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# Lake Sumter State College

## **DISTRICT BOARD OF TRUSTEES**

**WEDNESDAY, FEBRUARY 17, 2021**

**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

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**Lake-Sumter State College  
DISTRICT BOARD OF TRUSTEES  
Wednesday, February 17, 2021  
Sumter Center**

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

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

**III. PUBLIC COMMENT**

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

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

**ACTIONS and ACKNOWLEDGEMENTS**

- 2-01 Action: Minutes of January 20, 2021 Regular Meeting
- 2-02 Action: Minutes of January 20, 2021 Facilities Committee
- 2-03 Action: Minutes of January 28, 2021 Facilities Committee Meeting
- 2-04 Action: Minutes of January 28, 2021 Special Board Meeting
- 2-05 Acknowledge: Human Resources Transactions Staff
- 2-06 Action: Curriculum Revisions
- 2-07 Action: Monthly Fiscal Report for January 2021
- 2-08 Acknowledgement: Facilities Update
- 2-09 Action: Purchases Over \$25,000

**SCHEDULED INFORMATION REPORTS** (Tab B)

- 2-10 President's Update..... Dr. Sidor
  - Meetings/Activities/Misc.
  - Legislative Update
  - Vice Presidents Report (Bigard, Brady, Vitale, Byrd)
- 2-11 Committee Reports.....Mr. Wahl
  - Executive Committee
  - Facilities Committee
- 2-12 Board Attorney's Report ..... Mrs. Geraci-Carver

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

**SECOND READING**

- 2-13 Action: Second Reading: Revision to Board Rule 1.02.....Dr. Bigard
- 2-14 Information: Mid-Year Review/2021-2022 Finances .....Dr. Bigard
- 2-15 Action: Health Science Management AS Degree ..... Dr. Vitale

**OTHER CONSIDERATIONS** .....Mr. Wahl/Dr. Sidor  
As Needed by Chairman/President

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

**UFF Update Closed Session with Brian Koji** ..... **B. Koji**

## **CALENDAR NOTES**

<b>Next Executive Committee Meeting</b>	<b>Tuesday, March 9, 2021</b>	<b>Leesburg Campus</b>
<b>Next Board Meeting</b>	<b>Wednesday, March 24, 2021</b>	<b>Leesburg Center</b>
<b>Shamrock Shuffle</b>	<b>Saturday, March 6, 2021 8 am</b>	<b>South Lake Campus</b>
<b>Spring Break</b>	<b>Sunday, March 14-21, 2021</b>	<b>Campuses Closed</b>
<b>Crossing the Stage Event</b>	<b>April 7, 2021, 3-5 pm</b>	<b>Clermont City Center</b>
<b>Crossing the Stage Event</b>	<b>April 8, 2021, 10:30-noon and 2-4 pm</b>	<b>Paul P. Williams Fine Arts Auditorium</b>
<b>LSSC Foundation Gala</b>	<b>April 9, 2021, 5:30 pm</b>	<b>Venetian Center</b>



Lake-Sumter  
State College

## OFFICE OF THE PRESIDENT

Present to the Board: February 17, 2021

TO: Lake-Sumter State College  
District Board of Trustees

FROM: Stanley M. Sidor  
President

RE: 2-01 – Minutes of January 20, 2021 Board of Trustees Meeting

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### **OVERVIEW:**

Attached are the minutes of January 20, 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  
JANUARY 20, 2021**

The regular meeting of the District Board of Trustees, Lake-Sumter State College, was called to order at 5:00 p.m. on January 20, 2021, at the Sumter Center in the Clark Maxwell Building, room 4107/4108 and via Zoom, by Mr. Peter F. Wahl, Chairman. In attendance was Mr. Bryn Blaise, Mrs. Jennifer Hill, Mrs. Jennifer Hooten, Mr. Bret Jones (zoom), Emily Lee and Tim Morris. Mr. Wahl welcomed those in attendance and invited them to join in the Pledge of Allegiance followed by a moment of silence.

A public comment card was filed and the speaker was allowed the allotted time for comment. (Documents have been filed for audit)

**CONSENT CONSIDERATIONS- ACTIONS and ACKNOWLEDGEMENTS**

Tim Morris moved and Jennifer Hill seconded the motion to approve as presented agenda items numbers 1-01 through 1-06 as follows:

**Minutes of November 18, 2020, Regular Board Meeting**

*2021-01-01*

**Curriculum Revisions**

*2021-01-02*

**Human Resources Transactions**

*2021-01-03*

**Appointments of:**

Roland Albert	effective date 01/11/2021
Arminta Johnson	effective date 12/01/2020
Dr. Steven Hanneman	effective date 12/17/2020
Nia Hannon	effective date 01/11/2021
Marko Stanisic	effective date 01/11/2021
Shaun Word	effective date 11/03/2020

**Resignation of:**

Pamela Fletcher	effective date 12/31/2020
Dallas Henley	effective date 12/31/2020
Sandy Litton	effective date 12/31/2020
Cyril Williams	effective date 01/05/2021

**Retirement of:**

Elizabeth Downey	effective date 12/31/2020
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**Deceased:**

Scott Pierce	effective date 12/14/2020
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## **Monthly Fiscal Report for December 2020**

2021-01-04

## **Facilities Update**

2021-01-05

## **Purchases over \$25,000**

2021-01-06

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

## **SCHEDULED INFORMATION REPORTS**

### **President’s Update**

2021-01-07

Dr. Sidor reported on current legislative items the Council of Presidents are discussing.

- Budgets cuts 10% above the 6% hold back. A special session will more than likely be called in order to consider the governors recommendations.
- Bills of interest: House Bill135, SB532-AS in nursing for technical Colleges, HB6001 open carry on campus, HB51 charter school authorization from county.
- Association of Florida Colleges discussing revisions to service provided to FCS employees and member institutions. LSSC not releasing instructional dues until we see a direct return on investment. COP dues have been issued.
- Shared use facilities discussions with Academica is still moving forward.
- Forming a small college consortium to work together and find opportunities for shared expenses/use with goal of cost reductions. A zoom call will be scheduled to discuss how to proceed.

The meeting was recessed for dinner 5:12 pm and reconvened at 5:35 pm.

### **Dr. Michael Vitale**

Dr. Vitale reported on the following:

- online tutoring and reference began for the Spring semester January 11.
- CircleIn, an online study software, will be implemented by January 25.
- QEP Information Literacy Conference was a huge success. More than 350 people registered for the conference. Surveys have been sent to all attendees to solicit feedback.
- Six students completed the Corrections Leadership Academy in December, 2020. These students were from both the state Sumter Correctional Facility and Lake County Sheriff’s office.
- Sandy McShane, Assistant Director for Workforce Programs, was selected as the Secretary of the Florida Career Pathways Network. She will begin serving her term immediately.
- The Electrical Apprenticeship program, in partnership with Electrical Works in Leesburg, began its first cohort of students this month.
- The pass rate for the AS Degree in Nursing from the spring of 2020 for the NCLEX examination was 95.6%. Nationally the pass rate was 87.5%.



- The nursing students will be working with the Lake County and are working on an agreement to also assist Sumter County health departments in the administering of COVID19 vaccinations.
- AVP Kieft, Dean Hogans, and Dr. Vitale visited Miami on December 10-11, 2020 to tour various Mater and Pinecrest Academy schools and engage their leadership teams in discussion of our partnership
- Jeremy Norton, Associate Professor of Political Science, was selected as the AFC Professor of the Year upon Mr. Norton presenting Zoom teaching demonstrations the week of Nov. 16
- Sumter County Schools – LSSC Math and English professional development days are being planned this semester
- New course materials being piloted in Science this semester; faculty in English, Humanities, and Political Science have applied for the Affordability Counts designation (a designation earned when the cost of course materials is low)
- Many faculty hosted sessions during the LSSC Information Literacy virtual conference Jan 6, 2021; faculty have also been very active in professional development virtual conference/webinar attendance
- Guided Pathways work continues
- Academic scheduling has been our primary focus this reporting period
- Dean Hogans appointed to Florida Statewide Mathematics Council
- AVP Kieft was re-appointed to the South Lake Chamber of Commerce Board of Directors as the Treasurer for 2021
- Received \$7,500 United Way of Lake and Sumter Counties grant to support RISE Summer Math Academy 2021
- Students participated in a leadership training workshop led by Jenn Unterbrink in Student Life.
- First-year students presented information on their future careers as part of an online career expo. Career Development Services has expressed interest in using these student presentations as part of their social media strategy.
- Amber Karlins, the program coordinator, has accepted an invitation to serve on the National Collegiate Honors Council's Committee on Teaching and Learning.
- This month, honors students have completed one-on-ones with their capstone mentors and/or program coordinator to reflect on fall progress and set goals for spring.
- The program coordinator met with New College, and based on that meeting, they have decided to enter into an agreement with LSSC. An articulation agreement has already been drafted and shared, and LSSC is in the process of vetting it and making any necessary changes. The program coordinator has also developed a partnership with the work study program at Stetson that will provide specialized assistance to LSSC Honors graduates who are interested in work study while at Stetson.
- The co-curricular schedule for spring 2021 has been created and shared with necessary parties.
- At the end of the Fall 2020 semester, the average GPA for Juniors was 3.40 and for Seniors it was 3.58, which was similar to average GPA at the end of the Fall 2019 semester.
- Spring 2021 registration includes a total of 89 Juniors and 96 Seniors, and a total of 42 Sophomores are enrolled in SLS1401.
- Students participated in virtual experiential learning during the fall on topics such as medical ethics and infection control, and during the spring Juniors will receive CPR certification.
- Winter LSSC summits for Freshman and Sophomores and hospital experiential learning for Juniors and Seniors remain canceled due to COVID-19.

- Recruitment for new Four-Year and Two-Year students is underway, with five (5) virtual information sessions for rising ninth graders and five (5) for rising eleventh graders in January and February.
  - o Information cards were mailed to homes of students with a  $\geq 3.0$  GPA over the winter break.
  - o A new electronic application is available this year.
  - o Four-Year Program applications are due on February 12, 2021, and Two-Year Applications are due on April 9, 2021.

### **Dr. Claire Brady**

Dr. Brady reported that during break folks were working to assist our students through the online ask us anything, processing financial aid, the technology helpdesk, and admissions applications. The spring semester is off with a bang and we hosted a virtual Welcome Back bash.

She gave an enrollment update we had a very active yet challenging recruiting season. The numbers are some of the best in the state with our headcount being down 6%. We had our largest number of spring applicants this year. She shared that a virtual spring commencement has been scheduled in both South Lake and Leesburg. More details to follow.

She shared the FCS/SGA legislative platform.

Her full report is located in the board packet.

### **Dr. Laura Byrd**

Dr. Byrd reported the following updates:

**Annual Board Meeting & Annual Campaign Kickoff:** The annual board meeting was held at the Venetian Center on Tuesday, January 12 at 6:00pm. We celebrated the accomplishments of 2020 & inducted the newly approved officers & board members.

**Board Retreat:** A Foundation Board Retreat is scheduled for Thursday, February 4, 2021 at 3:00pm.

**PAS:** Riders in the Sky will perform March (2021) since we have a \$10,000 NEA grant to help cover costs. A maximum of 100 seats will be available for this show (1/4 capacity of the auditorium), distanced seating will be enforced, sanitation stations will be available, and masks will be required. We are about to begin selling tickets. We have re-secured all performers to come back next season. The line-up will be as follows:

TONY PACE: October 9-10, 2021  
 “THE LAST ROMANCE”: November 6-7, 2021  
 3 REDNECK TENORS CHRISTMAS: December 4-5, 2021  
 MUSIC OF MANCINI: January 8-9, 2022  
 SOUNDS OF SOUL: February 5-6, 2022  
 GOLDEN DRAGON ACROBATS: March 26-27, 2022

**Shamrock Shuffle:** The 4<sup>th</sup> annual 1-mile fun run/5k/10k will be held on Saturday, March 6 at 8:00am. We currently have 51 participants registered! Please note the morning start! It’s not too

late to sign up to participate with walking, running, or volunteering!

