



Lake Sumter State College

DISTRICT BOARD OF TRUSTEES

WEDNESDAY, FEBRUARY 23, 2022

Sumter Campus

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

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

Sumter Center
1423 County Road 526 A
Sumterville, FL 33585

**Lake-Sumter State College
DISTRICT BOARD OF TRUSTEES
Wednesday, February 23, 2022
Sumter Center**

I. CALL TO ORDERMr. Morris

II. PLEDGE OF ALLEGIANCE and MOMENT OF SILENCE

III. PUBLIC COMMENT

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

CONSENT CONSIDERATIONS (Tab A).....Mr. Morris/Dr. Sidor

ACTIONS and ACKNOWLEDGEMENTS

- 2-01 Action: Minutes of January 26, 2022 Regular Meeting
- 2-02 Action: Minutes of February 4, 2022 Special Board Meeting
- 2-03 Acknowledge: Human Resources Transactions Staff
- 2-04 Action: Human Resources Transactions Faculty
- 2-05 Action: Curriculum Revisions
- 2-06 Action: Monthly Fiscal Report for January 2022
- 2-07 Acknowledgement: Capital Projects/Facilities Update
- 2-08 Action: Purchases Over \$65,000
- 2-09 Action: CIP Updates
- 2-10 Action: Personnel Calendar

SCHEDULED INFORMATION REPORTS (Tab B)

- 2-11 President's Update..... Dr. Sidor
 - Meetings/Activities/Misc.
 - Legislative Update
 - Vice Presidents Report (Bigard, Vitale, Byrd)
- 2-12 Committee Reports.....Mr. Sidor
 - Executive Committee
- 2-13 Board Attorney's Report Mrs. Geraci-Carver

INFORMATION ITEMS (Tab C)

- 2-14 Information: Pinecrest Update.....Dr. Bigard

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

- 2-15 Action: Second Reading: Revision to Board Rule 1.02.....Dr. Bigard
- 2-16 Action: Interim PresidentMr. Morris
- 2-17 Action: David Walton V. LSSC Matter Anita Geraci-Carver

OTHER CONSIDERATIONSMr. Morris/Dr. Sidor
As Needed by Chairman/President

ADJOURNMENTMr. Morris

CALENDAR NOTES

Next Executive Committee Meeting	Tuesday, March 8, 2022	Leesburg Campus
Next Board Meeting	Wednesday, March 23, 2022	Leesburg Campus
Shamrock Shuffle	Saturday, March 5, 2022	South Lake Campus
LSSC Gala	Friday, April 8, 2022	Minneola



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: February 23, 2022

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 2-01 – Minutes of January 26, 2022 Board of Trustees meeting

OVERVIEW:

Attached are the minutes of January 26, 2022 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 26, 2022**

The regular meeting of the District Board of Trustees, Lake-Sumter State College, was called to order at 5:00 p.m. on January 26, 2022, at the Leesburg Campus Magnolia Room, by Mr. Tim Morris, Chairman. In attendance was Mrs. Marcia Butler, Mr. David Hidalgo, Mrs. Jennifer Hooten, Mr. Bret Jones, Ms. Emily Lee, Tim Morris, Ivy Parks and Peter Wahl. Mr. Morris welcomed those in attendance and invited them to join in the Pledge of Allegiance followed by a moment of silence.

PUBLIC COMMENT

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

CONSENT CONSIDERATIONS- ACTIONS and ACKNOWLEDGEMENTS

Pete Wahl made a motion and Bret Jones seconded the motion to approve as presented agenda items numbers 1-01 through 1-08 as follows:

Minutes of December 1, 2021, Regular Board Meeting

2022-01-02

Human Resources Faculty/Staff Transactions

2022-01-02

Faculty Appointments:

Sarah Madole	effective date 1/03/2022
Dr. Tamara LaCroix	effective date 1/03/2022

Faculty Retirements:

Mary Heikkinen	effective date 12/15/2021
Debra Hicks	effective date 12/15/2021
Graham Bourne	effective date 12/15/2021

Faculty Transition:

Katie Roles – to Adjunct	effective date 11/29/2021
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Staff Appointments:

Gerald Paige	effective date 01/03/2022
Cassady Cook *	effective date 01/10/2022
Juliet Patterson	effective date 01/10/2022

***Internal New Hire**

Staff Resignations:

Karen Kirkley	effective date 10/29/2021
Sarah Seigworth	effective date 11/03/2021

Curriculum Revisions

2022-01-03

Monthly Fiscal Report

2022-01-04

Facilities and Capital Budget Update

2022-01-05

Purchases Over \$65,000

2022-01-06

Cancel Award to Garland Roofing for Leesburg Library

2022-01-07

Minutes of December 15 & 20, 2021 Facilities Board Committee

2022-01-08

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

SCHEDULED INFORMATION REPORTS

President’s Update

2022-01-09

Dr. Sidor reported that he spent last week in Tallahassee working with our local delegation to secure funding for our two appropriations requests. He reminded everyone of the two we submitted were the library renovations and the Emerging Media center, both requests are filed in the Senate. There is talk that it could be a good year for funding special projects that there is a significant amount of federal funds available.

He also discussed the COP request of \$60 million system wide increase in recurring funding which is 4% year over year increase. Also restore PECO funding and maintain incentive performance funding.

Currently there is very little concern with bills that are currently filed. He met with Sean Parks regarding the interlocal agreement for the Cooper Library. Dr. Bigard is working to modify the agreement. He has continued discussions regarding the library at Four Corners regarding dedicated library access for our students.

He met with Chancellor Henry Mack regarding some direction on possible workforce grant opportunities.

Dr. Heather Bigard

Dr. Heather Bigard reported that we are saddened by the news of losing a 30 years employee, Miss. Loretta Campman.

She gave an enrollment update of 4,140 which is down of 1,000 students from fall of 2019, which was our peak enrollment. We are working to get back to our peak by staff instruction, our system workflows, recruiting and a new structure for dual enrollment.

She announced the Pinecrest Lake Academy has been approved on our South Lake Campus with road access from Legends Way being in the Year 1 requirements. We are still moving forward with successful DEU operational agreements with Advent Health Waterman and Orlando Health/South Lake. There are also meetings set with UF Shands on the implementation of a DEU there. Bruce Duncan is currently working on the master affiliation agreement and operation agreement for more efficiency. She announced the Livewell grant to expand our nursing program in South Lake. The challenge will be hiring full time faculty nursing.

There is also a meeting regarding Mount Dora High School to expand their dual enrollment to a possible Collegiate Academy. She also announced the removal of the trees from the parking lots that have created a hazard. We are moving forward with an outdoor instructional covered space through HEERF at the Sumter Center for the CDL and Lineworker programs. There will be restrooms, water fountains and ice. She also announced we are looking at solar technology to power the building.

Her full report is in the packet.

Dr. Michael Vitale

Dr. Mike Vitale reported that Dr. Shearer has been working with HR to develop job descriptions for Respiratory Therapy assistant and Physical Therapy assistant programs. We are also going through the SACS process getting these programs going. Fall semester planning is underway and we are revamping schedules to bring more students on campus.

His full report is in the packet.

Dr. Laura Byrd

Dr. Byrd reported updates on:

CAREER DEVELOPMENT SERVICES

Dr. Laura Byrd

- Career Services scheduled their Spring 2022 events
 - Workshops:
 - Are you LinkedIN? 1/20
 - You Got Skills! 1/24-2/11 multiple dates
 - Spring Job Fair – 2/14
 - Engineering Technology Job Fair – 3/5
 - Mock Interview Event – TBD
 - Career Spotlight Replay
 - Pop into CDS virtual drop in hours – multiple dates
- The in-person/ virtual hybrid Spring Job Fair already has 22 registered employer attendees.

- CDS is attending the Manufacturing and Distribution Luncheon on 1/25/22
- December 2021 had 104 job listings on LakeHawk Career Connect and we've already surpassed this in the first two weeks of January with 134 postings.

CORPORATE TRAINING & CONTINUING EDUCATION

Greg Jones, Director of Corporate Training and Continuing Education

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

EDUCATIONAL OPPORTUNITY PROGRAMS

Dr. Roland Nunez, Director of Educational Opportunity Programs

Talent Search

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

Upward Bound

The Upward Bound Proposal for grant renewal is completed and currently being proofread for final submission to the Department of Education

- Completed first Saturday session of the calendar year; student attendance was strong

EOP General

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

Dr. Laura Byrd, Executive Director of LSSC Foundation

- The 2022 Foundation Annual Board Meeting & Annual Campaign Kick-off was held at The Venetian Center in Leesburg on Thursday, January 6, 2022, at 6:00 pm. New board members were inducted along with the 2022 slate of Executive Board officers.
- 2021 was a record-breaking year for scholarship applications received and dollars awarded. 1,871 students submitted a scholarship application during the year of 2021, which is an increase of 43% over 2020. The Foundation awarded over 1,200 students a total of \$990,000 for an increase of 39% over 2020 in dollars awarded.
- The Summer 2022 scholarship application will open March 1 – March 31. We plan to award \$250,000 in scholarships for the Summer 2022 semester during the week of April 18.
- Staff Updates: Cassidy Cook has been hired as the Foundation Event Coordinator and Gerald Paige has been hired as the Grants Manager both beginning in January 2022.
- The 2022 Shamrock Shuffle is scheduled for March 5, 2022, on the South Lake Campus. The shuffle will include a 1-mile fun run, 5k and 10k. We have sponsorship, vendor, and volunteer opportunities available.
- The 5th Annual Scholarship Dinner will be held on Tuesday, March 1, 2022, at The Venetian Center in Leesburg in celebration of scholarships & students awarded over the past year.
- The Foundation was approved to receive grants in the amount \$2,050,000 from the Live Well Foundation and the Orlando Health Foundation which will help support the Nursing Expansion Initiative.
- The Foundation was approved to receive a grant in the amount of \$20,000 from the Charles & Mary McLin Foundation, to support First Generation in College scholarships.

