



Lake Sumter State College

DISTRICT BOARD OF TRUSTEES

WEDNESDAY, MARCH 23, 2022

LeesburgCampus

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, March 23, 2022
Magnolia Room-Leesburg Campus**

5:00 p.m. – WORKSHOP FOLLOWED BY BOARD MEETING

I. CALL TO ORDER.....Mr. 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 the Recording Secretary for a Speaker's Card.)

IV. PRESENTATIONSMr. Morris/Dr. Bigard
Student Demographics and Performance for Spring Term.....Dr. Duslak/K. Hogans

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

ACTIONS and ACKNOWLEDGEMENTS

3-01 Action: Minutes of February 23, 2022, Regular Meeting
3-02 Action: Curriculum Revisions
3-3 Action: Human Resources Transactions
3-4 Action: Monthly Fiscal Report for February 2022
3-05 Acknowledgement: Facilities Report
3-6 Action: Purchases over \$65,000

SCHEDULED INFORMATION REPORTS (Tab B)

3-07 President's Update..... Dr. Bigard
- Meetings/Activities/Misc.
- Legislative Update
- Vice Presidents Report (Bigard, Byrd, Vitale)
3-08 Committee Reports.....Mr. Morris
- Executive Committee

3-09 Board Attorney's Report Mrs. Anita Geraci-Carver

INFORMATION (Tab C).....Mr. Morris/Dr. Bigard

3-10 Information: Mid-Year Review/2022-2023 Finances.....Dr. Bigard
3-11 Information: Pinecrest Update.....Dr. Bigard/B. Blaise

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

3-12 Action: Faculty Promotion..... Dr. Vitale
3-13 Action: Summer 2022/Four-Day Work WeekDr. Bigard
3-14 Action: Budget Amendment for 2021-2022.....Dr. Bigard
3-15 Action: Presidential Transition.....Mr. Morris

OTHER CONSIDERATIONS.....Mr. Morris/Dr. Bigard
As Needed by Chairman/President

ADJOURNMENT.....Mr. Morris

CALENDAR NOTES:

Next Executive Committee Meeting	Tuesday, April 19, 2022	Leesburg Campus
Next Board Meeting	Wednesday, April 27, 2022	South Lake Campus
LSSC Foundation Gala	April 8, 2022, 5:30 pm	The Sterling Venue, Minneola
Faculty Excellence Awards	April 20, 2022, 3:30 pm	Magnolia Room/Zoom/CML 108
Student Awards	May 2, 2022, 6 pm	Magnolia Room/Zoom
Nurse Pinning	May 5th, 2022, 5 pm	LSSC Gym
65th Commencement South Lake	May 4, 2022, 4 pm	Arts and Rec Center, Clermont
65th Commencement Leesburg	May 6, 2022, 5 pm	LSSC Gym



OFFICE OF THE PRESIDENT

Present to the Board: March 23, 2022

TO: Lake-Sumter State College
District Board of Trustees

FROM: Dr. Heather Bigard
Acting President

RE: 3-01 – Minutes of February 23, 2022 meeting minutes

OVERVIEW:

Attached are the minutes of the February 23, 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 23, 2022**

The regular meeting of the District Board of Trustees, Lake-Sumter State College, was called to order at 5:00 p.m. on February 23, 2022, at the Sumter Campus CM 4107, by Mr. Tim Morris, Chairman. In attendance was Mr. Bryn Blaise, Mr. David Hidalgo, Mrs. Jennifer Hooten, Mr. Bret Jones, Ms. Emily Lee, Tim Morris, Ivy Parks and Peter Wahl. Mr. Morris welcomed those in attendance and invited them to join in the Pledge of Allegiance followed by a moment of silence.

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 2-01 through 2-10 as follows:

Minutes of January 26, 2022, Regular Board Meeting

2022-0-01

Minutes of February 4, 2022, Regular Board Meeting

2022-02-02

Human Resources Faculty/Staff Transactions

2022-02-03-04

Staff Appointments:

Vanessa Przybysz	effective date 02/14/2022
Melinda Skeete *	effective date 02/16/2022
Jessica Serrano	effective date 02/28/2022

***Internal New Hire**

Staff Resignations:

Ernest (Xaq) Morales	effective date 02/04/2022
----------------------	---------------------------

Staff Transitions:

Laurie Jacobs-Carneiro	effective date 02/14/2022
------------------------	---------------------------

Curriculum Revisions

2022-02-05

Monthly Fiscal Report

2022-02-06

Facilities and Capital Budget Update

2022-02-07

Purchases Over \$65,000

2022-02-08

CIP Updates

2022-02-09

Personnel Calendar

2022-02-10

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

SCHEDULED INFORMATION REPORTS

President’s Update

2022-02-11

Dr. Sidor reported on the impact of the current legislative bills he is tracking will affect Florida colleges. He referred everyone to the third page of the legislative handout. There is a significant difference between the house and senate budgets. It is still possible for the COP budget of \$60 million to be approved. We will know more once the budget conference takes place this weekend.

He shared that he and Dr. Bigard met with Al Minner, Leesburg City Manager, and Dr. George Hagerty, President, of Beacon College. The meeting was regarding a partnership to renovate our existing Paul P. Williams Fine Arts Building.

Lastly, he announced that as of last week we were listed in the senate budget for a little over \$2 million dollars for the Emerging Media and Fine Arts renovation. He met with both Senators and explained that our priority is the Stearns Library.

Dr. Heather Bigard

Dr. Heather Bigard reported that we recently kicked off enrollment season for spring and fall terms 2022-2023. A guidance counselor conference was recently held with over 100 in attendance. The high school visits will begin again and faculty and staff will be invited to accompany recruiters to promote the college.

The HSCA application for fall has closed. The DEU has started a pilot of 18 students at Advent Waterman Tavares. At the March board meeting, a mid-year report will be presented.

We are in conversation with representatives from Mount Dora High School to start a collegiate academy in criminal justice. LSSC sports are back in action. If you cannot attend in person the games are now live-streamed.

COVID cases have dropped significantly at all campuses. We are currently tracking the budget for the 22-23 legislative session as they prepare to go to conference over the weekend.

Dr. Sidor and Bigard presented the current state of the college to the Lake County

Commissioners and we plan to go back and continue conversations. She updated the group on highlights regarding the Sumter Campus.

Her full report is in the packet.

Dr. Laura Byrd

Dr. Byrd reported updates on:

CAREER DEVELOPMENT SERVICES

Dr. Laura Byrd

- 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.
- 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 this month.
- Continuing Ed. is scheduled to complete eleven SEPCO cohort training this calendar year.
- 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.

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
- Annual Performance Report is in progress; planned completion in February
- Met with two prospective Lake County schools to add to our Talent Search program

Upward Bound

- The Upward Bound Proposal has been completed and submitted as of January 31st, 2022. 7

- 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.

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 Summer 2022 scholarship application will open March 1 – March 31. The goal is to award
- The 36th Annual Gala is scheduled for Friday, April 8 2022, at the Sterling Venue in Minneola.

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 it's 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
- 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
 - Dates of camp are as follows:
 - Leesburg: June 6 – July 21, 2022
 - Clermont: June 6 – July 28, 2022

Committee Reports

2022-02-12

The Executive Committee met and discussed items on the agenda.

Board Attorney Report

2022-02-13

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

Negotiations are ongoing with the 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 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 on February 16, 2022. The board is scheduled to consider the recommended order, exceptions, and response to exceptions at its Board meeting on February 23, 2022.

Her full report is in the packet.

INFORMATION ITEMS Tab C

PINECREST UPDATE

2022-02-14

Dr. Bigard reported updates on Pinecrest at South Lake. They are looking at additional space on the South Lake Campus to accommodate their students until the project is complete.

NEW BUSINESS Tab D

SECOND READING: BR 1.02 Meetings of the DBOT

2022-02-15

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.

Chairman Morris suspended the meeting and opened the floor for comment. No public comment was heard and the meeting was brought back to order. A motion was by Bret Jones to accept the board rule as written, seconded by Bryn Blaise, motion carried.

INTERIM PRESIDENT

2022-02-16

Mr. Morris asked for a discussion on how the board wants to go about filling the position of President. Mr. Wahl announced that he feels the college should look beyond an internal person and see who is available. He wants to discuss the criteria for the new President. David Hidalgo feels the opposite of Mr. Wahl as an internal person would be ideal.

