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Lake Sumter State College

DISTRICT BOARD OF TRUSTEES

WEDNESDAY, June 22, 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, June 22, 2022
Leesburg Magnolia Room**

5:00 pm Public Board Meeting

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

- 6-01 Action: Minutes of May 25, 2022 Regular Meeting
- 6-02 Acknowledge: Staff Human Resources Transactions
- 6-03 Acknowledge: Monthly Fiscal Report for May 2022
- 6-04 Acknowledge: Facilities Report
- 6-05 Action: Purchases Over \$65,000
- 6-06 Action: Write-Off of Uncollectable Accounts
- 6-07 Action: Dual Enrollment Program Changes
- 6-08 Action: Dr. Sidor's Evaluation
- 6-09 Action: Dr. Sidor's Performance Payment

V. SCHEDULED INFORMATION REPORTS

- 6-10 President's Update Dr. Bigard
 - Vice-President's Reports/Other
 - Dr. Byrd, Dr. Vitale, Ms. Barber, Mr. Kemp, Mr. Kieft
- 6-11 Committee Reports
 - Executive CommitteeMr. Morris
- 6-12 Board Attorney's Report Ms. Geraci-Carver

VI. NEW BUSINESS

- 6-13 Action: Approval of Fee ChangesMr. Morris
- 6-14 Action: Capital Improvement Plan.....Dr. Bigard/Mr. Kieft
- 6-15 Action: Board Attorney EvaluationMr. Morris/Ms. Anita Geraci-Carver
- 6-16 Action: District Board of Trustees EvaluationMr. Morris
- 6-17 Action: District Board of Trustee Meeting DatesMr. Morris

VII. OTHER CONSIDERATIONS AS NEEDED BY CHAIRMAN/PRESIDENT

VIII. ADJOURNMENT

CALENDAR NOTES:

Executive Committee Meeting	Tuesday, August 9, 2022 8:30 am	Leesburg Campus
Board of Trustees Meeting	Tuesday, August 17, 2022 5:00 pm	Leesburg Campus Magnolia Room

PROPOSED 2022-2023 DISTRICT BOARD OF TRUSTEES MEETING DATES AND LOCATIONS

September 21, 2022	Leesburg
October 19, 2022	Sumter
November 16, 2022	South Lake
January 18, 2023	Leesburg
February 15, 2023	Sumter
March 22, 2023	Leesburg (4 th week due to spring break)
April 19, 2023	South Lake
May 17, 2023	Leesburg
June 21, 2023	Leesburg
August 16, 2023	Leesburg

OFFICE OF THE PRESIDENT

Present to the Board: June 22, 2022

TO: Lake-Sumter State College
District Board of Trustees

FROM: Dr. Heather Bigard
Incoming President

RE: 6-01 Minutes of the May 25, 2022 District Board of Trustees Meeting

OVERVIEW:

Attached are the minutes of the May 25, 2022 District 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 MAY 25, 2022**

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

ABSENT: Mr. Peter Wahl, Board Vice-Chair and Mr. Bret Jones, Board Member.

CALL-TO-ORDER:

The regular meeting of the District Board of Trustees, Lake-Sumter State College, was called to order at 5:27 p.m. on May 25, 2022, at the Leesburg Campus Magnolia 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 5-01 through 5-07 was made by Ms. Emily Lee, seconded by Mr. Bryn Blaise, and the motion carried unanimously. 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, the Executive Committee Meeting report was presented by Mr. Tim Morris, and the Facilities Committee report was presented by Mr. Bryn Blaise. All reports are located in the Board packet.

NEW BUSINESS:

Ms. Melinda Barber, Interim CFO, presented the Operating and Capital Budgets for FY 2022-23. Three different budget scenarios, which are dependent upon what is decided by the Governor, were offered to the Board for review. A motion to accept this item was made by Ms. Emily Lee, seconded by Mr. David Hidalgo, and the motion carried unanimously. The budget scenarios, Operating Budget and Fund 7 Spending Plan are located in the Board packet.

Mr. Bryn Blaise discussed the Addendum to the Facility Use and Lease Agreement with Pinecrest. Two major changes were made to the agreement. The term of the agreement was extended for one year and is non-renewable, and the rental fees were increased to \$18.00 per 2

sq. ft. The agreement was sent to Pinecrest for their review and signature. A motion to accept this item was made by Mr. David Hidalgo, seconded by Ms. Emily Lee, and the motion carried unanimously. A copy of the original Facility Use and Lease Agreement is located in the Board packet.

Dr. Heather Bigard and Ms. Melinda Barber introduced the Transfer Budget Amendment between Fund 7 and the Fund 1. The transfer amendment will not exceed \$1 million. A motion was made by Mr. David Hidalgo to accept this item, seconded by Mr. Bryn Blaise, and the motion was carried unanimously.

Dr. Heather Bigard and Ms. Melinda Barber introduced the proposed Tuition and Fee Schedule and Course Fee Changes to the Board. Tuition and fees will not change for the FY 2022-23. There are recommended changes to course fees. This is an Information item and no action was necessary. Copies of the Tuition and Fees History and Summary and proposed fee changes are located in the Board packet.

Dr. Heather Bigard and Ms. Melinda Barber introduced the Second Reading of the new Board Rule Pre-qualification of Contractors for Educational Purposes. Mr. Bryn Blaise summarized the Board Rule for the members of the Board and made a motion to approve. Ms. Ivy Parks seconded the motion and it was carried unanimously. A copy of the Board Rule can be found in the Board packet.

Mr. Timothy Morris and Ms. Anita Geraci-Carver presented the Employment Contract for Dr. Heather Bigard, Incoming President. After stating that she was satisfied with the terms of the contract, it was then executed by Mr. Morris, Dr. Bigard, and Ms. Geraci-Carver.

OTHER CONSIDERATIONS:

As Needed by Chairman/President

Chairman Morris reviewed the events on the calendar. He announced that the next regular Board meeting will be on Wednesday, June 22, 2022, at 5 p.m. at the Leesburg Campus.

There being no further business, the meeting was adjourned at 7:21 p.m.

ATTEST:

Mr. Timothy Morris, Chairman

Dr. Heather Bigard, Secretary/Incoming College President

Recording Secretary: Kelly McLean



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: June 22, 2022

TO: Lake-Sumter State College
District Board of Trustees

FROM: Dr. Heather Bigard
Incoming President

RE: 6-02 - Review of Human Resources Transactions - Staff

OVERVIEW:

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

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

ANALYSIS:

Please review attached summary.

RECOMMENDATION:

The District Board acknowledges receipt and review of this information.

Human Resources Transactions

May 17 – June 14, 2022

Staff Appointments:

Name	Title	Effective Date
Michelle Borders	Career Advisor	06/06/2022
Jennifer Madson	Assistant Director of Student Accounts	06/01/2022
Jacob Bryant	Library Technician I	06/01/2022

*Internal New Hire

Staff Promotions:

Name	Title	Effective Date
Anthony Grande	Facilities Technician IV	05/16/2022

Staff Resignations:

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: June 22, 2022

TO: Lake-Sumter State College
District Board of Trustees

FROM: Dr. Heather Bigard
Incoming President

RE: 6-03 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 May 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, President
District Board of Trustees

From: Melinda Barber, Interim Chief Financial Officer

Date: June 22, 2022

Re: Monthly Fiscal Report – YTD May 31, 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 92% completed.

Revenues

Total revenue booked to date is \$22,604,886, or 91% of the total budget of \$26,930,729.

- Tuition and fee revenue is trending below budget and is projected to be \$8,879,166 which is 6.1% under the budgeted amount.
- State support revenue is received throughout the fiscal year in installments. We have received a total of \$12,310,009 in General Revenue and Performance Funding and \$927,032 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 \$22,485,561 or 83% of the total budget of \$26,930,701.

- Salaries and benefits to-date are \$17,522,484 or 87% of budget.
- Operating and capital expenses to-date are \$4,963,077 or 73% of budget.

Year-End Projection

Revenues are projected to exceed expenses, providing an available transfer amount of \$941,768.

