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Lake Sumter State College

DISTRICT BOARD OF TRUSTEES

WEDNESDAY, JANUARY 26, 2022

Leesburg Campus

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

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

Sumter Center
1423 County Road 526 A
Sumterville, FL 33585

**Lake-Sumter State College
DISTRICT BOARD OF TRUSTEES
Wednesday, January 26, 2022
Leesburg Campus, Magnolia Room**

4:00 PM CLOSED SESSION-UFF Update.....Brian Koji

I. CALL TO ORDERMr. Morris

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. Morris/Dr. Sidor

ACTIONS and ACKNOWLEDGEMENTS

- 1-01 Action: Minutes of December 1, 2021 Regular Meeting
- 1-02 Acknowledge: Human Resources Transactions Staff
- 1-03 Action: Curriculum Revisions
- 1-04 Action: Monthly Fiscal Report for December 2021
- 1-05 Acknowledgement: Facilities Update
- 1-06 Action: Purchases Over \$65,000
- 1-07 Action: Cancel Award to Garland Roofing for Leesburg Library
- 1-08 Action: Minutes of Dec. 15 & Dec. 20, 2021 Facilities Board Committee

SCHEDULED INFORMATION REPORTS (Tab B)

- 1-09 President's Update..... Dr. Sidor
 - Meetings/Activities/Misc.
 - Legislative Update
 - Vice Presidents Report (Bigard, Vitale, Byrd)
- 1-10 Committee Reports.....Mr. Morris
 - Executive Committee
 - Facilities Committee
 - Strategic Plan
- 1-11 Board Attorney's Report Mrs. Geraci-Carver

INFORMATION ITEMS (Tab C)Mr. Morris/Dr. Sidor

- 1-12 Appointments of the Lake-Sumter State College Academic Advisory Committee
Members
..... Dr. Vitale
- 1-13 FIRST READING: BR 1.02 Meetings of the DBOTDr. Bigard
- 1-14 Lineworker Program Update Dr. Vitale
- 1-15 Pinecrest Progress UpdateBryn Blaise

NEW BUSINESS (Tab D)Mr. Morris/Dr. Sidor

- 1-16 Action: Medical Lab Technician Program Dr. Vitale
- 1-17 Accept: LSSC Financial AuditDr. Bigard
- 1-18 Action: 7th Amendment to the President's Contract Anita Geraci-Carver

OTHER CONSIDERATIONSMr. Morris/Dr. Sidor

As Needed by Chairman/President

ADJOURNMENT.....Mr. Morris

CALENDAR NOTES

Next Executive Committee Meeting	Tuesday, February 15, 2022	Leesburg Campus
Next Board Meeting	Wednesday, February 23, 2022	Leesburg Campus
Shamrock Shuffle	Saturday, March 5, 2022	South Lake Campus
Spring Break	Sunday, March 14-21, 2022	Campuses Closed
LSSC Gala	Saturday, April 8, 2022	Minneola



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: January 26, 2022

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 1-01 – Minutes of December 1, 2021 Board of Trustees Meeting & Workshop

OVERVIEW:

Attached are the minutes of December 1, 2021 Board meeting.

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
DECEMBER 1, 2021**

The regular meeting of the District Board of Trustees, Lake-Sumter State College, was called to order at 5:00 p.m. on December 1, 2021, at the South Lake Campus Board Room, by Mr. Tim Morris, Chairman. In attendance was Mr. Bryn Blaise, Mr. David Hidalgo, Mrs. Jennifer Hooten, Mr. Bret Jones, Ms. Emily Lee, Tim Morris, Ivy Parks and Peter Wahl. Mr. Morris welcomed those in attendance and invited them to join in the Pledge of Allegiance followed by a moment of silence.

PRESENTATIONS

Dr. Sidor presented a plaque to Mr. Paul Johns and Lance Sewell for their support and partnership with Lake-Sumter State College.

Mike Matulia introduced the college athletes (volleyball and cross country) and SL SGA students. He announced that the volleyball team for the 2nd time went to Nationals and placed 11th in the nation.

PUBLIC COMMENT

Public Comment cards were filed and each speaker was allotted time to speak.

CONSENT CONSIDERATIONS- ACTIONS and ACKNOWLEDGEMENTS

Pete Wahl made a motion and Bryn Blaise seconded the motion to approve as presented agenda items numbers 11-01 through 11-11 as follows with the exception of Item 11-03 curriculum revisions:

**Minutes of October 20, 2021, Regular Board Meeting & Workshops
2021-11-01**

**Human Resources Faculty/Staff Transactions
2021-11-02**

Staff Appointments:

Dr. Justin Greathouse*	effective date 10/25/2021
Carolyn Baldwin	effective date 09/27/2021
Bruce Duncan	effective date 11/08/2021
Melinda Skeete	effective date 11/08/2021
Dr. Jessica Shearer	effective date 11/08/2021
Neil Partab	effective date 11/08/2021
Brad Avans	effective date 11/15/2021
Deborah Franklin	effective date 10/25/2021

- **Internal New Hire**

Staff Resignations:

Anne Alcorn	effective date 10/29/2021
Maria Gottcent	effective date 11/03/2021
Marta Ralowicz	effective date 11/12/2021

~~Curriculum Revisions~~

~~2021-11-03~~

Monthly Fiscal Report

2021-11-04

Facilities and Capital Budget Update

2021-11-05

Purchases Over \$65,000

2021-11-06

UFF MOU Bonus Compensation

2021-11-07

MOU LSSC- UFF QEP Participant Stipends

2021-11-08

Second Amendment Sumter Operations Agreement

2021-11-09

Sixth Amendment to President's Contract

2021-11-10

Executive Compensation

2021-11-11

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

SCHEDULED INFORMATION REPORTS**President's Update**

2021-11-12

Dr. Sidor highlighted current bills that he is watching. HB6007, SB508, SB624, SB810, and HB6007. The college is moving ahead with its Dedicated Education Unit. Starting fall 2022 nursing students start at Advent Health Waterman and Orlando Health | South Lake. We are reengaging with UF Health and The Villages to start one there as well.

He will be continuing the discussion with Rick Shirley and Dr. Randy McDaniel regarding the Charter Technical Center in Sumterville. They will finalize what they plan to do regarding approaching the needs of Sumter County.

We are aggressively moving forward to bring our students back on campus for math and sciences courses.

Dr. Heather Bigard

She reported that Mr. Bruce Duncan has recently been hired to as the college Manager of Contracts. She also welcome Deborah Franklin Director of Human Resources. She gave a snap shot of enrollment. She went back one year to 4922 students fall of 2020 and then spring 2021 we were short by about 500 students at 4,468. Enrollment trends are continuing to decline and we are in the process of creating ways to increase student enrollment. With the declines the budget remains flat.

She also reported that more hospitals are requiring students to be vaccinated before starting clinicals. She is waiting on additional information and will report at a future meeting.

We administered a survey to over 4,000 students regarding the upcoming spring enrollment and only 278 responded. Regardless the data was used to determine classes for the spring schedule. The student response rate currently is very low, regardless, we continue to market classes and programs.

Her full report is in the packet.

Dr. Laura Byrd

Dr. Byrd reported updates on:

CAREER DEVELOPMENT SERVICES

- Held the “Making Connections” networking event for the Honors program with 19 students and 6 employers attending.
- Hosted Amazon Employer Recruitment event on LE campus, engaging approx. 40 students interested to learn more or apply for positions.
- Career Services met with DaVita Dialysis Center HR to connect Continued Education Dialysis Tech program to practicum and employment opportunities.
- Students created 26 portfolios and uploaded 9 resumes for review on Lakehawk Career Connect.
- Eight new employers registered to Lakehawk Career Connect bringing the total to 578 employer users.
- One hundred five open positions were posted on the online job board during November.
- Presented 4 classroom workshops covering topics around career readiness.
- Conducted 9 individual student appointments via Zoom and in-person.
- Participated in the Virtual Registration Rally serving over 100 students during the event.
- Career Services attended the CIT, BAS, Business Administration, and Lineworker advisory committee meetings.
- Participant in newly formed HB1501 Workforce Work Group to start identifying programs, objectives, and outcome tracking requirements under the new bill.
- CDS staff met with and attended various subcommittee meetings tasked with integrating career programming into the curriculum and guided pathways.
- Met with BAS strategic leadership to plan e-portfolio integration into the program.
- Met with representatives from Handshake (career software) to assess program viability for more robust reporting and student career training/job search capabilities as well as micro credentialing/ badge tracking.

CORPORATE TRAINING & CONTINUING EDUCATION

Greg Jones, Director of Corporate Training and Continuing Education

- To date, 241 students have attended the training class for a CDL license.
- We graduated six students from our Lineworker Bootcamp. One student is in the final phase of being hired by Duke Energy and one has already been hired by Team Fishel.
- The next Lineworker Bootcamp is scheduled for April 2022. We already have a waitlist for that class.
- Our first Dialysis Technician class will finish December 8th. Their externships are slated to begin in January. We have not lost any of the nine students to date. We hope to expand this class offering to both Leesburg and Southlake in the spring.
- We will be adding two Physical therapy aide classes beginning in the spring.
- We are working with the Villages on building a Leadership Training Series for their new managers.
- We began the first Phlebotomy skills testing next week. These are the first tests since Covid.
- We are in discussions with various employers and Sumter County Economic Development Commission about the possibility of offering 3D printing classes on the Sumter campus.
- We are in advanced discussions to expand our real estate classes to include Mortgage Broker training in the late Spring of 2022.

EDUCATIONAL OPPORTUNITY PROGRAMS

Dr. Roland Nunez, Director of Educational Opportunity Programs

Talent Search

- Led a major Fall Hunger Games Event in November that includes speakers, materials, games, and other relevant educational activities such as game shows and magic shows.
- Program held a 2-day ACT workshop with intensive training for students.
- Completed school visits to target schools.
- Communicated with all middle school/high school counselors for recruitment purposes.
- Held a FAFSA night for Talent Search students.

Upward Bound

- The Upward Bound Annual Performance Report was successfully completed and submitted to the Department of Education
- The LSSC Upward Bound Program performed very well this past year according to the official Annual Performance Report:
 - Met 100% of its recruiting goal, or 63 out of 63 students
 - Exceeded required minimums of academic performance as measured by GPA
 - Exceeded required minimums of school retention and graduation
 - Exceeded number of students graduating in a rigorous program
 - Exceeded minimum number of students enrolling in postsecondary education
 - Completed several Saturday sessions with students, which included instruction in core subjects and specific sessions for seniors.
 - Completed budget projections for rest of fiscal year.
 - Accepted 5 new students in the month of October.
 - Close to reaching 100% recruitment goal for new applicants to program.

EOP General

- Submitted proposal for change of LSSC's First-Generation College Student definition.

Proposal has been accepted by Cabinet and the new definition is as follows:

A First-Generation College Student at Lake-Sumter State College is a student whose parents or guardians did not complete a four-year degree or higher at a higher education institution.

- The Community Outreach Committee successfully completed the 3rd Annual Service Day at

LSSC, which included:

- A total of 24 sites participating in the event
- 170 LSSC volunteers
- The food distribution event served 215 families, 767 people.

LSSC FOUNDATION

Dr. Laura Byrd, Executive Director of LSSC Foundation

- We had an overwhelming response to the 2021 Monster Dash 5K/10K with 231 runners, 12 Sponsors, 3 Vendors, and over 30 volunteers on Saturday, October 30.
- A dedication of the Stearns Library & Learning Success Center was held on Thursday, November 4 in recognition of a significant gift received by the Foundation earlier this year from former U.S. Representative Clifford B. Stearns. The District Board of Trustees voted in May to rename the Library to the Clifford B. Stearns Library & Learning Success Center.
- The 2022 Foundation Annual Board Meeting & Annual Campaign Kick-off is scheduled to be held at The Venetian Center in Leesburg on Thursday, January 6, 2022, at 6:00 pm. Everyone is invited to attend and can RSVP at <https://www.lssc.edu/annual-campaign-kick-off-dinnerannual-board-meeting/> or by contacting Sandra Beener BeenerS@LSSC.edu.
- The Spring 2022 scholarship application received 413 submitted applications. We plan to award \$400,000 in scholarships for the Spring 2022 semester during the week of November 15.
- We were invited to apply for grants with the Live Well Foundation and the Orlando Health Foundation which will help support the Nursing Expansion Initiative.
- We were invited to apply for the Fall funding cycle of the Charles & Mary McLin Foundation, to support First Generation in College scholarships.
- We applied for a grant for \$20,000 to United Way of Lake & Sumter Counties to support the RISE Summer Math Academy.

Ernie Morris Enterprises, Inc. \$20,000 Ernie Morris Enterprises Endowment Addition to Endowment

Private Donor \$10,000 General Operating, Unrestricted Contribution

Private Donor \$5,000 General Scholarship Fund Contribution

United Way of Lake & Sumter Counties \$1,875

RISE Summer Math Academy Grant Revenue

MARKETING & STRATEGIC COMMUNICATIONS

Kevin Yurasek, Director of Strategic Communications

- Supporting a wide variety of student enrollment and retention communication efforts, including paid ads on social media
- Press releases issued
- LSSC partners with Lake Cares Food Pantry for food distribution during 2021 Lakehawk Service Day
 - o LSSC Learning Center achieves certification from international tutor training standards group
 - o LSSC Foundation receives \$20k gift from Ernie Morris Enterprises
 - o LSSC launches new DegreeWorks tool just in time for Spring Registration
 - o LSSC dedicates the Clifford B. Stearns Library & Learning Success Center on the Leesburg Campus
 - o LSSC recognized by PGMS for Grounds Maintenance Excellence
 - o Orlando Health partners with Lake-Sumter State College to expand free preferred education program
 - o Lakehawk Volleyball Heading to NJCAA National Tournament

- Supporting a wide variety of initiatives:
 - o Commencement
 - o Foundation Annual Campaign & other Signature Events
 - o Signage Project
 - o Website management
 - o Guided Pathways
- Running a statewide social media promotion campaign for the Thank a Lineman license plate pre-sales
 - o Pre-sale requests have increased 400% since campaign start
 - o as of 10/10/21 (latest data available), 1,231 presales completed of required 3,000 (by Oct 2022)
- Additionally, the Marketing Team continues to support and engage on a wide variety of campus projects supporting the College's strategic plan through committees and workgroups

YOUTH DEVELOPMENT

DeAnna Diggs, Director of Youth Development

- Coordinator position, Youth Development Programs – reviewing video submissions; 2nd round of interviews will be the first week of December.
- Dream Caster's Workshop – December 4th (collaboration with Upward Bound); 2 prestigious film industry speakers.
- Career Prep Workshop Series – begins January 19; includes resume building, interview skills lab, business etiquette and more.
- Teen Leadership Academy – begins January 29; focuses on teambuilding, leadership and social interactions.
- Kids' College 2022 dates have been confirmed:
 - o Leesburg: June 6 – July 21, 2022
 - o South Lake: June 6 – July 28, 2022
- Working to confirm additional presenters for workshops and series type programs.
- Creating the Save the Date postcard for Kids' College 2022; to be sent out in the mail January 2022.
- SAT Prep Workshop – 2-day workshop on campus; February 12th & 19th.
- Virtual tech courses (Black Rocket) for Spring are open for registration.
- Will continue to market Spring courses through the end of this semester.
- Be on the lookout for the Save the Date postcards and January newsletter!

Dr. Michael Vitale

Dr. Vitale reported that a Dean of Health has been hired and Dr. Jessica Shearer has experience starting a DEU. That is a tremendous bonus for our program.

He also reported that Elizabeth Terranova has successfully defended her dissertation and will be receiving her Doctoral degree. Congratulations to Dr. Terranova.

His full report is in the packet.

Committee Reports

2021-11-13

The Executive Committee met and discussed items on the agenda.

Bryn Blaise reported on the updates from Pinecrest Lakes and the insufficiency letter that was received by the City of Clermont regarding moving forward to the public hearing process.

Board Attorney Report

2021-11-14

Anita Geraci-Carver reported that the Karen Parker case Discovery is ongoing.

Negotiations are ongoing with United Faculty of Florida.

Fernando Verdini vs. District Board of Trustees Miami Dade College: LSSC has joined along with the FLDOE's amicus brief in support of Miami Dade. Nearly 20 similar cases are pending against public colleges and universities in Florida. The Third District Court of Appeals granted Miami Dade's request for oral argument and set it November 8, 2021.

Dr. David Walton vs. Lake-Sumter State College. The parties proposed recommended orders are due November 15th, 2021 to Board Member Jones.

An application has been submitted by Pinecrest for an amendment to the Conditional use Permit to allow for the charter school.

Her full report is in the packet.

NEW BUSINESS

Approval of Foundation Board Members/Officers

2021-11-15

At the October 27, 2021 LSSC Foundation, Inc. meeting the board recommended and approved the 2022 slate of officers and directors. The Foundation is requesting approval by the District Board of Trustees.

A motion was made by Jennifer Hooten to approve the Board Members and Officers and seconded by Pete Wahl, motion carried.

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

LSSC Foundation-Budget/College Support

2021-11-16

The Foundation is presenting their operating budget for approval.