After a lengthy discussion, Bret Jones suggested a workshop to review our options prior to the March board meeting.

DAVID WALTON V. LSSC MATTER

2022-02-17

Board Attorney Anita Geraci-Carver reported that hearing officer Bret Jones issued a recommended final order. Each trustee received a copy of the order for review. Dr. Walton's attorney also filed exceptions and the college attorney also filed exceptions.

Mr. Wahl made a motion that was seconded by Emily Lee, Board Chairman Morris called for discussion. Mr. Bret Jones asked Mr. Wahl to discuss the reasoning behind his motion. After clarification, Mr. Wahl withdrew his motion.

Ivy Parks made a motion to uphold the final recommended order by hearing officer Bret Jones and incorporate into the final order the college's response to the exceptions, Pete Wahl seconded, motion carried.

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, March 23, 2022, at 5 p.m. at the Leesburg Campus 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



OFFICE OF THE PRESIDENT

Present to the Board: March 23, 2022

TO: Lake-Sumter State College
District Board of Trustees

FROM: Dr. Heather Bigard
Acting President

RE: 3-02 – 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.



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
2/9/2022	2/2/2022
3/9/2022	3/2/2022
4/11/2022	4/4/2022
5/9/2022	5/2/2022

Actions since last update:

At the February meeting, the following proposals were approved:

1. The Medical Laboratory Technology AS degree was modified for the following reasons:
 - Changed Area III Social & Behavioral Sciences requirements to accommodate the new Civic Literacy requirements. Beginning in Fall 2022, all AS degree seeking students must fulfill the State Civic Literacy requirement. This is now represented in the updated program.
 - Changed Area IV Mathematics requirement from MAC 1105 to any State Core Area IV course. To add more flexibility to the math requirement. MAC 1105 is suggested but not a hard requirement.
2. The B.A.S.-SL Health Services Administration Concentration was added for the following reasons:
 - The Business and Industry Leadership Team for LSSC's recently implemented A.S. degree in Health Services Management indicated that a Health Services Administration concentration within the Bachelor of Applied Science - Strategic Leadership program would provide people who have healthcare experience (clinical or non-clinical) and an associate degree, the opportunity to fill higher level leadership positions than those without a baccalaureate degree related to leadership and management in healthcare.
 - A needs assessment was completed for the AS degree in Health Services Management resulting in creating a Business and Leadership Industry Team. These members agreed that while the HSM AS degree was necessary and would help fill a growing need for medical office managers and health facility department supervisors once graduates obtained some experience, there was also a growing need for higher level healthcare professionals. Typically, in addition to experience and an associate degree, employers seek

people with an advanced technical certificate or bachelor's degree for mid-level leadership positions and a master's for executive level.

3. The Health Services Administration Advanced Technical Certificate was added for the following reasons:
 - The Business and Industry Leadership Team for LSSC's recently implemented A.S. degree in Health Services Management indicated that an ATC in Health Services Administration would provide people who have healthcare experience (clinical or non-clinical) and an associate degree, the opportunity to fill higher level leadership positions than those without the upper division coursework.
 - A needs assessment was completed for the AS degree in Health Services Management resulting in creating a Business and Leadership Industry Team. These members agreed that while the HSM AS degree was necessary and would help fill a growing need for medical office managers and health facility department supervisors once graduates obtained some experience, there was also a growing need for higher level healthcare professionals. Typically, in addition to experience and an associate degree, employers seek people with an advanced technical certificate or bachelor's degree for mid-level leadership positions and a master's for executive level.
4. The Health Services Management Associate in Science Degree was modified for the following reasons:
 - GenEd requirements updated to comply with state law. HB 1507 requires one course from the state core for each of the 5 GenEd areas.
 - Civic Literacy requirement addressed in the GenEd to comply with state law. All AS degree seeking students beginning in 2022-23 must meet the state civic literacy requirement.
5. The Engineering Technology Substation and Relay Technology Specialization Associate in Science Degree was modified for the following reasons:
 - Civic Literacy requirement addressed in the GenEd area to comply with state law. All AS degree seeking students beginning in 2022-23 must meet the state civic literacy requirement.
 - Statement added requiring students earn a C or higher in all program core courses. C should be the benchmark minimum demonstrating mastery of workforce skills. This approach already exists in the Business Admin AS degree and will be added to all remaining workforce programs.
 - References to "Program Director" changed to "Program Manager". "Program Manager" is the title of the role that manages the program and is consistent with most other workforce areas.
6. The Criminal Justice Associate in Science Degree was modified for the following reasons:
 - GenEd requirements updated to comply with state law. HB 1507 requires one course from the state core for each of the 5 GenEd areas.
 - Civic Literacy requirement addressed in the GenEd to comply with state law. All AS degree seeking students beginning in 2022-23 must meet the state civic literacy requirement.
7. The Business Administration Associate in Science Degree was modified for the following reasons:
 - General Education requirements were modified to include the addition of an Area V Natural Sciences requirements, as well as prescriptive requirements in Area III Social & Behavioral Sciences to address the new Civic Literacy requirements. HB 1507 requires AS degrees to require a course from each of the 5 general education areas beginning in the 2022-23 academic year. Also, in 2022-23, students beginning an AS degree must meet the new state civic literacy requirements.
 - The program description has been updated to better align with the frameworks program description. The previous program description was outdated.
 - The degree course load has been adjusted to ensure that the program meets the new Business Administration State Frameworks for 2022-23. This modification frees up space for up to 9 elective credits, allowing students to select from multiple courses that best address their needs. These changes ensure the degree is aligned with the new state frameworks for the 2022-23 academic year. Frameworks require the degree offer at least one specialization, which is covered by SBM 2000 Small Business Management.

- The program contact phone number is updated. The existing program contact phone number is incorrect.
8. The Business Management College Credit Certificate was modified for the following reasons:
- Core certificate courses were updated to reflect the 2022-23 state frameworks and ensure the certificate remain aligned with the AS degree as a stackable credential. The state frameworks were re-evaluated and updated for the 2022-23 academic year. A comparison of the new frameworks with the existing CCC indicated that some courses needed to be changed to be in compliance.
 - The program contact phone number was updated. The existing program contact phone number was incorrect.
9. The Business Specialist College Credit Certificate was modified for the following reasons:
- Core certificate courses were updated to reflect the 2022-23 state frameworks and ensure the certificate remain aligned with the AS degree as a stackable credential. The state frameworks were re-evaluated and updated for the 2022-23 academic year. A comparison of the new frameworks with the existing CCC indicated that some courses needed to be changed to be in compliance.
 - The program contact phone number was updated. The existing program contact phone number was incorrect.
10. The Business Operations College Credit Certificate was modified for the following reasons:
- Core certificate courses were updated to reflect the 2022-23 state frameworks and ensure the certificate remain aligned with the AS degree as a stackable credential. The state frameworks were re-evaluated and updated for the 2022-23 academic year. A comparison of the new frameworks with the existing CCC indicated that some courses needed to be changed to be in compliance.
 - a. The program contact phone number was updated. The existing program contact phone number was incorrect.

