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Lake Sumter State College

DISTRICT BOARD OF TRUSTEES

WEDNESDAY, May 25, 2022

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, May 25, 2022
Leesburg Magnolia Room**

4:00 pm Confidential Attorney-Client Session per F.S. 286.011(8)
**4:30 pm Confidential Discussion relative to Collective Bargaining Negotiations per F.S.
447.605(1)**

Public Board Meeting immediately following the Confidential Discussion at 4:30 pm

- I. CALL TO ORDER Mr. Morris**
- II. PLEDGE OF ALLEGIANCE and MOMENT OF SILENCE**
- III. PUBLIC COMMENT**
*A Public Comment card must be submitted to the Recording Secretary at least 15 minutes prior to the start of the meeting.
- IV. CONSENT CONSIDERATIONSMr. Morris/Dr. Bigard**
5-01 Action: Minutes of the April 27, 2022 Regular Board Meeting
5-02 Action: Minutes of the April 25, 2022 Facilities Committee Meeting
5-03 Action: Minutes of the April 12, 2022 Executive Committee Meeting
5-04 Action: Monthly Fiscal Report
5-05 Action: Purchases over \$65,000
5-06 Acknowledgement: Human Resources Transactions
5-07 Acknowledgement: Facilities Report
- V. SCHEDULED INFORMATION REPORTS**
5-08 President's Update Dr. Bigard
 • Meetings, Activities, Other
 • Legislative Updates
 Vice-President's Reports/Other
 • Dr. Byrd, Dr. Vitale, Ms. Barber, Mr. Kieft
5-09 Committee Reports
 • Executive CommitteeMr. Morris
 • Facilities CommitteeMr. Blaise
5-10 Board Attorney's Report Ms. Geraci-Carver
- VI. NEW BUSINESS**
5-11 Action: Operating and Capital Budgets 2022-23 Dr. Bigard/Ms. Barber
5-12 Action: Pinecrest Space Lease Addendum and New Facility Dr. Bigard/Mr. Blaise
5-13 Action: Budget 2021-22 AmendmentDr. Bigard/Ms. Barber
5-14 Information: Lab Fee ChangesDr. Bigard/Ms. Barber
5-15 Accept: 2nd Read: Board Rule 6-XX Prequalification of Bidders.....Dr. Bigard/Ms. Barber
5-16 Action: President's ContractMr. Morris/Ms. Geraci-Carver
- VII. OTHER CONSIDERATIONS AS NEEDED BY CHAIRMAN/PRESIDENT**

VIII. ADJOURNMENT

CALENDAR NOTES:

Executive Committee Meeting	Tuesday, June 14, 2022 8:30 am	Leesburg Campus
Board of Trustees Meeting	Wednesday, June 22, 2022 5:00 pm	Leesburg Campus Magnolia Room



OFFICE OF THE PRESIDENT

Present to the Board: May 25, 2022

TO: Lake-Sumter State College
District Board of Trustees

FROM: Dr. Heather Bigard
Incoming President

RE: 5-01 – Minutes of the April 27, 2022 Board of Trustees Meeting

OVERVIEW:

Attached are the minutes of the April 27, 2022 Board of Trustees 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
APRIL 27, 2022**

PRESENT: Mr. Tim Morris, Board Chair, and Board Members Mr. David Hidalgo, Ms. Jennifer Hooten, Mr. Bret Jones, Ms. Emily Lee, and Ms. Ivy Parks, and Board Attorney Ms. Anita Geraci-Carver.

VIRTUAL: Mr. Bryn Blaise.

ABSENT: Mr. Peter Wahl, Board Vice-Chair.

CALL-TO-ORDER:

The regular meeting of the District Board of Trustees, Lake-Sumter State College, was called to order at 5:35 p.m. on April 27, 2022, at the Clermont Campus Board Room by Mr. Tim Morris. Mr. Morris welcomed those in attendance and invited them to join in the Pledge of Allegiance followed by a moment of silence.

PUBLIC COMMENT:

No Public Comment cards were filed for this meeting.

CONSENT CONSIDERATIONS - ACTIONS and ACKNOWLEDGEMENTS:

A motion to approve agenda items numbers 4-01 through 4-09 was made by Mr. Bret Jones, seconded by Ms. Emily Lee, and the motion carried. A copy of all information is in the Board packet.

SCHEDULED INFORMATION REPORTS:

Division reports were presented by Dr. Heather Bigard, Incoming President, Dr. Michael Vitale, Sr. Vice-President of Academic Affairs, and Dr. Laura Byrd, Sr. Vice-President of Institutional Advancement & Executive Director of the LSSC Foundation. The Board Attorney report was presented by Ms. Anita Geraci-Carver, and the Executive Committee Meeting report was presented by Mr. Tim Morris. All reports are located in the Board packet.

INFORMATION ITEMS:

A first reading of Board Rule 6-XX Pre-qualifications of Bidders was offered by Ms. Melinda Barber, Interim CFO.

NEW BUSINESS:

Ms. Melinda Barber, Interim CFO, presented the results of the Financial Aid Audit for FY 2020 conducted by the State of Florida. The audit yielded no findings. A motion to accept this item was made by Mr. Bret Jones, seconded by Ms. Jennifer Hooten, and the motion carried. A copy of this audit can be found at <https://flauditor.gov/>.

Mr. Nicholas Kemp, CIO, presented the results of an IT Operational Audit of December 2020 through December 2022, conducted by the State of Florida. There were two minimal findings, which were immediately rectified. A motion to accept this item was made by Mr. Bret Jones, seconded by Ms. Emily Lee, and the motion carried. A copy of this audit can be found at <https://flauditor.gov/>.

Ms. Deborah Franklin, Executive Director of Human Resources, presented the 2021-2022 Equity Report that is submitted to the state of Florida annually. A motion to accept this item was made by Mr. Bret Jones, seconded by Ms. Jennifer Hooten, and the motion carried. A summary of this report can be found in the Board packet.

Mr. Bryn Blaise, Board Member, presented the Facilities Committee Report from a meeting held on April 25, 2022. Pinecrest has requested additional space in order to accommodate 7th and 8th grade students, as well as the incoming 11th grade students. It was discussed that the additional space for the 11th grade students could be provided, however the committee members expressed concerns about adding the younger grades.

The Board gave direction to draft a Partnership MOU between LSSC and Pinecrest, and to draft a one-year extension of the lease within 30 days. The current lease rate and the cost of relocating college staff will be assessed. A copy of this report can be found in the Board packet.

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, May 25, 2022, at 4 p.m. at the Leesburg Campus for a closed Special Session, followed at 5:00 p.m. for the regularly scheduled meeting.

There being no further business, the meeting was adjourned at 6:54 p.m.

Respectfully submitted,

ATTEST:

Mr. Timothy Morris, Chairman

Dr. Heather Bigard, Secretary/Incoming College President

Recording Secretary: Kelly McLean



OFFICE OF THE PRESIDENT

Present to the Board: May 25, 2022

TO: Lake-Sumter State College
District Board of Trustees

FROM: Dr. Heather Bigard
Incoming President

RE: 5-02 – Minutes of the April 25, 2022 Facilities Committee Meeting

OVERVIEW:

Attached are the minutes of the April 25, 2022 Facilities Committee meeting.

ANALYSIS:

The minutes are for the Board's approval.

RECOMMENDATION:

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



Facilities Committee
of the Board of Trustees
April 25, 2022

Attendees: Mr. Tim Morris (BOT Chair), Dr. Heather Bigard (Interim President), Mr. Bryn Blaise, Ms. Emily Lee, Mr. Thom Kieft, Mr. Bruce Duncan, Ms. Jennifer Hooten Ms. Anita Geraci-Carver.

Guests: Fernando Barroso, Christina Alcalde, and Julio Robaina

The meeting was called to order at 4:45 pm.

Leesburg Library Project Update –

- Mr. Thom Kieft gave an update on the Leesburg Library Project showed a power point presentation provided by Mr. Joe Sorci of Florida Architects.
- It included a timeline for each phase of construction through completion. It is currently in the Schematic Design phase and will then move into the Design Development phase, which will be discussed at the next Facilities Committee meeting.

Pinecrest Update -

- Property Lease - Mr. Bruce Duncan gave an update of the progress of each of the steps needed to obtain approval from the City of Clermont in order to break ground for the new building Pinecrest has planned to build on the South Lake campus. No approval has been given at this time.
- Additional space – Pinecrest has requested additional space in our buildings on the SL campus in order to accommodate their returning students, including the new 11th grade students;
- Pinecrest also requested adding 7th and 8th grade students. This would bring the number of Pinecrest students to approximately 425.

At 5:45 pm, Fernando Barroso, Christina Alcalde, and Julio Robaina joined the meeting via Zoom.

- Pinecrest is working to receive approval for new construction from the City of Clermont. More information will be provided at the next meeting;
- Immediate space needs include three additional classrooms.

- Committee members expressed concerns about safety, traffic, culture, and the lack of Dual Enrollment.
- Committee Chairman Blaise commented on the current lease rate and the need to reassess the rate related to market condition and the desire for Pinecrest to bear the cost of relocating the college staff and departments.

The Facilities Committee will bring Pinecrest's requests to the full Board meeting on April 27th for discussion.

The meeting adjourned at 6:15 pm.

Respectfully submitted,

ATTEST:

Timothy Morris, Chairman

Dr. Heather Bigard
Secretary/College President

Recording Secretary: Kelly McLean



OFFICE OF THE PRESIDENT

Present to the Board: May 25, 2022

TO: Lake-Sumter State College
District Board of Trustees

FROM: Dr. Heather Bigard
Incoming President

RE: 5-03 – Minutes of the April 12, 2022 Executive Committee Meeting

OVERVIEW:

Attached are the minutes of the April 12, 2022 Executive 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
EXECUTIVE COMMITTEE MEETING OF
THE DISTRICT BOARD OF TRUSTEES
APRIL 12, 2022**

Attendees: Mr. Tim Morris (Chair), Dr. Heather Bigard (Interim President), Mr. Bryn Blaise (Trustee) and Ms. Anita Geraci-Carver (College attorney).

Agenda Review

- Consent agenda includes minutes from the last meeting and workshop, curriculum revisions, HR transactions, fiscal report, facilities report, purchases over \$65,000, disposal of tangible property, LSSC-UFF Compensation MOU, and continuing contract and promotion.
- President's Report – COP meeting this week is likely to focus on budget and legislative priorities
- Information Items include the first read of the Board Rule Pre-qualification of Bidders.
- New Business – Compliance and Internal Controls Over Financial Reporting and Federal Awards, IT Operational Audit, Equity Report, Facilities Committee.

Next Executive Committee Meeting:

May 17, 2022

8:30 a.m.

President's Office



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: May 25, 2022

TO: Lake-Sumter State College
District Board of Trustees

FROM: Dr. Heather Bigard
Incoming President

RE: 05-04 – Monthly Fiscal 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 April 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. Bigard, Incoming President
District Board of Trustees

From: Melinda Barber, Interim Chief Financial Officer

Date: May 25, 2022

Re: Monthly Fiscal Report – YTD April 30, 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 six months into our fiscal year or 83% completed.

Revenues

Total revenue booked to date is \$22,604,886, or 84% of the total budget of \$26,930,729.

- Tuition and fee revenue is trending below budget and is projected to be \$8,779,230 which is 7.1% under the budgeted amount.
- State support revenue is received throughout the fiscal year in installments. We have received a total of \$11,153,976 in General Revenue and Performance Funding and \$463,516 in Lottery funds.
- Other Income and Other Support actuals are projected to be over the budgeted amount due to an increase in Federal Indirect Cost revenue related to HEERF.

Expenses

Actual expenses to-date total \$20,528,400 or 76% of the total budget of \$26,930,701.

- Salaries and benefits to-date are \$15,937,616 or 79% of budget.
- Operating and capital expenses to-date are \$4,590,784 or 68% of budget.

Year-End Projection

Revenues are projected to exceed expenses and transfers by \$821,985.