A motion was made by David Hidalgo to approve seconded by Emily Lee, motion carried.

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

LSSC Audit/990

2021-11-17

The Foundation budget and 990 is being presented for approval.

A motion was made by Pete Wahl to approve seconded by Bryn Blaise, motion carried.

The motion was passed with the following vote: Voting “yea” – Blaise, Butler, Hidalgo Hooten, Lee, Morris, Parks and Wahl.

LSSC Security RFP Approval

2021-11-18

Dr. Bigard reported that the college posted an RFP for security services and three companies applied. The committee met and ranked the companies and recommend Miller and Miller for approval.

A motion was made by Bret Jones to approve seconded by Bryn Blaise, motion carried.

The motion was passed with the following vote: Voting “yea” – Blaise, Butler, Hidalgo Hooten, Lee, Morris, Parks and Wahl.

OTHER CONSIDERATIONS

As Needed by Chairman/President

- ✓ Chairman Morris reviewed the events on the calendar. He announced that the next Board meeting will be on Wednesday, January 26, 2022, at 5 p.m. for the regularly scheduled meeting.

There being no further business, the meeting was adjourned at 6:40 p.m.

Respectfully submitted,

ATTEST:

Timothy Morris, Chairman

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

Recording Secretary: Claudia Morris



Lake Sumter
State College

**Florida College System Finance Workshop
Wednesday, December 1, 2021
South Lake Campus, Building 2, Board Room**

Prior to starting the workshop Dr. Bigard introducing Melinda Barber, AVP Financial Services. Melinda handles the day to day budgeting and financials for the college. She oversees grants and the largest one is the HEERF grant. Dr. Bigard encourage questions regarding the material presented.

Dr. Bigard started the presentation by explaining the funds per the Florida State Colleges accounting manual. There are a total of nine funds and LSSC currently only use seven. She gave a summary of Operating (Fund 1) revenue includes tuition and fees cover 34.8%, appropriations cover 56.3%, other revenue 5.6%, and transfer in 3.3%. She also gave the breakdown of expenses and the majority goes to salary and benefits of 76.8%. The remainder is operating expenses at 23.2%.

She reviewed the FY21 State of Florida Appropriations. The FY21 Appropriation was \$15,466,778. She explained that the increase over 20 years is 22.8% which is not in line with the consumer price index 46.6% over the same 20-year period. She reviewed tuition rates per degree levels: AA/AS (109.73) 71.7%, Dual Enrollment (\$71.98) 24.6%, and BACC (\$122.25) 3.8% and how much of much credit hour is distributed to operating (fund 1), capital (fund 7), and student activity (fund 2), which makes the break down for the rate per credit hour. We have not been permitted to increase tuition rates in 10 years. She discussed the difference in HSCA students vs. DE students while considered Dual Enrollment, the Health Services Collegiate Academy (HSCA) operates on an independent articulation agreement/funding model and is self-sustaining.

She explained the tuition revenue and instructional expense by degree. The AA degree is tailored for transfer opportunities and mainly the choice of students and

mainly the majority of college funding by degree. She explained that the AS degree is losing money. The nursing program is an expensive program which is why we are launching the Dedicated Education Units to assist with potential instructional cost.

She explained the DE uncollected revenue which is \$887,087.25. She ended the presentation by discussing the Capital Fund-Fund 7 with total revenue balance of \$5,908,623.

4:45 p.m.

Recording secretary
C. Morris



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: January 26, 2022

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 1-02 – Approval of Human Resources Transactions - Faculty

OVERVIEW:

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, Transitions, and Separations that are presented to the District Board of Trustees for approval.

ANALYSIS:

Please review attached summary.

RECOMMENDATION:

The District Board acknowledges receipt and approval of this information.



Human Resources Transactions

Faculty Appointments:

Name	Title	Effective Date
Sarah Madole	Nursing Instructor	01/03/2022
Dr. Tamara LaCroix	Nursing Instructor	01/03/2022

Faculty Resignations:

None		

Faculty Separations:

Name	Title	Effective Date
None		

Faculty Retirements:

Name	Title	Effective Date
Mary Heikkinen	Associate Professor, Business Administration	12/15/2021
Debra Hicks	Assistant Professor, Biological Sciences	12/15/2021
Graham Bourne	Associate Professor, Business	12/15/2021

Faculty Transitions:

Name	Title	Effective Date
Katie Roles – to Adjunct	Associate Professor, Chemistry	11/29/2021



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: January 26, 2022

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 1-02 - Review of Human Resources Transactions - Staff

OVERVIEW:

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.

ANALYSIS:

Please review attached summary.

RECOMMENDATION:

The District Board acknowledges receipt and review of this information.



Human Resources Transactions

Staff Appointments:

Name	Title	Effective Date
Gerald Paige	Grants Manager	01/03/2022
Cassady Cook*	Event Coordinator	01/10/2022
Juliet Patterson	Youth Development Programs Coordinator	01/10/2022

*Internal New Hire

Staff Promotions:

Name	Title	Effective Date

Staff Resignations:

Name	Title	Effective Date
Karen Kirkley	Coordinator ASN Students	11/29/2022
Sarah Seigworth	Enrollment Services Specialist	12/01/2021

Staff Retirements:

Name	Title	Effective Date

Staff Separations:

Name	Title	Effective Date



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: January 26, 2022

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 1-03 – Curriculum Revisions October-November 2021

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.



Members: Dr. Christopher Sargent (chair), Laura Dana, Agnes Bereczky, Kristen Chancey, Greg Bridgeman, Jacquel Clark, Debra Gloss, Claude Richards, and Brian Rogers.

Scribe: Phillip Suttikus

Ex Officio: Caitlin Moore, Mike Nathanson

Cabinet Liaison: Dr. Michael Vitale

Goals:

1. Review and recommend curriculum proposals; update Statewide Course Numbering System once approved by the administration.
2. Investigate potential program and area improvements as requested.
3. Examine emerging trends in the curriculum and instruction areas.

Meetings:

Full Committee	Administrative Review
10/11/2021	10/4/2021
11/8/2021	11/1/2021
1/10/2022	1/5/2022
2/14/2022	2/7/2022
3/7/2022	3/2/2022
4/11/2022	4/4/2022
5/9/2022	5/2/2022

Actions since last update:

At the November meeting, the following proposals were approved:

1. The Medical Laboratory Technology (MLT) Associate in Science Degree was added for the following reasons:
 - a. Occupations in the medical laboratory field are labeled as a national “Bright Outlook” career by O*NET Online (2016). The current Covid pandemic has heightened the demand for new Medical Laboratory Technicians as many clinical laboratory professionals have experienced burnout and taken early retirement. Students who complete the Associate in Science (AS) in Medical Laboratory Technology are eligible to sit for the American Association of Bioanalysts (AAB) MT, AAB MLT, and ASCP MLT certification exams necessary for licensure in Florida. With additional work experience and/or education, students are eligible to sit for the American Society for Clinical Pathology (ASCP) MT exam.
 - b. LSSC workforce discussions in 2021 with four local medical-laboratory providers - Vista Clinical Inc. (Clermont, FL.), University of Florida Hospital (Leesburg, FL.), Advent Health Hospital (Tavares, FL.) and Orlando Health South Lake Hospital (Clermont, FL.) - each indicate an immediate and future need for state certified, MLT graduates. Further, each of these institutions has offered to partner with LSSC and offer rotations through their laboratories as

part of the LSSC MLT Clinical Practicum experiences.

NEW COURSES

- MLT 1022C Introduction to Medical Laboratory Technology
- MLT 1221C Urinalysis and Body Fluids
- MLT 1300C Hematology I
- MLT 1302C Hematology II
- MLT 1401C Medical Microbiology
- MLT 1500C Immunology and Serology
- MLT 1525C Immunochemistry
- MLT 1610C Clinical Chemistry
- MLT 2800L Clinical Practicum I - Core Laboratory
- MLT 2807L Clinical Practicum II - Blood Banking
- MLT 2811L Clinical Practicum III - Microbiology
- MLT 2930 Medical Laboratory Technology Capstone

MODIFIED COURSES

- COP 2830 Server-Side Web Programming

DELETED COURSES

- PLA 1003 Introduction to Legal Assisting
- PLA 1800 Family Law
- PLA 2058 Survey of Law
- PLA 2201 Civil Litigation
- PLA 2600 Wills, Trusts, & Estate Administration
- PLA 2610 Real Estate Law & Property
- PLA 2700 Professional Ethics & Liability
- PLA 2763 Law Office Management

Curriculum and Instruction Committee

Credit Program Addition and Modification Rationales

CPA Medical Laboratory Technology AS

The Medical Laboratory Technology AS degree was added for the following reasons:

- Occupations in the medical laboratory field are labeled as a national “Bright Outlook” career by O*NET Online (2016). The current Covid pandemic has heightened the demand for new Medical Laboratory Technicians as many clinical laboratory professionals have experienced burnout and taken early retirement. Students who complete the Associate in Science (AS) in Medical Laboratory Technology are eligible to sit for the American Association of Bioanalysts (AAB) MT, AAB MLT, and ASCP MLT certification exams necessary for licensure in Florida. With additional work experience and/or education, students are eligible to sit for the American Society for Clinical Pathology (ASCP) MT exam.
- LSSC workforce discussions in 2021 with four local medical-laboratory providers - Vista Clinical Inc. (Clermont, FL.), University of Florida Hospital (Leesburg, FL.), Advent Health Hospital (Tavares, FL.) and Orlando Health South Lake Hospital (Clermont, FL.) - each indicate an immediate and future need for state certified, MLT graduates. Further, each of these institutions has offered to partner with LSSC and offer rotations through their laboratories as part of the LSSC MLT Clinical Practicum experiences.

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

CBE – Credit By Exam

Curriculum and Instruction Committee

Credit Program Addition and Modification Rationales

CBE CIS 2530 Introduction to Cybersecurity Credit By Exam

The CIS 2530 Introduction to Cybersecurity Credit by Exam was added for the following reasons:

- Several area schools offer a Career Pathways program for Cybersecurity. Through our articulation agreements, the CBE is offered as a no-fee option for students entering LSSC with these credentials to earn college credit towards their degree or CCC.
- Incoming students with experience in the subject area may elect to take the CBE, for a nominal fee, in lieu of attempting the course.

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

CBE – Credit By Exam



Members: Dr. Christopher Sargent (chair), Laura Dana, Agnes Bereczky, Kristen Chancey, Greg Bridgeman, Jacquel Clark, Debra Gloss, Claude Richards, and Brian Rogers.

Scribe: Phillip Suttikus

Ex Officio: Caitlin Moore, Mike Nathanson

Cabinet Liaison: Dr. Michael Vitale

Goals:

1. Review and recommend curriculum proposals; update Statewide Course Numbering System once approved by the administration.
2. Investigate potential program and area improvements as requested.
3. Examine emerging trends in the curriculum and instruction areas.

Meetings:

Full Committee	Administrative Review
10/11/2021	10/4/2021
11/8/2021	11/1/2021
1/10/2022	1/5/2022
2/14/2022	2/7/2022
3/7/2022	3/2/2022
4/11/2022	4/4/2022
5/9/2022	5/2/2022

Actions since last update:

At the October meeting, the following proposals were approved:

1. The CIS 2530 Introduction to Cybersecurity Credit by Exam was added for the following reasons:
 - a. Several area schools offer a Career Pathways program for Cybersecurity. Through our articulation agreements, the CBE is offered as a no-fee option for students entering LSSC with these credentials to earn college credit towards their degree or CCC.
 - b. Incoming students with experience in the subject area may elect to take the CBE, for a nominal fee, in lieu of attempting the course.

NEW COURSES

- N/A

MODIFIED COURSES

- BSC 2949 Internship in Biological Science
- MCB 2930C Special Topics in Microbiology

DELETED COURSES

- CHM 2210C Organic Chemistry I with Lab

- CHM 2211C Organic Chemistry II with Lab
- GIS 2040C Introduction to Geographical Info. Systems w/Lab
- GLY 1030 Environmental Geology
- ARE 2000 Art & Creative Expression
- ARE 2040 Providing Art Experiences
- CAP 2140 Digital Forensics I
- CAP 2141 Digital Forensics II
- EEX 2010 Introduction to Special Education
- EEX 2080L Teaching Special Needs Learner
- EEX 2758 Families, Professionals, and Exceptionalities
- EEX 2821L Special Education Practicum
- MUE 2211 Music & Movement



Curriculum and Instruction Committee Proposals

[illegible]

List of proposals continued on second page.



Curriculum and Instruction Committee Proposals

[illegible]

President



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: January 26, 2022

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 1-04 – Monthly Financial Report

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 Executive Vice President and Associate Vice President of Financial Services and 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:

Attached includes:

- Monthly Fiscal Report of the General Operation Fund (YTD December 2021)
- All Funds Balance Sheet as of December 31, 2021
- Budget reports for Funds 2, 3, 5 and 7

Revenue and expenditures are in good order.

RECOMMENDATION:

It is recommended that Board approve this item as written.



Lake Sumter
State College

Division of Business Affairs

MEMORANDUM

To: Dr. Sidor, President
District Board of Trustees

From: Dr. Bigard, Provost and Executive Vice President for Administration and Business Affairs

Date: January 26, 2022

Re: Monthly Fiscal Report – YTD December 2021

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 \$14,138,436, or 52% of the total budget of \$26,930,729.

- Tuition and fee revenue is trending below budget and is projected to be \$8,622,864 which is 8.8% under the budgeted amount.
- State support revenue is received throughout the fiscal year in installments. We have received a total of \$6,697,843 in General Revenue and Performance Funding and \$0 in Lottery funds.
- Other Income and Other Support actuals are projected to be slightly over the budgeted amount due to an anticipated increase in Federal Indirect Cost revenue related to HEERF.

Expenses

Actual expenses to-date total \$12,081,154 or 45% of the total budget of \$26,930,701.

- Salaries and benefits to-date are \$9,101,728 or 45% of budget.
- Operating and capital expenses to-date are \$2,979,426 or 44% of budget.

Year-End Projection

Revenues are projected to exceed expenses and transfers by \$747,190.

Attachment: December 2021 Operating Fund 1 Budget Report

Lake-Sumter State College
Fiscal Status Report - Fund 1
General Current Fund
July 1, 2021 - December 31, 2021

	FY 20-21		FY 2021-2022			
	Annual Budget	YTD Actual 12/31/2020	Annual Budget	YTD Actual 12/31/2021	Percent of Budget Earned/Spent	Projected 6/30/2022
REVENUES & BUDGETED FUND BALANCE						
Student Fees						
Fall						
Tuition	\$ 2,904,700	\$ 2,788,593	\$ 2,802,600	\$ 2,500,106	89%	\$ 2,499,379
Technology Fees	147,000	137,402	137,500	124,979	91%	124,942
Distance Learning	177,900	431,520	225,000	307,635	137%	307,678
Dual Enrollment	306,000	378,327	323,600	358,676	111%	306,403
HSCA Dual Enrollment	538,150	483,190	446,550	398,460	89%	398,460
Lab Fees	260,900	89,039	137,800	86,736	63%	106,321
Spring						
Tuition	\$ 2,468,900	\$ 2,252,663	\$ 2,375,100	\$ 2,306,795	97%	\$ 2,121,296
Technology Fees	123,400	112,640	118,900	115,345	97%	107,347
Distance Learning	157,900	315,450	187,600	274,185	146%	252,338
Dual Enrollment	412,200	474,924	424,000	374,152	88%	400,713
HSCA Dual Enrollment	538,150	-	419,070	-	0%	349,361
Lab Fees	142,200	52,190	106,700	95,009	89%	54,201
Summer						
Tuition	\$ 1,058,700	\$ (55,650)	\$ 1,071,900	\$ (20,904)	-2%	\$ 833,094
Technology Fees	53,700	(725)	53,400	(1,037)	-2%	44,405
Distance Learning	141,600	(600)	99,600	(2,310)	-2%	114,786
Dual Enrollment	700	(33,471)	-	432	0%	-
HSCA Dual Enrollment	-	-	-	-	0%	-
Lab Fees	33,400	(225)	13,200	(205)	0%	5,043
Miscellaneous Fees	123,100	28,735	65,300	35,169	54%	128,259
Youth Development	280,000	(299)	280,000	846	0%	280,000
Continuing Education	104,200	99,883	166,100	101,317	61%	188,837
Total Student Tuition and Fees	\$ 9,972,800	\$ 7,553,586	\$ 9,453,920	\$ 7,055,387	75%	\$ 8,622,864
State CCPF Support	\$ 12,791,621	\$ 6,105,465	\$ 13,071,677	\$ 6,549,516	50%	\$ 13,071,677
State Performance Funding	628,896	202,180	296,654	148,327	50%	296,654
State Lottery	1,968,738	101,685	2,317,578	-	0%	2,317,578
Miscellaneous State Support	100,000	19,744	100,000	-	0%	100,000
Federal Support Indirect Cost	52,600	33,790	100,000	145,025	145%	200,000
Foundation Support	190,000	-	110,000	-	0%	110,000
Contracts	196,100	142,582	238,000	188,887	79%	238,000
Miscellaneous Revenue	207,000	45,877	540,900	31,620	6%	540,900
Total Revenues	\$ 26,107,755	\$ 14,204,910	\$ 26,228,729	\$ 14,118,762	54%	\$ 25,497,673
Transfers In	641,400.00	-	702,000	19,673	3%	702,000
Total Revenues and Transfers In	\$ 26,749,155	\$ 14,204,910	\$ 26,930,729	\$ 14,138,436	52%	\$ 26,199,673
EXPENDITURES						
Personnel Expenditures						
Salaries and Wages	\$ 14,953,386	\$ 6,663,113	\$ 14,987,926	\$ 6,563,159	44%	13,948,671
Benefits	5,365,543	2,512,242	5,860,265	2,538,570	43%	5,579,469
Lapse Salary and Benefits	(705,000)	-	(702,500)	-	0%	-
Current Operating Expenditures	6,118,309	2,804,428	6,230,561	2,963,734	48%	5,869,893
Capital Outlay Expenditures	57,889	2,862	54,449	15,692	29%	54,449
Contingency	550,000	-	500,000	-	0%	-
Total Expenditures	\$26,340,127	\$11,982,645	\$26,930,701	\$12,081,154	45%	\$ 25,452,482
Transfer to Fund 7	(400,000)	-	-	-		-
Excess of Revenues over (Expenditures)	\$ 9,028	\$ 2,222,265	\$ 28	\$ 2,057,281		\$ 747,190