MARKETING & STRATEGIC COMMUNICATIONS

Kevin Yurasek, Director of Strategic Communications

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

YOUTH DEVELOPMENT

DeAnna Diggs, Director of Youth Development

- New Coordinator of Youth Development Programs hired and started in January 2022
- Kids College work is under way. Currently, potential instructors are being hired and potential course offerings are being reviewed. No decisions have been made as to what restrictions may be in place, if any. Rooms have been reserved, excluding locations that are still in question. Website is being updated to be completed by the end of next week. "Save the Date" postcards will be mailed to homes later this month. Dates of camp are as follows:

- Leesburg: June 6 – July 21, 2022
- Clermont: June 6 – July 28, 2022
- Course offerings available in February:
 - SAT Prep Workshop
 - Babysitting Certification
 - Teen Leadership Academy
 - Career Prep Workshop Series
- Virtual STEM-based programs

Committee Reports

2022-01-10

The Executive Committee met and discussed items on the agenda.

Bret Jones reported that the SP Board Committee met and are looking to have a workshop with the SP Council and how we are working together with some improvements to each campus.

Board Attorney Report

2022-01-11

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

Negotiations are ongoing with United Faculty of Florida.

Fernando Verdini vs. District Board of Trustees Miami Dade College: LSSC has joined along with the FLDOE's amicus brief in support of Miami Dade. Nearly 20 similar cases are pending against public colleges and universities in Florida. The Third District Court of Appeals granted Miami Dade's request for oral argument and set it November 8, 2021. At present a ruling has not been issued.

Dr. David Walton vs. Lake-Sumter State College: Board Member Jones will be issuing a recommended order for the Board of Trustees consideration. The matter is anticipated to be placed on the board's February 23rd, 2022 agenda.

At its January 11th Council meeting the City of Clermont approved Pinecrest's application for an amendment to the Conditional use Permit to allow for the charter school.

Her full report is in the packet.

INFORMATION ITEMS Tab C

Appointments of the Lake-Sumter State College Academic Advisory Committee Members

2022-01-12

Dr. Vitale announced that the list of advisory members is listed in each packet for review. He asked that the list be accepted as written.

A motion was made by David Hidalgo to accept the advisory members list as written seconded by Emily Lee, motion carried.

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

FIRST READING: BR 1.02 Meetings of the DBOT

2022-01-13

Dr. Bigard reported the changes to the Board Rule as follows:

Currently written:

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

Proposed changes:

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

EDT Lineworker Update

2022-01-14

Dr. Michael Vitale reported on the Lineworker program and transition the certificate program to continuing education bootcamp. If they chose to go over they can enter the credit side with 12 credit hours.

Pinecrest update

2022-01-15

Dr. Sidor reported On Tuesday, January 4, 2022 before the Clermont Planning and Zoning Commission a presentation was made primarily by the representatives of Pinecrest and Academica with some input being given by Dr. Sidor and Dr. Bigard on behalf of LSSC.

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

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

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

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

NEW BUSINESS Tab D

Approval of Medical Lab Technician Program

2022-01-16

Dr. Vitale reported that the college is seeking approval to start a medical lab technology program to start in fall of 2022.

A motion was made by Bret Jones to approve the program and seconded by Emily Lee, motion carried.

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

LSSC Financial Audit

2022-01-17

Dr. Bigard announced that the financial audit was mailed to all board members and asked if there were any questions.

A motion was made by Pete Wahl to accept seconded by Bret Jones, motion carried.

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

7th Amendment to the President’s Contract

2022-01-18

Chairman Morris called for a motion to approve the terms and conditions set forth in the Independent Contractor Consultant Agreement and contract amendment with direction to bring an agreement to bring to the Board at the next meeting.

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

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

OTHER CONSIDERATIONS

As Needed by Chairman/President

- ✓ Chairman Morris reviewed the events on the calendar. He announced that the next Board meeting will be on Wednesday, February 23, 2022, at 5 p.m. for

the regularly scheduled meeting.

There being no further business, the meeting was adjourned at 6:45 p.m.

Respectfully submitted,

ATTEST:

Timothy Morris, Chairman

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

Recording Secretary: Claudia Morris



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: February 23, 2022

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 2-02 – Minutes of February 4, 2022 Special Board of Trustees meeting

OVERVIEW:

Attached are the minutes of February 4, 2022 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
FEBRUARY 4, 2022**

The special meeting of the District Board of Trustees, Lake-Sumter State College, was called to order at 5:00 p.m. on February 4, 2022, at the Leesburg Campus Magnolia Room, by Mr. Tim Morris, Chairman. In attendance was Mr. Bryn Blaise, Mrs. Marcia Butler, Mrs. Jennifer Hooten, Ms. Emily Lee, Tim Morris, Ivy Parks (via zoom) and Peter Wahl (via phone). Mr. Morris welcomed those in attendance and invited them to join in the Pledge of Allegiance followed by a moment of silence.

NEW BUSINESS

7th Amendment to the Presidents Contract

2022-02-01

Anita Geraci-Carver started the meeting by announcing that earlier today a version of the contract was emailed and has one change. She announced that she removed the language regarding the purchase of the President's vehicle and it will be turned in June 30, 2022. She explained that the contract contained language regarding cobra insurance, change in term of tenure (6-30-2022), and deferred compensation.

She explained a typo in the contract associated with coverage expense commencing June 2023, not 2027. Bryn Blaise asked Anita to discuss any concerns she with the contract. She replied on two concerns: the vehicle and that the original proposal was not in conformance with state statutes thus the paragraph was removed and the vehicle will be turned in on June 2022. She also has some concerns regarding the early retirement incentive. After a discussion with Robert Ard she now believes this minimizes risk to the college if challenged. She explained that if the college is penalized It may have to reimburse the state from non-state-funds.

Bryn Blaise also asked what transpired to reach this decision. Tim Morris explained that he and Dr. Sidor have had discussions for seven months regarding the best way to take LSSC to the next level. Both he and Dr. Sidor stated that this is the best long-term decision for the college.

A motion was made by Pete Wahl to approve the contract and seconded by Emily Lee, motion carried.

The motion was passed with 6 votes in favor and 1 against (Bryn Blaise) the following vote:
Voting "yea" – Butler, Hooten, Lee, Morris, Parks and Wahl.

Consultant Agreement

2022-02-02

Anita stated there are no changes to the independent consultant agreement. The one-year contract provides for Dr. Sidor to start effective July 1, 2022 as an independent contractor to provide services outlined within the agreement.

A motion was made by Pete Wahl to approve the Consultant Agreement and seconded by Ivy Parks, motion carried.

The motion was passed with 6 votes in favor and 1 against (Bryn Blaise) the following vote:
Voting “yea” – Butler, Hooten, Lee, Morris, Parks and Wahl.

OTHER CONSIDERATIONS

As Needed by Chairman/President

- ✓ Anita Geraci Carver announced that she received a settlement offer from David Walton’s attorney. If the college agrees he will give up the right to appeal and exception order. A closed session will have to be announced at the February meeting and held seven day later.
- ✓ Dr. Sidor announced his formal resignation and Claudia passed out a copy of his resignation letter. He also announced he will be having surgery in March and will be on sick leave for 4-6 weeks.
- ✓ Chairman Morris announced that a discussion for Interim President will be added to the February 23rd board agenda.

There being no further business, the meeting was adjourned at 5:30 p.m.

Respectfully submitted,

ATTEST:

Timothy Morris, Chairman

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

Recording Secretary: Claudia Morris



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: February 23, 2022

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 2-03 - Review of Human Resources Transactions - Staff

OVERVIEW:

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

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

ANALYSIS:

Please review attached summary.

RECOMMENDATION:

The District Board acknowledges receipt and review of this information.



Human Resources Transactions

Staff Appointments:

Name	Title	Effective Date
Vanessa Przybysz	Enrollment Services Specialist SL	02/14/2022
Melinda Skeete*	Talent Acquisition Partner	02/16/2022
Jessica Serrano	Enrollment Services Specialist	02/28/2022

*Internal New Hire

Staff Promotions:

Name	Title	Effective Date
None		

Staff Resignations:

Name	Title	Effective Date
Ernest (Xaq) Morales	Library Assistant SL	02/04/2022

Staff Retirements:

Name	Title	Effective Date
None		

Staff Separations:

Name	Title	Effective Date
None		

Staff Transitions:

Name	Title	Effective Date
Laurie Jacobs-Carneiro	SAS Coordinator Full Time to Temp Part-Time	02/14/2022



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: February 23, 2022

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 2-04 – Approval of Human Resources Transactions - Faculty

OVERVIEW:

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

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

ANALYSIS:

No Faculty Transactions

RECOMMENDATION:

No Action Needed



Lake-Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: February 23, 2022

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 2-05 – Curriculum Revisions

OVERVIEW:

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

ANALYSIS:

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

RECOMMENDATION:

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



Curriculum and Instruction Committee Proposals

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

No.	ACTION	COURSE	PROGRAM/COURSE TITLE

Committee Chairperson

Vice President, Academic Affairs

President

Curriculum and Instruction Committee

Credit Program Addition and Modification Rationales

- No activity

Key for Curriculum and Instruction Committee Proposals

CCA – Credit Course Addition

CCD – Credit Course Deletion

CCM – Credit Course Modification

CPA – Credit Program Addition

CPD – Credit Program Deletion

CPM – Credit Program Modification

CBE – Credit By Exam



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

Scribe: Phillip Suttikus

Ex Officio: Caitlin Moore, Mike Nathanson

Cabinet Liaison: Dr. Michael Vitale

Goals:

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

Meetings:

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

Actions since last update:

At the January meeting, the following proposals were approved:

- a. No activity this month.