Attachment: May 2022 Operating Fund 1 Budget Report

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

	FY 20-21		FY 2021-2022			
	Annual Budget	5/31/2021	Annual Budget	5/31/2022	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	309,154	96%	309,154
HSCA Dual Enrollment	538,150	483,190	446,550	398,460	89%	398,460
Lab Fees	260,900	105,554	137,800	107,385	78%	107,385
Spring						
Tuition	\$ 2,468,900	\$ 2,366,622	\$ 2,375,100	\$ 2,213,546	93%	2,213,032
Technology Fees	123,400	118,338	118,900	110,685	93%	110,386
Distance Learning	157,900	354,045	187,600	290,625	155%	290,551
Dual Enrollment	412,200	422,667	424,000	381,062	90%	381,062
HSCA Dual Enrollment	538,150	423,650	419,070	338,920	81%	338,920
Lab Fees	142,200	55,640	106,700	96,982	91%	96,982
Summer						
Tuition	\$ 1,058,700	\$ 920,049	\$ 1,071,900	\$ 998,396	93%	1,008,352
Technology Fees	53,700	48,067	53,400	49,933	94%	50,714
Distance Learning	141,600	159,285	99,600	151,320	152%	152,959
Dual Enrollment	700	28,864	-	104,803	0%	-
Lab Fees	33,400	4,742	13,200	17,264	0%	18,848
Miscellaneous Fees	65,400	56,745	65,300	68,299	105%	64,300
Youth Development	280,000	36,461	280,000	75,558	27%	\$ 91,158
Continuing Education	117,700	169,249	166,100	286,586	173%	315,228
Total Student Tuition and Fees	\$ 9,928,600	\$ 9,433,082	\$ 9,453,920	\$ 8,930,654	94%	\$ 8,879,166
State CCPF Support	\$ 12,791,621	\$ 11,193,357	\$ 13,071,677	\$ 11,996,076	92%	\$ 13,071,677
State Performance Funding	628,896	435,663	296,654	313,933	106%	313,933
State Lottery	1,968,738	1,480,492	2,317,578	927,032	40%	2,317,578
Miscellaneous State Support	100,000	50,059	100,000	100,917	101%	105,000
Federal Support Indirect Cost	52,600	165,533	100,000	243,932	244%	250,000
Foundation Support	190,000	209,623	110,000	-	0%	110,000
Contracts	196,100	227,798	238,000	259,281	109%	299,042
Miscellaneous Revenue	251,200	35,481	30,400	27,989	92%	32,381
Uninsured Loss Recovery (HEERF)	-	-	510,500	1,600,153	313%	1,600,153
Total Revenues	\$ 26,107,755	\$ 23,231,088	\$ 26,228,729	\$ 24,399,967	93%	\$ 26,978,931
Transfers In	641,400.00	20.00	702,000	27,509	4%	702,000
Total Revenues and Transfers In	\$ 26,749,155	\$ 23,231,108	\$ 26,930,729	\$ 24,427,476	91%	\$ 27,680,931
EXPENDITURES						
Personnel Expenditures						
Salaries and Wages	558779 \$ 14,953,386	\$ 12,411,273	\$ 14,987,926	\$ 12,808,549	85%	14,855,368
Benefits	-355516 5,365,543	4,732,786	5,860,265	4,713,935	80%	5,972,147
Lapse Salary and Benefits	(705,000)	-	(702,500)	-	0%	-
Current Operating Expenditures	6,118,309	4,744,701	6,230,561	4,947,385	79%	5,891,648
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	\$21,902,739	\$26,930,701	\$22,485,561	83%	\$ 26,739,163
Transfer to Fund Other Funds	(400,000)	-	-	(42,888)		(941,768)
Excess of Revenues over (Expenditures)	\$ 9,028	\$ 1,328,369	\$ 28	\$ 1,899,027		\$ (0)



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: June 22, 2022

TO: Lake-Sumter State College
District Board of Trustees

FROM: Dr. Heather Bigard
Interim President

RE: 6-04 Facilities and Capital Projects Update

OVERVIEW:

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

ANALYSIS:

A report on the status on projects is attached.

RECOMMENDATION:

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

Facilities and Capital Projects 2021-2022

June 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 completed in Leesburg 6/9/22.
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

June 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 near complete. 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 Complete. 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 final plan due 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. Repair to Leesburg Health Science Center 1st floor AHU scheduled wk of June 6th. Reviewed several HVAC proposed replacements requiring design with the mechanical engineer June 9th.
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. Reviewing Construction Proposals 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

June 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. Roof Scan report rcvd 6/3/22 is in review for the Center for Teaching & Learning to define roof restoration scope of work. New Gutters & downspouts install completed for the WJ Administration Bldg. 6/10/22.
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. Bids are being accepted on the Leesburg front access road.
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 in May. SSC are reviewing the bids and assisting in project management. The PO was issued to Dozier Irrigation.
SU Bldg-4 Gutter Replacement/repair	\$30,000	Local	Completed

Facilities and Capital Projects 2021-2022

June 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 completed 05/2022. Design Development phase is 75% complete. Design meetings are biweekly, next meeting scheduled 06/23/22.
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 10/2021

Facilities and Capital Projects 2021-2022

June 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 and exterior doors at Sumter Center. 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	Completed 02/2022
LE Building 8 - IT Offices	\$54,000	Local	Completed 01/2022
SU Workforce Instructional Pavilion & Exterior Restrooms	\$300,000	Local	Design Development in progress. Updated Civil plan issued by Springstead 05/2022. Construction timeline (TBD).
LE SSB 210 Conference Room Refresh	\$10,000	Local	Completed 04/2022

Facilities and Capital Projects 2021-2022

June 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.



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: June 22, 2022

TO: Lake-Sumter State College
District Board of Trustees

FROM: Dr. Heather Bigard
Incoming President

RE: 06-05 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 05/01/2022 - 05/31/2022 are attached.

RECOMMENDATION:

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

Vendor: CXtec
Item Description: Cisco IP Phones QTY 360
Amount: \$ 69,966.00
Purchase Order #: P2200708
Vendor Code: CXTEC

Vendor: Proctor U
Item Description: Online Proctoring Exams May 2022-May 2023
Amount: \$ 85,000.00
Purchase Order #: P2200718
Vendor Code: X0013267

Vendor: CAE Healthcare
Item Description: DEU Simulation Learning Lab Learning Space Furniture
Amount: \$ 80,367.00
Purchase Order #: P2200730
Vendor Code: X00116939

Vendor: CAE Healthcare
Item Description: JUNO Skills Nursing Manikins QTY 9
Amount: \$ 273,485.99
Purchase Order #: P2200798
Vendor Code: X00116939



OFFICE OF THE PRESIDENT

Present to the Board: June, 2022

TO: Lake-Sumter State College
District Board of Trustees

FROM: Dr. Heather Bigard
Incoming
President

RE: 6-06 Write-Off of Uncollectible Accounts

OVERVIEW

Florida Statue 1010.03 Delinquent Accounts permits the District Board of Trustees to charge off delinquent accounts. Even then, holds will be maintained on students' records to prohibit students from registering for future classes or release of transcripts, until amounts due to the College are paid.

STATUS

The College has an agreement with ConServe and Williams & Fudge collection agencies on past due accounts. The attached Accounts Receivable list includes: returned checks, outstanding fee deferments, Pell repayments, and Return to Title IV repayments for a total write off of \$104,387.06. The largest amount comes from Tuition and Fees, totaling \$50,940.39 (48.8%). The next largest delinquent accounts are from federal loan repayments and Return to Title IV repayments (26.1%). For FY2019-2020* total revenue from tuition and fees was \$9,481,769.00 therefore the \$104,387.06 in write offs represents only 1.1% of total tuition and fees that were due for that fiscal year. The write-off amount for 2019-2020 was 72% higher than the previous year as a result of the COVID pandemic.

At total of \$13,892.19 or 11.7% was collected during the 2021-2022 fiscal year against previous bad debt expense. The collection agencies automatically list past due uncollected accounts with TRW Credit Bureau, Trans Union Credit and Equifax, Inc. National Credit Bureau.

*Accounts are written off as bad debt or uncollectible two years after they become due.

RECOMMENDATION

It is recommended that the District Board of Trustees approve the write-off of uncollectable accounts as presented.

FY19-20 Student Accounts Write-Off Summary

Description	Count	Fall 2019	Spring 2020	Summer 2020	Balance
Tuition/Fees	62	30,758.24	14,475.48	5,706.67	50,940.39
Loan Repayment/R2T4	29	9,433.21	10,995.34	6,798.00	27,226.55
Pell Repayment/R2T4	32	12,777.40	4,504.27	3,187.13	20,468.80
FA Repayment	5	825.00	2,299.26	242.37	3,366.63
VA Repayment	2	1,472.76	-	332.19	1,804.95
Bookstore Charges	3	182.00	185.45	-	367.45
Returned ACH	1	117.29	-	-	117.29
Fines	5	50.00	45.00	-	95.00
	139	55,615.90	32,504.80	16,266.36	<u>104,387.06</u>



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: June 22, 2022

TO: Lake-Sumter State College
District Board of Trustees

FROM: Dr. Heather Bigard
Incoming President

RE: 6-07 Dual Enrollment Articulation Agreements

OVERVIEW:

We are required by statute to update and sign new Dual Enrollment Agreements each year. The agreements included under this action include:

- 22-23 Lake County Public DE Agreement
- 22-23 Lake County Collegiate High School Agreement
- 22-23 Sumter County Public DE Agreement
- 22-23 Sumter County Collegiate High School Agreement
- 22-23 Villages Early College DE Agreement
- 22-23 Villages Career Pathway Agreement
- 22-23 Private School DE Agreement (used by all private schools in both counties)
- 22-23 Home Education DE Agreement (used by all home ed entities in both counties)

ANALYSIS:

There were no state-mandated changes to the Dual Enrollment template and no changes were made to the Dual Enrollment-related statutes. These agreements were edited for language consistency and operational changes. The College Attorney has reviewed these changes to the agreements. A summary of the changes is included.