Attachment: April 2022 Operating Fund 1 Budget Report

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

	FY 20-21		FY 2021-2022				
	Annual Budget	4/30/2021	Annual Budget	4/30/2022	Percent of Budget Earned/Spent	Projected 6/30/2022	
REVENUES & BUDGETED FUND BALANCE							
Student Fees							
Fall							
Tuition	\$ 2,904,700	\$ 2,787,782	\$ 2,802,600	\$ 2,499,112	89%	\$ 2,499,112	
Technology Fees	147,000	137,362	137,500	124,929	91%	124,929	
Distance Learning	177,900	431,580	225,000	307,635	137%	307,635	
Dual Enrollment	306,000	323,190	323,600	309,586	96%	309,586	
HSCA Dual Enrollment	538,150	483,190	446,550	398,460	89%	398,460	
Lab Fees	260,900	101,459	137,800	101,155	73%	101,155	
Spring							
Tuition	\$ 2,468,900	\$ 2,366,788	\$ 2,375,100	\$ 2,216,010	93%	2,215,340	
Technology Fees	123,400	118,347	118,900	110,808	93%	110,500	
Distance Learning	157,900	354,345	187,600	290,805	155%	290,485	
Dual Enrollment	412,200	422,667	424,000	381,278	90%	381,278	
HSCA Dual Enrollment	538,150	423,650	419,070	338,920	81%	338,920	
Lab Fees	142,200	55,760	106,700	97,027	91%	96,818	
Summer							
Tuition	\$ 1,058,700	\$ 913,764	\$ 1,071,900	\$ 978,608	91%	995,165	
Technology Fees	53,700	47,752	53,400	48,942	92%	50,036	
Distance Learning	141,600	149,790	99,600	139,095	140%	149,514	
Dual Enrollment	700	44,268	-	82,201	0%	-	
Lab Fees	33,400	4,667	13,200	10,580	0%	11,736	
Miscellaneous Fees	65,400	51,155	65,300	60,325	92%	64,300	
Youth Development	280,000	22,216	280,000	36,980	13%	44,000	
Continuing Education	117,700	153,813	166,100	239,821	144%	290,262	
Total Student Tuition and Fees	\$ 9,928,600	\$ 9,393,545	\$ 9,453,920	\$ 8,772,277	93%	\$ 8,779,230	
State CCPF Support	\$ 12,791,621	\$ 10,175,788	\$ 13,071,677	\$ 10,906,764	83%	\$ 13,071,677	
State Performance Funding	628,896	336,967	296,654	247,212	83%	296,654	
State Lottery	1,968,738	1,110,369	2,317,578	463,516	20%	2,317,578	
Miscellaneous State Support	100,000	45,728	100,000	104,133	104%	105,000	
Federal Support Indirect Cost	52,600	154,391	100,000	231,407	231%	250,000	
Foundation Support	190,000	112,623	110,000	-	0%	110,000	
Contracts	196,100	222,098	238,000	241,699	102%	285,918	
Miscellaneous Revenue	251,200	27,924	30,400	18,052	59%	26,537	
Uninsured Loss Recovery (HEERF)	-	-	510,500	1,600,153	313%	1,600,153	
Total Revenues	\$ 26,107,755	\$ 21,579,433	\$ 26,228,729	\$ 22,585,213	86%	\$ 26,842,747	
Transfers In	641,400.00	20.00	702,000	19,673	3%	702,000	
Total Revenues and Transfers In	\$ 26,749,155	\$ 21,579,453	\$ 26,930,729	\$ 22,604,886	84%	\$ 27,544,747	
EXPENDITURES							
Personnel Expenditures							
Salaries and Wages	558779 \$ 14,953,386	\$ 11,243,225	\$ 14,987,926	\$ 11,651,798	78%	14,817,700	
Benefits	-355516 5,365,543	4,232,851	5,860,265	4,285,818	73%	5,957,080	
Lapse Salary and Benefits	(705,000)	-	(702,500)	-	0%	-	
Current Operating Expenditures	6,118,309	4,317,990	6,230,561	4,575,092	73%	5,885,095	
Capital Outlay Expenditures	57,889	13,979	54,449	15,692	29%	20,000	
Contingency	550,000	-	500,000	-	0%	-	
Total Expenditures	\$26,340,127	\$19,808,045	\$26,930,701	\$20,528,400	76%	\$ 26,679,874	
Transfer to Fund Other Funds	(400,000)	-	-	(42,888)		(42,888)	
Excess of Revenues over (Expenditures)	\$ 9,028	\$ 1,771,408	\$ 28	\$ 2,119,374		\$ 821,985	



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: May 25, 2022

TO: Lake-Sumter State College
District Board of Trustees

FROM: Dr. Heather Bigard
Incoming President

RE: 05-06 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 04/01/2022 - 04/30/2022 are attached.

RECOMMENDATION:

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

Purchase Orders Over \$65,000 – April 2022

Vendor:	CXtec
Item Description:	Cisco Catalyst Switches QTY 52
Amount:	\$ 125,000.00
Purchase Order #:	P2200645
Vendor Code:	CXTEC
Vendor:	Scholar Buys
Item Description:	Software Campus Agreement June 2022-May 2023
Amount:	\$ 77,700.07
Purchase Order #:	P2200657
Vendor Code:	SCHBUY



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: May 25, 2022

TO: Lake-Sumter State College
District Board of Trustees

FROM: Dr. Heather Bigard
Interim President

RE: 5-06 - 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.



Lake Sumter
State College

Human Resources Transactions

April 27 – May 16, 2022

Staff Appointments:

Name	Title	Effective Date
Claudia Morris	Facilities Administrator	04/01/2022
Naomi Gonzalez-Freites	Director of Production Studio	05/23/2022

*Internal New Hire

Staff Promotions:

Name	Title	Effective Date
Kelly McLean	Executive Assistant to the President	04/01/2022

Staff Resignations:

Name	Title	Effective Date
Alexis Bigard	Library Technician I	04/29/2022
Latisha McCray	HSCA Assistant Director	05/09/2022

Staff Retirements:

Name	Title	Effective Date
None		

Staff Separations:

Name	Title	Effective Date
None		



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: May 25, 2022

TO: Lake-Sumter State College
District Board of Trustees

FROM: Dr. Heather Bigard
Incoming President

RE: 5-07 - Facilities and Capital Projects Update

OVERVIEW:

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

ANALYSIS:

A report on the status on projects is attached.

RECOMMENDATION:

It is recommended that the Board acknowledge this report as written.

Facilities and Capital Projects 2021-2022

May 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 completed updating the plans to renovate 1st & 2nd floor Restrooms simultaneously. Construction pricing is in review. Construction timeline (TBD).
Monument Signage (Sumter at 301, SL on Hancock, and Leesburg on 441)	\$160,000	Local	New sign designs are complete. Some smaller signs have been installed. Bid for Monumental signs was awarded to Sign Crafters. Install order: SU, SL, LE. Design spec sheet provided for Sumter 04/29/22.
Magnolia Room Restroom Renovations	\$95,000	CO & DS/License Tag	Tied to project to move wellness center and remodel of restrooms for showers. Timeline (TBD).
Sumter Building 4 - Replace 20 Ton HVAC	\$72,000	CO & DS/License Tag	The new 20 Ton AHU installation is complete. Additional HVAC support work is in progress. Currently reviewing pricing for custom cover for exposed HVAC conduit; install (TBD).
Landscape Tree Removal - Phase 2 (North Parking, 441 View, Parking Lot B)	\$41,000	Local	Trees have been trimmed on 1/2 of the Leesburg Campus and all of the South Lake Campus and Sumter Center. Additional tree trimming is planned for late May for Leesburg.
LE New Walkway Storm Water Gutters	\$35,000	Local	Reviewing replacements for FY22 scheduling. No replacements identified to date.

Facilities and Capital Projects 2021-2022

May 2022 Update

PROJECT	BUDGET	FUNDING	PROGRESS TO DATE
Engineering and Architect. Services (SL/FA/SC/Lake Hall/LE Lib/Mag Room)	\$100,000	Local	Engaging with Architects already on State Contract.
SL Building #2 First Floor Redesign	\$205,000	New Capital Improvement Fee	Initial Planning meeting held 4/15/21. Including budget in next year's CIP in discussion.
Security Upgrades (Access Control)	\$90,000	Security Equipment	Phase 2 Upgrades; Access Control (Sonitrol) Repl. are ongoing. Currently switching over LE, SL and SU from Sonitrol to ADT Server due to recent equipment failures. ADT system to improve integration with new doors.
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. Springstead Civil design was reviewed 4/25/22. Currently updating pricing. Construction timeline (TBD).
Repair/Replace HVAC Non-HERRF	\$400,000	Infrastructure Restore-Collegewide	Mitigating repairs and quoting replacements are ongoing. HVAC replacement for the Leesburg Campus Facilities Bldg and repiping for the Gymnasium AHUs completed end of April 2022.
SL CML HVAC	\$200,000	Infrastructure Restore-Collegewide	Hanson Eng. 100% construction documents completed 01/25/22. PO issued on State Contract for the new Chiller 03/25/22. Equipment lead-time is approx. 33-weeks. Waiting for Construction Proposal on State Contract.
LE Emerging Media Center (FA) Controller Replacement	\$10,000	Infrastructure Restore-Collegewide	In review with phased plan for FA renovations.

Facilities and Capital Projects 2021-2022

May 2022 Update

PROJECT	BUDGET	FUNDING	PROGRESS TO DATE
LE Library Roof Replacement	\$531,819	Infrastructure Restore-Collegewide	Garland's Roof Replacement Contract Consent to Cancel Approved by BOT 01/2022. Reviewing Roof redesign options with Florida Architects as part of the overall Library renovation plan.
LE Roof Repairs	\$181,000	Infrastructure Restore-Collegewide	Mitigating repairs and quoting replacements. Executed roof maintenance program/contract with Garland Co. 09/2021. Student Center Roof Restoration completed 02/2022. Next, reviewing Center for Teaching & Learning Building roof with Garland on 5/11/22 for restoration.
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. Examining additional areas for renovation including access road from College Drive and the SSB parking lot.
LE FOB Demolition	\$75,000	New Capital Improvement Fee	Planning. Solicited budget proposal 10/7/2021. We have been in contact with state DOE about the formal process to raze a building.
SU Irrigation Replacement	\$50,000	Infrastructure Restore-Collegewide	Planning and reviewing pricing. Met on site with vendor and SSC to review updated scope of work 03/08/22. SSC is reviewing the bids and assisting in project management.
SU Bldg-4 Gutter Replacement/repair	\$30,000	Local	Completed

Facilities and Capital Projects 2021-2022

May 2022 Update

PROJECT	BUDGET	FUNDING	PROGRESS TO DATE
LE Walking Trail Paving	\$30,000	Local	Completed
LE Foundation Supported Emerging Media Center (FA)	\$500,000	New - TBD	Architectural and MEP proposals received and currently in review to develop FA Masterplan. Auditorium renovations is a priority.
LE Library Renovation	\$400,000 (multi-yr) \$250k from Foundation	Local	Schematic Design plan to be updated 05/2022. Design Development phase duration is 14 weeks, not including owner reviews. Next Design meeting is scheduled 05/12/22.
LE SSB Refurbish	\$400,000	New Capital Improvement Fee	Design Development in progress; complete schedule (TBD). Some refresh work in plan to proceed.
LE Emerging Media Center (FA) Flex Event Space	\$400,000	Local	Reviewing option to refresh flex space to continue events during overall design development.
LE Convocation Center Audio Video Upgrade (IT)	\$200,000	Local	Base Project is complete; some minor changes in process.
LE Student Activities Fee Student Center	\$75,000	Local	Completed refresh 09/2021: Painting, furniture, flooring, lighting and new IT equip. Exterior seating replacement and landscape improvements are complete.

Facilities and Capital Projects 2021-2022

May 2022 Update

PROJECT	BUDGET	FUNDING	PROGRESS TO DATE
SL Irrigation Well	\$70,000	Infrastructure Restore-Collegewide	Repairs are in the process of being made for the current well at this time. Reviewing the need for a new well.
Painting (Year 2 of 3)	\$71,000	Local	Refresh painting on-going. Most recent project has been with the exterior doors and atrium floors/railings in Bldg. 2 in South Lake. Planning in progress for Leesburg Campus Student Center Building.
LE Emerging Media Center (FA) Bldg. Design Development	\$40,000	Local	Architectural and MEP proposals received and currently in review 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. Some lighting purchases, repairs and replacements have started.
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. Additional Fascia Repair currently in planning.
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 progress. Met on site with the design and construction team 03/08/22 to define footprint for new structure. Construction timeline (TBD).
LE SSB 210 Conference Room Refresh	\$10,000	Local	Project refresh completed 04/2022. Scope included removal of wall covering, painting, and new lighting fixtures.

