



INCLUSIVE WEBSITE EXPERIENCE

Lake-Sumter State College is committed to ensuring that all students and visitors, including persons with disabilities, are able to access and use all of our services, programs and activities. We recognize that many individuals are increasingly using our website to access information and obtain services.

We understand that website users who have disabilities may use the website with the assistance of technology, including screen readers, captioning, transcripts, and other auxiliary aids and services. We are committed to providing all website users with information about our services and alternative ways we can offer these services.

Lake-Sumter State College is committed to making our websites accessible to all audiences. We are continually seeking solutions to improve LSSC.edu. Our website offers a wide range of information, and we recognize that for users with disabilities, some material on our site may pose challenges. If there are changes we can make to our website to make it easier to use, or if you encounter material or services that you cannot access, please let us know. Your feedback helps us to identify areas where we can improve.

We strive to ensure that our website will comply with Web Content Accessibility Guidelines (WCAG) put forth by the World Wide Web Consortium (W3C), but recognize that alternatives to using the website should be available in the event that a user with a disability encounters a problem using our website.

If you are unable to access information or documents posted on this website, please send us an email at websupport@lssc.edu with as much of the following information as possible:

- Your name
- Your phone number
- Your email address
- The date and time you encountered the problem
- The web page or address where the problem occurred
- What occurred or what you were unable to do
- Any error messages you received.



Lake Sumter State College

DISTRICT BOARD OF TRUSTEES

WEDNESDAY, MARCH 24, 2021

Leesburg Campus

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

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

Sumter Center
1423 County Road 526 A
Sumterville, FL 33585

**Lake-Sumter State College
DISTRICT BOARD OF TRUSTEES
Wednesday, March 24, 2021
Board Room-Leesburg Campus**

5:00 p.m.—BOARD MEETING

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

II. PLEDGE OF ALLEGIANCE and MOMENT OF SILENCE

III. PUBLIC COMMENT

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

IV. PRESENTATIONSMr. Wahl/Dr. Sidor
South Lake SGA..... Cindy Lackey
LSSC AthleticsMike Matulia

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

ACTIONS and ACKNOWLEDGEMENTS

3-01 Action: Minutes of February 17, 2021 Regular Meeting
3-02 Action: Minutes of March 9, 2021 Facilities Committee Meeting
3-03 Action: Curriculum Revisions
3-04 Action: Human Resources Transactions
3-05 Action: Monthly Fiscal Report for February 2021
3-06 Acknowledgement: Facilities Report
3-07 Action: Purchases over \$25,000

SCHEDULED INFORMATION REPORTS (Tab B)

3-08 President's Update..... Dr. Sidor
- Meetings/Activities/Misc.
- Legislative Update
- Vice Presidents Report (Bigard, Brady, Byrd, Vitale)
3-09 Committee Reports.....Mr. Wahl
- Executive Committee
- Facilities Committee
3-10 Board Attorney's Report Mrs. Anita Geraci-Carver

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

3-11 Action: Faculty Promotion..... Dr. Vitale
3-12 Action: Summer 2021/Four-Day Work WeekDr. Sidor
3-13 Action: Nominating Committee Chair Mr. Wahl

OTHER CONSIDERATIONS.....Mr. Wahl/Dr. Sidor

As Needed by Chairman/President

ADJOURNMENT.....Mr. Wahl

CALENDAR NOTES:

Next Executive Committee Meeting	Tuesday, April 13, 2021	Leesburg Campus
Next Board Meeting	Wednesday, April 21, 2021	South Lake Campus
Crossing the Stage Event	April 7, 2021, 3-5 pm	Clermont City Center
Crossing the Stage Event	April 8, 2021, 10:30-noon and 2-4 pm	Paul P. Williams Fine Arts Auditorium
LSSC Foundation Gala	April 9, 2021, 5:30 pm	Venetian Center



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: March 24, 2021

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 3-01 – Minutes of February 17, 2021 Board of Trustees Meeting

OVERVIEW:

Attached are the minutes of February 17, 2021 Board meeting.

ANALYSIS:

The minutes are for the board's approval.

RECOMMENDATION:

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

**DISTRICT BOARD OF TRUSTEES
LAKE-SUMTER STATE COLLEGE
LEESBURG, SUMTERVILLE, CLERMONT
FEBRUARY 17, 2021**

The regular meeting of the District Board of Trustees, Lake-Sumter State College, was called to order at 5:00 p.m. on February 17, 2021, at the Sumter Center in the Clark Maxwell Building, room 4107/4108 and via Zoom, by Mr. Peter F. Wahl, Chairman. In attendance was Mrs. Marcia Butler, Mrs. Jennifer Hill, Mrs. Jennifer Hooten, Mr. Bret Jones, Emily Lee Tim Morris and Peter Wahl. Mr. Wahl welcomed those in attendance and invited them to join in the Pledge of Allegiance followed by a moment of silence.

CONSENT CONSIDERATIONS- ACTIONS and ACKNOWLEDGEMENTS

Bret Jones made a motion and Tim Morris seconded the motion to approve as presented agenda items numbers 2-01 through 2-09 as follows:

Minutes of January 20, 2021, Regular Board Meeting

2021-02-01

Minutes of January 20, 2021, Facilities Committee Meeting

2021-02-02

Minutes of January 28, 2021, Facilities Committee Meeting

2021-02-03

Minutes of January 28, 2021, Special Board Meeting

2021-02-04

Human Resources Transactions

2021-02-05

Appointments of:

Nick Kemp	effective date 01/01/2021
Marta Ralowicz	effective date 01/18/2021
Mark Duslak	effective date 02/01/2021

Resignation of:

Jeffrey DiBuono	effective date 01/15/2021
-----------------	---------------------------

Curriculum Revisions

2021-02-06

Monthly Fiscal Report for January 2021

2021-02-07

Facilities Update

2021-02-08

Purchases over \$25,000

2021-02-09

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

SCHEDULED INFORMATION REPORTS

President’s Update

2021-02-10

Dr. Sidor reported on current legislative bills he is watching with duplicate language from the House and Senate.

- SB1028- Charter Schools (Hutson)
- SB52- Postsecondary Education (Rodriques)
- SB1042 Vocational Pathways (Brodeur)

He has formed a small college consortium with eight of the 10 small college presidents joining so far. The topic of discussion and what they will potentially start work on:

Collaboration on:

- Online Education
- OER material development and dissemination
- Textbook cost
- Employee cost
- Grant writing that focus on active enrollment for access grants not available to small colleges
- Institutional research
- Develop shared purchasing network
- IT server visualization
- Develop a shared expertise list of employee pools.

The next meeting will discuss

1. Quick overview and discussion on desired outcomes
2. Where are we alike in systems and services, i.e., banner, canvas, payroll, mental health counseling, others?
3. Strengths and weaknesses in back-office operations, i.e., IT, IR, purchasing, others
4. Outline next steps

Dr. Michael Vitale

Dr. Vitale reported on the following:

- Librarians Nora Rackley and James Cason co-authored a chapter of a book, which will reduce the textbook cost for students.
- The Mechatronics program will come before the board for approval within the next few months
- The nursing department are very busy finding alternate ways to teach during COVID.
- Guided Pathways Convening
- Joint meeting with UCF
- Degree mapping tools called the Pegasus Path

His full report is located in the board packet.

Dr. Claire Brady

Dr. Brady reported that February has been a very busy month. They virtually hosted over 100 high school counselors from Lake and Sumter County. LSSC recognized five counselors for their excellence in supporting and preparing students for their postsecondary education.

The counselors recognized for 2021 are:

- Amy Henges, The Villages High School
- Catherine Lockett, Leesburg High School
- Rob Merrill, South Lake High School
- Carrie “Cookie” Norman-Tadlock, South Sumter High School
- Jeremy Thomas, Liberty Christian Preparatory School

Zoom lounges have been opened on all campuses. Student leaders met with our Lake and Sumter County Delegates on specific legislative issues. Our enrollment coaches were featured in the Daily Commercial. A food pantry is open on the Leesburg Campus.

