



Lake Sumter State College

DISTRICT BOARD OF TRUSTEES **Wednesday, February 15, 2023** **Sumter Center**

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

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

Sumter Center
1423 County Road 526 A
Sumterville, FL 33585

Lake-Sumter State College
DISTRICT BOARD OF TRUSTEES
Agenda
Wednesday, February 15, 2023
Sumter Center

4:00 pm Sumter Sign Dedication

Public Board Meeting Immediately Following

- I. CALL TO ORDER - Chairman Bret Jones**
- II. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE**
- III. PUBLIC COMMENT**
*A Public Comment Card must be submitted to the Recording Secretary at least 15 minutes prior to the start of the meeting.
- IV. CONSENT CONSIDERATIONS**
- | | | | |
|---------|--------------|--|----|
| 0223-01 | Approve: | Minutes of the January 12, 2023 Student Engagement Committee | 7 |
| 0223-02 | Approve: | Meeting Minutes of the January 17, 2023 Strategic Planning Committee Meeting | 8 |
| 0223-03 | Approve: | Minutes of the January 18, 2023 Regular Meeting | 9 |
| 0223-04 | Approve: | Minutes of the February 2, 2023 Facilities Committee Meeting | 13 |
| 0223-05 | Acknowledge: | Human Resources Staff Changes | 15 |
| 0223-06 | Approve: | Full-Time Faculty HR Changes | 17 |
| 0223-07 | Acknowledge: | Monthly Fiscal Report for January 2023 | 19 |
| 0223-08 | Approve: | Purchases over \$65,000 | 21 |
| 0223-09 | Acknowledge: | Capital Improvement Projects Report | 22 |
| 0223-10 | Approve: | Proposed Curriculum Changes | 29 |
- V. PRESIDENT'S REPORT** 33
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- VI. VICE PRESIDENT'S REPORTS** 41
0223-12 Mr. Thom Kieft, Vice President of Facilities Planning and Operations
- VII. COMMITTEE REPORTS** 49
0223-13 Executive Committee, Chairman Bret Jones
0223-13 Facilities Committee, Mr. Bryn Blaise
0223-13 Finance and Public-Private Partnerships Committee, Mr. Tim Morris
0223-13 Strategic Planning Committee, Mr. David Hidalgo
0223-13 Student Engagement Committee, Vice Chair Jennifer Hooten
- VIII. BOARD ATTORNEY REPORT** 53
0223-14 Ms. Anita Geraci-Carver's Update

IX. NEW BUSINESS_____ 59

0223-15	Information:	Mid-Year Review 2022-2023 Finances
0223-16	Approve:	Site Designation for Cagan Crossings
0223-17	Approve:	Site Designation for Eustis

X. OTHER CONSIDERATIONS AS NEEDED BY CHAIRMAN/PRESIDENT

XI. ADJOURNMENT

CALENDAR NOTES:

District Board of Trustees Meeting	Wednesday, February 15, 2023 5:30 pm	Sumter Center Room 4118
Finance and Private-Public Partnerships Committee Meeting	Friday, March 3, 2023 3:30 pm	TBD
LSSC Foundation Scholarship Dinner	Tuesday, March 7, 2023 6:00 pm	Leesburg Campus Magnolia Room
Facilities Committee Meeting	Wednesday, March 8, 2023 5:00 pm	Sumter Center Room 4118
Spring Break	March 13 - 17, 2023	All campuses closed
Strategic Planning Committee	Monday, March 20, 2023 4:00 pm	TBD
District Board of Trustees Meeting	Wednesday, March 22, 2023 5:00 pm	South Lake Campus Board Room 327
Finance and Private-Public Partnerships Committee Meeting	Friday, April 7, 2023 3:30 pm	TBD
Facilities Committee Meeting	Wednesday, April 12, 2023 5:00 pm	Sumter Center Room 4118
LSSC 37th Annual Foundation Gala	Friday, April 14, 2023 5:30 pm	The Brownwood Hotel The Villages, FL
District Board of Trustees Meeting	Wednesday, April 19, 2023 5:00 pm	Leesburg Campus Magnolia Room
South Lake Commencement	Wednesday, May 3, 2023 4:00 pm	Clermont Arts & Recreation Center, Clermont, FL
Nurse Pinning Ceremony	Thursday, May 4, 2023 4:00 pm	Leesburg Campus Gymnasium
Leesburg Commencement	Friday, May 5, 2023 4:00 pm	Leesburg Campus Gymnasium
Facilities Committee Meeting	Wednesday, May 10, 2023 5:00 pm	Sumter Center Room 4118
Finance and Private-Public Partnerships Committee Meeting	Friday, May 12, 2023 3:30 pm	TBD
Early College Graduation Ceremony	Saturday, May 13, 2023	TBD
Strategic Planning Committee	Tuesday, May 16, 2023 5:00 pm	TBD
District Board of Trustees Meeting	Wednesday, May 17, 2023 5:00 pm	South Lake Campus Board Room 327
Facilities Committee Meeting	Wednesday, June 7, 2023 5:00 pm	Sumter Center Room 4118
District Board of Trustees Meeting	Wednesday, June 21, 2023 5:00 pm	Leesburg Campus Magnolia Room

Strategic Planning Committee	Tuesday, June 27, 2023 4:00 pm	Zoom
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NO BOARD MEETING IN JULY OR DECEMBER

CONSENT CONSIDERATIONS



Lake-Sumter State College
STUDENT ENGAGEMENT COMMITTEE OF THE DISTRICT BOARD OF TRUSTEES
January 12th, 2023 Minutes
Sumter Center

In attendance: Ms. Jennifer Hooten, Chair, Ms. Ivy Parks, Mr. Bret Jones, President Heather Bigard, Dr. Laura Byrd, Dr. Joseph Mews, and Ms. Kailyn Wurm

Absent: Ms. Emily Lee, Board member

Ms. Jennifer Hooten, Chair, called the meeting to order at 6:03 pm.

Personal Finance/Debt Management

Ms. Jennifer Hooten suggested for the development of tools to help students with financial debt. Dr. Joseph Mews proposed the idea of integrating these tools with SLS or other curriculum courses. Mr. Bret Jones proposed the consideration of student engagement with the College's current systems for financial debt assistance. The committee decided to follow-up on this item with integrating techniques for financial debt resources into orientations at the next meeting.

Socialization

Ms. Jennifer Hooten proposed the opportunity to have food trucks at the College on a reoccurring monthly basis that will be affordable to students. Ms. Ivy Parks discussed the issue of engaging students who attend virtually. President Heather Bigard presented the option to have Student Life focus on these events with intention and student engagement. Dr. Joseph Mews will work with Student Life in offering more food trucks at the College.

Classroom Engagement

Ms. Jennifer Hooten discussed how can faculty get students engaged in class and interested in the course material. Dr. Laura Byrd mentioned that Lakehawk Leadership offers faculty development training that focuses on the needs of the student. President Heather Bigard voiced to the faculty to share their needs for student success, engagement, and support. President Heather Bigard mentioned the opportunity to offer mental health support for faculty that promotes a healthy, supportive environment.

Ms. Jennifer Hooten adjourned the meeting at 7:05 pm.

Respectfully submitted by Kailyn Wurm, Recording Secretary.

Lake-Sumter State College
STRATEGIC PLANNING COMMITTEE OF THE DISTRICT BOARD OF TRUSTEES
January 17th, 2023 Minutes
TBD

In attendance: Mr. David Hidalgo, Chair, Mr. Tim Morris, Mr. Bret Jones, Ms. Ivy Parks, President Heather Bigard, Dr. Laura Byrd, Dr. Joseph Mews, Mr. Nick Kemp, Mr. Thom Kieft, Ms. Karen Hogans, Ms. Kristie Harris, Mr. Bruce Duncan, and Mrs. Kailyn Wurm.