Facilities and Capital Projects 2021-2022

May 2022 Update

PROJECT	BUDGET	FUNDING	PROGRESS TO DATE
LE Fire Safety Upgrades	\$31,000	Local	Fire Alarm System repairs and replacement of devices currently in progress.
SL Fire Safety Upgrades	\$22,000	Local	Fire Alarm System repairs and replacement of devices currently in progress.
SU Fire Safety Upgrades	\$7,000	Local	Fire Alarm System repairs and replacement of devices currently in progress. Completed 5/4/2022.



OFFICE OF THE PRESIDENT

Present to the Board: May 25, 2022

TO: Lake-Sumter State College
District Board of Trustees

FROM: Dr. Heather Bigard
Incoming President

RE: 5-08 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 reports contain 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
May 25, 2022**

Dr. Heather Bigard, Incoming President

DAILY ENROLLMENT (as of 5/16/2022)

	Summer 2022	Summer 2021	Difference	Difference from Summer 2021 to Summer 2022	Final Summer 2020	Final Summer 2019
Head Count (HC)	2129	2054	75	3.7%	2476	2522
Full Time Equivalent (FTE)	435	430	5	1.2%	511	493
Fee Paying HC	1680	1694	-14	-0.8%	1962	1989
Fee Paying FTE	361	367	-6	-1.6%	426	405
	Fall 2022	Fall 2021	Difference	Difference from Fall 2021 to Fall 2022	Final Fall 2020	Final Fall 2019
Head Count (HC)	1181	838	343	40.9%	4921	5155
Full Time Equivalent (FTE)	363	262	102	39.0%	1431	1512
Fee Paying HC	880	655	225	34.4%	3522	3774
Fee Paying FTE	261	199	62	31.1%	1054	1126

ADMISSIONS, RECORDS & FINANCIAL AID

Arminta Johnson, Interim Director of Enrollment Services

- The convocation committee lead by the Registrar, Caitlin Moore, planned & executed both Spring Graduation ceremonies. Also assisted in the organization of the Nurse Pinning, and Student Awards;
- Processed end of term grades, prerequisite checking and end of term return to Title IV calculations;
- Worked with PIIR & Financial Services to complete the HEERF annual report;
- Awarded 65 institutional scholarships to graduating high school seniors; Participated in the High School Scholarship Award Ceremonies to hand out certificates to the students and promote LSSC;
- Worked document processing and communication with students to start the summer term;
- The Recruitment team will be planning an on-campus event this summer called Campus Tour Days. It is an opportunity for first time in college and transfer students to familiarize themselves with our campus, learn about classrooms and college resources. We will also provide assistance completing the FAFSA, registering for classes or any other help they may need;
- Finalized drafts of the 22-23 Dual Enrollment Agreements to review with Lake County, Sumter County, Pinecrest and The Villages High School.

ATHLETICS & STUDENT LIFE

Mike Matulia, Executive Director

- The Beach Volleyball Team was the AVCA runner-up at the Two-Year College National Tournament in April;
- Two Beach Volleyball players were selected as AVCA All-Americans;
- Four All-Conference Softball Players and Two All-Conference baseball players were selected;
- Emma Rome and Sarah-Ruth Dressner received Academic Excellence Awards;
- 17 – NJCAA All-Academic Team members (3.6 - 4.0 GPA);
- 34 – FCSAA All-Academic Team members (3.3 -4.0 GPA);
- 47 – All-Conference Academic Team members (3.0 - 4.0 GPA).

CAMPUS SAFETY

Rebecca Nathanson, Executive Director

- Completed Leadership Lake Program;
- Assisted with Commencement in Leesburg;
- Worked with Miller and Miller to fill Security Supervisor vacancy left by resignation of Capt. Mike Keen. Lt. Mike Worden has been promoted from Leesburg shift to supervisory position;
- Monitoring increase in Covid cases.

CONTRACTS ADMINISTRATION

Bruce Duncan, Contract Manager

- Updated and finalized the 22-23 Dual Enrollment Agreements with private schools, the Lake County School Board, the Sumter County School Board and Villages and Pinecrest Charter Schools;
- Finalized DEU agreements with UF Health, Orlando Health and Advent Health for Nursing, DEU Nursing, and Respiratory Therapy;
- Finalized DEU Agreement with Vista Clinical for Medical Laboratory Technology;
- Completed Affiliation Agreements with Seminole State College for Respiratory Therapy and MLT;
- Researched HB 7 and the impacts on the college;
- Attended the Lake County Board of County Commissioners regarding Cagan's Crossing;
- Assisted Nicholas Kemp by reviewing agreements for renewal;
- Working on Board of Trustees Appointments with Governor's office;
- Escorted Sen. Baxley and Rep Keith Truenow to several events throughout Lake County.

FACILITIES

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

- HSCA rising 4-year juniors have registered for Fall 2022 classes for the SL Campus;
- Over two dozen students have applied for the 2-year program and are completing their LSSC applications and going through the onboarding process;
- HSCA 9th and 10th grade end of the year summits were held on the South Lake Campus in late April;
- There have been multiple meetings to examine the Stearns Library and Learning Success Center schematic design including discussions to make modifications to add a small café and relocate a mechanical room;
- The AdventHealth nursing teaching space in Tavares is progressing and will be complete in late June or early July. Equipment is beginning to be ordered including the hospital beds, headwalls, simulators, and furniture;
- The Facilities staff is collaborating with SSC staff to examine the quotes for irrigation at Sumter Center. The new irrigation and landscaping should be installed this summer;
- Quotes are being requested for new roofs for the Facilities Management Bldg. and CTL on the Leesburg Campus;
- Dr. Bigard and Mr. Kieft met with the Lake Tech Executive Director and Lake County Schools Superintendent to conduct a walk-thru at the site of Clermont Elementary to see if the site would be feasible for any college programs. This school location will close after the 2022-2023 school year;
- The Facilities staff prepared the gym and its surroundings for the 65th Commencement and Nursing Pinning Ceremonies in Leesburg;
- Roof repairs and gutter additions are being done on Bldgs. 1 and 2 on the South Lake Campus as well as the WJ Administration Bldg. in Leesburg;

- Tree work is taking place on the Leesburg Campus to trim additional palm trees and cut back oak trees from rubbing up against the Health Science Center, Building M, and Facilities Building to prevent damage during the approaching storm season;
- Quotes are being received to update the HVAC systems in Bldg. 5 in Sumter and the Magnolia Room hallway in Leesburg;
- Facilities staff and others are collaborating with the Interim CFO in creating the '22-23 Capital Project list.

CAMPUS TRANSFORMATION & EVENTS MANAGEMENT

Sandra Stephenson, Executive Director of Campus Transformation and Events Management

Leesburg Campus:

- Solar Workstation contract signed and the unit for Science Math entrance has been ordered;
- President's Suite to begin remodeling May 25th with completion scheduled by the end of June;
- Honors Lounge Refresh to be completed this summer.

Sumter campus:

- Will schedule meeting with team to review with Springfield Engineering and Age Wave Architects final design, pricing, schedule and timeline for Workforce Outdoor Classroom facility and restrooms;
- Assisted Thom and SSC with irrigation project;
- New Paint on Building 4 Refresh to begin May 16th.



South Lake campus:

- The Employee Appreciation BBQ was held on April 29th and was a huge success.

HUMAN RESOURCES

Deborah Franklin, Executive Director

- Continued work with department heads as vacancies arise to reevaluate need, assess best level of position, and how strategic goals will be met. Working with Faculty leadership to brainstorm other sources not yet utilized for recruitment, with special focus on Allied Health positions.
- Faculty onboarding process nearly finalized with goal to utilize Fall 2022;
- Further development has continued regarding the use of Canvas not only as an onboarding but also a resource tool for new hires;
- Concept of an interactive, “gameified” onboarding process has been initiated, with further development pending with assistance from Dr. James Martin. Anticipated roll out is Fall 2022.
- Planning stages to begin for all staff communications, with input to be sought from faculty, general staff, adjuncts and student workers, and the goal to build unification through communication.
- Continued evaluate of Ellucian HRIS Module program subsequent to March demonstration;
- Updates to Employee Action Requests (EAR) were finalized. Testing mode will be broadened to allow several departments to utilize to vet any additional modifications before rolling out to all staff.

INFORMATION TECHNOLOGY

Nick Kemp, Chief Information Officer

- Process created to capture fingerprint certification within Banner to ensure background checks are being completed on a regular basis;
- MRM updates have been completed to accommodate for improved processes within Event Management;
- Nickalou Bhajan worked with Admissions to implement student hold automation improvements.
- State reporting load date met for all databases for the third reporting period (Spring Term) of 2022. Certification forms are due June 13th;
- Outcomes and service assessment mapping have been completed for the 2022 IT Assessment;
- Daniel Dodsworth and Howard Davis have been promoted to Computer Technician II;
- Stephen Harris has been promoted to System Administrator III;
- Progression pathways have been created for the Computer Technician, Enterprise Application Developer and Enterprise Application Administrator positions helping to clearly communicate clear paths toward career progression and development;
- The Magnolia Room audio upgrade has been completed with 16 new speakers and state of the art ceiling microphones;
- The first Classroom of Tomorrow has been completed in Science-Math, room 233. It is being used by John Shea for the Summer. Further demos are being scheduled with

Faculty. Feedback from faculty along with trips to other campuses will help determine if we are on the right path or need to adjust;

- Access control upgrades have been completed at both the South Lake and Sumter campuses. The Leesburg campus is currently being upgraded;
- Audio and Smartboard upgrade in SSB 210 Executive Conference room has been completed with four new speakers and ceiling microphone.

LAKEHAWK LEADERSHIP ACADEMY

Deb Snellen, Executive Director

- Facilitated seven 90-minute listening sessions for Dr. Bigard with approximately 100 faculty and staff participants;
- Refined the Five Foundations of Teaching and Librarianship Excellence as a framework to be used for faculty professional development;
- Facilitated retreat for LSSC Educational Outreach Program staff using Herrmann Brain Dominance Instrument and focusing on mental preferences and communication styles;
- Updated the 90-day appraisal program for new hires;
- Continuing to offer management training to all managers and supervisors of full and part time staff and students;
- Coordinating professional development opportunities through the Lakehawk Leadership Academy.

PROCESS IMPROVEMENT AND INSTITUTIONAL RESEARCH

Dr. Mark Duslak, Executive Director

- Began implementation of AEFIS assessment software platform;
- Presented Argos initial reports to President's Cabinet and began developing reports/dashboards for Cabinet;
- Developing month-by-month datapoints for DBOT;
- Spring 2022 Academic Assessment discussions were held 5/5 for General Education and Workforce Programs;
- Assisted with the upcoming Tech Planning 3-year Plan Retreat.

STRATEGIC INNOVATION AND DIGITAL EDUCATION

Michael J. Nathanson, Executive Director

- Completed Quality Matters Course reviews for ISM3011, NUR3825, NUR3169;
- Reviewed QM Workgroup recommendations;
- Completed training courses for Professional Development – Faculty Onboarding, Online learner orientation, Concourse Syllabus;
- Canvas Faculty Assistance requests totaling nearly 60 requests in the last three weeks of spring term;
- Videoed Information Literacy Summit, Commencement Ceremony, Academic Awards;
- Completed Admissions video;
- Assisted with several Faculty videos.

SUMTER CENTER

Kelly Hickmon, Assistant Dean of Students

- Attended the Spring 2022 Advisory Committee meeting for AS Engineering Technology, hosted by Alberto Luma, Program Manager on 4/29;
- Attended “Advising Office of the Future: Providing Differentiated Student Care at Scale” webinar hosted by UCF, Student Success and Advising on 5/4;
- Attended the Sumter County Economic Development Manufacturing & Distribution Luncheon which was hosted by LSSC at Sumter Center on 5/11.

FINANCIAL SERVICES

Melinda Barber, AVP of Financial Services and Controller

- A budget update is on the agenda for this month’s meeting;
- LSSC Foundation audit begun;
- The College has selected ProctorU as its online test proctoring tool. The College will cover the cost for the current year with HEERF funding. A team of faculty surveyed the options and determined that, while it is a more expensive option, it provides the best solution for both students and faculty.