### **Grants:**

**United Way Grant** award for \$7,500 to support the RISE Summer Math Academy.

**Scholarships:** 2020 was an unprecedented year for us all and we broke records for scholarship applications received and dollars awarded. 1,300 students submitted a scholarship application during the year of 2020. This is an increase of 50% over 2019. We awarded over \$712,000 to 970 students during the Spring, Summer, and Fall semesters of 2020. This is the highest amount awarded in the history of the LSSC Foundation. This is an increase of 18% over 2019.

The next scholarship application for Summer 2021 will be open during the month of March. Please save the date of Thursday, March 4, 2021, for the 4th Annual scholarship dinner to be held at the Venetian Center at 6:00pm. We would like to extend our appreciation to the Scholarship Committee members for all their work reviewing & rating applications.

She reported that the Foundation received over \$100,000 in support from eight donors.

### **2020 Major Gift Totals:**

Designation	Funds Received
Scholarships	\$743,731
Addition to Endowment	\$58,220
Grants	\$170,500
Unrestricted*	\$90,502
Total Major Gifts	\$1,062,953

**2021 Annual Campaign Update:** The 2021 Annual Campaign has experienced record contributions of \$31,555. 40 from LSSC Faculty & Staff members & we are honored to be entrusted to further the mission of the college through gifts made to the Annual Campaign. The goal was increased to \$120,000 for 2021 & we've received 88 % of our goal with \$105,606.53. The campaign kicked off at the annual board meeting & will wrap up in April at the Gala to celebrate these accomplishments.

### **Youth Development:**

Youth Tutoring will begin in February; registration is now open.

In planning stages for Kids' College and Xploration summer camps - Dates, Fees and program Information are now available; registration opens after Spring Break. Working on multiple plans to prepare for any COVID restrictions during the summer months.

Spring Virtual 5K is open for registration – race is February 20, 2021

### **Corporate Training:**

**Chancellor Mack asked for a status report on the Rapid Credentialing Grant. We are very close to making our goal with the EDT program and planning to reach our goal with the CDL.**

- The dirt mound is gone. It was 528 dump truck loads or a tad over 9000 square yards of material

- The CDL water permits have been approved and cost \$238
- The driveway permit with Sumter County has been submitted and should be back any day
- The latest bootcamp graduated 5 linemen
- We had 4 employers attend our skills day with our line worker students

#### **Marketing:**

- Working on enrollment
- Promoting new programs
- Working with the Department of Education to promote LSSC initiatives

#### **Dr. Heather Bigard**

Dr. Bigard shared the current COVID statistics and we have had a total of 138 reports and 26 of the reports ended up being positive cases.

She reported on the budget which reduced the year-end surplus by \$170,000. The current year has been a struggle, but the good news is we have continued retaining all of our employees. A three-year budget projection so we can look at the current reality and what we project the year current result. We received notice that we will receive a second round of CARES Act funding. It will take some time to determine what flexibility we have to spend the funds.

Her full report is in the packet.

#### **Michael Vitale**

Dr. Vitale reported that in the area of General Studies, faculty and administrators were active in attending discipline specific conferences, curriculum alignment meetings, how to improve online courses, and other activities to help improve leadership and to explore and learn about strategies to improve student success.

Current enrollment in the RN to BSN program is 119 unduplicated students. A total of 25 students have applied for the Spring 2021 semester, with 15 accepted and 10 applications still in progress. The program is currently transitioning to 7-week courses, with the program's two-electives (Vulnerable Populations and Geriatric Nursing) being offered as 7-week courses in Spring 2021.

Students in the Honors College attended transfer events hosted by USF's Honors College and Stetson's Honors Program that were designed specifically to our students. Students and Program Director Amber Karlins virtually attended the National Collegiate Honors Council Conference.

In the Health Sciences Collegiate Academy, the 114 juniors and 96 seniors continued to adapt to mostly remote learning. Included in their virtual experiences were experiences featuring neuroscience, infection control, and medical ethics.

#### **Executive Committee**

*2021-01-08*

Pete Wahl reported that the Executive Committee met and discussed items on the agenda.

Jennifer Hill reported that the Facilities Committee met and reviewed the conceptual plans for the new Pinecrest charter school on the South Lake Campus.

### **Board Attorney Report**

2021-01-09

Anita Geraci-Carver updated the board on the Parker Case and a case management conference has been set for February 10th. There is nothing new to report on the EEOC Charge.

Her full report is in the packet.

### **INFORMATION ITEMS**

#### **Appointments of the LSSC Academic Advisory Committee Members**

2021-01-10

Dr. Vitale recommended to the board to accept the committee representatives as submitted. Emily Lee recommended to accept the report and Jennifer Hooten seconded and motion carried.

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

#### **First Reading: Revision to Board Rule 1.02**

2021-01-11

Anita Geraci-Carver reported that after review of the concerns from SACSCOC and given the consideration of the current status of the board she feels that it is in the best interest of the college to change the Board Rule 1.02. She proposes that we rewrite the College Board Rule 1.02 to align with Florida Statutes to call for a minimum of five members, but could be up to nine.

The board rule will be voted on at the February board meeting.

### **SACSCOC Update**

2021-01-12

Dr. Bigard gave a SACS update our goal is to have a draft done by the end of February in order to have the full report by the March 28<sup>th</sup> due date.

She explained that the report will focus on the four items listed below.

1. Ensure that the institution has a governing board of at least five members.
2. Ensure that the institution has a QEP that includes assessment metrics that will ultimately measure the effectiveness of the project.
3. Ensure that the institution has the capacity to implement the QEP as written.
4. Ensure that the institution “closes the loop” on general education student learning outcomes assessment

Dr. Vitale explained that item 2 and 3 are related to the QEP and the committee is currently meeting to determine how to access the metrics. They are using assessment markers in order to track and evaluate the effectiveness of the QEP. He reported that we have interest from faculty interested in QEP and it is not a current concern regarding capacity to the committee. He reported that we are reviewing the outcomes on the nursing and workforce sides that line up with general education outcomes assessment and we are able to show that 90% enrolled are enrolled in general studies as well. This will help satisfy the SACS concerns.

## NEW BUSINESS

### COVID-19 Memorandum of Understanding with UFF

2021-01-13

Emily Lee made a motion to approve the MOU and seconded by Jennifer Hill motion carried.

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

### Advent Health MOU

2021-01-14

Tim Morris made a motion to approve the MOU with the added language provided from Advent seconded by Jennifer Hill motion carried.

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

### Team Corona

2021-01-15

Dr. Sidor announced that an internal college team worked tirelessly getting us through the Corona crisis. They have been named Team Corona and Dr. Sidor asked to read a proclamation honoring the work they have done.

## **DISTRICT BOARD OF TRUSTEES PROCLAMATION HONORING LSSC TEAM CORONA**

**WHEREAS**, on March 9, 2020, Governor Ron DeSantis issued Executive Order 20-52 declaring a state of emergency for the State of Florida as a result of the COVID-19 pandemic; and

**WHEREAS**, on March 13, 2020, President Donald J. Trump declared a National State of Emergency due to the COVID-19 pandemic; and

**WHEREAS**, on March 20, 2020, Lake-Sumter State College President Stanley Sidor formed “Team Corona” to coordinate the institution’s response to the COVID-19 pandemic; and

**WHEREAS**, Team Corona included members of the administration, staff, and faculty: Melinda Barber, Dr. Heather Bigard (Chair), Dr. Claire Brady, Dr. Laura Byrd, Dr. Michelle Crozier, DeAnna Diggs, Scott Dulyea, Mark Duslak, Kelly Hickmon, Karen Hogans, Rob Johnson, Nick Kemp, Kim Kidd, Thom Kieft, Robert Kinne, Jenni Kotowski, Cynthia Lackey, Christopher Leibner, Mike Matulia, Peter Napoles, Rebecca Nathanson, Michael Nathanson, Bill Pugh, Marta Ralowicz, Katie

Sacco, Carolyn Scott, Deborah Snellen, Jennifer Unterbrink, Dr. Mike Vitale, Kevin Yurasek; and

**WHEREAS**, Team Corona met on a weekly basis to monitor local, state, and national activity; and

**WHEREAS**, Team Corona developed a comprehensive response plan for the closure and safe re-opening of campus facilities; and

**WHEREAS**, Team Corona coordinated and deployed the necessary resources to maintain continuity of instruction and operations through remote delivery methods; and

**WHEREAS**, Team Corona prioritized the safety and wellbeing of students, faculty, and staff in developing re-opening plans, mitigation protocols, and safety policies; and

**WHEREAS**, Team Corona members were instrumental in maintaining and promoting the institution's focus on its mission of student success; and

**WHEREAS**, Team Corona embraced a data-informed approach with frequent communication to and feedback from students, faculty, and staff; and

**WHEREAS**, Team Corona demonstrated outstanding leadership during a time of tremendous uncertainty and unprecedented circumstances; and

**THEREFORE, BE IT RESOLVED THAT**, the District Board of Trustees and Lake-Sumter State College, gives special thanks and recognition to Team Corona, for dedicated and loyal service to Lake-Sumter State College, and the District Board of Trustees.

Presented this 20<sup>th</sup> day of January, 2021.

A motion was made by Tim Morris seconded by Emily Lee motion carried.

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

### **IoT Internet of Things**

2021-01-16

Dr. Vitale reported on IOT and we have developed a certificate which a person can get hired based on these courses. This is a stackable degree and the certificate is a part of a higher degree.

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

### **Ground Lease with Academica**

2021-01-17

Dr. Bigard reported on the ground lease and the major components. After a lengthy discussion it was decided to table the item and schedule a special board meeting within 10 days to work through the concerns and act on the ground lease.

A motion was made by Bryn Blaise to table the lease agreement in order for the trustees to provide their concerns to board attorney Anita Geraci-Carver so she can bring them to the special meeting that has been scheduled for Thursday, January 28<sup>th</sup> at 9 a.m. Tim Morris seconded and motion carried.

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

#### **UF Health Clinical Agreement**

*2021-01-18*

Dr. Bigard shared that as a result of Leesburg regional becoming UF Health a new agreement has been created to allow our students and staff to enter into the facilities.

A motion was made by Bryn Blaise and seconded by Jennifer Hooten and motion carried.

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

#### **Lake Co COVID funding/LTC Sub-Grant Recipient Agreement**

*2021-01-19*

Dr. Bigard the shared grant through Lake County and Lake Technical College. One of the requirements is we sign a sub grant agreement with Lake Technical College. Attached to the agreement is a list of the equipment that has been purchased with the grant funds.

A motion was made by Emily Lee and seconded by Jennifer Hooten and motion carried.

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

#### **OTHER CONSIDERATIONS**

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

- ✓ Chairman Wahl reviewed the events on the calendar. He announced that the next Board meeting will be on Wednesday, February 17, 2021, at 5 p.m. for the regularly scheduled meeting.

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

Respectfully submitted,

ATTEST:

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Peter F. Wahl, Chairman

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Stanley M. Sidor, Ed. D.



Secretary/College President

Recording Secretary: Claudia Morris

DRAFT



Lake Sumter  
State College

## OFFICE OF THE PRESIDENT

Present to the Board: February 17, 2021

TO: Lake-Sumter State College  
District Board of Trustees

FROM: Stanley M. Sidor  
President

RE: 2-02 – Minutes of January 20, 2021 Facilities Committee Meeting

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### **OVERVIEW:**

Attached are the minutes of January 20, 2021 Facilities 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

## **Special Board Meeting of the District Board of Trustees January 28, 2021**

**Attendees:** Pete Wahl (BOT Chair), Bryn Blaise, Bret Jones, Emily Lee (Vice Chair), Tim Morris, Laura Byrd, Thom Kieft, Dr. Claire Brady, Anita Geraci-Carver, Dr. Sidor, Dr. Bigard, Dr. Hanneman, Melinda Barber, Claudia Morris, and Kevin Yurasek

**Guests:** Fernando Barroso, Rolando Llanes Christina Alcalde, and Julio Robaina

The meeting was called to order at 10:20 am.

