustees has no obligation to respond or consider this request.

***The District Board of Trustees reached a consensus for the Interim President to write a response letter not agreeing to the purchase. This item is for informational purposes only.***

#### **0125-16 – PRESIDENTIAL SEARCH UPDATE**

Mr. Bret Jones reported that the Presidential Search Committee will have an organizational meeting at the end of the month to discuss process and timeline of a search.

***This item is for informational purposes only.***

#### **CONSENT CONSIDERATIONS:**

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

#### **SCHEDULED INFORMATION REPORTS:**

Interim President Byrd presented her report.

- Spring 2025 enrollment is up 20%.
- The 2024-2025 academic year will have the largest graduating class in the College's history for spring and fall semesters.

- The College's General Education courses went before the State Board of Education and was approved.
- The Center for Teaching and Learning Building will be renamed for Clifford B. Stearns Library and Learning Success Center. The updates will provide study spaces for students and updated office spaces.
- The College is working on efforts to develop of the beach volleyball courts at the Leesburg Campus with a possible naming of the courts forthcoming.
- The Sumter Workforce Pavillion project is underway which provides shade for students, classroom space, restrooms, fans, and a drinking fountain.
- The Student Services Building 2<sup>nd</sup> floor renovation is nearing full completion with minor finishing touches remaining.
- Meeting with legislators in Tallahassee and College lobbyists to advocate for support of the College's Legislative Budget Request for a \$2 million dollar ask for the remodel of Building 2 at the South Lake Campus and the South Lake Master Plan. review the South Lake Master Plan.
- The Council of Presidents discussed LINE Grant dollars, concerns of healthcare insurance costs, k-12 system funding for needs of small colleges, and continued support for a legislative ask of \$200 million.
- Workforce Development Center workshops upcoming for faculty, staff, and students to attend for feedback.
- Attending Council of President and Trustee joint conference and FL Chamber Legislative Fly-In in Tallahassee in February.
- Efforts continue with the Foundation for Capital Campaign work.

The Board Attorney report was presented by Ms. Anita Geraci-Carver and provided an update on the Parker case.

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

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

Dr. Laura Byrd presented the reports for the Finance & Private-Public Partnership Committee as Mr. Tim Morris needed to be excused from the meeting and the Foundation report.

Mr. Bret Jones presented the report for the Strategic Planning Committee as Mr. David Hidalgo was having technical issues.

Ms. Ivy Parks did not report for the Student Engagement Committee as a meeting is scheduled in the coming months.

**OTHER CONSIDERATIONS:**

The next regular meeting is scheduled for February 19, 2025 at the Sumter Center.

The meeting was adjourned at 5:49 p.m.

**ATTEST:**

\_\_\_\_\_  
Mr. Bret Jones, Chair

\_\_\_\_\_  
Dr. Laura Byrd, Secretary/Interim College President

Recording Secretary: Kailyn Wurm

**Lake-Sumter State College**  
**FACILITIES COMMITTEE OF THE DISTRICT BOARD OF TRUSTEES**  
**Wednesday, February 12, 2025 Minutes**

In attendance: Jennifer Hooten, Chair, Bret Jones, Dr. Laura Byrd, Thom Kieft, and Kailyn Wurm.

Ms. Jennifer Hooten, Chair, called the meeting to order at 4:30 pm.

**Leesburg Campus**

***Student Services Building 1<sup>st</sup> Floor Renovation***

The Guaranteed Max Price for this project will be presented to the Board for approval at next week's meeting. The updates will focus on student services areas and the main lobby. The renovation will include a campus store, a small classroom for new student orientation, and office spaces. Projected completion should be around May or June 2025.

***Clifford B. Stearns Library & Learning Success Center***

The project will create new study rooms for students, add new offices for staff, include new west-side entry doors, and new furniture. This will be fully completed by the end of the spring 2025 semester.

***Workforce Development Center***

HuntonBrady is coordinating with the College for mini-charrettes sessions with staff and faculty to discuss the programming needs inside the building. The current projected timeline is to open the Center in summer of 2027.

***Beach Volleyball Complex***

This project is underway with irrigation completed thanks to the assistance of Lake Jem Farms and Corey Warner. The projected time of completion is by February 2025.

***Monument Sign***

A sign location was decided near the Health Sciences Building and Hwy 441. The size will be similar to the monument sign in Sumter with a few changes. Completion of this project is schedule for the end of the spring 2025 semester.

**Sumter Center**

***Workforce Pavilion***

Construction is underway for the pavilion and will provide restrooms, classroom space, storage for CDL, fans, an ice machine, and drinking fountain. The project is estimated to be completed before April 2025.

Ms. Jennifer Hooten adjourned the meeting at 4:51 pm.

Respectfully submitted by Kailyn Wurm, Recording Secretary.

**Lake-Sumter State College**  
**FINANCE AND PUBLIC-PRIVATE PARTNERSHIPS COMMITTEE OF THE**  
**DISTRICT BOARD OF TRUSTEES**  
**Thursday, February 13, 2025 Minutes**

In attendance: Tim Morris, Chair, Dr. Laura Byrd, Michelle Matis, Bruce Duncan, and Kailyn Wurm.

Mr. Tim Morris, Chair, called the meeting to order at 3:00 pm.

**Review January 2025 Financials**

The Committee reviewed the January 2025 financials that will be presented to the Board for approval at the meeting next week.

**Mid-Year Review 2024-2025 Financials**

Ms. Michelle Matis presented the Mid-Year Review 2024-2025 Financials to the Committee. The Mid-Year Financial Review will be discussed at the next Board meeting.

**Naming for Beach Volleyball Courts Complex**

This project, recently approved by the Board of Trustees, is underway with contractors setting up the boundaries to create the volleyball courts and fill with dirt. Lake Jem Farms and Corey Warner are assisting with the project. The estimated timeframe of completion is in February 2025. In recognition of a monetary gift to the LSSC Foundation, Inc. to support the athletics programs, the LSSC Foundation, Inc. will recommend to the College District Board of Trustees naming the Beach Volleyball Complex at the Leesburg Campus in recognition of Lake Jem Farms' support to construct the courts.

Mr. Tim Morris adjourned the meeting at 3:14pm.

Respectfully submitted by Kailyn Wurm, Recording Secretary.



## Background/References

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

## Description

### New Hires:

Name	Title	Effective Date
Matthew Booker	Instructor, Nursing	1/06/2025
Darren Broemmer	Instructor - Computer Science and Cybersecurity	1/06/2025
Yielleen St Amour	Instructor, Nursing	1/06/2025

## Recommendation

Motion to approve the Human Resource Faculty Changes for January 1 – January 31, 2025 as written.