Mr. David Hidalgo, Chair, called the meeting to order at 5:02 pm and provided a recap of the last meeting.

Master Planning Activity

Mr. David Hidalgo suggest the Leesburg Camps may need most of the remodeling for a strategic plan that best supports student success. Mr. Tim Morris will work with President Heather Bigard to research a path for a revenue stream for the Leesburg Campus and report back to this committee.

Programs

Mr. David Hidalgo proposed how the current and future programs of the College fit into a workforce education plan with the possibility to see more technology programs. President Heather Bigard discussed how the College will need to act strategically and intentionally for the pathways and programs into technology to align with the current student and community need. Ms. Karen Hogans explained how the College has worked with the shifting of different teaching modalities for student success. Mr. Bret Jones proposed the College needs to obtain data regarding future program need to help steer the College decisions on future programs. Mr. David Hidalgo discussed the main goal is for students to have easy access to these programs.

Follow-Up

- Mr. David Hidalgo asked to continue to monitor what legislative funds the College can be approved for and how that aligns to the strategic plan with a focus on workforce education.
- Mr. Tim Morris will work with President Heather Bigard to research a path for a revenue stream for the Leesburg Campus and report back to this committee.
- President Heather Bigard proposed further discussion regarding the College's competitiveness in the current market for future program need.

Mr. David Hidalgo adjourned the meeting at 5:51 pm.

Respectfully submitted by Ms. Kailyn Wurm, Recording Secretary.

**DISTRICT BOARD OF TRUSTEES
LAKE-SUMTER STATE COLLEGE
LEESBURG
January 18, 2023**

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

ABSENT: Ms. Emily Lee, Board Member.

CALL-TO-ORDER:

The workshop on Allied Health programs was called to order by Chairman Bret Jones at 4:02 p.m. on January 18, 2023, at the Leesburg campus. Ms. Jessica Shearer, Dr. Joseph Mews, Ms. Kristie Harris, and Dr. Laura Byrd provided a presentation on the overall status of Allied Health programs.

The regular meeting of the District Board of Trustees, Lake-Sumter State College, was called to order by Chairman Bret Jones at 5:00 p.m. on January 18, 2023, at the Leesburg campus. Mr. Jones welcomed those in attendance and invited them to join in the Pledge of Allegiance followed by a moment of silence.

PUBLIC COMMENT:

No Public Comment cards were submitted for the meeting.

CONSENT CONSIDERATIONS:

MOTION to approve, Mr. Pete Wahl, SECOND, Mr. Bryn Blaise, motion passed.

SCHEDULED INFORMATION REPORTS:

President Bigard presented her report.

- Ms. Karen Hogans officially accepted the role of Vice President of Academic Affairs.
- Mr. Thom Kieft was selected as Chair of the South Lake Chamber.
- Funding for Mental Health will be available in the coming year towards programs that help the increasing mental health concerns nationally.
- Increasing efforts are being made to help students conquer struggles in Math.
- President Bigard will be traveling with Ms. Karen Hogans and Dr. Amy Albee to the Higher Learning Commission conference in preparation for the College's accreditation changes in 2027.

- Mr. Nick Kemp is working on technology and advancement upgrades on each campus.
- The College is continuing to create a culture that is best for students and employees to succeed.
- The College called attention to the Governor's letter for requests on DEI and CRT and responded to the request with two items to report.
- The College called attention to the Florida House of Representatives letter for requests on DEI and the response submission is currently underway.
- The College called attention to the statement from the Council of Presidents for the requests on DEI and submitted a response collectively.

Dr. Joseph Mews, VP of Enrollment and Student Affairs, presented the following items:

- Spring 2024 enrollment is up from Fall 2023 with an 8% increase from Spring 2023.
- There is an aggressive strategic plan for engagement of student enrollment.
- Department implemented a multi-service model for student success, with reshaping the staffing model for in-person interactions and reorganized the online interface for student interactions.

Ms. Karen Hogans, VP of Academic Affairs, presented the following items:

- Human Resources Management program will now be under the Bachelor of Applied Science in Strategic Leadership.
- Three full-time faculty members were recently hired.
- The Dedicated Education Unit at AdventHealth is progressing and expanding.
- Math success rates are still a struggle but there are collaborative efforts being made to help students succeed in Math.

Dr. Laura Byrd, VP of Institutional Advancement

- The Annual Campaign kick-off was a huge success and Foundation Fundraising have raised \$145,000 so far towards their goal of \$200,000.
- Working on a CDL grant for the new Eustis location to offer CDL programs.
- The Allied Health grant has been completed.
- The 37th Annual Foundation Gala event is scheduled for April 14th.

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

Mr. Bryn Blaise presented the report for the Facilities Committee Meeting.

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

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

Mr. David Hidalgo presented the report for the Strategic Planning Committee.

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

NEW BUSINESS:

0123-18 – CAGAN CROSSINGS LEASE

The lease agreement with Cagan Crossing Town Center was provided to approve the lease of space for 7 years securing 4,800-square-feet in the Cagan Crossing Town Center.

MOTION to approve the Cagan Crossing Town Center lease agreement, Mr. Pete Wahl, SECOND, Mr. David Hidalgo, motion passed.

0123-19 – PINECREST ACADEMY LEASE ADDENDUM

The Pinecrest Academy Lease Addendum was provided to request an extension of the facility use for one more academic year, no additional space has been requested.

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

0123-20 – AWARDING OF ARCHITECTURAL SERVICES

Ms. Kristie Harris provided three architectural firms who were selected to complete miscellaneous projects for the College with budgets not exceeding \$4 million.

MOTION to approve the three architectural services, Mr. Tim Morris, SECOND, Mr. Pete Wahl, motion passed.

0123-21 – Accreditation Update

Ms. Karen Hogans provided information on steps to transition to a new accreditation agency by January 2027 with Higher Learning Commission. This item was for discussion purposes only.

0123-22 – PURSUE HSCA EXPANSION INTO NORTH LAKE

Dr. Joseph Mews presented the enrollment demand for the need to expand the HSCA program into North Lake beginning Fall of 2023.

MOTION to approve HSCA expansion into North Lake, Mr. Pete Wahl, SECOND, Mr. David Hidalgo, motion passed.

0123-23 - SPORTS BUSINESS PROGRAM

Ms. Karen Hogans provided updates on the Sports Business Program for discussion. The District Board of Trustees asked that the program be re-worked and tailored toward workforce education. This item was for discussion purposes only.

0123-24 – CAPITAL IMPROVEMENT PLAN PRIORITY UPDATE

President Bigard and Mr. Thom Kieft provided updates on the Capital Improvement plan with the new construction of the Workforce Development Center on the Leesburg Campus becoming the top funding priority.

MOTION to approve the Capital Improvement Plan Priority update where the Workforce Development Center is top priority, Mr. Bryn Blaise, SECOND, Mr. Pete Wahl, motion passed.

0123-25 – LEGISLATIVE BUDGET REQUEST

Ms. Kristie Harris provided the legislative budget request for construction of a 50,000-square-foot, 2-story facility on the Leesburg Campus that will replace the existing Leesburg Campus Library and two other outdated and dilapidated buildings. The request for new construction is for support in the development of the Workforce Development Center at the Leesburg Campus.

MOTION to approve the Legislative Budget Request for \$17.5M in state support of the Workforce Development Center on the Leesburg Campus, Mr. Pete Wahl, SECOND, Ms. Jennifer Hooten, motion passed.