RECOMMENDATION:

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

	Lake County	Sumter County	Home Education	Private Schools	Villages High School
GPA Requirement	High School unweighted GPA of 3.0	High School unweighted GPA of 3.0	High School unweighted GPA of 3.0	High School unweighted GPA of 3.0	High School unweighted GPA of 3.0
Grade Level	6-12 grade	6-12 grade	6-12 grade	6-12 grade	6-12 grade
Test Score Requirements	See below	See below	See below	See below	See below
Maintain DE eligibility	2.0 LSSC 3.0 High School	2.0 LSSC 3.0 High School	2.0 LSSC 3.0 High School	2.0 LSSC 3.0 High School	2.0 LSSC 3.0 High School
Class availability	Selected by the district per Agreement	Selected by the district per Agreement	All classes	All classes	All classes
Credit limit	9 credits fall/spring; 7 credits summer	9 credits fall/spring; 7 credits summer	9 credits fall/spring; 7 credits summer	9 credits fall/spring; 7 credits summer	18 credits fall/spring; 12 credits summer
Early Admission eligibility	3.0 LSSC GPA and senior year class status	3.0 LSSC GPA and senior year class status	3.0 LSSC GPA and senior year class status	3.0 LSSC GPA and senior year class status	N/A
Early Admission credit limit	12-18 credits	12-18 credits	12-18 credits	12-18 credits	N/A
Books	Paid for by school district fall and spring, Summer TBD	Paid for by school district fall and spring, Summer TBD	Paid by LSSC, Eligible for reimbursement by OSFA	Paid by LSSC, Eligible for reimbursement by OSFA	Paid for by VHS

Test Score Requirement (test scores eligibility is set by the state of Florida)

	Reading	Writing/English	Math
PERT	106	103	114
SAT	19	17	19
ACT	24	25	24

Definitions:

- **Dual Enrollment** - Dual Enrollment course options are intended to shorten the time necessary for a student to complete the requirements associated with the completion of a high school diploma and a postsecondary degree, broaden the scope of curricular options available at the high school, and increase the depth of study available.
- **Early Admission** – Early Admission allows students to enroll full time at LSSC. To be eligible, students must complete at least one semester at LSSC and maintain an LSSC and High School GPA of 3.0 and be a second semester junior or senior in high school.
- **Unweighted GPA** – Calculates a student’s overall GPA out of a 4.0 scale and does not factor in the difficulty the student’s previous coursework.
- **Dual Enrollment Agreement** – Agreement signed between Lake-Sumter State College and the partner school district/private school. In the case of Home Education students, the agreement is between LSSC and the parent/guardian of the student.
- **Collegiate High School Agreement** – outlines the process regarding how a Dual Enrollment student can enroll at LSSC as a full-time student.

Proposed Changes for 2022-2023 Agreements:

1. Dates changed to reflect the current year (July 1, 2022, to June 30, 2023)
2. Any location with a hyperlink also listed the actual website.
3. The maximum course load was increased from 9 to 10 to include 4 credit courses.
4. Due to differences in the school districts, we created three sections that provide optional choices. This enables LSSC to standardize all the agreements and allows the entities to select their choice.
 - a. Schools can choose to allow courses of less than full term.
 - b. Schools can select if they want the student to apply for early admission dual enrollment as a second semester junior or senior.
 - c. Schools can select the weighting they use for dual enrollment courses as 6.0 or 5.0 on a 4.0 scale.
5. PSAT Testing option removed.
6. Removed the requirement for the school counselor to sign the withdrawal form. LSSC will notify the school counselor when the student withdraws.
7. We changed references from SOAR (Student Orientation Advising & Registration) to NSAR (New Student Advising & Registration).
8. We changed references from LOIS to myLSSC.
9. In the Private School Agreement language was added that LSSC would participate in the Dual Enrollment Scholarship Reimbursement funding program offered by the State. In the event we receive reimbursement the funds will be returned to the schools in the same amount received from the State.
10. Dual Enrollment students will only be allowed two attempts to take a class. Third attempt classes will not be approved.

Agreements:

In partnership with staff from Lake County Schools, Sumter County Schools, and the Villages Charter School, we have prepared the following Dual Enrollment Agreements 22-23 agreements:

- 22-23 Lake County Public DE Agreement
- 22-23 Lake County Collegiate High School Agreement
- 22-23 Sumter County Public DE Agreement
- 22-23 Sumter County Collegiate High School Agreement
- 22-23 Villages Early College DE Agreement
- 22-23 Villages Career Pathway Agreement
- 22-23 Private School DE Agreement (used by all private schools in both counties)
- 22-23 Home Education DE Agreement (used by all home ed entities in both counties)



OFFICE OF THE PRESIDENT

Present to the Board: June 22, 2022

TO: Lake-Sumter State College
District Board of Trustees

FROM: Dr. Heather Bigard
Incoming President

RE: 6-08 Evaluation for Dr. Stanley Sidor

OVERVIEW:

Each year the Lake-Sumter State College President completes an evaluation based on his performance the prior year.

ANALYSIS:

The evaluation metrics are created by the president and approved by the Lake-Sumter State College Board of Trustees. The board receives a JotForm to complete their individual evaluation which is compiled by the board attorney.

RECOMMENDATION:

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

**Lake-Sumter State College
District Board of Trustees
Annual Evaluation of College President – Dr. Sidor
June 2022**

Total Responses: 4

(D. Hidalgo, J. Hooten, E. Lee, I. Parks)

Evaluation Criteria	Average Rating	Total Possible
Student Focused Measures - Achievement of State Performance Goals pursuant to F.S. 1008.45	30	30
Building Collaborative Partnerships	11.75	15
Developing New Partnerships	10.5	15
Influencing the External Environment	9.5	10
Administration and Efficiency	9.25	10
Internal and External Relationships	8.25	10
Lead Through Innovation	9.25	10
Total Rating	88.5	100

General Comments

- The Pinecrest partnership is tentative and has run into glitches but the partnership with Lake Technical shows great promise for the future.



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: June 22, 2022

TO: Lake-Sumter State College
District Board of Trustees

FROM: Dr. Heather Bigard
Incoming President

RE: 6-09 Dr. Sidor's Performance Payment

OVERVIEW:

The President's contract stipulates a bonus be paid based on the annual evaluation of the President.

ANALYSIS:

The President qualifies for the bonus per the contract.

RECOMMENDATION:

It is recommended that the performance payment be approved.

OFFICE OF THE PRESIDENT

Present to the Board: June 22, 2022

TO: Lake-Sumter State College
District Board of Trustees

FROM: Dr. Heather Bigard
Incoming President

RE: 6-10 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:

This item is for discussion only.



Lake Sumter State College

Division of Administrative and Business Affairs

Update for the President and Board of Trustees
June 22, 2022

Dr. Heather Bigard, Incoming President

DAILY ENROLLMENT

(as of 6/15/2022)

	Summer 2022	Summer 2021	Difference	Difference from Summer 2021 to Summer 2022	Final Summer 2020	Final Summer 2019
Head Count (HC)	2268	2208	60	2.7%	2476	2522
Full Time Equivalent (FTE)	457	450	7	1.6%	511	493
Fee Paying HC	1778	1774	4	0.2%	1962	1989
Fee Paying FTE	378	377	1	0.1%	426	405

	Fall 2022	Fall 2021	Difference	Difference from Fall 2021 to Fall 2022	Final Fall 2020	Final Fall 2019
Head Count (HC)	1987	1393	594	42.6%	4921	5155
Full Time Equivalent (FTE)	592	449	143	32.0%	1431	1512
Fee Paying HC	1501	1053	448	42.5%	3522	3774
Fee Paying FTE	445	321	124	38.5%	1054	1126

ADMISSIONS, RECORDS & FINANCIAL AID

Arminta Johnson, Interim Director of Enrollment Services

- The Recruitment team is holding Campus Tour Days for new LSSC students. Students select a day and time to come to campus for a tour, a simulated instructor lecture and insider tips from current students. There are two days for the Leesburg and South Lake campuses in June and July and one day for the Sumter campus.
- The 2022-2023 Dual Enrollment Agreements have been revised, reviewed, and prepared to be sent to different schools for signatures.
- The Department of Education has waived verification requirements for the 22-23 school year for financial aid students. This alleviates the burden of document submission for the students and the financial aid office. Eligible students are receiving their financial aid offers this week.
- Records has completed the review of spring graduates, and diplomas will be mailed this month.
- Admissions is working with IT and RTS to build and test the new admissions application for students. The new product integrates with Banner and collects all the information in one place.
- A new Director of Admissions, Ramona Hicks, has been hired.
- Various staff members attended the FASFAA (Florida Association of Student Financial Aid Administrators), FACRAO (Florida Association of Collegiate Registrars and Admissions Officers) and Veterans conferences.

ATHLETICS & STUDENT LIFE

Mike Matulia, Executive Director

- Erin Ellis received the FCSAA “Roberta Stokes” Volleyball Scholar-Athlete Award, in recognition of her outstanding Academic career, athletic achievements, and service to the community. She maintained a 3.90 GPA, while participating in Volleyball and Beach Volleyball.
- Beach Volleyball, Baseball, and Volleyball Teams achieved NJCAA All-Academic Team honors for Team GPA’s above 3.0.
- The 23rd Annual Athletic Golf Classic will be held at Harbor Hills CC on Friday, September the 16th.