## Background/References

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

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

## Description

### New Hires:

Name	Title	Effective Date
Christy Adkins	Executive Director, Student and Career Engagement	01/06/2025
Sophie Capitanelli	Coach, Strength and Conditioning	01/06/2025
Megan Cavanah	Dean, Math	01/06/2025
Erin Hiles	Executive Assistant, CIO/CFO	01/06/2025
Alejandro Rodriguez	Program Director, Construction Management	01/06/2025
Jeremy Scouten	Videographer I	01/06/2025
Cynthia Thompson	Program Director, RN-BSN	01/06/2025
Rosmin Blackshear	Clinical Coordinator, Health Professions Programs	01/13/2025
Katherine DaVia	Generalist, Human Resource Operations	01/21/2025

### Staff Status Changes

Name	Title	Effective Date
Marilyn Cole	Coordinator, Nursing Student Success	01/01/2025
Christopher Sargent	Dean of Workforce	01/01/2025
Richard Billings	Coach, Baseball/Athletics Fundraising Coordinator	01/06/2025
Michael Leister	CDL Examiner	01/16/2025

### Departures:

Name	Title	Effective Date
Tracey Hoff	Managerial-Administrator FTE	01/06/2025
Katherine DaVia	Generalist, Human Resource Operations	01/21/2025
Jeanne Battersby	Academic Advising II	01/31/2025

## Recommendation

Motion to acknowledge the Human Resource Staff Changes for January 1 – January 31, 2025 as written.

### **Background/References**

Per Florida Statute 1001.64, each District Board of Trustees is specifically authorized to adopt rules, procedures, and policies, consistent with law and rules of the State Board of Education, related to its mission and responsibilities as set forth in s. 1004.65, its governance, personnel, budget and finance, administration, programs, curriculum and instruction, buildings and grounds, travel and purchasing, technology, students, contracts and grants, or college property. The Curriculum Committee prepares a monthly report on the status of committee business.

### **Description**

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

### **Recommendation**

Motion to approve the proposed curriculum changes as written.





# Monthly Fiscal Report for January 2025

Agenda Item: 0225-10

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## **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 Office of the Vice President of Finance, and is intended to keep the District Board of Trustees apprised of the financial condition of the College.

## **Description**

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

## **Recommendation**

Motion to acknowledge the Monthly Fiscal Report for January 2025 as written.

**Lake-Sumter State College**  
**Fiscal Status Report - Fund 1**  
**General Current Fund**  
**July 1, 2024 through January 31, 2025**

	FY 2023-24		FY 2024-25			
	Annual Budget	1/31/2024	Annual Budget	1/31/2025	Percent of Budget Earned/Spent	Projected 6/30/2025
<b>REVENUES &amp; BUDGETED FUND BALANCE</b>						
Student Fees						
Fall						
Tuition	\$ 2,883,900	\$ 3,119,374	\$ 3,451,420	\$ 3,801,598	110%	\$ 3,801,598
Technology Fees	144,300	155,978	166,300	190,094	114%	190,094
Distance Learning	309,300	312,330	340,551	357,105	105%	357,105
Dual Enrollment	386,700	411,674	389,000	432,287	111%	432,287
HSCA Dual Enrollment	577,080	419,070	577,093	587,129	102%	587,129
Lab Fees	79,600	88,118	99,086	94,976	96%	94,976
Spring						
Tuition	\$ 2,616,700	\$ 2,812,205	\$ 3,113,630	\$ 3,574,438	115%	3,421,438
Technology Fees	131,000	140,619	149,300	178,739	120%	171,085
Distance Learning	294,100	279,060	304,208	342,345	113%	321,395
Dual Enrollment	433,500	498,605	480,000	674,093	140%	539,274
HSCA Dual Enrollment	526,700	-	546,984	-	0%	528,416
Lab Fees	117,300	170,040	176,750	206,786	117%	186,107
Summer						
Tuition	\$ 949,300	\$ (9,148)	\$ 1,291,280	\$ (27,609)	-2%	1,317,106
Technology Fees	45,000	(457)	62,100	(1,380)	-2%	63,342
Distance Learning	157,000	(750)	159,405	(300)	0%	162,593
Dual Enrollment	0	(13,028)	0	(43,485)	0%	0
Lab Fees	9,600	(295)	33,290	(1,560)	-5%	33,956
Miscellaneous Fees	190,300	144,587	302,639	164,026	54%	281,187
Youth Development	252,000	2,457	250,000	7,667	3%	187,500
Continuing Education	2,163,250	465,332	1,127,788	626,369	56%	1,073,776
<b>Total Student Tuition and Fees</b>	<b>\$ 12,266,630</b>	<b>\$ 8,995,772</b>	<b>\$ 13,020,824</b>	<b>\$ 11,163,318</b>	<b>86%</b>	<b>\$ 13,750,366</b>
General Revenue Operational Support	\$ 21,090,865	\$ 12,226,031	\$ 20,958,984	\$ 12,328,820	59%	\$ 20,958,984
General Revenue Nursing Support	764,607	573,456	764,600	899,518	118%	899,518
General Rev. Student Success Incentive Initiative	338,782	197,621	338,782	215,590	64%	338,782
State Dual Enrollment Scholarship Program	370,000	293,563	400,000	389,068	97%	400,000
Educational Enhancement Support	3,100,000	-	3,231,881	-	0%	3,231,881
Miscellaneous State Contracts	111,800	-	26,000	(2,742)	-11%	26,000
Federal Support Indirect Cost	75,000	2,343	75,000	65,738	88%	65,738
Foundation Support	20,000	-	-	54,782	0%	54,782
Other Contracts	1,121,200	308,044	586,868	387,324	66%	586,868
Miscellaneous Revenue	23,850	24,951	24,100	107,690	447%	107,690
<b>Total Revenues</b>	<b>\$ 39,282,734</b>	<b>\$ 22,621,780</b>	<b>\$ 39,427,039</b>	<b>\$ 25,609,106</b>	<b>65%</b>	<b>\$ 40,420,608</b>
Transfers In	490,000	-	1,000,000	-	-	800,000
<b>Total Revenues and Transfers In</b>	<b>\$ 39,772,734</b>	<b>\$ 22,621,780</b>	<b>\$ 40,427,039</b>	<b>\$ 25,609,106</b>	<b>63%</b>	<b>\$ 41,220,608</b>
<b>EXPENDITURES</b>						
Personnel Expenditures						
Salaries and Wages	\$ 22,045,323	\$ 10,786,698	\$ 22,917,640	\$ 11,555,069	50%	\$ 22,706,443
Benefits	7,779,971	4,165,128	7,757,893	4,668,702	60%	8,230,192
Lapse Salary and Benefits	(1,886,000)	-	(900,000)	-	0%	-
Current Operating Expenditures	9,450,628	4,649,110	10,098,417	5,265,448	52%	9,473,122
Capital Outlay Expenditures	58,000	360	40,000	-	0%	40,000
Contingency	500,000	-	500,000	-	0%	200,000
<b>Total Expenditures</b>	<b>\$ 37,947,922</b>	<b>\$19,601,295</b>	<b>\$ 40,413,950</b>	<b>\$ 21,489,219</b>	<b>53%</b>	<b>\$ 40,649,757</b>
Transfer to Fund Other Funds	(1,800,000)	(2,496)	-	-	-	-
<b>Excess of Revenues over (Expenditures)</b>	<b>\$ 24,812</b>	<b>\$ 3,017,988</b>	<b>\$ 13,089</b>	<b>\$ 4,119,887</b>		<b>\$ 570,851</b>