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

May 25, 2022

**Dr. Laura Byrd
Senior Vice President, Institutional Advancement**

CAREER DEVELOPMENT SERVICES

Dr. Laura Byrd

- The Lakehawk Career Connect job board added 16 new employers and posted 42 positions, for a total of 118 job openings in April. The total registered employers are 645
- CDS facilitated connecting two regional employers that expressed interest in getting involved in program BILT and providing experiential learning opportunities
- Career staff reviewed 43 resumes during this reporting period. Students uploaded 19 approved resumes to their LHCC account and created/updated 33 e-portfolios
- Held 14 individual student appointments for job preparation and career exploration
- Presented on CDS during Honor's Program Orientation (7 of the new incoming students attended)
- Conducted third workshop on Interviewing Skills for Youth Development Career Prep Series
- Present part 2 of Job Search Process to EDT class
- Conducted workshop on Resumes and Interviewing during HSCA 9th Grade EOY Summit
- Staff participated in various Workforce advisory boards or BILTs representing career services
- Assisted BAS, HSM, and SLS faculty integrate Canvas career readiness modules into respective curriculum shells

CORPORATE TRAINING & CONTINUING EDUCATION

Greg Jones, Director of Corporate Training and Continuing Education

- The EDT program starts its next Lineworker Bootcamp on May 31st for our first night/weekend bootcamp. This bootcamp is be the new expanded model to 270 contact hours. We started with 14 open slots and have 9 students registered.
- The CDL program on the Sumter Campus started this week with its 567th student. Our corporate accounts are adding students almost weekly.
- Continuing Education will be bringing in the Dialysis Technician program in house and discontinuing the third-party training. We believe we have identified a labor market need. We have hired two adjunct instructors than have over 40

years collectively in the industry and have teaching experience. We will offer the classes to both the Leesburg and Southlake Campuses starting late summer.

- The EDT program has been asked to add another training cohort to the SEPCO journeyman contract.
- The Childcare Development classes graduated from the Sumter Campus this month.
- Continuing Education has completed its first in-person business software classes of Excel and Microsoft Office since Covid started.
- Continuing education has developed several new relationships with hand tool providers that will be donating tools to our Lineworker program.
- The EDT utility trucks have undergone their DOT inspection for the annual recertifications.

EDUCATIONAL OPPORTUNITY PROGRAMS

Dr. Roland Nunez, Director of Educational Opportunity Programs

EOP General

- EOP Department held an EOP graduation ceremony for all the graduating EOP High School Seniors.
 - 54 students RSVP'd for the event
 - 127 total attendees including guests
 - Representation from LSSC Leadership and EOP Managers
 - Graduation speaker was EOP Alum Reanna Rodriguez
 - Graduation ceremony was followed with special dinner reception
 - All graduates received a certificate and graduation gift box
- Awarded 9 EOP scholarships to graduating EOP students attending LSSC in the fall
 - Amount is \$1000 each
- EOP collaborated with Youth Development on a Career Development Workshop in the Teen Leadership Academy

Upward Bound

- Program held "Power Your Professional" Professional Coaching & Mentoring Session on Wednesday
 - 10 students attended
- Officially recruited last student to have a full program of 63 students
- Networked with High School teachers with recognition and plans for Fall 2022 recruiting
- Summer program schedule completed and finalized

Talent Search

- Completed all April Middle School and High School visits
 - Visited 13 schools in Lake and Sumter Counties
- Recruited 12 new students in the month of April
- Held a successful Talent Search Senior Night trip, attended by 25 students
- Assisted 4 students with FAFSA, college enrollment, or summer bridge registration

GRANTS

Gerald Paige, Senior Grant Manager

- The LSSC Foundation applied for a \$50,000 grant with McLin Trust to support the Expansion of nursing.
- The College applied for an Apprenticeship grant for \$20,000 from Florida Department of Ed. to support the Electrical apprenticeship.
- A letter of intent was submitted to the Live Well Foundation of South Lake for the start-up of a Community Wellness and Sports Coaching program for \$900,000. We received an invitation to apply for the grant. It is due
- The LSSC Foundation submitted a grant to Duke Energy for \$85,000 to support the Electrical Distribution program and a Renewable Energy Certificate through Continuing Education.
- We are working with McAllister & Quinn (a contract grant organization out of Washington DC) to complete an organizational analysis. They will be submitting one individual grant for LSSC and one collaborative grant from the Florida College system small college consortium.

LSSC FOUNDATION

Dr. Laura Byrd, Executive Director of LSSC Foundation

- The 2022/2023 season of the George O. Pringle Performing Arts Series and has procured an exciting lineup, where we will return to full capacity seating. Next season's talents include: Brass Band of Central Florida, The Cooke Book, Snow Globe Fantasy, Michael Andrew & Swingerhead, Divas3, and Emmet Cahill & Emerald String Quartet. Ticket renewals are open through June 1 and all other tickets go on sale June 2.
- The Summer 2022 scholarship application received 312 submitted applications and the scholarship committee worked diligently to review all applications. We awarded over \$250,000 in scholarships for the Summer 2022 semester. The Summer review completes the Scholarship Committee commitment for the 2021/2022 academic year. We are accepting committee members for the

upcoming academic year, 2022/2023. Please speak with Kathy Ingold or Dr. Laura Byrd if you would like more information. Please consider joining! The next scholarship application will open June 1 – June 30 for the Fall 2022 semester.

- We are planning a Foundation Board retreat to take place this fall.
- Planning for the 2023 Foundation Gala is in progress and will take place on Friday, April 14, 2023. More details coming soon!

Name	Gift Amount	Fund Description	Gift Subtype
Citizens First Bank	\$1,000	General Scholarship	Scholarship
Deas Consulting	\$3,500	Gala	Sponsorship
Orlando Health South Lake Hospital	\$3,500	Gala	Sponsorship
South State Bank	\$3,500	Gala	Sponsorship
Private Donor	\$1,500	Gala Scholarship	Scholarships
Earl B. & Sophia H. Shaw Charitable Trust	\$10,000	Shaw Trust	Scholarships
Roy & Ruth Ryan Foundation Trust	\$20,000	Ryan Trust	Scholarships
Private Donor	\$1,650	LSSC Nursing Program Legacy	Scholarships
Private Donor	\$10,000	Unrestricted	Contribution
AgeWave Solutions, Inc.	\$1,000	Gala	Contribution
Electrical Works	\$4,250	Electrical Apprenticeship	Contribution
Saint James Episcopal	\$1,000	St. James Scholarship	Scholarships
Randy Thompson	\$1,000	Gala	Contribution

MARKETING & STRATEGIC COMMUNICATIONS

Kevin Yurasek, Director of Strategic Communications

- Oversaw communication and logistics for end of year events, including Commencement and Nursing pinning. Three ceremonies were live-streamed with an in-house production team.
- Managing mailing and promotions for RISE Summer Math Academy
- LSSC is now an advertising partner with FDOT's FL511 traveler information system. Our logo was recently installed on signage last week on I-75 southbound near mile marker 329. This is near the SR44 exit and the Turnpike interchange. FDOT data shows that an average of 55,000 vehicles will pass by our sign daily. We'll also be the only advertiser for 5 miles in either direction of the sign on 75.
- Signage Project continues to make progress

- Sumter Center monument sign at 301 is pending right-of-way approval from Sumter County. Fabrication will begin immediately upon approval
- South Lake monument is ready for permitting approval
- New digital campus map sign installed at the Leesburg Campus
- New lighted signage will be installed on the Student Services Building and Building M
- Continuing to conduct focus groups with the help of PIIR team with specific target audiences (prospective and current students) 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
 - New academic program announcements & recruitments
 - Foundation Performing Arts Series
 - Campus Signage Project
 - Website management
 - Guided Pathways for Success
 - RISE Summer Math Academy
 - Athletics game pics and athlete photos
 - Youth Development (Kids' College) advertising
- 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
 - Registration is currently underway
 - Late Fee for Program 1 will be added on May 31, 2022
 - 263 students currently registered; all classes are still open
 - Finalizing hiring of instructors
 - Instructors are currently completing training which is the last step
 - Open forums scheduled for May 24 & 26 for new teachers
 - 79 AIT and 6 Program Aide applications have been received
 - Conducting interviews through the end of the week
 - Acceptance letters will be sent out next week to AIT and Program Aides that have been selected

- AIT workshop has been scheduled for June 2; presenters have been confirmed; finalizing other details now
 - Presented at HSCA orientation on May 24 & 26 to 9th and 10th graders
 - Covered the AIT program, Teen Leadership, Babysitting and Career Prep
 - 10th graders were encouraged to sign up for volunteer opportunities
 - FB ad will run the last 2 weeks of May
 - All rooms have been reserved that are available
 - Dates of camp are as follows:
 - Leesburg: June 6 – July 21, 2022
 - Clermont: June 6 – July 28, 2022
 - Working with GAL to award scholarships to at-risk students
 - T-shirt pickup for South Lake will start Monday for registered students
- Teen Leadership Academy
 - Completed the Spring class with great feedback
 - Fall class has been scheduled to start on September 10, 2022 o
 - New topics added: Emotional Intelligence; Financial Literacy o
 - Working with TRIO to enroll students into the program
- Career Prep Workshop Series
 - Completed the Spring class
 - Fall class has been schedule to start on September 21, 2022
 - Financial Literacy added; a few instructors were replaced
 - Working with TRIO to enroll students into the program
- Babysitting Certification – will be offered June 4, 2022 at the Clermont campus
 - 10 enrollments to date; registration is still open
- Virtual STEM programs – 3 enrollments for summer thus far

Division of Academic Affairs
Update for the President and Board of Trustees
May 25, 2022
Dr. Michael Vitale, Vice-President

Department of Library and Learning Services

Katie Sacco, Dean

From my office: I have steadily been working on staff annual reviews. Two new hires will start June 1 – Jacob Bryant will be the new Library Technician FT at South Lake Library. Jennifer Cassela will be the Library Technician (PT) at Leesburg Library.

The Learning Services area has been working on their summer projects:

1. The Learning Services Website: We are working on cleaning up and organizing the <http://www.lssc.edu/library> website to become the LSSC Learning Services website. This will allow students to have a landing page for academic support services – all in one (virtual) location. Our digital services librarian – Alison Norton – is working on the changes. We are finding that we have all the information available on our current page but it is hard to navigate for students. She will be coordinating this effort with consultations with Marketing (to make sure the look and feel are correct) and IT (as needed for support and adjust the website address, if needed).
2. The Writing Center. We are reorganizing the Learning Center staff to accommodate a Writing Center to enhance writing support for students. The learning center managers, tutors and a librarian have visited two Writing Centers to see how they are organized, and are writing a plan to implement the center (in pilot form) by the Fall semester 2022.
3. Tutor certification: We have 5 student proctors going through certification with CRLA (<https://www.crla.net/>). This certification provides skills needed to benefit student learning and academic support.
4. Cooper Memorial Library, under the leadership of Kevin Arms, Associate Dean of Library and Learning Services, is working to reorganize staffing and provide additional training for staff in customer relations and technical aspects of their positions. All staff will be cross-trained in order to provide the best support to students as possible. The upstairs computer lab will be reimaged and upgrades to the computers at services areas will provide faster and more stable computer-based assistance to patrons.
5. Sumter Library is working on reorganization of collections. When we closed the Leesburg Library for remodeling, many items were sent to Sumter to allow for accessibility to students. This summer, additional items have been added to the collection.
6. Student Accessibility Services: is working on hiring two full-time staff (an assistant for Leesburg and a Coordinator for South Lake). They will also be finishing the work to implement the AIM software package (<https://www.accessiblelearning.com/>), which will allow staff to provide better and more efficient support to students with special needs.

Department of Workforce Development

Dr. Amy Albee-Levine, Dean

Dr. Christopher Sargent, Associate Dean

- The Computer Information Technology AS program held its first Business and Industry Leadership Team, or BILT meeting, earlier this month. The BILT is led by Redd Ash Technologies and the goal is to assess all the knowledge, skills, and abilities required by the industry and crosswalk to the current Computer Information Technology AS program curriculum and provide a gap analysis to the BILT members. The gap analysis will be

completed later this summer. The employer led BILT will ensure industry partners and engaged in the training and curriculum development of students to ensure future employment opportunities.