OTHER CONSIDERATIONS:

The next regular meeting is scheduled for February 15, 2023 at the Sumter Center.

The meeting was adjourned at 6:37 p.m.

ATTEST:

Mr. Bret Jones, Board Chair

Dr. Heather Bigard, Secretary/College President

Recording Secretary: Kailyn Wurm

**Lake-Sumter State College
FACILITIES COMMITTEE OF THE DISTRICT BOARD OF TRUSTEES
January 2nd, 2023 Minutes
Sumter Center**

In attendance: Mr. Bryn Blaise, Chair, Ms. Jennifer Hooten, President Heather Bigard, Mr. Thom Kieft, Dr. Laura Byrd, and Mrs. Kailyn Wurm.

Absent: Mr. Pete Wahl, Board member, Ms. Kristie Harris, Mr. Bruce Duncan.

Mr. Bryn Blaise, Chair, called the meeting to order at 5:01 pm.

Campus Sign Updates

Mr. Thom Kieft provided photos of the new Sumter Center sign for the upcoming sign dedication on February 15th. The current stop ahead sign will be repaired and a merge sign will also be added. The curbing along the Sumter Center sign is currently broken, but is being replaced prior to the dedication ceremony. There are plans in progress for added plants in the median around the Sumter sign.

Mr. Thom Kieft provided photos of the South Lake Campus signage showing the sign has power installed. There is also new and improved plantings around the sign.

Mr. Thom Kieft showed photos of the Four Corners signage for window banners and signage on the shared monument sign. Mr. Thom Kieft is working with surveyors on the finalizing measurements for installation.

Mr. Thom Kieft is working with Kevin Yurasek for designs of the entrance sign and smaller scaled signage of the Leesburg Campus.

Cagan Crossing Build Out

Mr. Thom Kieft showed the drafted architect drawing of the build out for Cagan Crossing. The space will have a few offices spaces, classrooms, small meeting space, and a large lobby. The College set a deadline to be open and ready at Cagan Crossing by August 1st, 2023.

SSB Bathrooms

Mr. Thom Kieft explained how the current bathrooms in the Student Services Building are not ADA compliant. He is working with construction managers to discuss pricing and location logistics. The bathrooms will be under construction from May-June of 2023.

Other

President Heather Bigard provided a budget update and funds available for future facility opportunities for the College.

Mr. Bryn Blaise adjourned the meeting at 5:36 pm.

Respectfully submitted by Kailyn Wurm, Recording Secretary.

District Board of Trustees

Agenda Item: 0223-05



Office of the President

Human Resources Staff Changes

Background/References

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

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

Summary

Please review attached summary.

Recommendation

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

Human Resources Actions

January 01 – January 29, 2023

New Hires:

Name	Title	Effective Date
Dennis Buckler	Foundation Event Coordinator	1/2/2023
Patricia Krueger	Testing Center Administrative Assistant	1/17/2023
Carol Rabenstine	CDL Examiner	1/9/2023

Staff Status Changes

Name	Change/Title	Effective Date
Steven Clark	Promotion/Dean of Math and Science	1/2/2023
Dr . Ramona Hicks	Department Transfer/Director, Allied Health Operations	1/16/2023
Michael Nathanson	Transfer/ Executive Director, Technology Innovation Operations	1/2/2023
Ariadna Pena	Promotion/Financial Aid Counselor	1/2/2023
John Redman	Promotion/Director, Production & Education Technology Services	1/2/2023
Tracy Simon	Transfer/Academic Advisor	1/16/2023

Staff Resignations:

Name	Title	Effective Date
Cote Huggins	Facilities Technician II	1/9/2023
Christine Robertson	Academic Advisor	1/6/2023

Staff Retirements:

Name	Title	Effective Date
Deborah Outlaw-Kendrick	Financial Aid Counselor	1/3/2023

District Board of Trustees

Agenda Item: 0223-06



Office of the President

Full-Time Faculty Human Resources Changes

Background/References

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

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

Summary

Please review attached summary.

Recommendation

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

Human Resources Actions

January 01 – January 29, 2023

Faculty Appointments:

Name	Title	Effective Date
Tyler Rhodes	Instructor, Political Science	1/9/2023
May Santiago	Medical Laboratory Technology Faculty	1/3/2023
Maoying Song	Instructor, Chemistry	1/2/2023
Raymond Wright	Instructor, Biological Sciences	1/2/2023

Faculty Promotions:

Name	Title	Effective Date
None		

Faculty Resignations:

Name	Title	Effective Date
None		

Faculty Retirements

Name	Title	Effective Date
None		

Faculty Transitions:

Name	Title	Effective Date
None		

District Board of Trustees

Agenda Item: 0223-07



Office of the President

Monthly Fiscal Report for January 2023

Background/References

Each month a report is provided to the District Board of Trustees accounting for the activity in the major operating fund (Fund 1) of the College. This report is prepared by the offices of the Vice President of Finance, and is intended to keep the District Board of Trustees apprised of the financial condition of budget and the operating funds of the College.

Summary

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

Recommendation

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

Lake-Sumter State College
Fiscal Status Report - Fund 1
General Current Fund
July 1, 2022 - January 31, 2023

	FY 2021-22		FY 2022-23			
	Annual Budget	1/31/2022	Annual Budget	1/31/2023	Percent of Budget Earned/Spent	Projected 6/30/2023
REVENUES & BUDGETED FUND BALANCE						
Student Fees						
Fall						
Tuition	\$ 2,802,600	\$ 2,499,112	\$ 2,524,100	\$ 2,802,105	100%+	\$ 2,802,105
Technology Fees	137,500	124,929	127,100	140,113	100%+	140,113
Distance Learning	225,000	307,635	286,800	300,225	100%+	300,225
Dual Enrollment	323,600	358,460	315,300	432,096	100%+	372,497
HSCA Dual Enrollment	446,550	398,460	398,460	352,660	88.5%	352,660
Lab Fees	137,800	88,940	162,810	160,424	98.5%	160,424
Spring						
Tuition	\$ 2,375,100	\$ 2,262,698	\$ 2,253,800	\$ 2,565,239	100%+	2,490,523
Technology Fees	118,900	113,142	113,100	128,268	100%+	124,532
Distance Learning	187,600	292,185	273,700	289,350	100%+	286,485
Dual Enrollment	424,000	380,558	388,700	436,055	100%+	427,505
HSCA Dual Enrollment	419,070	-	357,240	-	-	343,500
Lab Fees	106,700	97,477	134,120	121,642	90.7%	120,438
Summer						
Tuition	\$ 1,071,900	\$ (20,903)	\$ 1,028,200	\$ (15,341)	-1.5%	\$ 1,111,129
Technology Fees	53,400	(1,037)	48,300	(768)	-1.6%	55,570
Distance Learning	99,600	(2,310)	71,400	(1,680)	-2.4%	151,276
Dual Enrollment	-	432	-	(4,895)	-	-
Lab Fees	13,200	(205)	26,560	(560)	-	20,146
Miscellaneous Fees	65,300	41,699	70,100	42,356	60.4%	77,011
Youth Development	280,000	1,275	282,000	807		282,000
Continuing Education	166,100	232,403	1,189,522	399,022	33.5%	665,037
Total Student Tuition and Fees	\$ 9,453,920	\$ 7,174,950	\$ 10,051,312	\$ 8,147,118	81.1%	\$ 10,283,176
General Revenue Operational Support	\$ 13,071,677	\$ 7,625,118	\$ 18,725,937	\$ 10,923,424	58.3%	\$ 18,725,937
General Revenue Nursing Support	-	-	830,059	622,544	75.0%	830,059
General Rev. Student Success Incentive Initiative	296,654	197,769	362,513	217,464	60.0%	362,513
State Dual Enrollment Scholarship Program	-	-	-	462,273		739,276
Educational Enhancement Support	2,317,578	-	2,843,909	-	-	2,843,909
Miscellaneous State Contracts	100,000	-	100,000	-	-	100,000
Federal Support Indirect Cost	100,000	179,042	150,000	51,439	34.3%	110,000
Foundation Support	110,000	-	111,500	-	-	50,000
Other Contracts	238,000	105,757	803,000	158,103	19.7%	256,000
Miscellaneous Revenue	30,400	15,151	17,000	13,605	80.0%	64,786
Uninsured Loss Recovery (HEERF)	510,500	1,600,153	-	220,100	-	220,100
Total Revenues	\$ 26,228,729	\$ 16,897,940	\$ 33,995,230	\$ 20,816,070	61.2%	\$ 34,585,755
Transfers In	702,000	27,509	480,000	-	-	480,000
Total Revenues and Transfers In	\$ 26,930,729	\$ 16,925,449	\$ 34,475,230	\$ 20,816,070	60.4%	\$ 35,065,755
EXPENDITURES						
Personnel Expenditures						
Salaries and Wages	\$ 14,987,926	\$ 7,530,927	\$ 17,401,060	\$ 8,358,391	48.0%	\$ 16,589,192
Benefits	5,860,265	2,941,880	6,643,022	3,282,279	49.4%	6,514,454
Lapse Salary and Benefits	(702,500)	-	(913,250)	-	-	-
Current Operating Expenditures	6,230,561	3,363,942	7,651,568	4,094,341	0.54	7,183,054
Capital Outlay Expenditures	54,449	15,692	5,000	284,079	100%+	283,079
Contingency	500,000	-	500,000	-	-	-
Total Expenditures	\$26,930,701	\$13,852,441	\$31,287,400	\$16,019,090	51%	\$ 30,569,779
Transfer to Fund Other Funds	-	-	(3,000,000)	(3,000,000)		(3,000,000)
Excess of Revenues over (Expenditures)	\$ 28	\$ 3,073,008	\$ 187,830	\$ 1,796,980		\$ 1,495,976