## 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 Office 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 – January 2025

**Vendor:** TargetX.com LLC  
**Item Description:** TargetX CRM Recruitment Suite & Services 3<sup>rd</sup> Year  
**Amount:** \$82,500.00  
**Purchase Order #:** P2500423  
**Vendor Code:** X00140054

**Vendor:** Allied Universal Security Services  
**Item Description:** Campus Armed Security Services  
**Amount:** \$586,065.22  
**Purchase Order #:** P2500428  
**Vendor Code:** X00150996

## Recommendation

Motion to approve the purchases over \$65,000 for the month of January 2025 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**

Motion to acknowledge the Capital Improvement Projects Report for February 2025 as written.

<b>Capital Improvement Projects FY 2024-2025</b>			
<b>February 2025 Update</b>			
<b>Project Description</b>	<b>CIP Budget</b>	<b>Expended or PO issued as of 1/31/25</b>	<b>Progress To Date</b>
<b>Safety</b>			
Leesburg Campus William-Johnson Bldg. HR Dead-end Corridor	\$10,000	\$5,620	Faden Builders was issued a PO on 12/11/24 to install a new interior door at the wall location as needed for compliance. Anticipate completion by the end of February.
Fire Safety Upgrades (DM)	\$75,000	\$80,903	Fire Safety related repairs and replacement of Fire Alarm System devices are in progress. Design is in process for an overhaul of the fire alarm system including panel, strobes, duct detectors, etc. for the Leesburg Campus Gym.
Security Upgrades	\$25,000	\$19,922	Selected security cameras are being replaced as they fail.
<b>Roofs</b>			
Roof Maintenance and Repairs (DM)	\$50,000	\$100,000	In progress. Deferred Maintenance FY 23 Budget allocated for maintenance/repairs.
South Lake Campus Bldg.1 New Gutters Installation (DM)	\$80,000	\$0	In planning.
Leesburg Campus William-Johnson Admin. Building Roof Restoration (DM)	\$420,000	\$218,781	The roofing restoration work completed January 30. A final walk with Garland will be scheduled.
<b>Paving-Grounds</b>			
South Lake Campus Irrigation	\$20,000	\$13,294	Repairs are being made by a vendor.
South Lake Campus Drainage Pipe Break Repair	\$100,000	\$99,657	Faden/Paquette completed the project repairs early Sept. 1,800 SY of sod was also added within the basin to help stabilize the area from washout.
Sumter Center Repave, Repair and Re-stripe Parking	\$300,000	\$9,700	Currently in design development with Springstead Engineering to create a parking lot layout which will be taken out for bid.
<b>New Structure</b>			
Sumter Center Workforce Instruction Pavilion & Restroom Facility	\$585,000	\$585,780	The new prefabricated pavilion delivered mid January. Site foundation work is in progress for the pavilion installation. Construction to complete by Spring Break.
Eustis CDL Pad and Building	\$5,750,000	\$197,000	Design Development with the architect, civil engineer, and contractor is currently on hold. Funding through grant is pending.
Leesburg Campus Workforce Development Center	\$18,500,000	\$1,569,649	Planning and programming efforts for Design Development will continue through February. Final completion and owner occupancy is projected by Summer 2027.

<b>Capital Improvement Projects FY 2024-2025</b>			
<b>February 2025 Update</b>			
<b>Project Description</b>	<b>CIP Budget</b>	<b>Expended or PO issued as of 1/31/25</b>	<b>Progress To Date</b>
<b>HVAC</b>			
HVAC Projects (exhaust fans, air handler units, coil overhaul, etc.) (DM)	\$225,000	\$432,730	Multiple HVAC projects are in progress or completed FY 24-25. Reinsulating of the Leesburg Campus Chillers 1&2 completed end of January. Waiting on equipment to replace AHUs for the Gym Weight Room. Additionally, the Leesburg Science-Math Bldg. Roof Top Exhaust Fan replacement is anticipated in March 2025.
Leesburg Campus Building M HVAC Replacement	\$820,000	\$756,319	The new AHUs and chillers are installed. The controls integration work is in progress. Final completion in February.
Leesburg Campus William Johnson Admin Building HVAC Design and Replacement	\$100,000	\$28,597	Bids received April 2024 were overbudget and on hold. Scope modifications are in planning.
Leesburg Campus New Chiller	\$650,000	\$0	In planning.
<b>General</b>			
Furniture and Equipment (All campuses)	\$115,000	\$125,358	On going procurement as approved by leadership.
Leesburg Campus Monument Signage	\$115,000	\$91,520	The main Monumental Sign replacement is in planning with Sign Crafters; including confirming a new location for the sign. Anticipate installation in May.
Signage (All Campuses)	\$10,000	\$25,290	In planning or completed FY 24-25..
<b>Building Upgrades</b>			
South Lake Campus Building-2 1st and 3rd Floors Redesign	\$180,000	\$3,762	Planning to start design services. Some refresh work for the Lobby has started.
Leesburg Campus Student Services Building 2nd Floor Remodel	\$3,300,000	\$3,154,668	A temporary occupancy permit (TCO) was issued to Welbro on 11/15/24. Punch work and installation of furnishings continue through February. Moves completed January.
Building Envelope DM23 (various)	\$300,000	\$148,852	A preconstruction meeting was held on site January 10, to begin the exterior building repairs at the South Lake Campus Science-Health Building. Construction is planned to start late February with a 3 - 4 week project duration.
Leesburg Campus Liberal Arts Building Demolition	\$450,000	\$313,337	In progress. MEP disconnects and reconnection work for the IT Bldg began in October. The Liberal Arts building demo completed in November. Final completion including repair to the grounds is scheduled by end of January 2025.
Exterior Painting Projects	\$10,000	\$0	Exterior refresh painting is on-going. Sumter Center Bldg.1 is complete.
Interior Painting (All Campuses)	\$8,000	\$8,385	Various interior painting projects continue at all Campuses.