NEW COURSES

- N/A

MODIFIED COURSES

- N/A

DELETED COURSES

- APA 1002 Small Business Accounting
- APA 2934 Special Topics in Accounting
- OST 1110 Advanced Document Formatting
- OST 1330 Business English
- OST 1743 Word Processing for College Writing
- OST 2336 Business Communications
- OST 2501 Office Management

- OST 2857 Microsoft Office-Advanced
- OST 2949 Internship in Office Administration
- OST 1100 Keyboarding & Document Formatting



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: February 23, 2022

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 2-06 – Monthly Financial Report

OVERVIEW:

Each month a report is provided to the District Board of Trustees accounting for the activity in the major operating fund (Fund 1) of the College. This report is prepared by the offices of the Executive Vice President and Associate Vice President of Financial Services and Controller, and is intended to keep the Board apprised of the financial condition of budget and the operating funds of the College. On a quarterly basis, a College-wide Balance Sheet and budget reports for Funds 2, 3, 5 and 7 are also provided.

ANALYSIS:

Attached includes:

- Monthly Fiscal Report of the General Operation Fund (YTD January 2022)

Revenue and expenditures are in good order.

RECOMMENDATION:

It is recommended that Board approve this item as written.



Lake Sumter
State College

Division of Business Affairs

MEMORANDUM

To: Dr. Sidor, President
District Board of Trustees

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

Date: February 23, 2022

Re: Monthly Fiscal Report – YTD January 2022

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 58.3% completed.

Revenues

Total revenue booked to date is \$15,604,651 or 59% of the total budget of \$26,930,729.

- Tuition and fee revenue is trending below budget and is projected to be \$8,471,295 which is 10.4% under the budgeted amount.
- State support revenue is received throughout the fiscal year in installments. We have received a total of \$7,787,149 in General Revenue and Performance Funding and \$0 in Lottery funds.
- Other Income and Other Support actuals are projected to be slightly over the budgeted amount due to an anticipated increase in Federal Indirect Cost revenue related to HEERF.

Expenses

Actual expenses to-date total \$13,910,245 or 52% of the total budget of \$26,930,701.

- Salaries and benefits to-date are \$10,563,658 or 52% of budget.
- Operating and capital expenses to-date are \$3,346,587 or 49% of budget.

Year-End Projection

Expenditures are projected to exceed revenues by \$100,623.

Attachment: January 2022 Operating Fund 1 Budget Report

Lake-Sumter State College
Fiscal Status Report - Fund 1
General Current Fund
July 1, 2021 - January 31, 2022

	FY 20-21		FY 2021-2022			
	Annual Budget	YTD Actual 1/31/2021	Annual Budget	1/31/2022	Percent of Budget Earned/Spent	Projected 6/30/2022
REVENUES & BUDGETED FUND BALANCE						
Student Fees						
Fall						
Tuition	\$ 2,904,700	\$ 2,789,338	\$ 2,802,600	\$ 2,499,112	89%	\$ 2,497,718
Technology Fees	147,000	137,439	137,500	124,929	91%	124,859
Distance Learning	177,900	431,520	225,000	307,635	137%	307,678
Dual Enrollment	306,000	324,558	323,600	358,676	111%	357,164
HSCA Dual Enrollment	538,150	483,190	446,550	398,460	89%	398,460
Lab Fees	260,900	90,634	137,800	88,940	65%	107,104
Spring						
Tuition	\$ 2,468,900	\$ 2,444,123	\$ 2,375,100	\$ 2,262,698	95%	\$ 2,119,886
Technology Fees	123,400	122,214	118,900	113,142	95%	107,276
Distance Learning	157,900	358,215	187,600	292,185	156%	252,338
Dual Enrollment	412,200	421,515	424,000	380,558	90%	467,098
HSCA Dual Enrollment	538,150	-	419,070	325,180	78%	325,180
Lab Fees	142,200	55,785	106,700	96,665	91%	54,600
Summer						
Tuition	\$ 1,058,700	\$ (54,756)	\$ 1,071,900	\$ (20,903)	-2%	\$ 832,540
Technology Fees	53,700	(680)	53,400	(1,037)	-2%	44,375
Distance Learning	141,600	(435)	99,600	(2,310)	-2%	114,786
Dual Enrollment	700	(34,262)	-	432	0%	-
HSCA Dual Enrollment	-	-	-	-	0%	-
Lab Fees	33,400	(225)	13,200	(205)	0%	5,080
Miscellaneous Fees	65,400	34,055	65,300	41,699	64%	105,000
Youth Development	280,000	(299)	280,000	1,275	0%	44,000
Continuing Education	117,700	122,182	166,100	135,301	81%	206,153
Total Student Tuition and Fees	\$ 9,928,600	\$ 7,724,111	\$ 9,453,920	\$ 7,402,432	78%	\$ 8,471,295
State CCPF Support	\$ 12,791,621	\$ 7,123,049	\$ 13,071,677	\$ 7,638,822	58%	\$ 13,071,677
State Performance Funding	628,896	235,877	296,654	148,327	50%	296,654
State Lottery	1,968,738	-	2,317,578	-	0%	2,317,578
Miscellaneous State Support	100,000	32,736	100,000	-	0%	100,000
Federal Support Indirect Cost	52,600	38,232	100,000	179,042	179%	200,000
Foundation Support	190,000	-	110,000	-	0%	110,000
Contracts	196,100	151,769	238,000	202,859	85%	238,000
Miscellaneous Revenue	251,200	12,911	30,400	13,496	44%	42,909
Uninsured Loss Recovery (HEERF)	-	-	510,500	-	0%	500,000
Total Revenues	\$ 26,107,755	\$ 15,318,685	\$ 26,228,729	\$ 15,584,978	59%	\$ 25,348,113
Transfers In	641,400.00	-	702,000	19,673	3%	702,000
Total Revenues and Transfers In	\$ 26,749,155	\$ 15,318,685	\$ 26,930,729	\$ 15,604,651	58%	\$ 26,050,113
EXPENDITURES						
Personnel Expenditures						
Salaries and Wages	\$ 14,953,386	\$ 7,708,758	\$ 14,987,926	\$ 7,600,361	51%	14,392,197
Benefits	5,365,543	2,954,734	5,860,265	2,963,297	51%	5,756,879
Lapse Salary and Benefits	(705,000)	-	(702,500)	-	0%	-
Current Operating Expenditures	6,118,309	3,110,877	6,230,561	3,330,895	53%	5,947,211
Capital Outlay Expenditures	57,889	2,862	54,449	15,692	29%	54,449
Contingency	550,000	-	500,000	-	0%	-
Total Expenditures	\$26,340,127	\$13,777,231	\$26,930,701	\$13,910,245	52%	\$ 26,150,736
Transfer to Fund 7	(400,000)	-	-	-		-
Excess of Revenues over (Expenditures)	\$ 9,028	\$ 1,541,454	\$ 28	\$ 1,694,406		\$ (100,623)



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: February 23, 2022

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 2-07 - Facilities and Capital Projects Update

OVERVIEW:

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

ANALYSIS:

A report on the status on projects is attached.

RECOMMENDATION:

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

Facilities and Capital Projects 2021-2022				
February 2022 Update				
PROJECT	BUDGET	FUNDING	PROGRESS TO DATE	
Roof Restore Patch- LE Fine Arts	\$65,000	Infrastructure Restore-College-wide	Completed interim repairs based on \$25,086 Roof Assessment dated 5/28/21. A complete roof replacement is planned. Phasing options in discussion. Cost approx. \$1.5M.	
SSB ADA Restrooms	\$145,500	CO & DS/License Tag	Design development in progress. Construction documents anticipated 02/2022. Construction timeline (TBD).	
Monument Signage (LE - College Rd & Removal of 441, SL-Main and CML)	\$240,000	Local	New sign designs are complete. Some smaller signs have been installed. Monumental signs invitation to bid is progressing.	
Magnolia Room Restroom Renovations	\$95,000	CO & DS/License Tag	Tied to project to move wellness center and remodel of restrooms for showers. Timeline (TBD).	
Sumter Building 4 - Replace 20 Ton HVAC	\$72,000	CO & DS/License Tag	The new 20 Ton AHU installation is complete. Additional HVAC support work is in progress. Currently pricing custom cover for exposed HVAC conduit; install (TBD).	
Landscape Tree Removal - Phase 2 (North Parking, 441 View, Parking Lot B)	\$41,000	Local	Reviewed trees damaged by recent storms. Some trees have been removed. Additional tree removal in planning.	
LE New Walkway Storm Water Gutters	\$35,000	Local	Reviewing replacements for FY22 scheduling. No replacements identified to date.	
Engineering and Architect. Services (SL/FA/SC/Lake Hall/LE Lib/Mag Room)	\$100,000	Local	Engaging with Architects already on State Contract.	
SL Building #2 First Floor	\$205,000	New Capital Improvement Fee	Initial Planning meeting held 1/15/21	

Facilities and Capital Projects 2021-2022			
February 2022 Update			
PROJECT	BUDGET	FUNDING	PROGRESS TO DATE
Redesign	\$205,000	NEW Capital Improvement Fee	Initial Planning Meeting held 4/10/21.
Security Upgrades (Access Control)	\$90,000	Security Equipment	Phase 2 Upgrades; Access Control (Sonitrol) Repl. are ongoing.
LE Emerging Media Center (FA) Mac Lab Project	\$200,000	Local	Received owner review set from Dickerson Architects 01/21/22. Final construction drawings will be issued 02/2022. Project build-out is on Hold.
SL Facilities Mgmt. and Grounds Bldg.	\$300,000	Local	Gordian through Sourcewell Contract Design/Build Services. Permit set of plans issued 12/22/21. Fire Alarm design services and construction pricing in progress.
Service Contracts for Repair and Maintenance	\$252,000	Local	Contracts for FY21 signed, some invoice over time so this is still in progress.
General Repairs and Maintenance	\$100,000	Local	Conducting general repairs and purchasing materials as required for maintenance of all three sites.
Repair/Replace HVAC Non-HERRF	\$400,000	Infrastructure Restore-Collegewide	Mitigating repairs and quoting replacements. The most recent replacement has been in the Leesburg Campus bookstore. Receiving quotes for the Facilities Bldg.
SL CML HVAC	\$200,000	Infrastructure Restore-Collegewide	Hanson Eng. 100% construction documents completed 01/25/22. Reviewing new chiller equipment proposal for Owner direct purchase. Equipment lead-time is 33-weeks. Waiting for Construction Bid on State Contract.
LE Emerging Media Center (FA) Controller Replacement	\$10,000	Infrastructure Restore-Collegewide	In review with phased plan for renovations.

