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- What occurred or what you were unable to do
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**Lake-Sumter State College  
DISTRICT BOARD OF TRUSTEES  
Wednesday, January 22, 2020  
South Lake Campus**

**4:00 p.m.—Redd Ash Tour .....Meet in Science Health Lobby**

**I. CALL TO ORDER ..... Mr. Wahl**

**II. PLEDGE OF ALLEGIANCE and MOMENT OF SILENCE**

**III. PUBLIC COMMENT**

*(If you wish to make a Public Comment at this meeting,  
at least 15 minutes before the start of the meeting,  
please see Recording Secretary for a Speaker's Card.)*

**CONSENT CONSIDERATIONS** (Tab A).....Mr. Wahl/Dr. Sidor

**ACTIONS and ACKNOWLEDGEMENTS**

- 553 Action: Minutes of November 20, 2019 Regular Meeting and Workshop
- 554 Action: Human Resources Transactions
- 555 Action: Curriculum Revisions
- 556 Action: Monthly Fiscal Report for December 2019
- 557 Acknowledgement: Facilities Update
- 558 Action: Purchases Over \$25,000

**SCHEDULED INFORMATION REPORTS** (Tab B)

- 559 President's Update ..... Dr. Sidor
  - Meetings/Activities/Misc.
  - Legislative Update
  - Vice Presidents Report
- 560 Committee Reports.....Mr. Wahl
  - Executive Committee
  - Foundation Liaison- T. Morris
  - Facilities Committee
  - Strategic Planning Committee
- 561 Board Attorney's Report..... Mrs. Geraci-Carver

**ACTION AFTER PUBLIC COMMENT** (Tab C) .....Mr. Wahl/Dr. Sidor

- 562 Second Reading: Revision of Board Rule 2.01 The College Mission Statement.....  
.....Dr. Wymer

**NEW BUSINESS** (Tab D) .....Mr. Wahl/Dr. Sidor

- 563 Information: Student Course and other Fees.....Dr. Sidor
- 564 Action: Facilities Space Utilization Plan .....Dr. Bigard
- 565 Action: Change date of February 2020 Board Meeting .....Dr. Sidor
- 566 Information: Academic Program Review.....Dr. Wymer

**OLD BUSINESS** .....Mr. Wahl/Dr. Sidor

**OTHER CONSIDERATIONS** .....Mr. Wahl/Dr. Sidor

As Needed by Chairman/President

**ADJOURNMENT** ..... Mr. Wahl

## **CALENDAR NOTES**

<b>Next Executive Committee Meeting</b>	<b>Tuesday, February 11, 2020</b>	<b>Leesburg Campus</b>
<b>Next Board Meeting</b>	<b>Wednesday, February 20, 2020</b>	<b>Sumter Center</b>
<b>Tax Wise Giving Conference</b>	<b>Friday, March 6, 2020, 8 a.m.</b>	<b>South Lake Campus, SH 137, Mojock Room</b>
<b>Shamrock Shuffle</b>	<b>Saturday, March 14, 2020</b>	<b>South Lake Campus</b>
<b>Spring Break</b>	<b>March 16-20, 2020</b>	<b>Campuses Closed</b>



Lake Sumter  
State College

## OFFICE OF THE PRESIDENT

Present to the Board: January 22, 2020

TO: Lake-Sumter State College  
District Board of Trustees

FROM: Stanley M. Sidor  
President

RE: 553 – Minutes of November 20, 2019 Board Meeting & Workshop

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### **OVERVIEW:**

Attached are the minutes of November 20, 2019 meeting and workshop.

### **ANALYSIS:**

The minutes are for the board's approval.

### **RECOMMENDATION:**

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



**DISTRICT BOARD OF TRUSTEES  
LAKE-SUMTER STATE COLLEGE  
LEESBURG, SUMTERVILLE, CLERMONT  
NOVEMBER 20, 2019**

The regular meeting of the District Board of Trustees, Lake-Sumter State College, was called to order at 4:45 p.m. on November 20, 2019, in Building 2, Floor 3, Room 327 at the South Lake Campus, by Ms. Emily Lee, Vice Chairman. In attendance was Mr. Bryn Blaise, Ms. Jennifer Hill, and Mr. Bret Jones. Ms. Lee welcomed those in attendance and invited them to join in the Pledge of Allegiance followed by a moment of silence.

**PRESENTATION**

Cindy Lackey introduced the South Lake Student Government Association officers. She reported that they have chartered three new clubs on campus and have continued to increase attendance at their meetings. She commended this year's officers for the work they have done.

Mike Matulia introduced and presented the Cross-Country Teams. He introduced Coach Cristy Snellgroves and presented her and the Men's Team with the FCSAA Region VIII Runner-up plaque. Coach Cristy discussed the achievements of the Cross-Country Teams and the participation of the Men's team at the NJCAA National Meet.

The college participated in the 2<sup>nd</sup> Annual Employee Service Day on October 18<sup>th</sup> and Toni Upchurch announced the names of all of the partners that allow the college to come in and assist them with meeting the needs of our communities. It was a wonderful day had by all who were involved.

**CONSENT CONSIDERATIONS- ACTIONS and ACKNOWLEDGEMENTS**

Bret Jones moved, and Bryn Blaise seconded the motion to approve as presented agenda items numbers 533 through 540 as follows:

**Minutes of October 16, 2019, Regular Board Meeting**  
*2019-533*

**Minutes of October 30, 2019, Facilities Committee Meeting**  
*2019-534*

**Human Resources Transactions**  
*2019-535*

**Appointments of:**

Everlena Richardson	effective date 12/02/2019
Rick Palmer	effective date 10/01/2019
Mark Hasty	effective date 10/16/2019
Michael Poole	effective date 10/16/2019
David Goff (placement on Annual Contract)	effective date 11/20/2019
Nickalou Bhajan	effective date 10/21/2019

**Resignation of:**

Karen Lanctot	effective date 12/10/2019
Anne Kennedy	effective date 01/02/2020
Nicole Duslak	effective date 02/28/2020
Alexandra Guzman	effective date 10/22/2019
Gary Jones	effective date 12/14/2019

**Retirement of:**

Kathy Suttikus	effective date 11/30/2019
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**Curriculum Revisions**

2019-536

**Monthly Fiscal Report for October 2019**

2019-537

**Facilities Update**

2019-538

**Purchases over \$25,000**

2019-539

**Siemens Service Agreement-One Year Extension**

2019-540

The motion was passed with the following vote: Voting “yea” – Blaise, Hill, Lee, Jones, and Morris.

**INFORMATION ITEMS**

**Appointments of the 2019-2020 Lake-Sumter State College Academic and Community Advisory Committees**

2019-541

Dr. Wymer reviewed the list of the Workforce Development Advisory Committees and Board membership lists. The list includes current members and a brief explanation as to why we have each of the advisory committees.

The board accepted the reported.

**Pinecrest Academy Facilities Use**

2019-542

Dr. Sidor explained that Pinecrest Academy opened an elementary charter school in Four Corners in August and has offered the College space in the afternoon and evening, at no charge. A cross-functional team with representatives from each division has been working on a plan to offer two courses in January 2020. The college is negotiating a facility use agreement to officially address the terms and conditions of use. The College will execute the agreement after the legal review is complete.

## SCHEDULED INFORMATION REPORTS

### **President's Update**

2019-543

Dr. Sidor shared that there is nothing new to report on the legislative session. He reported that the Governor's budget came out two days ago with a \$22 million dollar increase in the system. Dr. Sidor's breakdown of the equation is \$11m increase to the base, \$10m dual enrollment incentive funding, and \$1m to the last mile scholarship. This is not the same set of numbers as previously discussed with Chancellor Hebda, she discussed a \$28m increase to the budget. Dr. Sidor revisited the new banding formula, which uses FTE to allocate into the bands.

### **Claire Brady**

Dr. Brady reported that we are moving into the final few weeks of the fall semester. The college is bustling with activity and daily opportunities for students to engage in the classroom and beyond. Staff are hard at work finishing out the fall semester and helping students plan and prepare for the spring semester ahead.

### **Fall Student Data Information**

Please see the accompanying Fall 2019 student data visual presentation.

#### **Enrollment Highlights:**

- Overall Headcount 5,223 (+5.5%)
- Overall FTE 1,541 (+4.5%)
- Fee paying headcount 3,839 (+0.7%)
- Fee paying FTE 1,160 (+1.4%)
- Non- & reduced fee-paying headcount 1,399 (+23%)
- Non- & reduced fee-paying FTE 381 (+15%)
- BAS-OM Headcount 116 & BSN Headcount 95

#### **Demographic Highlights:**

- 20% of students are First time in College (FTIC)
- 25% of students are Dual Enrollment
- 55% of students are non-First time in College (Non-FTIC)
- 63% of students identify as female and 37% of students identify as male
- Students range in age from 14-82
- 68% of students are 21 years old or younger
- 67% of students are enrolled part-time, 33% are enrolled full-time (12+ credits)

#### **Academic Highlights:**

57% are pursuing an AA degree, 27% are non-degree seeking, 10% are AS degree-seeking, 4% are bachelor's degree-seeking, 1.5% are Technical Certificate-seeking, and 0.5% are AAS degree-seeking.

Largest enrollment courses are ENC 1101 (Composition) and MAT 1033 (Intermediate Algebra)

### **Doug Wymer**

Dr. Wymer reported that Science faculty professor Matt Drum and Associate Dean Steve Clark assisted in judging a Robotics Tournament held on, Saturday, November 9<sup>th</sup> at East Ridge



Middle School. This event brought together elementary, middle, and high school STEM students from the local area. Students worked in teams of six in a long-term project which included a complete recording in an engineering notebook of their ideas, sketches, notes, and team task assignments. The objective was to build a moving, functioning robot which could be controlled autonomously through software code written by the students, as well as wirelessly controlled through a game pad. Each team was interviewed by the judges for indications of problem-solving skills, creativity, and most importantly, teamwork.

We continue to make progress on preparations for the upcoming SACSCOC reaffirmation of accreditation. The table below illustrates our progress on the 70 standards we need to write to.

Standard Status	Number	Percentage	
Done	18	25.7%	52.9%
Need Documents	9	12.9%	
In Review	10	14.3%	
In Progress	16	22.9%	47.1%
Not Started	17	24.3%	

Solid progress is being made and the 17 showing no progress is misleading, some authors have chosen to write in another program and then copy and paste into the online platform.

The FCS and SUS have jointly created the Affordability Counts program as a direct response to the increasing costs of textbooks in higher education. The program recognizes faculty who take steps in their courses to advance affordability across Florida state universities and colleges. We encourage faculty across Florida to explore our Affordability Counts website as a reference for low-cost materials or submit a low-cost course of their own. Faculty can submit their low-cost class materials for review in order to earn an affordability badge for their course. Associate Professor of Political Science Jeremy Norton is the first LSSC faculty to earn the badge and have his American National Government listed on the program's web page.

### **Dr. Heather Bigard**

Dr. Bigard thanked the board for their support of the staff salary increase. The 1<sup>st</sup> phase of the study has been completed and implemented this week. An update across her divisions as follows:

## **ATHLETICS**

### ***Mike Matulia, Director of Athletics***

- Volleyball Team completed their season, losing in the semifinals of the State/District tournament.
- Men's Cross-Country was the FCSAA runner-up at the State Meet. William Troupe and Alexander Croy both received All-State honors.
- The Men's Cross-Country team competed at the NJCAA National Meet, finishing in 24<sup>th</sup> place. Alexander Croy was the top finisher for the Lakehawks, finishing in 85<sup>th</sup> place out of 343 competitors.
- The EADA Federal report was successfully submitted.