Her full report is located in the board packet.

Dr. Laura Byrd

Dr. Byrd reported the following updates:

Events:

Scholarship Dinner: The 4th Annual Scholarship dinner will be held at the Venetian Center on Thursday, March 4, at 6:00 pm. All students awarded scholarships in the last year were invited to share a meal with their respective scholarship donor. Space is limited & masks will be mandatory except during the meal.

Shamrock Shuffle: The 4th annual Shamrock Shuffle 5k/10k will be held on Saturday, March 6 at 8:00am. Please note the morning start! It’s not too late to sign up to participate with walking, running, or volunteering! We have 121 runners as of today. The sponsorship goal of \$10,000 has been met.

Board Retreat: The Foundation Board Retreat is scheduled for Tuesday, March 23, 2021, at 3:00pm in the Magnolia Room. We will have planning & open discussion for our objectives for 2021. We will have special speakers from the College sharing about Academica, nursing DEU, demographics of learning at our College, and HSCA, so the board can better advocate and assist with financial opportunities.

The Tax Wise Giving in South Lake and the Planned Giving seminar in North Lake are both planned to occur and we are looking at changes due to COVID.

PAS: We have secured Riders in the Sky to perform this March 27/28, 2021. A maximum of 100 seats will be available for this show (1/4 capacity of the auditorium), distanced seating will be enforced, sanitization stations will be available, and masks will be required. We’ve sold 56 tickets to date.

Gala: The Foundation Board met in January & approved moving forward with the 2021 Gala to be held at the Venetian Center on Friday, April 9, 2021, at 6:00pm. To allow for a 50% reduction in capacity, two sponsorship levels will be available with seating for 6 per table. If you would like more info on sponsorships or auction item donations, please reach out to the Foundation. We will be offered expanded ways to participate, including the silent auction open to a broader audience with videos included. We are currently at \$34,000 in sponsorships. Only 13 tables available.

Grants:

We are working on grant applications with the following organizations.

- Live Well Foundation of South Lake to support the Medical Lab Technology program.
- Mt. Dora Community Trust to support the youth development program.
- Orlando Health Community Grant—waiting for an update.

Scholarships: The next scholarship application for Summer 2021 will be open during the month of March for all LSSC students with a 2.0 gpa or greater. Scholarship awards will be made in July.

Large gifts:

Gift			
Name	Amount	Fund Description	Gift Subtype
Anonymous	\$2,500.00	LSSC Nursing Program Legacy Sch	Scholarship
Karen S. Beard United in Praise	\$13,220.13	Karen S. Beard United in Praise Endowment	Addition to Endowment
Charles B. McLin & Mary M. McLin Foundation	\$15,000.00	Charles & Mary McLin Foundation	Grant Revenue

2021 Annual Campaign Update: The 2021 Annual Campaign has experienced record contributions of \$34,055.40 from LSSC Faculty & Staff members & we are honored to be entrusted to further the mission of the college through gifts made to the Annual Campaign. The goal was increased to \$120,000 for 2021 & we've already received 95.81 % of our goal with \$114,976.53. The campaign kicked off at the annual board meeting & will wrap up in April at the Gala to celebrate these accomplishments.

Marketing:

Since we last spoke, the Marketing department has secured national and regional news coverage of several press releases including the partnership with Pinecrest Lakes Academy and the honors transfer agreement with Stetson University.

The department continues to support enrollment initiatives and is working collaboratively with Workforce programs to promote electrician apprenticeships and the new mechatronics program. They are coordinating a regional mechatronics digital enrollment campaign targeting 17-21 that will include video ads on popular websites, YouTube, and Twitch.

Youth Development:

Kid's College program planning is underway for 2021.

Corporate Training/Continuing Ed.

We will be applying for an FAA grant with Department of Transportation for Airframe and Propulsion Mechanic & Drone Operator for \$490,000. We are discussing this opportunity with prospective partners, Umatilla Airport, Tavares Seaplane Marina, Branierd Helicopter, Emory Riddle University, and Lake County Schools.

CDL construction is underway.

The next Lineworker Bootcamp is scheduled for May.

Dr. Heather Bigard

Dr. Bigard shared that the Council of Business Affairs met and discussed the current legislature, budget updates, and oversight of CARES funds.

Plans are being finalized with Advent Waterman for the DEU. The Foundation and Continuing Education will move from Building M and Advent will take over that space so our nursing department can move into the hospital.

The South Lake ground lease has not been finalized. We are waiting on additional language from Academica. Dr. Bigard and members of her team are travelling to Miami to tour the Pinecrest facility and Doral College.

The LSSC Athletic events are now being Live streamed. She encouraged everyone to watch.

She reported on the investment we are making in technology and that we are building to capacity to expand online delivery of educational services. The next big change is the implementation of Ellucian experience. This will completely transform the student experience and create a one stop shop. This will also improve the interface for employees. The chiller replacement on the South Lake Campus has been completed and under budget. The next big project is the air handler unit in the Student Services Building on the Leesburg Campus.

Her full report is in the packet.

Executive Committee

2021-02-11

Emily Lee reported that the Executive Committee met and discussed items on the agenda.

Jennifer Hill reported that the Facilities Committee met and reviewed the conceptual plans for the new Pinecrest charter school on the South Lake Campus and approved the ground lease with some exceptions that will be addressed at a future meeting.

Board Attorney Report

2021-02-12

Anita Geraci-Carver updated the board on the Karen Parker case. A case management conference was held on February 10 and she will update on the outcome at the March meeting.

Her full report is in the packet.

NEW BUSINESS

Second Reading: Revision to Board Rule 1.02

2021-02-13

The second reading of Board Rule 1.02 is before the board for approval. Mr. Wahl suspended the meeting for public comment. Hearing no public comment, the meeting was reconvened. Emily Lee made a motion to accept the changes and Marcia Butler seconded, motion carried.

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

Mid-Year Review of 2021-2022 Finances

2021-02-14

Dr. Bigard gave a review of the 2021-2022 finances. She asked if anyone had any questions. Hearing none the board acknowledged the report.

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

Health Science Management AS Degree

2021-02-15

A motion was made by Tim Morris to approve the Health Services Management. Marcia Butler seconded and the motion carried.

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

OTHER CONSIDERATIONS

As Needed by Chairman/President

- ✓ Chairman Wahl reviewed the events on the calendar. He announced that the next Board meeting will be on Wednesday, March 24, 2021, at 5 p.m. for the regularly scheduled meeting.

There being no further business, the meeting was adjourned at 6:30 p.m.

Respectfully submitted,

ATTEST:

Peter F. Wahl, Chairman

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

Recording Secretary: Claudia Morris



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: March 24, 2021

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 3-02 – Minutes of March 9, 2021 Facilities Meeting

OVERVIEW:

Attached are the minutes of March 9, 2021 Facilities committee meeting.

ANALYSIS:

The minutes are for the board's approval.

RECOMMENDATION:

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

Lake-Sumter State College
Facilities Committee Meeting
March 9, 2021

Attendees: Dr. Stanley Sidor, Dr. Heather Bigard, Jennifer Hill, chair, Bryn Blaise, Marcia Butler, Dr. Steve Hanneman, Claudia Morris, Kevin Yurasek, Fernando Barraso, Rolando Llanes, and Christy Alcalde

Call to Order: Jennifer Hill called the meeting to order at 3 pm.

Review of Site Plan: She welcomed everyone and asked Rolando to share the South Lake Charter School elevation drawing and site plan. Rolando began the presentation with an aerial view of the proposed site plan. He reviewed the gym, phase 1 classroom buildings and future annexes. The buildings are designed to playoff the Science Health and align with that building.