- LSSC was selected to attend the American Association of Colleges and Universities (AAC&U) Institute on Open Educational Resources (OER). A team from the college will work with AAC&U to develop an implementation strategy for effective OER across general education and workforce courses. The team representing LSSC includes Dr. Amy Albee (team lead), Nora Rackley, Dr. Rhonda Tracy, Woody Weber, and James Martin.
- The initiatives of HB 1507, related to Workforce Development and passed in 2021, must be fully implemented by the 22-23 academic year. The Money Back Guarantee program will be applied to three programs, per Florida Statute: the AS in Nursing, College Credit Certificate in Medical Coding and Billing, and the Lineworker Boot Camp in Continuing Education.
- LSSC hosted the Sumter County Economic Development Council Manufacturing Luncheon on May 11. Manufacturing employers from around the county were invited to the Sumter campus and were able to tour our classrooms and labs.

The workforce team successfully submitted several state reports including the Annual Baccalaureate Accountability report, Regional Career Pathways Articulation report, and the Program Inventory.

Department of Allied Health

Dr. Jessica Shearer, Dean

Dr. Christine Ramos, Interim Executive Director of Nursing

Dr. Robyn Walter, Director, BSN

Medical Laboratory Technology

- An offer has been extended to an interim program director
- The first course in MLT is scheduled for Fall 2023
- The following individuals agreed to be a part of the MLT Advisory Board:
 - Nancy Hernandez, UF Health
 - Ashley Stine, UF Health
 - Yvonne Kramarick, Advent Health
 - Sara Hickson, Advent Health
 - Wanda Rodriguez, Advent Health
 - Fred Moses, Orlando Health
 - Robin Johnson, Vista Clinical

Respiratory Therapy

- Continue to meet with marketing
- Timeline for program implementation on schedule
- Continue to meet with HR for open positions and recruitment effort

Physical Therapy

- Continue to meet with marketing
- Timeline for program implementation on schedule
- Continue to meet with HR for open positions and recruitment efforts.

Nursing DEU

- DEU debrief meeting occurred with Advent Health. Preceptors, clinical faculty, and students all report a successful clinical placement. The same students are scheduled to attend Advent Health next semester.

- DEU information session at Orlando Health went well. There were eight interested preceptors, and our goal is ten. There is another information session scheduled late this month.
- DEU information session at UF Health did not have any participants. A virtual session is scheduled for June.
- Nurse recruitment continues at Orlando Health and UF Health.
- Working to finalize an operational agreement for DEU at Advent Health, Orlando Health
- Equipment has been ordered for Advent Health space.

Nursing RN-BSN

- RN-BSN Program Director position has been hired
- Continue to work with the Director of Assessment to evaluate courses

Nursing Enrollment Update

- Nursing LPN/Paramedic summer bridge track has begun with 12 students enrolled.
- Recruitment and marketing efforts have begun to increase enrollment in the ASN nursing program.
- ASN continues recruiting efforts for four open positions. Working with HR regarding advertisement postings and brainstorming creative ways to increase nursing faculty. Current priority is to seek a candidate who possesses the knowledge and experience necessary to teach the Maternal/Child/Family course in Fall 2022.

Curriculum Update

- Nursing curriculum realignment that was implemented in Fall 2020, is currently running in all cohorts and courses. All teach-outs have been completed.
- DEU model will continue at Advent Hospital in fall semester. Dr. Shearer is currently recruiting DEU preceptors at Orlando Health to begin in fall 2022 and UF health care systems for future involvement.
- ACEN accreditation visit slated for Spring 2023. Faculty currently working on the self-study in preparation for the visit (to be submitted Fall 2022).

General Studies

Karen Hogans, Dean

Steve Clark, Associate Dean of Math and Science

Elizabeth Terranova, Associate Dean of Arts and Letters

Assessment

Faculty in General Studies (and the Associate Deans) worked to collect Spring data and met during the final duty week to discuss result. These discussions were mostly anecdotal and will lead to improvements on data collection and compilation.

College and Community

- Professor Jeremy Norton and Librarian Jasmine Simmons will present at Celebration of Librarian Collaboration for Transfer Student Success. Their topic is Connections & Collaborations: The Role of Librarians in Transfer Student Success. The Zoom conference will begin at 9 a.m. (Eastern Daylight Time) on Tuesday, May 10, 2022
- Professor D. Weber will continue to facilitate the Roll for Initiative club over the summer.
- Members of math faculty are working in earnest preparing for the upcoming RISE Summer Math Academy which runs June 6th through June 23rd. At present, the recruiting phase is occurring whereby math professors Sybil Brown and Jessica Terrell attend local

high schools and hold a series of short discussions with students identified as possibly benefiting from the program.

Honors Program

English Asst Prof Amber Karlins, Honors Program Coordinator

- **Co-Curricular**— On April 20th, the honors students hosted their annual Honors Day Event. This event featured individual presentations from each graduating student on their capstone projects, as well group projects from the first-year students. The first-year students projects were the culmination of their work in both their theatre and physics courses and included fully-choreographed musical theatre parodies of songs from Encanto that taught a variety of physics concepts as well as a student-created stop-motion animated film that used a superhero motif to explain a variety of physics principles. Approximately 50 people were in attendance.
- **The Class of 2024**—Offers of admission have been extended to 3 additional students for the class of 2024. Should all three accept, this would bring us to 15 students in the cohort with 3 on the waitlist. The first 12 admits have been put through an orientation process and the Program Coordinator is collaborating with colleagues in admissions, financial aid, career development services, and advising to help students with enrollment, registration, FAFSA submission, and work study opportunities.
- **Partnerships**— Our Honors Program Coordinator has been working with the Interim Director of Stetson University's Honors College to arrange an Open House for our transfer students, which will be held this month. Our annual partnership update for UCF's Honors College has been prepared and accepted.
- **Graduation**—Our second cohort of students graduated this month and the Program Coordinator is assisting those students as they work through the transfer process.

Math Emporium

Douglas Starr, Leesburg Campus and Sumter Center Math Emporium Coordinator

Amber Laster, South Lake Campus Math Emporium Coordinator

The Math Emporium is gearing up for another great term. With the start of the new term, we have been welcoming the on-campus sections of Developmental Mathematics, Intermediate Algebra, and College Algebra that started on May 9th. This Summer we are supporting 13 sections of on-campus courses over the A/AE/B terms.

Additionally, we are supporting the fully online sections of Intermediate Math for Liberal Arts, Intermediate Algebra, and College Algebra by doing one-on-one virtual check-ins with each student via Zoom. For the Summer A/AE terms, we are supporting 4 sections with 124 students with the check-in process. This check-in allows us to assist the students, and faculty members, by answering questions and delivering pertinent information regarding their class during the start of the term. We also assist students with getting into My Math Lab and navigating their Canvas course as needed.

Over the Summer 2022 term, we will begin facilitating on-campus testing for students in fully online math courses. We have worked diligently with the faculty members teaching these courses to ensure we are ready to serve their students. There are 11 sections with 336 students enrolled in Summer A/AE fully online math courses. While students have the option to take the test remote or on-campus we have seen some early interest in the on-campus option. The library has helped us to set up the Libcal software to create appointments for students to take their exams. We plan to offer appointments Monday thru Thursday every week. This flexibility allows the faculty members to dictate their specific testing weeks in each course. Students will be provided their paper and calculators which will be collected after each test, sorted and scanned,

then emailed to the faculty members. We already have students registering for appointments to take their tests with the first set of tests starting next week.

We will be continuing with our traditional services as well. We will continue offering personalized tutoring to students in MAT0018/0028, MAT1033, and MAC1105 courses. For the Summer A/AE terms, there are 112 students registered in on-campus courses that the Math Emporium will be supporting. Students are required to spend one class day in the emporium along with a specified amount of “flextime” each week. They are encouraged to spend as much time as they like in the Math Emporiums working on their math content. Tutors are actively engaging with students while they are here to assist them with their math content.

Academic Advising & Dean of Student

Carolyn Scott, Dean

Academic Advising

- Recorded 1,011 total advising contacts through all modalities in April
- Provided academic advising for 72 students in the Ask Us Anything – Live Student Support
- 33 Students Participated in the Registration Rally that took place on April 20th
- Academic Advisors attended the annual UCF Academic Advising Updates Forum on April 27th

New Student Advising and Registration (NSAR):

Attendance to-date for Summer 2022 NSAR Sessions:

- First Time in College (FTIC): 70
- Dual Enrollment (DE): 51

Summer Semester

Week From	To	FTIC Sign Up	DE Sign Up	Total Sign Up	FTIC Attend	DE Attend	202230
2/21/2022	3/27/2022	54	11	65	0	0	0
3/28/2022	4/3/2022	14	7	21	16	0	16
4/4/2022	4/10/2022	9	7	16	20	12	32
4/11/2022	4/17/2022	16	13	29	11	5	16
4/18/2022	4/24/2022	13	31	44	9	9	18
4/25/2022	5/1/2022	11	27	38	10	23	33
5/2/2022	5/8/2022	3	2	5	4	0	4
Totals		120	98	218	70	51	121

Fall Semester

Registration for New Students for Fall Semester opened on May 16th

- 23 Sessions are scheduled for NSAR (FTIC) Summer Starters
- 8 Sessions are scheduled for NSAR (DE) Summer Starters
- 41 Sessions are scheduled for NSAR (FTIC) Fall Starters
- 22 Sessions are scheduled for NSAR (DE) Summer Starters

Ask Us Anything – Live Student Support

- Represented departments: Academic Advising, Admissions, and Financial Aid
- In April, AUA staff assisted 226 students

Dean of Students:**Starfish Retention Solutions**

Starfish Retention Solutions remains LSSC's primary tool for monitoring and responding to changing student academic performance data. The chart below highlights data gathered from all Starfish Academic Progress Surveys that were administered during the spring 2022 semester.

The “*In Danger of Failing*” flag is used to identify students at risk of failing for reasons such as poor attendance, missed assignments, missed exams, or low test/quiz grades. Academic Advisors provide outreach to all students who are flagged as “In Danger of Failing”. “*Kudos*” provide positive student performance feedback for “Outstanding Academic Performance”, “Keep Up the Good Work”, and “Showing Improvement”. Faculty also use Starfish Progress Surveys to refer students to tutoring. The number of tutoring referrals shown below represents only those referrals that came about through the specified progress survey.

Spring Semester 2022 Progress Survey Data:

Progress Survey	Closed	Concern Flags	Kudos	Tutoring Referrals	Course Sections	Faculty Participation
1st Survey - Traditional Start Time Classes	2/14/22	1078*	4132	44	456	85%
2nd Survey – Traditional Start Time Classes	3/7/22	677**	3214	112	447	80%
B7 Progress Survey	3/29/22	67**	362	4	32	84%
1st Student Athlete Survey	2/3/22	39	228	N/A	166	76%
2nd Student Athlete Survey	2/24/22	44	140	12	165	70%
3 rd Student Athlete Survey	4/1/22	24	170	N/A	153	64%
4 th Student Athlete Survey	4/21/22	30	150	N/A	153	75%

- ✓ Attendance Flag, Missing/Late Assignments Flag, Low Quiz/Test Score Flag *
- ✓ In Danger of Failing Flags **
- ✓ Student Athlete Concern Flags include Athlete-Unsatisfactory Progress, Athlete-Not Attending Class, Athlete-Not Completing Assignments, Athlete-Unsatisfactory Behavior.

Student Support, conduct, & Appeals Data for April

- 9 Students requested assistance through the Student Assistance Program (SAP)
- 7 Students were reported for academic integrity violations
- 9 Students filed a request for an Administrative Appeal:
 - ✓ 3 Appeals to return following academic suspension
 - ✓ 2 Dual Enrollment – Lake County Eligibility Appeals
 - ✓ 1 Dual Enrollment – Private or Homeschool Eligibility Appeals
 - ✓ 2 Appeal for Late Withdrawal
 - ✓ 1 Waiver of Full Cost of Instruction
- 2 Student COVID-19 Exposure Reports were processed during this period



OFFICE OF THE PRESIDENT

Present to the Board: May 25, 2022

TO: Lake-Sumter State College
District Board of Trustees

FROM: Dr. Heather Bigard
Incoming President

RE: 5-09 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.



Executive Committee Meeting May 17, 2022

- I. Agenda Review
 - a. Regular Meeting
 - b. Closed Session
 - c. Consent Agenda
 - 1. Includes regular reports from Human Resources, Facilities, and Purchasing
 - 2. April DBOT Minutes
 - 3. April Facilities Committee Minutes
 - d. Scheduled Reports
 - 1. Includes President and Vice Presidents and the College Attorney
 - e. New Business
 - 1. Board Attorney Evaluation.
 - 2. Board Self Evaluation.
 - 3. Executive Session for UFF.
 - 4. Reorganization.
 - 5. Budget.
 - 6. President's Contract.