Mr. Peter Wahl called the Special Meeting of the District Board of Trustees to order.

He announced that there is a motion on the table and asked the college attorney to read the motion.

A motion was made by Jennifer Hill to approve the ground lease agreement and bring back to the board at a later date to finalize the site plan, traffic survey, and language regarding financing which includes the common area maintenance charges. Emily Lee seconded the motion, and motion carried.

Dr. Sidor thanked the board and asked Dr. Brady to give the most current enrollment update.

The meeting adjourned at 10:35 am.



Lake Sumter  
State College

## OFFICE OF THE PRESIDENT

Present to the Board: February 17, 2021

TO: Lake-Sumter State College  
District Board of Trustees

FROM: Stanley M. Sidor  
President

RE: 2-03 – Minutes of January 28, 2021 Facilities Committee Meeting

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### **OVERVIEW:**

Attached are the minutes of January 28, 2021 Facilities Committee meeting.

### **ANALYSIS:**

The minutes are for the board's approval.

### **RECOMMENDATION:**

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



## **Facilities Committee of the Board of Trustees January 20, 2021**

**Attendees:** Pete Wahl (BOT Chair), Bryn Blaise, Bret Jones, Jennifer Hooten, Emily Lee (Vice Chair), Tim Morris, Laura Byrd, Thom Kieft, Dr. Claire Brady, Anita Geraci-Carver, Dr. Sidor, Dr. Bigard, Claudia Morris, and Kevin Yurasek

**Guests:** Fernando Barroso, Rolando Llanes and Julio Robaina

The meeting was called to order at 3:40 pm.

Dr. Sidor began the meeting by introducing Rolando Llanes and asking him to discuss the conceptual plans for the South Lake location of Pinecrest Lakes Academy.

Rolando began by sharing his screen and walking the committee through the three proposed parcels/phases and placement of the buildings for Pinecrest and use. (Parcel A, Parcel B, and Parcel C) Depending on usage and time of day the buildings would be shared spaces.

- **Parcel A-** multi-story vertical building 61,632 sf. Built on the parcel of landing hugging the sidewalk by Cooper Library and Building 1.
- **Parcel B-** multi-story building 82,478 sf with a walkway traversing buildings to connect them.
- **Parcel C-** gymnasium, multi-purpose, locker room, weight room 33,939 sf.

Jennifer Hill asked the committee if anyone had questions or thoughts. Dr. Sidor asked if the group was prepared to discuss managing the process of moving forward.

Bryn Blaise asked about the site plan being moved from the bowl as discussed in previous meetings. He also asked if there be engineering for water retention.

Dr. Sidor replied that after looking at shared spaces they decided to go with a more open campus concept plan so students can travel through a quad area for ease of travel from building to building. Rolando replied that we are not far enough into the plans to answer the question, but it will be addressed.

Jennifer Hill asked if an LSSC staff will be designated to this project. Dr. Bigard announced that Dr. Steve Hanneman will be overseeing the project on behalf of the college.

Dr. Sidor suggested that the next step would be to move forward with a tentative construction timeline.

The meeting adjourned at 4:15 pm.

DRAFT



Lake-Sumter  
State College

## OFFICE OF THE PRESIDENT

Present to the Board: February 17, 2021

TO: Lake-Sumter State College  
District Board of Trustees

FROM: Stanley M. Sidor  
President

RE: 2-04 – Minutes of January 28, 2021 Special Board Meeting

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### **OVERVIEW:**

Attached are the minutes of January 28, 2021 board meeting.

### **ANALYSIS:**

The minutes are for the board's approval.

### **RECOMMENDATION:**

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



## **Facilities Committee of the Board of Trustees January 28, 2021**

**Attendees:** Pete Wahl (BOT Chair), Bryn Blaise, Bret Jones, Emily Lee (Vice Chair), Tim Morris, Laura Byrd, Thom Kieft, Dr. Claire Brady, Anita Geraci-Carver, Dr. Sidor, Dr. Bigard, Dr. Hanneman, Melinda Barber, Claudia Morris, and Kevin Yurasek

**Guests:** Fernando Barroso, Rolando Llanes Christina Alcalde, and Julio Robaina

The meeting was called to order at 9:00 pm.

Jennifer Hill began the meeting by announcing that the Facilities Committee will be reviewing and discussing Pinecrest Lakes Academy newly revised site plans and the ground lease for the South Lake location of Pinecrest Lakes Academy.

Julio Robaina shared that they took all concerns and comments from the board under consideration and asked Rolando to walk them through the revisions. Rolando began by sharing his screen and walking the committee through the site plan changes.

He started by explaining that they have concentrated the development on a more contained space by creating a loggia. The location of the Phase 1 building will now be on the parcel of land by the current basketball courts behind Building 2. This will allow HSCA students easier access to the building.

- **Parcel A (Phase 1)**- multi-story vertical building 61,632 sf. Built on the parcel of land directly behind Building 2 hugging the existing sidewalk by the basketball courts.
- **Parcel B (Phase 2)**- multi-story building 82,478 sf with a walkway traversing buildings to connect them. Building will now be located across campus beside the Science Health Building next to the Phase 3 building.
- **Parcel C (Phase 3)**- gymnasium, multi-purpose, locker room, weight room 33,939 sf. Location did not change. Far end of the Cooper Library parking lot.



They will separate the building with a quad and plaza space which will close access from the parking lot with a screened loggia, so students can travel through a quad area for ease of travel from building to building.

Jennifer Hill informed Academica that we will take a recess to discuss the changes and will send notice to Mr. Barossa when to reconnect.

After a lengthy discussion a motion was made by Bret Jones to accept the recommendation from Dr. Sidor to allow us to move forward with the ground lease agreement and at a future meeting finalize the site plan, traffic survey, language regarding financing, and the common area maintenance charges. Marcia Butler seconded the motion, and motion carried.

The meeting adjourned at 9:50 am.



Lake Sumter  
State College

## OFFICE OF THE PRESIDENT

Present to the Board: February 17, 2021

TO: Lake-Sumter State College  
District Board of Trustees

FROM: Stanley M. Sidor  
President

RE: 2-05 - Human Resources Transactions - Staff

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### OVERVIEW:

Per Florida Statute 1001.64 (18), each Florida College Board of Trustees shall establish the personnel program for all employees of the institution. The LSSC Board of Trustees has approved a Staff Salary and Classification Schedule.

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

### ANALYSIS:

Please review attached summary.

### RECOMMENDATION:

The District Board acknowledges receipt and review of this information.



## Human Resources Transactions

### **Staff Appointments:**

Name	Title	Effective Date
Nick Kemp	Chief Information Officer	01/01/2021
Marta Ralowicz	Assistant Director Student Accounts	01/18/2021
Mark Duslak	Director Process Improvement & Institutional Research Compliance	02/01/2021

### **Staff Resignations:**

Name	Title	Effective Date
Jeffrey DiBuono	Facilities Technician II	01/15/2021



Lake Sumter  
State College

## OFFICE OF THE PRESIDENT

Present to the Board: February 17, 2021

TO: Lake-Sumter State College  
District Board of Trustees

FROM: Stanley M. Sidor  
President

RE: 2-05- Human Resources Transactions - Faculty

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### 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.

Human Resources personnel transactions including New Hires, Resignations, Retirements and Separations presented to the District Board of Trustees for approval.

### ANALYSIS:

There were no faculty personnel transactions during this period.

### RECOMMENDATION:

The District Board acknowledges receipt and review of this information.

## Human Resources Transactions

### **Faculty Appointments:**

Name	Title	Effective Date
None		

### **Faculty Resignations:**

Name	Title	Effective Date
None		



Lake Sumter  
State College

## OFFICE OF THE PRESIDENT

Present to the Board: February 17, 2021

TO: Lake-Sumter State College  
District Board of Trustees

FROM: Stanley M. Sidor  
President

RE: 2-06 – Curriculum Changes

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### **OVERVIEW:**

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

### **ANALYSIS:**

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

### **RECOMMENDATION:**

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



## Curriculum and Instruction Committee Proposals

[illegible]

President



## Curriculum and Instruction Committee Proposals

[illegible]

President



## Curriculum and Instruction Committee

### Credit Program Modification Rationales

#### **CPA Organizational Management Advanced Technical Certificate**

The Organizational Management ATC was added for the following reason:

1. As concentrations are added to the BAS-SL program, the ATC will allow for a stackable credential similar to the CCC that is embedded in an AS program. This also will provide a means for students to earn a credential to advance a career in addition to, instead of, or on the way to a baccalaureate degree.

#### **CPA Internet of Things (IoT) Specialist**

The Internet of Things (IoT) Specialist CCC was added for the following reason:

1. The disruptive IoT industry is already exponentially changing how we connect, monitor and analyze and serve data. As of 2018, there were over 7 billion IoT devices in the world, and that number is climbing. The global IoT market is expected to be worth over \$1.5 trillion by 2025. But according to Forbes and other leading Market Media Organizations, there just aren't enough IoT experts to keep up with demand. LSSC's IoT certificate will undoubtedly increase our graduate's marketability thus opportunity for a more rewarding future.
2. According to floridanownews.com (10.25.20) IoT the health care sector alone "is projected to grow from USD \$72.5B in 2020 to \$188.2B by 2025, at a Compound Annual Growth Rate (CAGR) of 21.0% during the forecast period. In the Energy Sector, according to a report by energycentral.com (11.4.19) IIoT is anticipated to grow at a CAGR of 15.5% by 2023, and in the Tourism sector Disney and Universal collectively invested \$1.5B in IoT in 2019. These industries (health, power and tourism) are the top 3 Employers in our local market.

#### **CPD Health Information Technology AS Degree**

The Health Information Technology AS Degree was deleted for the following reason:

- After extensive study, Lake-Sumter State College made the decision to teach-out the HIT AS degree by the end of spring 2021 semester. A letter of intent to teach-out the program was accepted by the Commission on Accreditation of Health Informatics and Information Management (CAHIIM). SACS\_COC was notified of this substantive change July 22, 2019.

### 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

## Curriculum and Instruction Committee

### Credit Program Modification Rationales

#### **CPA Health Services Management AS degree**

The Health Services Management AS degree was added for the following reason:

- Based on studies starting in 2018, it was determined that an AS Degree in HSM would better serve the needs of the healthcare employers in our communities of service than the AS Degree in Health Information Technology. Additionally, HSM is more cost effective for students and for the college and it is easier for students to articulate to a bachelor's program.

#### **CPM Computer Information Technology AS degree**

The Computer Information Technology AS degree was modified for the following reason:

- Professional electives for the CAHIMS certification were changed and references to the HIT AS degree were changed to reflect the new HSM AS degree.

#### **CPM Medical Office Management CCC**

The Medical Office Management CCC was modified for the following reasons:

1. Modified the description to reflect the articulation of all program credits from the AS in HIT to the AS in Health Services Management.
2. Required courses were changed to reflect new courses in the AS in Health Services Management.

#### **CPM Medical Information Coder/Biller CCC**

The Medical Information Coder/Biller CCC was modified for the following reasons:

1. The number of credits that articulate from the CCC into the new Health Services Management AS was updated to properly reflect the articulation.
2. The soon-to-be deleted HIM 1003 course was replaced in the CCC by the new HAS 1100 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



Lake Sumter  
State College

## OFFICE OF THE PRESIDENT

Present to the Board: February 17, 2021

TO: Lake-Sumter State College  
District Board of Trustees

FROM: Stanley M. Sidor  
President

RE: 2-07 – Monthly Financial Report

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### OVERVIEW:

Each month a report is provided to the District Board of Trustees accounting for the activity in the major operating fund (Fund 1) of the College. This report is prepared by the offices of the 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 January 2021)

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

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### MEMORANDUM

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

**From:** Dr. Bigard, Executive Vice President, Chief Financial & Operation Officer and Melinda Barber, Associate Vice President of Business Affairs and Controller

**Date:** February 17, 2021

**Re:** Monthly Fiscal Report – YTD January 2021

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

### **FUND 1 OPERATING BUDGET**

We are currently seven months into our fiscal year or 58% completed.