NEW COURSES

- HSA 3170 Healthcare Revenue Cycle Management
- HSA 3502 Healthcare Risk Management
- HSA 4184 Leadership and Management in Healthcare Organizations
- HSA 4383 Quality & Performance Improvement in Healthcare
- HSA 4940 Internship in Health Services Administration
- APA 2144 Introduction to QuickBooks

MODIFIED COURSES

- ACG 3024 Accounting for Managers
- FIN 3400 Financial Management
- GEB 3213 Advanced Business Communications
- GEB 3452 Legal & Ethical Environment of Business
- MAN 3240 Organizational Behavior
- MAN 3353 Management Theory & Applications
- MAN 4301 Human Resource Management
- MAN 4720 Strategic Management
- MAN 4900 Organizational Management Capstone
- MAR 3802 Marketing for Managers
- MAC 1114 Trigonometry

DELETED COURSES

- AMH 2035 U.S. History Since 1945
- AML 2020 American Literature from 1865 to Present
- LEI 2261 Outdoor Education

Curriculum and Instruction Committee Proposals

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

No.	ACTION	COURSE	PROGRAM/COURSE TITLE
39	Credit Program Modification		Medical Laboratory Technology AS
40	Credit Course Modification	ACG 3024	Accounting for Managers
41	Credit Course Modification	FIN 3400	Financial Management
42	Credit Course Modification	GEB 3213	Advanced Business Communications
43	Credit Course Modification	GEB 3452	Legal & Ethical Environment of Business
44	Credit Course Modification	MAN 3240	Organizational Behavior
45	Credit Course Modification	MAN 3353	Management Theory & Applications
46	Credit Course Modification	MAN 4301	Human Resource Management
47	Credit Course Modification	MAN 4720	Strategic Management
48	Credit Course Modification	MAN 4900	Organizational Management Capstone
49	Credit Course Modification	MAR 3802	Marketing for Managers
60	Credit Program Addition		BAS-SL Health Services Administration Concentration
61	Credit Program Addition		Health Services Administration ATC
62	Credit Course Addition	HSA 3170	Healthcare Revenue Cycle Management
63	Credit Course Addition	HSA 3502	Healthcare Risk Management
64	Credit Course Addition	HSA 4184	Leadership and Management in Healthcare Organizations
65	Credit Course Addition	HSA 4383	Quality & Performance Improvement in Healthcare
66	Credit Course Addition	HSA 4940	Internship in Health Services Administration
67	Credit Program Modification		Health Services Management AS

Committee Chairperson

Vice President, Academic Affairs

President

Curriculum and Instruction Committee Proposals

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

No.	ACTION	COURSE	PROGRAM/COURSE TITLE
39	Credit Program Modification		Medical Laboratory Technology AS
40	Credit Course Modification	ACG 3024	Accounting for Managers
41	Credit Course Modification	FIN 3400	Financial Management
42	Credit Course Modification	GEB 3213	Advanced Business Communications
43	Credit Course Modification	GEB 3452	Legal & Ethical Environment of Business
44	Credit Course Modification	MAN 3240	Organizational Behavior
45	Credit Course Modification	MAN 3353	Management Theory & Applications
46	Credit Course Modification	MAN 4301	Human Resource Management
47	Credit Course Modification	MAN 4720	Strategic Management
48	Credit Course Modification	MAN 4900	Organizational Management Capstone
49	Credit Course Modification	MAR 3802	Marketing for Managers
60	Credit Program Addition		BAS-SL Health Services Administration Concentration
61	Credit Program Addition		Health Services Administration ATC
62	Credit Course Addition	HSA 3170	Healthcare Revenue Cycle Management
63	Credit Course Addition	HSA 3502	Healthcare Risk Management
64	Credit Course Addition	HSA 4184	Leadership and Management in Healthcare Organizations
65	Credit Course Addition	HSA 4383	Quality & Performance Improvement in Healthcare
66	Credit Course Addition	HSA 4940	Internship in Health Services Administration
67	Credit Program Modification		Health Services Management AS

Committee Chairperson

Vice President, Academic Affairs



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: March 23, 2022

TO: Lake-Sumter State College
District Board of Trustees

FROM: Dr. Heather Bigard
Acting President

RE: 3-03 – Approval of Human Resources Transactions - Faculty

OVERVIEW:

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

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

ANALYSIS:

Please review attached summary.

RECOMMENDATION:

The District Board acknowledges receipt and approval of this information.



Human Resources Transactions

Faculty Appointments:

Name	Title	Effective Date
None		

Faculty Resignations:

None		

Faculty Separations:

Name	Title	Effective Date
None		

Faculty Retirements:

Name	Title	Effective Date
None		

Faculty Transitions:

Name	Title	Effective Date
None		



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: March 23, 2022

TO: Lake-Sumter State College
District Board of Trustees

FROM: Dr. Heather Bigard
Acting President

RE: 3-03 - 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
Jessica Serrano	Enrollment Services Specialist	02/28/2022

Staff Promotions:

Name	Title	Effective Date
Melinda Skeete	Talent Acquisition Partner	02/16/2022

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: March 23, 2022

TO: Lake-Sumter State College
District Board of Trustees

FROM: Dr. Heather Bigard
Acting President

RE: 3-04 – Monthly Financial Report

OVERVIEW:

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

ANALYSIS:

Attached includes:

- Monthly Fiscal Report of the General Operation Fund (YTD February 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. Heather Bigard, Acting President
From: Melinda Barber, Associate Vice President for Financial Services and Controller
Date: March 23, 2022
Re: Monthly Fiscal Report – YTD February 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 66.7% completed.

Revenues

Total revenue booked to date is \$17,328,760 or 64% of the total budget of \$26,930,729.

- Tuition and fee revenue is trending below budget and is projected to be \$8,723,115 which is 7.7% under the budgeted amount.
- State support revenue is received throughout the fiscal year in installments. We have received a total of \$7,811,876 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.
- HEERF Lost Revenue of \$1.6 million has been recorded.

Expenses

Actual expenses to-date total \$15,860,712 or 59% of the total budget of \$26,930,701.

- Salaries and benefits to-date are \$12,178,821 or 60% of budget.
- Operating and capital expenses to-date are \$3,681,891 or 54% of budget.

Year-End Projection

Revenues are projected to exceed expenses by \$784,372 mostly due to the HEERF Lost Revenue the College was able to record.

Attachment: February 2022 Operating Fund 1 Budget Report

Lake-Sumter State College
Fiscal Status Report - Fund 1
General Current Fund
July 1, 2021 - February 28, 2022

	FY 20-21		FY 2021-2022			
	Annual Budget	YTD Actual 2/28/2021	Annual Budget	2/28/2022	Percent of Budget Earned/Spent	Projected 6/30/2022
REVENUES & BUDGETED FUND BALANCE						
Student Fees						
Fall						
Tuition	\$ 2,904,700	\$ 2,789,759	\$ 2,802,600	\$ 2,499,112	89%	\$ 2,497,341
Technology Fees	147,000	137,461	137,500	124,929	91%	124,839
Distance Learning	177,900	431,670	225,000	307,635	137%	307,571
Dual Enrollment	306,000	323,622	323,600	358,460	111%	357,981
HSCA Dual Enrollment	538,150	483,190	446,550	398,460	89%	398,460
Lab Fees	260,900	92,069	137,800	90,765	66%	107,598
Spring						
Tuition	\$ 2,468,900	\$ 2,377,844	\$ 2,375,100	\$ 2,303,670	97%	\$ 2,292,265
Technology Fees	123,400	118,900	118,900	115,191	97%	114,337
Distance Learning	157,900	355,005	187,600	297,615	159%	296,735
Dual Enrollment	412,200	424,682	424,000	380,126	90%	378,322
HSCA Dual Enrollment	538,150	423,650	419,070	325,180	78%	325,180
Lab Fees	142,200	55,640	106,700	96,665	91%	96,665
Summer						
Tuition	\$ 1,058,700	\$ (55,177)	\$ 1,071,900	\$ (19,910)	-2%	\$ 900,238
Technology Fees	53,700	(701)	53,400	(987)	-2%	47,296
Distance Learning	141,600	(435)	99,600	(2,310)	-2%	134,981
Dual Enrollment	700	(34,047)	-	432	0%	-
HSCA Dual Enrollment	-	-	-	-	0%	-
Lab Fees	33,400	(225)	13,200	(80)	0%	8,994
Miscellaneous Fees	65,400	38,600	65,300	46,607	71%	64,300
Youth Development	280,000	(299)	280,000	1,525	1%	44,000
Continuing Education	117,700	133,304				226,011
Total Student Tuition and Fees	\$ 9,928,600	\$ 8,094,512				723,115
State CCPF Support	\$ 12,791,621	\$ 8,140,633	\$ 13,071,677	\$ 7,638,828	58%	\$ 13,071,677
State Performance Funding	628,896	269,574	296,654	173,048	58%	296,654
State Lottery	1,968,738	370,123	2,317,578	-	0%	1,317,578
Miscellaneous State Support	100,000	37,067	100,000	-	0%	100,000
Federal Support Indirect Cost	52,600	84,009	100,000	182,335	182%	200,000
Foundation Support	190,000	2,615	110,000	-	0%	110,000
Contracts	196,100	196,482	238,000	215,011	90%	238,000
Miscellaneous Revenue	251,200	13,627	30,400	14,790	49%	44,552
Uninsured Loss Recovery (HEERF)	-	-	510,500	1,600,153	313%	1,600,153
Total Revenues	\$ 26,107,755	\$ 17,208,642	\$ 26,228,729	\$ 17,309,087	66%	\$ 26,701,730
Transfers In	641,400.00	-	702,000	19,673	3%	702,000
Total Revenues and Transfers In	\$ 26,749,155	\$ 17,208,642	\$ 26,930,729	\$ 17,328,760	64%	\$ 27,403,730
EXPENDITURES						
Personnel Expenditures						
Salaries and Wages	\$ 14,953,386	\$ 8,861,136	\$ 14,987,926	\$ 8,790,958	59%	14,755,605
Benefits	5,365,543	3,362,839	5,860,265	3,387,863	58%	5,932,242
Lapse Salary and Benefits	(705,000)	-	(702,500)	-	0%	-
Current Operating Expenditures	6,118,309	3,464,903	6,230,561	3,666,199	59%	5,877,061
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	\$15,691,740	\$26,930,701	\$15,860,712	59%	\$ 26,619,358
Transfer to Fund 7	(400,000)	-	-	-		-
Excess of Revenues over (Expenditures)	\$ 9,028	\$ 1,516,902	\$ 28	\$ 1,468,048		\$ 784,372