The next Executive Committee meeting will be on Tuesday, June 14, 2022.



Lake Sumter
State College

**Facilities Board Committee
Meeting Agenda**
May 23, 2022

- I. Call to Order- Bryn Blaise
- II. Pinecrest South Lake update
- III. Capital Projects Budget FY 2022-2023
- IV. Adjourn



OFFICE OF THE PRESIDENT

Present to the Board: May 25, 2022

TO: Lake-Sumter State College
District Board of Trustees

FROM: Dr. Heather Bigard
Incoming President

RE: 5-10 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.



May 16, 2022

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

Re: Board Attorney Report for May 25, 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 15, 2022 Leadership Lake County, Inc. filed an Amended Notice of Appearance listing two attorneys who will be representing its interests. Discovery is ongoing.

David Walton v. Lake Sumter State College, Case No. 2021-01; 5D22-0794. 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. On March 31, 2022 Dr. Walton filed an Administrative Notice of Appeal with the Fifth District Court of Appeal seeking judicial review of the Board of Trustees' decision. Attorney Brian Koji will be representing the College in the appeal. The Court entered an Order requiring the parties to complete a Mediation Questionnaire and a Confidential Statement Regarding Appropriateness of Appellate Mediation. Attorney Koji filed the same on April 5, 2022 in compliance with the Order. Mediation is scheduled to take place May 26, 2022 beginning at 1:00 pm via Zoom. Attorney Koji, Dr. Bigard and I will be in attendance virtually.

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. The 3rd District Court of Appeals ruled in favor of Miami-Dade College and reversed the trial court's ruling. The 3rd DCA stated,

In conclusion, Verdini has failed to identify an express, written contractual obligation to provide on-campus or in-person services in exchange for the various fees listed in the Complaint. Further, the Complaint does not contain allegations related to laboratory fees. And finally, Verdini is not entitled to discovery simply for alleging the possible existence of unspecified documents. We therefore reverse the order denying MDC's motion to dismiss and remand with instructions to dismiss the Complaint. Reversed and remanded

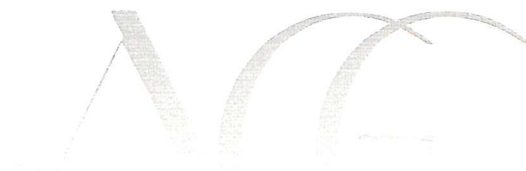
If you have any questions, please feel free to call me. I look forward to seeing you at the Board meeting.

Respectfully submitted,



Anita Geraci-Carver

cc: Dr. Bigard, Incoming President





Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: May 25, 2022

TO: Lake-Sumter State College
District Board of Trustees

FROM: Dr. Heather Bigard
Incoming President

RE: 5-11 - 2022-2023 Annual Operating and Capital Budgets

OVERVIEW:

Each year the LSSC Board of Trustees approves the annual operating and capital budgets.

ANALYSIS:

Three budget scenarios for the 2022-2023 Fund 1 Operating Budget are presented pending final approval of the State Appropriations bill. Each scenario includes a contingency for future allocation by the President.

Two spending plan scenarios for the 2022-2023 Fund 7 Plant Fund (Capital) Budget are presented pending final approval of the State Appropriations bill. They include investments in facility projects, deferred maintenance and technology.

Upon final action at the State level, the final budget will be presented to the Board of Trustees.

RECOMMENDATION:

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

FY23 Budget Scenarios

	FY 2021-22 Budget	FY 2021-22 Projected	FY 2022-23 Budget Proposal Optimal	FY 2022-23 Budget Proposal Reduced	FY 2022-23 Budget Proposal Flat
Student Tuition and Fees	9,453,920	8,779,230	8,954,815	8,954,815	8,954,815
State Appropriations	15,685,909	15,685,909	21,928,901	18,823,091	15,685,909
Other Revenue	1,088,900	2,377,605	870,000	870,000	870,000
Nursing Pipeline			830,059	0	0
Livewell			565,000	565,000	565,000
Transfers In	702,000	702,000	565,000	565,000	565,000
Total Revenue	26,930,729	27,544,744	33,713,774	29,777,905	26,640,724
Salaries and Benefits	20,145,692	20,774,779	23,530,702	22,950,702	20,203,000
Operating Expenses	6,285,010	5,905,095	6,498,700	6,410,710	6,285,010
Contingency	500,000	0	500,000	500,000	500,000
Transfers Out (Library)	0	864,870	3,000,000		
Total Expenses	26,930,702	27,544,744	33,529,402	29,861,412	26,988,010
Increase (Decrease) to Fund Balance	27	0	184,372	(83,507)	(347,286)

Lake-Sumter State College
FY 2023 Operating Budget

	Fiscal Year 2022-23	Fiscal Year 2021-22	
	Proposed Budget	Budget	Projected
Revenue			
<i>Student Tuition and Fees</i>			
Fall			
Tuition	2,520,100	2,802,600	2,499,112
Technology Fees	127,100	137,500	124,929
Distance Learning Fees	236,600	225,000	307,635
Dual Enrollment	315,300	323,600	309,586
HSCA	398,460	446,550	398,460
Lab Fees	158,610	137,800	94,360
Spring			
Tuition	2,253,800	2,375,100	2,224,068
Technology Fees	113,100	118,900	110,936
Distance Learning Fees	223,800	187,600	290,474
Dual Enrollment	388,700	424,000	380,243
HSCA	357,240	419,070	338,920
Lab Fees	134,120	106,700	97,027
Summer			
Tuition	965,900	1,071,900	873,455
Technology Fees	48,300	53,400	45,889
Distance Learning Fees	71,400	99,600	132,133
Dual Enrollment	0	0	0
Lab Fees	26,560	13,200	9,028
Youth Development	282,000	280,000	44,000
Cont. Ed	1,061,200	166,100	261,164
Miscellaneous Fees	65,800	95,700	64,300
<i>Total Student Tuition and Fees</i>	9,748,090	9,484,320	8,605,718
Base State Appropriation and Lottery	21,928,901	13,071,677	13,071,677
State Lottery Appropriation	0	2,317,578	2,317,578
Performance Funding	0	296,654	296,654
State Tiered Funding	830,059	0	0
<i>Total State Appropriations</i>	22,758,960	15,685,909	15,685,909
Foundation Support-Operations	111,500	20,000	20,000
Foundation Support-Sumter Partnership	0	90,000	90,000
<i>Total Foundation Support</i>	111,500	110,000	110,000
SEPCO	128,322	140,000	100,000
Indirect Cost Recovery	100,000	100,000	287,009
State Grants/Contracts	0	100,000	100,000
County Grants/Contracts	0	68,000	190,626
Private Grants/Contracts	909,000	30,000	28,440
<i>Total Grants and Contracts</i>	1,137,322	438,000	706,075
<i>Commissions</i>			
Total Revenue	33,755,872	25,718,229	25,107,702
COVID Stimulus	0	510,500	1,600,154
Transfer from Auxiliary	85,000	337,000	337,000
Transfer from Student Activity Fees	395,000	365,000	365,000
Total Operating Transfers	480,000	702,000	702,000
Total Revenue, Fund Balance, and Transfers	34,235,872	26,930,729	27,409,856

Lake-Sumter State College
FY 2023 Operating Budget

	Fiscal Year 2022-23	Fiscal Year 2021-22	
	Proposed Budget	Budget	Projected
Personnel Expenses			
Filled Positions			
Faculty	3,335,707	3,574,569	3,831,320
Staff	9,389,010	8,627,398	8,875,000
Other	558,956	235,000	0
Open Positions			
Faculty	721,406	45,900	0
Staff	1,574,111	887,317	0
Average Lapsed Salaries	(650,000)	(500,000)	0
Total Faculty and Staff	14,929,191	12,870,184	12,706,320
Adjuncts	776,326	865,450	827,589
Overloads	1,012,195	784,072	795,000
Other Pooled Positions	701,584	407,400	384,091
Total Pooled Positions	2,490,105	2,056,922	2,006,680
CARES Salaries	(260,000)	(439,180)	(228,000)
Total Wages	17,159,296	14,487,926	14,485,000
Full Time Faculty and Staff Positions Benefits	6,348,434	5,660,342	5,067,402
Pooled Positions Benefits	141,523	127,792	200,668
Vacation/Sick Leave Payout	250,000	250,000	250,000
CARES Benefits	(105,300)	(177,868)	(93,480)
Average Lapsed Benefits	(263,250)	(202,500)	0
Total Benefits	6,371,407	5,657,765	5,424,590
Total Personnel Expenses	23,530,702	20,145,691	19,909,590
Operating Expense			
Utilities	1,200,000	1,201,000	1,088,741
Custodial & Grounds Contract	1,105,000	1,110,000	1,175,025
Security Contract	360,000	330,000	330,000
Insurance	530,250	534,800	600,000
Telecommunications	189,800	190,100	60,100
Copier Rental	40,000	71,000	45,000
Major Software maintenance	921,050	818,144	704,200
Total Fixed Cost	4,346,100	4,255,044	4,003,066
Legal Fees	100,000	100,000	62,000
Out-of-State Travel	39,100	21,300	0
Base Budget-Other	2,535,598	1,908,666	1,520,203
Total Supplies and Service Expenses	7,020,798	6,285,010	5,585,269
Contingency	500,000	500,000	0
Transfer out	3,000,000	0	400,000
Total Supplies and Service Expenses	10,520,798	6,785,010	5,985,269
TOTAL Personnel, Supplies and Services	34,051,500	26,930,701	25,894,858
Increase (Decrease) to Fund Balance	184,372	28	1,514,998

Fund 7 - Plant Fund (Capital)
FY23 Spending Plan

	<u>Optimal</u>	<u>Reduced</u>
Projected FY22 fund balance	2,397,900	2,397,900
FY22 Transfer from Fund 1	864,870	864,870
FY23 Transfer from Fund 1	3,000,000	
 Projected FY23 Revenues		
FY22 State Approp	1,890,000	1,890,000
FY23 State Approp	5,496,208	2,500,000
FY23 Fee Revenue	1,300,000	1,300,000
Projects that qualify for HEERF/Grant		500,000
FY23 FA/Emerging Media Approp (partial)	500,000	-
Available funding	15,448,978	9,452,770
 Proposed projects (see list)	12,002,000	8,447,000
 Projected FY23 fund balance	3,446,978	1,005,770

Fund 7 - Plant Fund (Capital)
FY23 Proposed Projects

Category	Description	FY23 Proposed Budget	FY23 Reduced Budget	Fund
FA/Emerging Media	LE Emerging Media Ctr/Auditorium Planning, Design & Dev	400,000.00	-	Special Approp
Tech	Tech Refresh	590,000.00	590,000.00	Capital Improvement
Tech	Tech Plan Projects (Year 3)	150,000.00	150,000.00	Capital Improvement
Library	LE Library HVAC	800,000.00	800,000.00	Def Maint
Library	LE Roof Replacement Library	795,000.00	795,000.00	Def Maint
Roofs	Roof Maint and Repairs	500,000.00	300,000.00	Def Maint
HVAC	Large HVAC projects (SSB, exhaust fan overhaul, etc.)	500,000.00	300,000.00	Def Maint
HVAC	LE Cooling Tower Replacement	400,000.00	400,000.00	Def Maint
HVAC	SL CML HVAC	300,000.00	300,000.00	Def Maint
HVAC	SL Bldg 1 HVAQ Equipment and Install	250,000.00	250,000.00	Def Maint
HVAC	Building M HVAC Design and Replace 40 ton air handling	250,000.00	250,000.00	Def Maint
HVAC	LE Student Center HVAC Design and Replace	250,000.00	250,000.00	Def Maint
HVAC	LE WJ Bld HVAC Design and replace	200,000.00	200,000.00	Def Maint
HVAC	LE Convocation HVAC Design and replace	200,000.00	200,000.00	Def Maint
HVAC	UVC HVAC Air quality	200,000.00	200,000.00	Def Maint
HVAC	SU Bldg 5 HVAC Design and replace	120,000.00	120,000.00	Def Maint
Safety	Critical Life Safety modifications	100,000.00	100,000.00	Def Maint
Safety	LE Fire Safety Upgrade	50,000.00	50,000.00	Def Maint
Paving	LE Access road repaving	50,000.00	50,000.00	Def Maint
Safety	Emergency Lighting Repairs	40,000.00	40,000.00	Def Maint
Safety	SL Fire Safety Upgrade	5,000.00	5,000.00	Def Maint
HVAC	Building Envelope various	500,000.00	200,000.00	Def Maint
Library	LE Library Re-purpose/Remodel - (LE)	2,200,000.00	500,000.00	Local
HVAC	SL Faculties and SSC building Replacement	500,000.00	500,000.00	Local
HVAC	LE SSB Refurbish	500,000.00	500,000.00	Local
New structure	SU Workforce Instruction Restroom Facility	350,000.00	350,000.00	Local
General	Furniture and Equipment	300,000.00	150,000.00	Local
Building upgrades	SL Building #2 First Floor Redesign	205,000.00	-	Local
Building upgrades	LE LA Demo	150,000.00	150,000.00	Local
Building upgrades	LE Exterior Painting Project	150,000.00	-	Local
Building upgrades	Interior Painting	150,000.00	50,000.00	Local
General	Project Mgmt to be allocated	147,000.00	147,000.00	Local
General	Signage (LE SL SU)	100,000.00	100,000.00	Local
Building upgrades	LE FOB Lecture hall Demolition	100,000.00	100,000.00	Local
Building upgrades	SL Nursing Simulation Lab Expansion	100,000.00	100,000.00	Local
HVAC	SU Irrigation replacement	65,000.00	65,000.00	Local
Paving	Tennis Court resurface	30,000.00	30,000.00	Local
General	Disc Golf Maintenance	5,000.00	5,000.00	Local
Paving	Parking Lot Repair Sealing & Stripe	300,000.00	150,000.00	Parking Fees