Facilities and Capital Projects 2021-2022			
February 2022 Update			
PROJECT	BUDGET	FUNDING	PROGRESS TO DATE
LE Library Roof Replacement	\$531,819	Infrastructure Restore-Collegewide	Garland's Roof Replacement Contract Consent to Cancel Approved by BOT 01/2022. Reviewing Roof redesign options with Florida Architects as part of the overall Library renovation plan.
LE Roof Repairs	\$181,000	Infrastructure Restore-Collegewide	Mitigating repairs and quoting replacements. Executed roof maintenance program/contract with Garland Company on 9/1/21.
LE Facilities Roof Replacement	\$30,000	Infrastructure Restore-Collegewide	Soliciting and reviewing additional bids for roof restoration options.
LE Parking Lot Repair Sealing & Stripe	\$183,000	Parking Fee	Four trees in the Leesburg west parking lot have been removed and asphalt has been replaced in select areas to reduce tripping hazards.
LE FOB Demolition	\$75,000	New Capital Improvement Fee	Planning. Solicited budget proposal 10/7/2021. In recent contact with state DOE about the formal process to raze a building.
SU Irrigation Replacement	\$50,000	Infrastructure Restore-Collegewide	Planning. Met with a vendor on 11/10 to review scope of work.
SU Bldg-4 Gutter Replacement/repair	\$30,000	Local	Completed
LE Walking Trail Paving	\$30,000	Local	Completed
LE Foundation Supported Emerging Media Center (FA)	\$500,000	New - TBD	Anticipate receiving A/E proposals 02/2022 to develop FA Masterplan. Auditorium renovations is a priority.
LE Library Renovation	\$400,000 (multi-yr) \$250k	Local	Pre-design scope development in progress. Design Development duration is 14 weeks, not including owner

Facilities and Capital Projects 2021-2022			
February 2022 Update			
PROJECT	BUDGET	FUNDING	PROGRESS TO DATE
	from Foundation		reviews. Schematic plan for review anticipated 02/14/2022.
LE SSB Refurbish	\$400,000	New Capital Improvement Fee	Design Development in progress; complete schedule (TBD).
LE Emerging Media Center (FA) Flex Event Space	\$400,000	Local	Reviewing option to refresh flex space to continue events during overall design development.
LE Convocation Center Audio Video Upgrade (IT)	\$200,000	Local	Base Project is complete; some minor changes in process.
LE Student Activities Fee Student Center	\$75,000	Local	Completed refresh 09/2021: Painting, furniture, flooring, lighting and new IT equip. Exterior seating replacement and landscape improvements are complete.
Furniture /Equipment	\$150,000	Local	Requested reprogramming for purchase of new facilities utility carts.
SL Irrigation Well	\$70,000	Infrastructure Restore-Collegewide	Repairs are in the process of being made for the current well at this time. Reviewing.
Painting (Year 2 of 3)	\$71,000	Local	Refresh painting on-going. Most recent project has been with the exterior doors and atrium floors/railings in Bldg. 2 in South Lake.

Facilities and Capital Projects 2021-2022			
February 2022 Update			
PROJECT	BUDGET	FUNDING	PROGRESS TO DATE
LE Emerging Media Center (FA) Bldg. Design Development	\$40,000	Local	Anticipate receiving A/E proposals 02/2022 to develop FA Masterplan. Auditorium renovations is a priority.
Emergency Lighting Repairs	\$75,000	Infrastructure Restore-Collegewide	A comprehensive list of fixtures are currently in development for procurement.
LE Student Center (SC) Roof Replacement and Building Envelope Repairs	\$155,000	Local	Building envelope repairs completed 10/21/21. SC roof restoration and new gutter/downspouts scheduled to complete 02/12/2022.
LE Building 8 - IT Offices	\$54,000	Local	Replacement finishes, new furniture and HVAC replacement. Completion 01/2022
SU Workforce Instructional Pavilion & Exterior Restrooms	\$300,000	Local	Planning and Design Development in Process. Design/Construction timeline (TBD).



Lake Sumter State College

OFFICE OF THE PRESIDENT

Present to the Board: February 23, 2022

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 02-08 Purchases over \$65,000

OVERVIEW:

Each month a report is provided to the Board of Trustees accounting for any purchases that have been approved by the President which fall between \$65,000 and \$195,000. This report is prepared by the offices of the Provost and Executive Vice President and Associate Vice President of Financial Services and Controller, and is intended to keep the Board apprised of these purchases which fall under the authority of the President to be approved.

ANALYSIS:

The Purchases greater than \$65,000 for the period 01/01/2022 - 01/31/2022 are attached.

RECOMMENDATION:

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

Vendor:	Miller and Miller Investigative Services
Item Description:	Armed Security Services Campus Wide
Amount:	\$ 150,726.00
Purchase Order #:	P2200489
Vendor Code:	MILMIL



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: February 23, 2022

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 2-09 – Capital Improvement Plan (CIP) Updates

OVERVIEW:

The Facilities and Financial Services Departments is recommending an adjustment to the cost for two Capital Improvement Plan projects.

ANALYSIS:

A summary of the changes to CIP Projects is attached. These changes include increases in the project estimates for Library Re-purpose/Remodel and Emerging Media Ctr/Auditorium Remodel, and the addition of Sumter Workforce Instruction Restroom Facility.

RECOMMENDATION:

It is recommended that the board approve the updates to the CIP.

CIP Project Updates

Project Type	PROJECT TITLE (include Site)	Previous CIP Total	New CIP Total
Remodel	Library Re-purpose/Remodal - (LE) ¹	1,700,000	3,500,000
Remodel	Emerging Media Ctr/Auditorium (Prev Fine Arts) Remodel - (LE) ^{1, 2}	2,200,000	10,000,000
New Construction	SU Workforce Instruction Restroom Facility		300,000

¹Submitted Legislative Budget Request

²\$2,000,000 Committed by Foundation



OFFICE OF THE PRESIDENT

Present to the Board: February 23, 2022

TO: Lake-Sumter State College
District Board of Trustees

FROM: Dr. Stanley Sidor
President

RE: 2-10: College Personnel Calendars

OVERVIEW

The College Personnel Calendars is attached for the District Board of Trustees to review and approve. The 2022-2023 College Personnel Calendar will be submitted to the state in March of 2022. The other calendars may have certain dates modified, such as spring break, depending on external factors, yet would be brought back to the District Board of Trustees for approval if such a need exists.

ANALYSIS

The college is asking the Board of Trustees to review the calendar and approve the personnel calendars.

RECOMMENDATION

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



2022-2023 PERSONNEL CALENDAR

Paid Holidays - College Closed

Date	Holiday
Mon., July 4, 2022	Independence Day
Mon., Sept. 5, 2022	Labor Day
Fri., Nov. 11, 2022	Veterans Day
Wed., Nov. 23, 2022	Board Holiday
Thurs., Nov 24 – Sun. Nov. 27, 2022	Thanksgiving
Sat., Dec. 17 – Sun., Jan. 1, 2023	Winter Break
Mon., Jan. 16, 2023	Martin Luther King, Jr., Birthday
Sun., Mar. 12 – Sun. Mar. 19, 2023	Spring Break*
Mon., May 23, 2023	Memorial Day

*Date subject to change

Work Periods

Period	Academic Calendar Dates	Duty Dates
Staff/Non-Instructional Faculty		Fri., July 1 - Fri., June 30
10-Month Staff		Wed., Aug. 3 - Fri., June 30*
Fall 2022 Faculty	Mon., Aug 22 - Sat., Dec. 3	Wed., Aug 17 – Wed., Dec. 14 (81)
Spring 2023 Faculty	Mon., Jan. 9 - Sat., Apr. 22	Wed., Jan. 4 – Fri., May 5 (82)
Summer A 2023 Faculty	Mon., May 8 - Wed., June 21	Mon., May 8 – Fri., June 23
Summer AE 2023 Faculty	Mon., May 8 - Thur., Aug. 3	Mon., May 8 – Fri., Aug. 11
Summer B 2023 Faculty	Monday, June 26 - Wed., Aug. 9	Mon., June 26 – Fri., Aug. 11

*Subject to dates listed on employment agreement

Lakehawk Service Day

Fri., Oct. 21, 2022

No classes will be held on this date and offices will be closed, but all employees are expected to work and participate in Service Day events.

Academic Calendar

Instructional personnel should refer to the Academic Calendar published at <https://www.lssc.edu/academics/academic-calendar/> for dates and deadlines related to instruction, including exam schedules and final grade submissions. Instructional personnel are expected to meet these deadlines.

Questions?

Refer to the Employee Intranet at <https://www.lssc.edu/intranet/> or the LSSC Administrative Procedures at <https://www.lssc.edu/policy/> for employee policies. Please contact Human Resources or Payroll with any questions.



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: February 23, 2022

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 2-11 Scheduled Reports/President/Vice Presidents

OVERVIEW:

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

ANALYSIS:

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

RECOMMENDATION:

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



Lake Sumter State College

Division of Administrative and Business Affairs

Update for the President and Board of Trustees February 23, 2022

Dr. Heather Bigard, Provost & Executive Vice President

DAILY ENROLLMENT (as of 2/16/2022)

	Spring 2022	Spring 2021	Difference	Difference from Spring 2021 to Spring 2022	Final Spring 2020	Final Spring 2019
Head Count (HC)	4154	4493	-339	-7.5%	4720	4608
Full Time Equivalent (FTE)	1152	1274	-122	-9.6%	1334	1323
Fee Paying HC	2834	3125	-291	-9.3%	3267	3354
Fee Paying FTE	839	913	-74	-8.1%	956	985

- **Strategic Planning Council** – Discussing ways to increase access to enrollment with changes to the academic registration calendar.
- **Dedicated Educational Units** – The construction of instructional space on the Advent Waterman Hospital campus has not started. However, we will begin a pilot DEU on February 21, 2022 with 16 students. We are actively in the planning stages with Orlando Health South Lake Hospital and UF Hospital to begin DEU's on their campuses next academic year.
- **Budget 22-23** – The House and Senate Budgets have been released. With the exception of \$60M allocated for tier-funding, we anticipate a relatively flat budget from 21-22. There is also the potential of additional nursing education funds through a new matching grant, PIPELINE.