He showed the single points of entry only accessible from one area and opens into the quad. Dr. Sidor asked Rolando to show the protective fencing and the wall that will contain school students during the day.o

Dr. Bigard pointed out where she anticipates a bottle neck for the drop-off and pick-up. The road entrance will need to be modified in order to accommodate the traffic flow. Dr. Hanneman asked about the cooling systems for the buildings. Rolando replied that they will not use any of our chillers. They will provide their own roof top cooling units.

Jennifer Hill inquired about meeting the City of Clermont requirements and Rolando stated they follow SREF standards for parking which are: one space per staff member, one visitor per 100 students, and 10% for 11th and 12th grade students.

After a lengthy discussion Bryn Blaise suggested flipping the site plan to the opposite side. Rolando agreed that they lay out could work well as a possible plan.

Dr. Sidor asked Rolando to create a Plan A and Plan B conceptual rendering space plan use option to present to the full board for a vote at the March 24, 2021 board meeting.

Facilities Plan: Dr. Sidor reported that our current site plan is based on data and information pre-COVID-19 and he asked the committee plan on redevelop the plan based on new information and reprioritize and move forward with our plans for future online campus.

The meeting adjourned at 4:30 p.m.



Lake-Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: March 24, 2021

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 3-03– Curriculum Revisions February 2021

OVERVIEW:

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

ANALYSIS:

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

RECOMMENDATION:

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



Curriculum and Instruction Committee Proposals

[illegible]

Page 17

Curriculum and Instruction Committee

Credit Program Modification Rationales

CPM Strategic Leadership BAS degree

The Strategic Leadership BAS degree was modified for the following reason:

- A new concentration in Project Management was added to the program and required a catalog page update to reflect the addition.

CPM Computer Information Technology AS degree

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

- Numerous core CIT courses are being updated with new prefixes, numbers, and titles to better align with other state colleges for transfer purposes and required a catalog page update to reflect the changes.

Key for Curriculum and Instruction Committee Proposals

CCA – Credit Course Addition

CCD – Credit Course Deletion

CCM – Credit Course Modification

CPA – Credit Program Addition

CPD – Credit Program Deletion

CPM – Credit Program Modification



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: March 24, 2021

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 3-04- 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.

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

ANALYSIS:

Please review attached summary.

RECOMMENDATION:

The District Board acknowledges receipt and review of this information.

Human Resources Transactions

Faculty Appointments:

Name	Title	Effective Date
None		

Faculty Resignations:

Name	Title	Effective Date
Brandon Smith	Instructor Mathematics	05-07-2021



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: March 24, 2021

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 3-04 - Human Resources Transactions - Staff

OVERVIEW:

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

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

ANALYSIS:

Please review attached summary.

RECOMMENDATION:

The District Board acknowledges receipt and review of this information.



Human Resources Transactions

Staff Appointments:

Name	Title	Effective Date
Cheryl Anthony	Director of Capital Projects	02/08/2021

Staff Resignations:

Name	Title	Effective Date
Timothy Sullivan	Director, Electrical Distribution Technology Program	04/29/2021



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: March 24, 2021

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 3-05 – 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 2021)

Revenue and expenditures are in good order.

RECOMMENDATION:

It is recommended that Board approve this item as written.



Lake Sumter
State College

Division of Business Affairs

MEMORANDUM

To: Dr. Sidor, President
District Board of Trustees

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

Date: March 24, 2021

Re: Monthly Fiscal Report – YTD February 2021

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

FUND 1 OPERATING BUDGET

We are currently eight months into our fiscal year or 67% completed.

Revenues

Total revenue booked to date is \$16,828,281, or 63% of the total budget of \$26,749,155.

- Tuition and fee revenue is trending slightly under budget and is projected to be \$9,717,608. While tuition revenue is about 96% of budget, the increase in Distance Learning Fee revenue is helping to reduce the shortfall.
- State support revenue is received throughout the fiscal year in installments. We have received a total of \$8,410,207 in General Revenue and Performance Funding and \$0 in Lottery funds. The State is holding back 6% of the originally allocated appropriations which equates to a \$923,355 budget shortfall for the College.
- Other Income and Other Support actuals are projected to be close to budget.

Expenses

Actual expenses to-date total \$15,851,742 or 60% of the total budget of \$26,340,126.

- Salaries and benefits to-date are \$12,431,634 or 61% of budget.
- Operating and capital expenses to-date are \$3,420,108 or 56% of budget.

Year-End Projection

After the budgeted transfer to Fund 7, expenses are projected to surpass revenues by \$456,810.

Attachment: February 2021 Operating Fund 1 Budget Report

Lake-Sumter State College
Fiscal Status Report - Fund 1
General Current Fund
July 1, 2020 - February 28, 2021

	FY 2019-20		FY 2020-2021			
	Annual Budget	YTD Actual 2/28/2020	Annual Budget	YTD Actual 2/28/2021	Percent of Budget Earned/Spent	Projected 6/30/2021
REVENUES & BUDGETED FUND BALANCE						
Student Fees						
Fall						
Tuition	\$ 2,932,139	\$ 2,904,712	\$ 2,904,700	\$ 2,791,493	96%	\$ 2,791,493
Technology Fees	140,679	145,273	147,000	137,547	94%	137,547
Distance Learning	181,288	177,778	177,900	431,715	243%	431,715
Dual Enrollment	302,316	305,987	306,000	323,622	106%	323,622
HSCA Dual Enrollment	538,150	538,150	538,150	483,190	90%	483,190
Lab Fees	92,641	71,797	260,900	38,984	15%	38,984
Spring						
Tuition	\$ 2,521,690	\$ 2,468,529	\$ 2,468,900	\$ 2,389,486	97%	2,389,486
Technology Fees	120,581	123,460	123,400	121,540	98%	121,540
Distance Learning	159,370	158,160	157,900	360,825	229%	360,825
Dual Enrollment	302,316	320,311	412,200	390,635	95%	390,635
HSCA Dual Enrollment	538,150	-	538,150	423,650	79%	423,650
Lab Fees	79,021	49,480	142,200	24,587	17%	24,587
Summer						
Tuition	\$ 1,051,258	\$ 34,730	\$ 1,058,700	\$ -	0%	\$ 1,024,646
Technology Fees	51,156	1,737	53,700	-	0%	52,891
Distance Learning	121,376	4,740	141,600	-	0%	153,697
Dual Enrollment	-	-	700	-	0%	700
HSCA Dual Enrollment	-	-	-	-	0%	-
Lab Fees	19,080	372	33,400	-	0%	5,775
Miscellaneous Fees	169,225	146,303	123,100	122,388	99%	152,625
Youth Development	280,000	-	280,000	-	0%	280,000
Continuing Education	109,696	139,098	104,200	90,414	87%	130,000
Total Student Tuition and Fees	\$ 9,710,133	\$ 7,590,619	\$ 9,972,800	\$ 8,130,076	82%	\$ 9,717,608
State CCPF Support	\$ 12,606,690	\$ 8,404,439	\$ 12,791,621	\$ 8,140,633	64%	\$ 12,024,124
State Performance Funding	455,985	303,990	628,896	269,574	43%	591,162
State Lottery	1,753,669	350,734	1,968,738	-	0%	1,850,614
Miscellaneous State Support	144,151	550,145	100,000	75,280	75%	125,000
Federal Support Indirect Cost	80,000	33,241	52,600	38,232	73%	110,000
Foundation Support	169,000	20,000	190,000	2,615	1%	180,000
Contracts	195,306	16,200	196,100	158,269	81%	158,269
Miscellaneous Revenue	-	14,736	207,000	13,601	7%	207,000
Total Revenues	\$ 25,114,934	\$ 17,284,104	\$ 26,107,755	\$ 16,828,281	64%	\$ 24,963,777
Transfers In	892,052	240.00	641,400	-	0%	641,400
Total Revenues and Transfers In	\$ 26,006,986	\$ 17,284,344	\$ 26,749,155	\$ 16,828,281	63%	\$ 25,605,177
EXPENDITURES						
Personnel Expenditures						
Salaries and Wages	\$ 15,109,698	\$ 8,581,747	\$ 14,953,386	\$ 9,013,784	60%	14,844,900
Benefits	4,791,097	3,035,211	5,365,543	3,417,850	64%	5,403,544
Lapse Salary and Benefits	(500,000)	-	(705,000)	-	0%	-
Current Operating Expenditures	5,899,585	3,632,171	6,118,308	3,417,246	56%	5,289,330
Capital Outlay Expenditures	-	1,039	57,889	2,862	0%	57,889
Complete Florida Plus Program	-	-	-	-	0%	66,324
Contingency	503,519	-	550,000	-	0%	-
Total Expenditures	\$25,803,899	\$15,250,168	\$26,340,126	\$15,851,742	60%	\$ 25,661,987
Transfer to Fund 7	-	20,943	400,000	-		400,000
Excess of Revenues over (Expenditures)	\$ 203,087	\$ 2,013,232	\$ 9,029	\$ 976,539		\$ (456,810)




Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: March 24, 2021

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President 

RE: 3-06 - Facilities Monthly Report

OVERVIEW:

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

ANALYSIS:

A report on the status on facility projects is attached.

RECOMMENDATION:

Acknowledge the current facilities project report.

Facilities Report

Feb-21

<u>CIP CODE</u>	<u>PROJECT</u>	<u>BUDGET</u>	<u>FUNDING</u>	<u>STATUS</u>	<u>COMMENTS</u>
20-3	SL Sidewalk Installation	\$180,000	Infrastructure	Completed	No Change – Coordinating with Safety on possible placement of call box somewhere along sidewalk. (not on original plan).
20-6	Parking Lot Repairs/Gym/Magnolia Parking Drives	\$82,000	FY21 Parking Fees	Paving Complete	Progress to date: Paving Complete. Curbing for new entrance area PO awarded. Scheduled for 2/11-12. Curb stop painting being done this week.
20-7	Roof Replacement - LE CTL Building	\$105,000	Local	On Hold	Progress to date: Not currently scheduled, Currently no leaks. Pending demo. Fund tranfer done from 20-7 to complete: Bldg M Roof Coating (\$29,900). <u>Sched 3/13-3/15</u> . SL Bldg 2 Full Gutter Repl. (\$64,892). <u>Sched 3/15-4/21</u> . LE Roof Assurance Bi-annual Inspection Program (\$11,500). Facilities Bldg Leak Coating Repair (\$11K) <u>Sched March</u> .
20-8	Library Renovation	\$90,000	CO & DS	On Hold	Progress to date: Predecessor – CIP 21-15, Need project review. Walk through scheduled for Wed, 2/10.
20-10	Doors/Window Repairs (Year 2 of 3)	\$45,000	Local	In Progress	Progress to date: Replacing as we work our way through most critical needs across all three sites. Seven doors (door-sets) being replaced through Security ADT funding (\$70k per year for 3-years) Door hardware ordered for replacement of double doors in atrium, bldg. 2, & doors both sides of library. Clermont. Need to verify funds.
20-11	Roof Restore Patch- LE Fine Arts	\$90,000	New Capital Fee	In Progress	Progress to date: Issued PO to “patch” roof until complete replacement can be funded (about \$1.5 million). Patching underway as leaks appear. Baker Roofing performed Infra Red scan 2/24/21 and installed new roof drain inserts 2/26/21.
20-17	ADA - Interior Door Knobs	\$5,000	Local	In Progress	Progress to date: Working with COVID-19 required modifications. Conducting survey of remaining buildings this month.
20-19	SSB 2nd Floor ADA Improvements and Redesign	\$145,500	CO & DS	In Progress	Progress to date: Predecessor – CIP 21-15 Phased Construction. Pending architect selection. Walk-thru scheduled 3/9/21 with the Interior Designer to start selection of new finishes.
20-20	Monument Signage (LE - College Rd & Removal of 441, SL-Main and CML)	\$150,000	Local	On Hold	Progress to date: College Rd sign done, 441 sig- electrical removed, wall removal scheduled for spring break.
					Progress to date:

20-21	Magnolia Room Restroom Renovations	\$95,000	CO & DS	On Hold	Predecessor – CIP 21-15 tied to project to move wellness center and remodel of restrooms for showers.
20-22	Interior Sign Installations and Evacuation Plans	\$5,000	Local	In Progress	Progress to date: Ordering signs and installing when required/requested.
20-26	Furniture Replacements	\$50,000	Local	In Progress	Progress to date: Requested reprogramming for purchase of new facilities utility carts.
21-1	Grounds and Irrigation	\$65,000	Infrastructure	Landscaping Complete	Progress to date: Ongoing repair projects and landscaping to include circle in front of SSB.
21-2	Doors/Window Repairs (Year 3 of 3)	\$30,000	Local	Complete	Progress to date: Stairwell windows on LE Science Health Remaining funds approx. \$10,000
21-3	HVAC - Preventive Repairs (Year 3 of 3)	\$60,000	Local	In Progress	Progress to date: Purchasing parts as required for both HVAC repairs and preventative maintenance supplies – Ongoing
21-4	LE Building M HVAC Coil Replacement	\$30,000	Local	Not Required	Progress to date: Compressor PO ordered (\$8k). Evaluate coil for possible replacement to bring 2nd air handler up to 100 %.
21-5	Student Services Building Air HVAC Handler Replacement	\$180,000	Infrastructure	In Progress	Progress to date: Project awarded to Siemens (\$93.5K). New AHU scheduled for install 3/15 thru 3/26/21. Precon site walk scheduled with Safety on March 10th.
21-6	LE SMB Rx Commission (Re-Test and Balance)	\$80,000	Local	In Progress	Progress to date: Will obtain Test & Balance quote from a mechanical vendor, and work w/ Phoenix. Planning walk week of March 8th. Need to develop plan for mold remediation in hallways.
21-7	Network rooms HVAC SL and Sumter	\$43,000	Infrastructure	SL Completed Sumterville pending	Progress to date: SL completed, quotes for mini-split replacement in Sumter IT Room requested/reviewed. Bid received is \$8,900. Verifying requirement, anticipate award to Del Air for new 3 ton unit.
21-8	Sumterville Building-4 VAV Upgrade Project	\$40,000	New Capital Fee	In Progress	Progress to date: Boards replaced, pending gear replacement. Contractor Bid Proposals due 3/5/21 for: (Bldg4 / 20-Ton split unit) and (Bldg1/ 5-Ton split unit).
21-9	LE FA HVAC controller replacement	\$10,000	Local	Completed	Progress to date: Completed
21-10	Service Contracts for Repair and Maintenance	\$252,000	Local	In Progress	Progress to date: Contracts for FY21 signed, some invoice over time so this is still in progress.
21-11	General Repairs and Maintenance	\$100,000	Local	In Progress	Progress to date: Conducting general repairs and purchasing materials as required for maintenance of all three sites.