<b>Capital Improvement Projects FY 2024-2025</b>			
<b>February 2025 Update</b>			
<b>Project Description</b>	<b>CIP Budget</b>	<b>Expended or PO issued as of 1/31/25</b>	<b>Progress To Date</b>
Leesburg Campus Student Services Building 1st Floor Remodel	\$700,000	\$70,150	Bid opening with Welbro was held January 30th. The GMP is planned for the District Board of Trustees February Meeting Agenda, for approval.
Leesburg Campus Team Locker Room	\$300,000	\$211,093	Contractor refresh work began July 10 2024. New lockers, flooring and soft seating was installed in September. Some mechanical & electrical repairs were also completed.
Leesburg Campus Student Center Vet Lounge Office and SGA Refresh	\$20,000	\$0	In planning.
Leesburg Campus Athletics Complex Upgrades	\$50,000	\$55,745	In progress. Scope of work includes: Improved netting for batting cage and around dugouts, new roofs for dugouts, fencing for the bullpen, curbing for east side of gym between mulch and parking lot. Donor funded construction for the new Beach Volleyball courts began in January.
Leesburg Campus Center for Teaching and Learning Front Entrance Door Replacement	\$30,000	\$26,719	In progress with Faden Builders. Final completion in February.
Leesburg Campus Center for Teaching and Learning Remodel/Convert 116 to Offices	\$80,000	\$65,041	In progress with Faden Builders. Final completion in February.
Leesburg Campus Student Services Building Elevator ADA Upgrade/Replacement	\$650,000	\$72,826	In design development with Spiegle Architects and Welbro Builders.
Leesburg Campus Student Services Building Pipe Repairs	\$0	\$0	On Hold.
South Lake Campus Building-2 Boardroom 327 Refresh	\$30,000	\$0	Refresh work completed early July but remodel is on hold now.
South Lake Campus E-Sports Room Refresh	\$25,000	\$29,642	E-Sports Room in SL Bldg.2 101 is complete and in use by the students. New lights, ceiling tiles, equipment and furnishings were provided.
South Lake Campus Masterplan	\$450,000	\$457,350	Completed with Jacobs Engineering/DPZ. Final presentations were presented in November.
South Lake Campus Testing Services Remodel	\$0	\$1,358	On Hold

**PRESIDENT'S REPORT**



**VICE PRESIDENT'S REPORTS**



**Division of Institutional Advancement  
Update for the President and Board of Trustees  
February 19, 2025**

**Dr. Laura Byrd, Interim President | Senior Vice President, Institutional  
Advancement**

**Access**

- The LSSC Foundation will accept applications from March 1 -March 31 for the Summer 2025 semester. We will plan to award \$400,000 in scholarships. We are seeking additional Scholarship Committee members to assist in the application review. Please contact the Foundation for more information.
- The 2025 Annual Campaign kicked-off internally with Faculty & Staff in October and to the community in December. To date, we've received \$60,529.88 in faculty and staff support along with \$180,544.84 from community members for a total of \$241,074.72, which surpasses the \$240,000 goal! We are grateful to everyone for their support!
- The 2025 Shamrock Shuffle features a 1-mile Fun Run/5K/10K at the South Lake Campus on Saturday, March 1, at 8:00 am. We have opportunities for walkers & runners, volunteers, vendors, and sponsors. The Shamrock Shuffle has raised over \$13,500 so far! Help us meet the \$18,000 goal through your participation! Thank you to Orlando Health South Lake for serving as the presenting sponsor.
- The 39<sup>th</sup> Annual Gala is schedule on Friday, April 11, 2025, at the Brownwood Hotel & Spa. The theme is Vintage Vegas. Thank you to our amazing sponsor—we are sold out! Thank you to Ernie Morris Enterprises for their continued support at the presenting sponsor.

**Student Learning & Success**

- Registration for the 8<sup>th</sup> Annual Scholarship Dinner is open through Friday, February 21. The event, scheduled on Thursday, March 6, 2025, at 6:00 PM, will allow scholarship donors and students to connect for an evening of gratitude and celebration. Help us celebrate LSSC students!

**Learning & Work Environment**

- The College is excited to welcome Brigitte Gurden as the Grant Manager on February 17, 2025. Her office will be located on the Leesburg Campus.

**GIFTS AND CONTRIBUTIONS**

**RECEIVED December 1, 2024 - December 31, 2024**

\$279,004

**RECEIVED January 1, 2025 - January 31, 2025**

\$83,596

**Academic Affairs Division  
Update for the President and District Board of Trustees  
February 2025**

**Ms. Karen Hogans, Vice President of Academic Affairs**

**Access**

- Faculty welcomed nearly 6,000 students across all disciplines.

**Student Learning & Success**

- LSSC student Natalia Njoroge was named December's Theatre Student of the Month by the Florida College System Activities Association.
- Marni Kay-Martinez, Program Director for Bachelor's ELA & Reading Education, and 8 Elementary Education students had the highest Central Florida attendance at the Annual Literacy Symposium in Orlando.

**Workforce Development**

- LSSC submitted its Bachelor of Science in Exceptional Student Education application for review and consideration at the next State Board of Education meeting (tentatively April).

**Learning & Work Environment**

- The December 2024 production of *Almost, Maine!* earned an Excellent rating from the Florida College System Activities Association.
- *Gods' Man*, written by Dean Daniel "Woody" Weber, will be performed February 26-28 and March 1 at the Clermont Arts & Recreation Center.
- Humanities Assistant Professor Will Adams led the Classroom Technology Workgroup, advocating for faculty on improved classroom layouts.
- Biology faculty participated in the Dual Enrollment Counselor's Conference.
- Dean Steve Clark, Associate Professor Brenda Skoczelas, and Assistant Professor Jennifer Cerione led service projects at multiple community sites during LSSC's Service Day on Feb. 7.
- Dr. Elizabeth Terranova represented LSSC at the Florida College English Association, presenting research on first-year composition. She was also elected FCEA Communications Director and joined the Florida Hemingway Society.
- Assistant Librarian Alison Norton and Senior Librarian Nora Rackley attended the Georgia Conference for Information Literacy and will share and apply insights with peers.