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: March 23, 2022

TO: Lake-Sumter State College
District Board of Trustees

FROM: Dr. Heather Bigard
Acting President

RE: 3-05 - Facilities and Capital Projects Update

OVERVIEW:

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

ANALYSIS:

A report on the status on projects is attached.

RECOMMENDATION:

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

Facilities and Capital Projects 2021-2022

March 2022 Update

PROJECT	BUDGET	FUNDING	PROGRESS TO DATE
Roof Restore Patch- LE Fine Arts	\$65,000	Infrastructure Restore-Collegewide	Completed interim repairs based on \$25,086 Roof Assessment dated 5/28/21. A complete roof replacement is planned. Phasing options in discussion. Cost approx. \$1.5M.
SSB ADA Restrooms	\$145,500	CO & DS/License Tag	Design MEP complete. Construction documents released for contractor pricing and permitting 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 bids received 03/04/22; recommendation to award low bid approved.
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. The most recent tree removal occurred at SL Bldg- 2; 03/2022. Additional tree removal in planning for all locations within the next few weeks.
LE New Walkway Storm Water Gutters	\$35,000	Local	Reviewing replacements for FY22 scheduling. No replacements identified to date.
SL Building #2 First Floor Redesign	\$205,000	New Capital Improvement Fee	Initial Planning meeting held 4/15/21.
Security Upgrades (Access Control)	\$90,000	Security Equipment	Phase 2 Upgrades; Access Control (Sonitrol) Repl. are ongoing.

Facilities and Capital Projects 2021-2022

March 2022 Update

PROJECT	BUDGET	FUNDING	PROGRESS TO DATE
LE Emerging Media Center (FA) Mac Lab Project	\$200,000	Local	Design Completed by Dickerson Architects. Final Construction Documents received 02/2022. Project build-out is on Hold.
SL Facilities Mgmt. and Grounds Bldg.	\$300,000	Local	Gordian thru Sourcewell Contract Design/Build Services. Permit set of plans issued for Bids 12/22/21. Springstead Civil design due 03/2022 for 100% design completion. Construction pricing currently in review.
Repair/Replace HVAC Non- HEERF	\$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.
LE Library Roof Replacement	\$531,819	Infrastructure Restore-Collegewide	Garland's Roof Replacment 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 Co. 09/2021. Student Center Roof Restoration at Leesburg completed 02/2022.
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

Facilities and Capital Projects 2021-2022

March 2022 Update

PROJECT	BUDGET	FUNDING	PROGRESS TO DATE
			building.
SU Irrigation Replacement	\$50,000	Infrastructure Restore-Collegewide	Planning. Met on site with vendor and SSC to review updated scope of work 03/08/22.
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 03/2022 to develop FA Masterplan. Auditorium renovations is a priority.
LE Library Renovation	\$400,000(multi-yr) \$250k from Foundation	Local	Schematic Design Phase near complete 03/2022. Design Development phase duration is 14 weeks, not including owner reviews.
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.

Facilities and Capital Projects 2021-2022

March 2022 Update

PROJECT	BUDGET	FUNDING	PROGRESS TO DATE
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 projects have been with the exterior doors and atrium floors/railings in Bldg. 2 and Cooper Memorial Library Friends Space as well as 2nd floor study rooms in South Lake.
LE Emerging Media Center (FA) Bldg. Design Development	\$40,000	Local	Anticipate receiving A/E proposals 03/2022 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. Over 10 pallets of LED lights have been delivered within the last month.
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 completed 02/2022.
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	Design Development in process. Met on site with the design and construction team 03/08/22 to define footprint for new structure. Construction timeline (TBD).



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: March 23, 2022

TO: Lake-Sumter State College
District Board of Trustees

FROM: Dr. Heather Bigard
Acting President

RE: 03-06 Purchases over \$65,000

OVERVIEW:

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

ANALYSIS:

The Purchases greater than \$65,000 for the period 02/01/2022 - 02/28/2022 are attached.

RECOMMENDATION:

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

Vendor:	Eagle Buick, Pontiac, GMC Inc
Item Description:	(2) 2019 Chevy 12 Passenger Vans
Amount:	\$ 96,623.88
Purchase Order #:	P2200531
Vendor Code:	EAGBUI



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: March 23, 2022

TO: Lake-Sumter State College District Board of Trustees

FROM: Dr. Heather Bigard
Acting President

RE: 3-07- 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
March 23, 2022**

Dr. Heather Bigard, Acting President

DAILY ENROLLMENT (as of 3/10/2022)

	Spring 2022	Spring 2021	Difference	Difference from Spring 2021 to Spring 2022	Final Spring 2020	Final Spring 2019
Head Count (HC)	4176	4505	-329	-7.3%	4720	4608
Full Time Equivalent (FTE)	1154	1274	-120	-9.4%	1334	1323
Fee Paying HC	2838	3138	-300	-9.6%	3267	3354
Fee Paying FTE	834	913	-79	-8.6%	956	985

ADMISSIONS, RECORDS & FINANCIAL AID

Arminta Johnson, Interim Director of Enrollment Services

- Registration for Summer and Fall has begun for students based on their student status.
 - Summer open registration for all students is 3/28/22.
- We are collaborating with the production studio to create a video encouraging early registration.
- Spring Commencement is scheduled on 5/4/2022 at the ARC in South Lake at 4 pm and 5/6/2022 at the Leesburg Gym at 5 pm.
- We are holding a Block Party at the South Lake campus on Saturday, April 2, from 11 am to 3 pm. Graduating HS seniors, current students, and community members are invited to meet LSSC departments & services, complete a free application to the

college, complete the FAFSA, get registration help, meet community partners, have some fun and eat food!

- FAFSA applications for the 2022-2023 school year are being evaluated. We are hosting FAFSA Fridays, encouraging students to use our help to complete their FAFSA. We are actively reaching out to the students who have not completed the FAFSA to encourage them.

ATHLETICS & STUDENT LIFE

Mike Matulia, Executive Director

- Student Life and Academic Awards Ceremony, May 2nd at 6:00pm. Will be held on the South Lake Campus, Leesburg Campus, and virtually.
- National Society of Leadership and Success accepted 291 LSSC Students
- Spring Athletic teams are in full-swing and begin conference play this month

CAMPUS SAFETY

Rebecca Nathanson, Executive Director

- The statewide Covid positivity rate has dropped to 3.3%. Covid protocols for the College are being revised to reflect this drop in positivity.
- The College Emergency Operations Plan has undergone its annual review and will be redistributed to the College community.
- Two of our Campus Safety officers are leaving us to take law enforcement employment- one with the Broward County Sheriff's Office and one with the Lake County Sheriff's Office.

CONTRACTS ADMINISTRATION

Bruce Duncan, Contract Manager

- We have almost completed the three agreements with Advent Health, Orlando Health and UF Health for clinical teaching in those facilities for our nursing students
- Completed the lease agreement with United Way for space on the Sumter Campus
- Negotiating with Career Source for the leasing of space on the Sumter Campus to expand their presence/relationship with LSSC
- Beginning talks regarding the use of the softball facility in South Lake and the possibility of seeking funding for renovations and repair.
- Review of the agreement for the Disc Golf Course and determining what, if any, funds are available for the upkeep of the course.
- Met with Pinecrest for an update on the construction schedule for the Charter School on the South Lake Campus and discussed the spaces that are available for them to lease while the school is constructed.
- Scheduled meetings with City of Leesburg Council members to begin establishing a relationship with the City to explore possibilities of joint ventures.
- Spoke with our local legislators to uncover what went wrong with our requests for funding for the Performing Arts Center and the Clifford Stearns Library.