## **BUSINESS SERVICES**

### ***Melinda Barber, AVP Business Affairs and Controller***

- Supported Workforce Development in submitting \$500,000 NSF grant proposal.
- Secured vendors to operate both the Leesburg and South Lake cafés

## **CAMPUS SAFETY**

### ***Rebecca Nathanson, Director of Campus Safety and Auxiliary Operations***

- Automated parking decal applications, in collaboration with IT, specifically, Justin Anduza.
- Implemented a new process for contractor check-in to provide better accountability.
- Conducted a joint LSSC South Lake and UCF Campus Safety seminar on October 25, 2019.

## **E-LEARNING**

### ***Michael J. Nathanson, Executive Director of Strategic Innovation and Digital Education***

- Attended Florida Virtual Campus Online Instruction Committee Meeting
- Attended Council of President's Technology Committee Meeting
- Attended Florida (SUS and FCS) Quality Workgroup Leadership Meeting
- Attended Florida (SUS and FCS) Quality Workgroup Meeting
- Began Kaltura Pilot Program with selected Faculty and Staff

## **FACILITIES**

### ***Rick Palmer, Director of Facilities***

- Awarded Building M Parking Lot Curbing and Paving project which is in progress (Tri-State Asphalt Corp.). Work will be completed before end of December 2019.
- Scheduling South Lake Building 1 50-ton HVAC Unit#1 replacement (Iceberg Air) to begin demolition and install December 13, 2019.
- Awarded South Lake Building 1 Math Emporium HVAC LG Variable Refrigerant Flow (VRF) System install (DHR Mechanical Services). The install begins December 13, 2019
  - Vendor was required to be LG-Certified Installer (DHR is LG-Certified)
- Awarded Leesburg SSB HVAC Variable Air Volume (VAV) boxes and controls installation which is in process (Florida Mechanical Systems).
- Awarded Leesburg Gym/Magnolia Roof Restoration with 15-year warranty (Baker Roofing). Scheduling with Baker to be completed before end of December 2019.

## **FINANCIAL AID**

### ***Katrina Bennett, Director of Financial Aid***

- Three Members of the Financial Aid staff went to training presented by the Florida Association of Student Financial Aid Administrators on November 1, 2019.
- The Assistant Director participated in our Four Corners Enrollment Event on November 9, 2019.
- Participated in the following FAFSA nights:
  - South Sumter High School on November 12, 2019
  - Lake Minneola High School on November 18, 2019

## **HUMAN RESOURCES**

### ***Pam Fletcher, Director of Human Resources***

- **Employee Benefits** – The Annual Employee Benefits Fair took place at South Lake on October 21<sup>st</sup> and at Leesburg on October 23<sup>rd</sup>. Insurance vendors and community partners participated in this event to provide benefits information, resources, and services to employees. Free flu vaccinations were provided to employees.
- **Recruitment** – Implemented a new video interviewing tool to streamline the recruitment process by enabling candidates to complete their screening interview at a time and location convenient for them. It also allows others involved in a search the ability to view interviews at a time conducive to their schedules.
- **Diversity & Inclusion Training for New Faculty** – Diversity & Inclusion Training was conducted for new LSSC faculty members during their monthly Faculty Leadership Orientation and Cultural Knowledge (FLOCK) on November 4, 2019.

## **INFORMATION TECHNOLOGIES**

### **Doug Guiler, Chief Information Officer**

Ordered this year's PC refresh equipment for installation over the Winter Break. Highlights of the classroom gear being replaced:

- South Lake Building 1, Room 126 classroom (25)
- South Lake Building 1, Room 148 classroom (16)
- Center for Teaching (CTL) and Learning, Room 109 classroom (25)
- Leesburg Library, 1 bank of computers (10)
- CTL (1) laptop cart (23)
- South Lake Learning Center laptop cart portion (old HP Revolve section) (12)
- Sumter Electrical program, ruggedized laptops (4)
- Completed installation and configuration of college-wide Digital Sign Management system.
- Completed Self-service LOIS Pin Reset project.
- Soliciting quotes for college-wide Motorola radio system.

### **Committee Reports**

*2019-544*

### **Executive Committee**

Emily Lee reported that the Executive Committee met and discussed items on the agenda.

### **Foundation Liaison**

The LSSC Foundation spring scholarship application closed on October 31, with 339 student applications. The Annual Campaign kicked-off internally for faculty and staff beginning in October and an invite was sent to the community for the Annual meeting and an ask was sent out to our community two weeks ago. Currently, the campaign is at \$36,979 with a goal of \$100,000.

When we returned from Thanksgiving break last year, we were at \$18,809. We are excited with the numbers thus far. Please consider donating.

The Monster Dash was held on October 26 at 8:00am on the Leesburg Campus. The number of participants this year almost doubled, with 124 runners. After expenses, we raised \$10,000 and 30 volunteers assist.

The Performing Arts series is coming along nicely. We are at 84%, the next show is scheduled for December 6 & 7 with Celtic Angels Christmas.

The Foundation Board awarded \$26,000 for special project grants for faculty and staff. Some of those projects included a liquid nitrogen project for science students, a tesla coil for science programs, a drone for marketing, and a professional development program for nursing students.

The Foundation received an invite from Westgate Resort Foundation for their grant reveal on December 5. We look forward to hearing how much we will receive to support veteran's causes at the College.

We submitted a grant to the Charles and Mary McLin Foundation for \$30,000 for the Medical Lab Tech program and should hear something in the next month.

Dr. Rhonda Tracy, our contract grant writer is working on two applications for Aspen, one for the CIT program and one for Engineering Technology. Each award is \$50,000.

She is also working on an Apprenticeship grant in the area of Electrical, an NSF grant for the Bachelor of Science in Secondary Education and the Governor's Workforce Grant for the CDL and Line worker programs.

The Director of Continuing Education interviews were conducted. We will be reviewing the position description and re-advertising to look for a candidate that aligns with the vision of the program.

Strategic Communications has had a busy month, here are some of the highlights:

- Supported Four Corners recruitment and enrollment through a targeted, paid social media campaign
- Continuing to support general recruitment and retention efforts through collaboration with ESA and the Key Players team. Regularly communication campaigns to current and prospective students.
- Supported Workforce area's BAS kickoff to introduce the Strategic Leadership name to community leaders
- Completed the rollout of the digital display content
- Focusing on growing social media presence, including testing audience engagement on LinkedIn

### **Board Attorney's Report**

*2019-545*

Mrs. Geraci-Carver reported that as of November 11<sup>th</sup>, Attorney Robuck continues to prepare a proposed amendment to the East Lake Property. She provided an update on Karen Parker vs. Lake-Sumter State College and Leadership Lake County and discovery has been propounded on the College. The College is working on providing documents and responding to interrogatories.

The OCR investigations into student complaints remains pending. Collective bargaining negotiations are ongoing with Services Employees International Union.

Mrs. Geraci-Carver's full report is located in the board packet.

### ACTION AFTER PUBLIC COMMENT

#### **Second Reading Board Rule 1.03 Appointment/Dismissal of The President and Terms of Office**

2019-546

The revision of Rule 3.01 (the president shall be entitled to a written contract for a term of at least one year but not more than five years) is before the Board for a Second Reading and Public Hearing. Mr. Wahl suspended the meeting and opened it for comment. After no comment the meeting was reconvened.

Tim Morris made a motion to accept Board Rule 1.03 Appointment/Dismissal of The President and Terms of Office, Jennifer Hill seconded, motion carried.

The motion was passed with the following vote: Voting "yea" – Blaise, Butler, Hill, Hooten, Jones, Morris, and Wahl.

#### **President's Contract**

2019-547

The District Board of Trustees completed the performance evaluation and recommends extending Dr. Stanley Sidor's employment through June 30, 2023.

Jennifer Hill made a motion to accept extending the President's contract, Tim Morris seconded, motion carried.

### NEW BUSINESS

#### **First Reading Amended Board Rule 2.01 The College Mission Statement**

2019-548

The board accepted the recommendation for the amendment to Board Rule 2.01 The College Mission Statement.

#### **Approval of Foundation Board Members/Officers**

2019-549

Tim Morris made a motion to approve the Foundation Board Members and Officers, Bryn Blaise seconded and motion carried.

The motion was passed with the following vote: Voting "yea" – Blaise, Hill, Jones, Lee, and Morris.

#### **LSSC Foundation, Inc. 2018 Audit/990**

2019-550

Dr. Byrd presented an overview of the LSSC Foundation financials.

The Board accepted the audit and 990 reports.

## **MOU Charter Technical Career Center for Sumter**

2019-551

Dr. Sidor explained that Sumter County is experiencing rapid growth in population spurred by additional residential and commercial development. Lake-Sumter State College, Lake technical College, The Villages Charter School, and Sumter County Schools desire to create a unified training partnership, called a Charter Career Technical Center. The partners have created a memorandum of understanding to explore the possibility of creating a Charter Career Technical Center on the LSSC Sumterville campus.

Bret Jones made a motion, and Bryn Blaise seconded and motion carried.

The motion was passed with the following vote: Voting “yea” – Blaise, Hill, Jones, Lee, and Morris.

## **Meeting Location Swap January-South Lake and April-Leesburg**

2019-552

Tim Morris made a motion to swap the meeting location in January to South Lake and April to Leesburg, Bryn Blaise seconded and motion carried.

The motion was passed with the following vote: Voting “yea” – Blaise, Hill, Jones, Lee, and Morris.

## **OTHER CONSIDERATIONS**

### **As Needed by Chairman/President**

- ✓ Chairman Wahl reviewed the events on the calendar. He announced that the next Board meeting will be on Wednesday, January 22, 2020, at 5 p.m. for the regularly scheduled meeting at the South Lake Campus.

There being no further business, the meeting was adjourned at 6:50 p.m.

Respectfully submitted,

ATTEST:

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Peter F. Wahl, Chairman

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Stanley M. Sidor, Ed. D.  
Secretary/College President

Recording Secretary: Claudia Morris



**LAKE-SUMTER STATE COLLEGE  
BOARD WORKSHOP-FACILITIES PLANNING UPDATE  
Wednesday, November 20, 2019  
4:00 pm – Board Room, South Lake Campus**

<b>Present:</b> Bryn Blaise, Jennifer Hill, Bret Jones, Emily Lee, and Tim Morris <b>Staff:</b> Dr. Heather Bigard, Dr. Claire Brady, Dr. Laura Byrd, Rick Palmer, Dr. Doug Wymer <b>Board Attorney:</b> Anita Geraci-Carver		
Topic	Discussion	Action / Next Steps
<b>Welcome/Call to Order</b>	Ms. Lee welcomed everyone and called the meeting to order at 4:00 p.m.	
<b>Meeting:</b>		
	Dr. Sidor welcomed everyone and introduced Dr. Bigard and Dr. Wymer to update the board on Space Utilization.	
<b>Facilities Plan Update</b>	<p>Dr. Bigard reported on the proposal in each packet for increasing space utilization on the Leesburg Campus. She explained that there is about 20,000 sq. ft. that is underutilized and a group was formed to discuss enrollment trends and reviewed space that we have challenges with renovations.</p> <p>Dr. Wymer explained that after reviewing the spaces and the schedules of when the buildings are used that we have the ability to move out of the buildings at the present time and take them offline. We have adequate space to accommodate the spaces in other locations. Dr. Bigard referred everyone to the proposal for an outline of the square footage, utilization rates, and enrollment trends. The six buildings referred to in the report are the Liberal Arts Building, Faculty Office Building, Library, the Center for Teaching and Learning, Lecture Hall, and Shipping and Receiving.</p> <p>Rick Palmer explained each exhibit that he had displayed to show the six buildings of concern in the proposal. After a lengthy discussion regarding the cost to demo the buildings versus leasing the space it was decided for a cost analysis to be brought back to the January meeting and vote to start acting on the space utilization proposal and proceed with the phases.</p>	
<b>Adjourned</b>	The meeting adjourned at 4:40 p.m.	<b>Submitted by: Claudia Morris</b>

ATTEST:   <hr style="width: 25%; margin-left: 0;"/> Stanley M. Sidor, Ed. D. Secretary/College President	<hr style="width: 25%; margin-left: 0;"/> Peter F. Wahl, Chair
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Lake Sumter  
State College

## OFFICE OF THE PRESIDENT

Present to the Board: January 22, 2020

TO: Lake-Sumter State College  
District Board of Trustees

FROM: Stanley M. Sidor  
President

RE: 554 - Human Resources Transactions

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### OVERVIEW:

It is the intent of the College to keep the District Board informed of appointments, separations, resignations, and other Human Resources transactions among employees in the faculty, administrator, managerial, professional administrative, professional crafts-trades, and professional technical categories.