21-12	Landscape Tree Removal - Phase 2 (North Parking, 441 View, Parking Lot B)	\$50,000	Local	Not Started	Progress to date: Need to review trees damaged by recent storms. Some trees have been removed. Will update after meeting with SSC this week.
21-13	LE New Walkway Storm Water Gutters	\$35,000	Local	Not Started	Progress to date: Not currently scheduled. No replacements identified for replacement at this time.
21-14	LE Building Paint Refresh (1 of 3 Year)	\$50,000	Local	In Progress	Progress to date: Prioritizing paint refresh as time allows in critical-need areas first. To be surveyed by painter on facilities staff.
21-15	Engineering and Architect. Services (SL/FA/SC/Lake Hall/LE Lib/Mag Room)	\$100,000	New Capital Fee/Local	RFQ on Hold	Progress to date: RFQ on hold
21-16	SL Building #2 First Floor Redesign	\$300,000	Local	In Progress	Progress to date: Predecessor – CIP 21-15. architect selection. Walk-thru scheduled 3/9/21 with the Interior Designer to start selection of new finishes.
21-17	LE Lake Hall Remodel Phase I (Planning and Design)	\$40,000	New Capital Fee	On Hold	Progress to date: Predecessor – CIP 21-15
21-18	SL Building #2 Chiller Replacement	\$450,000	New HVAC Funding/LOCAL	In Progress	Progress to date: <u>Chiller and Commissioning completed 2/19/21.</u> Actual cost for chiller approx. \$209,000. PO requested to complete upgrade to mech system following chiller replacement. Approx. \$30k (new control boards and VAV related items).
21-22	Fine Arts Bldg. Mac Lab Design/Build			In Progress	Progress to date: Design/Build Total \$15,740. Design / Construction Docs due from the architect March 19th. Walk through review scheduled with Stakeholders on 3/11/21. Target Contractor Bid proposals by 4/23/21.
21-31	Health Services Bldg. Foundation Office 103 Build -Out	\$40,000 (TBD)		In Progress	Progress to date: Bids Rcvd. 2/15/21; scope confirmation / contract award in progress. Construction duration approx. 4wks. New furniture lead time approx. 8wks; Target space to be ready for Foundation move early May.



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: March 24, 2021

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 3-07 Purchases over \$25,000

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 \$25,000 and \$150,000. This report is prepared by the Office of the Executive Vice President and is intended to keep the Board apprised of these purchases which fall under the authority of the President to be approved.

ANALYSIS:

The Purchases greater than \$25,000 for the period 02/01/2021 - 02/28/2021 are attached.

RECOMMENDATION:

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

Purchase Orders Over \$25,000 – February 2021

Vendor: Greyson Technologies
Item Description: Professional Consultant Services
Amount: \$ 25,794.00
Purchase Order #: P2100794
Vendor Code: GRETEC

Vendor: Automated Logic
Item Description: SL Bldg2 Chiller Replacement
Amount: \$ 30,989.00
Purchase Order #: P2100403
Vendor Code: AUTLOG

Vendor: High Reach Company, LLC
Item Description: High Reach Lift
Amount: \$ 28,600.00
Purchase Order #: P2100429
Vendor Code: X00132686

Vendor: Elite Construction of Ocala
Item Description: Construction Services for CDL Pad
Amount: \$ 172,500.00
Purchase Order #: P2100431
Vendor Code: X00132705



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: March 24, 2021

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 3-08- 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 24, 2021

Dr. Heather Bigard, Executive Vice President

ATHLETICS

Mike Matulia, Executive Director

- Completed the annual Title IX/Equity report for Athletics
- Region VIII/NJCAA Gulf District Volleyball Championships, April 1-3 @ LSSC
- Baseball, Softball, Volleyball, Track, and Beach Volleyball are competing
- CARES funding used for sanitization UV towers

FINANCIAL SERVICES

Melinda Barber, Associate Vice President of Financial Services & Controller

- Annual Financial Report audit complete – no findings
- Spent first round of both CARES student and Institutional Award \$1,153,190 each.

CAMPUS SAFETY

Rebecca Nathanson, Director

Reports for February 28- March 5, 2021

Type	Total	Positive	Quarantining/Monitoring for Symptoms
Employees	7	1	6
Students	3	1	2
Total	10	2	8

- Worked with Sumter County to provide location for Covid vaccination sites on Sumterville campus;
- Issued RFP for Campus Safety Security Officer contract

FINANCIAL AID

Arminta Johnson, Director

- Opened application for High School Seniors scholarship, applications open March 1 – April 16, 2021;
- Working on awarding the first round of student funding for HEERF II. Awards are given to students with exceptional need as determined by the FASFA.

HUMAN RESOURCES

Deb Snellen, Executive Director of Organizational Development

- Planning the launch of the Lakehawk Leadership Academy to include Linked In Learning, additional modules for supervisory skills, and a resource center for teaching excellence, among other offerings.
- Working with Valencia College's Peace and Justice Institute to continue work on the 13 Principles for How We Treat Each Other introduced in the fall and with EEOC to present workshop on Respect.
- Implementing additional data points for improved efficiency in hiring process.
- Transitioning process for returning to campus post-COVID from ADA accommodations to flexible workplace accommodations.

INFORMATION TECHNOLOGY

Nick Kemp, Chief Information Officer

- Oracle 19c upgrade in place in Production environment, brings us up to most current version.
- Single Sign-On implemented; ready for switch over for go live with Self-Service upgrade.
- Ellucian Experience and Intelligent Learning Platform available in TEST environment.
- Third Party Application Implementations/Upgrades:
 - CircleIn - Platform that allows students to study remotely, collaborate, chat and stay productive;
 - Virtual Job Shadow - platform designed to help students prepare for today's job market;
 - CashNet - A dynamic campus payment platform;
 - StarFish - Enterprise Student Success Platform;
 - Presence - Campus Engagement Platform.
- Butler building security upgraded and now has video monitoring.
- IT Audit currently in progress; continue to respond to all requests in a timely manner.
- Critical Windows server updates currently underway.
- Identified, resolved and verified State Reporting Databases ready for certification.
- Cisco AMP installed/configured for ongoing cybersecurity upgrade initiative.
- Working with Strata Information Group (SIG) to contract consultants to assist.

PROCESS IMPROVEMENT AND INSTITUTIONAL RESEARCH

Dr. Mark Duslak, Director

- Created COVID On-Campus Exposure Automated Reporting [Dashboard](#).
- PIIR team identified LSSC to be a close contender for HSI designation in 2020 and is communicating with the USDOE to determine if appeal options are available.
- Reviewed SACSCOC responses for 7.2 and 8.2.b and provided feedback.
- Participated in professional development for State Reporting, IPEDS, PowerBi, and SQL.

FACILITIES

Dr. Steven Hanneman, Executive Director

- New chiller installation for Building 2 at South Lake completed and online.
- Project to replace air handler for Leesburg, SSB scheduled for spring break.
- LE Fine Arts Bldg. – Mac Lab Design Develop: Dickerson Architects submitted two concept layouts on 3/3/21 for review and comment.
- Remodel of Wellness space in HSC for Foundation use is on schedule.
- Signed roofing inspection and maintenance agreement with Baker Roofing for semi-annual inspections, recommendations, and gutter cleaning.
- Contract issued to replace gutters on Building two, S. Lake campus. Work scheduled to begin over spring break.
- Job listing posted for South Lake Campus Maintenance Technician.

STRATEGIC INNOVATION AND DIGITAL EDUCATION

Michael J. Nathanson, Executive Director

- Recorded TEDx and working on edits.
- Setup motorized slider equipment in the studio.
- Finished PSY2012 review & post meeting.
- Finished LIT2000 review & post meeting.

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

Division of Library and Learning Services

Katie Sacco, Dean

The Library has been busy providing space for students to take online exams using Honor Lock. They provide a clean, quiet space with reliable internet for students who need it.

In February, librarians and tutors have logged 7,094 chats with an average duration of 25 minutes. On the average students wait only 12 seconds to have their request answered. The average wait time for missed chats is 7 seconds.

Division of Workforce Development

Dr. Amy Albee-Levine, Dean

- Dr. Chris Sargent is currently serving on the statewide curriculum framework committee for the Associate in Science in Business Administration. This group is a joint effort of industry representatives and a select group of college faculty responsible for administering the Business Administration program. The goal of the Committee is to assess the program learning outcomes and update the learning outcomes to reflect the needs of the industry.
- Advisory Board meetings for the career and technical education programs were held throughout March and are expected to be concluded by mid-April.
- Lake-Sumter State College has joined the Mid-Florida Regional Manufacturers Association. The mission of the Association is to provide an environment for manufacturing, distribution, logistics, supply chain, service support providers and educators to exchange ideas, share knowledge, discuss opportunities and share solutions for the mutual benefit of the manufacturing environment in Marion, Levy, Citrus and Sumter counties.