District Board of Trustees

Agenda Item: 0223-08



Office of the President

Purchases over \$65,000

Background/References

Each month a report is provided to the District Board of Trustees accounting for any purchases that have been approved by the President which fall between \$65,000 and \$195,000. This report is prepared by the Department of Financial Affairs, under the oversight of the Vice President of Finance and Chief Financial Officer, and is intended to apprise the Board of purchases that fall under the authority of the President to approve.

The authorization requiring the President's approval of such purchases is guided by Board Rule 6.09, Purchasing.

Summary

Purchases greater than \$65,000 for the period of 1/01/23 to 1/31/23 are attached.

Recommendation

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

Purchase Orders Over \$65,000 – January 2023

Vendor:	Siemens Industry
Item Description:	Replace Chiller Three
Amount:	\$ 103,939.48
Purchase Order #:	P2300433
Vendor Code:	SIEIND

Capital Improvement Projects Report

Background/References

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

Summary

A report on the status on projects is attached.

Recommendation

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

Capital Improvement Projects 2022-2023			
February 2023 Update			
Project Description	CIP Budget	Expended or PO issued as of 2/1/23	Progress To Date
Safety			
Leesburg Campus Fire Safety Upgrade	\$50,000	\$56,075	Fire Alarm System repairs and replacement of devices currently in progress. New FA Panel install has been installed in the Leesburg Student Center.
South Lake Campus Fire Safety Upgrade	\$5,000	\$0	Fire Alarm System repairs and replacement of devices currently in progress. Waiting on materials to be acquired.
Critical Life Safety Modifications	\$100,000	\$17,015	Issues that were reported on the 2021 PDCS walk-thru will be corrected, including emergency lighting, improving fire panels and strobe lights, and exit signs. Repairs to the South Lake Campus Science-Health Bldg. generator.
Emergency Lighting Repairs	\$40,000	\$8,712	A comprehensive list of fixtures are currently in development for procurement. Some lighting purchases, repairs, and replacements have been completed.
Roofs			
Roof Maintenance and Repairs	\$500,000	\$248,683	Center for Teaching and Learning Roof Restoration is near complete, by 2/10/23. Facilities Roof Replacement Bids due 2/14/23, construction timeline (TBD). Leak mitigation/repairs continue through the Dryzone workorder process.
Paving-Grounds			
Sumter Center Irrigation Replacement	\$65,000	\$64,150	New irrigation installation by Dozier completed 9/16/22. Facilities reviewed the system on site with vendor and SSC. Project Complete.
Leesburg Campus Access Road Repaving	\$50,000	\$34,605	Repaving of the access road from College Drive to Parking Lot B on the Leesburg Campus completed 8/5/22.
Tennis Court Resurface	\$30,000	\$0	Athletics Department are currently soliciting contractor proposals for the resurfacing.
Leesburg Campus Parking Lot Repair Sealing & Stripe	\$300,000	\$6,905	Some decorative curbing in parking lots are complete in Leesburg and Sumter. Further design work needs to be completed on Lot B prior to any construction.
New Structure			
South Lake Campus Facilities and Grounds Building Replacement	\$500,000	\$15,941	Design is complete. PDCS courtesy plan review is complete and Building Permit # LSSC22-012 is assigned. Application for Environmental Resource Permit Mods submitted to SJRWMD by Springstead in October. Construction services to begin once the Construction Manager At Risk Continuing Services contract is awarded.

Capital Improvement Projects 2022-2023			
February 2023 Update			
Project Description	CIP Budget	Expended or PO issued as of 2/1/23	Progress To Date
Sumter Center Solar-powered Workforce Instructional Pavilion & Restroom Facility	\$350,000	\$8,548	Design is complete. PDCS courtesy plan review is in process 1/23/23. Bathroom sinks have been received. Construction services to begin once the Construction Manager At Risk Continuing Services contract is awarded.
Leesburg Library			
Leesburg Campus Library Roof Replacement	\$795,000	\$0	Roof redesign was in Design Development, now on Hold. A Building Castaldi Analysis began 1/19/23 to raze the Library in lieu of Remodel. The Roof Budget will get reassigned if the Library is razed. Anticipate the Castaldi Analysis report by early March.
Leesburg Campus Library HVAC	\$800,000	\$0	HVAC was in Design Development, now on Hold. A Building Castaldi Analysis began 1/19/23 to raze the Library in lieu of Remodel. The HVAC Budget will get reassigned if the Library is razed. Anticipate the Castaldi Analysis report by early March.
Leesburg Campus Library Re-purpose/Remodel (LE) Yr 2 of 3	\$2,200,000	\$283,855	Design Development Phase completed 7/1/22. Bid Cost Estimate received 8/19/22 and overbudget. Facilities Board reviewed 8/25/22. Design is on Hold until the formal process to raze a building with State DOE is complete. The Castaldi Analysis began 1/19/23 and the report is anticipated by early March.
HVAC			
South Lake Campus Cooper Memorial Library HVAC	\$300,000	\$408,093	Chiller replacement awarded to Johnson Controls Inc. On site concrete and piping work began 11/30/22. New chiller equipment install is in planning for the week of Spring Break to minimize Campus impact during the crane lifts.
Miscellaneous HVAC Projects	\$500,000	\$285,084	Multiple HVAC projects in progress or completed, including Leesburg Campus Lake Hall, Fine Arts Center, Student Center, Mail Room, and Shipping and Receiving.
Leesburg Campus Cooling Tower Refurbishment & Replacement	\$400,000	\$424,145	Siemens has been awarded to refurbish two cooling towers and replace two cooling towers. Anticipate starting this work closer to Spring Break. Construction timeline (TBD).
South Lake Campus Building 1 HVAC Equipment and Installation	\$250,000	\$292,663	Design is complete. PDCS courtesy plan review is complete and Building Permit # LSSC22-0214 is assigned. The equipment vendors are currently confirming ship dates anticipated this February. Construction services to begin once the Construction Manager At Risk Continuing Services contract is awarded. Construction Timeline (TBD).
Leesburg Campus Building M HVAC Design and Replacement 40 Ton AHU	\$250,000	\$37,726	Design engineering is in progress with Hanson; 90% design completed 1/13/23. 100% Construction Documents are due 2/10/23.
Leesburg Campus Student Center HVAC Design and Replacement	\$250,000	\$0	Design proposal received. Anticipate issuing PO to Hanson and starting design in February.