#### **Revenues**

Total revenue booked to date is \$15,331,329, or 57% of the total budget of \$26,749,155.

- Tuition and fee revenue is trending slightly under budget and is projected to be \$9,797,920. While tuition revenue is about 96% of budget, the increase in Distance Learning Fee revenue is helping to reduce the shortfall.
- State support revenue is received throughout the fiscal year in installments. We have received a total of \$7,358,926 in General Revenue and Performance Funding and \$0 in Lottery funds. The State is holding back 6% of the originally allocated appropriations which equates to a \$923,355 budget shortfall for the College.
- Other Income and Other Support actuals are projected to be close to budget.

**Expenses**

Actual expenses to-date total \$13,927,032 or 53% of the total budget of \$26,340,126.

- Salaries and benefits to-date are \$10,833,347 or 55% of budget.
- Operating and capital expenses to-date are \$3,093,685 or 51% of budget.

**Year-End Projection**

After the budgeted transfer to Fund 7, expenses are projected to surpass revenues by \$550,444.

Attachment: January 2021 Operating Fund 1 Budget Report

**Lake-Sumter State College**  
**Fiscal Status Report - Fund 1**  
**General Current Fund**  
**July 1, 2020 - January 31, 2021**

	FY 2019-20		FY 2020-2021			
	Annual Budget	YTD Actual 1/31/2020	Annual Budget	YTD Actual 1/31/2021	Percent of Budget Earned/Spent	Projected 6/30/2021
<b>REVENUES &amp; BUDGETED FUND BALANCE</b>						
Student Fees						
Fall						
Tuition	\$ 2,932,139	\$ 2,904,712	\$ 2,904,700	\$ 2,794,300	96%	\$ 2,794,300
Technology Fees	140,679	145,273	147,000	137,687	94%	137,687
Distance Learning	181,288	177,778	177,900	431,565	243%	431,565
Dual Enrollment	302,316	305,987	306,000	378,327	124%	378,327
HSCA Dual Enrollment	538,150	538,150	538,150	483,190	90%	483,190
Lab Fees	92,641	71,797	260,900	38,984	15%	38,984
Spring						
Tuition	\$ 2,521,690	\$ 2,453,679	\$ 2,468,900	\$ 2,392,102	97%	2,392,102
Technology Fees	120,581	122,717	123,400	121,671	99%	121,671
Distance Learning	159,370	157,425	157,900	357,735	227%	357,735
Dual Enrollment	302,316	319,519	412,200	386,389	94%	420,389
HSCA Dual Enrollment	538,150	-	538,150	-	0%	421,360
Lab Fees	79,021	49,290	142,200	24,587	17%	24,587
Summer						
Tuition	\$ 1,051,258	\$ -	\$ 1,058,700	\$ -	0%	\$ 1,018,462
Technology Fees	51,156	-	53,700	-	0%	50,298
Distance Learning	121,376	-	141,600	-	0%	152,769
Dual Enrollment	-	-	700	-	0%	700
HSCA Dual Enrollment	-	-	-	-	0%	-
Lab Fees	19,080	-	33,400	-	0%	10,185
Miscellaneous Fees	169,225	138,708	123,100	116,783	95%	153,609
Youth Development	280,000	-	280,000	-	0%	280,000
Continuing Education	109,696	104,345	104,200	122,553	118%	130,000
<b>Total Student Tuition and Fees</b>	<b>\$ 9,710,133</b>	<b>\$ 7,489,381</b>	<b>\$ 9,972,800</b>	<b>\$ 7,785,873</b>	<b>78%</b>	<b>\$ 9,797,920</b>
State CCPF Support	\$ 12,606,690	\$ 7,353,870	\$ 12,791,621	\$ 7,123,049	56%	\$ 12,024,124
State Performance Funding	455,985	265,991	628,896	235,877	38%	591,162
State Lottery	1,753,669	-	1,968,738	-	0%	1,850,614
Miscellaneous State Support	144,151	64,665	100,000	70,950	71%	124,857
Federal Support Indirect Cost	80,000	28,381	52,600	33,790	64%	92,409
Foundation Support	169,000	20,000	190,000	-	0%	180,000
Contracts	195,306	16,200	196,100	20,498	10%	36,572
Miscellaneous Revenue	-	14,448	207,000	61,293	30%	207,000
<b>Total Revenues</b>	<b>\$ 25,114,934</b>	<b>\$ 15,252,936</b>	<b>\$ 26,107,755</b>	<b>\$ 15,331,329</b>	<b>59%</b>	<b>\$ 24,904,657</b>
Transfers In	892,052	240.00	641,400	-	0%	641,400
<b>Total Revenues and Transfers In</b>	<b>\$ 26,006,986</b>	<b>\$ 15,253,176</b>	<b>\$ 26,749,155</b>	<b>\$ 15,331,329</b>	<b>57%</b>	<b>\$ 25,546,057</b>
<b>EXPENDITURES</b>						
Personnel Expenditures						
Salaries and Wages	\$ 15,109,698	\$ 7,354,189	\$ 14,953,386	\$ 7,834,700	52%	14,854,684
Benefits	4,791,097	2,633,849	5,365,543	2,998,647	56%	5,407,105
Lapse Salary and Benefits	(500,000)	-	(705,000)	-	0%	-
Current Operating Expenditures	5,899,585	3,288,961	6,118,308	3,090,823	51%	5,310,500
Capital Outlay Expenditures	-	-	57,889	2,862	0%	57,889
Complete Florida Plus Program (7 months)	-	-	-	-	0%	66,324
Contingency	503,519	-	550,000	-	0%	-
<b>Total Expenditures</b>	<b>\$25,803,899</b>	<b>\$13,276,999</b>	<b>\$26,340,126</b>	<b>\$13,927,032</b>	<b>53%</b>	<b>\$ 25,696,502</b>
Transfer to Fund 7	-	20,943	400,000	-		400,000
<b>Excess of Revenues over (Expenditures)</b>	<b>\$ 203,087</b>	<b>\$ 1,955,234</b>	<b>\$ 9,029</b>	<b>\$ 1,404,297</b>		<b>\$ (550,444)</b>




Lake Sumter  
State College

## OFFICE OF THE PRESIDENT

Present to the Board: February 17, 2020

TO: Lake-Sumter State College  
District Board of Trustees

FROM: Stanley M. Sidor  
President 

RE: 2-08 - Facilities Monthly Report

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### OVERVIEW:

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

### ANALYSIS:

A report on the status on facility projects is attached.

### RECOMMENDATION:

Acknowledge the current facilities project report.



# Facilities Report

January 2021

<u>CIP CODE</u>	<u>PROJECT</u>	<u>BUDGET</u>	<u>FUNDING</u>	<u>STATUS</u>	<u>COMMENTS</u>
20-3	SL Sidewalk Installation	\$180,000	Infrastructure	Completed	No Change – Coordinating with Safety on possible placement of call box somewhere along sidewalk. (not on original plan)
20-6	Parking Lot Repairs/Gym/Magnolia Parking Drives	\$82,000	FY21 Parking Fees	Paving Complete	<b>Progress to date:</b> Paving Complete. Curbing for new entrance area PO awarded. Scheduled for 2/11-12. Curb stop painting being done this week.
20-7	Roof Replacement - LE CTL Building	\$105,000	Local	On Hold	<b>Progress to date:</b> Not currently scheduled, Currently no leaks, Pending demolition.
20-8	Library Renovation	\$90,000	CO & DS	On Hold	<b>Progress to date:</b> Predecessor – CIP 21-15, Need project review. Walk through scheduled for Wed, 2/10
20-10	Doors/Window Repairs (Year 2 of 3)	\$45,000	Local	In Progress	<b>Progress to date:</b> Replacing as we work our way through most critical needs across all three sites. Seven doors (door-sets) being replaced through Security ADT funding (\$70k per year for 3-years) Door hardware ordered for replacement of double doors in atrium, bldg. 2, & doors both sides of library. Clermont. Need to verify funds.
20-11	Roof Restore Patch- LE Fine Arts	\$90,000	New Capital Fee	In Progress	<b>Progress to date:</b> Obtaining quotes to “patch” roof until complete replacement can be funded (about \$1.5 million). Patching underway as leaks appear. Meeting with Baker Roofing on 2/11 to discuss partial repairs
20-17	ADA - Interior Door Knobs	\$5,000	Local	In Progress	<b>Progress to date:</b> Working with COVID-19 required modifications. Conducting survey of remaining buildings this month.
20-19	SSB 2nd Floor ADA Improvements and Redesign	\$145,500	CO & DS	On Hold	<b>Progress to date:</b> Predecessor – CIP 21-15 Pending architect selection.
20-20	Monument Signage (LE - College Rd & Removal of 441, SL-Main and CML)	\$150,000	Local	On Hold	<b>Progress to date:</b> College Rd sign done, 441 sig- electrical removed, wall removal scheduled for spring break,
20-21	Magnolia Room Restroom Renovations	\$95,000	CO & DS	On Hold	<b>Progress to date:</b> Predecessor – CIP 21-15 tied to project to move wellness center and remodel of restrooms for showers.
20-22	Interior Sign Installations and Evacuation Plans	\$5,000	Local	In Progress	<b>Progress to date:</b> Ordering signs and installing when required/requested.

20-26	Furniture Replacements	\$50,000	Local	In Progress	<b>Progress to date:</b> Requested reprogramming for purchase of new facilities utility carts.
21-1	Grounds and Irrigation	\$65,000	Infrastructure	Landscaping Complete	<b>Progress to date:</b> Ongoing repair projects and landscaping to include circle in front of SSB.
21-2	Doors/Window Repairs (Year 3 of 3)	\$30,000	Local	Complete	<b>Progress to date:</b> Stairwell windows on LE Science Health Remaining funds approx. \$10,000
21-3	HVAC - Preventive Repairs (Year 3 of 3)	\$60,000	Local	In Progress	<b>Progress to date:</b> Purchasing parts as required for both HVAC repairs and preventative maintenance supplies – Ongoing
21-4	LE Building M HVAC Coil Replacement	\$30,000	Local	Not Required	<b>Progress to date:</b> Compressor PO ordered (\$8k) and will evaluate coil for possible replacement to bring second air handler up to 100 %
21-5	Student Services Building Air HVAC Handler Replacement	\$180,000	Infrastructure	In Progress	<b>Progress to date:</b> Project awarded to Siemens (\$93.5K) Equipment scheduled for install starting 3/12 through spring break. 10-12 day project)
21-6	LE SMB Rx Commission (Re-Test and Balance)	\$80,000	Local	On Hold	<b>Progress to date:</b> Will obtain Test and Balance quote from equipment vendor, Phoenix. Need to schedule to develop plan for mold remediation in hallways.
21-7	Network rooms HVAC SL and Sumter	\$43,000	Infrastructure	SL Completed Sumterville pending	<b>Progress to date:</b> SL completed, quotes for mini-split replacement in Sumter IT Room being requested/reviewed. Bid came in at \$8,900. Verifying requirement, but will probably award to DeI Air for new 3 ton unit.
21-8	Sumterville Building-4 VAV Upgrade Project	\$40,000	New Capital Fee	In Progress	<b>Progress to date:</b> Boards replaced, pending gear replacement. .
21-9	LE FA HVAC controller replacement	\$10,000	Local	Completed	<b>Progress to date:</b> <b>Completed</b>
21-10	Service Contracts for Repair and Maintenance	\$252,000	Local	In Progress	<b>Progress to date:</b> Contracts for FY21 signed, some invoice over time so this is still in progress.
21-11	General Repairs and Maintenance	\$100,000	Local	In Progress	<b>Progress to date:</b> Conducting general repairs and purchasing materials as required for maintenance of all three sites.

