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Lake Sumter State College

DISTRICT BOARD OF TRUSTEES

WEDNESDAY, JUNE 23, 2021

Leesburg Campus

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

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

Sumter Center
1423 County Road 526 A
Sumterville, FL 33585

**Lake-Sumter State College
DISTRICT BOARD OF TRUSTEES
Wednesday, June 23, 2021
Magnolia Room**

4:00 pm Nominating Workshop

4:30 pm Budget Workshop

- I. **CALL TO ORDER**Mr. Wahl
- II. **PLEDGE OF ALLEGIANCE and MOMENT OF SILENCE**
- III. **PUBLIC COMMENT**

*(If you wish to make a Public Comment at this meeting,
at least 10 minutes before the start of the meeting,
please see Recording Secretary for a Speaker's Card.)*

PRESENTATIONS

RecognitionsDr. Sidor/Dr. Bigard

CONSENT CONSIDERATIONS

- ACTIONS and ACKNOWLEDGEMENTS** (Tab A).....Mr. Wahl/Dr. Sidor
- 6-01 Action: Minutes of May 19, 2021 Regular Meeting
- 6-02 Acknowledge: Human Resources Transactions
- 6-03 Action: Monthly Fiscal Report for May 2021
- 6-04 Acknowledge: Facilities Report
- 6-05 Action: Write-Off of Uncollectible Accounts
- 6-06 Action: Workforce Articulation Agreements
- 6-07 Action: FAMU Articulation Agreement
- 6-08 Action: AdventHealth Waterman HSCA Affiliation Agreement
- 6-09 Action: HSCA Operational Agreement
- 6-10 Action: Community Member to serve on Trustee Board Facilities Committee

SCHEDULED INFORMATION REPORTS (Tab B)

- 6-11 President's Update..... Dr. Sidor
- Meetings/Activities/Misc.
- Legislative Update
- Vice Presidents Report (Bigard, Vitale, and Byrd)
- 6-12 Committee Reports.....Mr. Wahl
- Executive Committee
- Facilities Discussion
- 6-13 Board Attorney's Report Mrs. Geraci-Carver

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

- 6-14 Action: Tuition and Fee Schedule/ Proposed Mechatronics Lab Fee.....Dr. Bigard
- 6-15 Action: 2021-2022 Capital Improvement PlanDr. Bigard
- 6-16 Action: 2021-2022 Annual Operating BudgetDr. Bigard
- 6-17 Action: End of Year/ FY 20/21 Fund 7 Transfer.....Dr. Bigard
- 6-18 Action: Board Attorney Contract.....Dr. Bigard

6-19 Action: Security Contract.....Dr. Bigard
6-20 Action: 2021/2022 Board Meeting Schedule..... Mr. Wahl
6-21 Action: South Lake Ground Lease Site Plan.....Dr. Sidor

OTHER CONSIDERATIONS.....Mr. Wahl/Dr. Sidor
As Needed by Chairman/President

ADJOURNMENT Mr. Wahl

CALENDAR NOTES:

Next Executive Committee Meeting	Tuesday, July 13, 2021	Leesburg Campus
Next Board Meeting	Wednesday, July 21, 2021	Leesburg Campus-Magnolia Room

NO BOARD MEETING IN AUGUST



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: June 23, 2021

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 6-01 – Minutes of May 19, 2021 Board of Trustees Meeting

OVERVIEW:

Attached are the minutes of May 19, 2021 Board meeting.

ANALYSIS:

The minutes are for the board's approval.