CAMPUS SAFETY

Rebecca Nathanson, Executive Director

- COVID cases continue to be monitored.
- Employee evaluations were completed.
- Conducting search and interviews for a Campus Safety Manager to be positioned at the South Lake campus.
- Completed reprogram of Motorola radio channels and relocation of the South Lake antenna to provide better communication on and between campuses.

CONTRACTS ADMINISTRATION

Bruce Duncan, Contract Manager

- Assisting Dean Hogans with the Criminal Justice Academy for MDHS.
- Creating space lease agreements for Career Source and Friends Church for Sumter Campus.
- Attended Eustis City Council hearing with Dr. Bigard.
- Attended Lake 100 reception.
- Worked on Agreements with Nick Kemp for software and services.
- Reviewed agreements for the Foundation for events.
- Reviewed Sumter Operations Agreement with Mr. Kieft and Dr. Bigard.
- Met with Dr. Bigard and RoMac CEO Don Magruder to discuss how the college can assist them with training programs and employee development.
- Meeting with LCSB, SCSB and Villages High School to finalize DE Agreements.
- Finalizing Affiliation Agreements with Clinical Partners for Nursing Program.

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

- With the assistance of Melinda Barber, Facilities finalized and submitted the FCS Deferred Maintenance List for \$5,496,208 concentrating on HVAC, Roof Repairs, Building Envelope, and Critical Life Safety needs.
- Attended a meet and greet Zoom session with Maria Caspary, Director of Facilities Planning and Budgeting for the Division of Florida Colleges, for her to better understand LSSC's current and future facility needs.
- Participated in a technical assistance session from the U.S. Department of Education on the expanded use of HEERF (a)(2) funds on construction, renovation, and real property projects.
- The Facilities and Grounds teams assisted vendors and the Campus Transformation Executive Director Sandra Stephenson in beautifying the Leesburg Campus to prepare for campus tours by prospective students.
- The blower fan assembly, which has been out of service since early April, has been installed for the first floor of the Health Sciences Center in Leesburg.
- On June 9, the Facilities team escorted Hanson Engineering on a site visit to the Leesburg Campus to scope six additional HVAC projects for the coming year. These projects are in the Athletics Director office suite, Bldg. M, Student Center, Williams-Johnson Administration Building, Student Services Building, and Lake Hall.
- The Facilities team put up and took down the stage in the gym for the Lake Tech graduations on June 10.
- Coordinated with a moving vendor to shift furniture on the South Lake Campus to create additional space for Pinecrest Lakes Middle High School in Bldg. 1
- Chairing the Vice-President of Enrollment and Student Affairs Search Committee.

CAMPUS TRANSFORMATION & EVENTS MANAGEMENT

Sandra Stephenson, Executive Director of Campus Transformation and Events Management

Leesburg Campus:

- President Suite remodel almost complete; looking at 2nd week July for move in.
- Director of Production Studio office remodel in process.
- Moving Audio Visual Technician into office in Lake Hall.
- Honors Lounge/study room in Science Math refresh in progress.
- Fountain in Quad being restored as well as new landscaping.
- New Workflow Process for Room Management in official testing phase to improve the coordination of reserving spaces on each campus.

Sumter Campus:

- Family Church-Sumter fee schedule emailed; working on new rental agreement to be signed; occupancy date for building 4 is July 10th

HUMAN RESOURCES

Deborah Franklin, Executive Director

- Increased attention to diversifying recruiting methodologies resulted in increased quality and number of candidates for most advertised positions, including current Vice President of Enrollment and Student Affairs, Vice President of Finance/CFO; Director of Admissions, Director of Production Studio, Marketing Manager and Instructor, BAS-SL.
- Continued collaboration with Faculty, specifically General Studies and Allied Health, to develop multi-media approach to recruitment campaigns.
- Further development has continued regarding the use of Canvas not only as an onboarding tool 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.
- Final testing of enhancements to Employee Action Requests (EAR) were completed. Next steps include creating the *User’s Guides* and training roll out to all end users. Anticipated completion September 2022.
- Completed **FMLA Guide** to serve as a resource to staff when planning and/or requesting leaves of absence that meet eligibility requirements for this protected leave. Created reporting format to Payroll to ensure accuracy in payment of paid time off (PTO) during an approved FMLA.
- Collaborating with e-Learning to develop supervisors training class in Canvas to provide education on inter-relationship between FMLA, ADA and short-term disability, and define management/employee roles and responsibilities regarding each.
- Attended June COBA/CUPA-HR Conference.

INFORMATION TECHNOLOGY

Nick Kemp, Chief Information Officer

- Attended the Council of Business Affairs (COBA) conference in Lake Mary, FL.
- The new Admissions Application has been created and is expected to be available in mid-June.
- 16 printers are being refreshed and three removed as we look to continue reducing our footprint. This will result in an annual savings of over 10K.
- Our new ISE servers are now running in parallel to our existing environment. Next steps for BYOD will be testing provisioning and posturing PCs and Apple products.
- William-Johnson building phones and switches have all been replaced and upgraded from 100MB to 1GB.
- New financial aid scanners have arrived and are in the process of being replaced.
- Lake Hall 106 PCs will receive the new student image which includes the new Windows 11 operating system.
- Cybersecurity PSA #6 has been created and can be viewed here:
<https://youtu.be/FnFxykiEGeY>
- Banner Team and PIIR continue to meet regularly and work together on developing new Argos dashboards and reports for LSSC stakeholders. Currently working through the rollout of requests to Cabinet, Deans, Directors etc. FAST Finance transition and phaseout is currently also underway.
- Transcripts are now all electronic! FASTER transcripts are no longer printed. They are now automatically converted to PDFs when we receive them. We are working on fully automating the data entry process (transfer articulation).

LAKEHAWK LEADERSHIP ACADEMY

Deb Snellen, Executive Director

- Finalizing performance appraisals for all staff. Variety of methodologies used to provide training on how to use the system and how to have a productive performance conversation including email drips, Teams presentations, personal instruction, and infographics.
- Updated and relaunched 90-day evaluation program for all new hires, transfers, and promotions.
- Worked with Dr. Elizabeth Manuel to create training module on goal setting for managers and supervisors as part of Leadership Keys program.
- Incorporating LinkedIn Learning into Leadership Keys program and uploading program modules into Canvas for sustainability. Developing learning pathways in LinkedIn Learning.
- Updating Guidebook and Administrative Procedure for Staff and Program Development (SPD) process.
- Attended International Conference of the Association for Talent Development in Orlando.

PROCESS IMPROVEMENT AND INSTITUTIONAL RESEARCH

Dr. Mark Duslak, Executive Director

- Argos report building for Cabinet has begun.
- AEFIS Assessment software solution onboarding has begun.
- Serving on VP of ESA Search Committee.
- Assisted with Tech Planning 3-year Plan retreat.

STRATEGIC INNOVATION AND DIGITAL EDUCATION

Michael J. Nathanson, Executive Director

- Welcomed Naomi Gonzalez-Freites as the Director of the Production Studio.
- Attended Florida Virtual Campus Meeting June 7- 8 in Orlando.
- Toured the Production Studio University of Central Florida.
- Facilitated discussions on eLearning at Tech Planning Retreat.
- Completed next in Series Cyber Security Video.
- Developed Student Readiness Course for Online Learning.
- Worked on several projects for Human Resources and LakeHawk Leadership Academy.

FINANCIAL SERVICES

Melinda Barber, AVP of Financial Services and Controller

- The proposed State operating appropriation with a 39.8% increase from prior year was approved by the governor and the optimal budget scenario is being implemented.
- Attended June COBA Conference, participating in Accounting Committee and Controller meetings.
- Welcomed new Assistant Director of Student Accounts Jen Madsen.

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

June 22, 2022

Dr. Laura Byrd, Senior Vice President, Institutional Advancement

CAREER DEVELOPMENT SERVICES

Dr. Laura Byrd

- The South Lake Campus career advisor position was filled. The advisor's name is Michelle Borders. She started work on June 6. She comes to the College with ten years of career advising experience.
- Career Development Services is organizing a Fall Career Event for current students.
- Employer Internship Handbook has been updated to include new Work-Based Learning Standards.
- HB1507 work group continues to embed career material into workforce programs.
- Based on Board of Trustee input CDS is creating an employer survey to gain insight into student hiring/interviewing trend and numbers.

CORPORATE TRAINING & CONTINUING EDUCATION

Greg Jones, Director of Corporate Training and Continuing Education

- The EDT day-time bootcamp graduated 10 students last week. Duke Energy attended the skills day and talked to our students in detail about the job and their hiring packages.
- The EDT night/weekend bootcamp class began June 1 and has 12 students. This is the first time the college has introduced the bootcamp model to the night/weekend class.
- The EDT program will begin training another SEPCO cohort as part of our journeyman contract June 13. This will be followed by three more cohorts over the coming two months.
- We have scheduled our Phlebotomy classes for this fall.
- The Continuing Education department has added another online partner to begin offering various computer programming classes with national certification pathways. This company has experience working with CareerSource students. This should fill our need to find a provider with beginner's level training classes and meet the needs of Career Source Clientele.
- The CDL program on the Sumter Campus had its first anniversary on May 18th. The college has trained 567 students over this one-year period. We have now passed over the 600-student mark.