PINECREST UPDATE

Pinecrest is in the process of engaging a traffic study to determine the number of students they can sustain without constructing exorbitantly expensive road improvements. If the traffic study plays out that the number of students and the price tag of the improvements are cost effective for them, then they will move forward with the construction of the Charter School on the South Lake Campus. If the traffic study does not support a fiscally sound number for them, whatever that may be, then they will be moving on to alternative sites.

FACILITIES & CAMPUS TRANSFORMATION

Thom Kieft, AVP, SL Campus Expansion and Interim Executive Director of Facilities

- The College is currently coordinating with South Lake Campus partners on space utilization for the '22-23 academic year.
- The HSCA program has had over 130 applications from 8th grade students wanting to join the next cohort of HSCA students.
- Plans are underway to renovate the Leesburg Campus Student Services Bldg. Restrooms and have them ADA compliant.
- The Sumter Center Workforce Teaching Pavillion planning is underway and meetings with the architect, construction manager, civil engineer, and college staff have recently been held.
- The AdventHealth Waterman location is currently being demolished for the new teaching space to be created for the LSSC Nursing Program.
- The Stearns Library and Learning Success Center renovations are in the design phase with drafts of a schematic layout being examined.

Sandra Stephenson, Campus Transformation

Leesburg Campus:

- SSB second floor bathrooms MEP complete and released to Evergreen for price out. Expected turnaround 1 week remaining. Due week of 21st; hope to have costs by BOT meeting. Due to vertical work with Plumbing, both first and 2nd floor needs to be done simultaneously. Employees can use unisex restrooms and WJB restrooms during renovation.
- Met with Science Faculty Steve Clark regarding Science Math Instructional Pavilion. We are ready to proceed with Project.
Pavilion \$ \$71,593.44 concrete pad \$19,985.00. Total cost of \$91,578.44.

Sumter campus:

- Workforce instructional facility with restrooms meeting was held on March 8th with architectural and civil and construction as well as members of our team including Dr Bigard. Location determined and tasks given to civil and architect and Evergreen for solar, water.
- Irrigation site visit - vendor suggested new system to cover the areas.
- Scope of work for Sumter Campus exterior refresh which includes the following:
- Planned improvements include: painting parking stops, remove old pavers and dead landscape, paint doors and columns, refresh the green in front to match roof on building 4, repair windows, patch, prime, seal cracks, and paint building 1 doors and walls, and general pressure washing.

South Lake campus:

- Student center outdoor student Pavillion; still in design 95% complete.
- CML Friends Space painted and new furniture is in. Thanks to Ernie Morris for their assistance in helping with cost for the Friends of CML.

HUMAN RESOURCES

Deborah Franklin, Executive Director

• Recruitment & Selection

- ▢ Initial meeting took place 2/18. Follow up meeting to be held 3/11 to review SWOT assessment of current practices to ensure all current methodologies used for recruiting result in faculty that support LSSC mission, vision and core values towards student success.
- ▢ Some enhancement made to NEOGOV software to enhance administrative functions and selection process to our advantage, including adding pre-screening questions as part of the application process, and increasing applicant communication/awareness of process through automated responses.
- ▢ Continued work with department heads as vacancies arise to reevaluate need, assess best level of position, and how strategic goals will be met.

• Diversity & Staff Engagement

- ▢ Events:

February 25, 2022: *Celebration of Black History: Black History is American History*

An open forum was conducted by Jeremy Norton, Associate Professor, and Tasha Hurst, Assistant Director, DEI. Forty members of our college community - students, faculty, and staff - actively participated in Professor Norton's presentation of selected court cases (Dred Scott v. Sandford (1857), Plessy v. Ferguson (1896), Brown v. Board of Education of Topeka (1954), Loving v. Virginia (1967), Civil Rights Act (1964)) that impacted our nation then, and to current. The recorded session is available on Canvas in the Lakehawk Leadership Academy Diversity room.

March 10, 2022: *Women in STEM: Hidden from View*

Professors Sybil Brown and Amber Karlins will be conducting an engaging presentation and discussion to explore the extraordinary, inspiring history of women in STEM, as well as the roles women currently occupy in STEM fields. Current data related to STEM occupation trends will be shared, and attendees will learn why it is both valuable and essential to place women in STEM-related jobs. This event has been posted in Eventbrite, permitting community outreach and participation.

INFORMATION TECHNOLOGY

Nick Kemp, Chief Information Officer

- 2021 Cyber Insurance application has been accepted with no coverage restrictions.
- Privileged Access Management (PAM) has been implemented. PAM is an information security (infosec) mechanism that safeguards identities with special access or capabilities beyond regular users.
- Banner 9 Faculty Self-Service has been deployed in TEST. Testing with a core Faculty Workgroup is underway.
- DegreeWorks (degree auditing tool) has been upgraded to the latest version 5.0.6 for our students. This update eliminated all caching issues students have been experiencing.
- State mandated Civic Literacy updates have been made to our FASTER electronic transcript process.
- State Reporting CTE Meetings with FLDOE. FLDOE claimed the Banner Team's presentation was "the most comprehensive presentation of a data system they have ever seen."
- IT inventory complete and submitted to Financial Services. No lost items.
- PaperCut application updated from version 19 to newest version, version 21.
- Multi-Factor Authentication for VPN is operational.
- In response to new CISA warning, LSSC's VPN software has been upgraded to current version. The latest version of Secure Endpoint has been deployed. Current security patches updated on external servers.

LAKEHAWK LEADERSHIP ACADEMY

Deb Snellen, Executive Director

- Launched a 10-module Leadership Keys development program for all managers and supervisors. The interactive program is delivered in person on the Leesburg campus and incorporates technology on thinking style preferences and modules from LinkedIn Learning.
- All faculty evaluations completed for 2022 appraisal cycle.
- Launched initial Lakehawk Leadership Academy intranet site and professional development resources are being added daily.
- Processing 10 Staff and Program Development funding requests.
- Completed APPQMR training to better understand the training needs association with Quality Matters.

PROCESS IMPROVEMENT AND INSTITUTIONAL RESEARCH

Dr. Mark Duslak, Executive Director

- The PIIR and IT teams completed Argos training for data block designers and report writers. Both teams will now begin developing data-rich reports for campus stakeholders.

- Launched Service-Area Assessments, beginning with workshops to help service area leaders establish outcomes.
- The data fidelity component of the State Reporting CTE Audit was conducted, and no findings were reported.
- Completed contract review for AEFIS assessment platform, which will save about \$50,000 over 5 years in comparison to our current platform and offers greater functionality.

STRATEGIC INNOVATION AND DIGITAL EDUCATION

Michael J. Nathanson, Executive Director

- Director of Production Studio job vacancy posted
- New quiz module for Canvas being tested for fall release.
- Spring 2022 term indicated there were 200 unique courses totaling 567 instructor course sections (CRNs) offered. Data from the Internal Course Review (ICR) tracking sheet indicated there were 59 QM (Quality Matters) reviewed instructor course sections on the schedule, or approximately 10% of the course offerings for students. There were an additional 163 course sections, or ~29%, of the schedule that were not QM reviewed, but had QM equivalent shells available.
- We have convened a faculty group to make suggestions in the procedure for internal Quality Matters reviews.
- Preparing a new five-year Canvas Contract.

SUMTER CENTER

Kelly Hickmon, Assistant Dean of Students

- Academic Advising has been busy with Starfish Flag communications; we are seeing increased student advising appointments and email communications as we approach advance registration for summer/fall 2022.
- Participated in FL Student Success Center Updates on Monday, February 28.
- In partnership with Career Development, Sumter Center hosted a Job Fair for our Relay Tech students on Saturday, March 5. There were 18 employers present and over 30 student attendees.
- Attended South Sumter High School's DE/AP Parent Info Session on Tuesday, March 22 with Assistant Director of Admissions, Geneva Jones.