Division of Nursing

Dr. Barbara Lange, Dean

Dr. Christine Ramos, Director, ASN Nursing Instruction

Dr. Robin Walter, RN to BSN Director

The 2020 FL NCLEX Pass Rate report was recently posted. LSSC had a final pass rate of 95.3%; the pass rate for Florida was 68.8% and for the Nation it was 82.8%. These percentages reflect the number passing on the first attempt. Of the 64 LSSC graduates 61 passed on the first attempt and 2 on their second attempt.

General Studies

Thom Kieft, Associate Vice-President

Karen Hogans, Dean

Steve Clark, Associate Dean of Math and Science

Elizabeth Terranova, Associate Dean of Arts and Letters

- Elizabeth Terranova (Academic Associate Dean) and Dr. Linda Karp (Political Science faculty) facilitated the February FLOCK session for first-year faculty; FLOCK 2.0 to support 2nd year faculty with their faculty project; Faculty Project Advisory group: membership consists of academic supervisors, faculty researchers, PIIR office staff to provide support for faculty throughout the faculty project process
- New special topics courses in development to be offered this fall: HUM 2930: Graphic Novels (Daniel Weber – Humanities faculty) and PHI 2930: Feminist Theory (Peter Olen – Philosophy faculty)
- Online syllabus management tool (led by Karen Hogans – Academic Dean and Chris Sargent – Workforce faculty) investigation nearing completion
- Select math and science faculty will pilot ProctorU (remote testing proctoring service) this summer
- Mathlympics (Jeff Stephens and Matt Swithers – math faculty coordinators) will be held virtually on April 9, 2021; planning in progress
- Statistics math faculty working on a summer project proposal to migrate from publisher materials to OER
- Continued participation in DirectConnect to UCF TEAMS Project – Team 6: Transfer Process and Preparation Readiness (Karen Hogans team co-chair; Steve Clark member)
- The Guided Pathways core team (co-chair Steve Clark; General Studies staff members Karen Hogans, Thom Kieft, General Studies faculty members: Sybil Brown, Dr. Peter Olen) The Florida Pathways Institute held their second convening on February 9th and 10th. The focus of this convening was the next steps institutions should be preparing for in the Guided Pathways development process. Other topics discussed, such as differences in equity, were discussed in the context of designing pathways to address these important educational issues. The Core Pathways Team met on February 26th where sub-teams reported out of the progress of each of their initiatives. The course sequencing sub team, working with subject matter experts, have completed mapping nearly 75% of LSSC's transfer and AS program pathways and approximately half of those have had gateway courses designated. The next convening of the Florida Pathways Institute will occur in the fall
- Continued to collaborate with eLearning to make progress on the LSSC high-quality course design initiative
- Karen Hogans (Dean) continued to serve on the United Way of Lake and Sumter Counties Executive Board (Secretary)
- Heather Elmatti (Speech faculty) and Jeremy Norton (Political Science faculty) co-hosted TEDxLSSC on Friday, March 5

- AVP Thom Kieft presented the welcome at the South Lake Chamber of Commerce's Business After Hours at Lake Catherine Blueberries in Groveland on Thursday, Feb. 25
- AVP Thom Kieft hosted a South Lake Campus Operations Meeting with LSSC division and our campus partners, including Cooper Memorial Library, Lake Tech, and Pinecrest Lakes Academy, on Wednesday, Feb. 24
- **Conference, workshop attendance/professional development:**
 1. Faculty Professional Development work group (Elizabeth Terranova – chair, Amanda Kirchner and Jacklyn Pierce – faculty co-chairs) worked with Deb Snellen (HR) and James Martin (eLearning) to develop the initial faculty professional development portion of the Lakehawk Leadership Academy
 2. Katherine Urquhart (Psychology faculty) and Toni Upchurch (Speech faculty) created videos to show faculty how to use alternative methods for student learning outcomes assessment
 3. Katie Roles (Science faculty) – attended JOVE (Journal of Virtual Education) webinar on "Hybrid Classrooms: Tackling a New Normal Post-2020"
 4. Andrew Young (science faculty) - attended the biology Curriculum Alignment conference held by UCF
 5. Sybil Brown (Math faculty; FTYCMA president-elect) – attended the Florida Pathways Institute convening and the Joint FTYCMA/FL-MAA Conference
 6. Nancy Parks (Math faculty) – attended the Curriculum Alignment Regional conference held by UCF
 7. Speech and English faculty attended the UCF- sponsored alignment meetings in those areas
 8. LSSC – SCSD (Sumter County School District) math faculty participated in a joint professional development day; Jeff Stephens (LSSC math faculty) coordinated and facilitated the event; English faculty will convene late-March
 9. Daniel Weber (Humanities faculty), David Walton (Anthropology faculty) joined Ana Diamand (Librarian) to facilitate two session of the LSSC Humanities Lecture Series. Topics: 2/15/2021 "Ancient Purification Rituals", external presenter Dr. Jason Lundock; 2/25/2021 "Native American Social Interaction, Pottery Technology, and Burial Practices before European Contact", external presenter Trevor Duke
- **Schedule:** Focus on summer 2021 and fall 2021 enrollment – will adjust as needed and possible based on student demand. A substantial increase of hybrid and fully seated on campus sections has been planned. 100% of textbook orders have been submitted and posted for students to view for summer 2021.
- **Testing Services** (Iona Bowers, Manager) continues to explore opportunities to broaden service to the community; investigated PMMI industry credential testing for Alberto Luma (Engineering Technology faculty)

Health Sciences Collegiate Academy, HSCA

Dr. Michelle Crozier, HSCA Director

- **Recruitment:** Information sessions for both the Four-Year and Two-Year Programs concluded in February
 - There were 149 attendees at the Four-Year Program sessions and 123 at the Two-Year Program sessions
- **Advertising:** Working with LSSC Marketing, we advertised on the HSCA, LSSC, and local community Facebook pages, the LSSC website, announcements from the schools, and call outs to student homes
- **4-Year Program Student Applications:** The deadline to apply to the Four-Year Program was February 12, 2021, but we extended the deadline to February 22, 2021
 - A total of 127 applications from 8th graders were received
 - We are conducting interviews with applicants in small groups of four to five students via Zoom
 - We anticipate completing interviews by March 12, 2021, and sending decision letters during the first two weeks of April 2021
- **2-Year Program Deadline:** The deadline to apply to the Two-Year Program is April 9, 2021, and we have received 13 applications from 10th graders to date
- **Experiential Learning:** The HSCA Experiential Learning Coordinator, Casey Nicole, received her CPR instructor certification
 - Training of current 11th grade students has commenced and is expected to extend into the beginning of May

Honors Program

English Asst Prof Amber Karlins, Honors Program Coordinator

- **Transfer Opportunities:** The Honors Program Coordinator attended a roundtable workshop with USF's Honors College on their draft MOU for state college honors programs. The hope is to have an agreement like this in place between USF's Honors College and LSSC's Honors Program by the start of the fall semester. Additionally, on February 26th, LSSC Honors Students had the opportunity to attend a virtual open house hosted for them by Stetson's Honors College. We also collaborated with CDS and advising to offer a transfer workshop for second-year students that featured advice/Q&A with honors transfer students at UCF and Stetson.
- **Co-curricular activities:** All students and the program coordinator had the opportunity to attend the Florida Collegiate Honors Council Conference. Students also had the opportunity to attend another training as part of the Lakehawk Leadership Series and participate in a mock interview event hosted as part of the program's collaboration with Career Development Services. Additionally, the honors club applied for and secured a grant that will allow them to host a conference for all LSSC students on the UN's Sustainable Development Goals on March 26th and 27th.
- **Capstone Projects:** All first-year students have submitted project proposals for their capstone projects, and these proposals have been reviewed by the honors council. All second-year students are wrapping up their projects now, and the results of these projects will be presented at our Honors Day event on April 14th.