**Lake-Sumter State College
All Funds Balance Sheet
As of December 31, 2021**

**All Funds
As of 12/31/2021**

ASSETS

Current Assets:

Cash and Cash Equivalents	3,422,773
Restricted Cash and Cash Equivalents	5,756,730
Accounts Receivable, Net	4,229,120
Due from Other Governmental Agencies	5,282
Due from Component Unit/College	62,058
Prepaid Expenses	51,840

Total Current Assets	13,527,803
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Noncurrent Assets:

Depreciable Capital Assets, Net	57,397,497
Nondepreciable Capital Assets	6,750,755

Total Noncurrent Assets	64,148,252
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TOTAL ASSETS	77,676,055
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DEFERRED OUTFLOWS OF RESOURCES

Deferred Outflows of Resources - Pension FRS	3,496,801
Deferred Outflows of Resources - Pension HIS	751,919
Deferred Outflows of Resources - Other Postemployment Benefits	40,723

TOTAL DEFERRED OUTFLOWS OF RESOURCES	4,289,443
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TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	81,965,498
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LIABILITIES

Current Liabilities:

Accounts Payable	466,112
Salary and Payroll Taxes Payable	994,089
Long-Term Liabilities - Current Portion:	(577,045)
Compensated Absences Payable	279,877
HIS Net Pension Liability	68,870
Other Postemployment Benefits Payable	2,120

Total Current Liabilities	1,234,023
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Noncurrent Liabilities:

Compensated Absences Payable	1,603,401
FRS Net Pension Liability	11,312,112
HIS Net Pension Liability	4,226,381
Other Postemployment Benefits Payable	539,657

Total Noncurrent Liabilities	17,681,551
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TOTAL LIABILITIES	18,915,574
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**Lake-Sumter State College
All Funds Balance Sheet
As of December 31, 2021**

**All Funds
As of 12/31/2021**

DEFERRED INFLOWS OF RESOURCES

Deferred Inflows of Resources - Pension FRS	272,887
Deferred Inflows of Resources - Pension HIS	545,302
Deferred Inflows of Resources - Other Postemployment Benefits	183,927

TOTAL DEFERRED INFLOWS OF RESOURCES

1,002,116

TOTAL LIABILITIES AND DEFERRED INFLOWS OF RESOURCES

19,917,690

NET POSITION

Net Investment in Capital Assets 64,148,252

Restricted:

Expendable:

Grants and Loans 657,787

Scholarships 22,854

Capital Projects 5,756,734

Unrestricted (8,537,819)

Total Net Position

62,047,808

TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND NET POSITION

81,965,498

Unrestricted (from above)	(8,537,819)
Deferred Outflows of Resources - Pension FRS	(3,496,801)
Deferred Outflows of Resources - Pension HIS	(792,642)
Compensated Absences Payable	1,883,278
FRS Net Pension Liability	11,312,112
HIS Net Pension Liability	4,295,251
Other Postemployment Benefits Payable	541,777
Deferred Inflows of Resources - Pension FRS	272,887
Deferred Inflows of Resources - Pension HIS	545,302
Deferred Inflows of Resources - Other Postemployment Benefits	183,927
Amount Expected to be Financed in Future Yrs (net)	14,745,091
Unrestricted Fund balance before Pension and OPEB liabilities	6,207,272

At 06/30/2021

3,295,549

Lake-Sumter State College
Fund 2 Restricted
Budget Report
As of December 31, 2021

	Actual			
Available Funds	Beginning Balance FY22	FY22 YTD Revenue	FY20 YTD Expense	Fund Balance*
Restricted Current Fund Control	-	-	-	-
Restricted Grant Support Funding	7,015	-	-	7,015
Business Opportunity Center	90,775	-	-	90,775
UW-Rise Summer Math Academy	-	4,702	4,702	-
McLin Grant - Medical Lab Tech	-	10,178	13,535	(3,356)
Foundation-Athletic Director	-	21,912	21,912	-
Foundation Men's Baseball	-	13,284	13,790	(507)
Foundation Women's Softball	-	15,519	14,628	890
Pathways-Career Opportunities	74,960	54,733	304	129,389
Ready-Mech-Go	-	8,608	8,812	(204)
Rapid Credentialing - Matching	-	-	-	-
Student Activity Fees	285,193	398,601	73,086	610,708
Fla Coll Sys Activities Assoc Agree	17,974	6,000	7,792	16,181
Perkins FY 20/21	-	18,644	18,521	123
Perkins FY 21/22	-	-	26,561	(26,561)
Talent Search FY 20/21	-	72,545	72,545	-
Talent Search FY 21/22	-	105,536	116,516	(10,980)
Upward Bound FY 20/21	-	70,996	70,996	-
Upward Bound FY 21/22	-	82,621	94,390	(11,770)
Federal Work Study FY 21/22	-	67,914	76,603	(8,689)
Stimulus - CARES COVID	-	3,334,576	3,469,802	(135,226)
Federal Work Study FY 20/21	-	34,109	34,109	-
Total	475,916	4,320,477	4,138,606	657,787

* Negative amounts funded on a reimbursement basis

Lake-Sumter State College
Fund 3 Auxilliary
Budget Report
As of December 31, 2021

	Actual			
Available Funds	Beginning Balance FY22	FY22 YTD Revenue	FY20 YTD Expense	Fund Balance
Fund 3 Auxiliary Control	177,308	907	-	178,215
Follett Bookstore	691,348	49,730	19,673	721,405
College Promotions	(425)	-	750	(1,175)
General Admin Activities	38,303	10	2,952	35,361
Payment Plan Administra	300	6,825	-	7,125
Baccalaureate Auxiliary	-	-	-	-
External Events	35,565	-	-	35,565
Theatre Events	18,107	-	-	18,107
FLBUG	971	-	-	971
Career Source	297,704	82,157	-	379,862
Cafeteria	2,367	-	-	2,367
Vending	289,148	2,417	-	291,564
Academic Award Assemb	1,000	-	-	1,000
Athletics (Ticket Sales)	28,745	-	4,815	23,930
Student Recruitment	5,088	-	-	5,088
Graduation	490	-	-	490
Total	1,586,019	142,046	28,190	1,699,875

Lake-Sumter State College
Fund 5 Scholarships
Budget Report
As of December 31, 2021

	Actual			
	Beginning Balance FY22	FY22 YTD Revenue	FY20 YTD Expense	Fund Balance*
Available Funds				
Fund 5 Scholarship Control	-	-	-	-
Fund 5 - Student Clearing Account	(3,992)	-	33,726	(37,718)
Bright Futures Control Account	(1,352)	169,169	-	167,817
FL Academic Scholarship	-	-	33,778	(33,778)
FL Merit Scholarship	-	-	130,506	(130,506)
FL Vocational Gold Seal	-	-	5,376	(5,376)
FSAG (Full-Time)	19,813	145,148	162,511	2,450
Childred of Dec/Disabled Vet	4,135	5,925	5,925	4,135
FSAG - Career Education	(1,307)	4,593	3,286	-
Florida Work Experience Program	-	1,188	822	366
First Generation Matching Grant	(514)	11,606	17,408	(6,317)
FL Gold Seal CAPE Scholars	-	-	3,168	(3,168)
PELL FY 19/20	-	-	-	-
PELL FY 20/21	-	263,686	263,686	-
PELL FY 21/22	-	2,396,337	2,413,930	(17,593)
SEOG FY 18/19	-	-	-	-
SEOG FY 19/20	-	-	-	-
SEOG FY 20/21	-	49,143	49,143	-
SEOG FY 21/22	-	108,104	101,375	6,729
Athl Scholarship - Beach Volleyball	(3,447)	-	-	(3,447)
Foundation Scholarships	(5)	-	-	(5)
Follett Bookstore Scholarship	2,706	-	-	2,706
Follett General Scholarship	90	-	-	90
LSCC Scholarship Control	20,620	303,503	-	324,123
Honor's Club	-	-	10,800	(10,800)
Athletic Schol-Beach Volleyball	-	-	8,364	(8,364)
Athl-Baseball - Housing/Board	-	-	8,450	(8,450)
Athl-Softball - Housing/Board	-	-	13,200	(13,200)
Athletic Schol-Baseball	-	-	27,570	(27,570)
Athletic Schol-Softball	-	-	32,525	(32,525)
Athletic Schol-Volleyball	-	-	22,535	(22,535)
Men's Cross Country	-	-	17,088	(17,088)
Women's Cross Country	-	-	13,535	(13,535)
Financial Need Scholarship	-	-	39,100	(39,100)
Odyssey Scholarship	-	-	700	(700)
Presidential Scholarship	-	-	4,800	(4,800)
SGA Scholarships	-	-	3,100	(3,100)
Theatre Scholarships	-	-	1,400	(1,400)
Trustee Scholarship	-	-	11,400	(11,400)
William/Johnson Scholarship	-	-	2,700	(2,700)
LSSC Opportunity Scholarship	-	-	21,070	(21,070)
Total	36,746	3,458,401	3,462,977	32,171

* Negative amounts funded on a reimbursement basis

Lake-Sumter State College
Fund 7 Capital
Budget Report
As of December 31, 2021

	Spending Plan - Budget			
	Beginning Balance FY22	FY22 Projected Revenue	FY22 Expense Budget	Projected Ending Balance FY22
Available Funds				
Fund 7 Control Account	-	-	-	-
Equipment MATCH	59,013	-	-	59,013
Infrastructure Restore-Collegewide	-	1,920,899	1,325,250	595,649
CO & DS/License Tag	471,317	90,000	301,000	260,317
New HVAC Fund	1,754,504	-	154,500	1,600,004
Capital Improvement Fee	453,566	670,000	-	1,123,566
Tech Refresh CIF	-	-	450,000	(450,000)
Tech Plan CIF	-	-	225,000	(225,000)
Security Equipment	17,998	82,000	90,000	9,998
New Capital Improvement Fee	450,263	306,000	795,000	(38,737)
Parking Fee	81,943	82,000	200,000	(36,057)
Local Funds	2,304,509	-	2,765,250	(460,741)
TV Station Clearwire	141,604	-	-	141,604
Disc Golf Course	11,530	-	5,000	6,530
Foundation Media Center	-	500,000	500,000	-
Leesburg Campus Wide (Hurricane)	212,377	-	-	212,377
Total	5,958,624	3,650,899	6,811,000	2,798,523

Actual			
Beginning Balance FY22	FY22 YTD Revenue	FY22 YTD Expense & Encumbr	Fund Balance
-	11	-	11
59,013	-	-	59,013
-	-	391,182	(391,182)
471,317	-	95,831	375,486
1,754,504	-	-	1,754,504
453,566	523,599	0	977,165
-	-	188,105	(188,105)
-	-	45,266	(45,266)
17,998	27,930	87,305	(41,377)
450,263	204,719	60,534	594,447
81,943	27,894	37,002	72,835
2,304,509	1,050	1,569,574	735,985
141,604	(37,809)	-	103,795
11,530	-	-	11,530
-	-	-	-
212,377	-	-	212,377
5,958,624	747,394	2,474,800	4,231,218

Budget to Actual Expense Variance	-
-	-
934,068	934,068
205,169	205,169
154,500	154,500
(0)	(0)
261,895	261,895
179,734	179,734
2,695	2,695
734,466	734,466
162,998	162,998
1,195,676	1,195,676
-	-
5,000	5,000
500,000	500,000
-	-
4,336,200	4,336,200



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: January 26, 2022

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 1-05 - Facilities and Capital Projects Update

OVERVIEW:

The Facilities Department prepares a monthly report on the status of Facilities and Capital Projects including major repairs.

ANALYSIS:

A report on the status on projects is attached.

RECOMMENDATION:

It is recommended that the board acknowledge the current Facilities and Capital Projects report as written.

Facilities and Capital Projects 2021-2022			
January 2022 Update			
PROJECT	BUDGET	FUNDING	PROGRESS TO DATE
Roof Restore Patch- LE Fine Arts	\$65,000	Infrastructure Restore-Collegewide	Completed interim repairs based on \$25,086 Roof Assessment dated 5/28/21. A complete roof replacement is planned. Phasing options in discussion. Cost approx. \$1.5M.
SSB ADA Restrooms	\$145,500	CO & DS/License Tag	Executed contract or Design/Build services end of Aug. 2021. Design development in progress. Construction documents anticipated 01/2022. Construction timeline (TBD).
Monument Signage (LE - College Rd & Removal of 441, SL-Main and CML)	\$240,000	Local	New sign designs are complete. Some smaller signs have been installed. Monumental sign fabrication and installs are in progress.
Magnolia Room Restroom Renovations	\$95,000	CO & DS/License Tag	Tied to project to move wellness center and remodel of restrooms for showers. Timeline (TBD).
Sumter Building 4 - Replace 20 Ton HVAC	\$72,000	CO & DS/License Tag	The new 20 Ton AHU installation is in progress. The final completion extended from 11/30/21 due to materials delay.
Landscape Tree Removal - Phase 2 (North Parking, 441 View, Parking Lot B)	\$41,000	Local	Reviewed trees damaged by recent storms. Some trees have been removed. Additional tree removal in planning.

Facilities and Capital Projects 2021-2022			
January 2022 Update			
PROJECT	BUDGET	FUNDING	PROGRESS TO DATE
LE New Walkway Storm Water Gutters	\$35,000	Local	Reviewing replacements for FY22 scheduling. No replacements identified to date.
Engineering and Architect. Services (SL/FA/SC/Lake Hall/LE Lib/Mag Room)	\$100,000	Local	Engaging with Architects already on State Contract.
SL Building #2 First Floor Redesign	\$205,000	New Capital Improvement Fee	Initial Planning meeting held 4/15/21.
Security Upgrades (Access Control)	\$90,000	Security Equipment	Phase 2 Upgrades; Access Control (Sonitrol) Repl. are ongoing.
LE Emerging Media Center (FA) Mac Lab Project	\$200,000	Local	Approved proposed layout from Dickerson Architects 9/28/21. Waiting on completed design drawings due 12/2021.
SL Shed Replacement	\$300,000	Local	Gordian through Sourcewell Contract Design/Build Services. Permit set of plans issued 12/22/21. Construction pricing due by end of 01/2022.
Service Contracts for Repair and Maintenance	\$252,000	Local	Contracts for FY21 signed, some invoice over time so this is still in progress.
General Repairs and Maintenance	\$100,000	Local	Conducting general repairs and purchasing materials as required for maintenance of all three sites.

Facilities and Capital Projects 2021-2022			
January 2022 Update			
PROJECT	BUDGET	FUNDING	PROGRESS TO DATE
Repair/Replace HVAC Non-HERRF	\$400,000	Infrastructure Restore-Collegewide	Mitigating repairs and quoting replacements.
SL CML HVAC	\$200,000	Infrastructure Restore-Collegewide	Hanson Design Engineering target completion 12/2021. Owner direct purchase /equipment lead (TBD). Construction Bid/award 01/2022.
LE Emerging Media Center (FA) Controller Replacement	\$10,000	Infrastructure Restore-Collegewide	In review with phased plan for renovations.
LE Library Roof Replacement	\$531,819	Infrastructure Restore-Collegewide	Garland/Advanced Roofing PO issued for turn key project 09/28/21. Material lead is late Spring 2022. Revisiting roof design with Florida Architects.
LE Roof Repairs	\$181,000	Infrastructure Restore-Collegewide	Mitigating repairs and quoting replacements. Executed roof maintenance program/contract with Garland Company on 9/1/21.
LE Facilities Roof Replacement	\$30,000	Infrastructure Restore-Collegewide	Reviewing quoted options.
LE Parking Lot Repair Sealing & Stripe	\$183,000	Parking Fee	Currently in bid review. Received 3 bids to repair parking lot where trees have uprooted the asphalt.
LE FOB Demolition	\$75,000	New Capital Improvement Fee	Planning. Solicited budget proposal 10/7/2021. In contact with state DOE about the formal process to raze a building.