### ANALYSIS:

Please review attached summary.

### RECOMMENDATION:

The District Board acknowledges receipt and review of this information.



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**FACULTY**

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**APPOINTMENT**

<u>Name</u>	<u>Position</u>	<u>Classification</u>	<u>Effective Date</u>
Matthew Swithers	Instructor Mathematics	F1-1	1/2/2020

**RETIREMENT**

<u>Name</u>	<u>Position</u>	<u>Classification</u>	<u>Effective Date</u>
David Goff	Cataloger/Inter Lib Loan	F1-1	4/30/2020

RESIGNATION.....None  
SEPARATION.....None  
OTHER.....None

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**EXECUTIVE**

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APPOINTMENT.....None  
RESIGNATION.....None  
SEPARATION.....None  
OTHER.....None

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**ADMINISTRATIVE-GENERAL**

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**APPOINTMENT**

<u>Name</u>	<u>Position</u>	<u>Classification</u>	<u>Effective Date</u>
Jenni Kotowski	Exec. Director Enrollment Mgmt.	AG2-3	12/1/2019
Kelly Hickmon	Assistant Dean of Students	AG1-2	12/1/2019
Katrina Bennett	Exec. Dir. Fin. Aid & Compliance	AG2-3	12/1/2019
Michelle Nash	Dir. Health Sci. Coll. Academy	AG2-1	1/6/2020

RESIGNATION.....None  
SEPARATION.....None  
OTHER.....None

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**ADMINISTRATIVE-MANAGERIAL**

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APPOINTMENT.....None  
RESIGNATION.....None  
SEPARATION.....None  
OTHER.....None

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**ADMINISTRATIVE-STUDENT SUPPORT**

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**APPOINTMENT**

<u>Name</u>	<u>Position</u>	<u>Classification</u>	<u>Effective Date</u>
Laurie Jacobs Carneiro	Student Access. Svcs. Coord. SL	S2-4	1/13/2020
RESIGNATION.....			None
SEPARATION.....			None
OTHER.....			None

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**PROFESSIONAL**

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**APPOINTMENT**

<u>Name</u>	<u>Position</u>	<u>Classification</u>	<u>Effective Date</u>
Allison Wilkinson	Development Officer	P1-5	12/1/2019
Latisha McCray	HSCA Assistant Dir. Acad. Support	P3-2	1/2/2020
RESIGNATION.....			None
SEPARATION.....			None
OTHER.....			None

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**SUPPORT**

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**RESIGNATION**

<u>Name</u>	<u>Position</u>	<u>Classification</u>	<u>Effective Date</u>
Laurie Kaminski	Transcript Evaluator	S1-1	11/8/2019
APPOINTMENT.....			None
SEPARATION.....			None
OTHER.....			None

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**TECHNICAL**

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**APPOINTMENT**

<u>Name</u>	<u>Position</u>	<u>Classification</u>	<u>Effective Date</u>
Sean Wright	Helpdesk Supervisor	T2-2	12/2/2019
RESIGNATION.....			None
SEPARATION.....			None
OTHER.....			None

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**CRAFTS**

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APPOINTMENT.....None  
RESIGNATION.....None  
SEPARATION.....None  
OTHER.....None





Lake-Sumter  
State College

## OFFICE OF THE PRESIDENT

Present to the Board: January 22, 2020

TO: Lake-Sumter State College  
District Board of Trustees

FROM: Stanley M. Sidor  
President

RE: 555 – Curriculum Revisions

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### **OVERVIEW:**

For the purpose of complete institutional review, curriculum changes are submitted monthly to the District Board of Trustees for approval.

### **ANALYSIS:**

The attached curriculum changes are for credit course modifications, credit course deletions, credit program additions, and credit program deletions.

### **RECOMMENDATION:**

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







## Curriculum and Instruction Committee Proposals

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

4. CCA GEB 2214 Business Communications
14. CCA CHM 2045CH General Chemistry I  
w/lab Honors
15. CCA CHM 2046CH General Chemistry II  
w/lab Honors
16. CCM MGF 1106 Liberal Arts Math
17. CCM MGF 1107 Explorations in Math
18. CPM Computer Information Technology  
AS
19. CPM Help Desk Technician CCC
20. CCD CET 1171 IT Fundamentals
21. CCD CTS 1101 MS Windows-Introduction

Committee Chairperson **Kristen Chancey**

Digitally signed by Kristen  
Chancey  
Date: 2019.11.20 10:36:30 -05'00'

Sign below to approve these proposals

Vice-President, Academic Affairs **Douglas A. Wymer**

Digitally signed by Douglas A. Wymer  
DN: cn=Douglas A. Wymer, o=Lake-Sumter  
State College, ou=Academic Affairs,  
email=wymerd@lsscc.edu, c=US  
Date: 2019.11.20 13:27:00 -05'00'

President

## Curriculum and Instruction Committee

### Credit Program Modification Rationale

- **CPM Computer Information Technology AS**
- **CPM Help Desk Technician CCC**

The above programs were both affected by the same change: OST 2236, Business Communications, has been deleted due to the deletion of the Office Management degree and its associated course prefixes. GEB 2214, Business Communications, is the replacement course for OST 2236 with the appropriate course prefix. As OST 2236 was a required course in the above programs, they have been modified to reflect the change in course number.

### Key for Curriculum and Instruction Committee Proposals

CCA – Credit Course Addition

CCD – Credit Course Deletion

CCM – Credit Course Modification

CPA – Credit Program Addition

CPD – Credit Program Deletion

CPM – Credit Program Modification



Lake Sumter  
State College

## OFFICE OF THE PRESIDENT

Present to the Board: January 22, 2020

TO: Lake-Sumter State College  
District Board of Trustees

FROM: Stanley M. Sidor  
President

RE: 556 – Monthly Financial Report

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### OVERVIEW:

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 Business Affairs and the Controller, and is intended to keep the Board apprised of the financial condition of budget and the operating funds of the College. On a quarterly basis, a College-wide Balance Sheet and budget reports for Funds 2, 3, 5 and 7 are also provided.

### ANALYSIS:

The Monthly Fiscal Report (YTD December) of the General Operation Fund is attached to this agenda item. Revenue and expenditures are in good order. The College-wide Balance Sheet and budget reports for Funds 2, 3, 5 and 7 are also presented.

### RECOMMENDATION:

It is recommended that Board approve this item as written.





Lake Sumter  
State College

## Division of Business Affairs

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### MEMORANDUM

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**To:** Dr. Sidor, President  
District Board of Trustees

**From:** Dr. Bigard, Executive Vice President

**Date:** January 22, 2020

**Re:** Monthly Fiscal Report – YTD December 2019

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Each month a fiscal report is prepared to appraise your office and the District Board of Trustees on the status of the College budget. The Fiscal Status Report of the General Operating Fund (Fund1) provides a comparative summary of budget-to-actual revenues and expenses for the current period.

#### **FUND 1 OPERATING BUDGET**

We are currently six months into our fiscal year or 50% completed.

#### **Revenues**

Total revenue booked to date is \$13,683,262, or 53% of the total budget of \$26,006,986.

- Tuition and fee revenue is trending close to the budgeted amount of \$9.7 million.
- State support revenue is received throughout the fiscal year in installments. We have received a total of \$5,452,500 in General Revenue and Performance Funding and \$0 in Lottery funds.
- Other Income and Other Support actuals are projected to be close to budgeted amounts.

#### **Expenses**

Actual expenses to-date total \$11,477,927 or 44% of the total budget of \$25,803,809.

- Salaries and benefits to-date are \$8,489,396 or 44% of budget.
- Operating and capital expenses to-date are \$2,988,532 or 51% of budget.

**Year-End Projection**

Revenues are projected to exceed expensed by \$1,337,687.

Attachments: December 2019 Operating Fund 1 Budget Report. Budget Reports for Funds 2, 3, 5 and 7

**Lake-Sumter State College**  
**Fiscal Status Report - Fund 1**  
**General Current Fund**  
**July 1, 2019 - December 31, 2019**

	FY 2018-19			FY 2019-2020		
	Annual Budget	YTD Actual 12/31/2018	Annual Budget	YTD Actual 12/31/2019	Percent of Budget Earned/Spent	Projected 6/30/2020
<b>REVENUES &amp; BUDGETED FUND BALANCE</b>						
Student Fees						
Fall						
Tuition	\$ 2,788,927	\$ 2,893,097	\$ 2,932,139	\$ 2,906,770	99%	\$ 2,905,029
Technology Fees	161,613	144,677	140,679	145,376	103%	145,363
Distance Learning	165,035	173,190	181,288	177,778	98%	177,732
Dual Enrollment	265,910	264,311	302,316	351,190	116%	304,901
HSCA Dual Enrollment	338,368		538,150	538,150	100%	538,150
Lab Fees	66,420	69,353	92,641	71,847	78%	74,992
Spring						
Tuition	\$ 2,424,793	\$ 2,710,247	\$ 2,521,690	\$ 2,495,296	99%	2,537,638
Technology Fees	138,700	135,528	120,581	124,801	103%	126,915
Distance Learning	160,343	156,930	159,370	155,280	97%	143,610
Dual Enrollment	299,853	316,856	302,316	379,551	126%	333,336
HSCA Dual Enrollment	338,368	0	538,150	487,770	91%	487,770
Lab Fees	35,763	40,324	79,021	48,813	62%	87,429
Summer						
Tuition	\$ 925,680	\$ (12,671)	\$ 1,051,258	\$ -	0%	\$ 1,051,258
Technology Fees	36,308	(646)	51,156	-	0%	51,156
Distance Learning	79,933	(810)	121,376	-	0%	121,376
Dual Enrollment	-	(19,651)	-	-	0%	-
HSCA Dual Enrollment	-	-	-	-	0%	-
Lab Fees	5,083	-	19,080	-	0%	19,080
Miscellaneous Fees	121,827	105,813	169,225	131,529	78%	210,064
Continuing Education	478,414	67,175	389,696	99,576	26%	403,479
<b>Total Student Tuition and Fees</b>	<b>\$ 8,831,338</b>	<b>\$ 7,043,723</b>	<b>\$ 9,710,133</b>	<b>\$ 8,113,728</b>	<b>84%</b>	<b>\$ 9,719,277</b>
State CCPF Support	\$ 10,730,454	\$ 5,365,189	\$ 12,606,690	\$ 5,252,766	42%	\$ 12,606,690
State Performance Funding	713,266	359,390	455,985	199,734	44%	455,985
State Lottery	3,212,033	-	1,753,669	-	0%	1,753,669
Miscellaneous State Support	219,836	-	144,151	-	0%	144,151
Federal Support Indirect Cost	80,000	37,603	80,000	25,129	31%	70,000
Foundation Support	425,633	300	169,000	20,000	12%	169,000
Contracts	87,800	13,000	195,306	60,761	31%	195,306
Miscellaneous Revenue	121,977	47,409	-	11,144	0%	22,288
<b>Total Revenues</b>	<b>\$ 24,422,337</b>	<b>\$ 12,866,614</b>	<b>\$ 25,114,934</b>	<b>\$ 13,683,262</b>	<b>54%</b>	<b>\$ 25,136,366</b>
Transfers In	606,797	-	892,052	-	0%	892,052
<b>Total Revenues and Transfers In</b>	<b>\$ 25,029,134</b>	<b>\$ 12,866,614</b>	<b>\$ 26,006,986</b>	<b>\$ 13,683,262</b>	<b>53%</b>	<b>\$ 26,028,418</b>
<b>EXPENDITURES</b>						
Personnel Expenditures						
Salaries and Wages	14,041,337	6,193,651	14,759,698	6,305,898	43%	14,083,363
Benefits	4,934,606	2,178,248	4,641,097	2,183,497	47%	4,957,144
Current Operating Expenditures	5,455,129	2,783,107	5,899,585	2,988,532	51%	5,650,224
Capital Outlay Expenditures	-	6,042	-	-	0%	-
Contingency	397,494	-	503,519	-	0%	-
<b>Total Expenditures</b>	<b>\$24,828,566</b>	<b>\$11,161,049</b>	<b>\$25,803,899</b>	<b>\$11,477,927</b>	<b>44%</b>	<b>\$ 24,690,732</b>
Transfer to Fund 7	-	-	-	-		-
<b>Excess of Revenues over (Expenditures)</b>	<b>\$ 200,568</b>	<b>\$ 1,705,565</b>	<b>\$ 203,087</b>	<b>\$ 2,205,335</b>		<b>\$ 1,337,687</b>