- Continuing Education has secured three experienced instructors for the Dialysis Technician program. We are planning on offering this course on all three campuses beginning in late summer.
- Continuing Education is creating a program to teach students how to create and market an audio/video podcast. We have an experienced instructor and are finalizing the curriculum in the coming weeks.

EDUCATIONAL OPPORTUNITY PROGRAMS

Dr. Roland Nunez, Director of Educational Opportunity Programs

- Dr. Roland Nuñez attended Alternative Placement Conference in Jacksonville to work on ways to increase college access to Lake and Sumter students.
- Researched potential grant opportunities to increase support for underserved students; met with previous grant recipients for advice
- Met with HSCA to discuss potential collaboration opportunities in upcoming year

Upward Bound

- 6-Week intensive Upward Bound summer program officially started June 13th, including a hybrid of in-person and virtual classes in Math, English, Science, and Film.
- Program held “Power Your Professional” Professional Coaching & Mentoring Session on Wednesday
 - 7 students attended
- Enrolled three students to the Upward Bound/Lake-Sumter Summer Bridge program

Talent Search

- Took 100 students to college tours in Daytona Beach
 - Visited Bethune-Cookman University
 - Visited Embry-Riddle Aeronautical University
- Recruited 6 new students in the month of May

GRANTS

Gerald Paige, Senior Grant Manager

- McAllister & Quinn Organizational Analysis matrix was received and a meeting was held to discuss opportunities for future funding. The matrix will be reviewed by the LSSC leadership to determine viable options.
- National Endowment for the Arts, Arts Engagement in American Communities Letter of Interest was submitted on 6.8.22. The LSSC Foundation received an

invitation to apply for a grant of \$10,000 to support the Foundation Performing Arts Series.

- The Foundation received the Charles & Mary McLin Foundation grant award in the amount of \$25,000 to support the expansion of the nursing program.
- The Live Well Foundation of South Lake asked to meet with LSSC leadership to discuss the grant in more detail. Dr. Bigard, Dr. Byrd and Dr. Vitale attended the meeting on June 9 at the National Training Center. It went very well. We expect an update on the grant June 15, 2022.
- The College was not awarded the UPWARD Bound grant for 2022/2023. We are working with Ramona Munsell, our grant consultant to learn more.

LSSC FOUNDATION

Dr. Laura Byrd, Executive Director of LSSC Foundation

- The 2022/2023 season of the George O. Pringle Performing Arts Series is open for ticket sales and the series has returned to full capacity in the Fine Arts Auditorium. We have opportunities for corporate sponsorships to support the series. Visit the website for more information.
- The Fall 2022 scholarship application is currently open through June 30, 2022. All LSSC students with a 2.0 GPA and in good academic standing are eligible and encouraged to apply. The Foundation plans to award \$500,000 in scholarships for Fall 2022. Please share this opportunity with students!
- Professionals Planned Giving Seminar: The 23rd Annual Professionals Planned Giving Seminar in partnership with the AdventHealth Waterman Foundation will be held Friday, August 26, 2022, at The Venetian Center in Leesburg. This complimentary annual seminar is an educational opportunity for professionals to receive Continuing Education credit while giving us the opportunity to show you our appreciation for your professional support. Continuing Education courses are offered from CLER, CPA, and CTFA. Registration is Free. Visit the website for more info.
- 23rd Annual Athletics Golf Classic: The 23rd Annual Athletics Golf Classic will be held on Friday, September 16, 2022, at Harbor Hills Country Club. Sponsorships are available and include team play. If you're interested in sponsoring, please reach out to Mike Matulia or Dr. Laura Byrd for more info.
- Planning for the 2023 Foundation Gala is in progress. The gala is scheduled for Friday, April 14, 2023. More details coming soon!
- Nominations for the 11th Annual Distinguished Alumni & Hall of Fame Awards Celebration will be available during the month of July. Please consider submitting a nomination for a deserving LSSC Alum. More info coming soon!

Name	Gift Amount	Fund Description	Gift Subtype
Mr. Electric	\$1,250	Electrical Apprenticeship	Contribution
Atley Family	\$10,000	Atley Family Endowment	Scholarships
Cemex Foundation	\$5,000	Gala	Sponsorship
Cemex Foundation	\$2,000	Shamrock Shuffle	Sponsorship
Cemex Foundation	\$1,000	Monster Dash	Sponsorship
Charles McLin & Mary McLin	\$25,000	Charles & Mary McLin Foundation	Grant Revenue
Orange Blossom Lions	\$2,000	Lions Club - Orange Blossom Gardens	Scholarships
Sumter Schools Enhancement Foundation	\$10,000	Sumter County Golf Tournament	Scholarships
Various Donors	\$37,691	Gala	Auction Sales
Various Donors	\$4,750	Gala	Scholarships

MARKETING & STRATEGIC COMMUNICATIONS

Kevin Yurasek, Director of Strategic Communications

- Supporting a wide variety of recruitment & enrollment efforts, including Admitted Student Campus Tour Days
- Created marketing & PR campaign for launch of new Medical Lab Tech program, published program page at www.lssc.edu/mlt
- Hired a new full-time Marketing Manager, starting June 20, who will help us with our wide variety of projects.
- In collaboration with AdventHealth's Communications team, we highlighted our DEU collaboration at Waterman Hospital – including current nursing students (Christina Vega) and the nursing preceptor/AdventHealth staff member who is an alum of our program (Amy Elwood)
 - Aired on WFTV Ch. 9 and published/syndicated online on several regional and national partner outlets
 - Feature article published in the Triangle News Leader
- We are starting regular feature stories on students and alumni. Look for these features on our website and social media.
 - FCS Council of Presidents highlighted Sgt. Christina Vega (nursing student and Florida National Guard) for Memorial Day on their Facebook and Twitter, LSSC also shared these posts
 - Upcoming feature on Christine Boodhoo, a Spring 2022 graduate from the BAS-SL program, previous grad with an AA, and an Order of the Lakehawk recipient. Boodhoo grew up in Lake County is also a Detective with the Groveland Police Dept. She previously attended Lake Tech and has received multiple degrees from LSSC.

- o More student stories coming soon!
- Supporting branding & PR efforts for several summer programs:
 - o RISE Summer Math Academy (including mailings, some student materials, special event coverage)
 - o Kids' College & Xploration (including presenting on communication skills to high school program counselors, signage, event coverage)
- 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
 - o Registration is still open for Programs 3 & 4
 - o 459 students currently registered; all classes are still open
 - o 55 Aides in Training and 7 Program Aides have been hired or accepted into the program.
 - Fine & Performing Arts student performance in Leesburg – June 16 @ 11:15 am
 - Student Acting Performances in Clermont – June 16 throughout the day
 - Parents are invited to attend these performances along with other classes who are not performing on the last day.
 - o Program 2 starts June 20th at both campuses.
- Teen Leadership Academy
 - o Finalizing Fall Schedule – will open for registration in July
- Career Prep Workshop Series
 - o Finalizing Fall Schedule – will open for registration in July
- Babysitting Certification –
 - Class ran on June 4th in Clermont with 17 enrollments
- Virtual STEM programs – 3 enrollments for summer thus far

Division of Academic Affairs
Update for the President and Board of Trustees
June 22, 2022
Dr. Michael Vitale, Vice-President

The Division held a joint meeting of the division deans and associate deans and the enrollment and advising staff. At the meeting the academic deans provided updates on academic programs, articulation agreements and new programs being planned. The enrollment and advising staff provided feedback on the schedule and provided advising updates related to the Honors Program, dual enrollment (and reminded us that the DE agreements prohibit high school students from enrolling in A7 or B7 sections), student athletes veteran students (reminded us that for the housing allowance veterans must be in either face-to-face or hybrid courses), and updates being considered for the UCF Direct Connect (earlier commitment to transferring to UCF).

Department of Library and Learning Services
Katie Sacco, Dean

Animal Encounters with Gatorland was simultaneously our most successful and most challenging program this summer. The event was held on Wednesday, June 8 at 1:30 pm in CML 108. It was so popular we had to turn people away. The event entertained 166 children and 91 adults through the two shows, but due to capacity limits, we had to turn away over 100 additional guests. Future events may have to require reservations.

There were two issues pertaining to instances of weapons in the Cooper Memorial Library: first a patron was displaying a gun in a holster on Monday night 6/6/2022, and then on Wednesday 6/8/2022 in the afternoon when the same person returned, this time with a large knife on his belt. Both issues were handled by the campus security officer on duty and the patron was removed from the building. We are finding that public patrons do not understand the rules about weapons on a college campus and that weapons are not allowed in CML. We are working with Lake County libraries, campus security, and Marketing services (for signage) to find the best way to keep the library secure.

Student Accessibility Services:

Tracy Simon is the new SAS Assistant at Leesburg campus. She replaces Carolyn Baldwin, who was here in a temporary capacity. To date, there are more than 300 students requesting some type of educational accommodation.