RECOMMENDATION:

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

**DISTRICT BOARD OF TRUSTEES
LAKE-SUMTER STATE COLLEGE
LEESBURG, SUMTERVILLE, CLERMONT
MAY 19, 2021**

The regular meeting of the District Board of Trustees, Lake-Sumter State College, was called to order at 5:00 p.m. on May 19, 2021, at the Leesburg Campus Magnolia Room, by Mr. Peter F. Wahl, Chairman. In attendance was Mrs. Marcia Butler, Mr. David Hidalgo, Mrs. Jennifer Hill, Mrs. Jennifer Hooten, Mr. Bret Jones, Ms. Emily Lee, and Mr. Peter F. Wahl. Mr. Wahl welcomed those in attendance and invited them to join in the Pledge of Allegiance followed by a moment of silence.

CONSENT CONSIDERATIONS- ACTIONS and ACKNOWLEDGEMENTS

Bret Jones made a motion and Tim Morris seconded the motion to approve as presented agenda items numbers 5-01 through 5-06 as follows:

Minutes of April 21, 2021, Regular Board Meeting

2021-05-01

Curriculum Revisions

2021-05-02

Human Resources Faculty/Staff Transactions

2021-05-03

Staff Appointments of:

Cynthia Christman	effective date 05/18/2021
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Staff Promotions:

Devin Horvath	effective date 04/01/2021
Tammi Jo Drunasky	effective date 05/15/2021

Staff Resignation of:

Justin Greathouse	effective date 04/30/2021
Ern North	effective date 04/30/2021
Edith Vincent	effective date 05/07/2021
Joyce Patterson	effective date 05/17/2021
Claire Brady	effective date 05/21/2021
Robyn Winship	effective date 06/30/2021

Staff Retirements of:

Anita McKenzie	effective date 04/02/2021
Kimberly Kidd	effective date 05/15/2021

Monthly Fiscal Report for March 2021

2021-05-04

Facilities Update

2021-05-05

Purchases over \$25,000

2021-06-06

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

SCHEDULED INFORMATION REPORTS

President’s Update

2021-05-07

Dr. Sidor reported on current legislative update.

- HB1507- creates a system wide approach to improve equity and access to achieve self-sufficiency workforce realignment on how the state manages workforce programs. Continues to place emphasis on workforce programs throughout the college system.
- HB51 Charter School Bill allow colleges and university systems to be their own authorized LEO.
- HB847 Academic Library Services Bill.

Very little has happened and we are still waiting on the budget.

He reported that the small colleges meet monthly as a small college consortium and Joe Pickens is currently drafting an MOU. Some of the priorities are: joint grant writing effort, sharing online course development in OER, and shared staff of primary interest. The colleges are Gulf Coast, St. Johns River, South West Florida, Central Florida, Chipola, North Florida, and LSSC. The group has met with a grants provider from Washington that guarantees a hit on a large federal grant. They are having conversations about the grant and shared positions.

Dr. Michael Vitale

Dr. Vitale reported that the faculty awards was held on April 28th and where faculty were recognized for their accomplishments in and out of the classroom. They were recognized for their recent doctoral degree completion, rank and promotion, continuing contract, and for the AFC professor of the Year competition.

Toni Upchurch – Beyond the Classroom Award

Sybil Brown – President’s Award for Teaching Excellence

Amanda Brandt – Vice President’s Rising Star

Janice Gerard – Distinguished Part-Time Faculty

The college was notified by the Florida DOE that we were awarded a grant for \$20,000 for additional support of the apprenticeship program.

His full report is located in the board packet.

Dr. Heather Bigard

Dr. Bigard shared that on nothing is final on the budget she has seen a side by side comparison but nothing is final. At the June meeting we will look at a 3-year projection that will focus on what we can do now, how to strategically use the HEERF funding, and what it will look like in three years as we look at sustainability. She will be bringing the construction plan to the Facilities Committee to review and discuss capital improvement priorities.

The Emergency Management team met and voted to a masks optional position. We will continue to retain the three feet distance recommendation.

She hosted a Strategic Plan retreat to work on the initiatives and goals within the five pillars to refocus each pillar on 100% completion.

Her full report is in the packet.