Capital Improvement Projects 2022-2023

February 2023 Update

Project Description	CIP Budget	Expended or PO issued as of 2/1/23	Progress To Date
Leesburg Campus William Johnson Admin Building HVAC Design and Replacement	\$200,000	\$34,632	Design engineering and site investigations in progress; Additional Scope was reviewed and recommended to proceed with Design 1/26/23. 60% Construction Documents (TBD).
Leesburg Campus Athletic Director's suite HVAC Design and Replacement	\$200,000	\$0	Design proposal received. Anticipate issuing PO to Hanson and starting design in February.
Sumter Center Building 5 HVAC Design and Replacement	\$120,000	\$33,989	Westbrook completed new HVAC installs 10/24/22 - 11/4/22. Demo of existing Bard units will be done later in coordination with Facilities and Construction Manager (TBD).
HVAC Air Quality	\$200,000	\$0	Investigation has taken place to either purchase additional air purifiers or air scrubbers, or install UVC in air handler units.
General			
Furniture and Equipment	\$300,000	\$8,171	On going procurement as approved by leadership.
Signage (All campuses)	\$100,000	\$34,658	New illuminated signs for Bldg. M, Facilities, and Student Services Building have been installed. AdventHealth DEU hallway signs are in design phase. Sumter Center and South Lake Campus monumental signs are now complete. WJ Admin and Lake Hall exterior signage are complete and Lake Hall exterior signage has been ordered. Sumter Center corner sign to be installed on Feb. 7. Monument sign replacement for Leesburg Campus and for the Center for Teaching and Learning in planning.
Building Upgrades			
Building Envelope (various)	\$500,000	\$20,000	Planning to process PO to Raymond, Feb-March for Leesburg Student Services Bldg assessment of the exterior facade. Garland's proposals for Leesburg Science-Math and Gymnasium exterior wall restoration are in review. Garland Repairs and new downspouts for South Lake Campus Bldg. 2 Boardroom completed in January.
Leesburg Campus Faculty Office Building & Lecture Hall Demolition	\$100,000	\$5,200	Formal process to raze a building with State DOE is in process. The Building Castaldi Analysis began 1/19/23. Anticipate the Castaldi Analysis report by early March.
Leesburg Campus Student Services Building Refurbish	\$500,000	\$0	Design Development planning in progress; complete schedule (TBD). Some refresh work in plan to proceed.
AdventHealth Waterman DEU	\$650,000	\$614,129	Construction completed. Nursing Students started in Classroom on 8/23/22. Open House Event 9/1/22. Simulation Equipment installs in Lab spaces completed in September. Some misc. equipment and door hardware installs are scheduled Nov - February.
Leesburg Campus Liberal Arts Building Demo	\$150,000	\$9,000	Formal process to raze a building with State DOE is in process. The Building Castaldi Analysis began 1/19/23. Anticipate the Castaldi Analysis report by early March.

Capital Improvement Projects 2022-2023

February 2023 Update

Project Description	CIP Budget	Expended or PO issued as of 2/1/23	Progress To Date
Exterior Painting Projects	\$150,000	\$75,818	Refresh painting is on-going. Exterior doors, arium floors/railings completed at South Lake Bldg. 2. Sumter Center exterior doors are complete. Exterior painting for the Leesburg Campus William-Johnson Building and Student Center completed November. Leesburg Lake Hall exterior doors, brick surfaces, gutters/downspouts and Paint Refresh at the Athletics Concession Stand are near complete. Center for Teaching & Learning to start exterior painting after the roof restoration work is complete.
Interior Painting	\$150,000	\$37,074	Various painting projects on the South Lake Campus including new Veterans Lounge, Bldg. 1 Lobby, and security office. In Leesburg, there has been painting projects completed in Fine Arts, Student Services Bldg., and the Health Sciences Center.
Leesburg Campus Fine Arts Bldg. Restroom Refresh	\$5,000	\$0	It has been decided to not invest additional funds for these restrooms at this time.
Leesburg Campus Magnolia Restroom Refresh	\$60,000	\$12,415	This project will be completed in the next couple months. Wall repair work began in the Women's RR late November is complete.
Leesburg Campus Student Services Building - Build ADA Restrooms	\$420,000	\$33,960	Design is complete and drawing forwarded to PDCS for courtesy review 1/23/23. The 1st & 2nd floor Restrooms will be renovated simultaneously. Met with Faden Builders 1/27/23 to review the project scope. Construction timeline (TBD).
South Lake Campus Building #2 First Floor Renovation	\$205,000	\$0	Initial Planning meeting held 4/15/21. Including budget in next year's CIP in discussion. Design Services may begin once the Architectural Continuing Services Contracts are awarded.
Leesburg Campus Emerging Media Center (FA)/Auditorium Planning, Design & Development	\$400,000	\$0	Architectural and Engineering proposals are currently on hold for the FA Building.
South Lake Campus Nursing Simulation Lab Expansion	\$100,000	\$0	In planning. Examined the space in South Lake Campus Science-Health Bldg. with Nursing and Respiratory Care leadership Oct - Nov. Next steps include working with an Architect with target to be up and running by Fall 2023.
Leesburg Campus Center for Teaching and Learning Refresh	\$50,000	\$7,700	Project is in progress to refressh the testing rooms. Anticipate completion February 2023.
WJ Bldg. Financial Services Refresh	\$30,000	\$28,497	Painting of offices and common area as well as new carpet flooring completed January 2023.
Total:	\$13,105,000	\$3,147,444	

District Board of Trustees

Agenda Item: 0223-10



Proposed Curriculum Changes

Background/References

The Curriculum and Instruction committee prepares a monthly report on the status of committee business.

Summary

A report on the status on Curriculum and Instruction transactions and workgroup activity is attached.

Recommendation

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

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

Committee Chairperson

Digitally signed by Christopher Sargent
DN: cn=Christopher Sargent, o=Lake-
Sumter State College, ou=Academic
Affairs - Workforce Development,
email=sargent.c@lsscc.edu, c=US
Date: 2023.01.27 16:39:00 -05'00'

Digitally signed by Karne Hogans
DN: cn=Karne Hogans, o=Lake-Sumter
State College, ou=VP Academic Affairs,
email=hogansk@lsscc.edu, c=US
Date: 2023.01.27 19:45:43 -05'00'

2/3/2023

30

**PRESIDENT'S
REPORT**



District Board of Trustees

Agenda Item: 0223-11



President's Update

Background/References

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

Summary

The reports contain information in reference to Legislative Updates, meetings and other miscellaneous items.