Testing Services:

Testing services has implemented a new scheduling and payment site. The new software will allow the testing center to better monitor testing dates and times, as well as keep track of payments for services. The system will also send updates and reminders to users to prompt them of dates/times of tests.

Learning Centers:

The Learning Center managers have visited a second writing center at Valencia College and have gathered information to put forth an official proposal for a Writing Center at LSSC. This will be coming soon.

Department of Workforce Development

Dr. Amy Albee-Levine, Dean

Dr. Christopher Sargent, Associate Dean

- Brandy Ziesemer, Program Manager for the Health Services Management programs, was published in the PAHCOM Journal; a well-known organization for medical office management professionals. Please find the link to the article below.
<https://my.pahcom.com/journal-online/220601>
- The National Career Pathways Network published an article, written by Dr. Albee, in its national newsletter titled *Career Pathways Leading to Lake-Sumter State College*. The article can be found here [NCPN Connections 32-3 \(cordonline.net\)](https://www.ncpn.org/connections/32-3)
- The workforce team met with and toured multiple facilities in manufacturing to introduce program offerings and assess curriculum alignment for needed knowledge, skills, and abilities.
- The Mechatronics and Manufacturing Automation program held its second advisory board meeting of 2022 on June 16.
- Dr. Sargent, Associate Dean, completed the Canvas Certified Educator training.
- Dr. Albee and Dr. Tracy, Interim Director of the BAS, have met with multiple institutions in the Florida College System to develop articulation agreements into the BAS program.

Department of Allied Health

Dr. Jessica Shearer, Dean of Allied Health

Medical Laboratory Technology

- An interim program director has been hired
- The first course in MLT is scheduled for Fall 2023
- Marketing video and flyers are in development
- Website is active and is routinely being updated

Respiratory Therapy

- Continue to meet with marketing
- Timeline for program implementation on schedule
- Candidate interested in interim Program Director Position (currently retired)

Physical Therapy

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

Nursing DEU

- Advent Health held a celebratory DEU luncheon. Students that participated in the DEU were offered jobs upon completion of the nursing program.

- UF Health has agreed to delay the DEU pilot until the Spring 2023 semester.
- Nurse recruitment continues at Orlando Health.
- Working to finalize an operational agreements for the DEUs at Advent Health and Orlando Health

Dr. Christine Ramos, Director ASN Nursing

ASN Nursing - June 2022

ASN Nursing - June 2022

Enrollment Update:

- First semester new students beginning in fall 2022 completed orientation on June 8th and 9th.
- Recruitment and marketing efforts have begun to increase enrollment in the ASN nursing program.
- ASN continues recruiting efforts for four open positions. We have been able to secure one full-time nursing instructor position to begin in August 2022. Also secured an adjunct nursing instructor with several years of experiential knowledge to teach Maternal/Child/Family course in fall 2022. Continuing to work with HR regarding brainstorming creative ways to increase nursing faculty.
- Graduates from May 2022 have started testing for NCLEX-RN. Several students are scheduled in the next few weeks.

Curriculum Update:

- DEU model will continue at Advent Hospital in fall semester. Dr. Shearer has been recruiting DEU preceptors at Orlando Health/South Lake to conduct a pilot group in fall 2022 and has worked with UF health care systems for future involvement in Spring 2023.
- ACEN accreditation visit slated for Spring 2023. We continue to work on the self-study under Dr. Shearer's guidance in preparation for the visit (self-study to be submitted Fall 2022).
- Working together with Dr. Shearer in brainstorming efforts for nursing students to complete the program earlier, allowing them to enter the nursing workforce in a timelier manner.

Department of General Studies

Karen Hogans, Dean

Steve Clark, Associate Dean of Math and Science

Dr. Elizabeth Terranova, Associate Dean of Arts and Letters

- Karen Hogans, Carolyn Scott, Jen Manson, Arminta Johnson, Caitlin Moore, Dr. Michele Rudden, and Dr. Roland Nunez attended the Alternate Methods Convening at Florida State College at Jacksonville June 1 & 2. This is the initial step to for LSSC to explore implementing alternate placement methods in math and English
- Karen Hogans, Chris Sargent, and James Martin presented "The Implementation of the Concourse Syllabus" to the Accessibility Summer Camp virtual conference on June 17, 2022
- Karen Hogans, Beth Terranova, Steve Clark, Amber Laster, and Doug Starr attended staff performance appraisal training

- Karen Hogans attended the United Way of Lake and Sumter County Board meeting (serves as Board secretary)
- 2022 RISE Summer Math Academy
 - The 8th Annual RISE Summer Math Academy opened Monday, June 6th to Sumter County School District rising juniors and seniors from South Sumter and Wildwood high schools. Students participated in ice-breaker activities conducted by Ms. Jenn Unterbrink and Ms. Cindy Lackey from LSSC Student Life. Students then transitioned to the lab where they enrolled in My Math Lab (complimentary access provided by Pearson – approx. cost would have been \$2000) and completed a math diagnostic test to assess their skill level. Their lab time is facilitated by Ms. Sybil Brown (LSSC math faculty; RISE program coordinator), Ms. Jessica Terrell (LSSC math faculty; RISE program assistant & teacher), Ms. Catherine Breen (SSHS math faculty; RISE program teacher), and Ms. Laura Strickland (WMHS math faculty; RISE program teacher). The RISE Academy ends June 23. The results of the Academy will be presented at the July District Board of Trustees meeting.
- Karen Hogans met with Dr. Albee and Matthew Peace from Florida Gateway College (FGC) to discuss articulation of students from FGC into our BAS In Strategic Leadership and for LSSC student to FGC BAS in Water Resources Management
- Karen Hogans continues to facilitate monthly LSSC – MDHS Early College – Criminal Justice focus articulation planning and has coordinated a joint meeting between LSSC, MDHS, UCF, Valencia, and Orange County schools to occur on June 22, 2022
- Karen Hogans met with Dr. Jennifer Fryns and her colleagues from College of Central Florida to discuss thoughts about HB 7 and how each institution was approaching implementation
- Karen Hogans met with Kevin Yurasek about posting 5-year booklist, adding Concourse syllabus link to the LSSC website, and implementing Digital Credentials (catalog language, webpage idea)

Honors Program

English Asst Prof Amber Karlins, Honors Program Coordinator

- **The Class of 2024**—The new cohort has only one space left for the class of 2024 (max capacity is 20).
- **The Class of 2023**--The class of 2023 has been retained at a rate of just over 92%. The Program Coordinator is working with students over the summer to ensure they are working on their projects, are on track for graduation next spring, and are building their resumes.
- **TERC Retreat**—On May 25th, 2 honors students had the privilege of serving as student representatives at the TERC retreat. This was a valuable opportunity for them to participate in important college business and planning, and they both reported learning a great deal as a result of the experience.

Math Emporium

Douglas Starr, Leesburg Campus and Sumter Center Math Emporium Coordinator ***Amber Laster, South Lake Campus Math Emporium Coordinator***

During the start of the Summer 2022 term, Math Emporium staff conducted virtual check-ins for students in Math Emporium-supported Asynchronous courses. There were 4 sections supported this term with a total of 131 students enrolled. The Math Emporium staff did a one-on-one check-in with 67 of these students. This term we discussed the change in testing options for students in asynchronous online math courses. We gave them pertinent information about the new testing options, information regarding their class, and the tutoring options available to them.

The Math Emporium is supporting on-campus testing for asynchronous online math courses. There are 9 sections of online math courses with a total of 252 students that are offering some form of an on-campus testing option. Over the first 5 weeks of the term, we have had 94 unique students that chose the on-campus option for testing. This is encouraging that over one-third of the math online students are choosing the on-campus testing option over the remote ProctorU option.

For the A7/AE terms the Leesburg and South-Lake Math Emporiums are supporting 7 sections of on-campus classes with 111 students. We are facilitating their emporium class day along with offering tutoring and support for their course.

The Math Emporiums also help with the RISE summer Math Academy for Sumter County High schools. The students spend most of their time at the Sumter Center and travel the South-Lake and Leesburg campus Math Emporiums once during the 3-week program.

Academic Advising & Dean of Student

Carolyn Scott, Dean

- Recorded 944 total advising contacts through all modalities in May
- Provided academic advising for 64 students in the Ask Us Anything – Live Student Support

NEW STUDENT ADVISING & REGISTRATION (NSAR):

Summer Semester

Attendance to-date for Summer 2022 NSAR Sessions:

- First Time in College (FTIC): 82
- Dual Enrollment (DE): 96

Week From	To	FTIC Sign Up	DE Sign Up	Total Sign Up	FTIC Attend	DE Attend	20223 0
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	8	14	22	9	27	36
5/9/2022	5/15/2022	6	4	10	0	0	0
5/16/2022	5/22/2022	4	5	9	0	0	0
5/23/2022	5/29/2022	8	4	12	7	20	27
5/30/2022	6/5/2022	9	1	10	0	0	0

Totals		152	126	278	82	96	178
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Fall Semester

Attendance to-date for Fall2022 NSAR Sessions:

- First Time in College (FTIC): 90
- Dual Enrollment (DE): 22

Week From	To	FTIC Sign Up	DE Sign Up	Total Sign Up	FTIC Attend	DE Attend	202310
4/11/2022	5/15/2022	223	115	338	0	0	0
5/16/2022	5/22/2022	30	42	72	15	22	37
5/23/2022	5/29/2022	52	40	92	30	0	30
5/30/2022	6/5/2022	52	43	95	13	0	13
6/6/2022	6/12/2022	19	9	28	32	0	32
Totals		376	249	625	90	22	112

ASK US ANYTHING – LIVE STUDENT SUPPORT

- Represented departments: Academic Advising, Admissions, and Financial Aid
- In May, AUA staff assisted 184 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 are planned or were administered during the Summer 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.