Dr. Laura Byrd

Dr. Byrd reported the following updates:

- 35th gala was a success and generated \$110,000
- We submitted a grant application to Live Well Foundation for the Medical Lab Tech program. We will receive notification the first week of June
- Summer scholarship applications closed with 347 applicants and 342 students were awarded
- Annual Campaign closed with a total of \$171,000 and the LSSC Board of Trustees and the LSSC Foundation board were at 100% giving
- Youth Development and Kids College has open registration with over 100 registered
- CDL in Sumter starts next week with six students already enrolled
- The second Lineworker boot camps starts in October.

Her full report is located in the board packet.

Dr. Claire Brady

Dr. Brady reported that Academic Advising has been very busy with students seeking help planning their fall semester courses. Summer enrollment is currently down by 11% in headcount. Enrollment Coaches are busy recruiting for the fall term. The TRIO team is working creatively to get new students in their program. They recently mailed over 4,000 invitations to students. 43 students received a Student Life award at the ceremony on May 3rd.

The MyLSSC portal opens next week.

Her full report is located in the board packet.

Executive Committee

2021-05-08

Pete Wahl reported that the Executive Committee met and discussed items on the agenda.

Board Attorney Report

2021-05-09

Anita Geraci-Carver updated the board on the Karen Parker case. A case management conference has been scheduled on June 1, 2021. GCA Services and Miller and Miller have been named as defendants. They have filed answers to the amended complaint. The plaintiff's deposition has been scheduled for June 15, 2021.

OCR Investigation remains pending. Negotiations are ongoing with United Faculty of Florida.

Fernando Verdini vs. District Board of Trustees Miami Dade College: LSSC has joined along with the FLDOE's amicus brief in support of Miami Dade.

Her full report is in the packet.

NEW BUSINESS

Approval of Parcel of Land Donation

2021-05-10

Dr. Byrd announced that the LSSC Foundation has received acknowledgement from a donor of her intent to donate .63 acres of vacant property. The property is located in Farmville, Virginia and it is recommended that the board approve acceptance of the real property. A motion was made by Bryn Blaise and seconded by Marcia Butler, motion carried.

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

Board Attorney Evaluations 2020-2021

2021-05-11

Dr. Sidor announced that on an annual basis the board administers a survey to determine the overall satisfaction of legal services provided by Anita Geraci-Carver. The results of the survey are outstanding performance. Tim Morris made a motion to accept the results and Emily Lee seconded and motion carried.

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

Approval of Massanutten Resort Timeshare Donation

2021-05-12

Dr. Byrd announced the Lake-Sumter State College Foundation, Inc., received an acknowledgement from a prospective donor of her desire to donate a gift of a timeshare week to the LSSC Foundation. The property is at The Massanutten Resort located in Massanutten, Virginia. It is one week in a two-bedroom, two bath, deluxe condominium. The cost to the Foundation is \$475.00 per year. A motion was made by Tim Morris and seconded by Emily Lee, motion carried.

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

Board Self Evaluation

2021-05-13

Mr. Wahl reported that 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. The results ranged from Strongly Agree to Agree that all board members work well together, communicate well with each other and have a productive work environment. A motion was made by Bret Jones to accept the report and seconded by Bryn Blaise, motion carried.

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

Approval of Donation and Naming of Facility-Stearns

2021-05-14

Congressman Clifford B. Stearns is donating to the Lake-Sumter State College Foundation at the minimum level/amount to name a building. The LSSC Foundation Board voted at the April Foundation Board meeting to request your approval for the naming of the Leesburg Library and Learning Success Center as the Clifford B. Stearns Library & Learning Success Center. A motion was made by Bret Jones and seconded by Emily Lee, motion carried.

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

Approval of Pinecrest Ground Lease

2021-05-15

Dr. Bigard reviewed the most recent version of the Pinecrest Ground Lease and some of the changes. The size of the property being leased is 1.5 acres and once a survey is complete the legal description will be added. The commencement date of the lease is July 1, 2022, rent of \$75,000 for the first ten years. A self-help clause was added which allows the college to access the building if repairs are being neglected. Certain lender language was removed. A common area maintenance fee was added and will increase with the number of students enrolled.