Recommendation

This item is provided as information only.



February 7, 2023

Dear Members of the District Board of Trustees,

The spring term is well underway and the new student success initiatives are showing early signs of success. Our enrollment remains steady at a 9% increase over last spring and the summer and fall schedule is nearly complete. I have focused most of the last few weeks on preparing for the legislative session, evaluating new program requests, attending events to promote the College, and laying the groundwork for the strategic planning work this spring.

Legislative Affairs

- I am attending the ACCT Legislative Summit in Washington, DC and will join other Florida College System (FCS) Presidents in visiting our local delegation. At the federal level, we are advocating for increased funding and flexibility for Pell Grants and a variety of funding initiatives to support workforce development programming.
- The Governor released his budget 2 weeks ago and has followed through with additional base support for the FCS. We are in a favorable position with a potential net increase of \$820,984, plus designated funding for the emerging media center at \$4 million and funding for a renovation of the 1st floor of building 2 in South Lake for \$916,667. New construction dollars were not included in his budget, including our Workforce Development Center. Later this month and throughout the legislative session, I plan to visit Tallahassee to support our request.
- The FCS will be asking for additional funding to support workforce development initiatives, dual enrollment, and potentially health insurance.

Program Development

- Construction Management – Our team is working to develop a program in response to the community demand. We have an opportunity to request ARPA funds from Lake County to support the development of the program.
- Teacher Education – I have met with both superintendents who have indicated that they need teachers in all grade levels. We have a joint meeting with Lake County this month to narrow the focus in an effort to create a program proposal.
- Waste Water Management – Leaders from both Lake and Sumter Counties have asked me about starting a waste water management program. Our team is researching the job market and meeting with industry leaders to learn more about this opportunity.
- Sports Leadership – Consistent with our discussion at the last meeting, we are planning to develop a sports leadership track within our BAS in Strategic Leadership and will continue to research the local job market to align a full program with career opportunities.



Advocacy and Events

- As the presenting speaker at the South Lake Chamber Breakfast on January 20, 2023, I had the opportunity to provide an update on LSSC and welcome Thom Kieft as the new board chair.
- Hosted a partnership meeting with Sumter County Schools on January 25, 2023, and learned about the growth in their career and technical education programs. There are opportunities for us to develop more intentional pathways to our programs.
- The President's Cabinet attended the South Lake Business Awards on January 26, 2023.
- The Early College Family Fun Day on January 28, 2023, was well attended by local families interested in dual enrollment opportunities at LSSC.
- A dedication of the DEU at Orlando Health South Lake Hospital was held on January 31, 2023. Members of our Board, nursing faculty, the President's Cabinet, students, the hospital leadership team and Livewell Foundation members were in attendance.
- Attended the Eustis Chamber Breakfast on February 1, 2023, where we were welcomed as new members.
- Attended the Orlando Health South Lake Gala on February 3, 2023.

The internal strategic planning process will kick-off this month and include a working session with faculty, staff, and students on the mission, vision, and values of LSSC, followed by convenings to create a 3-year strategic plan. Regular updates will be shared with the Board's Strategic Planning Committee through final by the full Board in May.

A report from each Vice President is included to provide highlights and accomplishments in each of their areas.

Sincerely,

Dr. Heather Bigard
President

Marketing and Strategic Communications

Kevin Yurasek, Executive Director

- #LoveMyCollege campaign was launched for February. This month-long campaign will showcase the impacts that LSSC has on the community and allow employees to come together to celebrate their commitment to our students and the high-quality education provided by LSSC. Each day in February, you will see a post on social media from a student, employee, and community sharing why they love LSSC.
- 60th Anniversary Celebrations – a speaker series featuring 6 alumni starting on Feb. 28, an interactive museum opening in March, a documentary in development, and more to come!
- Employment Advertising - promoting employment opportunities through advertising on social media, the billboard on 441 in Leesburg, and print media.
- Four Corners - New signs and window graphics will be installed at the Four Corners location in February. Spanish materials are also in production.
- CDL – Continuing to promote Commercial Driver (CDL) training program through social media and paid Google search ads
- Special Events & Public Appearances:
 - President Bigard presented to the South Lake Chamber of Commerce in January. This participation also generated local press coverage from the South Lake Tablet (southlaketablet.com) and various publications of the Clermont News Leader (midfloridanewspapers.com)
 - President Bigard, President Sewell, and the Nursing and Allied Health teams were showcased at the celebration of the Dedicated Education Unit at Orlando Health South Lake Hospital. This event received local press coverage, including a showcase of nursing student Kevin Nanden.
 - Orlando Sentinel ad with job opportunities to run on 2/16 and then once monthly
 - Village Daily Sun job ads ran each week in January and will continue once monthly
- In January 2023, LSSC had 71,077 impressions on social media posts with 2,221 engagements for an engagement rate of 2.77% (average is between 1-5%). All College accounts have 22,092 fans and continues to grow.



*Coming
Fall 2023*

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Lake Sumter
State College

You have goals.
We have options.

Tú tienes metas,
*nosotros te
tenemos opciones.*



Are you ready to make a difference?

Share Your Experiences With Future Generations



This is an exciting time at Lake-Sumter State College! We are embarking on a bold journey to transform the ways in which we connect and educate our students while embracing our rich history of high-quality education and personalized student support services.

When you join our team, you'll have the opportunity to connect and collaborate with incredible faculty and staff who are focused on making a real difference in the lives of students in our community. Together, we will create a significant impact to meet the needs of today's students and prepare for future generations. You will have the opportunity to give back and make a difference in your community through teaching, mentoring, and supporting students.

POSITIONS AVAILABLE NOW

Part-Time & Full-Time Positions

TEACHING ROLES

Anatomy & Physiology
Biological Sciences
Chemistry
Earth Science
Electrical Distribution

Engineering

English
Humanities
Mathematics
Medical Lab Tech
Microbiology

Nursing

Physical Science
Physics
Speech/Public Speaking

STAFF ROLES

Academic Affairs
Career Advising
Enrollment Services
Finance Services

Human Resources

IT Services
Student Tutoring



www.LSSC.edu/jobs | (352) 365-3557 | workwithus@lssc.edu

Remote/Hybrid Options Available for Many Instructors



Lake Sumter
State College

VICE PRESIDENT'S UPDATES



District Board of Trustees

Agenda Item: 0223-12



Office of the President

Vice President's Updates

Background/References

Each month the college Vice Presidents present the District Board of Trustees with an updated report on Lake-Sumter State College business and events surrounding the college.

Summary

The reports contain information regarding the planning and operations in all divisions of the college.

Recommendation

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

**Enrollment & Student Affairs Division
Update for the President and Board of Trustees
February 16, 2023**

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

Enrollment Summary

As of February 1, Spring 2023 enrollment stands at 4,514 headcount, an increase of 9.2% (+379) compared to this time last year. Spring enrollment will continue throughout the month, leading up to our second bi-term, which begins February 27. Summer and fall semester registration windows open on March 6.

Recruitment & Enrollment

- Recruitment and enrollment activities remain active for the Spring 2023 second bi-term, which begins February 27.
- Thus far, over \$3.2 million in federal financial aid has been awarded to students enrolled for the spring semester, including over \$2.3 million in Pell Grant funding.

Early College Programs

- Our Early College Academy agreements have been executed for the 2023-24 academic year, including a new Criminal Justice Early College Academy planned to begin in Mount Dora this fall.
- Educational Opportunity Programs (EOP) staff hosted a successful Early College Community Celebration on January 28 with attendance of more than 150 students and community members, highlighting cultural food, music, art, and history.