- **Graduation:** A slot has been reserved at the Crossing the Stage event that will allow the students in the program to walk together. Special honors stoles have also been ordered for all graduating students to wear at the event.
- **Honors Program Class of 2021 spotlight** (1st six of thirteen – see next page)

LSSC Honors

CLASS OF 2021

ALEXA ARAVENA

Future Dietician

After graduating from LSSC, Alexa plans to transfer to UCF, where she will pursue a career in nutrigenomics. She credits the honors program with paving the path for her future.



STEPHEN BRATCHER

Future Accountant

Stephen plans to transfer to Stetson University and pursue a degree in accounting and ultimately an MBA. He credits the honors program with helping him develop skills that will be invaluable in his future career.

JUSTIN CURTIS

Future Computer Scientist

After graduating from LSSC this spring, Justin plans to transfer to Stetson University, where he will be majoring in Computer Science. He credits the honors program with teaching him that he is capable of more than he ever thought possible.



LSSC Honors

CLASS OF 2021

HANNAH DAVIS

Future Manager

Hannah plans to transfer to UCF and major in Event Management. She credits the honors program with making her feel excited to come to school every day and providing opportunities that have prepared her for her future.



LANE DAVIS

Future Entertainment Business Professional

After graduating from LSSC, Lane will transfer to Stetson University and major in Business Administration/Entertainment Media. He credits the honors program with expanding his professional skillset and helping him explore new frontiers of interest.

ALYSSA HENSLEY

Future Nurse

Alyssa plans to transfer to UCF, where she will pursue a degree in nursing. She credits the honors program with providing her with much-needed academic confidence and chances to prepare for her future.





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

ACADEMIC ADVISING

Jen Manson, Assistant Director Student Development- Advising

- Recorded 660 total advising contacts through all modalities in February
- Conducted interventions with 19 students on “Academic Warning” in February
- Provided advising for 22 students in the Ask Us Anything – Live Student Support
- Attended the annual Florida Pre-Health Advisor Meeting
- Launched small group advising sessions that will run through mid-April
- Began review process for Guided Pathways course sequencing for AA Transfer Plans

ADMISSIONS & RECORDS

Jenni Kotowski, Executive Enrollment Management & Caitlin Moore, Registrar

- Hosted the 2021 High School Counselors Conference virtually participants received updates from Dr. Brady (LSSC), Frances Celis (LCS), Debbie Moffitt (SCS), & Dr. Crozier (HSCA)
- Continuing to host Lakehawk Preview free application events and Senior Day events
- Received 648 graduation applications so far for Spring 2021
- Summer 2021 and Fall 2021 course registration started in early March
- Launched a new initiative to recruit Dual Enrollment students graduating spring 2021; including targeted communications, a mailing to their home (447 students), and an assigned Enrollment Coach for individual outreach
- Hosting the 2021 (Virtual) College Night 3/30/21:
 - Currently have 40+ colleges/universities/LSSC departments participating
 - 8000+ mailings sent to Lake & Sumter county students
 - Co-sponsoring this event with our partners at Lake Technical College and UCF

CAREER DEVELOPMENT SERVICES

Anne Alcorn & Kairise Conwell, Career Advisors

- Hosting the Career Spotlight Series, started with Criminal Justice and Entrepreneurship
- Hosted an information session with Jacksonville Electric Authority for EDT program
- Hosted Mock Interviewing event with local employers for the Honors program
- Hosted a three-day virtual Career & Major Exploration Fair; LSSC Workforce programs; including 18 UCF departments, UF Engineering, Stetson University, and Nova Southeastern
- Hosted Kroger Virtual Info Session and drive-through event for the new center in Groveland
- Previewed the new Virtual Job Shadow platform to student athletes
- Connected with Florida High Tech Corridor regarding STEM Connect
- Met with the Florida Virtual Entrepreneur Center to discuss partnerships
- Met with Orlando Health/South Lake Hospital to discuss student recruiting

DEAN OF STUDENTS

Carolyn Scott, Dean of Students

- Two students were referred to the LSSC Care Team
- Nine students requested assistance through the Student Assistance Program (SAP)
- Three students were reported for academic integrity violations
- Coordinated the notification and reporting protocols for 18 students exposed to COVID-19
- Prepared the LSSC Guided Pathways Core Team for Convening II of the Florida Pathways Institute and co-led required post-convening work
- Coordinated the Starfish A7 1st progress survey & the 2nd Student Athlete survey
- Attended “Futureproof your Institution Against the Demographic Cliff” Webinar
- Served as a guest speaker for the FLOCK faculty development program
- Participated in ASCA-FL Monthly Director’s Call – Topic – Academic Integrity Violations

EDUCATIONAL OPPORTUNITY PROGRAMS

Dr. Roland Nuñez, Director Educational Opportunity Programs

- Submitted Talent Search 5-year grant proposal to the US Department of Education
- Collaborated with Admissions for an LSSC Senior Day (15 EOP students participated)
- Three of six Upward Bound seniors have already received college acceptance letters
- Three new Upward Bound students were accepted into program in February
- 48 Talent Search students completed an intensive, week-long ACT Boot Camp

LAKE COUNTY SCHOOLS/LSSC PARTNERSHIP

Dr. Rhonda Boone, LCS Administrator on Special Assignment

- Participated in LCS District “Learning Walks” at LHS; continued discussion on Equity and addressing student achievement gaps.
- Completed LSSC Course Mapping for LCS High School Expanded Dual Enrollment Pilot
- Attended LSSC Annual Counselors Conference and LCS Graduation Facilitators meeting
- Finalized the DE cost analysis with Dr. Bigard, Dr. Brady, & Melinda Barber

STUDENT DEVELOPMENT & NEW STUDENT ORIENTATION (SOAR)

- Received 7 student Administrative Appeals in February
- Launched summer SOAR New Student Orientation sessions
- Twenty-five students completed new student orientation in February, ending the Spring semester orientation sessions; a total of 321 completed new student orientation

STUDENT ACCESSIBILITY SERVICES

Alicia Hall, Assistant Direct Student Development- SAS

- Conducted 10 intakes, processed 24 Instructor Notification Letters, and 24 requests for in-person testing in February
- Conducted 44 student academic support coaching sessions in February
- Alicia Hall attended the AHEAD Institute: *Equitable & Effective Access in Online Learning*
- Laurie Jacobs-Carneiro attended the AHEAD Institute: *An Autism Academy: Building Systems That Work*
- Conducted a pre-registration phone campaign to all students registered with SAS
- SAS conducted follow-up calls and sent email reminders to 40 students who initiated service requests but did not complete the registration process

STUDENT LIFE

Jenn Unterbrink, Director Student Life

- The Order of the Lakehawk, formally President’s Award, received 14 spring applicants

- The Student Government Association (SGA) met virtually with the following legislators:
 - Representatives Hage, Sabatini, & Truenow
 - Senator Baxley
- Recent & upcoming student Lakehawk Leadership Series Speakers spring schedule include:
 - 3/1 Conversation about Women's Rights led by Dean Katie Sacco
 - 4/1 Steve Clark, Associate Dean of Math and Science
 - 4/14 Mark Duslak, Director of Process Improvement and Institutional Research
- Jennifer Unterbrink was named the new FCSSGA Region 3 Coordinator
- 211 students accepted their nomination to the National Society of Leadership and Success
- Sumter and Leesburg SGA's are offering "Grab and Go" lunches and hygiene packs