Facilities and Capital Projects 2021-2022			
January 2022 Update			
PROJECT	BUDGET	FUNDING	PROGRESS TO DATE
SU Irrigation Replacement	\$50,000	Infrastructure Restore-Collegewide	Planning. Met with a vendor on 11/10 to review scope of work.
SU Bldg-4 Gutter Replacement/repair	\$30,000	Local	Completed
LE Walking Trail Paving	\$30,000	Local	Currently in bid review. Received 3 bids to repave the walking trail. Work should commence the week of Jan. 17.
LE Foundation Supported Emerging Media Center (FA)	\$500,000	New - TBD	Soliciting proposal from Florida Architects on piggy back state contract for phased design services; starting with Auditorium renovations.
LE Library Renovation	\$400,000 (multi-yr) \$250k from Foundation	Local	Predesign scope development in progress. Design duration is 14 weeks, not including owner reviews. Schematic Design anticipated 01/2022.
LE SSB Refurbish	\$400,000	New Capital Improvement Fee	Executed contract with contractor for Design/Build services end of Aug. 2021. Design Development in progress; complete schedule (TBD).
LE Emerging Media Center (FA) Flex Event Space	\$400,000	Local	Soliciting proposal from Florida Architects on piggy back state contract for phased design services. Starting with Auditorium renovations.

Facilities and Capital Projects 2021-2022			
January 2022 Update			
PROJECT	BUDGET	FUNDING	PROGRESS TO DATE
LE Convocation Center Audio Video Upgrade (IT)	\$200,000	Local	PO issued to vendor to secure video equipment. Install target is mid November, final completion anticipated 12/4/21.
LE Student Activities Fee Student Center	\$75,000	Local	Completed refresh 09/2021: Painting, furniture, flooring, lighting and new IT equip. Exterior seating replacement and landscape improvements surrounding the SC are in progress..
Furniture /Equipment	\$150,000	Local	Requested reprogramming for purchase of new facilities utility carts.
SL Irrigation Well	\$70,000	Infrastructure Restore-Collegewide	Reviewing.
Painting (Year 2 of 3)	\$71,000	Local	Refresh painting on-going.
LE Emerging Media Center (FA) Bldg. Design Development	\$40,000	Local	Soliciting proposal from Florida Architects on piggy back state contract for phased design services; starting with Auditorium renovations.
Emergency Lighting Repairs	\$75,000	Infrastructure Restore-Collegewide	A comprehensive list of fixtures are currently in development for procurement.
LE Student Center (SC) Roof Replacement and Building Envelope Repairs	\$155,000	Local	Building envelope repairs completed 10/21/21. SC roof restoration and new gutter/downspouts in progress. Completion 01/2022



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: January 26, 2022

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 01-06 Purchases over \$65,000

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 \$65,000 and \$195,000. This report is prepared by the offices of the Provost and Executive Vice President and Associate Vice President of Financial Services and Controller, 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 \$65,000 for the period 11/01/2021 - 12/31/2021 are attached.

RECOMMENDATION:

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

Purchase Orders Over \$65,000 – November & December 2021

Vendor: ADT Commercial
Item Description: Leesburg Campus Video Surveillance
Amount: \$ 294,114.28
Purchase Order #: P2200378
Vendor Code: X00131320

Vendor: ADT Commercial
Item Description: South Lake Campus CCTV
Amount: \$ 211,262.31
Purchase Order #: P2200381
Vendor Code: X00131320

Vendor: Siemens Industry
Item Description: 10 Year Overhaul Trane Chiller #3
Amount: \$ 98,189.77
Purchase Order #: P2200385
Vendor Code: SIEIND

Vendor: Hanson Professional Services
Item Description: Leesburg Library Remodel MEP Services
Amount: \$ 99,904.00
Purchase Order #: P2200406
Vendor Code: X00134123



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: January 26, 2022

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 1-07 – Cancel Award to Garland Roofing for Leesburg Library

OVERVIEW:

The Leesburg Campus Library roof is in dire need of a complete replacement as the building was constructed in 1964 and has had several major water breaches in the last few years. The roof replacement is one component of the renovation of the Leesburg Library which will be completed over the next year.

ANALYSIS:

Design Development for the Library's renovation project began subsequent to the roof replacement award. The proposed roof redesign will change the scope of work and materials defined in the awarded contract to The Garland Company.

RECOMMENDATION:

It is recommended that the LSSC Board of Trustees approve cancellation for the roof replacement award in the sum of \$531,819 to The Garland Company.



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: January 26, 2022

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 1-08 – Minutes of December 15 & December 20, 2021 Board of Trustees
Facilities Committee meetings

OVERVIEW:

Attached are the minutes of December 15 & 20, 2021 Facilities Board committee meeting.

ANALYSIS:

The minutes are for the board's approval.

RECOMMENDATION:

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



Lake Sumter
State College

Pinecrest Lakes Academy/Academica
Wednesday, December 15, 2021
South Lake Campus, Build 2, Room 327

LSSC Attendance: Dr. Stan Sidor, Dr. Heather Bigard, Bruce Duncan, Thom Kieft, Anita Geraci-Carver, and Claudia Morris

City of Clermont Attendance: John Kruse, Paul Erikson, Curt Henschel, and Stephanie Shealey/Kittelson

Lake County Attendance: George Gadiel

Pinecrest Attendance: Julio Robaino, Rolando Llanes, Keith Severns, Fernando Barroso, Turgut Dervish and Mina Atassi

Julio started the meeting by announcing that after the previous meeting and voiced concerns of traffic backing onto Oakley Seaver and queuing a drone was used to do a vehicle count and make modifications to the queuing. The analysis showed 32 vehicles, 1000 cueing feet = 166 students.

Rolando shared the exhibits on the screen, starting with the phasing strategy. It was also discussed regarding improvements to the trail. A curb cut will need to be placed in order to keep cars from driving on the trail.

After a lengthy discussion the officials from the City of Clermont shared that in order for the process to move forward for approval on January 4, 2022 they would need a traffic study showing 650 students' year 2 operations and the Legends Way access.

3:30 pm

Recording Secretary
C. Morris



Lake Sumter
State College

Pinecrest Lakes Academy/Academica
Monday, December 20, 2021
Leesburg Campus, SSB 210

LSSC Attendance: Dr. Stan Sidor, Dr. Heather Bigard, Bruce Duncan, Thom Kieft, Anita Geraci-Carver, and Claudia Morris

Pinecrest Zoom Attendance: Julio Robaino, Rolando Llanes, Keith Severns, and Fernando Barroso

Bruce Duncan gave a brief overview of the progress that has been made since the last meeting. On December 17, 2021 Rolando Llanes of Civica submitted the Conditional Use Permit to Mr. John Kruse, Planning Manager for the City of Clermont. He also included the year one site plan and the year two site plan. He explained that year one they would use the existing Cooper Library parking lot while construction of the new entrance on Legends Way is being constructed. Lastly, the access, queuing, and parking analysis. Bruce explained that CoC wants this project and wants to move forward and plan to recommend approval for Year 1 & 2- 650 student stations, queuing in Cooper parking lot, entering on Oakley Seaver.

After the last meeting Dr. Bigard asked for additional improvements to the aesthetics of the building to make it blend more like the current campus. Those rendering will be provided to the committee prior to the next meeting. Bryn Blaise voiced concerns regarding the long-term impact of storm water. He recommends a developer's agreement with language that exceeds the 1.5 acres agreed upon and after the second year plan the lease agreement cost will increase.

After a lengthy discussion the group decided to move forward with the Year 1 plan and the submission of the Year 2 plan with the access point entering from Legends Way. The committee will meet on January 3rd at 3 pm, Sumter Campus.

4:50 pm

Recording Secretary
C. Morris



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: January 26, 2022

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 1-09- Scheduled Reports/President/Vice Presidents

OVERVIEW:

Each month the college President and Vice Presidents present 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 Administrative and Business Affairs

Update for the President and Board of Trustees January 26, 2022

Dr. Heather Bigard, Provost & Executive Vice President

- The Strategic Planning Council approved a new plan for the assessment of student learning outcomes and service area effectiveness (SACSCOC Requirement).
- The Strategic Planning Council approved the curriculum for the Medical Lab Technician (MLT) program.

Enrollment (as of 1/18/2022)

	Spring 2022 Target	Today's Enrollment	SP21 Enrollment	Difference	Difference from SP21 to SP22	Percentage towards our goal
Head Count (HC)	4626	4116	4453	-337	-7.6%	89.0%
Full Time Equivalent (FTE)	1292	1148	1274	-126	-9.9%	88.9%
Fee Paying HC	3162	2794	3112	-318	-10.2%	88.4%
Fee Paying FTE	916	836	923	-88	-9.5%	91.2%

ATHLETICS & STUDENT LIFE

Mike Matulia, Executive Director

- Lakehawk Welcome Days on January 10th at Leesburg and South Lake.
- Welcome Back Bash on January 18th @ Leesburg and South Lake.
- Grand Opening of the Student Lounge on January 11th at Leesburg.
- Spring Sports Begin (Baseball, Softball, Beach Volleyball, and Track).
- Athletics Hosted Alumni Day on January 15th.

CAMPUS SAFETY

Rebecca Nathanson, Executive Director

- COVID monitoring and revision of college procedures related to revised CDC guidance.
- Issuance of student and staff IDs and parking permits.
- Miller and Miller has been awarded a new contract to provide armed security services.
- New Security Supervisor Mike Keen has completed training.

FACILITIES & SOUTH LAKE CAMPUS EXPANSION, INCLUDING HSCA

Thom Kieft, AVP South Lake Campus Expansion & Interim Director of Facilities

- The Clermont City Council voted 5-0 in favor of the modification to the Conditional Use Permit to allow Pinecrest Middle High School Phase 1 Building to be built on the South Lake Campus.
- HSCA has had three 8th grade information sessions for the recruitment of the next HSCA cohort with over 160 attendees. There are two additional sessions scheduled.
- HSCA has hosted Winter Summits on the South Lake Campus for over 200 9th and 10th grade HSCA students on January 7 and January 14.
- The Student Center roof project on the Leesburg Campus is nearing completion.
- The asphalt walking path around the Leesburg Campus Athletics Facility will be resurfaced the week of January 17.

FINANCIAL SERVICES

Melinda Barber, Associate Vice President & Controller

- IRS Forms 1098T and W-2s processed.
- Foundation year-end entries and final financial statements in process.

FINANCIAL AID & ADMISSIONS AND RECORDS

Arminta Johnson, Director

- 2022-2023 FAFSA campaign has begun. We are hosting FAFSA workshops at High Schools, specific times at lab space on campus, and hosting online sessions.
- Financial Aid, Admissions & Records assisted over 2,800 students in person, on the phone, virtually in Ask Us Anything, and by chat in the first two weeks of January.
- As of 1/13/22 our Spring overall headcount is 4095, -7.39% down from Spring 2022. The last day to add/drop full term classes was 1/16. B7 courses are available and will begin on 2/28.

HUMAN RESOURCES

Deborah Franklin, Executive Director

- Recruitment & Selection
 - Immersion into NEOGOV software to gain understanding of full capacity of program and how to best use all features to our advantage

- Met with senior faculty to identify alternate recruitment sourcing options to increase outreach/community awareness of career opportunities
- Onboarding of staff:
 - Exploration and assessment continue, focusing on incorporation of Canvas and Lakehawk Leadership Academy to
 - Have information and tools readily available from date of hire to ensure feeling of productivity and meaningfulness, and
 - Introduce, educate and align incumbents to LSSC culture
- Diversity & Staff Engagement
 - Participation in Martin Luther King, Jr. Day breakfast in Leesburg by Dr. Sidor
 - Equity Report: Evaluation and Review committee members defined (athletics, recruiting, admissions) and group meeting to be convened January- February to ensure timely and accurate response prior to due date
 - Employee Engagement: Work has begun on creating a sustainable calendar of campus events that will serve to both increase employee engagement while also celebrating diversity
- Assessment of HR processes to ensure efficiencies, effectiveness & compliance
 - Implementation of archiving process yielded 60 boxes to storage
 - Working with IT/Banner teams to gain full understanding of Banner, Ellucian and Argos capabilities and HR's ability to fully utilize to increase efficiencies and reduce redundancies in recordkeeping.
 - Workflow: Convened workgroup (HR, Payroll, Banner team) to examine current workflow processes (hiring, separation, temporary status) and increase efficiencies and reduce redundancies. Draft under review.

INFORMATION TECHNOLOGY

Nick Kemp, Chief Information Officer

- The student domain was successfully consolidated to one single tenant and now resides alongside the admin domain. Roughly 50,000 accounts were migrated! The student domain is now more secure with multi-factor authentication, students can reset their own passwords and instant messaging between faculty and students via Teams is now possible. Finally, this upgrade allows the College to save money by eliminating antiquated and unneeded software.
- Single Sign-On for admin and student domain converted from using Active Directory Federation Services (ADFS) to Azure Active Directory (AAD) as our primary authentication method. This helps to significantly reduce the risk of a breach in our systems and provide enhanced security safeguards.
- New A3 license assignment process has been completely automated by Nickalou Bhajan. This new process saves hours of programming each term and will ensure incoming students promptly receive new licenses needed in order to login to all LSSC services.
- The 4th Cyber Smart video has been released. All videos have been e-mailed out to students and staff. They are available on our Intranet here: https://lssc3.sharepoint.com/sites/Information_Technology as well as on YouTube here: <https://www.youtube.com/watch?v=uCS9s1HeYxU&t=1s>

- Since the release of our Cyber Smart videos, the rate of failed phishing attempts has decreased from 5% to 1%!!
- Banner Advisory Team meeting scheduled for Jan. 19th to determine next Banner 9 Self-Service module. Informational videos have been delivered to all members to give them a chance to ask questions and submit their vote.

LAKEHAWK LEADERSHIP ACADEMY

Deb Snellen, Executive Director

- Planning the roll-out of a 10-module supervisory development program for third quarter of FY2022 for all managers, supervisors, and deans.
- Revamping the training provided to all new employees.
- Individual development plan form will be introduced to all employees as a tool to plan for professional development.
- Actively identifying training and professional development needs of faculty.

PINECREST AND CUP AMENDMENT

Bruce Duncan, Contracts Administrator

- Currently, LSSC has submitted, for the benefit of Pinecrest, an application seeking an Amendment to the college's Conditional Use Permit with the City of Clermont. This application is to allow for the placement of a charter school on the South Lake Campus of LSSC. The current CUP does not provide for the construction and operation of such a facility on our campus.
- The application was signed by Dr. Bigard on behalf of the college and submitted to the City of Clermont by Chuck Hiott, the project engineer for Pinecrest. Pinecrest and Academica have been responsible for the costs associated with the filing of this application and for the payment of the numerous consultants that have been hired to prepare and present this application.
- The request for amendment was heard on January 4, 2022 before the Clermont Planning and Zoning Commission. The presentation was made primarily by the representatives of Pinecrest and Academica with some input being given by Dr. Sidor and Dr. Bigard on behalf of LSSC.
- It was presented during the hearing that during the first year of operation, access to the charter school will come off of Oakley Seaver Drive, queue through the existing parking lot that serves the college and Cooper Memorial Library and exit back out on to Oakley Seaver. Prior to the second year of operation, Pinecrest, at their sole expense, will provide a new access and an additional parking lot and queueing area that will come from Legends Way. That will serve the initial approval for up to 650 students.
- Once Pinecrest seeks to expand the charter school beyond the 650 students, then additional traffic studies will be required to determine what, if any improvements will be required to the road network surrounding the campus. Most specifically, the intersections of the bisecting roads on Legends Way within one mile of the campus.

The study will be conducted in accordance with the parameters of the Lake Sumter Municipal Planning Organization.

- The Clermont Planning and Zoning Commission held a lengthy hearing and posed several questions to the representatives from Pinecrest, Academica and LSSC. After listening to the presentation and following debate and comments from the members, the Planning and Zoning Commission recommended approval of the request to amend the CUP by a margin of 5-1.
- The Clermont City Council met on January 11, 2022 and approved (5-0) the Amendment to the Conditional Use Permit.

PROCESS IMPROVEMENT AND INSTITUTIONAL RESEARCH

Dr. Mark Duslak, Executive Director

- Training has begun for the PIIR and IT teams for Argos, our new Enterprise Reporting System.
- On Strategic Planning Committee, Dr. Elizabeth Manuel articulated a multi-year assessment plan for academic and service areas.
- “Smile survey” kiosks have arrived and will be piloted for Admissions and Records, Human Resources, and Campus Security.

STRATEGIC INNOVATION AND DIGITAL EDUCATION

Michael J. Nathanson, Executive Director

- Co-hosted multiple Concourse Syllabus support training sessions for instructors.
- Work continues with training projects, including training for new instructors and HyFlex models.
- Provide hosting assistance for Ask Us Anything.
- Drafted the initial version of the revised compliance training shell.
- Prepare review team for HUN1201 and started QM Internal Review.
- Reviewing outline of 40-hour training initiative, established measurable objectives for the training.
- Considering methods for re-branding the eLearning department image to promote instructor support services.