- **Dual Enrollment** – In the discussion phase with Mount Dora High School to develop a Dual Enrollment Collegiate Academy in Criminal Justice to be offered on their campus.
- **Events and Activities** – Attended the Live Well Transformation Grant check presentation and reception at the NTC in Clermont, the Council of Business Affairs (COBA) Conference 1/27-1/28 in Orlando, an Aspen Session on Strategic Communications, and Kith's Higher Education Social Risk Webinar. Coordinating a visit to the Sharon Performing Arts Center in the Villages to learn more about their approach to revitalizing and renovating their facility.
- **Audits** – Exit conferences have been completed work the Auditor General's Office for the Financial Aid and Information Technology audits. No findings were identified in the financial aid audit; 2 preliminary findings were identified in the IT audit. Final reports will be sent directly to the District Board of Trustees and placed on a future agenda for acceptance.

ADMISSIONS, RECORDS & FINANCIAL AID

Arminta Johnson, Interim Director of Enrollment Services

- On February 10th we held our Annual Dual Enrollment Counselors Conference in person in Leesburg, South Lake, and on Zoom simultaneously. The conference was a great success! We highlighted LSSC resources, the Honors program and the Dual Enrollment Process. Our partners in Lake County Schools, Sumter County Schools and Lake Tech all participated.
- We having begun a FAFSA Today campaign encouraging students to complete their FAFSA. Live FAFSA will be help in computer labs on each campus the week of February 14th.
- Encouragement for students to enroll in B7 courses starting on 2/28 if fully underway with text messaging, social media campaigns, enrollment coaching and more.
- HEERF Student funds will be disbursed in February to currently enrolled students. B7 only students will receive refunds at the end of March.
- Spring Graduation applications were due February 11th. Plans for commencement ceremonies are underway by the convocation committee.

ATHLETICS & STUDENT LIFE

Mike Matulia, Executive Director

- Student Life/SGA - attended the FCSSGA Leadership Conference at Eastern Florida State College on February 11th.
- Student Life and Academic Awards preparation
- 2022-2023 Student Life Budget presentations on March 31, 2022
- Spring sports season have begun
- Athletics hosted the LCS Middle School Basketball Championships on 2/16
- Athletics Community Service activity for Cooper Memorial Library Book Sale.
- Walking path resurfacing at sports complex was completed.

CAMPUS SAFETY

Rebecca Nathanson, Executive Director

- Covid reporting: 6 employee cases, 3 positive/3 direct contacts; 22 student cases, 15 positive/7 symptomatic. This represents a significant reduction from reports in January 2022.
- New ADT alarms have been installed in Buildings 1,4, and 5 on the Sumter campus to provide improved intrusion coverage when campus is unoccupied.
- Three new AEDs purchased and deployed to Gym, Concession Stand, and Fine Arts lobby to replace outdated existing equipment.

CONTRACTS ADMINISTRATION

Bruce Duncan, Contract Manager

- United Way lease for space located on the Sumter Campus. No rental income for the College. United Way will be providing free tax services to the citizens of Sumter County in this space.
- Follett contract for the operation of the bookstore. The faculty has some concerns with the way the bookstore is currently operating. Follett has sold their business and therefore we are looking at the possibility of changing the vendor for the bookstore.
- Honor Lock on line test proctoring. Again, the faculty is not happy with the current service from Honor Lock. We are reviewing the contract to determine how we terminate the services of the current vendor and seeking a new vendor for the online test monitoring of our students.
- Reviewing the SSC contract for janitorial and grounds service. The contract is in year 4 of 5.
- Attempting to come up with a master agreement that can be used for experiential learning opportunities for our students at various health care facilities.
- Negotiating the agreement with Advent Health for the clinical opportunities for the HSCA and nursing students to meet the needs of their graduation requirements from the state and federal monitoring agencies as well as the requirements of the College's HSCA minimum requirements for hands on experiences.
- Review and approval of entertainment contracts between the college foundation and the hired acts/performers for the Arts Series provided at LSSC.
- Continuing to engage the City of Clermont in the planning phases for the construction of Pinecrest Academy Lakes on the Clermont campus.

FACILITIES & CAMPUS TRANSFORMATION

Thom Kieft, AVP Interim Director of Facilities

- HSCA staff have been recruiting 8th graders for the 4-year HSCA program and 10th graders for the 2-year program. As of 2/11, 58 applications have been submitted for the 4-year program which has a 2/21 submission deadline.
- The Student Center roof renovation is complete and emphasis is now on bids for the Leesburg Facilities Bldg. Roof renovation.

- The Facilities team has been actively working in conjunction with our vendors to design the specifications for the Cooper Memorial Library and Building 1 chiller replacements.
- The walking path around the athletics fields and the repairs to parts of the west parking lot are completed.
- The Director of Capital Projects has been working with AdventHealth's team on the renovation plans at their Medical Office Facility.
- The college has met with Pinecrest and Redd Ash on facility use on the South Lake Campus for 2022-2023.

SANDRA STEPHENSON

Director of Campus Transformation

- Student Services Building 1st and 2nd floor Restrooms ready for contractor pricing for ADA Compliant
- Science/Math Instructional outdoor shade pavilion, waiting for the final quote
 - Solar Workstations by Sunbolt: Presentation by Fred Stampone he sent a lease agreement for us to have one on the Leesburg Campus. Ongoing discussions for placement of workstation.
 - PIIR workspace refresh- complete
 - Student Center ready for painting by end of February
 - Signage projects is ongoing and the priority is the campus map

Sumter Campus Transformation:

- Workforce Instructional facility and Restrooms: Age Wave Architect still working on solidifying and presenting design for March 8th meeting
- Solar panel preview to run the facility
- Monument signs are ready for bid and will be placed at Sumter Campus first

South Lake Campus Transformation:

- Student Lounge Exterior Shade Structure in final phase

Upcoming additional Priority Projects:

DEU Advent Waterman: order office furniture for 8 offices; completion July 1
 Debriefing conference room; regular conference room: small hallway study area furniture
 South Lake admin space (3) offices and admin assistant space.

HUMAN RESOURCES

Deborah Franklin, Executive Director

- Onboarding Workgroup was initially established in January to assess overall onboarding experience for new hires, with intention to generate a communal onboarding process that is inclusive of all staff and indoctrinates new hires into LSSC culture. Subsequent to initial meetings, faculty representation has been

added, and great strides are being taken utilizing faculty as a “beta” group in continued development of this project.

- Equity Report: Evaluation and Review committee members defined (athletics, recruiting, admissions) and first group working group meeting is scheduled for Wednesday, 2/16/2022. While using new methodology in addressing the report requirements, it is our belief that using a work group will also help proactively and strategically address goals in this area over a multi-year period, while still ensuring timely and accurate response prior to due date.

INFORMATION TECHNOLOGY

Nick Kemp, Chief Information Officer

- With the update of our Active Directory system to Azure, Single Sign-On caching issues have been alleviated. User’s sessions will now expire after 90 days.
- The Faculty module for Banner 9 Self-Service has been selected as the next module to go live. The Banner team is currently working with Karen Hogans and a team of faculty members to meet the summer deadline.
- Microsoft Sentinel has been successfully implemented. This is cloud-native security information and event manager that uses built-in AI to help analyze large volumes of data across our enterprise. This program will monitor log files and quickly alert us if it detects any suspicious activity.
- We continue to make progress on the classroom of tomorrow. Room 233 in the Science-Math Bldg. is serving as the demo room for faculty to be able to come use and provide feedback. The room is being updated with state-of-the-art audio, additional touch screen monitor and cameras, expanded and height-adjustable workspaces, and a new adjustable mount for the smartboards that bring additional whiteboard space.
- Piloting of Windows 11 on new laptops has begun. We are also collaborating with the CIT Program Manager to begin integrating this into their program.
- The Technology Infrastructure team has relocated back to their permanent location in Bldg. 8 where they will be able to readily monitor the Network Operating Center servers, switches, and system activities.

LAKEHAWK LEADERSHIP ACADEMY

Deb Snellen, Executive Director

- Launched LLA intranet site as repository for professional development resources
- Refining Staff and Program Development process for efficiency
- Preparing to launch 2022 performance appraisal program and training with updated competencies
- Developed form for individual professional development plans called P.L.A.N. - Personal Learning Aligned with Needs
- Preparing to launch 10 module management skills program entitled Leadership Keys

PROCESS IMPROVEMENT AND INSTITUTIONAL RESEARCH

Dr. Mark Duslak, Executive Director

- The PIIR team successfully moved to its new location in Williams-Johnson 143
- Training for Argos, our enterprise reporting system, is 50% complete
- The Academic Excellence and Assessment Committee is moving forward with a recommendation for an academic and service area assessment software change to an easier and more comprehensive solution

STRATEGIC INNOVATION AND DIGITAL EDUCATION

Michael J. Nathanson, Executive Director

- Working on completing three more internal Quality Matter Course Reviews
- Helping the LakeHawk Leadership Academy complete a dedicated website
- Created Diversity & Inclusion, Leadership for All, Safety & Security, and Wellness rooms of the LLA house
- Working with Workforce to complete several online courses
- Completing several parts of the Orientation training
- Partnering with Banner Team to automate more processes

SUMTER CENTER

Kelly Hickmon, Assistant Dean of Students

- Along with Admissions and Financial Aid representatives, staff hosted a zoom Lakehawk Preview application event for high school seniors, with both Wildwood and South Sumter high schools.
- Facilities and campus safety projects for the AC on the Library side of the Clark Maxwell Building, roofing and gutters on the Clark Maxwell Building, security system and camera replacements throughout, updates to security cameras and alarms, and installation of a license plate reader have been completed.
- Developed a fall 2022 course schedule in coordination with Academic Affairs and Workforce Programs to include more in-person general education options.