21-12	Landscape Tree Removal - Phase 2 (North Parking, 441 View, Parking Lot B)	\$50,000	Local	Not Started	<b>Progress to date:</b> Need to review trees damaged by recent storms. Some trees have been removed. Will update after meeting with SSC this week.
21-13	LE New Walkway Storm Water Gutters	\$35,000	Local	Not Started	<b>Progress to date:</b> Not currently scheduled. No replacements identified for replacement at this time.
21-14	LE Building Paint Refresh (1 of 3 Year)	\$50,000	Local	In Progress	<b>Progress to date:</b> Working paint refresh as time allows in critical-need areas first. To be surveyed now that we have a painter on facilities staff.
21-15	Engineering and Architect. Services (SL/FA/SC/Lake Hall/LE Lib/Mag Room)	\$100,000	New Capital Fee/Local	In Progress	<b>Progress to date:</b> RFQ on hold
21-16	SL Building #2 First Floor Redesign	\$300,000	Local	On Hold	<b>Progress to date:</b> Predecessor – CIP 21-15
21-17	LE Lake Hall Remodel Phase I (Planning and Design)	\$40,000	New Capital Fee	On Hold	<b>Progress to date:</b> Predecessor – CIP 21-15
21-18	SL Building #2 Chiller Replacement	\$450,000	New HVAC Funding/LOCAL	In Progress	<b>Progress to date:</b> Replacement in process. 14 day project with anticipated completion Monday, 2/15 Actual cost for chiller approx.. \$209,000. PO requested to complete upgrade to mechanical system following chiller replacement. Approx. \$30k (new control boards and VAV related items)



Lake Sumter  
State College

## OFFICE OF THE PRESIDENT

Present to the Board: February 17, 2021

TO: Lake-Sumter State College  
District Board of Trustees

FROM: Stanley M. Sidor  
President

RE: 2-09 Purchases over \$25,000

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### OVERVIEW:

Each month a report is provided to the Board of Trustees accounting for any purchases that have been approved by the President which fall between \$25,000 and \$195,000. This report is prepared by the Office of the Executive Vice President and is intended to keep the Board apprised of these purchases which fall under the authority of the President to be approved.

### ANALYSIS:

The Purchases greater than \$25,000 for the period 01/01/2021 - 01/31/2021 are attached.

### RECOMMENDATION:

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

<b>Vendor:</b>	Superior Hardware Products
<b>Item Description:</b>	Door Repairs Multiple Buildings
<b>Amount:</b>	\$ 67,962.98
<b>Purchase Order #:</b>	P2100351
<b>Vendor Code:</b>	SUPHAR



Lake Sumter  
State College

## OFFICE OF THE PRESIDENT

Present to the Board: February 17, 2021

TO: Lake-Sumter State College  
District Board of Trustees

FROM: Stanley M. Sidor  
President

RE: 2-10- Scheduled Reports/President/Vice Presidents

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### 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 February 17, 2021**

**Dr. Heather Bigard, Executive Vice President**

#### **GENERAL**

- Hosted winter meeting for the Council of Business Affairs (COBA). On-going topics of discussion include legislative affairs, CARES funding and reporting, improving operational efficiency, and resource management.
- Engaging ProEd Consulting Firm to review and improve the enrollment and financial aid processes.
- Finalizing floor plans with AdventHealth Waterman to move forward with the Dedicated Educational Unit (DEU) for fall 2021. The Foundation and Continuing Education will relocate to the Science Health Building in Leesburg and Advent Home Care will move into the South end of Building M this summer.
- The Strategic Planning Council reviewed 2<sup>nd</sup> year projects to support the initiatives in the strategic plan. A full update will be presented at the March board meeting.

#### **ATHLETICS**

***Mike Matulia, Executive Director***

- Submitted the Equity in Athletics Disclosure Act Report
- COVID Protocols have been successful, including return to play for volleyball
- Softball team was ranked in the top 10 in the FCSAA poll for the week of February 8, 2021.
- Baseball team is 5-5
- Live streaming of all home games for each team is available on [lakehawksports.com](http://lakehawksports.com) site.

#### **FINANCIAL SERVICES**

***Melinda Barber, Associate Vice President of Financial Services & Controller***

- HEERF Funding
  - 1<sup>st</sup> Distribution of CARES \$2.4 million – Expended \$1.9 million, to-date, including \$1.2 million directly to students.

- Lake County CARES Funding – Expended \$2.4 million on educational and technical equipment, PPE and facility equipment, and scholarships for students in workforce programs.
- 2<sup>nd</sup> Distribution of CARES is expected to be around \$5 million. A portion of funds will go directly to students.

## **CAMPUS SAFETY**

***Rebecca Nathanson, Director***

### **Total Reports July 2020-February 5, 2021**

Type	Total	Positive	Quarantining/ Monitoring for Symptoms
Employees	88	10	78
Students	299	41	258
Total	387	51	336

## **FINANCIAL AID**

***Arminta Johnson, Director***

- Banner Upgrades – Self Service and 21-22 Processing
- Financial Aid audit, exit interview complete on 2/8/2021
- ProEd review of Financial Aid, Admissions and Enrollment Management has begun. Review of documents for the month of February, on campus visit March 22-24, and final report expected by the end of June.

## **HUMAN RESOURCES**

***Deb Snellen, Executive Director of Organizational Development***

- Conducted final round of interviews to hire a Director of HR Operations.
- Continued work to refine the Flexible Workplace policy, related measurements, and subsequent training.
- Diversity, Equity and Inclusion – working to redefine the Workgroup and making plans to honor Black History month by continuing Conversations in Inclusiveness
- Seeking to streamline HR processes for greater efficiency

## **INFORMATION TECHNOLOGY**



***Nick Kemp, Chief Information Officer***

- The Florida Auditor General is conducting an IT audit.
- Banner 9 Self-Service is going live to SGA Feb. 22<sup>nd</sup>.
- Ellucian Experience (Portal) project under way.
- PC Desktop to Laptop conversion is 60% complete.
- 2GB Upgrade to Access Points for all parking lots complete.

**PROCESS IMPROVEMENT AND INSTITUTIONAL RESEARCH**

***Dr. Mark Duslak, Director***

- Completed initial meetings with teammates and DABA directors
- IPEDS Graduation Rate (GR) and Graduation Rate 200 (GR200) surveys submitted 02/08/2021.
  - This data represents the 2014 cohort (beginning fall 2014):
    - 215/462 students (47%) graduated within 150% of normal time.
    - 64/462 (14%) transferred out.
  - This represents a 3% higher graduation rate than the average of the previous three years.
  - This represents a 1% lower transfer out rate than the average of the previous three years.
- Congratulations to Dr. Mark Duslak for successfully defending his doctoral dissertation on 02/03/2021!

**FACILITIES**

***Dr. Steven Hanneman, Executive Director***

- New Hire, Cheryl Anthony, Director of Capital Projects, Started 2/8/21.
- Project to replace chiller and update systems control for Building 2 at South Lake is underway and on schedule. Should finish Feb 12<sup>th</sup>.
- Project to replace air handler for Leesburg, SSB scheduled for spring break.
- Contract for planning and design for Mac Lab in Fine Arts Building released to Mark Cook. Design underway.
- Bids received for remodel of space in HSC for foundation move out of building M. Estimate award and construction this month with target of completion end of March.
- Soliciting bids for replacement of aged service cart fleet.

**STRATEGIC INNOVATION AND DIGITAL EDUCATION**

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

- Created process & application for "Alternate Version Review" option for Internal Reviews (this is for courses changing from full term to part term).
- Created infographic on using the schedule planner in LOIS for "Steps to Enrollment" workgroup.
- Met with Jillian Patch from Florida Southwestern State College about their faculty certification process to teach online 2/3.
- Research pricing options for Cidilabs DesignPLUS tool.
- Created report for the student and faculty/staff COVID training.
- Summer schedule was added to Canvas.

**Division of Academic Affairs**  
**Update for the President and Board of Trustees**  
**February 2021**  
*Dr. Michael Vitale, Vice-President*

**Division of Library and Learning Services**

**Katie Sacco, Dean**

Librarians Nora Rackley and James Cason have had a chapter accepted for the upcoming book: *Intersections of Open Educational Resources and Information Literacy*. The chapter is titled: “Library-Led OER Creation: Case Study of a Collaborative Information Literacy Project.” The book, edited by Elizabeth Dill and Mary Ann Cullen is scheduled to come out in 2022.

Since classes started January 11<sup>th</sup> and through the 4<sup>th</sup> of February, Librarians and tutors have responded to 3,211 chat messages. The average wait time is 11 seconds.

**Division of Workforce Development**

**Dr. Amy Albee-Levine, Dean**

Lake-Sumter has joined the Manufacturers Association of Central Florida (MACF). Manufacturers Association of Central Florida’s primary objectives focus on networking and education. Companies here in Florida are able to work together, sharing solutions to common problems, as well as developing joint-venture business efforts. Manufacturers find new suppliers or new markets for their products locally instead of using suppliers internationally. Joining MACF will enable LSSC to work directly with industry employers as we launch the Mechatronics College Credit Certificate. Dr. Albee, Dean of Workforce Development, has also joined the Education Task Force of MACF.

**Division of Nursing**

**Dr. Barbara Lange, Dean**

**Dr. Christine Ramos, Director, ASN Nursing Instruction**

**Dr. Robin Walter, RN to BSN Director**

The Nursing department attempted to return to campus for lab and simulation activities as well as a return to clinical settings. They do so by following the CDC guidelines for social distancing, wearing masks, monitoring temperatures, and using the Health Roster Application for daily screening of symptoms. Unfortunately, due to the rise in the local COVID cases, they reverted back to distance learning through March 2, when the most recent extension of the Governor’s Executive Order expires.

Kudos to Laura Dana Coordinator Nursing Simulation Labs for her creativity in delivering simulation remotely. All of our faculty have been involved in assisting with this endeavor and our students are nominating different faculty for acting awards for their performances as patients experiencing a multitude of symptoms.

The first Spring cohort group started in January so beginning Fall 2022 Nursing will have two graduations per year.

## **General Studies**

**Thom Kieft, Associate Vice-President**

**Karen Hogans, Dean**

**Steve Clark, Associate Dean of Math and Science**

**Elizabeth Terranova, Associate Dean of Arts and Letters**

- Facilitated discussions with Math, Science, and Arts and Letters faculty regarding course-level learning outcomes assessment; worked with General Education faculty for ongoing collection of evidence to document curricular changes
- Collaborated with Wes Redman in IT to notify faculty about drop-in hands-on training with the NewLine smartboards installed in the classrooms and labs
- Engaged with team (Sybil Brown, Thom Kieft, Steve Clark, Karen Hogans) to complete early-stage planning for this summer's RISE Summer Math Academy which is projected to run June 14 – July 1, 2021. RISE was funded \$7,500 from United Way of Lake and Sumter via the LSSC Foundation to assist with the cost of the program.
- The Guided Pathways core team (co-chair Steve Clark; General Studies staff members Karen Hogans, Thom Kieft, General Studies faculty members: Sybil Brown, Dr. Peter Olen) met on January 29<sup>th</sup> where sub-teams reported out of the progress of each of their initiatives. Most all sub-teams are well into working on their charge with the beginning of others depend on the completion of previous initiative. The second convening of the Florida Pathways Institute will occur February 9<sup>th</sup> and 10<sup>th</sup>
- Exploring alternative remote test proctoring services, such as ProctorU
- Elizabeth Terranova (staff) and Dr. Linda Karp (faculty) facilitated the January FLOCK session for first-year faculty, focused on the faculty project
- Cross-divisional workgroup associated with the Academic Excellence and Assessment Committee investigating online syllabus management systems for possible adoption (from General Studies: staff - Karen Hogans (co-lead), Julia Rogers, faculty - Dr. Michele Rudden, Jennifer Cerione)
- Participated in DirectConnect to UCF TEAMS Project – Team 6: Transfer Process and Preparation Readiness (Karen Hogans team co-chair; Steve Clark member) – monthly meetings to develop a transfer series of events to help students transition from LSSC (and the other partner institutions) to UCF
- Participated in a DirectConnect to UCF Partnership meeting on Feb. 4. LSSC Academic Affairs representatives included Dr. Michael Vitale, Thom Kieft, Karen Hogans, Dr. Michelle Crozier, and Dr. Barbara Lange.
- **Conference, workshop attendance/professional development:**
  - Alex Bruno (Spanish faculty), Gen Studies staff – Steve Clark, Elizabeth Terranova, Karen Hogans, Thom Kieft attended a workshop with Paul Nolting and LSSC staff from other divisions to discuss course substitution requests from students registered with the LSSC SAS (Student Accessibility Services) office (coordinated by Alicia Hall, SAS Asst Director)
  - Alissa Sustarsic, Sybil Brown (Math faculty) – attended ProctorU proctoring software demo
  - Brenda Skoczelas (Physics faculty) – attended 3-day Winter Meeting for American Association of Physics Teachers