## **Enrollment and Student Affairs Division Update for the President and District Board of Trustees February 2025**

### **Dr. Joseph Mews, Vice President of Enrollment and Student Affairs**

#### **Enrollment Summary**

As of February 10, Spring 2025 enrollment stands at 5,989 headcount in credit programs, an increase of 20.2% (+1,005) compared to this time last year, and 19.3% (+970) compared to final Spring 2024 total. Full-time equivalency (FTE) is trending ahead of last year by 25.9%. This headcount total represents a record high for a spring semester. The Enrollment & Student Affairs team will continue enrolling students for the spring semester through B sessions, which begin on February 17 (10-week courses) and March 3 (7-week courses). Applications are being accepted for all 2025 semesters and will open Summer 2025 and Fall 2025 registration windows the first week of March.

#### **Access**

- The Recruitment team has generated 2,067 applications for admission to the Spring 2025 term, an increase of 27.3% (+443) compared to this time last year. Trends are ahead in Summer 2025 and Fall 2025 applications, up 56% (+130) and 38% (+293), respectively.
- The Recruitment team has participated in over 50 events throughout Lake and Sumter Counties this semester, including community events and high school visits. Financial Aid staff are also joining the high school visits to support FAFSA completion for the upcoming 2025-26 year.
- Financial Aid disbursed over \$4,000,000 in Pell Grants at the start of the spring semester.
- The Early College Programs team held a Health Sciences Day on February 11, where over 200 middle school students traveled to the Leesburg Campus to learn about various healthcare professions. Local hospital and healthcare partners supported the event by sending staff and subject matter experts to provide demonstrations and explain career pathways in the field.
- The College's annual Counselors' Conference was held on January 29, which included a full day of updates and professional development for counselors in collaboration with various LSSC departments.
- Postsecondary Education Readiness Test (PERT) preparation workshops were successfully held at LSSC Leesburg, LSSC South Lake, and The Villages High School this semester. Plans are developing to expand PERT workshops and courses throughout the year based on the high interest and benefits.

#### **Student Learning & Success**

- Fall 2024 credentials have been awarded, and diplomas have been sent to students. The College awarded 325 total credentials to 288 graduates.
- Fall-to-spring retention rates for first-time student cohort are up 3% compared to last year.
- The Advising team conducted over 400 appointments in January in addition to intervention outreach.
- Twelve students attended the SGA state conference in Tallahassee during the week of February 10. Two students within the College's delegation serve on the State SGA Board: Cannon Wisely, Director of Legislative Affairs, and Sofiya Boardman, Board Secretary.
- The Career Engagement team held Career Expos on February 10 (Leesburg) and February 11 (South Lake). These events highlighted career and internship opportunities for students with dozens of local employers in attendance. There were over 200 students who participated.
- Intramural sports are underway this semester, with Basketball and Pickle Ball offered to students.
- Baseball, Softball, Beach Volleyball, and Indoor Track are all in season. Men's Golf and Outdoor Track will also be active by the first week of March.
- Jaden Miller recently earned NJCAA National Track & Field Indoor Athlete of the Week. Emma Chisholm also earned Region 8 NJCAA Player of the Week for softball.

#### **Learning & Work Environment**

- The Leesburg food pantry has begun to receive initial inventory in anticipation of a launch later this spring.
- Admin Pro 4-23 was created in January to establish procedures for compliance with the Stop Campus Hazing Act (SCHA), ensuring the College promotes a safe and transparent environment by preventing, addressing, and documenting hazing incidents.

**Facilities Planning and Operations Division  
Update for the President and District Board of Trustees  
February 2025**

**Thom Kieft, Vice President, Facilities Planning and Operations**

**Learning & Work Environment**

***Leesburg Campus***

- The Clifford B. Stearns Library and Learning Success Center remodeling has created four group study rooms as well as three additional staff offices. Furniture is in the procurement phase for the center.
- The Williams-Johnson Building roof refurbishment is complete with a duration of less than a month.
- Chillers 1 and 2 were upgraded with new 1.5-inch insulation.
- The beach volleyball complex construction is nearing completion with over 175 truckloads of beach sand. Irrigation has been extended to the complex from the well-fed irrigation system feeding the athletic complex. The complex will consist of 6 certified beach volleyball courts and is being funded by partners in the community, including Mr. Corey Warner and Lake Jem Farms.
- WELBRO is concluding the Student Services Building 2<sup>nd</sup> floor remodeling. The final fire rated storefront glass and new glass railing has been installed. The spiral staircase will be removed during the floor 1 remodeling.
- The Building M HVAC replacement of two new outside chillers as well as new air handler units in the mechanical room has concluded. The last steps of the project included controls work by Automated Logic Controls.

***Sumter Center***

- The Workforce Pavilion has begun construction with posts that are now vertical. Site work and underground infrastructure for water and sewer have been completed. This new construction facility should be completed by April.
- Springstead Engineering is preparing the design documents for Parking Lots B-D around Buildings 1-3 to take out to bid for repaving the parking lots.
- Poles and lights have been installed on the CDL pad in order to offer an evening program.

***South Lake Campus***

- A pre-construction meeting was held on Friday, January 10 for the exterior work on the Science-Health Building to resolve some building envelope issues. This project will include removing exterior bricks that are cracked to investigate the underlying issues behind them.
- The basketball court, formerly the foundation of the temporary science building, will be resurfaced within the next month.

**Financial Services Division**  
**Update for the President and District Board of Trustees**  
**February 2025**

**Michelle Matis, Vice President, Finance and Chief Financial Officer**

**Learning and Work Environment:**

- Financial Audit Report for FY25 released by Auditor General and shared with Trustees and college leadership. Next audit will be later in the Spring for Bright Futures.
- The Vice President of Financial Services and several members of Financial Services and Human Resources attended Council of Business Affairs (COBA) conference in St. Petersburg on January 29-31. Topics covered included a review of the new funding model, the health insurance transition, and upcoming GASB changes to the Statement of Revenues and Expenses and Change in Net Position (SRECNP) that will be implemented in FY25.
- Student Accounts has been coordinating with Continuing Education on the new programs that will start later in the Spring at Four Corners and ensuring course payment works smoothly for students.
- Tax forms completed and submitted to IRS for 1098-T, 1099 and W-2s.
- Payroll, Human Resources and Technology Innovation continue to collaborate on the PeopleFirst file integration and transfer.
- Human Resources relocated in January to the second story of the Student Services Building. This newly renovated space gives applicants and new hires a great first impression of the College.
- Level II background screenings continues for employees hired prior to October 2023. Less than 5 employees remain to be screened for the college to have 100% compliance.
- Preparation to finalize and submit the ACA 1095 report to the IRS is ongoing. The deadline is March 1.
- The Professional and Organizational Development Department hosted a variety of training and development opportunities including: Franklin Covey Orientation, SMART goal training, First and Second Year Faculty Experience and a partnership with the Institutional Effectiveness Department to provide an overview of the College's Public Data Dashboard.
- The Professional and Organizational Development team continues to support other departments within the College on training materials to improve professional development. Since the beginning of the new year, this team has conducted two full day 'New Horizons' Orientations that welcomed 10 new full-time staff and 2 faculty members to the College. A virtual New Horizons Orientation welcomed 18 new adjunct members. A virtual Adjunct Orientation is in development.