SUMTER CENTER

Kelly Hickmon, Assistant Dean of Students

- The Sumter Center **Advising Roster** for Spring 2022 includes a total of 409 students, including 157 AA degree seeking, 142 dual enrolled high school students, 73 AS Engineering Technology (Relay/Substation Tech), 15 Electric Utility Lineworker Basic, and 6 Veterans.
- Eighteen **Advising Meetings** were held during the first two weeks of 2022; an additional 18 students connected via email; and 15 students emailed over the holiday closure.
- New **on-campus course options** for Spring 2022 include MAC 1105 College Algebra and MGF 1106 Liberal Arts Math, where students may attend virtually

or in-person; after the final add/drop deadline, only 10 total “seats” remain between the two sections.

- Sumter Center is hosting **United Way’s Volunteer Income Tax Assistance (or VITA Program)** for the season.
- The **Sumter Center Operations** meeting is being held Monday, January 24.

Division of Academic Affairs
Update for the President and Board of Trustees
January 26, 2022
Dr. Michael Vitale, Vice-President

Division of Library and Learning Services

Katie Sacco, Dean

- The planning process for the Leesburg Library has begun. Plans for the exterior of the library have been tentatively agreed upon. The interior spaces are in the planning stages.
- There will be a new face at the Leesburg Library. Dominique Todd has been hired as a Part-Time library assistant.
- The position vacancy ad for a Digital Resources Librarian has been sent out. We hope to hire that position this Spring Semester.
- Testing services has been actively working on the technical setups for the Florida Civic Literacy Exam. All tech setups have been completed. Faculty related to the project have come in to test the exam. Next steps are to plan for the influx of students into the testing centers. The Civics Literacy exam is a new legislative requirement that went into effect this fall. All students in an Bachelor's or Associate in Arts degree under the 2021-22 catalog must take the exam if they did not meet the requirement in high school.

Division of Workforce Development

Dr. Amy Albee-Levine, Dean

Dr. Christopher Sargent, Associate Dean

- The substantive change report for the AS in Medical Laboratory Technology program was submitted to the Southern Association of Colleges and Schools Commission on Colleges on January 1. The program is proposed to begin in fall 2022.
- The first cohort of students in the Electrician Apprenticeship program have started on Year 2 of the program as of January 10. We held a recognition ceremony for these students in December to acknowledge their accomplishments.
- House Bill 1507 passed in 2021, Workforce Related Programs and Services, approved multiple initiatives to include requiring that Associate in Science/Applied Science programs incorporate all general education areas into the program. This process has begun for all AS/AAS programs offered at the college in order to meet Florida Statute.
- During the fall, multiple meetings were held with industry partners of the Electrical Distribution Technology program. Through discussion with partners, it was decided that the most effective mode of program delivery for this program was through the boot camp, short term model. This will start in summer and all students interested in this program will be directed to the boot camp options.
- The college is now partnering with Sumter Economic County Development office to host their Manufacturing and Distribution Luncheon held 4 times a year on the Sumter Campus. The first meeting was held last night. The next is scheduled for April/May timeframe.

Division of Allied Health

Dr. Jessica Shearer, Dean

Dr. Christine Ramos, Interim Executive Director of Nursing

Dr. Robin Walter, RN to BSN Director

Allied Health

Jessica Shearer, Dean of Allied Health

Respiratory Therapy

- Working with HR to finalize position descriptions for RT Program Manager
- Examining RT accreditation agencies

- Create a tentative timeline for the implementation of the RT program.
- Examined FDOE program requirements
- Physical Therapy Assistant
- Working with HR to finalize position descriptions for RT Program Manager
- Examining RT accreditation agencies
- Create a tentative timeline for the implementation of the RT program
- Examined FDOE program requirements

Medical Laboratory Tech

- Met with Dr. Albee to discuss MLT Program
- Reached out to MLT curriculum developer for meeting
- Examined FDOE program requirements
- Researched MLT accreditation
- Joined listserv for MLT Community

Nursing

- Ongoing meetings with Executive Director of Nursing and RN-BSN program manager regarding Civic Literacy FDOE requirement
- Met with Orlando Health South Lake President, Vice President and Director of Nursing to discuss DEU implementation-provided timeline for implementing Fall

Christine Ramos, Interim Executive Director of Nursing

Enrollment Update:

- Spring 2022: First semester enrolled 19 students on Leesburg campus and 23 students on South Lake campus for a total of 42 students in this new cohort that will expect to graduate in Fall 2023.
- This semester begins the first time that we are conducting all ASN nursing courses each semester.
- This semester also marks the second time that we have admitted first semester students in the spring semester.

Faculty Update:

- -ASN has one new full-time faculty member, and we have two adjunct faculty members assisting with didactic courses.
- -ASN continues recruiting efforts for four open positions.

Curriculum Update:

- -This semester begins the final course added to the realigned nursing curriculum.
- -We are running two teach-out courses (NUR 2224C and NUR 2601C). This is the final semester for the teach-out.
- -DEU slated to begin a pilot group at Advent Hospital in March 2022 and Dr. Shearer is currently negotiating the DEU concept with Orlando Health and UF health care systems for future involvement.
- -ACEN accreditation visit slated for Spring 2023. Faculty currently working on the self-study in preparation for the visit (to be submitted Fall 2022).
-

Dr. Robyn Walter, Director RN-BSN

Enrollment Update:

- -AY 2021-22 new admissions to date- 32; 13 expected to graduate Sp22
- -84 enrolled in NUR courses Sp22
- Faculty Update:
- -New Hires: 1 F/T (replacement for resignation August 2021); 1 Adjunct (new)

Curriculum Update:

- -All courses except NUR 4945L Nursing Capstone transitioned to 7-week format Fa21. Response from students is positive; Retention rates improved 15% since implementing the 7-week format.
- -2 Courses QM Internal Peer Review received Certification.
- -4 Courses submitted 1/3/2022 for QM Internal Peer Review Certification; currently in progress.
- -New state requirement for Civic Literacy general education course under review for implementation. Graduating students are aware of the requirement to complete coursework (or CLEP out) and pass the state Civic Literacy exam prior to the end of Sp22.

General Studies

Karen Hogans, Dean

Steve Clark, Associate Dean of Math and Science

Elizabeth Terranova, Associate Dean of Arts and Letters

- **Service to the College and Community:**
 1. November and December expanded the discussions of student learning outcomes assessment coordinated by Dr. Elizabeth Manuel, Director of Assessment. Several disciplines like PHI and THE will be assessing in 2022 and are working on getting set up. These meetings have been coordinated by Dr. Elizabeth Manuel with assistance from Dean Hogans and the Associate Deans. These will constitute the inaugural discussions as part of LSSC's learning outcome initiative expansion to all courses.
 2. The Concourse syllabus management system is being piloted this spring. This tool will provide for a more efficient process of archiving and managing syllabi throughout the college, as well as meeting ADA-compliance requirements.
 3. Karen Hogans and Steve Clark are completing LSSC's component of a joint UCF project to provide information for transfer students highlighting some of the issues as well as some of the resources they might expect to encounter when transferring to UCF.
- **Conference, workshop attendance/professional development:**

Many General Studies part-time and full-time faculty continue to participate in the Canvas Certified Educator (CCE) training to learn about course design, Canvas tools, pedagogy, student engagement, among other faculty-related topics. They are currently working on course three of six. The program will conclude this summer.
- **Faculty activities**
 1. Assistant Professor Amber Karlins' screenplay, *The American Good Samaritans*, opened in LA at the end of November. We are proud to have her on our faculty.
 2. Associate Professor Elmatti is LSSC's Professor of the Year and made a great presentation at AFC this November.
 3. Our full-time Political Science (Jeremy Norton, Dr. Linda Karp) and History (Brian Rogers) faculty are working together with our librarians and testing center staff to understand the Civic Literacy requirements and develop review materials.
 4. Annual contract faculty requesting consideration for continuing contract submitted their portfolios by the Jan 14 deadline.

Honors Program

English Asst Prof Amber Karlins, Honors Program Coordinator

- **Co-Curricular**— Since the last update, the honors program collaborated with CDS to bring a networking event to the college last Monday. This allowed our first-year students to not only practice their networking skills but also to meet with prospective employers. Honors students also hosted a club meeting and our club co-sponsored another speaker series event. First-year honors students also presented their career projects to a select group of faculty and staff and completed one-on-one meetings with the program coordinator. Additionally, Heather Elmatti hosted a Christmas party at her home for all honors students.

- **Recruitment**—Recruitment has been relatively quiet as of late, but the program coordinator did host two recruitment sessions: one for Wildwood High School and one for Lake County Virtual Schools.
- **Curriculum**—The program coordinator has been working with the new capstone/cornerstone instructor to overhaul and improve the capstone process. Recruitment has also begun for faculty mentors for first-year students.
- **Partnerships**—On December 17th, New College hosted us for a signing ceremony in celebration of our newly finalized memorandum of understanding, which allows honors program graduates to articulate directly into their institution.

Math Emporium

Douglas Starr, Leesburg Campus and Sumter Center Math Emporium Coordinator

Amber Laster, South Lake Campus Math Emporium Coordinator

This semester forty sections of math courses are being served through our On-Campus and Virtual Math Emporiums across all three campuses. We have a secondary Math Emporium on the Leesburg and South-Lake campuses to help assist with overflow as needed to encourage social distancing while still providing the proven one-on-one personalized instruction as we have in semesters past.

This semester in the math emporium we are piloting a new program for online students called GoBoard. GoBoard is a free an online collaboration tool, which allows students to request an appointment with a tutor and meet in a virtual workspace. The workspace is saved for the student who can refer back to it once the session has ended. This replaces the Math Emporium Zoom sessions Monday – Thursday. The hope is that this will allow a more one-on-one experience with our online students. We are still using the Zoom room on the weekends for flex time for online students, and for those who prefer that delivery modality.

We continue to take precautions for the spread of COVID. Seating capacity is limited to 36 students in the South Lake and Leesburg emporiums, we clean the computers and calculators regularly, we are encouraging students to wear masks, and hand sanitizer and Virex are available to those who want it. As we have done over the past few semesters the Math Emporiums are completing check-ins with seven sections of asynchronous online MAT 1033 & MAC 1105 to assist students as they begin their online math course. We are also embedding a Math Support Specialist in four sections of Real Time Online math classes.

Math Emporium Visits (virtual and on campus)

FALL 2021 totals:

Virtual					
			Total Visits	Unique users	Total Hours
Week 2	8/30/2021	9/5/2021	485	254	338.87
Week 3	9/6/2021	9/12/2021	481	260	409.33
Week 4	9/13/2021	9/19/2021	911	404	697.10
Week 5	9/20/2021	9/26/2021	1599	602	1205.88
Week 6	9/27/2021	10/3/2021	1469	506	1219.37
Week 7	10/4/2021	10/10/2021	1131	425	947.93
Week 8	10/11/2021	10/17/2021	1396	495	1202.80
Week 9	10/18/2021	10/24/2021	1505	497	1100.63
Week 10	10/25/2021	10/31/2021	913	352	779.32
Week 11	11/1/2021	11/7/2021	1182	408	960.03
Week 12	11/8/2021	11/14/2021	721	336	727.77
Week 13	11/15/2021	11/21/2021	721	239	731.37
Week 14	11/22/2021	11/28/2021	211	108	206.10
Week 15	11/29/2021	12/5/2021	597	220	526.32

On Campus				
Week			Total Visits	Total Hours
Week 3	9/6/2021	9/12/2021	1,174	621.1
Week 4	9/13/2021	9/19/2021	1,104	902.5
Week 5	9/20/2021	9/26/2021	399	659.0
Week 6	9/27/2021	10/3/2021	550	1,023.5
Week 7	10/4/2021	10/10/2021	750	617.3
Week 8	10/11/2021	10/17/2021	304	295.8
Week 9	10/18/2021	10/24/2021	475	488.6
Week 10	10/25/2021	10/31/2021	631	590.6
Week 11	11/1/2021	11/7/2021	409	417.3
Week 12	11/8/2021	11/14/2021	340	327.2
Week 13	11/15/2021	11/21/2021	665	617.1
Week 14	11/22/2021	11/28/2021	54	48.4
Week 15	11/29/2021	12/5/2021	742	758.4

Academic Advising & Dean of Student

Carolyn Scott, Dean

Academic Advising

Jen Manson, Assistant Director Student Development- Advising

November:

- Recorded 761 total advising contacts through all modalities in November (19.8% of scheduled appointments took place In-Person)
- Provided advising for 33 students in the Ask Us Anything – Live Student Support
- Provided training for new academic advisors, Mark LaHood and Christy Adkins
- Moved ASPIRE Workshop from a live, facilitated session to a self-paced workshop hosted on Canvas

December:

- Recorded 919 total advising contacts through all modalities in December
- Provided advising for 160 students in the Ask Us Anything – Live Student Support
- Mark LaHood and Christy Adkins facilitated New Student Advising & Registration sessions

NEW STUDENT ADVISING & REGISTRATION (ORIENTATION): (Spring 2022 Start)

November:

- Attendance Numbers for Spring 2022 Full-Semester Courses:

- First Time in College: 82
- Dual Enrollment: 24
- TOTAL: 106
- 128 Students were helped with Advising, Admissions & Financial Aid questions through the “Ask Us Anything” Online Zoom Room in November

December:

- Attendance Numbers for Spring 2022 Full-Semester Courses:
 - First Time in College: 50
 - Dual Enrollment: 42
 - TOTAL: 92
- 334 Students were helped with Advising, Admissions & Financial Aid questions through the “Ask Us Anything” Online Zoom Room in November

Dean of Students

Carolyn Scott, Dean of Students

November:

- 9 Student requested assistance through the Student Assistance Program (SAP) in October
- 5 Students were reported for academic integrity violations
 - 4 Plagiarism
 - 1 Cheating
- 14 Students filed a request for an Administrative Appeal
 - 3 Dual Enrollment – Lake County Schools
 - 2 Dual Enrollment – Private & Home Education
 - 4 Admin Drop & Refund
 - 1 Admin Drop / No Refund - DE
 - 2 Return Following Academic Suspension
 - 1 Fourth Attempt
 - 1 Late Withdrawal
- 21 Student COVID-19 Exposure Reports were processed during this period
- 1 Student was referred to the LSSC Care Team
- Coordinated the 3rd & 4th Student Athletics Progress Surveys using Starfish Retention Solutions.
- Coordinated the 2nd Student Progress Survey for all Fall 2021 -Traditional Start Classes - 86% Faculty Completion Ratio of this important student retention initiative
- Co-led the Guided Pathways Core Team in completing their pre-convening work; Attended the Florida Pathways Institute’s third convening on October 19th & 20th.

December:

- 4 Student requested assistance through the Student Assistance Program (SAP) in October
- 2 Students were reported for academic integrity violations
 - 1 Plagiarism
 - 1 Cheating
- 26 Students filed a request for an Administrative Appeal
 - 11 Dual Enrollment – Lake County Schools
 - 1 Dual Enrollment – Private & Home Education
 - 3 Dual Enrollment – Sumter County Schools
 - 2 Dual Enrollment – The Villages High School
 - 1 Admin Drop / No Refund - DE
 - 3 Return Following Academic Suspension
 - 5 Late Withdrawal
- 6 Student COVID-19 Exposure Reports were processed during this period

Division of Institutional Advancement
Update for the President and Board of Trustees
January 26, 2022

Dr. Laura Byrd, Senior Vice President, Institutional Advancement

CAREER DEVELOPMENT SERVICES

Dr. Laura Byrd

- Career Services scheduled their Spring 2022 events
 - Workshops:
 - Are you LinkedIn? 1/20
 - You Got Skills! 1/24-2/11 multiple dates
 - Spring Job Fair – 2/14
 - Engineering Technology Job Fair – 3/5
 - Mock Interview Event – TBD
 - Career Spotlight Replay
 - Pop into CDS virtual drop in hours – multiple dates
- The in-person/ virtual hybrid Spring Job Fair already has 22 registered employer attendees.
- CDS is attending the Manufacturing and Distribution Luncheon on 1/25/22
- December 2021 had 104 job listings on LakeHawk Career Connect and we've already surpassed this in the first two weeks of January with 134 postings.

CORPORATE TRAINING & CONTINUING EDUCATION

Greg Jones, Director of Corporate Training and Continuing Education

- At present, 309 students have completed the CDL program. We are averaging 12 new students per week.
- The CDL program will be hiring another instructor and tester to the program. We will also be adding another truck for instruction and testing, bringing the total training vehicles to six.
- The next daytime Lineworker Bootcamp is scheduled for April 2022. This class is already full.
- The Fall 2022 daytime Lineworker Bootcamp is scheduled for September 12, 2022. We have 3 students waiting to register for that class.
- Phlebotomy, Spanish and the Author Series, are beginning in January.
- We are currently recruiting for the February Dialysis Technician classes.
- Student recruitment for the new Physical Therapy Aide classes will begin in February.
- We have been contracted by SEPCO to begin training their newest lineworker cohort. We began training January 10 and look for the next cohort to begin January 31.
- Continuing Education collaborated with the Allied Health department to establish CEU's for all the teaching proctors in the nursing program associated with the DEU.
- We are working with the Villages on building a Leadership Training Series for their new managers.
- We are in advanced discussions to expand our real estate classes to include Mortgage Broker and Lending training in the late Spring of 2022.