- Dr. Katie Roles (Chemistry faculty) – attended the Florida Pre-Health Advisors’ Meeting hosted by UF College of Medicine
- Matthew Swithers (Math faculty) - completed Quality Matters workshop
- James Jackson (Biology faculty) – began the Canvas Certified Educator set of courses
- Dr. Debra Hicks (Biology faculty) – attended professional development day given by the College of Central Florida
- Dr. David Walton (Anthropology faculty) – working to submit a manuscript to Latin American Antiquity based on his active research that seeks to revise and present a section of his dissertation project
- Dr. Olen (Philosophy faculty) has completed a chapter in an "Author meets Critics" book for Brill Publishing and he submitted a draft of an Australian Philosophical Review invited essay
- Jacklyn Pierce (English faculty) presented at the Quality Matters conference this year on Feedback on Student Work in a Digital World
- **Schedule:** We continue to monitor spring 2021 B7 enrollment and update the schedule as warranted based on student demand; summer 2021 schedule is complete; focused on fall 2021 schedule – offering more short-term General Education sections to provide students an accelerate completion option
- **Intersession Schedule:** Cabinet and Expanded Cabinet have had conversations about piloting a “winter intersession” semester from mid-December 2021 to the first week of January 2022 to allow students to finish a course not quite completed in the fall using a modular and/or competency-based approach
- **Testing Services** (Iona Bowers, Manager) has expanded services to the community to administer PearsonVue exams (includes CompTIA computer skills certifications) as well as MSSC exams (includes CPT – Certified Production Technology); other vendor partnerships are being explored

## Honors Program

### *English Asst Prof Amber Karlins, Honors Program Coordinator*

- **Transfer Opportunities:** A revised articulation agreement with New College has been developed and both sides have provided feedback. We expect it to be ready for review and signing shortly. Dr. Byrd and I also met with a local businessman and philanthropist, who was interested in learning more about the partnership between our honors program and Stetson’s. We were joined at this meeting by a member of the development team at Stetson, the director of Stetson’s honors program, and the director of the honors program at DSC. All members in attendance were provided with an overview of our honors program, had a chance to hear directly from a current student in our program who will be attending Stetson in the fall under the new agreement, and were given lunch and a campus tour.
- **Co-curricular activities:** Students in the program had the chance to attend a Resume Workshop, taught as part of our partnership with Career Development Services, and attend a Lakehawk Leadership Series Speaker Event. The Lakehawk Leadership Series

is a joint endeavor between the Honors Program and SGA and is co-hosted by the honors club. Two of our students who are interested in pursuing careers in entertainment were also given the opportunity to volunteer at the Central Florida Film Festival (CENFLO). This volunteer position was arranged by the honors program coordinator, who is also the vice chair of CENFLO's BOT. Additionally, one of the second-year students, after months of training with TRUTH's competitive College Leader program, hosted an anti-vaping event for LSSC students as part of his capstone project. More than 40 students were in attendance.

### **Health Sciences Collegiate Academy, HSCA**

#### ***Dr. Michelle Crozier, HSCA Director***

- Four-Year Program information sessions for rising 9<sup>th</sup> graders were held virtually on January 6<sup>th</sup>, 11<sup>th</sup>, 13<sup>th</sup>, 19<sup>th</sup>, and 21<sup>st</sup>
  - There were 196 RSVPs and 149 attendees
- Two-Year Program information sessions for rising 10<sup>th</sup> graders were held virtually on January 26<sup>th</sup> and 28<sup>th</sup>, and February 1<sup>st</sup> and 3<sup>rd</sup>, with a final session scheduled for February 9<sup>th</sup>
  - There have been 233 RSVPs and 110 attendees to date
  - This exceeds attendance for all past Two-Year Program information sessions
- Thank you mailings were sent to individuals who provided their address with their RSVP to the Four-Year Program sessions, and mailings will similarly be sent to individuals who provided this information with their RSVP to the Two-Year Program sessions
  - Information session recordings are also posted on the HSCA website and reminders are currently shared regularly via email and social media
- The Four-Year Program application deadline is February 12<sup>th</sup> and the Two-Year Program application deadline is April 9<sup>th</sup>
  - A total of 44 applications have been received to date for both programs
- Dr. Michelle Crozier, Director of the HSCA, was quoted in the Daily Commercial on February 5<sup>th</sup> about super bowl parties and COVID-19 precautions
- An HSCA update was provided during the Annual Counselor's Conference hosted by LSSC



**Enrollment & Student Affairs  
Update for the President and the District Board of Trustees  
January 2021  
Dr. Claire L. Brady, Vice President Enrollment & Student Affairs**

**ACADEMIC ADVISING**

Jen Manson, Assistant Director Student Development- Advising

- Recorded 950 total advising contacts through all modalities in January
- Conducted interventions with 26 students on “Academic Warning” in January
- Academic advisors provided student support via email and phone throughout the winter break, resulting in 131 advising contacts
- Launched the Guided Pathways *Selecting & Staying on a Pathway* sub-team
- Academic Advisor Bethany Parmer selected to co-lead the DirectConnect to UCF® College Access Summit *Coaching, Advising, Major Ready* team

**ADMISSIONS & RECORDS**

Jenni Kotowski, Executive Director of Enrollment Management & Caitlin Moore, Registrar

- Sponsored two Lakehawk Preview/free application events, yielding 30 applications
- Assistant Director Justin Greathouse selected to co-lead the DirectConnect to UCF® College Access Summit *Student information, Communication, and Mode of Delivery* team
- Currently planning for the Crossing the Stage events to honor spring graduates:
  - 4/07/21 at the Clermont City Center
  - 4/08/21 at the Leesburg Fine Arts Building
- The virtual spring 2020 Commencement ceremony will be broadcast on 5/07/21

**Summer 2020 and Fall 2020 Graduation Application Data**

Conferral Semester	Total # Graduates	Increase
Summer 2020	228	+21 from Summer19
Fall 2020	297*	+32 from Fall 19

\*32 degrees/certificates awarded via Facilitated Graduation

**CAREER DEVELOPMENT SERVICES**

Anne Alcorn & Kairise Conwell, Career Advisors

- Initiated the *Virtual Job Shadow* technical implementation, platform will launch in March
- Sponsored a virtual internship & apprenticeship information session with Duke Energy

- Conducted *Resume Writing* presentation with the Honors Program
- Conducted *Mock Interviews* with Relay Tech students to prepare for summer internships
- Offering weekly student Zoom drop-ins for resume review and other career questions

## **DEAN OF STUDENTS**

Carolyn Scott, Dean of Students

- Fourteen students requested loaner laptops or hotspots through the lending program
- Six students requested assistance through the Student Assistance Program (SAP)
- Coordinated the notification and reporting protocols for 116 students exposed to COVID-19
- Facilitated status check #1 for all Guided Pathways sub teams
- Led the technical kick off meeting for the Starfish platform upgrade
- Attended a *Title IX Core Issues & Lessons Learned* virtual training
- Facilitated a faculty professional development session on Starfish Retention Solutions
- Selected to Co-Chair the DirectConnect® to UCF Access Summit *Branding, Marketing & Messaging* team

## **EDUCATIONAL OPPORTUNITY PROGRAMS**

Dr. Roland Nuñez, Director Educational Opportunity Programs

- Upward Bound held two successful Saturday sessions in January
- Both Talent Search and Upward Bound reported strong recruitment numbers for January
- Developed a new EOP brochure to distribute to schools and community organizations

## **LAKE COUNTY SCHOOLS/LSSC PARTNERSHIP**

Dr. Rhonda Boone, LCS Administrator on Special Assignment

- Assisted with spring dual enrollment textbook distribution
- Attended LCS District CTE Advisory Council meeting & LCS Middle School Counselors Collaboration
- Received 5 Year Educator Renewal Certification from FLDOE

## **STUDENT DEVELOPMENT & NEW STUDENT ORIENTATION**

Mark Duslak, Associate Dean of Students

- Processed five Administrative Appeals
- Coordinated expansion of Signal Vine texting platform usage in Admissions, Financial Aid, Business Services, and Foundation and handing off this project to Jenni Kotowski

## **STUDENT ACCESSIBILITY SERVICES**

Alicia Hall, Assistant Direct Student Development- SAS

- Conducted 12 intakes, processed 255 Instructor Notification Letters, and 25 requests for in person testing in January
- Conducted 31 student academic support coaching sessions in January
- Alicia Hall presented at the Nursing Student Success Strategies Information Session



- SAS hosted a training session for faculty and staff with renowned Learning Specialist Dr. Paul Nolting, titled “Improving Student Success: Learning Strategies, Accommodation, Case Law and Course Substitutions”

## **STUDENT LIFE**

Jenn Unterbrink, Director Student Life

- Welcome Back Bash held on 1/20/21
  - 178 participants
  - Students visited an average of 6.78 booths & spent an average of 11 minutes
- Faith Macomber named FCSSGA (FL College System SGA) Student of the Month
- Processed 1,777 invitations to join the National Society of Leadership and Success (NSLS)
- Recent & upcoming student Lakehawk Leadership Series speakers include:
  - 1/27 - Daniel Terry, Talent Search Program Manager
  - 2/1 - Conversations about Inclusion led by Kairise Conwell, Career Advisor
  - 2/17 - Jenni Kotowski, Executive Director Enrollment Management

## **SUMTER CENTER**

Kelly Hickmon, Assistant Dean of Students

- Redecorated the Sumter Center Clark Maxwell lobby with updated furniture from SL
- Hosted the January Sumter Operations Committee meeting and the January District Board of Trustees on the Sumter campus and via Zoom

## **ESA STAFFING UPDATES & ACCOMPLISHMENTS**

- Geneva Jones awarded the 2020 College Staff Alliance Excellence Award for the ESA division
- Emergency Deans Kelly Hickmon, Carolyn Scott, & Mark Duslak awarded a 2020 President’s Award
- Daniel Terry was a featured speaker for the student Lakehawk Leadership Series
- Jen Manson, Carolyn Scott, Bethany Parmer, Melissa Villafane, and Dr. Brady have agreed to take on interim roles to cover the Associate Dean of Students’ vacancy

## **Dr. Claire Brady, Vice President Enrollment & Student Affairs**

- Selected to represent LSSC on the DirectConnect to UCF® College Access Summit Champions Committee
- Named to the “Communication & Outreach” committee for Central Florida Foundation’s 100 Women Strong
- Asked to serve as a panelist on the “Navigating the Community College Experience: Issues, Trends, and Best Practices Panel” at the NASPA national conference
- Co-leading a project with Dr. Bigard with external consultants focused on enrollment and financial aid processes and the user experience



Lake Sumter  
State College

## OFFICE OF THE PRESIDENT

Present to the Board: February 17, 2021

TO: Lake-Sumter State College  
District Board of Trustees

FROM: Stanley M. Sidor  
President

RE: 2-11 Committee Reports

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### OVERVIEW:

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

### 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: February 17, 2021

TO: Lake-Sumter State College  
District Board of Trustees

FROM: Stanley M. Sidor  
President

RE: 2-12 – Board Attorney Report

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### OVERVIEW:

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

### ANALYSIS:

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

### RECOMMENDATION:

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



February 10, 2021

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

Re: Board Attorney Report for February 17, 2021

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. On October 12, 2020 Judge Rada entered an Order Setting Case Management Conference for February 10, 2021 at 3:45 pm. I will provide verbal update at the meeting.