**Technology Innovation Division**  
**Update for the President and District Board of Trustees**  
**February 2025**

**Nick Kemp, Vice President of Technology Innovation and Chief Information Officer**

**Learning and Work Environment**

***Cybersecurity***

- Intercepted and processed nearly 40,000 phishing emails and cyberattacks since Winter break, enhancing overall cybersecurity. Neutralized an average of one attack every 62 seconds, ensuring continuous protection against potential threats.
- Enabled Multi-Factor Authentication (MFA) for over 12,000 distinct student accounts to enhance security and align with Microsoft and NIST requirements for risky users and administrators.

***Information Technology***

- Initiated upgrade project for 35 classrooms across multiple campuses, implementing Technology Committee recommendations to enhance classroom technology with new projectors, screens, desktop touchscreen computer stations, and wireless connection systems. Project scheduled for completion by end of June 2025.
- Upgrading instructor furniture to improve teaching environment and ergonomics.
- Modernizing learning spaces to support advanced teaching methods and improve student engagement.

***Enterprise Systems***

- Resumed implementation of CourseLeaf Path, our new course registration system, following successful launch of Akademos bookstore and State Group Insurance transition.
  - Finalized initial project documentation and installed required software packages, pending full configuration.
  - Provisioned register.lssc.edu domain and associated certificates, laying groundwork for system launch.

***Institutional Effectiveness***

- Facilitated Lunch and Learn session on Completion Dashboard, demonstrating features and data interpretation strategies to faculty and staff.
- Collaborated with faculty and program directors to develop Program Student Learning Outcomes (PSLOs) for new academic programs.
- Aligned PSLOs with institutional learning outcomes and accreditation standards, ensuring clear expectations for student learning.
- Established assessment-ready foundations for new programs, facilitating future evaluation processes.
- Implemented standardized service assessment template in Smartsheet for efficient documentation of student service activities. Streamlined departmental approach to service assessments, improving consistency in reporting across the institution.

**Workforce Programs Division  
Update for the President and District Board of Trustees  
February 2025**

**Rep. John Temple, Vice President of Workforce Programs**

**Access**

- The Nextlevel Business Institute for Business Certificates and English for Workforce Success program in Four Corners is coming together and will be ready for presentation at the March board meeting. The work in Four Corners is showing demand is there, and we have an opportunity to grow an excellent partnership with the community.
- Line worker boot camp had their first callout exercise last week, which was a success. Instructors are creating real life experiences for the students. There was a broken pole, and they left it hanging from the wires, telling the students that a motor vehicle had taken it out. Students had the opportunity to apply the skills they have learned so far to handle the wires and install a new pole.
- Withlacoochee is contacting the program before posting jobs, giving our students first opportunities on job postings. They are interviewing 8 from our program to fill 10 spots (80%), indicating that they are very interested in the line workers we are producing.

**Workforce Development**

- Next Lineworker Showcase is set for February 28<sup>th</sup>, 9:00 a.m. at Sumterville.
- Relay Tech Job Fair is set for February 21<sup>st</sup>, 6:00 p.m. at Sumterville
- Our ASN - enrollment continues to increase; in Spring 2025, we have 297 unduplicated students.
- February 4<sup>th</sup> to the 6<sup>th</sup> our RN to BSN program had the ACEN. The ACEN team had glowing comments about our program. Completion of the report and visit is anticipated for final re-accreditation in Fall 2025.
- Respiratory Care Update: The initial cohort of 11 students is going well, and students are very engaged.

**BOARD ATTORNEY'S REPORT**





February 13, 2025

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

Re: Board Attorney Report for February 19, 2025

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. Attorney Dylan Hall is defending the College. The Court ordered the parties to endeavor to work toward a trial date no later than July 14, 2025. In December of 2024 notice was filed that the Plaintiff and Leadership Lake County, Inc. reached a settlement. The case remains pending against the College. I have a telephone conference scheduled on February 18<sup>th</sup> with attorney Hall for a more detailed update as well as to discuss litigation strategy.

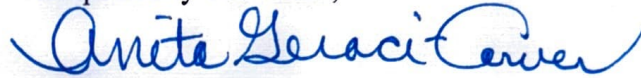
Notice of Charge of Discrimination; EEOC Charge No. 510-2024-04478. A former employee filed a charge of discrimination with the Florida Commission on Human Resources alleging the College was discriminated against "based upon disability in violation of both the Americans with Disabilities Act and the Florida Civil Rights Act of 1992." The Notice alleges the former employee has severe allergies, the College knew of this condition and was nevertheless terminated on or about November 1, 2023. Attorney Brian Koji is representing the College in this matter. The former employee's attorney relayed a demand of \$55,000 from the College in exchange for a general release.

Notice of Charge of Discrimination; EEOC Charge No. 510-2024-04846. A former employee filed a charge of discrimination with the U.S. Equal Employment Opportunity Commission alleging discrimination based on National Origin, and involve issues of terms/conditions, promotion, discharge that are alleged to have occurred on or about January 29, 2024. Attorney Brian Koji is representing the College in this matter.

If you have any questions, please feel free to call me. I look forward to seeing you at the Board meeting.

Lake Sumter State College  
February 13, 2025  
Page 2 of 2

Respectfully submitted,



Anita Geraci-Carver

cc: Dr. Byrd, Interim President





# **BOARD COMMITTEE REPORTS**



- I. Executive Committee – Chair, Mr. Bret Jones**
- II. Facilities Committee – Vice Chair, 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. Ivy Parks**
- VI. Foundation Liaison – Mr. David Hidalgo**

**NEW BUSINESS**



## **Background/References**

Per Florida Statute 1001.64, each District Board of Trustees has responsibility for the establishment and discontinuance of program and course offerings in accordance with law and rule; provision for instructional and noninstructional community services, location of classes, and services provided; and dissemination of information concerning such programs and services.

## **Description**

Beginning with the fall 2023 semester, incarcerated students are able to access Pell Grants if they enroll in a PEP, or Prison Education Program. Colleges that wish to offer a PEP must first get approval from the appropriate accrediting and corrections agencies, as well as the US Education Department. Congress designed this approval process to control for program quality; the upfront vetting and ongoing evaluation processes will make it more difficult for colleges to offer low-quality programming.