Summer Semester 2022 Progress Survey Data:

Progress Survey	Opens	Concern Flags	Kudos	Tutoring Referrals	Course Sections	Faculty Participation
Summer A	5/26/22	211**	935	47	137	85%
Summer AE	6/30/22	TBD	TBD	TBD	TBD	TBD
Summer B	7/14/22	TBD	TBD	TBD	TBD	TBD

- ✓ Attendance Flag, Missing/Late Assignments Flag, Low Quiz/Test Score Flag *
- ✓ In Danger of Failing Flags **

STUDENT SUPPORT, CONDUCT & APPEALS DATA FOR MAY

- 7 Students requested assistance through the Student Assistance Program (SAP)
- 2 Students were reported for academic integrity violations
- 15 Students filed a request for an Administrative Appeal:
 - ✓ 5 Appeals to Return Following Academic Suspension
 - ✓ 7 Dual Enrollment – Lake County Eligibility Appeals
 - ✓ 1 Dual Enrollment – Private or Homeschool Eligibility Appeals
 - ✓ 1 Administrative Drop/Refund
 - ✓ 1 Fourth Course Attempt
- 2 Student COVID-19 Exposure Reports were processed during this period
- 2 University Conduct Reference Checks



OFFICE OF THE PRESIDENT

Present to the Board: June 22, 2022

TO: Lake-Sumter State College
District Board of Trustees

FROM: Dr. Heather Bigard
Incoming President

RE: 6-11 Minutes of the June 14, 2022 Executive Committee Meeting

OVERVIEW:

Attached are the minutes of the June 14, 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.



Executive Committee Meeting June 14, 2022

Attendees: Mr. Timothy Morris (Chair), Dr. Heather Bigard (Incoming President) and Ms. Anita Geraci-Carver (College Attorney).

- I. Agenda Review
 - a. Regular Meeting.
 - b. Consent Agenda
 - 1. Includes regular reports from Human Resources, Facilities, and Purchasing.
 - 2. May DBOT Minutes.
 - 3. Dual Enrollment Program Changes.
 - 4. Dr. Sidor's Evaluation and Performance Payment.
 - c. Scheduled Reports
 - 1. Includes President and Vice Presidents and the College Attorney
 - d. New Business
 - 1. Approval of Fee Changes.
 - 2. Capital Improvement Plan.
 - 3. Board Attorney Evaluation.
 - 4. Board Self Evaluation.
 - 5. Dr. Sidor's Evaluation and Bonus Compensation.
 - 6. DBOT Meeting Dates.

The next Executive Committee meeting will be on Tuesday, July 12, 2022.

OFFICE OF THE PRESIDENT

Present to the Board: June 22, 2022

TO: Lake-Sumter State College
District Board of Trustees

FROM: Dr. Heather Bigard
Incoming President

RE: 6-12 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.



June 13, 2022

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

Re: Board Attorney Report for June 22, 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. On August 23, 2022 the attorney for Miller and Miller Investigative and Security Services, LLC will be taking the deposition of Mike Matulia as corporate representative for The District Board of Trustees of Lake-Sumter State College.

David Walton v. Lake Sumter State College, Case No. 2021-01; 5D22-0794. 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 mediate. Mediation was held May 26, 2022 and resulted in an impasse. Dr. Walton has 70 days from June 9, 2022 to file a Brief. The College's Answer Brief will be due 30 days after Dr. Walton files his brief.

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.

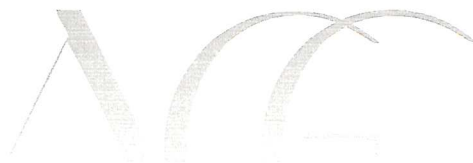
If you have any questions, please feel free to call me. I look forward to seeing you at the Board meeting.

Respectfully submitted,



Anita Geraci-Carver

cc: Dr. Bigard, Incoming President





OFFICE OF THE PRESIDENT

Present to the Board: June 22, 2022

TO: Lake-Sumter State College
District Board of Trustees

FROM: Dr. Heather Bigard
Incoming President

RE: 6-13 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

It is recommended the Board approve this action as written.



Lake Sumter
State College

Media Contacts

Kevin Yurasek

352-365-3526 (office), 813-704-0711 (cell)

YurasekK@lssc.edu

FOR IMMEDIATE RELEASE

MAY 25, 2022

LSSC announces course fee modifications for 2022-23 academic year

LEESBURG, Fla. – Lake-Sumter State College is providing public notification of proposed changes in student course and laboratory fees for the 2022 - 2023 academic 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.

Lake-Sumter State College reviews its student fees to ensure that these fees cover the true costs but do not exceed the cost of the services provided. Fees are then adjusted for the current costs related to the course or service.

Details on changes to course-specific fees can be found online at www.lssc.edu/newsroom. Many of the changes are related to the addition of new programs and courses and their associated fees. Other fees were reduced or increase to reflect updated costs of the good or services provided with the fee.

No increases to the tuition rates are proposed.

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About Lake-Sumter State College

Founded in 1962, Lake-Sumter State College (LSSC) offers a high-quality education at an affordable price to the communities of Lake and Sumter counties. As a proud member of the Florida College System, LSSC serves more than 6,000 students annually at three locations: Leesburg, South Lake (Clermont), and Sumterville. LSSC offers non-credit, certificate, and degree programs designed to support and prepare students for today's dynamic workforce. LSSC is accredited by the Southern Association of Colleges and Schools Commission on Colleges. Learn more about LSSC at www.lssc.edu.

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	

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
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

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

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

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: June 22, 2022

TO: Lake-Sumter State College
District Board of Trustees

FROM: Dr. Heather Bigard
Incoming President

RE: 6-14 Capital Improvement Plan (CIP) Priorities

OVERVIEW

The State of Florida allocates funds for construction, renovation, repair, and maintenance of educational facilities through the Public Education Capital Outlay (PECO) funding program. Florida Colleges must submit a request for funding known as the Capital Improvement Plan (CIP). Request for funding is evaluated by the Florida Department of Education. Each project submitted is assigned an overall score based on a scoring rubric and is compared against each of the projects submitted by the Florida College System. Depending on the annual budget, funding is awarded to the top graded projects as funding for the year is available.

ANALYSIS

The Capital Improvement Plan for 2022 – 2026 is included for review.

RECOMMENDATION

It is recommended that Board approve this item as written.

CIP-2
Lake-Sumter State College
Capital Improvement Plan and Deferred Maintenance
2022-2023 through 2025-2026

Capital Improvement Priorities

2022-2023(approved at the May 2022 DBOT meeting)

Construction, Hardscape, Asset Replacement, & Maintenance Repairs

Large HVAC Projects (SSB, exhaust fan overhaul, etc.)	\$	500,000.00
LE Cooling Tower Replacement	\$	400,000.00
SL CML HVAC (Chiller Replacement)	\$	300,000.00
SL Bldg-1 HVAC Equipment Replacement	\$	250,000.00
LE Building M HVAC Design & Replacement (40 Ton AHU)	\$	250,000.00
LE Student Center HVAC Design & Replacement	\$	250,000.00
LE WJ Bldg HVAC Design & Replacement	\$	200,000.00
LE Convocation HVAC Design & Replacement	\$	200,000.00
UVC HVAC Air Quality	\$	200,000.00
SU Bldg 5 HVAC Design & Replacement	\$	120,000.00
Roof Maintenance and Repairs	\$	500,000.00
Building Envelope (various)	\$	500,000.00
LE LA Bldg Demolition	\$	150,000.00
LE FOB / Lecture Hall Bldg Demolition	\$	100,000.00
SU Irrigation System Replacement	\$	65,000.00
LE Access Road Repaving	\$	50,000.00
Tennis Court Resurface	\$	30,000.00
Parking Lot Repair, Sealing & Stripe	\$	300,000.00
LE Library HVAC Replacement	\$	800,000.00
LE Library Roof Replacement	\$	795,000.00
SL Facilities and SSC Building Replacement	\$	500,000.00
SU Solar-powered Workforce Instruction RR Facility	\$	350,000.00
Critical Life Safety Modifications	\$	100,000.00
LE Fire Safety Upgrade	\$	50,000.00
Emergency Lighting Repairs	\$	40,000.00
SL Fire Safety Upgrade	\$	5,000.00
Tech Refresh	\$	590,000.00
Tech Plan Projects (Year 3)	\$	150,000.00
Signage (LE SL SU)	\$	100,000.00
Disk Golf Maintenance	\$	5,000.00