Retention & Student Engagement

- Academic advisors maintain active communication with enrolled students, promoting campus resources, providing important reminders, and encouraging students to get involved as we prepare for summer and fall registration.
- Welcome Back Student Events brought our campuses to life with music, food trucks, fun and plenty of LSSC school spirit.
- A new five-week student leadership series called “Lakehawks Lead” kicked off in January on the South Lake & Leesburg Campuses. The series promotes foundational elements of leadership with intentional connections to student circumstances.

Graduation & Student Outcomes

- Conferral of Fall 2022 credentials is complete. We conferred a total of 287 certificates and degrees, an increase of 19.1% (+46) compared to the previous year. This year’s total includes conferral of 227 associate degrees, 33 baccalaureate degrees, and 27 certificates.

Division Leadership

Ms. Arminta Johnson, Associate Vice President of Enrollment Services
Ms. Jennifer Manson, Director of Academic Advising
Dr. Roland Nunez, Executive Director of Early College Programs
Ms. Carolyn Scott, Dean of Students

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

Ms. Karen Hogans, Vice President of Academic Affairs

Student Achievement

- The application period has been extended for the AS in Nursing program and the entry test options have been expanded in order to provide more opportunities for students to apply to the program.
- Six (6) AS in Nursing students have signed up for the Money Back Guarantee program.
- New elective credit courses will be offered in the summer & fall semesters for BS in Nursing students. The courses are provided to support retention and completion.
- At present, 5 applications have been received for the Honors Program class of 2025. We have 19 slots available, as one has been allocated for a student who was already admitted and deferred. The priority application deadline is March 1, 2023.

Programs and Partnerships

- The South Lake DEU (dedicated education unit for AS in Nursing students) grand opening was held Tuesday January 31, 2023.
- Mr. Alberto Luma, Engineering Technology program faculty, visited the Villages High School with the college's recruitment team to present the Mechatronics and Relay programs to the Engineering students. Thirty-seven students were in attendance.
- Vice President Karen Hogans, Mr. Bruce Duncan, and Dr. Christopher Sargent attended the RoMac Builders Box Lunch. We presented information about LSSC and answered questions from builders and students in attendance about what our program might offer to the local construction industry.

Teaching and Learning

- Math professor Awilda Lopez has been holding weekly presentations open to all students to provide skills needed to be successful in college courses.
- The embedded tutor project has been continued this semester. Embedded tutors work one-to-one with at-risk students in select math, science, and Spanish courses.

Other

- The ACEN (Accreditation Commission for Education) visit to review our Associated in Science in Nursing (ASN) is scheduled February 14-16, 2023.

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

Thom Kieft, Vice President, Facilities Planning and Operations

Facilities and Resource Development

Leesburg Campus

- Facilities and Campus Transformation staff met with Faden Builders for a kick-off meeting to discuss the Student Services Building bathroom renovation project on January 27. Pricing will take 3-4 weeks and construction will be from April-June 2023.
- The Center for Teaching and Learning (CTL) is having the roof restoration. A portion of it was replaced due to wet insulation and new gutters have also been installed. The roof is complete and the vendor is waiting for metal to complete the downspouts.
- Facilities partnered with Campus Transformations to make improvements to the interior and exterior of the baseball/softball complex concession stand, press box, and dugouts. The building exterior and bathrooms interior were painted as well as improvements with concession stand equipment and electrical.

Sumter Center

- Facilities and Marketing staff met with the sign vendor to identify the location of an additional LSSC sign near the corner of CR 526A and CR 528. This sign should be installed by Feb. 7.

South Lake Campus

- Facilities staff have met with HuntonBrady architects on two occasions at the Cagan Crossings Town Center location to examine the location. HuntonBrady has already drafted an initial concept sketch of the 4,800 sq. ft. space. On Jan. 31, HuntonBrady, WELBRO Construction, and Matern engineers met with Facilities staff at the location to further their investigative work.
- The South Lake Campus monument sign was completed with red brick installed at the base of the sign. The message board is now fully operational as it is displaying LSSC events and opportunities.

Workplace Environment and Culture

- LSSC Campus Safety held a joint Campus Safety and Security Workshop with the University of Central Florida at the South Lake Campus on January 26, 2023. The Clermont Police Department led by Chief Chuck Broadway presented at the workshop as well as LSSC's Dean of Students Carolyn Scott.
- The CARE Team, which is composed of members from Student Affairs, Student Accessibility Services and Campus Safety, met to discuss planning engagement activities and training for students, faculty, and staff for late spring, early summer, and fall.
- The Sumter Center hosted the Sumter Center Operations and Joint Partnership meeting as well as the Board Facilities Committee in the last month.

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

Nick Kemp, Vice President of Technology Innovation/CIO

Facilities and Resource Development

- The College-wide assessment program continues to make progress this Spring semester. Each of the Service Areas are finalizing their 2023-2024 outcomes and assessment methods within AEFIS before the Institutional Assessment & Effectiveness committee begins its review of the submissions. Academic programs and Gen. Ed. Areas are also implementing the newly established ISLO rubrics for Communication & Social Responsibility for more than 30 courses. We are excited to better understand how our students are developing these competencies through their various courses.
 - 26 Service Areas are finalizing their 2023-2024 outcomes and assessment methods within the College's assessment platform and 6 new assessment plans are being established (given the College's reorganization)
 - Academic programs (including Gen. Ed.) are also implementing the newly established institutional student learning outcome (ISLO) rubrics for Communication & Social Responsibility in 30 courses.
- “Fall at a glance” dashboards have been built in an all new PowerBi environment and shared with Cabinet. This new environment affords us the opportunity to accelerate our data analysis and build new metrics. The data model is more durable and scalable.
- LSSC information system security successfully repelled 21K phishing e-mail attacks on our student system with 0 of those emails being delivered.
- We are proceeding with Cisco Duo Multi-Factor Authentication (MFA) which is required for both Cyberinsurance and Graham-Leach-Bliley Act (GLBA) to meet the 2/20/2023 Cyberinsurance deadline. The purpose of MFA at login is to ensure that only verified employee accounts are accessing the network and sensitive Personally Identifiable Information (PII) data.
- The External Penetration Test (Pen Test), the remediation of those vulnerabilities and the Incident Response (and table top exercise), are all part of the GLBA/National Institute of Standards & Technology (NIST) requirements that we are pursuing this month.
- Once all GLBA/NIST requirements are in place, the Director of Information Systems Security (DISS) will begin reporting in writing, regularly and at least annually, to the District Board of Trustees.
- LSSC has recently implemented a system to protect our internal resources from non-trusted (and trusted) devices. LSSC-Admin is now only allowed to be used if there are proper protections in place on any wireless device.

Division Leadership

Dr. Mark Duslak, Executive Director Process Improvement & Institutional Research

Dr. Elizabeth Manuel, Director of Assessment

Mike Nathanson, Executive Director of Technology Innovation Operations

Rob Johnson, Director of Technology Infrastructure

Dave Phillips, Director of Information Systems Security

Devin Horvath, Director of Enterprise Systems

Wes Redman, Director of Production & Education Technology Services

Naomi Gonzalez-Freites, Director Production Studio

Division of Institutional Advancement

Update for the President and Board of Trustees

February 15, 2023

Dr. Laura Byrd, Senior Vice President, Institutional Advancement

Student Achievement

- Lakehawk Career Connect
 - A total of 732 employers are currently registered with Lakehawk Career Connect.
 - A total of 271 active job postings in January 2023. This is an increase of 84 postings over January 2022.
- Help us celebrate our donors and scholarship recipients at the 6th Annual Scholarship Dinner on Tuesday, March 7 on the Leesburg Campus. All Foundation Scholarship recipients from the last academic year are invited to share a meal with Foundation donors who help make their education a reality.