Coleman Federal Correctional Facility representatives plan to pursue this program with Lake-Sumter State College and are interested in a two-year program. LSSC and Coleman staff met in late October to discuss goals and next steps. LSSC staff were provided a tour of the facility and training programs.

The Letter of Intent (LOI) is a first step to establish the partnership between LSSC and Coleman Federal Correctional Facility. Upon approval, the college will need to prepare and submit an application to participate in the Federal Student Financial Aid Program as well as seek approval from LSSC's accrediting agency before the program can begin.

## **Recommendation**

Motion to approve the Letter of Intent to establish a Prison Education Program in partnership with Coleman Federal Prison as written.

# **New Program Proposal: Digital Media Creative Video Production Associate in Science**

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**Agenda Item: 0225-19**

## **Background/References**

Per Florida Statute 1001.64, each District Board of Trustees has responsibility for the establishment and discontinuance of program and course offerings in accordance with law and rule; provision for instructional and noninstructional community services, location of classes, and services provided; and dissemination of information concerning such programs and services.

## **Description**

The Associate in Science (AS) in Digital Media Creative Video Production will prepare students for the growing digital media production industry in the Lake and Sumter County region. Students in the program will be provided with skills and a foundation in video production, solve industry-related problems, write and speak the language of the industry effectively, and demonstrate professional behavior. This degree provides students with the skills to use computer hardware, software, and video equipment to create digital broadcasts and related projects. Upon completion, students will be prepared to work as videographers, audio/visual technicians, writers, and editors.

## **Recommendation**

Motion to approve adding academic program Digital Media Creative Video Production Associate in Science as written.



## Curriculum Proposals

No.	ACTION	COURSE	PROGRAM/COURSE TITLE
18	New Program Request		Digital Media AS
21	Credit Program Addition		Digital Media Creative Video Production AS
21a	Credit Course Addition	DIG 2093C	Digital Media Entrepreneurship and Deployment
21b	Credit Course Addition	DIG 2284C	Advanced Digital Video and Sound
21c	Credit Course Addition	DIG 2290C	Studio Production and Direction
21d	Credit Course Addition	DIG 2292C	Digital Post-Production
21e	Credit Course Addition	DIG 2330C	Lighting Techniques and Set Design
21f	Credit Course Addition	DIG 2431C	Creative Video Production Capstone
21g	Credit Course Addition	DIG 2580C	Digital Media Portfolio Review
21h	Credit Course Addition	DIG 2943	Internship in Digital Media

## **Background/References**

Each year, a Mid-Year review is presented to the District Board of Trustees including projections for the Fund 1 Operating Fund Revenue and Expenses up until June 30, as well as Fund Balances for the Operating Fund and, Funds 2, 3, and 7. Other information related to the finances for the College are also included.

## **Summary**

A PowerPoint will be presented.

## **Recommendation**

This item is for informational purposes only.

# **Leesburg Campus Student Services Building 1<sup>st</sup> Floor Remodel Guaranteed Max Price**

**Agenda Item: 0225-21**

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## **Background/References**

The Leesburg Campus Student Services Building was built in 1986 and the first floor has been through previous remodels including removing the sunken lobby and Nursing classrooms to incorporate student services counters and offices. It is now showing its age and it is a less functional space than needed. Our service model for students has evolved to a one-stop-shop concept, where students start with our Enrollment Service Center to complete most tasks (e.g., admissions, financial aid, registration) and are then connected with appropriate resources as needed rather than navigating multiple offices in search of the correct support.

The District Board of Trustees has selected WELBRO Building Corporation to be on construction management continuing services for projects up to \$4 million, yet this project exceeds \$195,000 so approval of the District Board of Trustees is requested.

## **Description**

Spiezle Architects has designed a more usable space that includes the new Enrollment Service Center with prominent reception desk, addition of six offices for support staff, a small campus store to sell LSSC branded merchandise, a classroom for student orientations and campus tour presentations, and new flooring and lighting throughout the common areas.

WELBRO has provided a guaranteed maximum price of \$1,090,400 for this remodel project, which includes a \$20,000 Contractor Contingency and \$30,000 Owner Contingency.

## **Recommendation**

Motion to approve the Guaranteed Max Price for the Leesburg Campus Student Services 1<sup>st</sup> floor remodel with WELBRO as written.



**LSSC - SSB 1st Floor Renovation**  
**WELBRO Building Corporation**  
**GMP Proposal**  
**February 7, 2025**



## Schedule of Values

<b>BID PACK</b>	<b>BID PACKAGE DESCRIPTION</b>	<b>TOTAL COST</b>
<b>AREA TOTAL(S):</b>		
01A	General Requirements	<b>94,624</b>
01B	Final Cleaning	<b>7,160</b>
02B	Selective Demolition	<b>39,076</b>
06A	Finish Carpentry/Millwork	<b>19,505</b>
07C	Firestopping	<b>2,377</b>
08A	Doors & Hardware - Material	<b>48,612</b>
08B	Doors & Hardware - Installation	<b>3,900</b>
08F	Interior Glass	<b>21,011</b>
09A	Gypsum Board Assemblies	<b>80,675</b>
09B	Acoustical Ceilings	<b>36,600</b>
09F	Resilient Flooring / Carpet	<b>48,390</b>
09L	Painting	<b>23,210</b>
10A	Specialty Package - No Work Shown	<b>0</b>
21A	Fire Protection	<b>29,840</b>
23A	HVAC	<b>25,234</b>
26A	Electrical	<b>205,320</b>
31A.1	Allowance #1 - Site Repairs	<b>40,400</b>
9A.1	Allowance #2 - Above Ceiling Repairs	<b>24,941</b>
		<b>0</b>
<b>TOTAL COST OF WORK</b>		<b>750,875</b>
General Conditions	LUMP SUM	<b>173,742</b>
<b>Subtotal</b>		<b>924,617</b>
Insurance	0.732%	<b>6,768</b>
Builder's Risk Insurance	BY OWNER	<b>0</b>
Building Permit	BY OWNER	<b>0</b>

**LSSC - SSB 1st Floor Renovation**  
**WELBRO Building Corporation**  
**GMP Proposal**  
**February 7, 2025**



## Schedule of Values

BID PACK	BID PACKAGE DESCRIPTION	TOTAL COST
<b>AREA TOTAL(S):</b>		
	Subcontractor Default Insurance (SDI)	1.494% <b>9,078</b>
	Performance Bond	<b>10,796</b>
	<b>Subtotal</b>	<b>951,258</b>
	Owner Contingency	LUMP SUM <b>30,000</b>
	Contractor Contingency	LUMP SUM <b>20,000</b>
	<b>Subtotal</b>	<b>1,001,258</b>
	Fee	9.000% <b>89,142</b>
	<b>TOTAL COST</b>	<b>1,090,400</b>
	<b>GRAND TOTAL COST</b>	<b>\$1,090,400</b>

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**Alternate #1**, which includes the construction of a permanent reception desk as depicted on drawing sheet A8.2 and in the specifications, can be provided for an additional \$40,252.