Division of Academic Affairs
Update for the President and Board of Trustees
February 23, 2022
Dr. Michael Vitale, Vice-President

Division of Library and Learning Services

Katie Sacco, Dean

- In Student Accessibility Services there is a reorganization going on. Laurie Carniero will be moving to a PT position. There is still an open position to hire. We are working with HR to get that position posted.
- Testing services is prepared for the Florida Civics Literacy Exam. The webpage has been updated. We have had students start signing up for the exam.
- The Learning Center is very busy – both in-person and online. We have seen quite a few students returning to campus to work with tutors and librarians in both South Lake and Leesburg.
- The open library position (Digital Services Librarian) search is proceeding. There will be two candidates coming in (via Zoom) to give presentations. We hope to conclude this search soon.
- At the end of this report is an annual report showing the Use of Library Services for the 2021 calendar year and a fall semester report showing the Learning Center (tutoring) Services for the Fall 2021 semester.

Division of Workforce Development

Dr. Amy Albee-Levine, Dean

Dr. Christopher Sargent, Associate Dean

- Dr. Albee serves as the Education chair of the Florida Energy Workforce Consortium. This group brings together energy industry partners and educators that offer energy programs throughout the state. The group met in early February and Dr. Albee facilitated a panel on the connection between education and industry at the event.
- Dr. Sargent presented at the School Counselor event in early February to represent all current and upcoming workforce programs.
- The BAS program has begun a mentoring program designed to connect program students with community members serving in career roles that reflect the student's interest. There are currently five students in the program and the mentors and mentees began meeting in February.
- Sandy McShane represented LSSC at the Villages Charter School College and Career Day sharing information on the college and, specifically, the career pathways provided through our joint career pathways articulation agreement. She also represented LSSC and the Workforce programs at Tavares High School College Night during February.
- The college committee focused on House Bill 1507 continues to meet and focus on the various initiatives within the legislation. Many initiatives will be effective for the 22-23 academic year. This legislation focuses heavily on workforce programming.
- Dr. Albee and the workforce team is hosting the Florida Department of Education February 23-25 for a monitoring visit focused on the federal Perkins grant and other state grants.
- Two Workforce faculty (Dr. Betti McTurk and Alberto Luma) completed the FL Department of Education's ACUE professional development training for career and technical education faculty. This training focused on the implementation of research-based teaching practices designed to improve student success.

Division of Allied Health

Dr. Jessica Shearer, Dean

Dr. Christine Ramos, Interim Executive Director of Nursing

Dr. Robin Walter, RN to BSN Director

Respiratory Therapy

- Working with HR to finalize position descriptions for RT Program Manager
- Compiling SACSCOC substantive change report
- Examining RT accreditation agencies
- Exploring clinical partnerships

Physical Therapy

- Working with HR to finalize position descriptions for RT Program Manager
- Compiling SACSCOC substantive change report
- Examining RT accreditation agencies
- Exploring clinical partnerships

Nursing

- Ongoing meetings with Interim Executive Director of Nursing and RN-BSN program manager regarding Civic Literacy FDOE requirement
- Met with Orlando Health South Lake to send timeline for Fall DEU implementation. Currently on-track, another meeting scheduled next week.
- UF Health is excited about the possibility of having a DEU. An initial meeting is scheduled for March 2.

Dr. Christine Ramos, Interim Executive Director of Nursing

- ASN continues recruiting efforts for four open positions. Working with HR (D.Franklin) regarding advertisement postings.
- Working on HB 1507 mandates regarding the DOE Humanities pre-requisite course as well as the Civic Literacy mandate and how it will impact our current and future students.
- DEU slated to begin a pilot group at Advent Hospital in March 2022 and Dr. Shearer is currently negotiating the DEU concept with Orlando Health and UF health care systems for future involvement.
- ACEN accreditation visit slated for Spring 2023. Faculty currently working on the self-study in preparation for the visit (to be submitted Fall 2022).

Dr. Robin Walter, RN to BSN Director

- None of the May 2022 graduates are impacted by the Civic Literacy requirements.

General Studies

Karen Hogans, Dean

Steve Clark, Associate Dean of Math and Science

Elizabeth Terranova, Associate Dean of Arts and Letters

- Arts and Letters faculty have been invited to present their topics under the track Embracing Virtual or Remote Learning at the Curriculum Alignment with UCF in March.
 - **Presenter: Mr. Daniel “Woody” Weber, LSSC Humanities**
**Instructor Presentation title and description: More than “Bread and Circuses”:
Game-Based Learning in the Humanities** When asked what their favorite book is, many millennials and Gen Z students will remark that they do not read except when forced to do so. Given this response, how can we as instructors expect

these students to fully engage with the traditional read/write modality of college course content? Learning sciences have recognized the benefits of game-based learning as an interdisciplinary approach aimed at reaching those whose learning styles are less compatible with textbook reading and lectures. Typically aligning with the principles of motivational design, one benefit of game-based learning is the efficacy of games with regard to engaging students. This presentation will discuss the impact of introducing game-based learning software into my Introduction to Humanities courses at Lake-Sumter State College. The gaming experience of the selected software from Triseum, ARTé: Mécenas, features the historical period referred to as the Italian Renaissance. Does the active learning and immersive experience of playing a role in a past culture in an educational video game enhance the motivation of a broader student audience in the humanities courses? Additionally, the presentation will share my own efforts to create a narrative adventure game using Twine focused on allowing students to explore the Greek Sanctuaries of Olympia and Delphi.

- **Presenter: Ms. Heather Elmatti, LSSC Associate Prof of Speech/Communications**

Presentation description: Deeper Learning ONLINE Need Community The classroom environment and relationships developed have a direct impact on learning outcome success. Through utilizing experiential learning, team building, and service learning we can create a learning environment where students not only grow in their potential, but experience and create community. In this interactive workshop, we will look at why this is important as well as tips and techniques for creating a positive community environment in the online environment.

- **Dr. Peter Olen** has accepted an invitation to be the KEYNOTE Speaker at the Institute of Philosophy, Research Centre for Humanities, Budapest (<https://fi.abtk.hu/en>). He will be giving one of four different keynote addresses at the end of May.
- **Patrick Rader**, Asst Prof of English, was chosen to serve on the statewide Digital Credential – Communication development team. The digital credentials are apart of HB 1507. Mr. Rader and **Dr. Olen**, Asst Prof of Philosophy, were the two faculty nominated to serve on the statewide development team (only seven from the Florida College System were chosen).
- Arts and Letters Faculty have participated in Professional Development activities related to establishing the LakeHawk Leadership Academy, in particular **Amanda Kirchner** has been instrumental in developing the FPD ‘room’ in the academy.
- Mathematics faculty **Agnes Bereczky, Jessica Terrell, Nancy Parks, Matt Swithers, Jeff Stephens**, and **John Shea** attended the recent UCF Curriculum Alignment meetings. Discussions included the construction and implementation of variable math pathways. Additionally, it was shared by UCF that feeder institutions students do better in some classes than resident students. Additional discourse centered on the proctoring of online exams and the need to consider other types of assessment due to the challenges faced.

Honors Program

English Asst Prof Amber Karlins, Honors Program Coordinator

- **Co-Curricular**— The honors club hosted a table at the Welcome Back Bash event on the Leesburg campus, and all first-year students completed one-on-one research consults

with Dr. Duslak as part of our revision of the capstone process. They have also hosted their first club meeting.

- **Recruitment**—Our first application for the class of 2023 has been received. Recruitment presentations were given at the Counselor’s Luncheon and at an event for students from South Sumter.
- **Retention**—We are working with financial aid to develop two new workshops for new admits, and we are collaborating with Career Development Services to improve access to appropriate Work Study opportunities. We were also able to collaborate with Dr. Byrd to secure a last-minute scholarship for a student with significant financial difficulties. This scholarship enabled her to stay enrolled when that otherwise would have been impossible.
- **Curriculum**—The capstone process has been overhauled and first-year students have received considerable feedback and one-on-one mentorship while developing their capstone ideas, which will go to the council for approval later this month. Our Honors Day Event, which will feature capstone presentations from all second-year students, has been scheduled for April 20th.