Facilities and Resource Development

- The LSSC Foundation plans to award \$300,000 in scholarships for Summer 2023. The application will open from March 1–31, and all LSSC students with a 2.0 GPA are eligible to apply.
- LSSC is submitting a United States Economic Development Administration Grant to support the Commercial Driver's License and Lineworker project on the donated property from the City of Eustis. The application will total \$2,000,000. LSSC will be required to complete a match of \$400,000.
- The Performing Arts Series has raised \$111,781 in ticket sales, sponsorships, and contributions to date and one remaining show, scheduled in March.
- The 2023 Shamrock Shuffle is scheduled for Saturday, March 4 at 8:00 am at the South Lake Campus. Over 150 runners/walkers are expected to participate. Over \$9,000 has been secured in sponsorships, with additional prospective sponsors being solicited.
- The Annual Campaign has raised \$154,363, to date through community, employee and board member gifts.
- Planning is underway for the 37th Annual Gala, scheduled for Friday, April 14, 2023, at the Brownwood Hotel. Sponsorships in the amount of \$90,500 have been secured to date.

GIFTS & CONTRIBUTIONS OVER \$1,000 RECEIVED JANUARY 1 – 31, 2023

Name	Gift Amount	Fund Description	Gift Subtype
First National Bank Of Mt. Dora	\$1,000	Golf Tournament	Sponsorship
First National Bank Of Mt. Dora	\$5,000	Gala	Sponsorship
The Mary C. Manser Family Trust	\$2,451	Manser Completion Endowment	Contribution
SSC Services for Education	\$5,000	Gala	Sponsorship
Whitehouse & Cooper	\$1,750	Gala	Sponsorship
Anonymous	\$15,000	McKee Endowment for Nursing Scholarship	Addition to Endowment
Orange Blossom Lions	\$3,000	Lions Club - Orange Blossom Gardens	Scholarships
Live Well Foundation of South Lake	\$1,000,000	Live Well Foundation Nursing Expansion	Grant Revenue
Total	\$1,033,201		

**BOARD COMMITTEE
REPORTS**



District Board of Trustees

Agenda Item: 0223-13



Office of the President

Board Committee Reports

- I. Executive Committee – Mr. Bret Jones
- II. Facilities Committee – Mr. Bryn Blaise
- III. Finance and Private-Public Partnerships Committee – Mr. Tim Morris
- IV. Strategic Planning Committee – Mr. David Hidalgo
- V. Student Engagement Committee – Ms. Jennifer Hooten

**BOARD ATTORNEY
REPORT**



District Board of Trustees

Agenda Item: 0223-14



Office of the President

Board Attorney Report

Background/References

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.

Summary

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

Recommendation

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



February 2, 2023

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

Re: Board Attorney Report for February 15, 2023

Dear Trustees:

Below is an update on several matters of interest to the Board.

Karen Parker v. Lake-Sumter State College and Leadership Lake County, Inc., Lake County Case No. 2019-CA-001641. Ms. Parker alleges the College was negligent surrounding an alleged incident on August 18, 2016 where Ms. Parker claims she was injured when she tripped and fell while attending an event on the Leesburg campus. Discovery is ongoing. On March 15, 2022 Leadership Lake County, Inc. filed an Amended Notice of Appearance listing two attorneys who will be representing its interests. Discovery is ongoing. Mediation was held September 1, 2022. A settlement was not reached at mediation. Discovery is continuing. On February 2, 2023 Dr. Bigard and I had a conference call with Dylan Hall, the attorney defending the College to discuss the status of the case.

David Walton v. Lake Sumter State College, Case No. 2021-01; 5D22-0794. On March 31, 2022 Dr. Walton filed an Administrative Notice of Appeal with the Fifth District Court of Appeal seeking judicial review of the Board of Trustee's decision. Attorney Brian Koji will be representing the College in the appeal. Mediation was held May 26, 2022 and resulted in an impasse. Oral arguments were held February 7, 2023. Once the DCA enters an order with its decision a copy will be provided to the Board.

United Faculty of Florida-Lake Sumter State College (full-time teaching faculty). During negotiations held October 11, 2022 the UFF indicated they are declaring impasse in the negotiations. The outstanding issue is the discipline article. After submitting its written declaration of impasse to PERC, PERC will appoint a Special Magistrate who will hear from each party then issue a recommendation to the Board of Trustees for consideration. A declaration of impasse has not been filed as of this date.

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

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

Respectfully submitted,



Anita Geraci-Carver

cc: Dr. Bigard, President



**NEW
BUSINESS**



District Board of Trustees

Agenda Item: 0223-15



Office of the President

Mid-Year Review 2022-2023

Background/References

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

Summary

A PowerPoint will be presented.

Recommendation

This item is for information purposes only.

Site Designation for Cagan Crossings Location

Background/References

Pursuant to Florida Admin Rule 6A-14.0061 Campus, Center, Special Purpose Center and Instructional Site Designations, the Division of Florida Colleges shall receive proposals from local boards of trustees to establish campuses, centers, and special purpose centers, and shall recommend for or against the establishment of the requested site to the State Board of Education. The State Board of Education shall approve or disapprove the proposal for a new site.

A Special Purpose Center is a unit of a college consisting of college owned facilities or unowned facilities leased for more than one year that provides a limited number of special, clearly defined programs or services, such as instruction or administration.

Summary

President Bigard recommends to the LSSC District Board of Trustees to designate the new Cagan Crossings Town Center location as a Special Purpose Center that initially focuses on instructional delivery of general education courses. Due to community need for higher education options in the Four Corners area, college staff and Facilities Committee have considered alternative locations for an instructional site in the area, including the 2nd floor of the Cagan Crossings Library. There is a growing underserved population of residents in the area and enrollment projections justify the need for a leased facility for LSSC to expand its instructional offerings.

Recommendation

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

Site Designation for Eustis Location

Background/References

Pursuant to Florida Admin Rule 6A-14.0061 Campus, Center, Special Purpose Center and Instructional Site Designations, the Division of Florida Colleges shall receive proposals from local boards of trustees to establish campuses, centers, and special purpose centers, and shall recommend for or against the establishment of the requested site to the State Board of Education. The State Board of Education shall approve or disapprove the proposal for a new site.

A Special Purpose Center is a unit of a college consisting of college owned facilities or unowned facilities leased for more than one year that provides a limited number of special, clearly defined programs or services, such as instruction or administration.

Summary

President Bigard recommends to the LSSC District Board of Trustees to designate the new Eustis location as a Special Purpose Center that focuses on the instructional delivery of the Commercial Driver's License (CDL) and Utility Lineworker programs on the 4 acres of donated land from the City of Eustis. Due to industry need and enrollment success of the CDL program at the Sumter Center, college staff have examined multiple locations in Lake County to expand the CDL program and have determined the City of Eustis donated property to be an ideal location since it has limited residential neighbors and business partners are in close vicinity.

Recommendation

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

OTHER CONSIDERATIONS





Lake-Sumter State College delivers student success through personal attention and flexible pathways leading to rewarding careers and higher wages.

District Board of Trustees

Mr. Bret Jones, Chair

Ms. Jennifer Hooten, Vice Chair

Dr. Heather Bigard, President

Ms. Anita Geraci-Carver, Board Attorney

Mr. Bryn Blaise

Mr. David Hidalgo

Ms. Emily Lee

Mr. Timothy Morris

Ms. Ivy Parks

Mr. Peter Wahl