**Alternate #2**, which includes the replacement of flooring, rubber wall base, paint, acoustical ceilings, and lighting as depicted on sheets A9.1 and E1.1 and in the specifications, can be provided for an additional \$21,681.

# Naming of the Leesburg Campus Beach Volleyball Complex

Agenda Item: 0225-22

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## Background/References

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

In accordance with Board Rule 1.08, in order to recognize gifts to Lake-Sumter State College and the Lake-Sumter State College Foundation, Inc. given for college facilities, scholarships, endowed chairs and any other part or program of LSCC, the donor's name may be used on the entity for which the gift was given. Naming must be done in accordance with guidelines adopted by the District Board and must be approved by the District Board and have the consent of the donor.

## Description

In recognition of a in-kind gift to the LSSC Foundation, Inc. to support the athletics programs, the LSSC Foundation, Inc. recommends naming the Beach Volleyball Complex at the Leesburg Campus Lake Jem Farms Beach Court Complex.

This item will be brought back to the next meeting for final approval.

## Recommendation

This item is for informational purposes only.

## **Background/References**

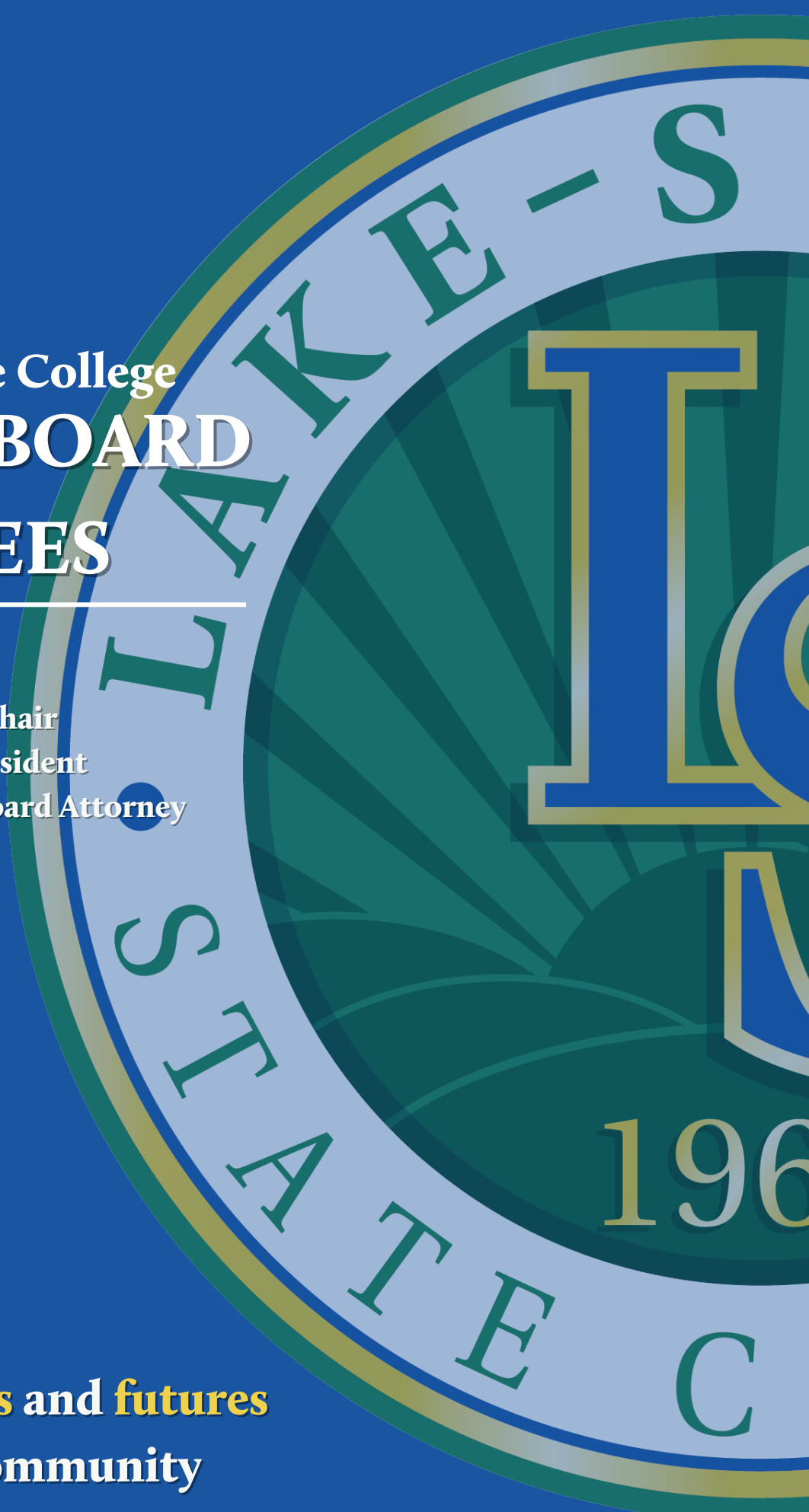
Per Florida Statutes 1001.64, each Florida College System Board of Trustees is vested with the responsibility to govern its respective Florida College System institution and with such necessary authority as is needed for the proper operation and improvement thereof in accordance with rules of the State Board of Education.

## **Description**

Discussion of priorities and leadership characteristics related to the Board's statutory role and fiduciary responsibility.

## **Recommendation**

This item is for informational purposes only.

The logo of Lake-Sumter State College is a circular seal. The outer ring contains the text "LAKE-SUMTER STATE COLLEGE" in a serif font. The inner circle features a stylized sunburst or fan-like pattern. In the center, there is a large, bold, blue letter "L" with a yellow outline, and a smaller "S" to its right. Below the "L" and "S", the year "1966" is visible in a yellow serif font. The entire logo is set against a dark blue background.

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

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**Mr. Bret Jones, Chair**

**Ms. Jennifer Hooten, Vice Chair**

**Dr. Laura Byrd, Interim President**

**Ms. Anita Geraci-Carver, Board Attorney**

**Mr. David Hidalgo**

**Ms. Emily Lee**

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