SUMTER CENTER

Kelly Hickmon, Assistant Dean of Students

- Kelly Hickmon completed the following professional development in February:
 - Attended "New Models for Rural Colleges" webinar
 - Attended "Engaging in Anti-Racism Work" webinar
 - Attended "Futureproofing Your Institution Against the Demographic Cliff" webinar
- Distributed 8 loaner laptops to Sumter students
- Continuing to coordinate facilities updates at Sumter Center (TV, digital display, signage, & lighting upgrades)

ESA STAFFING UPDATES & ACCOMPLISHMENTS

- Anne Alcorn completed the Strong Interest Inventory® Certified Practitioner training
- EOP department hired a new graduate intern, Olivia Hollowell
- EOP department hired a new student assistant, Serena Baker
- Dr. Roland Nuñez gave a presentation on his research relating to anticipatory socialization and college student engagement at the Embry-Riddle University Research Symposium
- Carolyn Scott, Jenni Kotowski, Jenn Unterbrink, and Dr. Brady attended the winter FCS Joint Councils meeting (CSA/CIA/CWE)

Dr. Claire Brady, Vice President Enrollment & Student Affairs

- The Guided Pathways Core team participated in the second Convening in mid-February, sponsored by the Florida Success Center:
 - Focused much of our work on Academic Program Mapping (AA & AS degrees)
 - Engaged with several national experts and leaders in Guided Pathways work
 - Received excellent coaching from our Navigators (from TCC & Miami Dade)
- Dr. Brady presented on "Gender Identity, Gender Expression, and Sexual Orientation" at the February Enrollment & Student Affairs division-wide staff meeting
- Dr. Brady served as a facilitator at the February Council of Student Affairs meeting
- Dr. Brady presented on "Post Pandemic Enrollment Planning" at the spring Council of Student Affairs meeting



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: March 24, 2021

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 3-09 Committee Reports

OVERVIEW:

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

ANALYSIS:

The Board Chairman will appoint each Trustees to a committee and select a chair person for each one. Once a meeting has occurred the chair of each committee will update the full Trustee Board at the monthly DBOT meeting.

RECOMMENDATION:

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



Lake-Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: March 24, 2021

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 3-10 – 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 8, 2021

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

Re: Board Attorney Report for March 24, 2021

Dear Trustees:

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

Karen Parker v. Lake-Sumter State College and Leadership Lake County, Inc., Lake County Case No. 2019-CA-001641. Ms. Parker alleges the College was negligent surrounding an alleged incident on August 18, 2016 where Ms. Parker claims she was injured when she tripped and fell while attending an event on the Leesburg campus. On October 12, 2020 Judge Rada entered an Order Setting Case Management Conference for February 10, 2021 at 3:45 pm. On February 8, 2021 Judge Rada cancelled the Case Management Conference. Effective April 12, 2021 Judge Takac will be assigned the case. A new case management has not been scheduled. Plaintiff has named GCA Education Services, Inc. and Miller and Miller Investigative and Security Services, LLC as defendants. They have filed answers to the Amended Complaint. Discovery is ongoing.

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

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

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

EEOC charge, 510-2019-02041. The College received notice from the U.S. Equal Employment Opportunity Commission of an EEOC charge. Labor counsel, Michael Pierro, has

requested documentation from the EEOC. The matter was recently assigned to an investigator. The College previously filed a position statement in response to the charge.

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 24, 2021

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 3-11 – Faculty Rank and Promotion Candidates

OVERVIEW:

The following faculty are recommended for promotion:

Ms. Mary Heikkinen - from Associate Professor to Professor
Dr. Betti McTurk - from Assistant Professor to Associate Professor
Dr. Katie Roles - from Assistant Professor to Associate Professor

ANALYSIS:

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

RECOMMENDATION:

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



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: March 24, 2021

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 3-13- Nominating Committee Chair

OVERVIEW:

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

ANALYSIS:

The Board Chairman appoints members to the committee and selects a chair for each one. Marcia Butler was named Nominating Committee Chair in 2020 and her term expires May 31, 2021 and she is not seeking re-appointment. The Board Chairman seeks to replace the nominating committee chair position.

RECOMMENDATION:

It is recommended that the Board approve as stated.



OFFICE OF THE PRESIDENT

Present to the Board: March 24, 2021

TO: Lake-Sumter State College
District Board of Trustees

FROM: Dr. Stanley Sidor
President

RE: 3-14-Summer 2021 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, 2021. Employees will average 8 hours and 45 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 10, 2021 through Friday, July 30, 2021 as outlined in the attached documents.

LAKE-SUMTER STATE COLLEGE

SUMMER WORK SCHEDULE

May 10, 2021 through July 30, 2021

GENERAL:

- The College will maintain a four (4) day Summer Work Schedule beginning May 10, 2021 through July 30, 2021.
- During the summer work schedule period, employees will have their assigned work hours changed to a four-day workweek from Monday through Thursday. **Total work hours per week will equal 37.5.** On average, this equals 9 hours and 22 minutes per day.

GUIDELINES FOR THE FOUR DAY WORK WEEK ARE AS FOLLOWS:

- Normal business hours will vary between 6:00 a.m. through 6:00 p.m. with a half-hour lunch, dependent upon the needs of the department and the individual employee work schedule, ensuring that each employee works a total of 37.5 hours each week. As an example, employees may work such hours as 7:00 a.m. to 4:52 p.m. with a half-hour for lunch or such other hours as average a 9 hour / 22 minute workday. The vice president (or senior administrator who reports to the President) supervising the department where the employee works has the responsibility to approve and control the work schedules of all employees in their areas.
- **Total hours per week must equal 37.5 hours.** Any approved overtime pay will be considered regular pay from 37.5 hours to 40 hours, with time-and-one-half paid after forty hours. Note: All hours worked over 37.5 per week must be approved in advance per Admin-Pro 5-13.
- Although facilities personnel will still maintain a flexible schedule to accommodate special cleaning and maintenance schedules, it is the intent of the College that the facilities be closed on Fridays to obtain the maximum cost savings possible. The College does not intend to have the heating, ventilation and air conditioning systems operating after closing on Thursday. Such will be turned on for operation on Monday.
- The College will be closed for Memorial Day on Monday, May 31, 2021. The College will be open for business on Tuesday, Wednesday and Thursday the week of the May 31th holiday.
- The College will be closed for Independence Day on Monday, July 5, 2021. The College will be open for business on Tuesday, July 6, 2021.
- Vacation, holiday and other leave time will be reported on E-Timesheets at 9.25 hours per day or actual hours taken.
- Use the Summer Work Schedule form (separate attachment) to prepare an individual employee's 2021 summer schedule.

Please direct any questions to Deb Snellen, Human Resources.



Lake Sumter State College

Summer 2021 Employee Work Schedule Form for May 10 through July 31, 2021

All staff employees must complete and submit this Summer Work Schedule form to the supervisor by April 23, 2021.

Employee Name (Please print)

X

Employee ID Number

Department

Supervisor's Approval Signature

Please complete the weekly work schedules below. You must work a Monday through Thursday schedule.

- ☐ I elect to work from _____ A.M. to _____ P.M. _____ through _____
Day Day
- ☐ I elect to work from _____ A.M. to _____ P.M. _____ through _____
Day Day
- ☐ I elect to work from _____ A.M. to _____ P.M. _____ through _____
Day Day
- ☐ I elect to work from _____ A.M. to _____ P.M. _____ through _____
Day Day

Total Weekly Hours _____

Filing: Completed Original with Approving Supervisor

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

District Board of Trustees

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

Mr. Bryn Blaise
Mrs. Marcia Butler
Mrs. Jennifer Hill
Mr. David Hidalgo
Mrs. Jennifer Hooten
Mr. Bret D. Jones
Mr. Timothy Morris