FINANCIAL SERVICES

Melinda Barber, AVP of Financial Services and Controller

- FY23 Budget development in process. Departmental requests due in March
- HEERF grants received an automatic No Cost Extension until June 30, 2022
- Issued Invitation to Bid for Monumental Signs at all three campuses.
- Supported the FDOE Audit of Federal pass-through Funds

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

Baccalaureate Degree

The College is exploring the opportunity to offer a baccalaureate degree in Community Wellness and Sports Coaching to be housed on our South Lake Campus. South Lake County has a focus on community health, and we believe this new program will support the needs of our community partners including the City of Clermont, Lake County Economic Development, the South Lake Chamber of Commerce, Lake County Schools, and other sport and health related business entities. This program will focus on community-based programs and job placement in the fields of community wellness and coaching.

This degree will be like the degree program Sport and Fitness program that the University of Central Florida (UCF) offered on the South Lake Campus through the College of Education. In 2015, UCF changed the name to Sport and Exercise Science and started moving the program to the UCF main campus in Orlando. In 2016 – 2017 academic year, the program on the SL campus became Community Sport and Fitness – Minor in the College of Education. In 2019 it became a track in School of Kinesiology and Physical Therapy. The track was called Sport and Athletic Coaching. UCF has suspended admission into this track.

The College has submitted a Letter of Intent to apply for a Live Well Foundation Empowerment Grant to cover initial start-up costs associated with this new program.

Division of Workforce Development

Dr. Amy Albee-Levine, Dean

Dr. Christopher Sargent, Associate Dean

- LSSC was asked to present on the Role of the Counselor in Career Pathways by the National Career Pathways Network. Sandy McShane, Brandy Ziesemer, and Kairise Conwell presented with Frances Celis of Lake county Schools. The role of the high school counselor/career navigator/college counselor has changed as schools and institutions have adopted career pathways. Panelists from secondary and postsecondary perspectives described their changing roles and responsibilities in this environment, including collaborating with workforce faculty and how it benefits students and other stakeholders. The webinar took place March 10.
- The workforce team participated in a grant monitoring visit with the Florida Department of Education February 23-24. The final summary of the visit will be provided by the end of March.
- A job fair for the Relay Technology program was held on March 5 with multiple employers from the surrounding area and out of state. Employers included Duke Energy, SECO Energy, Tampa Electric Company, City of Leesburg, Elite Construction, Dominion Energy, DILO Energy, Electric Power Systems, Gainesville Regional Utilities, Premier Power Maintenance, Qualus Power Services, TAW, Inc., and Vertiv.
- Members of the Workforce team joined Continuing Education, Admissions, and the Communications team to meet with Kroger employees and provide information on LSSC program offerings, as well as a presentation on communication styles.
- Action Electric and Mister Electric have joined the apprenticeship program as sponsoring employees. Eight new apprentices will officially join the program in April.
- Dr. Rhonda Tracy presented at the Community College Baccalaureate Association conference. Her presentation focused on aligning the student outcomes expected at the

course, program, and institutional level and ensuring the employability skills were included as a foundation for the student outcomes.

- Dr. Albee, as a member of the Education Committee for the Manufacturer's Association of Central Florida, hosted the Education Committee meeting on the Leesburg campus on March 4. This Committee is comprised of industry and education partners from Lake, Orange, Seminole, Osceola and surrounding central Florida counties.

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

- Met with UF Health to explore clinical partnerships
- Toured Indian River State College RT program
- Continue to meet with HR for open positions and recruitment efforts

Physical Therapy

- Met with UF Health to explore clinical partnerships
- Scheduled to attend CAPTA conference required for submission to start PTA accreditation.
- Continue to meet with HR for open positions and recruitment efforts.

Nursing

- Established timeline with UF Health for Fall DEU implementation. Units were identified that are ideal for the DEU. Another meeting scheduled later this month.
- Working to finalize operational agreement for DEU at Advent Health
- Developing operational agreement with Orlando Health
- Planning move to Advent Health Space
- Planning for ACEN accreditation
- Continue to meet with HR for open positions and recruitment efforts

Dr. Christine Ramos, Interim Executive Director of Nursing

ASN Nursing - March 2022

- **Enrollment Update:**
 - Application period for summer bridge and fall general track ended March 1, 2022. Currently processing the applications to determine eligibility criteria.
 - ASN continues recruiting efforts for four open positions. Working with HR regarding advertisement posting.
 - Currently working on a detailed proposal for Dr. Bigard regarding enrollment growth of the nursing program.
- **Curriculum Update:**
 - 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. Faculty will vote on course of action regarding replacement of pre-requisite for Civic Literacy course requirement on Monday, March 7, 2022.
 - ACEN accreditation visit slated for Spring 2023. Faculty currently working on the self-study in preparation for the visit (to be submitted Fall 2022).

General Studies

Karen Hogans, Dean

Steve Clark, Associate Dean of Math and Science

Elizabeth Terranova, Associate Dean of Arts and Letters

- The Math department will be hosting the 35th Annual *Mathlympics* on April 8th in the Leesburg gymnasium. Mathlympics is an event hosted by LSSC math faculty. Lake and Sumter County teams of high school students compete by completing math problems during the timed competition. Faculty, staff, and students are all very excited to return to an in-person event where the competition is much more acute!
- Two Arts and Letters faculty, Daniel Weber and Heather Elmatti, will present at the Curriculum Alignment meeting March 4.
- We continue to be involved in furthering many LSSC initiatives
 1. Lakehawk Leadership Academy Faculty Professional Development
 2. Student Awards event (May 2, 2022 6-8 pm)
 3. Faculty Excellence Awards event (April 20, 2022 3:30-5 pm)
 4. General Education Digital Credentials implementation
 5. Guided Pathways implementation
 6. Academic scheduling
 7. Full-time faculty annual evaluations
 8. Adjunct Onboarding and Orientation
 9. Credential to postsecondary pathways completion
 10. Gen Ed Curriculum and Instruction modifications
 11. Digital Media program creation
 12. SB 366 Math pathways implementation
 13. Process for remote test proctoring
 14. Planning a FLEX (hyflex) course delivery modality pilot fall 2022
 15. Textbook affordability
 16. Planning the RISE Summer Math Academy 2022 program (led by Sybil Brown, Assoc Prof Mathematics)

Honors Program

English Asst Prof Amber Karlins, Honors Program Coordinator

- **Co-Curricular**— Since our last update, we have held two club meetings and collaborated on a Random Acts of Kindness event. We have also hosted a Resume Writing Workshop and are gearing up for a Mock Interview training event. Club leadership is currently receiving training on the budget process and working to prepare their budget request from Student Life for next year.
- **Recruitment**—This year, 14 applications were received for the program prior to the priority deadline which is a significant increase over previous years. A scoring team has been assembled for these applications and admissions decisions will be made before the end of the month. Admissions are rolling and applications will continue to be accepted.
- **Capstone**— First-year students have submitted their capstone proposals to the honors council, who unanimously voted to approve them. All students have been matched with their mentors and will now begin working on their year-long projects.

Academic Advising & Dean of Student

Carolyn Scott, Dean

Academic Advising

Jen Manson, Assistant Director Student Development- Advising

- Recorded 632 total advising contacts through all modalities in February (21% of scheduled appointments took place In-Person)
- Provided academic advising for 43 students in the Ask Us Anything – Live Student Support
- Registration Rallies for Summer registration will take place March 28 and March 29

New Student Advising and Registration (Orientation): (Spring 2022 Start)

- Attendance Numbers for Spring 2022 Full-Semester Courses:
 - First Time in College: 181
 - Dual Enrollment: 111
 - TOTAL: 292
- Attendance Numbers for Spring 2022 B7 Courses (FTIC Only): 22
- Registration for Summer semester NSARs opened on February 23

Ask Us Anything – Live Student Support

- Represented departments: Academic Advising, Admissions, and Financial Aid
- In February, AUA staff assisted 140 students

Dean of Students

Carolyn Scott, Dean of Students

Starfish Retention Solutions

Progress Survey	Deploy Date	Concern Flags	Kudos	Tutoring Referrals	Course Sections	Faculty Participation
1 st Survey – Traditional Start Time Classes	Feb 4th	1,078	4,132	44	456	85%
1 st Survey – Student Athletes	Feb 18th	39	228	N/A	166	76%