Project Total 12,002,000.00 8,447,000.00



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: May 25, 2022

TO: Lake-Sumter State College
District Board of Trustees

FROM: Mr. Blaise
Chair, Board Facilities Committee

RE: 5-12 – Pinecrest Space Lease Addendum

OVERVIEW:

Pinecrest Academy, Inc. is currently leasing space on the South Lake Campus for the high school students at Pinecrest Middle High School. For the last two years, Pinecrest has leased space in Cooper Memorial Library and Building 1 on the LSSC South Lake Campus. An addendum was approved to the original Facility Use and Lease Agreement through August 15, 2022.

ANALYSIS:

The Addendum to the Facility Use and Lease Agreement extends the space use for one year to June 1, 2023 for 9th, 10th, and 11th grade students at Pinecrest Lakes Middle High School. There is a 5% inflation escalation adjustment included in the annual rate per square foot. There is also an expense reimbursement to LSSC for costs related to moving materials and equipment out of the additional spaces that are in the 2022-2023 lease agreement.

RECOMMENDATION:

It is recommended that the Board approve the Addendum to the Facility Use and Lease Agreement between Lake-Sumter State College and Pinecrest Academy, Inc.

ADDENDUM TO FACILITY USE AND LEASE AGREEMENT
Between
LAKE-SUMTER STATE COLLEGE and PINECREST ACADEMY, INC.

This Addendum is made and entered May 25, 2022 by and between Pinecrest Academy Inc., a Florida not for profit corporation, (hereafter "PINECREST") located at 6340 Sunset Dr., Miami, FL 33143 and LAKE-SUMTER STATE COLLEGE ("LSSC") a political subdivision of the State of Florida located at 9501 U.S. Hwy.441, Leesburg, FL 34788.

WHEREAS the parties entered into an agreement on June 24, 2020. (the "Original Agreement").

WHEREAS the parties hereby agree to extend the term of the agreement in accordance with the terms of the Original Agreement as well as the terms provided herein.

In mutual consideration of the mutual covenants contained herein, each party agrees to the following:

- The Original Addendum ends on August 16, 2022.
- The leased space would accommodate 9th, 10th, and 11th grade students for the 2022-2023 school year.
- The term of this Agreement may be extended with consent of the Board of Trustees on terms mutually agreeable to the parties in the form of a written amendment.
- The term is hereby extended for one (1) year through June 1, 2023.
- The square feet of space that LSSC shall make available and lease will be based on usage as listed on Appendix A. PINECREST will lease 16,043 square feet of space in Cooper Memorial Library and Building 1 on the LSSC South Lake Campus.
- PINECREST will pay an annual rental fee of \$14.42 per square foot (5% inflation escalation adjustment) of the space defined in Appendix A.
- PINECREST will reimburse LAKE-SUMTER STATE COLLEGE for expenses related to relocating materials and equipment from Bldg. 1.
- All other terms of the Original Agreement remain in effect.

Mr. Carlos Alvarez, Board Chairman

Dr. Heather Bigard, LSSC Interim President



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: May 25, 2022

TO: Lake-Sumter State College
District Board of Trustees

FROM: Dr. Heather Bigard
Incoming President

RE: 05-13 – FY22 Budget Amendment-Transfer from Fund 1 to Fund 7

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 Board is being asked to authorize the President to increase FY22 transfers (budget amendment) from the Current Unrestricted Fund (Fund 1) to the Unexpended Plant Fund (Fund 7) from \$0 to an amount not to exceed \$1,000,000, to be used for improvements to Campus Infrastructure.

The amount of funds to be transferred, as approved by the Board will be submitted by College staff to the Department of Education for final approval.

RECOMMENDATION:

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



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: May 25, 2022

TO: Lake-Sumter State College
District Board of Trustees

FROM: Dr. Heather Bigard
Incoming President

RE: 05-13 – FY22 Budget Amendment-Transfer from Fund 1 to Fund 7

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 Board is being asked to authorize the President to increase FY22 transfers (budget amendment) from the Current Unrestricted Fund (Fund 1) to the Unexpended Plant Fund (Fund 7) from \$0 to an amount not to exceed \$1,000,000, to be used for improvements to Campus Infrastructure.

The amount of funds to be transferred, as approved by the Board will be submitted by College staff to the Department of Education for final approval.

RECOMMENDATION:

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



OFFICE OF THE PRESIDENT

Present to the Board: May 25, 2022

TO: Lake-Sumter State College
District Board of Trustees

FROM: Dr. Heather Bigard
Incoming President

RE: 5-14 Tuition and Fee Schedule and Course Fee Changes FY22/23

OVERVIEW

The District Board of Trustees approves the tuition and fee schedule for each fiscal year. In accordance with *Florida Statutes* 1009.23(20), Lake-Sumter State College is notifying the community of proposed changes in institutional student fees before their consideration at the District Board of Trustees of Lake-Sumter State College meeting on June 22, 2022.

ANALYSIS

Tuition and Fees – The tuition and fee schedule was not changed from the prior year. Schedule attached.

Course Fees –The recommended changes to course fees are attached to this form. Affidavit of Publication and Press Release for fee increase notice is at: [LSSC proposing student fee modifications for 2022-23 year - Lake-Sumter State College](#)

RECOMMENDATION

For review. To be approved at the June 22, 2022 Board of Trustee meeting.

TUITION AND FEES HISTORY

AA/AS Degree	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23 Proposed
Tuition	81.20	81.20	81.20	81.20	81.20	81.20	81.20	81.20	81.20	81.20
Financial Aid	5.03	5.03	5.03	5.03	5.03	5.03	5.03	5.03	5.03	5.03
Student Activity Fee	7.56	7.56	7.56	7.56	7.56	7.56	7.56	7.56	7.56	7.56
Technology Fee	4.06	4.06	4.06	4.06	4.06	4.06	4.06	4.06	4.06	4.06
Capital Improvement Fee	7.88	7.88	7.88	7.88	7.88	7.88	9.88	11.88	11.88	11.88
Total Per Credit Hour	105.73	105.73	105.73	105.73	105.73	105.73	107.73	109.73	109.73	109.73
\$ Increase	1.00	-	-	-	-	-	2.00	2.00	-	-
% Increase	0.9%	0.0%	0.0%	0.0%	0.0%	0.0%	1.9%	1.8%	0.0%	0.0%

TUITION AND FEES PER CREDIT HOUR

Program	Actual FY 21/22	Proposed FY 22/23	Change	STATUTORY REFERENCE	Max per Statute	LSSC
AS/AA DEGREE						
TUITION	81.20	81.20	-	FL STATUTE 1009.23 (3) (a), (4)	64.78 - 82.78	
FINANCIAL AID FEE	5.03	5.03	-	FL STATUTE 1009.23 (8) (a)	max 7% of tuition rate if total revenue <\$500K	6.19%
ACTIVITY FEE	7.56	7.56	-	FL STATUTE 1009.23 (7)	max 10% of tuition	9.31%
CAPITAL IMPROVEMENT FEE	11.88	11.88	-	FL STATUTE 1009.23 (11)(a)	max 20% of tuition, increase capped to \$2 max year over year	14.63%
TECHNOLOGY FEE	4.06	4.06	-	FL STATUTE 1009.23 (10)	max 5% of tuition	5.00%
TOTAL	109.73	109.73				
AS/AA DEGREE NON-RESIDENT						
TUITION	81.20	81.20	-	FL STATUTE 1009.23 (3) (a), (4)	64.78 - 82.78	
OUT-OF-STATE FEE	248.33	248.33	-	FL STATUTE 1009.23 (3) (a), (4)	194.35 - 248.33	
FINANCIAL AID FEE	23.06	23.06	-	FL STATUTE 1009.23 (8) (a)	max 7% of tuition rate if total revenue <\$500K	7.00%
ACTIVITY FEE	7.56	7.56	-	FL STATUTE 1009.23 (7)	max 10% of tuition	2.29%
CAPITAL IMPROVEMENT FEE	65.90	65.90	-	FL STATUTE 1009.23 (11)(a)	max 20% of tuition, increase capped to \$2 max year over year	20.00%
TECHNOLOGY FEE	16.48	16.48	-	FL STATUTE 1009.23 (10)	max 5% of tuition	5.00%
TOTAL	442.53	442.53				
BACCALAUREATE DEGREE						
TUITION	91.79	91.79	-	FL STATUTE 1009.23 (3) (b) 1.	91.79	
FINANCIAL AID FEE	6.43	6.43	-	FL STATUTE 1009.23 (8) (a)	max 7% of tuition rate if total revenue <\$500K	7.01%
ACTIVITY FEE	7.56	7.56	-	FL STATUTE 1009.23 (7)	max 10% of tuition	8.24%
CAPITAL IMPROVEMENT FEE	11.88	11.88	-	FL STATUTE 1009.23 (11)(a)	max 20% of tuition, increase capped to \$2 max year over year	12.94%
TECHNOLOGY FEE	4.59	4.59	-	FL STATUTE 1009.23 (10)	max 5% of tuition	5.00%
TOTAL	122.25	122.25	-			
BACCALAUREATE DEGREE NON-RESIDENT						
TUITION	91.79	91.79	-	FL STATUTE 1009.23 (3) (b) 1.	91.79 (UCF \$105.07)	
OUT-OF-STATE FEE	275.37	275.37	-	FL STATUTE 1009.23 (3) (b) 1., 2.	no more than 85% of nearest university (UCF, \$511.06)	59.59%
FINANCIAL AID FEE	25.70	25.70	-	FL STATUTE 1009.23 (8) (a)	max 7% of tuition rate if total revenue <\$500K	7.00%
ACTIVITY FEE	7.56	7.56	-	FL STATUTE 1009.23 (7)	max 10% of tuition	2.06%
CAPITAL IMPROVEMENT FEE	41.52	41.52	-	FL STATUTE 1009.23 (11)(a)	max 20% of tuition, increase capped to \$2 max year over year	11.31%
TECHNOLOGY FEE	18.36	18.36	-	FL STATUTE 1009.23 (10)	max 5% of tuition	5.00%
TOTAL	460.30	460.30	-			
CAREER CERTIFICATE			-			
TUITION	73.40	73.40	-	FL STATUTE 1009.22 (3) (c)	66.41 - 73.40	
FINANCIAL AID FEE	7.34	7.34	-	FL STATUTE 1009.22 (5)	max 10% of tuition	10.00%
CAPITAL IMPROVEMENT FEE	3.67	3.67	-	FL STATUTE 1009.22 (6)(a)	max 5% of tuition	5.00%
TECHNOLOGY FEE	3.67	3.67	-	FL STATUTE 1009.22 (7)	max 5% of tuition	5.00%
TOTAL	88.08	88.08	-			
VOCATIONAL/ADULT GENERAL EDUCATION PER TERM						
TUITION	31.50	31.50	-	FL STATUTE 1009.22 (3) (c)	28.50 - 31.50	