Lake-Sumter State College  
Fund 2 Grants  
FY 2020 Revenue-Expenditures  
As of December 31, 2019

	Title III Budget	Title III YTD Actuals	Perkins Budget	Perkins YTD Actuals	Talent Search Budget	Talent Search YTD Actuals	Upward Bound Budget	Upward Bound YTD Actuals	Student Activities Budget	Student Activities YTD Actuals	NSF ATE Budget	NSF ATE Actuals	Total Fd. 2 Budget	Total Fd. 2 YTD Actual
<b>Revenue</b>	Completed - ended													
Student Activity Fees									564,068	428,277			564,068	428,277
<b>Total Tuition and Fee Revenue</b>		-		-		-			<b>564,068</b>	<b>428,277</b>		-	<b>564,068</b>	<b>428,277</b>
County													-	-
State - Pass Through Federal			138,892	38,469									138,892	38,469
Federal Upward Bound/Talent Search					427,311	144,685	381,263	137,692					381,263	137,692
Federal NSF											77,999	47,084	77,999	47,084
Federal Title III	121,134	121,134											121,134	121,134
<b>Total Grants and Contracts</b>	<b>121,134</b>	<b>121,134</b>	<b>138,892</b>	<b>38,469</b>	<b>427,311</b>	<b>144,685</b>	<b>381,263</b>	<b>137,692</b>		-	<b>77,999</b>	<b>47,084</b>	<b>719,289</b>	<b>344,379</b>
Miscellaneous													-	-
Transfer to Fd. 1													-	-
<b>Total Revenue and Transfers</b>	<b>121,134</b>	<b>121,134</b>	<b>138,892</b>	<b>38,469</b>	<b>427,311</b>	<b>144,685</b>	<b>381,263</b>	<b>137,692</b>	<b>564,068</b>	<b>428,277</b>	<b>77,999</b>	<b>47,084</b>	<b>1,283,357</b>	<b>772,656</b>
<b>Personnel Expenses</b>														
Staff	47,071	47,071	47,005	8,465	202,158	86,475	134,829	58,149	7,800	3,200	24,000	18,000	260,705	134,886
Open Positions	-	-					-						-	-
Other Pooled Positions	21,515	21,515			12296.92	575	42735.76	10,316	600	-	0	-	64851	31,831
<b>Total Faculty and Staff</b>	<b>68,586</b>	<b>68,586</b>	<b>47,005</b>	<b>8,465</b>	<b>214,455</b>	<b>87,050</b>	<b>177,565</b>	<b>68,465</b>	<b>8,400</b>	<b>3,200</b>	<b>24,000</b>	<b>18,000</b>	<b>325,556</b>	<b>166,717</b>
Benefits Staff	17,555	17,555	19,180	3,959	83,504	36,078	53,839	22,559	1,493	554	9,155	3,604	101,222	48,231
Benefits Open Positions													-	-
Pooled Personnel Benefits	312	312			178	8	620	150	0	-	-	-	932	462
<b>Total Benefits</b>	<b>17,867</b>	<b>17,867</b>	<b>19,180</b>	<b>3,959</b>	<b>83,682</b>	<b>36,087</b>	<b>54,459</b>	<b>22,708</b>	<b>1,493</b>	<b>554</b>	<b>9,155</b>	<b>3,604</b>	<b>102,154</b>	<b>48,693</b>
<b>Contingency</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>230</b>	<b>-</b>	<b>1,444</b>	<b>-</b>	<b>10,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>11,674</b>	<b>-</b>
<b>Total Personnel Expenses</b>	<b>86,453</b>	<b>86,453</b>	<b>66,185</b>	<b>12,425</b>	<b>298,367</b>	<b>123,136</b>	<b>233,468</b>	<b>91,174</b>	<b>19,893</b>	<b>3,754</b>	<b>33,155</b>	<b>21,604</b>	<b>439,384</b>	<b>215,410</b>
<b>Operating Expense</b>														
Travel Staff	51	51	18,000	8,157	16,698	987	6,373	623	54,875	12,820	4,343	2,711	83,643	24,362
Participant Cost (Travel, Subsistence, Other)					66,801	2,888	90,323	23,386	-	-	22,664	4,557	112,987	27,943
Printing		-	-	-	2,555	186	1,779	910	8,400	908	1,115	-	11,294	1,818
Materials & Supplies	18,492	18,492	18,000	10,037	7,281	2,982	17,149	8,725	53,080	21,751	858	771	107,579	59,776
Software	4,650	4,650	-	-	1,220	500	899	-					5,549	4,650
Food								-	24,050	6,538		-	24,050	6,538
Miscellaneous	6,318	6,318	36,707	7,851	30,638	14,006	29,273	12,874	68,770	22,001	15,863	17,441	156,932	66,484
Equipment	5,170	5,170					-	-		-			5,170	5,170
<b>Total Supplies and Services</b>	<b>34,681</b>	<b>34,681</b>	<b>72,707</b>	<b>26,044</b>	<b>125,194</b>	<b>21,549</b>	<b>145,797</b>	<b>46,518</b>	<b>209,175</b>	<b>64,018</b>	<b>44,844</b>	<b>25,480</b>	<b>507,204</b>	<b>196,741</b>
<b>Contingency for Current Expense</b>					3,750		2,000						2,000	-
<b>Total Supplies and Service Expenses</b>	<b>34,681</b>	<b>34,681</b>	<b>72,707</b>	<b>26,044</b>	<b>128,944</b>	<b>21,549</b>	<b>147,797</b>	<b>46,518</b>	<b>209,175</b>	<b>64,018</b>	<b>44,844</b>	<b>25,480</b>	<b>509,204</b>	<b>196,741</b>
<b>TOTAL Personnel, Supplies and Service Expenses</b>	<b>121,134</b>	<b>121,134</b>	<b>138,892</b>	<b>38,469</b>	<b>427,311</b>	<b>144,685</b>	<b>381,263</b>	<b>137,692</b>	<b>229,068</b>	<b>67,772</b>	<b>77,999</b>	<b>47,084</b>	<b>948,588</b>	<b>412,151</b>
<b>Increase (Decrease) to Fund Balance</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>335,000</b>	<b>360,506</b>	<b>-</b>	<b>-</b>	<b>334,769</b>	<b>360,505</b>

Lake-Sumter State College  
Fund 3 Auxiliary  
FY 2020 Revenue-Expenditures  
As of December 31, 2019

	Bookstore Budget	Bookstore YTD Actual	Vending Budget	Vending YTD Actual	Food Service Budget	Food Service YTD Actual	Baccalaurea te Budget	Baccalaurea te YTD Actual	College Promotion Budget	College Promotion YTD Actual	Total Fund 3 Budget	Total Fund 3 YTD Actual
<b>Beginning Fund Balance</b>											925,945	925,945
<b>Revenue</b>												
Commission	160,000	90,204	14,000	6,176	15,000	1,157					189,000	97,537
Transfer to Fd. 1											-	-
<b>Total Revenue and Transfers</b>	<b>160,000</b>	<b>90,204</b>	<b>14,000</b>	<b>6,176</b>	<b>15,000</b>	<b>1,157</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>189,000</b>	<b>97,537</b>
<b>Expenditures</b>												
Travel											-	-
Freight & Postage											-	-
Printing									3,000		3,000	-
Food							600	33	5,000	836	5,600	869
Materials/Supplies							1,750		14,800	1,124	16,550	1,124
Repairs/Maintenance					10,000	3,584					10,000	3,584
Miscellaneous											-	-
<b>TOTAL Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,000</b>	<b>3,584</b>	<b>2,350</b>	<b>33</b>	<b>22,800</b>	<b>1,960</b>	<b>35,150</b>	<b>5,576</b>
<b>Increase (Decrease) to Fund Balance</b>	<b>160,000</b>	<b>90,204</b>	<b>14,000</b>	<b>6,176</b>	<b>5,000</b>	<b>(2,426)</b>	<b>(2,350)</b>	<b>(33)</b>	<b>(22,800)</b>	<b>(1,960)</b>	<b>153,850</b>	<b>91,961</b>

Estimated Ending Fund Balance

1,079,795    1,017,906

Lake-Sumter State College  
Fund 5 Financial Aid  
FY 2020 Revenue-Expenditures  
As of December 31, 2019

	Student Financial Aid YTD Actual	PELL YTD Actual	SEOG YTD Actual	Federal Workstudy YTD Actual	Federal Subsidized Direct Loans YTD Actual	Federal UnSubsidized Direct Loans Actual	Bright Futures YTD Actual	Florida Student Assistance Grant YTD Actual	Total Fund 5 YTD Actual
<b>Revenue</b>									
Student Financial Aid Fees	345,024								345,024
Federal Aid		2,907,893	38,525	35,958	504,500	488,674			-
State Aid									3,975,550
Bright Futures							188,008		-
FSAG								304,775	188,008
Foundation Student Support									304,775
Transfer									-
									-
<b>Total Revenue</b>	<b>345,024</b>	<b>2,907,893</b>	<b>38,525</b>	<b>35,958</b>	<b>504,500</b>	<b>488,674</b>	<b>188,008</b>	<b>304,775</b>	<b>4,813,357</b>
<b>Operating Expense</b>									
Scholarships	185,886	2,907,893	38,525	35,958	504,500	488,674	1,008	-	4,162,443
Transfer									-
<b>TOTAL Expenses</b>	<b>185,886</b>	<b>2,907,893</b>	<b>38,525</b>	<b>35,958</b>	<b>504,500</b>	<b>488,674</b>	<b>1,008</b>	<b>-</b>	<b>4,162,443</b>
<b>Estimated Ending Fund Balance</b>	<b>159,138</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>187,000</b>	<b>304,775</b>	<b>650,913</b>

**Lake-Sumter State College**  
**Fund 7 Capital**  
**Budget Report**  
**As of December 31, 2019**

	Spending Plan - Budget				Actual				Budget to Actual Expense Variance
	Beginning Balance FY20	FY20 Projected Revenue	FY20 Expense Budget	Projected Ending Balance FY20	Beginning Balance FY20	FY20 YTD Revenue	FY20 YTD Expense and Encumbr	Fund Balance	
<b>Available Funds</b>									
Equipment MATCH	59,013	-	-	59,013	59,013	-	-	59,013	-
Infrastructure Restore-Collegewide	1,149,305	-	1,117,893	31,412	1,149,305	-	834,777	314,528	283,116
CO & DS/License Tag	266,831	78,000	240,549	104,282	266,831	-	21,536	245,295	219,013
SYD Gen Renovation	223,572	-	375,000	(151,428)	223,572	-	333,067	(109,495)	41,933
New Capital Improvement Fee	-	303,900	303,900	-	-	567,469	455,854	111,615	(151,954)
Tech Refresh CIF	252,000	-	251,137	863	252,000	-	137,829	114,171	113,308
Tech Plan CIF	213,558	456,366	588,000	81,924	213,558	123,746	-	337,304	588,000
Security Equipment	-	92,295	115,000	(22,705)	-	80,214	-	80,214	115,000
Local Funds	967,497	500,000	1,140,600	326,897	967,497	-	683,582	283,915	457,018
Athletic Scoreboard	15,625	-	31,250	(15,625)	15,625	31,250	31,250	15,625	-
TV Station Clearwire	53,795	-	-	53,795	53,795	-	-	53,795	-
Distance Learning Software	-	-	-	-	-	-	11,917	(11,917)	(11,917)
Hurricane Irma	(146,523)	-	-	(146,523)	(146,523)	8,750	3,180	(140,953)	(3,180)
<b>Total</b>	<b>3,054,674</b>	<b>1,430,561</b>	<b>4,163,329</b>	<b>321,907</b>	<b>3,054,674</b>	<b>811,429</b>	<b>2,512,992</b>	<b>1,353,111</b>	<b>1,650,337</b>



# Lake Sumter State College

## OFFICE OF THE PRESIDENT

Present to the Board: January 22, 2020

TO: Lake-Sumter State College  
District Board of Trustees

FROM: Stanley M. Sidor  
President

RE: 557 - Facilities Monthly Report

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### OVERVIEW:

The Facilities Department prepares a monthly report on the status of capital projects and major repairs.