- We will be partnering with the International Council of E-Commerce Consultants, also known as EC-Council, the world's largest cyber security technical certification body, to begin offering an array of training classes involving cybersecurity for small businesses.

EDUCATIONAL OPPORTUNITY PROGRAMS

Dr. Roland Nunez, Director of Educational Opportunity Programs

Talent Search

- Talent Search team is busy with school visits throughout the month of January for recruitment
- Recruitment letters were also mailed out to prospects homes
- Annual Performance Report is in progress; planned completion in February
- Spring Semester calendar of events completed and dates set

Upward Bound

- The Upward Bound Proposal for grant renewal is completed and currently being proofread for final submission to the Department of Education
- Completed first Saturday session of the calendar year; student attendance was strong

EOP General

- Set the date for the First-Generation Student Mixer to Tuesday, February 8th, 6-7pm at the Venetian Center. Event will include food, music, speakers, and announcement of a new First Gen Scholarship
- The Community Outreach Committee created three subcommittees to initiate three new projects:
 - Discussion of possible food insecurity program at LSSC
 - Development of an outreach/volunteer newsletter to distribute to campus
 - Creation of an adopt-a-school program with a local Lake County school

LSSC FOUNDATION

Dr. Laura Byrd, Executive Director of LSSC Foundation

- The 2022 Foundation Annual Board Meeting & Annual Campaign Kick-off was held at The Venetian Center in Leesburg on Thursday, January 6, 2022, at 6:00 pm. New board members were inducted along with the 2022 slate of Executive Board officers.
- 2021 was a record-breaking year for scholarship applications received and dollars awarded. 1,871 students submitted a scholarship application during the year of 2021, which is an increase of 43% over 2020. The Foundation awarded over 1,200 students a total of \$990,000 for an increase of 39% over 2020 in dollars awarded.
- The Summer 2022 scholarship application will open March 1 – March 31. We plan to award \$250,000 in scholarships for the Summer 2022 semester during the week of April 18.
- Staff Updates: Cassady Cook has been hired as the Foundation Event Coordinator and Gerald Paige has been hired as the Grants Manager both beginning in January 2022.
- The 2022 Shamrock Shuffle is scheduled for March 5, 2022, on the South Lake Campus. The shuffle will include a 1-mile fun run, 5k and 10k. We have sponsorship, vendor, and volunteer opportunities available.

- The 5th Annual Scholarship Dinner will be held on Tuesday, March 1, 2022, at The Venetian Center in Leesburg in celebration of scholarships & students awarded over the past year.
- The Foundation was approved to receive grants in the amount \$2,050,000 from the Live Well Foundation and the Orlando Health Foundation which will help support the Nursing Expansion Initiative.
- The Foundation was approved to receive a grant in the amount of \$20,000 from the Charles & Mary McLin Foundation, to support First Generation in College scholarships.
- The Foundation was approved to receive a grant in the amount of \$10,000 from the United Way of Lake & Sumter Counties to support the RISE Summer Math Academy.

Name	Gift Amount	Fund Description	Gift Subtype
Arthur J & Esther A Ohlsson Charitable Trust	\$28,250	Arthur J. & Esther A. Ohlsson Charitable Trust	Contribution
Charles B. McLin & Mary M. McLin Foundation	\$20,000	Charles & Mary McLin Foundation Grants	Grant Revenue
Coca-Cola Florida	\$3,000	Athletics -Coca Cola	Contributions - Admin/General
eTeamsponsor Inc.	\$21,269	Athletic Unrestricted	Fundraising- Softball
Gulfpoint Construction Company, Inc.	\$2,000	Annual Athletics Golf Classic	Contributions - Admin/General
Hans & Cay Jacobsen Foundation	\$20,000	Nursing - FNA Scholarship	Grant Revenue
Howey Garden and Civic Club	\$6,522	Gail Gross Scholarship Endowment	Addition to Endowment
Anonymous	\$10,000	McKee Endowment for Nursing Scholarship	Addition to Endowment
Anonymous	\$20,000	McKee Endowment for Nursing Scholarship	Addition to Endowment
Rogers Foundation	\$25,000	Roger's Foundation Scholarship	Contribution
The Mary C. Manser Family Trust	\$6,500	Manser Completion Endowment	Contribution
Robert Thomas	\$5,000	Thomas Family Endowment	Addition to Endowment
Robert Thomas	\$5,000	Thomas Family Endowment	Contributions - Admin/General
United Way of Lake & Sumter Counties, Inc.	\$1,875	RISE Summer Math	Grant Revenue
Anonymous	\$5,000	General Scholarship	Contribution

MARKETING & STRATEGIC COMMUNICATIONS

Kevin Yurasek, Director of Strategic Communications

- Assisted with the implementation of Commencement ceremonies and coordinated a team that handled the livestreaming elements
- Press releases issued:
 - LSSC dedicates Commercial Driver Training Center in Sumter County to help address critical driver shortage
 - Spring 2022 Updates for Students
 - LSSC Foundation provides record \$990,000 in student scholarships in 2021
 - Congrats to our newest graduates in Fall 2021
- Supporting or supported a wide variety of initiatives:
 - Enrollment communication & recruitment support
 - Continuing education inquiry recruitment
 - Commencement
 - Foundation Annual Campaign & other Signature Events
 - Signature Project
 - Website management
 - Guided Pathways for Success
 - IT Transition of student accounts over break
 - HSCA mailers & recruitment materials
- Additionally, the Marketing Team continues to support and engage on a wide variety of campus projects supporting the College's strategic plan through committees and workgroups

YOUTH DEVELOPMENT

DeAnna Diggs, Director of Youth Development

- New Coordinator of Youth Development Programs hired and started in January 2022
- Kids College work is under way. Currently, potential instructors are being hired and potential course offerings are being reviewed. No decisions have been made as to what restrictions may be in place, if any. Rooms have been reserved, excluding locations that are still in question. Website is being updated to be completed by the end of next week. "Save the Date" postcards will be mailed to homes later this month. Dates of camp are as follows:
 - Leesburg: June 6 – July 21, 2022
 - Clermont: June 6 – July 28, 2022
- Course offerings available in February:
 - SAT Prep Workshop
 - Babysitting Certification
 - Teen Leadership Academy
 - Career Prep Workshop Series
- Virtual STEM-based programs



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: January 26, 2022

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 1-10 Committee Reports

OVERVIEW:

The District Board of Trustees serve on Committees that address different areas of the college. Currently, there are five committees: Facilities Committee, Finance and Audit, Strategic Planning Committee, Legislative-Sumter and Lake and the Foundation.

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 26, 2022

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 1-11 – Board Attorney Report

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.



January 13, 2022

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

Re: Board Attorney Report for January 26, 2022

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. Discovery is ongoing.

United Faculty of Florida-Lake Sumter State College (full-time teaching faculty). Negotiations are on-going.

Service Employees International Union (SEIU) Florida Public Services Union (FPSU) (Part Time Adjunct Instructors). Nothing to report at this time.

Fernando Verdini v. District Board of Trustees of Miami Dade College. Mr. Verdini brought suit against Miami Dade College alleging the College had a contractual obligation to provide on-campus services during the COVID-19 pandemic and that the contractual obligation arose because the College assessed certain fees. The College filed a motion to dismiss on the grounds that sovereign immunity precluded a suit because there was not an express written contract. The trial court denied the College's motion to dismiss and the matter is on appeal. This is a matter of great importance to the State College System and the universities. The Florida Department of Education prepared amicus in support of Miami Dade's position to file in the appellate court. Miami Dade requested all State Colleges to join in on the FLDOE's amicus brief at no cost or expense to any of the State Colleges. The state universities also were asked to join in. Time was of the essence and after discussions with Dr. Sidor and Dr. Bigard I communicated to Miami Dade that Lake Sumter would join in. All 12 Florida public universities and 24 of the 27 remaining Florida College System institutions joined in. Nearly 20 similar cases are pending against public colleges and universities in Florida. The Third District Court of Appeal heard oral argument November 9, 2021. At present a ruling has not been issued.

David Walton v. Lake Sumter State College, Case No. 2021-01, Board member Jones will be issuing a recommended order for the Board of Trustees' consideration. The matter is anticipated to be placed on the Board's February 23, 2022 agenda.

South Lake Campus – Rezoning. At its January 11th Council meeting the City of Clermont approved Pinecrest's application for an amendment to the Conditional Use Permit to allow for the charter school. The CUP outlines obligations approvals, conditions and Pinecrest's obligations. We will be working on an agreement with Pinecrest relating to development. At some point in the near future an amendment to the Lease Agreement will be brought forward to the Facilities Committee and Board. An amendment will address land on the College campus that exceeds the 1.5 acres presently included in the Lease Agreement and terms and conditions associated with use of additional land.

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

Respectfully submitted,



Anita Geraci-Carver

cc: Dr. Sidor, President
Dr. Bigard, Vice-President





Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: January 26, 2022

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 1-12 – Appointments of the Lake-Sumter State College Academic Advisory Committee
Members

OVERVIEW:

The annual review of the Workforce Development Advisory Board membership lists have been completed .

ANALYSIS:

These list include the current membership of the Workforce Development Programs, as required by Florida Statute.

RECOMMENDATION:

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

LAKE-SUMTER STATE COLLEGE ADVISORY COMMITTEE LISTING

Name of Committee: Computer Information Technology
Committee Chair: TBA
College Liaisons: Dr. Christopher Sargent, Associate Dean of Workforce Development /Acting Program Manager, Computer Information Technology
Academic Year: 2021-2022

Name and Email Address	Term Expires	Title, Name of Institution and Mailing Address	Telephone No.
Jim Faulkner Jim.faulkner@cityofmountdora.com	June 2022	IT Manager City of Mount Dora	(352) 735-7108
Chuck Durante Durantec@lssc.edu	June 2022	Retired / Adjunct Instructor 3360 Mayflower Loop The Villages, FL 32163	(352) 492-9277
Manuel (Manny) Diaz diazm@ci.mount-dora.fl.us	June 2022	Computer Support Specialist City of Mount Dora 32911 Forest Ave Leesburg, FL 34788	(352) 272-4214
Rommel Roberts rroberts@Reddashteam.com	June 2023	CEO Redd Ash Technologies 1321 Apopka Airport Road -J Apopka, FL 32712	(407) 901-3192 x105
David Trick trickd@sumter.k12.fl.us	June 2023	Sumter County School Board 2680 West CR 476 Bushnell, FL 33513	(352) 793-2315 x268
Martin Paszkiewicz PaszkiewiczM@lake.k12.fl.us	June 2023	Information Technology Lake County Schools 201 W Burleigh Blvd Tavares, FL 32778	(352) 253-6700
Angela Hymer Hymera@LSSC.EDU	June 2023	Program Manager Continuing Ed. Lake-Sumter State College Bldg. M Room 120 Leesburg, FL 34788	(352) 435-5038
Frank Calascione calascionef@gmail.com Frank.Calascione@sumtercountyfl.gov	June 2024	Director Economic Development Board of Sumter County Commissioners	(352) 689-4400
Ryan Mezzell Robert.Mezzell@gmail.com	June 2023	United Efficiency	(239) 246-3780

Name and Email Address	Term Expires	Title, Name of Institution and Mailing Address	Telephone No.
Mary Scott Mary.scott@laketax.com	June 2023	Director of Human Resources Lake County Tax Collector PO Box 327 Tavares, FL 32778	(352) 253-6053
Robert Natale bnatale@rubicon5.com	June 2023	Owner, Rubicon 5 LLC 2201 South Bay Street Eustis, FL 32726	(352) 531-5794
Erika Green egreene@lakecountyfl.gov	June 2024	Associate Director, Workforce & Business Support Elevate Lake Economic Development	(352) 742-3923
Michelle Dean masterteacher@uwls.org	June 2024	Director, Educational Programs United Way of Lake and Sumter Counties 32644 Blossom Lane Leesburg, FL 34788	(352) 787-7530 x232
Dr. Lynn Reich-Johns reich-johnsl@lake.k12.fl.us	June 2024	Career & Technical Education (CTE) Program Specialist College and Career Readiness 509 South Palm Avenue Howey-in-the-Hills, FL 34737	(352) 253-6772
Melissa Stephan StephanM@lake.k12.fl.us	June 2024	Director of Curriculum & Instruction Lake Technical College	(352) 589-2250 x1812
Tony Oxford GTI tony.oxford@gtintegrators.com	June 2024	President Global Technology Integrators, LLC 3251 Progress Drive Suite 135 Orlando, FL 32826	(407) 401-8919
Laura Belen Laura Belen laura@reddashteam.com	June 2023	Redd Ash Technologies 1321 Apopka Airport Road -J Apopka, FL 32712	(407) 921-1757

LSSC Representatives:

Dr. Amy Albee, Dean of Workforce Development
Sandy McShane, Sr. Manager Baccalaureate and Workforce Programs
Robert Johnson, Director of Technology Infrastructure & PC Support
Kairise Conwell, Career Advisor, LSSC Career Development Services
Beate Ivey, Career Advisor, LSSC Career Development Services
Mary Heikkinen, Instructor, Business Administration - Retired
Dr. Betti McTurk, Instructor, Computer Information Technology



Lake-Sumter State College Business Administration Advisory Committee

Name of Committee: Business Administration
Committee Chair: TBA

College Liaison: Dr. Christopher Sargent, Associate Dean of Workforce Development /Acting Program Manager, Business Administration & Management Technology
Academic Year: 2021-2022

Name and Email address	Term Expires (3-yr terms)	Title, Name of Institution and Mailing Address	Telephone No.
Alexandra Eugene EugeneA@LSSC.EDU	June 2023	Business Teacher The Villages High School	(352) 787-3747
Debbie Cyr cyrd@lake.k12.fl.us	June 2024	CTE Teacher Eustis High School	(352) 357-4147
Joseph Elias joseph.elias@scorevolunteer.org	June 2023	Chairman SCORE Association 11962 CR 101, Suite 302, #259 The Villages, FL 32162	(813) 951-0205
Anton Goddard agoddard@nacmsouthatlantic.com	June 2023	President NACM-South Atlantic 6290 Edgewater Drive Orlando, Florida 32810	(407) 298-7491 x 113
David McCormick dfm1697@comcast.net	June 2023	Adjunct Assoc. Professor University of Maryland 1697 Abernathy Place The Villages, FL 32162	(352) 633-1775
Sonya Rosenglick rosenglicks@lake.k12.fl.us	June 2023	Career & Technology Specialist Lake Technical Center 2001 Kurt Street Eustis, FL 32726	(352) 589-2250 x1855

Lake-Sumter State College
Business Administration Advisory Committee
Page 2

Name and Email address	Term Expires (3-yr terms)	Title, Name of Institution and Mailing Address	Telephone No.
DeAnna Thomas ThomasD@lake.k12.fl.us	June 2023	Assistant Director Lake Technical College 2001 Kurt Street Eustis, FL 32726	(352) 589-2250 x1813
Debbe Timler d.timler@fasttrackse.com	June 2023	Branch Manager Fast Track Staffing, Inc. 311 N Main Street Wildwood, FL 34785	(352) 748-0045
Erika Green egreene@lakecountyfl.gov	June 2024	Associate Director, Workforce & Business Support Elevate Lake Economic Development	(352) 742-3923
Samantha Hayes HayesS1@lake.k12.fl.us	June 2024	Accounting Operations / Administrative Office Specialist Instructor Lake Technical College 2001 Kurt Street Eustis, FL 32726	(352) 589-2250 x1826
Frank Calascione calascionef@gmail.com Frank.Calascione@sumtercountyfl.gov	June 2024	Director Economic Development Board of Sumter County Commissioners	(352) 689-4400
Christina Grusauskas grusauskasc@lake.k12.fl.us	June 2024	Career and Technical Education Department Teacher Department Chair Webmaster Tavares High School	(352) 343-3007 x1085
Dr. Lynn Reich-Johns reich-johnsl@lake.k12.fl.us	June 2024	Career & Technical Education (CTE) Program Specialist College and Career Readiness 509 South Palm Avenue Howey-in-the-Hills, FL 34737	(352) 253-6772

Lake-Sumter State College
Business Administration Advisory Committee
Page 2

LSSC Representation:

Dr. Amy Albee-Levine, Dean of Workforce Development

Graham Bourne, Associate Professor, Business Administration - Retired

Jay Clark, Instructor, Business Administration—Accounting

Mary Heikkinen, Instructor, Business Administration - Retired

Julia Sweitzer, Professor, Business Administration

Sandy McShane, Sr. Manager Baccalaureate and Workforce Programs

Kairise Conwell, Career Advisor, LSSC Career Development Services

Beate Ivey, Career Advisor, LSSC Career Development Services

Chuck Durante, Adjunct Instructor CIT, LSSC



Lake-Sumter State College
Bachelor of Applied Science – Strategic Leadership
Advisory Committee
2021-2022