Construction is expected to begin as soon as November 2021 and will require board approval of the construction plans.

Bret Jones made a motion to approve the ground lease conditioned upon the escalation clause as being the greater of CPI-Consumer Price Index/FEFP-Florida Education Finance Program, and a mandatory Mediation Clause, seconded by Bryn Blaise, motion carried.

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

Executive Closed Session

2021-05-16

Mr. Wahl thanked everyone for their attendance and announced that the Executive Session is closed and he asked everyone not included in that session to exit the magnolia room.

OTHER CONSIDERATIONS

As Needed by Chairman/President

- ✓ Chairman Wahl reviewed the events on the calendar. He announced that the next Board meeting will be on Wednesday, June 23, 2021, at 5 p.m. for the regularly scheduled meeting.

There being no further business, the meeting was adjourned at 5:55 p.m.

Respectfully submitted,

ATTEST:

Peter F. Wahl, Chairman

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

Recording Secretary: Claudia Morris



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: June 23, 2021

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 6-02 - Approval of Human Resources Transactions - Faculty

OVERVIEW:

Per the Florida Statute 1001.64 (18) Each Board of Trustees shall establish the personnel program for all employees of the Florida College System.

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

ANALYSIS:

The Division of Academic Affairs is currently undergoing a reorganization. Please review attached summary.

RECOMMENDATION:

The District Board acknowledges receipt and review of this information.

Human Resources Transactions

Faculty Appointments:

Name	Title	Effective Date
None		

Faculty Resignations:

Name	Title	Effective Date
Craig Gregory	Instructor English	08/16/2021
Bibi Moonsam	Assistant Professor Nursing	07/01/2021

Faculty Separations:

Name	Title	Effective Date
Luis Ortiz	Instructor Management	08/15/2021
Dr. Luis Pizarro	Instructor Business	08/15/2021
David Walton	Assist Prof Anthropology	08/15/2021

Faculty Retirements:

Name	Title	Effective Date
None		



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: June 23, 2021

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 6-02 - Approval 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.

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

ANALYSIS:

A reorganization is underway to reassign departments and staff from the Division of Student Affairs to the other divisions.

Please review attached summary for additional changes.

RECOMMENDATION:

The District Board acknowledges receipt and review of this information.

Human Resources Transactions

Staff Appointments:

Name	Title	Effective Date
Isamari Medina	FAFSA Outreach Counselor	06/01/2021
Sonina Hernandez	Academic Advisor - SL	06/21/2021
Tamera White	Student Accounts Specialist	05/17/2021
Rhonda Tracey	Interim BAS Program Director	07/01/2021
Ashley Alligood	Financial Aid Customer Service Specialist	06/07/2021
Caitlin Skiles	Business Process Analyst	05/19/2021
Mark Thompson	Director Production Studio	06/01/2021

Staff Promotions:

Name	Title	Effective Date
Tasha King	Assistant Director Employee Engagement and Equity Officer	04/15/2021
Geneva Jones	Assistant Director for Admissions of Diversity and Outreach	06/07/2021
Davis Heister	Video Editor	06/01/2021
Danielle Bowen	eLearning Project Manager	07/01/2021
Christopher Purallo	Coordinator Library and Learning Svcs	07/01/2021
Nia Hannon	Enterprise Application Developer II	07/01/2021
Marko Stanistic	Enterprise Application Developer II	07/01/2021

Staff Resignations:

Name	Title	Effective Date
Dr. Michelle Crozier	HSCA Director	08/05/2021

Staff Retirements:

Name	Title	Effective Date
Dr. Barbara Lange	Director of Nursing	07/30/2021

Staff Separations:

Name	Title	Effective Date
None		




Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: June 23, 2021

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President 

RE: 6-03 – Monthly Financial Report

OVERVIEW:

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

ANALYSIS:

Attached includes:

- Monthly Fiscal Report of the General Operation Fund (YTD May 2021)

Revenue and expenditures are in good order.