Renovation/Remodel & Improvement Projects

LE SSB Remodel	\$	500,000.00
LE SSB ADA Restrooms	\$	420,000.00
SL Building #2 First Floor Redesign	\$	205,000.00
LE Advent DEU Facility		
LE Exterior Painting Project	\$	150,000.00
Interior Painting	\$	150,000.00
SL Nursing Simulation Lab Expansion	\$	100,000.00
LE Fine Arts Restroom Refresh	\$	5,000.00
LE Magnolia Restroom Refresh	\$	60,000.00
LE Library Re-purpose/Remodel (Yr 2 of 3)	\$	2,200,000.00
LE Emerging Media Ctr/Auditorium Planning, Design & Development	\$	400,000.00
Furniture & Equipment	\$	300,000.00
Project Management to be allocated	\$	147,000.00

Total Funds Requested '22-23	\$ 12,487,000.00
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2023 - 2024

Maintenance, Repair & Renovation Projects

N/A due to the Deferred Maintenance Funding

Remodeling, New Construction, Replacement & Acquisition Projects

#1 LE Emerging Media Ctr/Auditorium (prev Fine Arts) Remodel	\$ 5,000,000.00
#2 SL Building #2 First Floor Remodel	\$ 2,000,000.00
LE SSB Remodeling (FFE)	\$ 300,000.00
CDL Pad for Program Expansion(South Lake)	\$ 1,000,000.00
SL Facilities and SSC Building Replacement (pending Spot Survey)	\$500,000
SU Solar-powered Workforce Instruction RR Facility (pending Spot Survey)	\$350,000
Cagan Crossings Lease Buildout	\$400,000
LE Library Re-purpose/Remodel Phase 3 (FFE)	<u>\$ 400,000.00</u>

Total Funds Requested '23-24	\$ 9,950,000.00
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2024 - 2025

Maintenance, Repair & Renovation Projects

N/A due to the Deferred Maintenance Funding

Remodeling, New Construction, Replacement & Acquisition Projects

#1 LE Emerging Media Ctr/Auditorium (prev Fine Arts) Remodel	\$ 7,000,000.00
#2 SL Building #2 First Floor Remodel	\$ 750,000.00
East Lake (Sorrento) Building #1 Phase 1 (Planning and Design)	<u>\$ 300,000.00</u>

Total Funds Requested '24-25	\$ 8,050,000.00
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2025 - 2026

Maintenance, Repair & Renovation Projects

N/A due to the Deferred Maintenance Funding

Remodeling, New Construction, Replacement & Acquisition Projects

#1 LE Emerging Media Ctr/Auditorium (prev Fine Arts) Remodel	\$ 600,000.00
East Lake (Sorrento) Building #1 Phase 2 (Engineering and Architect Svcs)	\$ 150,000.00

Total Funds Requested '25-26	\$ 750,000.00
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Total Funds Requested '23-26	\$ 18,750,000.00
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Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: June 22, 2022

TO: Lake-Sumter State College
District Board of Trustees

FROM: Dr. Heather Bigard
Incoming President

RE: 6-15 Board Attorney Evaluation

OVERVIEW:

The LSSC Board of Trustees has retained legal counsel of Anita Geraci-Carver, Attorney at Law, through June 30, 2022. On an annual basis, the Board may administer an evaluation to determine their overall satisfaction with the legal services that have been provided. If the results are "outstanding performance" or "performance unacceptable", the Board may choose to terminate their agreement.

ANALYSIS:

The Board administered a survey to determine the overall satisfaction with the legal services provided by Anita Geraci-Carver for the 2021-2022 year. The results are attached and the marks are "outstanding" performance.

RECOMMENDATION:

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

**Lake-Sumter State College
District Board of Trustees
Annual Evaluation of Board Attorney
June 2022**

Total Responses: 5

(D. Hidalgo, J. Hooten, E. Lee, T. Morris, I. Parks)

Evaluation Criteria	Average Rating
Knowledge of tasks/properly understands project and scope of project	5
Responds to board members and appropriate College personnel in a timely manner; including responding to email, phone calls, and other forms of communication	5
Keeps appropriate personnel, including the President, informed during the progress of various projects	5
Manages caseload well by keeping the process moving, keeps individuals outside the College properly advised and maintains timely and proper contact as required.	5
Periodically advises the Trustees of their legal responsibilities and current legal issues that may affect them or the College	5
Community involvement, including participating in college-related functions within the community, such as the annual Foundation Auction	5
Assessment of overall performance	5

General Comments

- Anita has handled a difficult year with exceptional legal knowledge and grace. I appreciate her willingness to support our institution.
- Anita does a wonderful job! She is always available to answer questions, even after hours. She is an asset to the Board & LSSC.
- Anita is an outstanding Board Attorney. Her professionalism, care, communication, and involvement are perfect for this Board.
- Anita is very knowledgeable, always immediately available, and conducts herself in a professional manner. For these reasons, she is an essential asset in moving our vision and mission forward.
- Very professional and always available to the Board.



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: June 22, 2022

TO: Lake-Sumter State College
District Board of Trustees

FROM: Dr. Heather Bigard
Incoming President

RE: 6-16 District Board of Trustees Self Evaluation

OVERVIEW:

On an annual basis, the District Board of Trustees take part in a self-evaluation to determine their overall satisfaction with how well the board manages and oversees their responsibilities.

ANALYSIS:

The Board members completed the survey to determine the overall satisfaction with themselves and fellow board members. The results are attached and ranged between "Strongly Agree" and "Disagree" that all board members work well together, communicate well with each other and have a productive work environment.

RECOMMENDATION:

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

**Lake-Sumter State College
District Board of Trustees
Annual Board Self-Evaluation
June 2022**

Total Responses: 5

(D. Hidalgo, J. Hooten, E. Lee, T. Morris, I. Parks)

Evaluation Criteria	Average Rating 1 = Strongly Agree 5 = Strongly Disagree
Board members work well together.	1.6
There is a high level of trust among Board members.	1.8
Communication among Board members at meetings is conducive to a productive working environment.	1.6
The Board recognizes and utilizes the strengths of each of its individual members.	1.6
Individual Board members actively participate in Board activities and decisions.	1.6
Board members have an appropriate range of expertise and Board experience.	1.2
Most Board members devote adequate time to their Board responsibilities.	1.4
Board members understand how to get things done.	1.4
The Board focuses on substantial policy matters and fiduciary oversight of the institution, not on administrative details.	1
Board members look beyond their own priorities to focus on the Board's overall agenda.	1
The Board understands and adheres to the boundaries between Board and administrative roles.	1
The leadership of the Board runs effective meetings.	1
Roles and responsibilities of Board members are clear.	1.2
The Board has an effective problem-solving process.	1.2
The Board periodically reviews the Mission Statement and Objectives to determine both current and future direction of the organization.	1.6
The Board regularly refers to approved goals, objectives and plans to guide its decision-making process.	1.2

The advance information Board members receive for Board meetings is adequate.	1.33
The Board regularly gets financial information that is timely and useful.	1
The Board has adequate opportunity to discuss trends in the organization's financial performance.	1
Board members have adequate opportunity to review and discuss the college's performance in educational programs and student services.	1.2
Communication between Board members and the President or staff is conducive to a productive working environment.	1
Board members can discuss their ideas and concerns with each other openly during public meetings, workshops, training sessions, etc.	1
The Board's liaison structure is effective.	1
The Board responds well to change.	1
The Board welcomes ideas for improving its effectiveness.	1
There are sufficient opportunities for Board training.	1.2
Overall, how would you rate the effectiveness of the Board?	1

**Is the Board's structure working well? Are committee responsibilities well defined?
Please share your comments.**

- I can see additional changes to committees based on our vision for the future of LSSC.
- I believe the Board works very well together & has a clear focus on the needs of the students. Committees are well defined & meet as needed.
- I believe the Board's structure is working well and will continue to do so as long as members are not afraid to pose questions and communication continues to improve as it has.
- Yes, it is working well.
- Structure works well since each Board member has opportunity to choose committee best suited to their interest or area of expertise.

General Comments

- The past several months, I'm excited to see the Board more engaged in our decision-making process and long-range planning. More work needs to be done with the Board understanding our Mission and setting realistic goals.
- There is renewed energy on the Board & I'm excited to see what we can accomplish in the next few years!
- It has been a pleasure working with the Board this past year, and I am looking forward to what we can accomplish for LSSC in the coming year!
- This is an incredible Board due to each member's involvement and intelligence combined with strong leadership.



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: June 22, 2022

TO: Lake-Sumter State College
District Board of Trustees

FROM: Dr. Heather Bigard
Incoming President

RE: 6-17 District Board of Trustees Meeting Dates

OVERVIEW:

Each year the schedule for the District Board of Trustees meetings are proposed for the upcoming fiscal year.

ANALYSIS:

The proposed dates for the 2022-2023 DBOT meetings are attached.

RECOMMENDATION:

It is recommended the Board approve these dates 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