### ANALYSIS:

A report on the status on facility projects is attached.

### RECOMMENDATION:

Acknowledge the current facilities project report.



## Facilities Report

January 2020

<u>PROJECT</u>	<u>BUDGET</u>	<u>FUNDING</u>	<u>STATUS</u>	<u>COMMENTS</u>
Infrastructure Project Phase II (Leesburg)	\$687,000	PECO	In Progress	<b>Progress to date:</b> Project is in progress and in the final check-list phase. Final payment request will be submitted to the Board of Trustees in the February meeting.
Signs and Branding (All campuses)	\$65,000	LOCAL	In Progress	<b>Progress to date:</b> New wayfinding signage for South Lake campus received from Lauretano Sign Group and installed.
SSB Second Floor HVAC Replacement (Leesburg)	\$300,000	PECO	In Progress	<b>Progress to date:</b> Phase I of project has started. Parts (21 VAV boxes and Controls) and materials were received from ALC. Florida Mechanical Services completed the installations, control wiring completed, finalizing start-up and conducting test and balance operations.
Grounds Beautification	\$150,000	LOCAL	In Progress	<b>Progress to date:</b> All irrigation repairs from the Infrastructure Project Phase 2 are completed. Leesburg well pump controllers are in repair status.
South Lake Building #1 Cooling Unit Replacement	\$160,000	LOCAL	In Progress	<b>Progress to date:</b> System components installed by IceBerg Air Conditioning & Heating, LLC. System, power, automation controls completed, finalizing start-up and conducting test and balance operations.
LE Building M Parking Lot	\$65,000	PECO	In Progress	<b>Progress to date:</b> Tri-State Asphalt is 80% complete with the repair and resurfacing of existing Building M asphalt parking areas, paving the gravel area on North side of building and the connecting road to Science Math Building parking lot, and will soon be adding curbing around 3-sides and restriping Building M parking lot.
Leesburg Boiler Replacements (William Johnson Admin, Student Services, Library)	\$88,900	New Capital Fee	Bidding	<b>Progress to date:</b> Bid packages emailed to prospective installers. Bids to be received by Jan 20 for William Johnson Admin and Student Services buildings and Jan 30 for the Library building.







Lake Sumter  
State College

## OFFICE OF THE PRESIDENT

Present to the Board: January 22, 2020

TO: Lake-Sumter State College  
District Board of Trustees

FROM: Stanley M. Sidor  
President

RE: 558 – Purchases over \$25,000

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### OVERVIEW:

Each month a report is provided to the Board of Trustees accounting for any purchases that have been approved by the President which fall between \$25,000 and \$150,000. This report is prepared by the Office of the Executive Vice President and is intended to keep the Board apprised of these purchases which fall under the authority of the President to be approved.

### ANALYSIS:

The Purchases greater than \$25,000 for the period 11/01/2019 - 12/31/2019 are attached.

### RECOMMENDATION:

It is recommended that the Board acknowledge or accept this item as written.



**Vendor:** Greyson Technologies Inc.  
**Item Description:** Cisco Router  
**Amount:** \$ 28,463.09  
**Purchase Order #:** P2000213  
**Vendor Code:** GRETEC

**Vendor:** Tri-State Asphalt Corporation  
**Item Description:** Parking Lot Renovation  
**Amount:** \$ 41,500.00  
**Purchase Order #:** P2000215  
**Vendor Code:** X00123867

**Vendor:** Florida Mechanical Services  
**Item Description:** Installation of VAV Boxes  
**Amount:** \$ 143,893.00  
**Purchase Order #:** P2000221  
**Vendor Code:** X00125025

**Vendor:** Greyson Technologies Inc.  
**Item Description:** Service Agreement Oct2019-Oct2020  
**Amount:** \$ 32,977.80  
**Purchase Order #:** P2000227  
**Vendor Code:** GRETEC

**Vendor:** Radio One  
**Item Description:** Motorola Radio System-All Campuses  
**Amount:** \$ 61,355.19  
**Purchase Order #:** P2000240  
**Vendor Code:** X00127144

**Vendor:** Howard Technology Solutions  
**Item Description:** Epson PowerLite Digital Pole Systems QTY 13  
**Amount:** \$ 83,618.91  
**Purchase Order #:** P2000246  
**Vendor Code:** HOWTEC

**Vendor:** Bechtol Engineering and Testing Inc.  
**Item Description:** Helical Pier Installation  
**Amount:** \$ 30,700.00  
**Purchase Order #:** P2000244  
**Vendor Code:** X00126610





Lake Sumter  
State College

## OFFICE OF THE PRESIDENT

Present to the Board: January 22, 2020

TO: Lake-Sumter State College  
District Board of Trustees

FROM: Stanley M. Sidor  
President

RE: 559- Scheduled Reports/President/Vice Presidents

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### OVERVIEW:

Each month the college President and Vice Presidents presents the Trustees with an updated report on Lake-Sumter State College business and events surrounding the college.

### ANALYSIS:

The report contains information in reference to Legislative Updates, meetings, and other miscellaneous items.

### RECOMMENDATION:

It is recommended that the Board acknowledge or accept this item as written.





Lake Sumter  
State College

**Division of Business Affairs**

**Update for the President and Board of Trustees**

**January 22, 2020**

**Dr. Heather Bigard, Executive Vice President, Chief Financial and Operations Officer**

**ATHLETICS**

***Mike Matulia, Director of Athletics***

- 24 student-athletes received academic honors (3.5 or higher)
- 29 additional student-athletes achieved between 3.0-3.49
- Over 50% of the student-athletes were over a 3.0!
- FCSAA retention project report: 92% retention rate from the fall of 2018 – fall 2019.
- Beach Volleyball will begin competition February 8<sup>th</sup> at Hickory Point Beach Courts
- Baseball home opener is Friday, January 24 at 1pm
- Softball home opener is Friday, January 31 at 1pm
- Disk Golf Course construction begins on the 27<sup>th</sup> of January
- Collaborating with Student Affairs to implement a new automated monitoring system in Starfish.

**BUSINESS SERVICES**

***Melinda Barber, AVP Finance***

- FY19 Audit underway
- FY21 Budget request worksheets distributed to budget managers  
Spring priorities
- Nursing stipend payroll automation (FLAC)
- Transition Accounts Payable document storage from paper to digital files attached to data record.

**STRATEGIC INNOVATION AND DIGITAL EDUCATION**

***Michael J. Nathanson, Executive Director***

- Launched Four Corners Site with two classes
- Developed Final Kaltura Training
- Chaired COP Distance Learning Advisory Committee
- Attended Community College Legal Conference
- Continued Ongoing Online Course Quality Program

- Completed 360 Degree Virtual Reality video
- Worked with faculty to launch Spring term

## **FACILITIES**

### ***Rick Palmer, Executive Director of Facilities***

- Completed the Leesburg Library foundation repair which should prevent future settling of the building corners if we successfully divert the rainwater from those locations.
- Completed the Gym/Magnolia Room roof restoration (Baker Roofing).
- Completed the South Lake Campus wayfinding signs installation (Laurentano Sign Group).
- Launched the South Lake Math Emporium HVAC Variable Refrigerant Flow (VRF) Install Project (95% complete).
- Launched the South Lake HVAC (50-ton) Air Handler and Condensing Unit #1 Replacement Project (90% complete).
- Launched the Leesburg Building M Parking Lot Paving Project (85% complete).
- Launched the Leesburg SSB HVAC Variable Air Volume (VAV) Install Project (95% complete)

## **HUMAN RESOURCES**

### ***Pam Fletcher, Director of Human Resources***

- Implemented Spring 2020 Snack Bites educational series for employee professional and personal development. January offerings include Stress Management and Tools for Collaboration. Developed content for Cross-Cultural Communications training for the College community to be delivered in February 2020
- Revised the exit interview process to include in-person exit interview with the Director of Human Resources to collect data on employee engagement. Summary data will be reported to Cabinet on a quarterly basis. Administered exit interview surveys to former employees who voluntarily separated in 2017, 2018, and 2019. Compiled a summary report and analysis of data to the President and Executive Vice President in December 2019.
- Broadened talent sourcing tools (particularly for diversity sourcing): LinkedIn postings, HBCU Connects postings, Latinos in Higher Ed, Florida A&M University Career Fair participation (January 2020), and University of Florida Career Fair participation (Spring 2020)
- Implemented updated payroll deductions for 2020 Employee Benefits Changes.
- The 2020 Success Coaching Program, a program supporting employee development and engagement, will commence in January.
- Launched the streamlined, electronic Student EAR process.



## **INFORMATION TECHNOLOGY**

***Doug Guiler, Chief Information Officer***

- FY19 Audit underway
- Working with President's Office to streamline Board Packet Process
- Integrating new South Lake internet connection

### **Spring Priorities**

- Nursing stipend payroll automation (FLAC)
- Tighter integration between Banner & Foundation's Raiser's Edge systems
- Continue migration/upgrade to Banner 9 self-service
- Continue migration from Accutrack to Starfish for attendance tracking
- Continue implementation of Banner Workflow





Lake Sumter  
State College

## OFFICE OF THE PRESIDENT

Present to the Board: January 22, 2020

TO: Lake-Sumter State College  
District Board of Trustees

FROM: Stanley M. Sidor  
President

RE: 560- Committee Reports

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### OVERVIEW:

The District Board of Trustees serve on Committees that address different areas of the college. Currently, there are six committees: Executive Committee, Facilities Committee, Strategic Planning Committee, Sumter Partnership, and the LSSC Foundation, Inc. Liaison.

### ANALYSIS:

The Board Chairman will appoint each Trustees to a committee and select a chair person for each one. Once a meeting has occurred the chair of each committee will update the full Trustee Board at the monthly DBOT meeting.

### RECOMMENDATION:

It is recommended that the Board acknowledge or accept this item as written.





Lake-Sumter  
State College

## OFFICE OF THE PRESIDENT

Present to the Board: January 22, 2020

TO: Lake-Sumter State College  
District Board of Trustees

FROM: Stanley M. Sidor  
President

RE: 561 – Board Attorney Report

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### **OVERVIEW:**

Each month the college attorney Anita Geraci-Carver presents the District board of Trustees with an updated report on any legal matters on behalf of Lake-Sumter State College.