OCR Case Nos. 04-17-2349 & 04-18-2164. The OCR investigations into the student's complaints remains pending. The College's last communication with the former student was in the fall of 2018. On May 12, 2020 OCR contacted the College to discuss scheduling interviews. Due to COVID-19 and employees working remotely, interviews have not yet been scheduled. No updated since last report.

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

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

EEOC charge, 510-2019-02041. The College received notice from the U.S. Equal Employment Opportunity Commission of an EEOC charge. Labor counsel, Michael Pierro, has requested documentation from the EEOC. The matter was recently assigned to an investigator. The College previously filed a position statement in response to the charge. Updates will be provided.

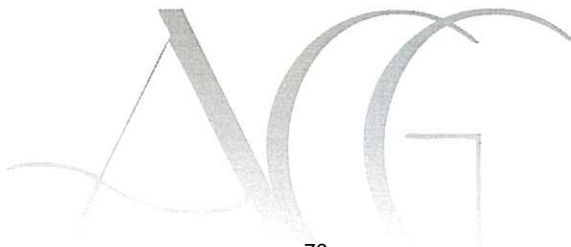
If you have any questions, please feel free to call me. I look forward to seeing you at the Board meeting.

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: February 17, 2021

TO: Lake-Sumter State College  
District Board of Trustees

FROM: Stanley M. Sidor  
President

RE: 2-13 – Action: Second Reading amended Board Rule 1.02 Meetings of the  
District Board of Trustees

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### OVERVIEW:

The District Board is authorized to establish rules in accordance with the Administrative Procedures Act [Florida Statutes 1001.64] that insure proper operation, improvement, and management of the College consistent with the rules adopted by the State Board of Education.

The current Board Rule 1.02, as written, requires nine members.

### ANALYSIS:

The proposed amended Board Rule 1.02, after review of the concerns from SACSCOC and given the consideration of the current status of the board it is in the best interest of the college to change the Board Rule 1.02. to rewrite the board rule to align with Florida Statutes to call for a minimum of five members, but could be up to nine.

### RECOMMENDATION:

The College recommends that the District Board accept and approve the amendments to Board Rule 1.02.

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**LAKE-SUMTER STATE COLLEGE  
BOARD RULE**

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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 - 9/12/73, 10/16/80, 6/19/96, 4120104, 9/17/13

REVIEWED - 5/1/09

DATE ADOPTED: 9/17/13

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- 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. Being a nine member board, When the board consists of five members, three members shall constitute a quorum five 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 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 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.





Lake Sumter  
State College

## OFFICE OF THE PRESIDENT

Present to the Board: February 17, 2021

TO: Lake-Sumter State College  
District Board of Trustees

FROM: Stanley M. Sidor  
President

RE: 2-14- Mid-Year review/2021-2022 Finances

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### **OVERVIEW:**

Each year, a Mid-Year review is presented to the Board 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.

### **ANALYSIS:**

The Mid-Year Projections are attached to this agenda item.

### **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: February 17, 2021

TO: Lake-Sumter State College  
District Board of Trustees

FROM: Stanley M. Sidor  
President

RE: 2-15 Health Services Management AS Degree

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**OVERVIEW:** The College proposes the approval of the Associate in Science in Health Services Management.

**ANALYSIS:** The Associate in Science in Health Services Management will replace the Associate in Science in Health Information Technology which was placed in teach-out in fall 2021. The Health Services Management program provides students with knowledge and skills focused on the management of the financial aspects of healthcare delivery. The emphasis of the program is on middle management skills requiring complex health care knowledge, business skills and legal proficiency. This is a 60-credit hour program.

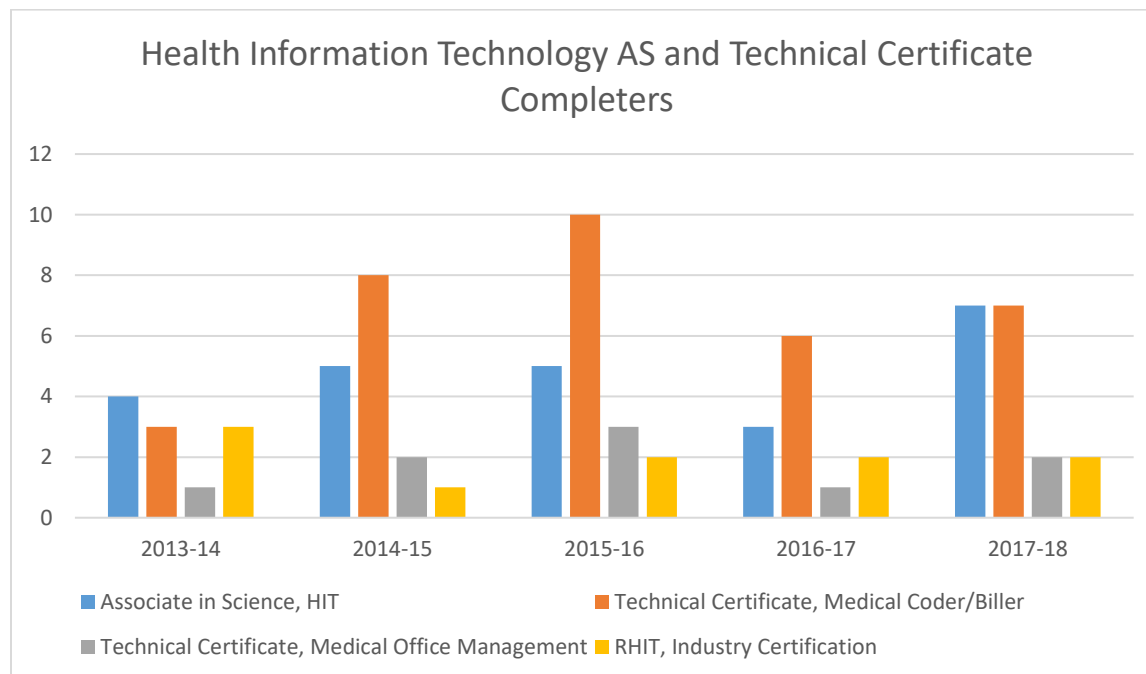
**RECOMMENDATION:**

It is recommended for approval as written.



## Health Information Technology AS Degree versus Health Services Management AS Degree at LSSC

**Executive Summary:** The Health Information Technology (HIT) AS degree and affiliated technical certificates (Medical Office Management, Medical Coder/Biller) currently has an enrollment of approximately 45 students for the 2018-19 year. The enrollment has declined or remained steady since 2014-15. A table showing the number of Associate in Science and Technical Certificate completers, as well as completers of the Registered Health Information Technologist industry certification, over the most recent five years for which there is data is provided below:



Because of the low enrollment size and significant costs associated with the program due to accrediting standards, LSSC representatives researched the feasibility of teaching out the program and offering a new program that will meet the needs of the local healthcare community. The healthcare program being reviewed as an alternative, Health Services Management (HSM), is approved by the Florida Department of Education and is a 60 credit hour two year AS degree focused on providing students communication skills, leadership skills, knowledge of computer applications in healthcare, understanding of medical terminology, knowledge of state and federal healthcare law, as well as understanding of operation and organizational structures in healthcare.

A survey was deployed to skilled nursing facilities, physician's offices, and hospitals in Lake and Sumter Counties to assess how the AS in HIT and AS in HSM meet their employment needs. The purpose of the survey was to assess whether a degree in HSM would continue to meet their needs. A copy of the surveys are attached. Additionally, the HIT Advisory members and other employers of HIT Graduates in Lake and Sumter Counties discussed their opinions with Brandy Ziesemer. The results of the survey and anecdotal information from the employers revealed that the HSM degree would meet their basic needs and the primary concern of the employers was industry certification attainment. The employers agreed

that it is important for LSSC to keep the medical coder biller certificate and medical office management certificate.

**Fiscal Performance:** The table below provides an overview of the program revenue and expenditures for the HIT program from 2013-14 through 2017-18.

Year	Personnel Expenditures	Total Direct Instructional Costs	Total Allocated and College-Wide Support Costs	Total All Costs	FTE	Cost Per FTE Direct Instruction Only	Cost per FTE Support Only
2013-14	\$165,396	\$170,144	\$220,848	\$390,991	445	\$3,819	\$4,957
2014-15	\$155,411	\$161,118	\$206,885	\$368,003	42	\$3,843	\$4,935
2015-16	\$158,354	\$161,968	\$224,394	\$386,363	41	\$3,969	\$5,500
2016-17	\$137,976	\$143,511	\$218,618	\$362,129	41	\$3,500	\$5,332
2017-18	\$135,133	\$139,758	\$207,284	\$347,042	42	\$3359	\$4,981

Year	Operating Tuition/Fees	Percent of FTE	Fund 1 Appropriation	Total Revenue	Total Cost	Surplus/Deficit
2013-14	\$113,950	1.63%	\$205,000	\$318,950	\$390,991	-\$72,041
2014-15	\$107,223	1.51%	\$201,719	\$308,942	\$368,003	-\$59,061
2015-16	\$104,358	1.41%	\$194,373	\$298,732	\$386,362	-\$87,630
2016-17	\$104,869	1.38%	\$204,182	\$309,052	\$362,129	-\$53,077
2017-18	\$106,430	1.34%	\$190,976	\$297,406	\$347,042	-\$49,635

### SWOT ANALYSIS (Brief) HIT AS Degree

Below is provided a brief SWOT analysis of both the HIT and HSM degrees.

<b>Strengths:</b> <ul style="list-style-type: none"> <li>• Excellent reputation with local employers</li> <li>• Continuing annual accreditation without any recent recommendations</li> <li>• Only path to a Registered Health Information Technology (RHIT)</li> <li>• Job placement rate is usually 100%</li> <li>• Graduates (especially with RHIT) are frequently promoted within the first year of employment</li> <li>• Employer and Graduate surveys rate the program high with regards to how well it prepared them for HIT jobs</li> </ul>	<b>Weaknesses</b> <ul style="list-style-type: none"> <li>• Length (70 credits) is discouraging for part-time students with financial obstacles to complete – some give up and some stop out after earning the certificate in coding/billing. Completers often exceed the time the state allows for performance-based funding measures.</li> <li>• Health Information textbooks are expensive and substantially updated annually in some cases</li> <li>• Students often start with program-specific courses plus anatomy and</li> </ul>
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<ul style="list-style-type: none"> <li>• Both HIT faculty members have impressive qualifications and experience and both add prestige to LSSC through professional activities</li> <li>• There is a high retention and completion rate for those students who intend from the start to get the full degree (not just a certificate) or come back to work on the degree after completing a certificate and getting a job in the field.</li> <li>• The coder-biller certificate that articulates to the HIT degree has impressive certification and job placement outcomes</li> <li>• The job outlook for medical records and health information technicians is projected to grow by 13% which is higher than average between 2016-2026 (<a href="https://www.bls.gov/ooh/healthcare/medical-records-and-health-information-technicians.htm">https://www.bls.gov/ooh/healthcare/medical-records-and-health-information-technicians.htm</a>) (Note: offset to a certain extent by the need for experienced workers with a declining opportunity to get an entry-level job that will provide the required experience and because there are other types of graduates who can take these jobs – especially the ones focused on revenue cycle management and health information systems)</li> </ul>	<p>physiology but save the core Gen Ed requirements for last. This results in the transition from school to work being complicated by the graduate not having the most current HIT-specific information due to the rapid changes in revenue cycle management and technology in HIT.</p> <ul style="list-style-type: none"> <li>• Many employers hire people with other degrees and credentials to do the same jobs as an HIT AS degree graduate (even with the RHIT credential) is specialized in doing. For example, Langley Health hired an HIM Coordinator with a bachelor's in legal studies and experience as a paralegal in health cases instead of an RHIT with some experience. Hospitals have nurses doing Clinical Documentation Improvement activities instead of HIT professionals. Many physicians hire people with related experience but with health services management or admin degrees or even business management degrees more than RHITs with experience.</li> <li>• Many of the traditional hospital HIT positions are being outsourced overseas and to U.S. – based companies but the US based companies require work experience, not just the credential and many of these jobs can be done by coder specialists (certificate vs degree)</li> <li>• Curriculum for the AS in HIT will be substantially changed effective January 1, 2021</li> <li>• Site Visit during 2020-2021 year is scheduled – average cost around 7K.</li> </ul>
<b>Opportunities</b>	<b>Threats</b>