Math Emporium

Douglas Starr, Leesburg Campus and Sumter Center Math Emporium Coordinator

Amber Laster, South Lake Campus Math Emporium Coordinator

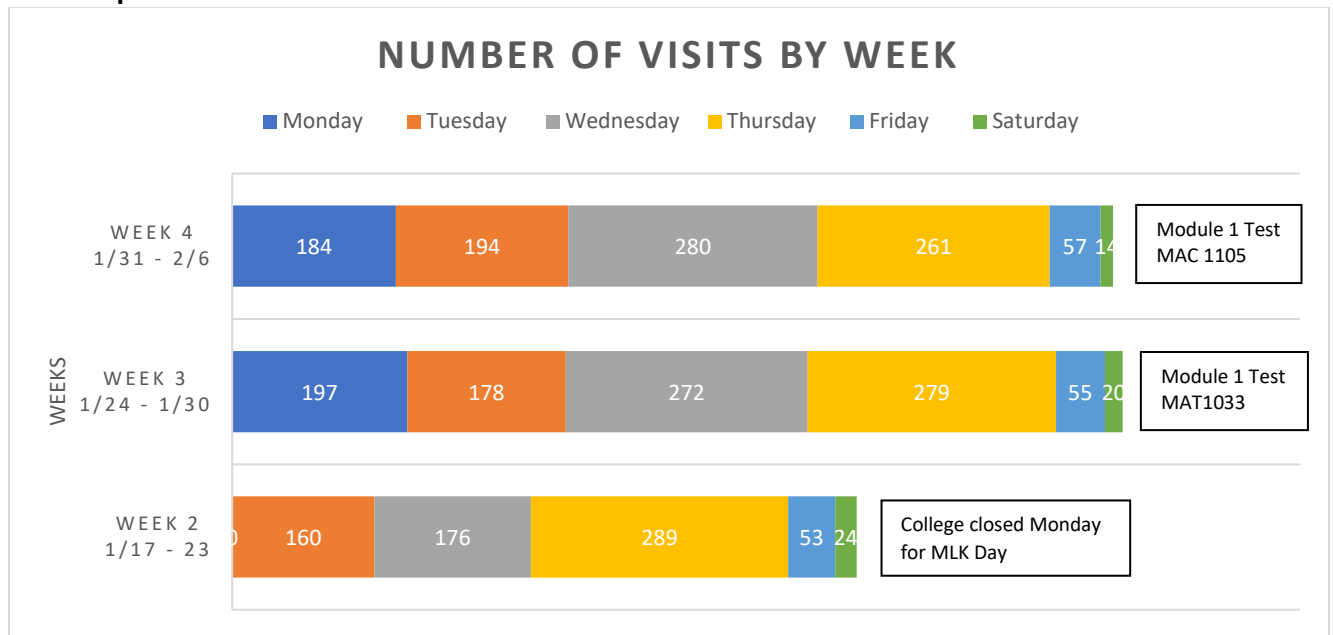
This semester the On-Campus Math Emporiums are moving closer to pre-COVID operations. We started out the semester welcoming in each on-campus class of MAT 1033 and MAC 1105 to assist them with getting into My Math Lab for the first time and MAT1033 completed their diagnostic test during the first day of their class. This semester we are supporting 713 students across MAT0018/0028, MAT1033, and MAC1105 this includes 434 on-campus students and 279 online students. Additionally, we are continuing to support MAT 1100 with the virtual emporium accounting for an additional 93 students across 3 sections.

There are 13 sections of College Algebra 9 on campus, 2 asynchronous, and 2 real-time online sections and 15 sections of Intermediate Algebra (9 TE, 4 DL, and 2RT) that are supported by the Math Emporium. Additionally, we are supporting 8 sections of developmental mathematics on-campus. Thus far we see the students that are using the on-campus Math Emporium being interactive and asking questions often.

The On-campus students spend one day in lecture and one day in the Math Emporium. While real-time online classes meet virtually both class days with an embedded tutor in their class for one day and the other day lecture. On-Campus students are getting flextime using the in-person emporiums while the RTO students are using our Zoom drop-in tutoring.

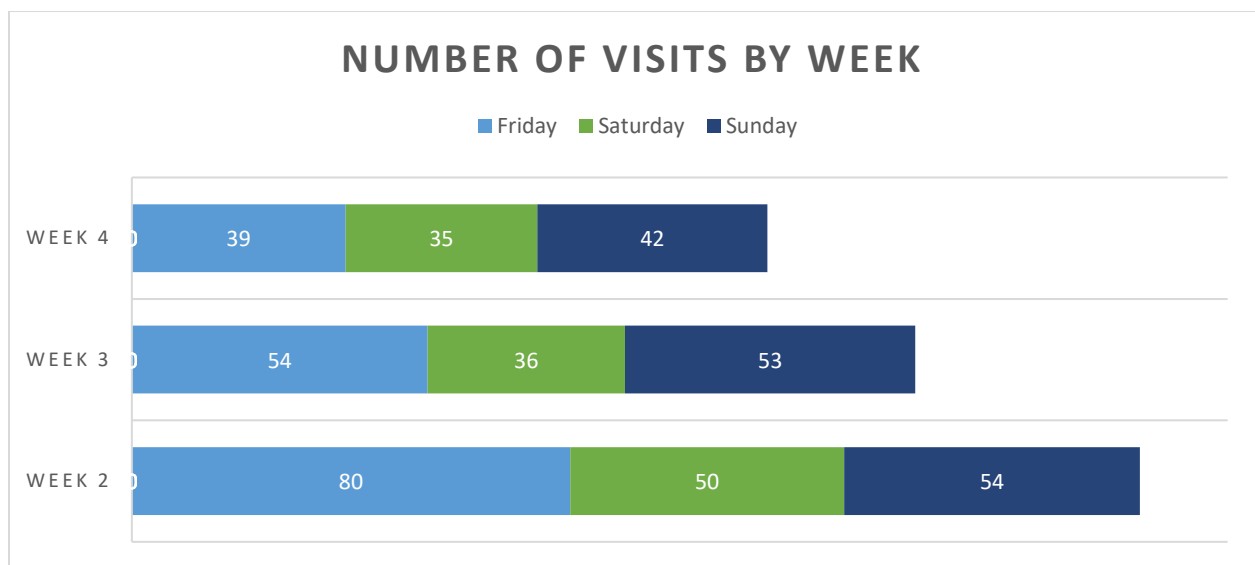
This semester we have added some new virtual options to our operations. We are piloting appointment based virtual tutoring Monday thru Thursday from 7:30 am to 8:30 pm using two new software’s TMS and GoBoard. Students are able to access the software’s to make appointments and chat with tutors directly through Canvas. The TMS software allows tutors to post availability then students can schedule appointments or chat with them. GoBoard is a video conferencing tutoring software that carries many more tools and enhanced functionality for tutoring math virtually. At this point we see that students are accessing the platform and are consistently using the built in “chat” function to ask questions and receive guidance. We are continuing to offer Zoom drop-in tutoring during our weekend hours.

On-Campus



Week			Total Visits	Total Hours
Week 2	1/17/2022	1/23/2022	702	711.6
Week 3	1/24/2022	1/30/2022	1,001	1,027.3
Week 4	1/31/2022	2/6/2022	990	1,014.6

Virtual (Zoom)



Week			Total Visits	Total Hours
Week 2	1/17/2022	1/23/2022	110	160.25
Week 3	1/24/2022	1/30/2022	109	166.2
Week 4	1/31/2022	2/6/2022	88	153.67

Academic Advising & Dean of Student
Carolyn Scott, Dean

ACADEMIC ADVISING

Jen Manson, Assistant Director Student Development- Advising

- Recorded 1,044 total advising contacts through all modalities in January (8% of scheduled appointments took place In-Person)
- Provided academic advising for 158 students in the Ask Us Anything – Live Student Support
- Advising communication plan for Spring 2022 updated and scheduled
- All Spring 2022 enrolled students assigned to an academic advisor following the Add/Drop deadline

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

- Attendance Numbers for Spring 2022 Full-Semester Courses:
 - First Time in College: 159
 - Dual Enrollment: 111
 - TOTAL: 270
- Attendance Numbers for Spring 2022 B7 Courses (FTIC Only): 5

ASK US ANYTHING – LIVE STUDENT SUPPORT

- Represented departments: Academic Advising, Admissions, and Financial Aid
- In January, AUA staff assisted 547 students

DEAN OF STUDENTS

Carolyn Scott, Dean of Students

- 6 Student requested assistance through the Student Assistance Program (SAP) in October
- 2 Students were reported for academic integrity violations
- Students that filed a request for an Administrative Appeal:
 - 24 Dual Enrollment – Lake County Schools
 - 4 Dual Enrollment – Private & Home Education
 - 2 Dual Enrollment – Sumter County Schools
 - 1 Dual Enrollment – Villages High School
 - 2 Admin Drop & Refund
 - 0 Admin Drop / No Refund - DE
 - 1 Return Following Academic Suspension
 - 2 Waiver – Full Cost of Third Attempt
 - 3 Late Withdrawal
- 87 Student COVID-19 Exposure Reports were processed during this period
- 0 Student was referred to the LSSC Care Team
- Coordinated the 1st Student Athletics Progress Surveys using Starfish Retention Solutions.

Division of Institutional Advancement
Update for the President and Board of Trustees
February 23, 2022

Dr. Laura Byrd, Senior Vice President, Institutional Advancement

CAREER DEVELOPMENT SERVICES

Dr. Laura Byrd

- “Are you LinkedIn?” Workshop
- “You Got Skills!” Workshops (2 x in January)
- “Pop into CDS” Tuesday’s live drop-in hours
- “Duke Energy Info Session” for Relay Tech students
- Registered 19 new employers, who posted 35 new positions in January. Total job postings for January topped at a remarkable 187 jobs. Student responses to postings remain marginal even with substantial outreach efforts.
- Worked with HSA program manager to implement Career Readiness Canvas module and Virtual Job Shadow tool into the curriculum.

CORPORATE TRAINING & CONTINUING EDUCATION

Greg Jones, Director of Corporate Training and Continuing Education

- At present, 362 students have completed the CDL program. On average, 16 new students enroll per week as of January 2022.
- The new Federal Department of Transportation regulations for training went into effect February 7th. These new regulations apply to anyone who receives a CDL Learners Permit from February 7, 2022 forward. This changes our Class A CDL training course to a minimum of 3 weeks. The Class B is a minimum of two weeks training. Students now must demonstrate 80% proficiency in each section of training before being allowed to move to next training module.
- The students who received their learners permit prior to February 7th 2022 are eligible to take the old training module or the new training module. The FDOT will recognize both ways of training and testing until all Learners Permits issued before Feb. 7, 2022 expire in 12 months from issue date. We estimate that we will be running both training programs for about 10 months.
- All necessary paperwork is complete for compliance with the new training for the Federal and State DOT agencies that are involved in the supervision and credentialing of the CDL program.
- These changes to the CDL training have changed the way companies and state agencies must train their own employees for a CDL license. Companies must now become a fully credentialed and monitored state training facility or partner with an existing state certified training and testing facility.
- To date, quotes and training curriculums have been provided to several entities to become their CDL training partner. These include SECO, Duke Energy, CEMEX, Florida Forest Service, Martin Brower, Davis Transportation, Ash Grove and ROMAC.
- Recruitment for the Dialysis Technician classes is in process and begins in March.