### **ANALYSIS:**

The report contains information in reference to legal matters, and other miscellaneous items.

### **RECOMMENDATION:**

It is recommended that the Board acknowledge or accept this item as written.





## Lake Sumter State College

### OFFICE OF THE PRESIDENT

Present to the Board: January 22, 2020

TO: Lake-Sumter State College  
District Board of Trustees

FROM: Stanley M. Sidor  
President

RE: 562 – Action: Second Reading amended Board Rule 2.01 The College Mission Statement

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#### OVERVIEW:

The District Board 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.

#### ANALYSIS:

The changes are to clean up the language in the board rule 2.01.

Board Rule 2.01, The proposed amended Board Rule 2.01 has added “**Catalog and Student Handbook**” referencing where the statement is published along with updating the times required for reviewing and presenting from **three years to a regular basis**.

#### RECOMMENDATION:

The College recommends that the District Board accept and approve the amendments to Board Rule 2.01.





**LAKE-SUMTER STATE COLLEGE**  
**BOARD RULE**

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**TITLE:** The College Mission Statement

**NUMBER:** 2.01

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**AUTHORITY:** Florida Statutes 1004.65 (4) and (6)  
1001.64 (14)

**PAGE:** 1 of 1

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**HISTORY:** New - 8/1/68  
Amended - 8/1/69, 9/12/73, 1/16/80, 2/21/90, 6/19/96, 1/20/04,  
6/16/09, 11/20/19

**DATE ADOPTED:**

6/16/09

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**REFERS TO PROCEDURE NUMBER:**

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1. The District Board requires a College Mission Statement that conforms to Florida Statutes, clearly describes LSSC, and accurately guides its operations.
2. The Statement
  - a. Must be published on the LSSC website and in the college *Catalog and Student Handbook*.
  - b. Must be reviewed and presented to the District Board of Trustees for approval on a regular basis.





## OFFICE OF THE PRESIDENT

Present to the Board: January 22, 2020

TO: Lake-Sumter State College  
District Board of Trustees

FROM: Dr. Stanley Sidor  
President

RE: 563-Student Course and Other Fees

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### OVERVIEW

The college will conduct an annual review of tuition and other fees, and bring back a recommendation at a later time.

### ANALYSIS

The following report outlines the current list of tuition, and fees for statutory references.

### RECOMMENDATION

This is an information item provided for review by the Board of Trustees. It is recommended that the board accept this report.



## TUITION AND FEES HISTORY

Fee AA/AS Degree	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY18	FY19	FY20 Proposed - Under Analysis
Tuition	\$72.26	\$78.84	\$81.20	\$81.20	\$81.20	\$81.20	\$81.20	\$81.20	\$81.20	\$81.20
Financial Aid	4.88	4.88	5.03	5.03	5.03	5.03	5.03	5.03	5.03	5.03
Student Activity Fee	6.37	6.37	6.56	7.56	7.56	7.56	7.56	7.56	7.56	7.56
Technology Fee	2.76	3.94	4.06	4.06	4.06	4.06	4.06	4.06	4.06	4.06
Capital Improvement Fee	5.73	5.88	7.88	7.88	7.88	7.88	7.88	7.88	9.88	9.88
<b>Total</b>	<b>\$92.00</b>	<b>\$99.91</b>	<b>\$104.73</b>	<b>\$105.73</b>	<b>\$105.73</b>	<b>\$105.73</b>	<b>\$105.73</b>	<b>\$105.73</b>	<b>\$107.73</b>	<b>\$107.73</b>
\$ Increase	\$6.80	\$7.91	\$4.82	\$1.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2.00	\$0.00
% Increase	7.98%	8.60%	4.82%	0.95%	0.00%	0.00%	0.00%	0.00%	1.89%	0.00%

## TUITION AND FEES PER CREDIT HOUR

Program	Actual FY18/19	Actual FY 19/20	Change
<b>AS/AA DEGREE</b>			
TUITION	81.20	81.20	-
FINANCIAL AID FEE	5.03	5.03	-
ACTIVITY FEE	7.56	7.56	-
CAPITAL IMPROVEMENT FEE	7.88	9.88	2.00
TECHNOLOGY FEE	4.06	4.06	-
<b>TOTAL</b>	<b>105.73</b>	<b>107.73</b>	<b>2.00</b>

<b>AS/AA DEGREE NON-RESIDENT</b>			
TUITION	81.20	81.20	-
OUT-OF-STATE FEE	248.33	248.33	-
FINANCIAL AID FEE	23.06	23.06	-
ACTIVITY FEE	7.56	7.56	-
CAPITAL IMPROVEMENT FEE	65.91	67.91	2.00
TECHNOLOGY FEE	16.48	16.48	-
<b>TOTAL</b>	<b>442.54</b>	<b>444.54</b>	<b>2.00</b>

<b>BACCALAUREATE DEGREE</b>			
TUITION	91.79	91.79	-
FINANCIAL AID FEE	6.43	6.43	-
ACTIVITY FEE	7.56	7.56	-
CAPITAL IMPROVEMENT FEE	9.88	11.88	2.00
TECHNOLOGY FEE	4.59	4.59	-
<b>TOTAL</b>	<b>120.25</b>	<b>122.25</b>	<b>2.00</b>

<b>BACCALAUREATE DEGREE NON-RESIDENT</b>			
TUITION	91.79	91.79	-
OUT-OF-STATE FEE	275.37	275.37	-
FINANCIAL AID FEE	25.70	25.70	-
ACTIVITY FEE	7.56	7.56	-
CAPITAL IMPROVEMENT FEE	39.52	41.52	2.00
TECHNOLOGY FEE	18.36	18.36	-
<b>TOTAL</b>	<b>458.30</b>	<b>460.30</b>	<b>2.00</b>

STATUTORY REFERENCE	Max per Statute	LSSC
<a href="#">FL STATUTE 1009.23 (3) (a). (4)</a>	64.78 - 82.78	
<a href="#">FL STATUTE 1009.23 (8) (a)</a>	max 7% of tuition rate if total revenue <\$500K	6.19%
<a href="#">FL STATUTE 1009.23 (7)</a>	max 10% of tuition	9.31%
<a href="#">FL STATUTE 1009.23 (11)(a)</a>	max 20% of tuition, increase capped to \$2 max year over year	12.17%
<a href="#">FL STATUTE 1009.23 (10)</a>	max 5% of tuition	5.00%

STATUTORY REFERENCE	Max per Statute	LSSC
<a href="#">FL STATUTE 1009.23 (3) (a). (4)</a>	64.78 - 82.78	
<a href="#">FL STATUTE 1009.23 (3) (a). (4)</a>	194.35 - 248.33	
<a href="#">FL STATUTE 1009.23 (8) (a)</a>	max 7% of tuition rate if total revenue <\$500K	7.00%
<a href="#">FL STATUTE 1009.23 (7)</a>	max 10% of tuition	2.29%
<a href="#">FL STATUTE 1009.23 (11)(a)</a>	max 20% of tuition, increase capped to \$2 max year over year	20.61%
<a href="#">FL STATUTE 1009.23 (10)</a>	max 5% of tuition	5.00%

STATUTORY REFERENCE	Max per Statute	LSSC
<a href="#">FL STATUTE 1009.23 (3) (b) 1.</a>	91.79	
<a href="#">FL STATUTE 1009.23 (8) (a)</a>	max 7% of tuition rate if total revenue <\$500K	7.01%
<a href="#">FL STATUTE 1009.23 (7)</a>	max 10% of tuition	8.24%
<a href="#">FL STATUTE 1009.23 (11)(a)</a>	max 20% of tuition, increase capped to \$2 max year over year	12.94%
<a href="#">FL STATUTE 1009.23 (10)</a>	max 5% of tuition	5.00%

STATUTORY REFERENCE	Max per Statute	LSSC
<a href="#">FL STATUTE 1009.23 (3) (b) 1.</a>	91.79 (UCF \$105.07)	
<a href="#">FL STATUTE 1009.23 (3) (b) 1..2.</a>	no more than 85% of nearest university (UCF, \$511.06)	59.59%
<a href="#">FL STATUTE 1009.23 (8) (a)</a>	max 7% of tuition rate if total revenue <\$500K	7.00%
<a href="#">FL STATUTE 1009.23 (7)</a>	max 10% of tuition	2.06%
<a href="#">FL STATUTE 1009.23 (11)(a)</a>	max 20% of tuition, increase capped to \$2 max year over year	11.31%
<a href="#">FL STATUTE 1009.23 (10)</a>	max 5% of tuition	5.00%

## TUITION AND FEES PER CREDIT HOUR

CAREER CERTIFICATE			-	STATUTORY REFERENCE	Max per Statute	LSSC
TUITION	73.40	73.40	-	<a href="#">FL STATUTE 1009.22 (3) (c)</a>	66.41 - 73.40	
FINANCIAL AID FEE	7.34	7.34	-	<a href="#">FL STATUTE 1009.22 (5)</a>	max 10% of tuition	10.00%
CAPITAL IMPROVEMENT FEE	3.67	3.67	-	<a href="#">FL STATUTE 1009.22 (6)(a)</a>	max 5% of tuition	5.00%
TECHNOLOGY FEE	3.67	3.67	-	<a href="#">FL STATUTE 1009.22 (7)</a>	max 5% of tuition	5.00%
<b>TOTAL</b>	<b>88.08</b>	<b>88.08</b>	-			

VOCATIONAL/ADULT GENERAL EDUCATION PER TERM			-	STATUTORY REFERENCE	Max per Statute	LSSC
TUITION	31.50	31.50	-	<a href="#">FL STATUTE 1009.22 (3) (c)</a>	28.50 - 31.50	

## OTHER FEES

FEE TITLE	FREQUENCY	Actual FY 19/20	PURPOSE and STATUTORY REFERENCE
ADMISSIONS APPLICATION FEE	Once	30.00	Ensure students are serious about pursuing a degree at LSSC, 1009.23 12(a)
ADVANCED MATH PLACEMENT TEST	Per test	20.00	Cover cost of testing materials and proctoring, 1009.23 12(a)
COMPETENCY BASED CREDIT	Per Credit Hour	25.00	Cover cost associated with research and processing competency based credit portfolio 1009.23 12(a)
DISTANCE LEARNING FEE	Per Credit Hour	15.00	<a href="#">As Per FL Statute 1009.23 16(a)</a>
DISTANCE TESTING FEE	Per test	25.00	Cover cost of proctoring test, FL 1009.23 12(a)
DUPLICATE DIPLOMA FEE	Each	30.00	Cover Cost of paper, packaging and processing, 1009.23 12(a)
HESI TEST	Per test	47.00	Pass through fee. Fees not increased in line with cost of test, added another component to test, 1009.23 12(a)
INTERNATIONAL STUDENT APPLICATION	Once	75.00	Ensure students are serious about pursuing a degree at LSSC, higher cost due to more extensive processing, 1009.23 12(a)
ORDERING OFFICIAL LSSC TRANSCRIPTS	Each	5.00	Cover cost of printing, postage and packaging as well as processing, 1009.23 12(a)
PERT RETAKE	Per test	20.00	Cover cost of printing, postage and fee charged by Third-Part processor, 1009.23 12(a)
RETURN CHECK FEE	Each	25.00	<a href="#">Pass-through fee allowable per FL Statute 1009.12(a)</a>
PERT	Per test	20.00	Cover cost of printing and proctoring, 1009.23 12(a)
TRANSCRIPT FEE	Each	5.00	Cover cost associated with printing and processing transcripts
PARKING FINE (if issued ticket by security)	Each	20.00	Levied to discourage behavior, 1009.23 12(a)
SECURITY EQUIPMENT FEE	Per On-campus Credit Hour	2.00	Cover cost of security equipment
CREDIT CARD CONVENIENCE FEE	Per payment	3.00 or 2.85%	<a href="#">Pass-through fee allowable per FL Statute 1009.12(a)</a> E-Check option free of charge
TUITION INSTALMENT PLAN FEE	Per term	30.00 - 40.00	<a href="#">Pass-through fee allowable per FL Statute 1009.12(a)</a>