<ul style="list-style-type: none"> <li>Physicians, Skilled Nursing/Rehab facilities and home health agencies are realizing that recent federal changes impacting electronic health records and revenue cycle management require a professional with more HIT specific knowledge than has been the case</li> <li>Lake and Sumter Counties are both projecting continued growth for SNF/Rehab facilities, physicians and other health facilities which should increase the demand for HIT professionals</li> </ul>	<ul style="list-style-type: none"> <li>Long-term, if needed, it is difficult to find qualified faculty who are willing to manage an HIT program that requires regular on-site hours because there are so many full-time, fully-online opportunities for HIT faculty and even some fully online program manager positions.</li> </ul>

### SWOT ANALYSIS – HSM AS Degree

<p><b>Strengths:</b></p> <ul style="list-style-type: none"> <li>LSSC already has all of the required courses (with some minor curriculum modifications) except for one 3-credit hour course</li> <li>Both Racheal D’Andrea and Brandy Ziesemer have the necessary “alternate” credentialing” requirements for most if not all of the program core courses</li> <li>Survey results, although limited to 6 respondents (3 facilities and 3 physician practices), indicate graduates from the HSM degree would be hired as frequently as they would hire HIT degree graduates</li> <li>The existing, highly successful, certificate in medical information coder/biller certificate leading to industry certifications (CCS, CCS-P, CCA) could still be offered with some minor curriculum modifications and only 2-3 courses that aren’t also in the HSM degree</li> <li>The existing Medical Office Management certificate which meets statewide frameworks as a certificate under medical office administration AS degree and also qualifies for CMM-A certification, could be modified to keep the CMM-A learning outcomes but articulate with the HSM degree</li> <li>Existing CIT AS electives in HIT will still be available</li> <li>HSM is more widely recognized as having medical practice management and financial services (for a</li> </ul>	<p><b>Weaknesses</b></p> <ul style="list-style-type: none"> <li>As with any new program, it may take 2-3 years to increase enrollment enough to offset the costs of instruction/program management</li> <li>If we keep the coding certificate, although most of those courses would articulate to the HSM AS, LSSC would need to develop an articulation agreement with one of the state’s fully online HIT programs such as Seminole State College or St. Petersburg College</li> <li>There isn’t a specific certification exam that requires the AS in HIM (HIT leads to RHIT but HSM doesn’t have a corresponding certification/credential)</li> </ul>
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<p>health facility) knowledge/skills than is the HIT AS (even though the HIT AS does prepare graduates for these positions)</p> <ul style="list-style-type: none"> <li>• The job outlook for medical and health services managers is projected to grow by 20% (2016-2026) which is much higher than average. (<a href="https://www.bls.gov/ooh/management/medical-and-health-services-managers.htm">https://www.bls.gov/ooh/management/medical-and-health-services-managers.htm</a>)</li> <li>• Program length is 60 credits which makes it align with the goal of as many workforce degrees as possible being 60 credits.</li> <li>• Grads can find entry level work in virtually any aspect of health or medical services and work up to supervision and management</li> <li>• Qualified faculty and a program manager will be easier to acquire than it is for the HIT AS degree</li> </ul>	
<p><b>Opportunities</b></p> <ul style="list-style-type: none"> <li>• Florida has BAS in Health Services Administration frameworks which LSSC can offer as the AS grows in enrollment (the occupational outlook projected growth includes people with bachelor's degrees)</li> <li>• LSSC's emerging partnerships and increased apprenticeship opportunities will help create a strong marketing strategy for this degree especially since the degree will also have an internship required (internship before graduation, paid apprenticeship upon graduation)</li> <li>• Rich source of guest speakers/field trips available locally even if the program is fully online (extra credit to attend a live presentation or synchronous learning online via webinar or to participate in a field trip)</li> </ul>	<p><b>Threats</b></p> <ul style="list-style-type: none"> <li>• Many colleges offer this degree fully online so potentially a threat to LSSC market share unless LSSC also offers it fully online</li> <li>• The FL DOE is reviewing the current HSM AS frameworks which may result in substantial changes which would require the draft below to be redone.</li> </ul>

## Curriculum

After review of the 2019-20 Draft Frameworks for both the HIT and HSM program; State College of Florida, Manatee's HSM AS program; St. Petersburg College's HSM AS Degree (articulates with their BAS in HSA); and LSSC's existing HIT degree curriculum, the following draft curriculum is feasible and meets current frameworks while incorporating as many existing LSSC courses as possible (Manatee has 5 HIM courses and only 4 HSM courses – one of which is the same content as one of our existing HIM courses).

The table below provides a listing of the proposed courses for the HSM degree. The table includes the course prefix and number, course title, course status which indicates whether the course is an existing course at LSSC, an existing course that will need to be modified, or a brand new course, and the number



of credit hours. Please see the key below for the status column and note that the course title column includes whether the course is also used part of the coder biller technical certificate and medical office management certificate. The course review found that three courses will need to be modified, two courses will need to be developed, and two courses will need to be dropped.

**TABLE KEY:**

(STATUS: X = No Change from Existing LSSC Course; M = Modify Current LSSC Course, D= Delete Current LSSC course, N=Need New Course Developed)

(COURSE TITLE COLUMN , Coder-Biller Certif (CBTC), or Medical Office Mgmt Certif (MoMTC)

**Curriculum in Health Services Management Listing**

Course Prefix/#	Course Title	Status	Cr
ENC1101	College Composition (HITAS, MoMTC)	X	3
Gen Ed	Select from Area II: Humanities (HITAS)	X	3
Gen Ed	Select from Area III: Social/Behavioral Sciences (HITAS)	X	3
Gen Ed	Select MAC 1105 or MGF 1106 (HITAS)	X	3
BSC 2085C	Anatomy & Physiology I (HITAS, CBTC)	X	4
BSC2086C	Anatomy & Physiology II (HITAS, CBTC)	X	4
CGS1100	Business Computer Applications (HITAS, MoMTC)	X	3
OST2336	Business Communications (HITAS, MoMTC)	X	3
HIM1211	Basic Health Information Technology (HITAS, MoMTC)	X	3
HIM2012	Medicolegal Aspects of Records (HITAS, CBTC, MoMTC)	X	3
HIM1273	Medical Insurance & Coding I (HITAS, CBTC, MoMTC)	X	3
HIM2515	Leadership in Health Information and Med Practice (includes Quality and Performance Improvement Strategies) (HITAS, MoMTC) MODIFY TO HSA COURSE HSA2182 but Content very similar)	M	3
HIM2112	EHRs and Informatics (includes Proj Mgmt, Evidence-based practice, Registries) (HITAS, MoMTC)	X	3
HIM2442	Pharmacology and Lab Analysis (HIT AS, CBTC)	X	1
HSC1531	Medical Terminology (HIT AS, CBTC, MoMTC)	X	3
HIM1433	Concepts of Disease (HITAS, CBTC)	X	3
HSA1100	Health Care Delivery Systems	N	3
HSA1102	Current Issues in Health	N	2
HIM2253	CPT Coding and Reimbursement (HITAS, CBTC, MoMTC)	X	3
HIM2410	ICD Coding 1 (HITAS, CBTC)	X	3
HIM2815	Internship in Health Info and Medical Offices (MoMTC) Modify to HSA Internship and work in demonstration of Interprofessional Team-Based Health Care Ability – will work for the MoMTC as well	M	1
TOTAL	PROPOSED AS in HSM		60
Additional Courses Needed for CBTC	Foundations of Health Information Management may have to be deleted and replaced in both certificates by the new Health Care Delivery Systems which should meet the	D course &	3

and/or MoMTC if maintained as is HIM1003	framework requirements in both cases; especially with HIM2112 having some overlap with HIM1003 but AS HIT needs	replace after HIT ends	
HIM2214 (HITAS, CBTC)	Healthcare Statistics (HITAS, CBTC)	Keep for CBTC?	3
HIM2412 (HITAS, CBTC)	ICD2 (HITAS, CBTC) Must Keep for CBTC	X	3
HIM2810 (HITAS, CBTC)	PPE: Coding * Revenue (Keep for CBTC) but modify to internship	M	1
HIM2815	PPE: Healthcare Informatics Keep as a CIT HIT elective (preps for CAHIM) (HITAS)	X	3
HIM2930	HIT Review (for National Certif)	D after HIT ends	2

**Budget:** The budget impact is expected to be minimal. Many of the course required for the HSM degree are currently being taught at LSSC and can be taught by current faculty. Two courses will need to be modified and two will need to be developed requiring faculty resources. Additionally, there will be a savings of \$10,000 as the HIT degree requires an accreditation fee of \$10,000 to maintain accreditation through its governing body, Healthcare Information and Management Systems Society (HIMSS).

**Teach Out Plan:** The Curriculum and Instruction Committee approved the closure of the HIT program at its May 2019 meeting. Closure of the HIT program will enable the college to save funding that is required to maintain accreditation, a total of \$10,000, and the cost of a site visit by the accrediting body (estimated at \$7,000). Additionally, HIMSS will be implementing a significant curriculum change that must be instituted by 2021. This change would require the college to assess the current courses and make changes to align with one of two tracks: revenue management or data analysis. There are a total of 24 students who have been continuously enrolled in the program since the summer of 2019 and will need to be included in the plan. The program is expected to be taught out fully by spring 2021 following the course rotation schedule below.

Course Rotation Schedule						
Course Prefix/#	Course Title/Credits	Fall 2019	Spr 2020	Sum 2020	Fall 2020	Spr 2021
HIM1003	Found HIM (3)	X	X		X	Modified for HSM
HIM1211	Basic HIT (3)	X	X		X	X
HIM1273	Med Ins/Coding (3)	X	X		X	X
HIM1433	Concepts of Disease (3)	X	X		X	X
HIM1800C	PPE 1(1) (Ind study or BZ combined load)	X	X	X	X	X
HIM2012	Med/Legal (3)	X	X		X	X

HIM2112	EHRs/Inform (3)	X			X	
HIM2214	HLth Stats (3)		X			X
HIM2253	CPT Cdng/Reimb (3)	X	X		X	X
HIM2410	ICD Coding 1 (3) (combined w HIM2412 BZ load)	X	X		X	X
HIM2412	ICD Coding 2 (3) (combined w HIM2410 BZ load)	X	X		X	X
HIM2442	Pharm/Lab Analysis (1)	X			X	
HIM2515	Ldrshp/HLth Info/Med Offices (3)	X	X		X	X
HIM2810	PPE: Coding & Revenue (1) (Ind study or BZ combined load)	X	X	X	X	X
HIM2815	PPE: Health Informatics (3) (Ind study or BZ combined load)	X	X	X	X	X
HIM2930	HIT Review (2) (Ind study or BZ combined load)	X	X	X	X	X
HSC1531	Med Term (3) multiple sections	X	X	X	X	X
*HIM 2940 Internship in HLth Info and Med Office may be used as a sub for HIM1800C but is only required for the Med Office Mgmt Certificate-Not the HIT degree and is offered fall 2019						

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