- Marketing for the new Physical Therapy Aide classes will begin in this month.
- Continuing Ed. is scheduled to complete eleven SEPCO cohort trainings this calendar year.
- The Villages is offering Leadership Training for their new managers through LSSC Corporate Training.
- LSSC Continuing Education has been accepted by the International Council of E-Commerce Consultants as a training partner. The EC-Council is working with LSSC to begin offering an array of training classes involving cybersecurity for small businesses.
- We are working with Villages Health to consider teaching a Phlebotomy, Dialysis Technician and Certified Medical Assisting class at Sumter Campus. They are open to discussing a partnership for clinical externships after training is completed.
- The Daytime Lineworker Bootcamps starting in April and September are full.
- The City of Leesburg has already secured 5 slots in the Fall Evening Bootcamp class.

EDUCATIONAL OPPORTUNITY PROGRAMS

Dr. Roland Nunez, Director of Educational Opportunity Programs

Talent Search

- Talent Search held an SAT workshop to prepare its students for the exam
- Planned and organized upcoming Spring Break Talent Search program
- Annual Performance Report is in progress; planned completion in February
- Met with two prospective Lake County schools to add into our Talent Search program

Upward Bound

- The Upward Bound Proposal has been completed and submitted as of January 31st, 2022.
- Completed new parent orientations with new Upward Bound students

EOP General

- Held a successful First-Generation Student Mixer on 2/8/22:
 - Over 40 in attendance
 - Three First-Gen speakers inspired the crowd
 - First-Gen scholarship was announced
 - 12 students signed up to start a First-Gen Club at LSSC
- Presented on the EOP program to the Leesburg Rotary organization on 2/9/22.
- Presented on the EOP program at the Counselor's Conference on 2/19/22.
- The Community Outreach Committee created three subcommittees to initiate three new projects:
 - Discussion of possible food insecurity program at LSSC
 - Development of an outreach/volunteer newsletter to distribute to campus
 - Creation of an adopt-a-school program with a local Lake County school
- Updated online Upward Bound and Talent Search online applications

LSSC FOUNDATION

Dr. Laura Byrd, Executive Director of LSSC Foundation

- The 5th Annual Scholarship Dinner will be held on Tuesday, March 1, 2022, at The Venetian Center in Leesburg in celebration of scholarships & students awarded over the past year.
- The 2022 Shamrock Shuffle is scheduled for March 5, 2022, on the South Lake Campus. The shuffle will include a 1-mile fun run, 5k and 10k. Sponsorship, vendor, and volunteer opportunities are available.
- The Summer 2022 scholarship application will open March 1 – March 31. The goal is to award \$250,000 in scholarships for the Summer 2022 semester during the week of April 18.
- The 36th Annual Gala is scheduled for Friday, April 8 2022, at the Sterling Venue in Minneola. Sponsorship opportunities are available. We are seeking auctions items for the silent & live auctions to raise funds for student scholarships. Please reach out if you're interested in being part of the largest fundraiser of the year.

Name	Gift Amount	Fund Description	Gift Subtype
Live Well Foundation of South Lake	\$1,000,000	Live Well Nursing Expansion	Grant Revenue
United Way of Lake & Sumter Counties	\$2,500	RISE Summer Math Academy	Grant Revenue
Catherine Hanson Real Estate Inc.	\$3,500	Gala	Sponsorship
Sumter County Sheriff's Office	\$3,500	Gala	Sponsorship
UF Health, The Villages Hospital Auxiliary Foundation	\$3,500	Gala	Sponsorship

MARKETING & STRATEGIC COMMUNICATIONS

Kevin Yurasek, Director of Strategic Communications

- Press releases issued:
 - LSSC signs transfer agreement with New College of Florida
 - LSSC President Dr. Stan Sidor announces June 2022 retirement
- Spectrum News 13 did a feature story on our CDL program and how its helping address the truck driver shortage. Aired on Jan. 24 every hour from 5am-noon and online at www.mynews13.com
- Through a strategic plan initiative, will be conducting focus groups with the help of PIIR team with specific target audiences over the next 6 weeks to gain a better understanding of our audiences, their perceptions of the College, and how we can connect with them
- Supporting or supported a wide variety of initiatives:
 - Enrollment communication & recruitment support
 - Continuing education inquiry recruitment
 - Commencement
 - Foundation Annual Campaign, Shamrock Shuffle, Gala & other Signature Events
 - Signage Project
 - Website management
 - Guided Pathways for Success
 - RISE Summer Math Academy
 - Florida Civic Literacy Exam

- Athletics game pics and athlete photos
- Additionally, the Marketing Team continues to support and engage on a wide variety of campus projects supporting the College's strategic plan through committees and workgroups

YOUTH DEVELOPMENT

DeAnna Diggs, Director of Youth Development

- Teen Leadership Academy
 - 1st session was offered on February 5, 2022 – Leadership and Teambuilding with 5 students present.
 - Course consisted of:
 - values activities
 - leadership & teambuilding presentation and discussion
 - teambuilding activities
 - self-awareness and conflict management activities
 - 2nd session will be on campus on February 19, 2022 – Diversity and Inclusion in Leadership
- Career Prep Workshop Series
 - 7 students currently enrolled – still accepting enrollments
 - 1st session, Career Exploration will be delivered virtually on February 23, 2022
 - Series runs every Wednesday for 8 weeks excluding Spring Break
 - “Mock Day” is scheduled for the last week of the series
- Kids College
 - Currently, returning instructors are being hired and potential instructors are being sought.
 - Course schedule is being built.
 - No decisions have been made as to what restrictions may be in place, if any.
 - Additional rooms have been reserved, with only the LA Building and Clermont office location in question
 - AIT applications are currently open on the website.
 - Program Aide applications are being reviewed by HR. Will open in the upcoming weeks.
 - Website is being updated as information is available.
 - “Save the Date” postcards were mailed out this week to approximately 2,500 homes.
 - Dates of camp are as follows:
 - Leesburg: June 6 – July 21, 2022
 - Clermont: June 6 – July 28, 2022
- Babysitting Certification – will be offered in Summer 2022



Lake-Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: February 23, 2022

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 2-12 – Board Committee Reports

OVERVIEW:

The Lake-Sumter State College District Board of Trustees are broken down into five committees of service Finance and Audit, Strategic Planning, Legislative, Foundation, and Facilities. The Board Chairman will divide the board into these committees based on their area of expertise.

ANALYSIS:

The following committees meet regularly and a report will be given to the District Board of Trustees updating on the latest developments within the five committees.

RECOMMENDATION:

It is recommended that Board accept this item as written.



Lake Sumter
State College

**Executive Committee Meeting
February 15, 2022**

Present: Tim Morris (Chair), Pete Wahl (Vice Chair), Dr. Sidor, Anita Geraci-Carver, and Dr. Bigard

Agenda Review

- Regular Meeting
 - Consent Agenda
 - Includes regular reports from Human Resources, Facilities, and Purchasing
 - Minutes
 - Scheduled Reports
 - Includes President and Vice Presidents and the College Attorney
 - New Business
 - Approval of Second reading BR 1.02
 - Approval of Interim President
 - Approval of David Walton V. LSSC Matter

The next Executive Committee meeting will be on Tuesday, March 8, 2022



Lake-Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: February 23, 2022

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 2-13 – Board Attorney Report

OVERVIEW:

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

ANALYSIS:

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

RECOMMENDATION:

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



February 15, 2022

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

Re: Board Attorney Report for February 23, 2022

Dear Trustees:

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

Karen Parker v. Lake-Sumter State College and Leadership Lake County, Inc., Lake County Case No. 2019-CA-001641. Ms. Parker alleges the College was negligent surrounding an alleged incident on August 18, 2016 where Ms. Parker claims she was injured when she tripped and fell while attending an event on the Leesburg campus. Discovery is ongoing.

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

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

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

David Walton v. Lake Sumter State College, Case No. 2021-01. Board member Jones issued a recommended order for the Board of Trustees' consideration. Exceptions to the recommended final order were filed on behalf of Dr. Walton. Attorney Koji will be filing a response to the exceptions for receipt February 16, 2022. The Board is scheduled to consider the recommended order, exceptions and response to exceptions at its Board meeting February 23, 2022.

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 23, 2022

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 2-14 Pinecrest Update

OVERVIEW:

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

ANALYSIS:

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

RECOMMENDATION:

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



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: February 23, 2022

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 2-15 – Information: Second Reading amend Board Rule 1.02 Meetings of
the District Board of Trustees

OVERVIEW:

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

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

ANALYSIS:

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

RECOMMENDATION:

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

**LAKE-SUMTER STATE COLLEGE
BOARD RULE**

TITLE: Meetings of the District Board of Trustees

NUMBER: 1.02

AUTHORITY: Florida Statutes 1001.61; 286

PAGE: 1 of 2

HISTORY: New - 8/1/68

AMENDED - 09/12/73, 10/16/80, 06/19/96, 04/20/04, 9/17/13,
02/17/2021, 02/23/2022

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

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



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: February 23, 2022

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 2-16 – Interim President

OVERVIEW:

College President, Dr. Stanley Sidor will retire from Lake-Sumter State College on June 30, 2022, and an Interim President will execute or delegate all executive and administrative duties in connection with the operation of the College.

ANALYSIS:

The Interim President will be responsible for the organization and administration of the College.

RECOMMENDATION:

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



OFFICE OF THE PRESIDENT

Present to the Board: February 23, 2022

TO: Lake-Sumter State College
District Board of Trustees

FROM: Dr. Stanley Sidor
President

RE: 2-17: David Walton V. LSSC Matter

OVERVIEW

On September 9, 2021, Hearing Officer Bret Jones, Trustee of the Board of Trustees of Lake-Sumter State College conducted a disputed-fact hearing pursuant to section 120.57(1), Florida Statutes (2021), at the South Lake Campus, regarding the termination of Dr. David Walton.

ANALYSIS

The petitioner and College's counsel have reviewed the findings of fact prepared by the hearing officer and have submitted their exceptions to Ms. Anita Geraci-Carver, Esq., DBOT Counsel. The combined report of findings, exceptions, and board responses have been compiled.

RECOMMENDATION

It is recommended the Board approve recommendation of hearing officer's findings.

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

District Board of Trustees

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

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