Lake-Sumter State College

OTHER FEES

FEE TITLE	FREQUENCY	FY 22/23	PURPOSE and STATUTORY REFERENCE
ADMISSIONS APPLICATION FEE	Once	30.00	Ensure students are serious about pursuing a degree at LSSC, 1009.23 12(a)
ADVANCED MATH PLACEMENT TEST	Per test	20.00	Cover cost of testing materials and proctoring, 1009.23 12(a)
COMPETENCY BASED CREDIT	Per Credit Hour	30.00	Cover cost associated with research and processing competency based credit portfolio 1009.23 12(a)
DISTANCE LEARNING FEE	Per Credit Hour	15.00	As Per FL Statute 1009.23 16(a)
DISTANCE TESTING FEE	Per test	25.00	Cover cost of proctoring test, FL 1009.23 12(a)
DUPLICATE DIPLOMA FEE	Each	30.00	Cover Cost of paper, packaging and processing, 1009.23 12(a)
HESI TEST	Per test	49.00	Pass through fee. Fees not increased in line with cost of test, added another component to test, 1009.23 12(a)
INTERNATIONAL STUDENT APPLICATION	Once	30.00	Ensure students are serious about pursuing a degree at LSSC, higher cost due to more extensive processing, 1009.23 12(a)
ORDERING OFFICIAL LSSC TRANSCRIPTS	Each	30.00	Cover cost of printing, postage and packaging as well as processing, 1009.23 12(a)
PERT RETAKE	Per test	20.00	Cover cost of printing, postage and fee charged by Third- Part processor, 1009.23 12(a)
RETURN CHECK FEE	Each	25.00	Pass-through fee allowable per FL Statute 1009.12(a)
PERT	Per test	20.00	Cover cost of printing and proctoring, 1009.23 12(a)
TRANSCRIPT FEE	Each	5.00	Cover cost associated with printing and processing transcripts
PARKING FINE (if issued ticket by security)	Each	20.00	Levied to discourage behavior, 1009.23 12(a)
SECURITY EQUIPMENT FEE	Per On-campus Credit Hour	2.00	Cover cost of security equipment
PARKING FEE	Per On-campus Credit Hour	2.00	Cover critical repair and maintenance
CREDIT CARD CONVENIENCE FEE	Per payment	3.00 or 2.85%	Pass-through fee allowable per FL Statute 1009.12(a) E-Check option free of charge
TUITION INSTALMENT PLAN FEE	Per term	30.00 - 40.00	Pass-through fee allowable per FL Statute 1009.12(a)

Lake-Sumter State College
Proposed Fee Adjustments for 2022-2023 Academic Year

Proposed Fee Deletions							
Area	Fee Type	Subject	Course	Current FY 21/22	Proposed FY 22/23	Difference	Comments
EDT	LEDT	ETP	1100C	60.00	0.00	(60.00)	Moving to Non-Credit - no longer Credit offered
EDT	LEDT	ETP	1105C	148.00	0.00	(148.00)	Moving to Non-Credit - no longer Credit offered
EDT	LEDT	ETP	1130C	85.00	0.00	(85.00)	Moving to Non-Credit - no longer Credit offered
EDT	LEDT	ETP	1134C	166.85	0.00	(166.85)	Moving to Non-Credit - no longer Credit offered
EDT	LEDT	ETP	1135C	45.00	0.00	(45.00)	Moving to Non-Credit - no longer Credit offered
EDT	LEDT	ETP	1140C	76.02	0.00	(76.02)	Moving to Non-Credit - no longer Credit offered
EDT	LEDT	ETP	1150C	34.00	0.00	(34.00)	Moving to Non-Credit - no longer Credit offered
EDT	LEDT	ETP	2102C	57.01	0.00	(57.01)	Moving to Non-Credit - no longer Credit offered
EDT	LEDT	ETP	2110C	15.09	0.00	(15.09)	Moving to Non-Credit - no longer Credit offered
EDT	LEDT	ETP	2120C	30.18	0.00	(30.18)	Moving to Non-Credit - no longer Credit offered
EDT	LEDT	ETP	2131C	82.10	0.00	(82.10)	Moving to Non-Credit - no longer Credit offered
EDT	LEDT	ETP	2132C	109.00	0.00	(109.00)	Moving to Non-Credit - no longer Credit offered
EDT	LEDT	ETP	2137C	15.09	0.00	(15.09)	Moving to Non-Credit - no longer Credit offered
Environmental Science	L001	EVR	1001C	30.00	0.00	(30.00)	No longer offered
Math	CMAT	MAT	0019	14.00	0.00	(14.00)	No longer offered
Humanities	L001	MVK	1111	100.00	0.00	(100.00)	No longer offered

Proposed Fee Reductions							
Area	Fee Type	Subject	Course	Current FY 21/22	Proposed FY 22/23	Difference	Comments
Fine & Applied Arts	LART	ART	2540C	19.75	15.00	(4.75)	Cost of consumables
Biology	LBIO	BSC	2086C	45.00	40.00	(5.00)	Cost of consumables and services
Chemistry	LCHM	CHM	1025C	70.00	25.00	(45.00)	Cost of consumables
Chemistry	LCHM	CHM	2045C	110.00	75.00	(35.00)	Cost of consumables
Chemistry	LCHM	CHM	2046C	145.00	95.00	(50.00)	Cost of consumables
Biology	LBIO	MCB	2010C	80.00	50.00	(30.00)	Cost of consumables
Nursing	L001	NUR	1021C	12.00	9.00	(3.00)	Cost of consumables
Nursing	L001	NUR	1052C	12.00	9.00	(3.00)	Cost of consumables
Nursing	L001	NUR	2213C	12.00	9.00	(3.00)	Cost of consumables -General & Bridge
Nursing	L001	NUR	2214C	12.00	9.00	(3.00)	Cost of consumables -General & Bridge
Fine Arts	LART	PGY	1401C	26.36	10.97	(15.39)	Cost of consumables
Physical Science	LPHY	PHY	2049C	75.00	65.00	(10.00)	Cost of consumables
Nursing	CINS	NUR	1021C	14.00	13.00	(1.00)	Reduction in insurance
Nursing	CINS	NUR	1006C	14.00	13.00	(1.00)	Reduction in insurance
Nursing	CINS	NUR	2213C	14.00	13.00	(1.00)	Reduction in insurance

Lake-Sumter State College

Proposed Fee New							
Area	Fee Type	Subject	Course	Current FY 21/22	Proposed FY 22/23	Difference	Comments
Fine & Applied Arts	LART	GRA	1190C	0.00	10.97	10.97	Cost of consumables
General	Other	Accuplacer		0.00	20.00	20.00	Begins Spring 2023
General	Other	CLEP		0.00	25.00	25.00	Begins Spring 2023
General	Other	FCLE		0.00	20.00	20.00	Begins Spring 2023

Proposed Fee Increases							
Area	Fee Type	Subject	Course	Current FY 21/22	Proposed FY 22/23	Difference	Comments
Fine & Applied Arts	LART	ART	1300C	10.00	15.00	5.00	Cost of consumables
Fine & Applied Arts	LART	ART	1301C	10.00	15.00	5.00	Cost of consumables
Fine & Applied Arts	LART	ART	2750C	30.00	35.00	5.00	Cost of consumables
Fine & Applied Arts	LART	ART	2751C	30.00	35.00	5.00	Cost of consumables
Biology	LBIO	BSC	1010C	50.00	55.00	5.00	Cost of consumables
Mathematics	LMAT	MAC	1105	45.00	55.00	10.00	Cost of consumables
Mathematics	LMAT	MAT	0018	60.00	75.00	15.00	Cost of consumables
Mathematics	LMAT	MAT	0028	60.00	75.00	15.00	Cost of consumables
Mathematics	LMAT	MAT	0055	15.00	20.00	5.00	Cost of consumables
Mathematics	LMAT	MAT	1033	45.00	55.00	10.00	Cost of consumables
Physical Science	LPHY	PHY	1020C	70.00	80.00	10.00	Cost of consumables
Physical Science	LPHY	PHY	1020CH	70.00	80.00	10.00	Cost of consumables
Physical Science	LPHY	PHY	1053C	105.00	110.00	5.00	Cost of consumables
Physical Science	LPHY	PHY	1054C	70.00	130.00	60.00	Cost of consumables
Physical Science	LPHY	PHY	1057C	20.00	30.00	10.00	Cost of consumables
Physical Science	LPHY	PHY	2048C	65.00	75.00	10.00	Cost of consumables
Nursing	LNAT	NUR	1021C	293.00	306.00	13.00	Cost of tests/exams from outside vendor
Nursing	LNAT	NUR	1006C	348.00	383.00	35.00	Cost of tests/exams from outside vendor
Nursing	LNAT	NUR	1052C	293.00	302.00	9.00	Cost of tests/exams from outside vendor
Nursing	LNAT	NUR	1052C	293.00	306.00	13.00	Cost of tests/exams from outside vendor/Sprg 23
Nursing	LNAT	NUR	2213C	278.00	302.00	24.00	Cost of tests/exams from outside vendor/General
Nursing	LNAT	NUR	2213C	348.00	383.00	35.00	Cost of tests/exams from outside vendor/Bridge
Nursing	LNAT	NUR	2214C	278.00	293.00	15.00	Cost of tests/exams from outside vendor/General
Nursing	LNAT	NUR	2214C	348.00	383.00	35.00	Cost of tests/exams from outside vendor/Bridge
Nursing	LNLB	NUR	1021C	145.00	243.00	98.00	Cost of general lab supplies
Nursing	LNLB	NUR	1006C	130.00	222.00	92.00	Cost of general lab supplies
Nursing	LNLB	NUR	1052C	46.00	62.00	16.00	Cost of general lab supplies
Nursing	LNLB	NUR	2213C	30.00	42.00	12.00	Cost of general lab supplies/General
Nursing	LNLB	NUR	2213C	46.00	62.00	16.00	Cost of general lab supplies/Bridge
Nursing	LNLB	NUR	2214C	30.00	42.00	12.00	Cost of general lab supplies/General
Nursing	LNLB	NUR	2214C	46.00	62.00	16.00	Cost of general lab supplies/Bridge



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: May 25, 2022

TO: Lake-Sumter State College
District Board of Trustees

FROM: Dr. Heather Bigard
Incoming President

RE: 5-15 – Second Reading of new Board Rule: Pre-qualification of Contractors
for Educational Purposes

OVERVIEW:

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

- A new Board Rule to prequalify contractors to bid on educational facilities construction projects will make project bidding more efficient and ensure quality results.

ANALYSIS:

The new Board Rule is attached.

RECOMMENDATION:

It is recommended the Board accept the proposed new Board Rule.

**LAKE-SUMTER STATE COLLEGE
BOARD RULE**

TITLE: Pre-qualification of Contractors for Educational Facilities

NUMBER: 6.XX

AUTHORITY: Florida Statutes 1001.64; 1013.46
State Board of Education Rules 6A-2.0010

PAGE: 1 of 1

HISTORY: New – 05/??/2022

The District Board may pre-qualify bidders for construction contracts for educational facilities in accordance with Rules prescribed by the Department of Education, which require the pre-qualification of bidders of educational facilities construction.

A list of pre-qualified bidders shall be presented to the Board for approval.

The President is authorized to establish procedures to implement this policy, in conformity with Florida Statutes, State Board of Education Rules and the State Requirements for Educational Facilities.



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: May 25, 2022

TO: Lake-Sumter State College
District Board of Trustees

FROM: Dr. Heather Bigard
Incoming President

RE: 5-16 President's Contract

OVERVIEW:

The President's Contract of Employment for Lake-Sumter State College is brought for review by the District Board of Directors.

ANALYSIS:

The contract has been provided in advance of this meeting by the College's attorney.

RECOMMENDATION:

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

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

District Board of Trustees

Mr. Timothy Morris, Chairman
Mr. Peter Wahl, Vice Chairman
Dr. Heather Bigard, Incoming President
Ms. Anita Geraci-Carver, Board Attorney

Mr. Bryn Blaise
Mr. David Hidalgo
Ms. Jennifer Hooten
Mr. Bret Jones
Ms. Emily Lee
Ms. Ivy Parks