## LAB FEES

Area	Fee Type	Subject	Course	FY18/19	Actual FY 19/20	Difference
Baccalaureate	BACC	MAN	3240	20.00	0.00	(20.00)
Fine & Applied Arts	L001	ART	1300C	14.84	15.00	0.16
Fine & Applied Arts	L001	ART	1301C	15.27	15.00	(0.27)
Fine & Applied Arts	L001	ART	2750C	30.02	35.00	4.98
Fine & Applied Arts	L001	ART	2751C	25.50	35.00	9.50
Fine & Applied Arts	L001	MUN	1130	0.00	22.50	22.50
Fine & Applied Arts	L001	MVK	1111	0.00	30.00	30.00
Nursing	CINS	NUR	1020C	17.05	14.25	(2.80)
Nursing	CINS	NUR	2003C	17.05	14.25	(2.80)
Nursing	CINS	NUR	2220C	17.05	14.25	(2.80)
Nursing	CNAT	NUR	1020C	205.00	286.35	81.35
Nursing	CNAT	NUR	1211C	205.00	286.35	81.35
Nursing	CNAT	NUR	2003C	219.00	324.65	105.65
Nursing	CNAT	NUR	2220C	195.00	292.90	97.90
Nursing	CNAT	NUR	2224C	195.00	292.90	97.90
Nursing	CNAT	NUR	2601C	219.00	324.65	105.65
Nursing	CNAT	NUR	2721C	219.00	324.65	105.65
Nursing	CNLB	NUR	1211C	48.00	44.85	(3.15)
Nursing	CNLB	NUR	2220C	48.00	44.85	(3.15)
Nursing	CNLB	NUR	2224C	48.00	44.85	(3.15)
Nursing	CNLB	NUR	2601C	32.00	29.90	(2.10)
Nursing	CNLB	NUR	2721C	32.00	29.90	(2.10)
Sciences - Biology	L001	BSC	1010C	32.00	50.00	18.00
Sciences - Biology	L001	BSC	1011C	65.00	55.00	(10.00)
Sciences - Biology	L001	BSC	2085C	30.00	25.00	(5.00)
Sciences - Biology	L001	BSC	2086C	30.00	35.00	5.00
Sciences - Chemistry	L001	CHM	1025C	50.00	45.00	(5.00)
Sciences - Chemistry	L001	CHM	2046C	50.00	125.00	75.00
Sciences - Chemistry	L001	CHM	2045C	50.00	120.00	70.00
Sciences - Physical Science	L001	PHY	1020C	10.00	20.00	10.00

## LAB FEES

Area	Fee Type	Subject	Course	FY18/19	Actual FY 19/20	Difference
Sciences - Physical Science	L001	PHY	1053C	65.00	105.00	40.00
Sciences - Physical Science	L001	PHY	1054C	65.00	95.00	30.00
Sciences - Physical Science	L001	PHY	1057C	0.00	20.00	20.00
Sciences - Physical Science	L001	PHY	2048C	65.00	40.00	(25.00)
Sciences - Physical Science	L001	PHY	2049C	65.00	70.00	5.00
Sciences Biology	L001	MCB	2010C	92.00	85.00	(7.00)
Workforce EDT	L001	ETP	1100C	67.00	55.00	(12.00)
Workforce EDT	L001	ETP	1105C	5.00	12.00	7.00
Workforce EDT	L001	ETP	1134C	192.58	166.85	(25.73)
Workforce EDT	L001	ETP	1135C	99.65	45.00	(54.65)
Workforce EDT	L001	ETP	2120C	118.61	30.18	(88.43)
Workforce Engineering	L001	ETI	1084C	50.00	30.00	(20.00)
Workforce Engineering	L001	ETP	1138C	85.00	25.00	(60.00)
Workforce Engineering	L001	ETP	2931C	0.00	30.00	30.00



Lake Sumter  
State College

## OFFICE OF THE PRESIDENT

Present to the Board: January 22, 2020.

TO: Lake-Sumter State College  
District Board of Trustees

FROM: Stanley M. Sidor  
President

RE: 564 – Facilities Space Utilization Plan

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### OVERVIEW:

The Facilities Committee of the Board of Trustees asked the Administration to conduct a review of enrollment trends, the condition of facilities, and space utilization on the Leesburg campus and develop recommendations to improve efficiency.

### ANALYSIS:

A Space Optimization Proposal was presented to the District Board of Trustees (DBOT) during a workshop in November 2019. The DBOT requested a cost analysis related to maintaining minimal utility support, compared to demolition, in the event the buildings were vacated.

### RECOMMENDATION:

Initiate the space optimization plan, as outlined in the proposal. The administration will seek the necessary DBOT approval prior to repurposing or demolishing a building.

The District Board acknowledge or accept this item as written.



## **Space Optimization Proposal**

**October 30, 2019**

### **Presented to the Facilities Committee of the Board of Trustees**

The Leesburg Campus was opened in 1964 with 6 buildings, followed by the construction of 15 more buildings throughout the 1960's and 1970's, for a total of 21 buildings and 320,328 square feet. The purpose for which these spaces were built has changed and funding to support maintenance and renovation has declined, providing an opportunity to reimagine how the space should be utilized in the future.

A group of campus administration, faculty, and staff met to analyze current facility conditions, enrollment, and utilization data and identified opportunities to expand, consolidate, and repurpose current spaces on the Leesburg campus.

#### **Workgroup Participants**

Dr. Heather Bigard, Executive Vice President  
Dr. Doug Wymer, Vice President Academic Affairs  
Thom Kieft, Associate Vice President General Studies  
Melinda Barber, Associate Vice President Business Affairs  
Dr. Barbara Lange, Dean of Nursing  
Katie Sacco, Dean of Library and Learning  
Rick Palmer, Executive Director of Facilities  
Robert Kinne, Building Maintenance Supervisor  
Dave Phillips, Director of Enterprise Systems  
Kelly Cornell, Associate Professor  
Jeremy Norton, Associate Professor  
Dr. Luis Ortiz, Instructor of Management  
Dr. Mark Thompson, Coordinator of Academic Assessment  
Mike Nathanson, Executive Director of Strategic Innovation  
Devin Horvath, Business Intelligence Analyst  
Tammy Castello, Data and Process Improvement Analyst

### **Campus Square Footage**

	<b>Leesburg</b>	<b>South Lake</b>	<b>Sumter</b>
Acres	114	126	38
Number of Buildings	21	4	4
Net Square Feet	180,349	105,917	21,933
Instructional SQFT	53,026	45,415	11,286
Other SQFT	127,323	60,502	10,647
Relative Need per DOE	(20,574)	30,916	5,553

*Relative need* is a term used by the Department of Education (DOE) to measure the need for space to support Full-Time Equivalent (FTE) enrollment. There are 10 categories of space: classroom, teaching lab, physical education, vocational lab, library, audio-visual lab, auditorium, student services, office, and support service. The DOE applies a value (multiplier), per State Requirements for Educational Facilities (SREF) Chapter-6, 2007 Version, to each of the 10 space categories to assist schools in obtaining a true relative need. A multiplier is also applied to the FTE, weighting non-vocational enrollment by factor of 13 and vocational enrollment by a factor of 68. The total amount of space needed is calculated by taking the net square feet available, less the total weighted FTE multiplied by SREF factor for each of the 10 categories of space.

According to the formula, the Leesburg campus as having an excess of 20,575 square feet, compared to the need in South Lake for 30,916 square feet.

### **Utilization Rates**

	<b>Leesburg</b>			<b>South Lake</b>			<b>Sumter</b>		
<b>Year</b>	<b>HC</b>	<b>Classroom Utilization</b>	<b>Lab</b>	<b>HC</b>	<b>Classroom Utilization</b>	<b>Lab</b>	<b>HC</b>	<b>Classroom Utilization</b>	<b>Lab</b>
<b>2014-15</b>	3489	81.58	64.77	3057	127.5	100.41	45	4.21	84.28
<b>2015-16</b>	3267	82.96	53.23	3006	115.03	89.41	172	22.77	10
<b>2016-17</b>	3277	83.25	64.2	2369	103.88	95.98	208	35.32	18.63
<b>2017-18</b>	2934	75.57	47.79	3034	82.96	47.54	205	33.22	22.76
<b>2018-19</b>	2596	67.23	19.05	2994	81.78	43.68	304	54.97	42.94

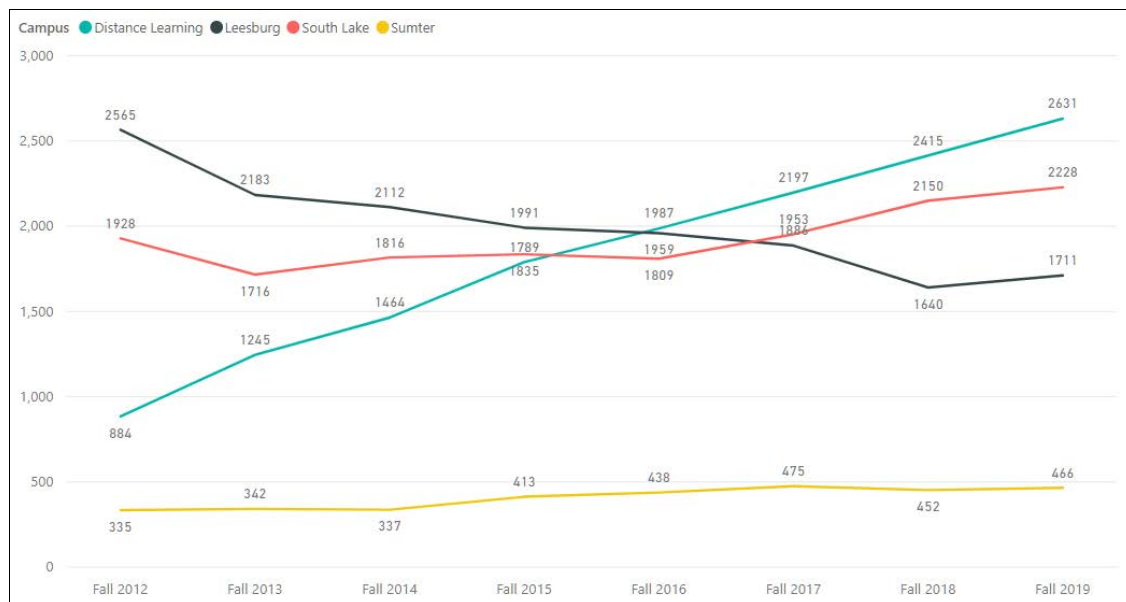
The space utilization rate is calculated by taking the number of student seats available, multiplied by the number of hours per week that the space is scheduled, multiplied by the percent of seats filled. A room is considered fully utilized at 40 hours per week and seats are considered full at 60%. The DOE uses our academic schedule to calculate utilization.

Classroom and lab utilization on the Leesburg campus had declined to 67.23% and 19.05% respectively.

## Enrollment Trends

Enrollment is increasing, but the distribution by campus and delivery modality is shifting. The Leesburg Campus enrollment has dropped 33% since 2012, while distance learning enrollment has tripled, and South Lake Campus continues to grow.

Enrollment Trends-Fall 2012 through Fall 2019 Headcount Per Campus									
Campus	Fall 2012	Fall 2013	Fall 2014	Fall 2015	Fall 2016	Fall 2017	Fall 2018	Fall 2019	% Change
Distance Learning	884	1245	1464	1789	1987	2197	2415	2585	192.4%
Leesburg	2565	2183	2112	1991	1959	1886	1640	1685	(34.3%)
South Lake	1928	1716	1816	1835	1809	1953	2150	2208	14.5%
Sumter	335	342	337	413	438	475	452	462	37.9%



## Discussion

The workgroup proposed a variety of questions, perspectives, and possibilities.