Name of Committee: Advisory Board for the Bachelor of Applied Science in Strategic Leadership
 Committee Chair: TBD in Spring 2022
 College Liaison: Dr. Rhonda Tracy, Program Director
 Academic Year: 2021-22
 Appointment Period: 2021-2023

Name and Email Address	Title, Name of Institution and Mailing Address	Telephone No.	Advisory Board Role
Phil Braun, Esq. Phil.Braun@shands.ufl.edu	Phil Braun JD, CHC, CHPC VP/General Counsel UF Health Central Florida Compliance and Legal Department Phil.Braun@shands.ufl.edu Office: 352-323-5924 Web: www.CentralFloridaHealth.org	(352) 267-5887 (w)	<u>Regional</u> Representative Program Core
Frances Y. Celis CelisF@lake.k12.fl.us	Director of College and Career Readiness Lake County Schools 509 S. Palm Avenue Howey-in-the-Hills, FL 34737	(352) 253-6768	<u>Regional</u> Representative Program Core
Sue Cordova sue.cordova@aol.com	Oncology Patient Navigator Florida Cancer Specialists & Research Institute 1920 Don Wickham Dr. Ste. 100 Clermont, FL 34711	(352) 394-1150 (w)	<u>Regional</u> Representative Program Core
Patrick Endicott patrick.endicott@thevillagesmedia.com	Commercial Print Coordinator The Villages Media Group 1100 Main Street The Villages, FL 32159	(407) 310-4589 (c)	<u>Regional</u> Representative Program Core
Sandi Moore sandi@leesburgchamber.com	Executive Director Leesburg Area Chamber of Commerce 103 South 6 th Street Leesburg, FL 34748	(352) 787-2131 (w)	<u>Regional</u> Representative Program Core

Name and Email Address	Title, Name of Institution and Mailing Address	Telephone No.	Advisory Board Role
Pastor Feliciano F. Ramirez felicianoframirez@yahoo.com	Feliciano F. Ramirez, M.S. P.O. Box 98 Mascotte, Florida 34753	(352) 429-5600 (w)	<u>Regional</u> Representative Program Core
Robert Hicks robert.hicks@leesburgflorida.gov	Chief of Police Leesburg Police Department 115 E. Magnolia Street Leesburg, FL 34748	(352) 728-9860 (w)	<u>Regional</u> Representative Program Core
Ken Thomas ken.thomas@leesburgflorida.gov	Director, Economic Development City of Leesburg 600 Market Street Leesburg, FL 34748	(352) 728-9765 (w)	<u>Regional</u> Representative Program Core
Victoria Nolan Victoria.nolan@thevillages.com	Senior Recruitment Specialist The Villages, FL		<u>Regional</u> Representative Program Core
Dr. Gary Segal segalg@lssc.edu	BAS-Strategic Leadership Instructor Lake-Sumter State College 9501 US Hwy 441 Leesburg, FL 34748	(860)481-0084	<u>Faculty</u> Representative Program Core
Dr. Debra Volzer dvolzer@wiley.com	Senior Director State and Workforce Partnership Development Wiley Education Services	(740) 201-8757	<u>National</u> Representative Program Core
Mr. Reecie Stagnolia rdstagnolia3@gmail.com	Stagnolia Strategic Solutions, LLC	(859) 421-5251	<u>National</u> Representative Program Core
General James E. Shane US Army (R) Jshane4@icloud.com	Shane Business Enterprises, LLC	(502) 382-8777	<u>National</u> Representative Program Core
Daniel Dodsworth Dodsworth@lssc.edu	Lake-Sumter State College Computer Technician I	(352) 536-2268	<u>Student</u> Representative Program Core
Christie Beachum, MPA Christie.Beachum@primarypartners.org	Project Manager Primary Partners 3170 Citrus Tower Blvd. Clermont, FL 34711	(352) 394-5219 x109	<u>Regional</u> Representative Health Services Administration Concentration
Becky Dicus, MSHA, RHIA, LHRM bdicus@shands.ufl.edu	System Director, HIS Central Florida Health 600 E. Dixie Avenue Leesburg, FL 34748	(352) 323-5242	<u>Regional</u> Representative Health Services Administration Concentration

National Representation



Mr. Reecie Stagnolia
CEO, S3

Mr. Stagnolia is the current CEO and President of S3 (Stagnolia Strategic Solutions, LLC) and is a current board member of the National Career Pathways Network (NCPN). He is the former Executive Director of the Kentucky Skills U, an innovative approach to adult education that has been modeled throughout the United States. Mr. Stagnolia was the Chair of the National Association of State Directors of Adult Education (NASDAE) and is a frequently invited speaker at conferences on topics including adult education, essential soft skills, career pathways, and state networks.



Dr. Debra Volzer
Senior Director
Wiley Education Services

Dr. Debra Volzer is Senior Director of State and Workforce Development for Wiley Education Services. Her focus is to identify, engage and secure innovative learning partners interested in closing the skills gap. Her efforts work collaboratively with Industry and Learning Partners to identify and align models and solutions that increase learner success and streamline pathways to skills attainment. In this role she works to identify and align a shared vision and promotes collaboration of next-generation education solutions. Prior to joining Wiley, Volzer worked with corporations including Pearson North America, Barnes and Noble Education and Community College Futures Assembly and held administrative and teaching positions at the Ohio Board of Regents, Ohio Learning Network, the Ohio State University, Franklin University and Ohio Dominican. Volzer holds degrees from the University of Kansas, Yale University and the Ohio State University.



General James E. Shane
Brigadier General, US Army (R)

General Shane has extensive executive management experience in business, marketing, communications, strategic planning, and public policy. He is the former US Deputy Commanding General of the Army Recruiting Command. General Shane's experience includes twenty-eight years of leadership and executive management experience as a Senior Army Officer serving in high level leadership and decision-making positions. He spent eleven years working with state and federal elected leaders in the Commonwealth of Kentucky. General Shane was also the President and CEO of Shane Business Enterprises, LLC, a small Veteran Owned Business that provided

consulting services to businesses seeking to work with the defense industry. Additionally, he was the CEO of Mobile Armored Vehicle (MAV) which designed, manufactured and sold Armor Protected Vehicles to the U.S. and foreign governments.



Lake-Sumter State College Health Services Management Business & Industry Leadership Team

Name of Committee: Health Services Management BILT
Committee Chair: TBA
College Liaison: Brandy Ziesemer, Program Mgr., HSM
Academic Year: 2021-2022

Name	Term Expires	Title, Name of Institution and Mailing Address	Telephone No.
Christie Beachum, MPA Christie.Beachum@primarypartners.org	June 2024	Project Manager Primary Partners 3170 Citrus Tower Blvd. Clermont, FL 34711	(352) 394-5219 x109
Karen Blanchette, MBA Karen@pahcom.com	June 2024	Executive Director PAHCOM 1576 Bella Cruz Drive, Ste360 Lady Lake, FL 32159	(800) 451-9311
Crystal Bruning, CMM Crystalb_lambert@bellsouth.net	June 2024	Practice Administrator Integrated Women's Health 7051 Dr. Phillips Blvd., Ste 5 Orlando, FL 32819	(407) 363-2000
Wanda Calhoun, RHIT wanda.calhoun@orlandohealth.com	June 2023	Manager, Health Info. Mgmt. South Lake Hospital 1099 Citrus Tower Blvd Clermont, FL 34711	(352) 241-7130
Becky Dicus, MSHA, RHIA, LHRM bdicus@shands.ufl.edu	June 2023	System Director, HIS UF Health at Central Florida 600 E. Dixie Avenue Leesburg, FL 34748	(352) 323-5242
Charmaine Hall, PhD., CPC, CRCR Charmaine.Hall@orlandohealth.com	June 2023	Corporate Service Line Manager, Health Information Management Orlando Health 1414 Kuhl Ave., MP97 Orlando, FL 32819	(321) 841-1373
Carole Hokeah, RN, MS, CPC, CCS, CHRT Chok0001@shands.ufl.edu	June 2024	Senior Revenue Guardian, Revenue Integrity UF Shands 1945 Stenerson Street The Villages, Florida 32163	(352)-627-0684 (270)-300-5784 (Cell)

Name	Term Expires	Title, Name of Institution and Mailing Address	Telephone No.
Nichole Kelly nkelly@shands.ufl.edu	June 2023	Manager, Clinical Operations UF Health at Central Florida 600 E Dixie Ave Leesburg, FL 34748	(352) 323-4271 (352) 255-3615 cell
Karen Mathias, RHIA Karen.Mathias@AdventHealth.com	June 2023	Director HIS AdventHealth Waterman 1000 Waterman Way Tavares, FL 32778	(352) 253-3328
Kelly McLendon, CHPS kmclendon@complianceprosolutions.com	June 2022	Managing Director Compliance Pro Solutions, LLC 3894 Eagle's Place Titusville, FL 32796	(321) 268-0320 cell
Carol Millwater Ryan cmillwater@lakesumter.org	June 2022	Executive Director Lake Sumter Medical Society&We Care of Lake PO Box 1578 Mt. Dora, FL 32756	(352) 742-9902 work (352) 617-5296 cell
Mary Nicoli MNicolai@TelMedical.com	June 2022	Health Info Mgr/Coordinator Langley Health Services 1425 South US 301 Sumterville, FL, 33585	(352) 569-2949
Linda Renn, RHIT, CHPS, CCS, CPC, COC, CHTS - TR linda.renn@gmail.com	June 2023	VP, HIM Professional Services STAT Solutions, Inc. 2407 Winona Avenue Leesburg, FL 34748	(352) 787-9590 work
Brandy Ziesemer, RHIA, CCS ziesemeb@lssc.edu		HSM Professor/Prog Mgr Lake-Sumter State College 9501 US Hwy 441 Leesburg, FL 34788	(352) 435-6414



Lake-Sumter State College Electrical Distribution Technology Advisory Committee

Name of Committee: Electrical Distribution Technology
 Committee Chair-Person: Brad Chase (City of Leesburg Electric Department)
 College Liaison: Randall Blackburn, Program Manager, EDT
 Academic Year: 2020-2021

Name and Email Address	Term Expires	Title, Name of Institution and Mailing Address	Telephone No.
Steve Balius steve.balius@secoenergy.com	June 2021	Manager, Safety & Risk Mgmt. Sumter Electric Coop., Inc. (SECO) PO Box 301 Sumterville, FL 33585-0301	(352) 793-3801 x1599 (352) 266-7376 cell (352) 793-1158 fax
Brad Chase brad.chase@leesburgflorida.gov	June 2021	Electric Director City of Leesburg, Elect. Dept. 2010 Griffin Road Leesburg, FL 34748	(352) 516-1890
Greg David greg.david@leesburgflorida.gov	June 2021	Electric City of Leesburg, Elect. Dept. 2010 Griffin Road Leesburg, FL 34748	(352) 516-1890 (352) 636-4165 cell
Sabrina Hubbell sabrina.hubbell@leesburgflorida.gov	June 2021	Business Analyst City of Leesburg, Elect. Dept. 2010 Griffin Road Leesburg, FL 34748	(352) 728-9786 x2039
Donovan Pennington Donovan.pennington@duke-energy.com	June 2021	Line Maintenance Supervisor North Florida Region Duke Energy Florida	(850) 694-1197 cell
Audray Lewis audray.lewis@duke-energy.com	June 2021	Florida Craft & Technical Training Manager Duke Energy – Operations Services 402 E Crown Point Road Winter Garden, FL 34787	(407) 905-3334 (727) 409-5472 cell (407) 905-3363 fax

Name and Email Address	Term Expires	Title, Name of Institution and Mailing Address	Telephone No.
Derek Robertson derek.robertson@secoenergy.com	June 2021	Safety & Training Sumter Electric Coop., Inc. (SECO) PO Box 301 Sumterville, FL 33585	(352) 793-3801 x1379
Isabel Nieto Isabel.nieto@duke-energy.com	June 2021	Workforce Development Consultant Duke Energy 402 E Crown Point Road Winter Garden Florida	(407) 905-3334
Jason Spivey jspivey@southeastpower.com	June 2021	VP Southeast Power Corp. 1805 Hammock Road Titusville, FL 32796	(321) 268-0540 (321) 695-9149 cell (321) 383-9477 fax
Leo Taylor taylorlg60@yahoo.com	June 2021	Teaching Assistant, EDT Lake-Sumter State College 1405 CR 526A Sumterville, FL 33585	(321) 299-3888 cell

LAKE-SUMTER STATE COLLEGE ADVISORY COMMITTEE LISTING

Name of Committee: Criminal Justice Technology
Committee Chair: Scott Mack
College Liaisons: Dr. Amy Albee-Levine Workforce Dean Dr. Christopher Sargent
 Associate Dean Workforce and Gregory Bridgeman, Program Manager
Academic Year: 2021 2022

Name	Term Expires	Title, Name of Institution and Mailing Address	Telephone No.
Charles Broadway cbroadway@clermontfl.org crivera@clermontfl.org		Police Chief Clermont Police Dept 865 W Montrose Street Clermont, FL 34711	
Michael Bond Mike.Bond@lcsso.org		Training Center Director Lake Technical Center 1565 Lane Park Cutoff Road Tavares, FL 32778	(352) 343-3791 work (352) 630-2894 cell
Major Chris Delibro chris.delibro@lcsso.org		Law Enforcement Operations Lake County Sheriff's Office 360 West Ruby Ct. Tavares, FL 32778	(352) 343-9529
Rob Hicks robert.hicks@leesburgflorida.gov lisa.carter@leesburgflorida.gov		Chief of Police Leesburg Police Department 115 East Magnolia Street Leesburg, FL 34748	(352) 728-9860 work
Scott Mack scott.mack@leesburgflorida.gov		Advisory Board Chair Leesburg Police Department 115 East Magnolia Street Leesburg, FL 34748	Office 352-728-9786
Matthew Sumner matthew.sumner@fdc.myflorida.com		Assistant Warden Sumter Correctional Institution Florida Department of Corrections	Office: 352-568-4561 Cell: 352-446-1665
Captain Shane S. McSheehy mcsheehys@ci.eustis.fl.us		Eustis Police Department 51 East North Ave Eustis, FL 32726	Office: 352-483-5400 Cell: 352-516-0218
David Rivers dwrkvr@gmail.com		Owner Forensic Consulting 21329 Royal Troon Drive Leesburg, FL 34748	305-775-2144

Cpt Skott Jensen Skott.jensen@lcsso.org		Lake County Sheriff's Office Detention Center 551 W Main St, Tavares, FL 32778	352-742-4000 work 352-267-3879 direct
Lt Elvin Rodriguez elvin.rodriguez@lcsso.org		Lake County Sheriff's Office Detention Center 551 W Main St, Tavares, FL 32778	

cbroadway@clermontfl.org; crivera@clermontfl.org; Mike.Bond@lcsso.org;
robert.hicks@leesburgflorida.gov; scott.mack@leesburgflorida.gov; matthew.sumner@fdc.myflorida.com;
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elvin.rodriguez@lcsso.org

Relay Substation – Advisory Committee

Name	Email	Organization
Steve Balias	steve.balias@secoenergy.com	SECO Energy
Robert Cabrera	robert.cabrera@duke-energy.com	Duke Energy
Derek Robertson	derek.robertson@secoenergy.com	SECO Energy
David Thomas	david.thomas@leesburgflorida.gov	City of Leesburg
Frank Uvanni	frank.uvanni@duke-energy.com	Duke Energy
Adrian Zvarych	azvarych@powergridmail.com	PowerGrid Engineering
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Ron Seel	rseel@rssales.net	R. S Sales
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Luke P. Diruzza	lpdiruzza@tecoenergy.com	TECO Energy
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Richard J. Oris	OrisR@lake.k12.fl.us	Lake County Schools
Melissa Stephan	StephanM@lake.k12.fl.us	Lake Tech
Justin King	KingJ@lake.k12.fl.us	Lake County Schools
David A. Boatright	daboatright@tecoenergy.com	TECO Energy
Mark E. Day	DayM@lake.k12.fl.us	Lake County Schools
Nash, Bartholomew A	NashB1@lake.k12.fl.us	Lake County Schools



Advisory Committee Membership 2020-2021: Nursing

FACILITY	MEMBERS
AdventHealth (Waterman)	Chief Nursing Officer Michael Stimson michael.stimson@adventhealth.com 352-253-3300 Director of Nursing-MedSurg Yolanda Lord-Cole yolanda.cole@adventhealth.com 352-253-3890 Director & HR Business Partner / Human Resources & Employee Health Joshua Champion joshua.champion@adventhealth.com 352-253-3929 Clinical Education Manager Jennifer Yaden Jennifer.yaden@adventhealth.com 352-253-3265
Benton House of Clermont 16401 Good Hearth Boulevard Clermont FL 34711	Executive Director Bethany Harrell clermontdirector@bentonhouse.com 352-432-0756