Student Support, Conduct, and Appeals

- 2 Students requested assistance through the Student Assistance Program (SAP)
- 7 Students were reported for academic integrity violations
- 8 Students filed a request for an Administrative Appeal:
 - 7 Dual Enrollment – Lake County Schools – Eligibility Question
 - 1 Admin Drop & Refund
- 18 Student COVID-19 Exposure Reports were processed during this period
- 0 Student was referred to the LSSC Care Team

Division of Library and Learning Services

Katie Sacco, Dean

No Report

**Division of Institutional Advancement Update
for the President and Board of Trustees**

March 23, 2022

Dr. Laura Byrd, Senior Vice President, Institutional Advancement

CAREER DEVELOPMENT SERVICES

Dr. Laura Byrd

- On February 14th, Career Services conducted its first on-campus career fair post-pandemic. We saw an enthusiastic employer turnout with 35 companies representing a variety of business sectors. In spite of robust marketing, student participation was sparse and employers reported speaking to eight students on average during the event. The employer that responded to the post-fair survey said they would attend again, organized well, and thought it was a worthwhile use of time.
- Completed the “You Got Skills” workshop series for the semester (3 x in February)
- Held a “Resume” workshop for the Honors Program
- Conducted a “Career Exploration” workshop in partnership with the Youth Development department
- Presented a “Career Exploration & Virtual Job Shadow” workshop to SLS students
- “Job Preparation Basics” presentation to Engineering Technology students
- Registered 14 new employers to use Lakehawk Career Connect and hosted 113 open positions in February
- CDS staff reviewed and critiqued a total of 62 student resumes
- Held 12 student appointments for Mock Interviewing, Career Exploration and Resume assistance
- Held weekly “Pop into CDS” evening virtual drop-in hours
- Career staff also served on numerous college-wide committees and workgroups for Guided Pathways, new academic program planning and community outreach
- Collaborated with several program managers to implement career planning activities ahead of HB1507

CORPORATE TRAINING & CONTINUING EDUCATION

Greg Jones, Director of Corporate Training and Continuing Education

- At present, the Sumter Campus averaged 15 new CDL students per week in February 2022.
- The CDL program has begun the dual training programs under both the old and new DOT guidelines. It is estimated that will continue until October/November 2022.

- The CDL program provided quotes and training curriculums to several entities to become their CDL training partner. These include the east coast training arm of the IBEW out of Nashville, TN, DZ Corporation, Sumter County, City of Wildwood and Waste Pro.
- The CDL pad and the EDT digger truck were inspected and approved without issue by the Department of Education during the on-site inspections.
- The lifelong learning classes for Creative Writing continue to gain momentum with another 4 classes scheduled this spring.
- Marketing has started for students interested in the new Physical Therapy Aide classes.
- The EDT program has completed training of two SEPCO cohorts since the last board report. There are eleven SEPCO cohort trainings scheduled this calendar year.
- Continuing Education has submitted a bid with the DZ Corp to provide Leadership Training of their new managers.
- Continuing Education is in the final stages of scheduling the night time bootcamps for the rest of the calendar year. There are 6 slots taken by the City of Bushnell and the City of Leesburg.
- There is a growing wait list of potential students for the Lineworker Bootcamp once the night time dates have been determined.
- The EDT daytime Lineworker Bootcamps starting in April and September are full.
- Continuing Education has accepted delivery of four drones that will be used in the training classes. They are currently being assembled and programmed for use.
- Continuing Education is working with three instructors to begin offering Financial Literacy classes for younger adults. The topics will cover mobile phone contracts, credit card obligations, banking services, online financial apps, car loans, payday loans, etc.
- Continuing Education is planning to market several in-person healthcare classes for the Sumter campus in the next month to see if there is a market in that location for the Summer and Fall of 2022. The classes being advertised will be Phlebotomy Technician, Dialysis Technician, Physical Therapy Aide, Certified Medical Assistant, Patient Care Technician and Surgical Technician.

EDUCATIONAL OPPORTUNITY PROGRAMS

Dr. Roland Nunez, Director of Educational Opportunity Programs

EOP General

- EOP Director Dr. Roland Nuñez published an article on the *Innovative Higher Education Journal* called “College socialization through fiction: A Q methodology study on the anticipatory socialization of first-generation students”

- First-Generation Students Club has recently been chartered by the Student Government Association with its inaugural cohort of members and officers
- Launched a new First-Generation Scholarship for LSSC students
- EOP department is in the process of planning and organizing an EOP Graduation and Reception for graduating seniors
- The Community Outreach Committee created three subcommittees to initiate three new projects related to outreach and service:
 - 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

Upward Bound

- Upward Bound program took 30+ students to Sea Life Aquarium for an educational field trip
- Saturday sessions were held with every student for course instruction and tutoring support

Talent Search

- Talent Search Annual Performance Report was submitted to the Department of Education; we received perfect scores in every category measured by the Department of Education
- Talent Search program took 100+ middle and high school students to a tour of Full Sail University.
- Reviewed field trip procedures for upcoming trips

GRANTS

Gerald Paige, Senior Grant Manager

- Submitting Letter of Intent to the Live Well of South Lake for the Community Wellness and Sport Coaching Program
- Submitting grant to the McLin Foundation for \$50,000 for the Expansion of Healthcare in North Lake
- Preparing an application for Florida Department of Education for the Expansion of Registered Apprenticeship and Pre-apprenticeship Grant
- Collaborating with McAllister & Quinn for an organizational analysis on March 21 & 22 to determine grant needs and opportunities

LSSC FOUNDATION

Dr. Laura Byrd, Executive Director of LSSC Foundation

- The 5th Annual Scholarship Dinner was 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 was held on March 5, 2022, on the South Lake Campus.
The presenting sponsor for the event Orlando Health South Lake Hospital. We were blessed with a hosts of sponsorships from our community partners, CEMEX, Lake Medical Imaging, SECO Energy, South Street Advisors, LLC, C&M Dredging, Inc., Dan Newlin Injury Attorneys, First National Bank of Mount Dora, Whitehouse & Cooper, PLLC, AdventHealth, Clermont Police Department, Charles & Mary McLin Foundation, Osteen's Load and Go, Schmid Construction, Seacoast Bank, and Ford Press.
- The Tax-Wise Giving Conference has been postponed and a new date will be announced soon.
- The Summer 2022 scholarship application is open March 1 – March 31. We plan 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, which help 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
Citizens First Bank, The Villages	\$5,000	Gala	Sponsorship
Citizens First Bank, The Villages	\$2,500	Golf Tournament	Sponsorship
Lake County Sheriff's Office	\$3,500	Gala	Sponsorship
Lake Medical Imaging	\$1,000	Shamrock Shuffle	Sponsorship
Law Office of Anita Geraci-Caver	\$1,500	Gala	Sponsorship
Grace Sneed	\$1,000	Contribution	Scholarship
Jenkins Auto Group	\$5,000	Gala	Sponsorship
Orlando Health South Lake Hospital	\$50,000	Nursing Expansion	Grant Revenue
United Way of Lake & Sumter	\$1,875	Rise Summer Math	Grant Revenue
Civil Engineering Solutions, Inc.	\$1,000	Annual Campaign	Contribution
Zonta Club of the Villages	\$2,000	Scholarships	Contribution
Duke Energy	\$3,500	Gala	Sponsorship
LSSC Athletics	\$1,500	Volleyball	Contribution
LSSC Athletics	\$2,138	Softball	Contribution
Kahlee Smith	\$3,200	Athletics	Contribution
Mike Holt Enterprises	\$10,000	Holt Enterprises	Scholarship
Seco Energy	\$1,000	Shamrock Shuffle	Sponsorship
Seco Energy	\$3,500	Gala	Sponsorship

MARKETING & STRATEGIC COMMUNICATIONS

Kevin Yurasek, Executive Director of Strategic Communications

- Press releases issued:
 - LSSC Foundation receives \$2 million grant supporting healthcare programs expansion
- Spectrum News 13 including our own Amber Karlins as an expert for a story for Women's History Month. The story aired on TV and on mynews13.com
- Through a strategic plan initiative, we 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. The focus groups for current students are scheduled for the last week of March.
- Presented to the Kroger Young Professionals group in Groveland on effective communication and generational communication styles. The group was then informed about enrollment opportunities at LSSC.
- College is now advertising on the new digital billboard on US-441 westbound near Facilities Building
- Supporting or supported a wide variety of initiatives:
 - Enrollment communication & recruitment support
 - Continuing education inquiry recruitment
 - New academic program announcements & recruitments