- There is an increase in Leesburg enrollment, but it may be more related to the selection of course offering between South Lake and Leesburg.
- The proposed Bachelor of Secondary Education program may begin next academic year and will impact both the online and seated enrollment.
- There are instructional spaces and service areas in need of costly renovation. We need to determine the best use of our resources for investment, whether new or current facilities.
- We have opportunities and administrative support to be innovative about the way that we renovate spaces to meet the programmatic and service needs.
- Guided Pathways may impact our need for space. The demand for online Math and English sections is increasing.
- Ideas:
  - Now primarily offering classes on Monday/Wednesday and Tuesday/Thursday, instead of 3 days per week
  - Evening and weekend classes
  - More online classes
  - 7-week classes
  - May need to convert a few of the flex labs in Science-Math to work as lecture spaces as well.

## **Analysis**

The Liberal Arts Building, Faculty Office Building, Library, Center for Teaching and Learning, Lecture Hall Building, and Shipping and Receiving are among the first facilities built on the Leesburg campus in 1964. The roofs and HVAC systems are original and fail to provide stability in cooling and humidity control. Additionally, the classrooms and office spaces lack the modernization of a 21<sup>st</sup> century learning environment. Renovations to these spaces will be costly and funding from the state will take several years to secure. Recent conversations with a local healthcare partner are favorable for developing a new model for nursing education, whereby, instruction and clinical experiences would take place on the hospital campus. Moving the majority of nursing instruction to the hospital would open space in the Health Science Center (HSC) for other classes that are currently scheduled in the Liberal Arts Building. Space would also become available for faculty and staff to relocate from the Faculty Office Building, also known as “the bunker”, and the Liberal Arts Building to the Health Science Center. Vacating both the Liberal Arts Building and the Faculty Office Building will begin to open the center corridor of campus for another purpose.

The Library and Center for Teaching and Learning share a common purpose in providing academic support services to students, but are located in separate buildings. The optimal way to support student success is by consolidating spaces and bringing student support services together in a Center for Innovation.



## **Recommendations**

### Phase I (2020-21)

1. Move Leesburg nursing instruction to Dedicated Educational Units in a hospital (Fall 2020).
2. Move classes from Liberal Arts to other spaces (HSC and Science-Math).
3. Move faculty offices from the Faculty Office Building and Liberal Arts to the Health Science Center.
4. Tear down the Faculty Office and Liberal Arts Buildings.

### Phase II

5. Identify a new location for the mailroom and SSC in the Facilities Building.
6. Tear down the Lecture Hall Building.

### Phase III

7. Build Center for Innovation – Library, Learning Center, Bookstore, Student Activities.
8. Repurpose or tear down Center for Teaching and Learning.
9. Tear down Student Center.
10. Tear down Library.

## **Attachments**

Utilization Data

Leesburg Campus Map



**SPACE UTILIZATION OF UTILITIES - BASED ON FY 18/19**

Demobuildings	Upfront Cost Between		Annual Cost Savings		
	\$4/sq foot	\$8/sq foot	Utilities	Insurance	Total
<b>Phase I</b>					
Liberal Arts Building	49,388.00	98,776.00	35,452.57	7,998.58	43,451.16
Faculty Office Building	6,572.00	13,144.00	4,717.88	1,064.36	5,782.25
<b>Sub-Total</b>	<b>55,960.00</b>	<b>111,920.00</b>	<b>40,170.46</b>	<b>9,062.95</b>	<b>49,233.40</b>
<b>Phase II</b>					
Lecture Hall	<b>20,968.00</b>	<b>41,936.00</b>	<b>15,467.18</b>	<b>3,395.85</b>	<b>18,863.03</b>
<b>Phase III</b>					
Center for Teaching Learning	49,256.00	98,512.00	35,358.58	7,977.21	43,335.79
Library	66,792.00	133,584.00	47,946.30	10,817.23	58,763.53
Student Center	40,680.00	81,360.00	29,201.60	6,588.29	35,789.89
<b>Sub-Total</b>	<b>156,728.00</b>	<b>313,456.00</b>	<b>112,506.48</b>	<b>25,382.73</b>	<b>137,889.21</b>
<b>Total</b>	<b>233,656.00</b>	<b>467,312.00</b>	<b>168,144.11</b>	<b>37,841.52</b>	<b>205,985.64</b>

In 1 to 2.5 years the cost savings will have covered the upfront demo cost.

Non-Demo Bare Minimum State	Upfront Cost	Annual Expenses		
		Utilities*	Insurance	Total
<b>Phase I</b>				
Liberal Arts Building	-	8,363.05	7,998.58	16,361.64
Faculty Office Building	-	1,112.92	1,064.36	2,177.28
<b>Total</b>	<b>-</b>	<b>9,475.98</b>	<b>9,062.95</b>	<b>18,538.92</b>
<b>Phase II</b>				
Lecture Hall	-	3,648.62	3,395.85	7,044.47
<b>Phase III</b>				
Center for Teaching Learning	-	8,340.88	7,977.21	16,318.09
Library	-	11,310.25	10,817.23	22,127.48
Student Center	-	6,888.49	6,588.29	13,476.78
<b>Sub-Total</b>	<b>-</b>	<b>26,539.62</b>	<b>25,382.73</b>	<b>51,922.35</b>
<b>Total</b>	<b>-</b>	<b>39,664.21</b>	<b>37,841.52</b>	<b>77,505.74</b>

\*Electric only includes HVAC costs





Lake Sumter  
State College

## OFFICE OF THE PRESIDENT

Present to the Board: January 22, 2020

TO: Lake-Sumter State College  
District Board of Trustees

FROM: Stanley M. Sidor  
President

RE: 565- Approval to change February Board Meeting

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### OVERVIEW:

The college needs to move the February District Board meeting to Thursday, February 20, 2020.

### ANALYSIS:

In order for the College Trustees to attend the FLVC Summit on February 19th in Daytona Beach the scheduled board meeting will need to be moved to Thursday, February 20th at the Sumter Center, Room 4108.

### RECOMMENDATION:

The College recommends that the District Board approve the meeting location changes.





Lake-Sumter  
State College

## OFFICE OF THE PRESIDENT

Present to the Board: January 22, 2020

TO: Lake-Sumter State College  
District Board of Trustees

FROM: Stanley M. Sidor  
President

RE: 566 – Academic Program Review

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### OVERVIEW:

Academic program review is a process of assessing the condition of workforce academic programs and general studies discipline areas. Metrics used to assess program quality include fiscal performance, FTE (enrollment), fall to fall retention, and completions in workforce programs. Program reviews are completed by the workforce program managers or directors or by the appropriate Associate Dean in the general education area.

### ANALYSIS:

The current cycle analysis indicates that the academic programs earned a profit of just over \$900,000 compared to the sum of each program's three-year profit/loss average total of a bit more than a \$300,000 loss. Associate degree nursing continues to be the most expensive program, posting a loss of \$1.35 million. It is important to note that the financial data are lagging and we anticipate a much better situation when the more recent data are available this summer. The Associate in Science programs in Business Administration, Computer Information Technology, and Criminal Justice Technology were profitable during this cycle. The general education discipline areas of Communications, Humanities, Social and Behavioral Sciences, and Mathematics continue to show sizable positive margins, with Communications and Humanities nearly doubling the previous three-year profit. Natural Sciences, due to the expense of staffing the laboratory learning environment posted a loss of just over \$13,000, down considerably from the previous three-year average, which was a loss of nearly \$185,000.

FTE generation is variable, with the Associate in Science degrees in Electrical Distribution Technology, Engineering Technology, and in the BAS program up. The other workforce

programs show a moderate loss in FTE and these programs are undergoing changes to improve their performance in this measure as well as in the retention and completion measures. The RN-BSN program enrollment has exceeded predictions by nearly 30 students.

Each academic program review ends with a series of recommendations in response to the program's performance on the metrics as well as strategic needs informed by advisory committees, college priorities, and new opportunities. These recommendations are reviewed by the Deans Council to prioritize the projects and identify needed resources.

**Recommendations Include:**

1. A.S. in Business Administration: Enhance the marketing to show this program as the preferred pathway into the Organizational Management concentration of the Strategic Leadership program.
2. BAS in Organizational Management: Re-design the program as a BAS in Strategic Leadership and add concentrations base on community need.
3. AS in Computer Information Technology: Develop elective courses in cybersecurity to capitalize on faculty expertise.
4. AS in Criminal Justice Technology: Build on early success of the Law Enforcement Leadership Academy and the Corrections Officers Leadership Academy to build a pipeline into the AS program.
5. AS in Electrical Distribution Technology: Explore alternative credentialing pathways to simplify the process of credentialing faculty for the program.
6. AS in Engineering Technology: Work with advisory committee to build capacity in the summer internship program to provide this experience to more students.
7. AA-Communications: Investigate the need for additional faculty in to meet student demand.
8. AA-Humanities: Identify new avenues to advertise the need for part-time faculty.
9. AA-Mathematics: Explore new course designs for STA2023 and MAT1100 to better serve our students.
10. AA-Natural Sciences: Explore new technologies and teaching methods for BSC2085C to increase student success in this course, which serves as a gateway into nursing and other programs.
11. AA-Social and Behavioral Sciences: Study need for American National Government class for students who need it to meet the civics literacy graduation requirement, both in the short-term and the long-term.

The current program review is in need of revision due to outdated metrics and methodology. The current system was designed and implemented before the College was able to make data available through the business intelligence tool. A revision of metrics and methods is scheduled later this spring that will allow the Program Managers and Associate Deans to monitor program performance in real-time and make mid-year decisions based on this data availability.

**RECOMMENDATION:**

It is recommended that the Board acknowledge or accept this item as written.



Academic program/ discipline area		Fiscal Performance				Enrollment			Completers	
		Current cycle cost	Current cycle revenue	Current cycle P/L	Previous three year P/L average	FTE of program students	Core course FTE in program courses	FTE of program students in program courses	AS/AAS/BAS completers 2018-2019	Embedded Certificate Completers 2018-2019
Workforce Programs	Business Administration	\$694,403	\$725,923	\$31,520	\$47,802	64.82	91.4	20.9	8	28
	Criminal Justice Technology	\$150,941	\$160,520	\$9,579	\$26,885	29.7	11.8	6.6	11	N/A
	Computer Information Technology	\$1,211,279	\$1,337,906	\$126,627	\$81,589	53.2	120.9	28.7	11	9
	Electrical Distribution Technology	\$236,788	\$162,699	\$74,118	\$52,935*	25.6	28.10	19.7	7	28
	Engineering Technology	\$247,739	\$162,908	\$84,830	\$9,046*	75.18	29	38.95	15	14
	Nursing (ASN)	\$2,120,150	\$774,008	\$1,346,142	\$1,295,540	102.14	98.49	96.36	66	0
	Nursing (BSN)	No data available due to lag in financial data				18.33	15.93	15.93	0	0
	Organizational Management	\$363,444	\$330,356	\$33,088	\$10,193*	68.9	23.5	23.4	27	N/A
General Education	Communications	\$4,472,235	\$5,312,690	\$840,455	\$365,376	2001.2	669.17	432.2	N/A	N/A
	Humanities	\$2,362,435	\$2,890,317	\$527,882	\$178,415	2001.2	443.0	352.9	N/A	N/A
	Social and Behavioral Sciences	\$2,470,245	\$2,930,208	\$459,963	\$390,665	2001.2	443.0	319.5	N/A	N/A
	Mathematics	\$3,239,101	\$3,755,812	\$516,711	\$372,614	2001.2	583.9	394.2	N/A	N/A
	Natural Sciences	\$3,180,431	\$3,167,167	\$13,264	\$183,045	2001.2	476.2	324.4	N/A	N/A