FACILITY	MEMBERS
<p>UF Health Leesburg Hospital <i>(formerly CFH-Leesburg)</i> 600 East Dixie Avenue Leesburg FL 34748 HR tele# 352-323-4151</p> <p>UF Health The Villages Hospital <i>(formerly CFH – The Villages)</i> 1451 El Camino Real The Villages FL 32159</p>	<p>VP Chief Clinical Officer and Site Administrator Joshua Fleming jfleming@centflhealth.org 352-323-5004</p> <p>Director of Talent Acquisition Radiah Drayton rdrayton@centflhealth.org 352-323-4136</p> <p>Administrative Director of Nursing Steve Moss smoss@centflhealth.org 352-323-3230 352-323-1080</p> <p>VP, Chief Clinical Officer and Site Administrator Lorraine Brown lobrown@centflhealth.org 352-751-8006 Mobile 765-412-2090</p> <p>Administrative Director of Nursing Robyn Stowell rstowell@centflhealth.org 352-751-8581</p>
<p>Community Medical Care Center 1210 West Main Street Leesburg FL 34748</p>	<p>APRN Suzanne Hynds s.hynds@comcast.net 352-787-8489</p>



FACILITY	MEMBERS
Compassionate Care Hospice An Amedisys Company 900 Main Street, Suite 208 The Villages FL 32159 352-415-0778	Hospice Liaison Regina Marcano regina.marcano@amedisys.com 352-467-7423 Cell: 352-531-4467 Director of Clinical Services Jamie House jamie.house@cchnet.net 352-415-0078
Cornerstone Health Services Cornerstone Hospice & Palliative Care 4215 C.R. 561 Tavares, FL 32778	Clinical Educator Jazmin Rivera jrivera@cshospice.org Office: 352-742-6782 Cell: 352-978-8900 Fax: 866-213-4758
Lake County Health Department PO Box 1305 Tavares, FL 32778	Senior Community Health Nursing Director Suzan Plummer, MSN, RN Suzan.Plummer@flhealth.gov 352-771-5500 Ext. 2302 352-516-8319 (Cell)
Lake Port Square 701 Lake Port Boulevard Leesburg, FL 34748	Director of Nursing Rick Bruno Brunorick@lakeportseniorliving.com 352-728-3366 Ext. 1206 Cell: 386-872-0902 Fax: 352-728-6158
Lake Technical Center 2001 Kurt Street Eustis FL 32726	Health Science Department Coordinator Beth L. Thornton Thorntonb@lake.k12.fl.us 352-589-2250 x1843
LifeStream Behavioral Center	Director of Nursing Jeanne Barker jbarker@lsbc.net 352-315-7845
Osprey Lodge 1761 Nightingale Lane Tavares FL 32778	Resident Services Director Maureen Murphy mmurphy@ospreylodgetavares.com 352-253-5100



FACILITY	MEMBERS
Orlando Health, Inc. 30 W. Grant St., Suite 144 / MP 14 Orlando, FL 32806	Student Coordinator, Nursing Clinical Learning Department Sandra Fleishman 321-841-1566 Cell: 407-590-9777 Sandra.Fleishman@orlandohealth.com
Orlando Health South Lake Hospital 1900 Don Wickham Drive Clermont FL 34731 (1920 Don Wickham Drive, Suite 210) (1920 Don Wickham Drive) (1920 Don Wickham Drive, Suite 210, Clermont, FL 34715) Mederi Caretenders <i>(formerly Orlando Health SL Hospital - Home Health)</i> 1920 Don Wickham Drive Clermont FL 34711	Chief Nursing Officer Bonnie Onofre bonnie.onofre@orlandohealth.com 352-394-4071 x8000 Education Manager Holly Nyhuis holly.nyhuis@orlandohealth.com 352-394-4071 x8997 Student Coordinator, Education Department Alisha Terborg Alisha.Terborg@orlandohealth.com 352-394-4071 Ext. 4750 Corporate Director Human Resources Stephanie Stapelfeldt Stephanie.stapelfeldt@orlandohealth.com 352-241-7272 352-394-4071 Ext. 4400 Executive Director Lecia Hoskins lecia.hoskins@lhcgroupp.com 352-241-7138
Orlando Health South Lake Hospital- SkyTop View Rehabilitation Center 2145 North Don Wickham Drive Clermont FL 34711	Administrator Vincent Zaun vincent.zaun@orlandohealth.com 352-536-8787



DRAFT: November 13, 2020 – waiting confirmation of various facilities' organizational structure



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: January 26, 2022

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 1-13 – Information: First Reading amend Board Rule 1.02 Meetings of the
District Board of Trustees

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.

- The current Board Rule 1.02, as written, reads that documentation is completed and available at least six days before the event to the District Board members or any person in the state who requires a copy of the agenda.
- Each person providing public comment will be limited to five minutes.

ANALYSIS:

- The proposed amended Board Rule 1.02, that documentation is completed and available at least seven days before the event to the District Board members or any person in the state who requires a copy of the agenda.
- Each person providing public comment will be limited to three minutes.

RECOMMENDATION:

The College recommends that the District Board acknowledge the amendments to Board Rule 1.02.

**LAKE-SUMTER STATE COLLEGE
BOARD RULE**

TITLE: Meetings of the District Board of Trustees

NUMBER: 1.02

AUTHORITY: Florida Statutes 1001.61; 286

PAGE: 1 of 2

HISTORY: New - 8/1/68

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

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

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

Commented [MC1]: Florida Statutes say seven days.
120.525 paragraph 2

Commented [MC2]: We have always followed three minutes. I am using the same form and guidelines set by Joan Knost.



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: January 26, 2022

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 1-14- EDT Lineworker Program Update

OVERVIEW:

Lake-Sumter State College Board of Trustees receive updates on each of the programs we the college offers.

ANALYSIS:

The report contains information on the Electrical Distribution Lineworker program.

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 26, 2022

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 1-15 Pinecrest Update

OVERVIEW:

Each month a report will be given on Pinecrest Lake Academy until the construction project is complete.

ANALYSIS:

The Board Facilities Chair will update the full board on the progress of the Pinecrest Lake Academy-South Lake at each monthly DBOT meeting.

RECOMMENDATION:

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

Current site plans and documents for Pinecrest Academy Charter School, are in the possession of the college and have been submitted to the City of Clermont. They are public record and are available for review should anyone be interested.

Currently, LSSC has submitted, for the benefit of Pinecrest, an application seeking an Amendment to the college's Conditional Use Permit with the City of Clermont. This application is to allow for the placement of a charter school on the South Lake Campus of LSSC. The current CUP does not provide for the construction and operation of such a facility on our campus.

The application was submitted to the City of Clermont by Chuck Hiott, the project engineer for Pinecrest. Pinecrest and Academica have been responsible for the costs associated with the filing of this application and for the payment of the numerous consultants that have been hired to prepare and present this application.

The request for amendment was heard on January 4, 2022 before the Clermont Planning and Zoning Commission. The presentation was made primarily by the representatives of Pinecrest and Academica with some input being given by Dr. Sidor and Dr. Bigard on behalf of LSSC.

It was presented during the hearing that during the first year of operation, access to the charter school will come off of Oakley Seaver Drive, queue through the existing parking lot that serves the college and Cooper Memorial Library, and exit back out on to Oakley Seaver. Prior to the second year of operation, Pinecrest, at their sole expense, will provide a new access and an additional parking lot and queueing area that will come from Legends Way. That will serve the initial approval for up to 650 students.

Once Pinecrest seeks to expand the charter school beyond the 650 students, then additional traffic studies will be required to determine what, if any improvements will be required to the road network surrounding the campus. Most specifically, the intersections of the bisecting roads on Legends Way within one mile of the campus. The study will be conducted in accordance with the parameters of the Lake Sumter Municipal Planning Organization.

The Clermont Planning and Zoning Commission held a lengthy hearing and posed several questions to the representatives from Pinecrest, Academica and LSSC. After listening to the presentation and following debate and comments from the members, the Planning and Zoning Commission recommended approval of the request to amend the CUP by a margin of 5-1.

On Tuesday, January 11, 2022, the matter was heard by the Clermont City Council. The hearing lasted about an hour. It included staff comments, presentations by Dr. Sidor, Academica and Pinecrest, and numerous comments of support from the public. The Clermont City Council voted 5-0 in favor of approval of the Amendment to the Conditional Use Permit. This clears the path for Pinecrest to move forward with the construction of the charter school on our South Lake Campus.

Bruce G. Duncan,
Contracts Administrator
LSSC




Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: January 26, 2022

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor 
President

RE: 1-16-Medical Lab Technician Program

OVERVIEW: The College proposes the approval of the Associate in Science in Medical Laboratory Technology.

ANALYSIS: The new Associate in Science (AS) degree in Medical Laboratory Technology will prepare students to work as Medical/Clinical Laboratory Technicians and Technologists. Medical/Clinical Laboratory personnel collect samples and perform tests to analyze body fluids, tissue, and other substances in a variety of settings including hospitals, urgent care facilities, and independent clinical laboratories. Occupations in the medical laboratory field are labeled as a national “Bright Outlook” career by O*NET Online (2016). Students who complete the Associate in Science (AS) in Medical Laboratory Technology are eligible to sit for the American Association of Bioanalysts (AAB) MT, AAB MLT, and ASCP MLT certification exams necessary for licensure in Florida. With additional work experience and/or education, students are eligible to sit for the American Society for Clinical Pathology (ASCP) MT exam (credential most often preferred by employers).

The AS in Medical Laboratory Technology will be able to meet the emergent demands associated with medical lab testing and diagnoses in a fast-growing region of Florida. Research of demand in the local and regional area finds significant growth in the area over the next 8 years

with an annual growth of 15%. Potential employers include Orlando Health, Advent Health, UF Health, and Vista Clinical.

Program administration will be based on the South Lake campus of Lake-Sumter State College (LSSC) located in Clermont, Florida with a laboratory available in the Health Sciences Building designed for this program. Instruction will be offered in a hybrid format with many prerequisite courses offered online and the core technical courses with a lab component offered at the Clermont/South Lake campus. LSSC was authorized by SACSCOC for online instruction in March 2012. This flexible delivery model will allow individuals working full-time to make timely progress through this program. LSSC has a robust academic program that will provide multiple opportunities for students to complete the pre-requisite course work and the required MLT program courses.

This program will target students interested in a health-related field either coming out of high school or transitioning to new career. We anticipate graduation classes of 20 -24 per students per academic year beginning in the spring of 2024.

RECOMMENDATION:

It is recommended that the Board approve as written.

Medical Laboratory Technician Budget

1 Fall & 1 Spring Cohort

Program Manager, Adjuncts, No other FT Faculty

	AY 22-23	AY 23-24	AY 24-25	AY 25-26	AY 26-27	AY 27-28
MLT Instruction Credits	37	65	96	96	96	96
MLT Revenue Credits	370	1170	1728	1728	1728	1728
MLT Revenue @ \$81.20	\$ 30,044	\$ 95,004	\$ 140,314	\$ 140,314	\$ 140,314	\$ 140,314
Number of cohorts	1	2	3	3	3	
Avg Students per cohort	10	18	18	18	18	
Students in MLT courses	10	36	54	54	54	
Program Manager credits	24	24	24	24	24	24
FT Faculty		0	0	0	0	0
Adjunct/OL credits	13	41	72	72	72	72
Expenses						
Program Manager	\$ 90,000	\$ 91,800	\$ 93,636	\$ 95,509	\$ 97,419	\$ 99,367
FT Faculty			\$ -	\$ -	\$ -	\$ -
Adjuncts (\$615 per credit)	\$ 7,995	\$ 25,215	\$ 44,280	\$ 44,280	\$ 44,280	\$ 44,280
Operating Budget	\$ 12,000	\$ 12,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Total Expense	\$ 109,995	\$ 129,015	\$ 147,916	\$ 149,789	\$ 151,699	\$ 153,647
Net before other support	(\$ 79,951)	(\$ 34,011)	(\$ 7,602)	(\$ 9,475)	(\$ 11,385)	(\$ 13,334)
Contribution support	\$ 82,500	\$ 40,000	\$ 42,500	\$ 10,000	\$ 20,000	\$ 20,000
Perkins support						
Net	\$ 2,549	\$ 5,989	\$ 34,898	\$ 525	\$ 8,615	\$ 6,666

Did not include Student Fee revenue or related expenses

Medical Laboratory Technician Budget

2 Fall & 1 Spring Cohort

Program Manager, Adjuncts, add FT Faculty in 25-26

	AY 22-23	AY 23-24	AY 24-25	AY 25-26	AY 26-27	AY 27-28
MLT Instruction Credits	37	65	96	133	144	144
MLT Revenue Credits	370	1170	1728	2394	2592	2592
MLT Revenue @ \$81.20	\$ 30,044	\$ 95,004	\$ 140,314	\$ 194,393	\$ 210,470	\$ 210,470
Number of cohorts	1	2	3	4	5	5
Avg Students per cohort	10	18	18	18	18	18
Students in MLT courses	10	36	54	72	90	90
Program Manager credits	24	24	24	24	24	24
FT Faculty		0	0	30	30	30
Adjunct/OL credits	13	41	72	79	90	90
Expenses						
Program Manager Salary & Benefits	\$ 90,000	\$ 91,800	\$ 93,636	\$ 95,509	\$ 97,419	\$ 99,367
FT Faculty Salary & Benefits			\$ -	\$ 80,000	\$ 80,000	\$ 80,000
Adjuncts (\$615 per credit)	\$ 7,995	\$ 25,215	\$ 44,280	\$ 48,585	\$ 55,350	\$ 55,350
Operating Budget	\$ 12,000	\$ 12,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Total Expense	\$ 109,995	\$ 129,015	\$ 147,916	\$ 234,094	\$ 242,769	\$ 244,717
Net before other support	(\$ 79,951)	(\$ 34,011)	(\$ 7,602)	(\$ 39,701)	(\$ 32,298)	(\$ 34,247)
Contribution support	\$ 82,500	\$ 40,000	\$ 42,500	\$ 40,000	\$ 40,000	\$ 40,000
Perkins support						
Net	\$ 2,549	\$ 5,989	\$ 34,898	\$ 299	\$ 7,702	\$ 5,753

Did not include Student Lab Fee revenue or related expenses

Medical Laboratory Technician Program Curriculum

AS in Medical Laboratory Technology

The program curriculum for the AS in Medical Laboratory Technology is 76 credit hours distributed as indicated below.

Program Component	Hours
General Education Requirements	16
Prerequisite Requirements	12
Major Core Courses	48
Total Hours	76

General Education Courses (16 credits)

ENC 1101 College Composition (3)

MAC 1105 College Algebra or course selected from state core in Mathematics (3)

POS 2041 American National Government 3 or AMH 2020 U.S. History Since 1877 (3)

Humanities General Education State Core (3)

CHM 1025C Introduction to Chemistry (4)

Prerequisite Courses (12 credits)

BSC 2085C Human Anatomy & Physiology I w/Lab (4)

BSC 2086C Human Anatomy & Physiology I w/Lab (4)

BSC 1010C General Biology I w/ Lab (4)

Major Core Courses

MLT 1022C Introduction to Medical Laboratory Technology (4)

MLT 1300C Hematology I (4)

MLT 1401C Medical Microbiology (6)

MLT 1500C Immunology & Serology (3)

MLT 1302C Hematology II (4)

MLT 1610C Clinical Chemistry (6)

MLT 1525C Immunohematology (4)

MLT 1221C Urinalysis and Body Fluids (2)

MLT 2800L Clinical Practicum I (4)

MLT 2807L Clinical Practicum II (4)

MLT 2811L Clinical Practicum III (4)

MLT 2930 Capstone (3)



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: January 26, 2022

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 1-17 2020-2021 LSSC Financial Audit

OVERVIEW:

Each year, the State of Florida Auditor General's Office conducts an audit of LSSC's financial statements and presents their report to the District board of Trustees. The audit for the July 1- 2020-June 30, 2021 fiscal is complete.

ANALYSIS:

The Auditor General provided a copy of the FY2021 Audit Report to each member of the District Board of Trustees.

RECOMMENDATION:

It is recommended that the board accept this item as written.



Lake-Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: January 26, 2022

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 1-18 – Seventh Amendment to President's Contract

OVERVIEW:

The President's Contract of Employment for Lake-Sumter State College, Dr. Stanley M. Sidor is reviewed annually and amended, if necessary. The amendments brought before the District Board of Trustees are for the 2021-2022 fiscal year.

ANALYSIS:

The amendments are attached for the Board's Review.

RECOMMENDATION:

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

Lake-Sumter State College's mission is to deliver student success through personal attention and flexible pathways leading to rewarding careers and higher wages.

District Board of Trustees

Mr. Timothy Morris, Chairman
Mr. Peter F. Wahl, Vice Chairman
Dr. Stanley M. Sidor, President
Mrs. Anita Geraci-Carver, Board Attorney

Mr. Bryn Blaise
Mrs. Marcia Butler
Mr. David Hidalgo
Mrs. Jennifer Hooten
Mr. Bret D. Jones
Ms. Emily Lee
Mrs. Ivy Parks