- Commencement
- Foundation Annual Campaign, Gala & other Signature Events
- Signage Project
- Website management
- Guided Pathways for Success
- RISE Summer Math Academy
- 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

- Kids College
 - 14 returning teachers are currently going through the hiring process
 - Creating instructor packets that will be sent in late March
 - 10 AIT and 1 Program Aide applications have been received
 - Deadline: April 22, 2022
 - Course schedule is in progress with many returning and new classes
 - Course are currently being entered into registration system
 - Additional information has been added to the website
 - Working with Marketing on the newsletter that will be sent out the last week of March to announce the opening of registration
 - Registration opens: April 1, 2022
 - Limited number of rooms in Leesburg but utilizing other ideas to maximize camp offerings
 - Reviewing last set of changes from CDC to determine what restrictions will be in place this summer.
 - Working to confirm the Clermont office location
 - Dates of camp are as follows:
 - Leesburg: June 6 – July 21, 2022
 - Clermont: June 6 – July 28, 2022
- Teen Leadership Academy
 - Completed the first 3 sessions of the course.
 - To date, workshops that have been delivered:
 - Leadership & Teambuilding
 - Diversity & Inclusion in Leadership
 - The Value of a Volunteer
 - Student were led by a high school honor society member and Youth Development staff in selecting national service projects to participate in. Projects included (see pics):
 - Girls Love Mail – Letters to women diagnosed with breast cancer
 - Camp Dreamcatcher – decorating camp shirts for kids with HIV/Aids

- Anti-Cruelty Society – Embroidering scarves for dogs
 - St. Jude’s Children Hospital – handwoven bracelets
 - Students will attend a Service Day on March 26, 2022
 - Site locations: Empower Farms (Tavares, FL) & Horses with a Mission (Groveland, FL)
- Career Prep Workshop Series
 - 9 students currently enrolled
 - 3 sessions have been delivered to date:
 - Career Exploration
 - Business Etiquette
 - Professional Communication
 - Presenters have included
 - LSSC Career Advisor
 - LSSC Executive Director
 - CareerSource Youth Consultant
 - “Mock Day” is scheduled for the last week of the series on campus
- Babysitting Certification – will be offered June 4, 2022 at the Clermont campus



OFFICE OF THE PRESIDENT

Present to the Board: March 23, 2022

TO: Lake-Sumter State College District Board of Trustees

FROM: Dr. Heather Bigard
Acting President

RE: 3-08 – 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 the Board acknowledge or accept this item as written.



OFFICE OF THE PRESIDENT

Present to the Board: March 23, 2022

TO: Lake-Sumter State College District Board of Trustees

FROM: Dr. Heather Bigard
Acting President

RE: 3-09 – 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.



March 6, 2022

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

Re: Board Attorney Report for March 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. On March 2, 2022, Dr. Bigard and I had a conference call with litigation counsel, Dylan Hall, who is defending the College in this matter. Much of the delay is attributed to difficulty in scheduling the deposition of Plaintiff's doctor.

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. The Third District Court of Appeal heard oral argument November 9, 2021. At present a ruling has not been issued. However, on December 29, 2021, Orange County Circuit Judge Brownlee dismissed a similar case filed against UCF on the grounds that the unjust enrichment claim (student paid fees but was not provided a service when in person classes were changed to online classes) is barred by sovereign immunity. This ruling is contrary to the Verdini v. Miami-Dade ruling. While the Court dismissed the breach of contract claim it was without prejudice meaning

the student can amend its complaint. The Court made clear that the student must demonstrate it entered into an express contract with UCF that waives sovereign immunity in order for UCF's defense of sovereign immunity to be inapplicable.

David Walton v. Lake Sumter State College, Case No. 2021-01. On February 23, 2022 the Board approved the proposed Final Order Inclusive of Responses to Petitioner's Exceptions filed by attorney Koji on behalf of the College. The Final Order was signed March 8, 2022.

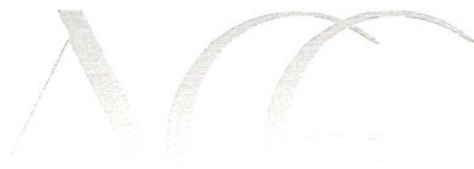
If you have any questions, please feel free to call me. I look forward to seeing you at the Board meeting.

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: March 23, 2022

TO: Lake-Sumter State College
District Board of Trustees

FROM: Dr. Heather Bigard
Acting President

RE: 3-10 – Mid-Year Review

OVERVIEW:

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

ANALYSIS:

A PowerPoint will be presented.

RECOMMENDATION:

It is recommended that Board approve this item as written.



OFFICE OF THE PRESIDENT

Present to the Board: March 23, 2022

TO: Lake-Sumter State College District Board of Trustees

FROM: Dr. Heather Bigard
Acting President

RE: 3-11 Pinecrest Update

OVERVIEW:

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

ANALYSIS:

Pinecrest is in the process of engaging a traffic study to determine the number of students they can sustain without constructing exorbitantly expensive road improvements. If the traffic study plays out that the number of students and the price tag of the improvements are cost effective for them, then they will move forward with the construction of the Charter School on the South Lake Campus. If the traffic study does not support a fiscally sound number for them, whatever that may be, then they will be moving on to alternative sites.

RECOMMENDATION:

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



OFFICE OF THE PRESIDENT

Present to the Board: March 23, 2022

TO: Lake-Sumter State College District Board of Trustees

FROM: Dr. Heather Bigard
Acting President

RE: 3-12 – Faculty Rank Candidate

OVERVIEW:

The following faculty member is recommended for promotion:
Mr. Jeremy Norton - from Associate Professor to Professor

ANALYSIS:

The Sn. Vice President of Academic Affairs has recommended as listed above.

RECOMMENDATION:

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



OFFICE OF THE PRESIDENT

Presented to the Board: March 23, 2022

TO: Lake-Sumter State College
District Board of Trustees

From: Dr. Heather Bigard
Acting President

RE: 3-13 Summer 2022 Four-Day Work Week

OVERVIEW

The College has followed a modified four-day summer work schedule since 1979. During the modified work schedule period, the benefits to the College and staff include:

1. Savings in utility expenses by closing buildings and turning off A/C and lighting systems.
2. Additional maintenance and upgrades on major equipment and facilities are performed without interfering with classroom activities.
3. Benefits to personnel promoting positive morale by providing flexible working schedules.
4. The College is using the four-day summer work schedule as part of its employee recruitment strategy to attract applicants currently working five days per week.
5. The summer work schedule will provide extended office hours until 5:00 or 5:30 pm, Monday through Thursday.

ANALYSIS

The President's Cabinet has approved and recommends the summer work schedule (four-day work week schedule) for Summer, 2022. Employees will average 9 hours and 22 minutes per day for four days, working a total of 37.5 hours each week.

RECOMMENDATION

The President requests Board approval of the modified summer work schedule for the period of Monday, May 9, 2022 through Friday, July 29, 2022 as outlined in the attached documents.



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: March 23, 2022

TO: Lake-Sumter State College
District Board of Trustees

FROM: Dr. Heather Bigard
Acting President

RE: 3-14 – Budget Amendment for FY 21-22

OVERVIEW:

The District Board of Trustees is authorized to amend budgets in accordance with laws, rules and accepted educational and fiscal principles. Upon authorization from the Board of Trustees, transfer of funds from the Current Unrestricted Funds to other funds also require approval by the Department of Education.

ANALYSIS:

The College was able to claim Lost Revenue from the HEERF award related to the decline in tuition revenue due to COVID-19. After booking the revenue, sufficient funding has been identified to provide a flat bonus to all employees. The Board is being asked to authorize the President to increase the FY22 Salaries and Benefits budget by \$400,000.

RECOMMENDATION:

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



OFFICE OF THE PRESIDENT

Present to the Board: March 23, 2022

TO: Lake-Sumter State College District Board of Trustees

FROM: Dr. Heather Bigard
Acting President

RE: 3-15 – Presidential Transition

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.

Options for selection of Interim President and President:

Appointment of Interim President

- a. From within the College
- b. External to the College

Appointment of President

- a. Elevate Interim President to President
- b. Conduct Presidential Search
 - i. From within the College
 - ii. External to the College

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