RECOMMENDATION:

It is recommended that Board approve this item as written.



Lake Sumter
State College

Division of Business Affairs

MEMORANDUM

To: Dr. Sidor, President
District Board of Trustees

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

Date: June 23, 2021

Re: Monthly Fiscal Report – YTD May 2021

Each month a fiscal report is prepared to appraise your office and the District Board of Trustees on the status of the College budget. The Fiscal Status Report of the General Operating Fund (Fund 1) provides a comparative summary of budget-to-actual revenues and expenses for the current period.

FUND 1 OPERATING BUDGET

We are currently eleven months into our fiscal year or 92% completed.

Revenues

Total revenue recognized to date is \$22,748,598, or 85% of the total budget of \$26,749,155.

- Tuition and fee revenue is trending under budget and is projected to be \$9,691,536, which is 97% of budgeted amount.
- State support revenue is received throughout the fiscal year in installments. We have received a total of \$11,564,020 in General Revenue and Performance Funding and \$1,110,369 in Lottery funds. The State holdback of 6% of appropriations has been rescinded the College expects to receive 100% of the annual State appropriated amount.
- Other Income and Other Support actuals are projected to be close to budget.

Expenses

Actual expenses to-date total \$21,860,877 or 83% of the total budget of \$26,340,126.

- Salaries and benefits to-date are \$17,139,691 or 87% of budget.
- Operating and capital expenses to-date are \$4,721,186 or 77% of budget.

Year-End Projection

The College will recoup an estimated \$573,000 in Lost Revenue and \$292,736 in Salary and Benefits from HEERF funding. After this and the budgeted transfer to Fund 7, the operating budget is projected to have a \$1,182,680 net surplus.

Attachment: May 2021 Operating Fund 1 Budget Report

Lake-Sumter State College
Fiscal Status Report - Fund 1
General Current Fund
July 1, 2020 - May 31, 2021

	FY 2019-20		FY 2020-2021			
	Annual Budget	YTD Actual 5/31/2020	Annual Budget	YTD Actual 5/31/2021	Percent of Budget Earned/Spent	Projected 6/30/2021
REVENUES & BUDGETED FUND BALANCE						
Student Fees						
Fall						
Tuition	\$ 2,932,139	\$ 2,903,060	\$ 2,904,700	\$ 2,787,782	96%	\$ 2,787,782
Technology Fees	140,679	145,190	147,000	137,362	93%	137,362
Distance Learning	181,288	177,778	177,900	431,580	243%	431,580
Dual Enrollment	302,316	305,987	306,000	323,190	106%	323,190
HSCA Dual Enrollment	538,150	538,150	538,150	483,190	90%	483,190
Lab Fees	92,641	71,797	260,900	38,984	15%	38,984
Spring						
Tuition	\$ 2,521,690	\$ 2,461,093	\$ 2,468,900	\$ 2,368,112	96%	2,368,112
Technology Fees	120,581	123,088	123,400	118,413	96%	118,413
Distance Learning	159,370	157,965	157,900	354,045	224%	354,045
Dual Enrollment	302,316	412,014	412,200	422,667	103%	422,667
HSCA Dual Enrollment	538,150	452,801	538,150	423,650	79%	423,650
Lab Fees	79,021	49,335	142,200	24,667	17%	24,667
Summer						
Tuition	\$ 1,051,258	\$ 1,167,152	\$ 1,058,700	\$ 920,049	87%	920,049
Technology Fees	51,156	58,375	53,700	48,067	90%	48,067
Distance Learning	121,376	197,745	141,600	159,285	112%	159,285
Dual Enrollment	-	-	700	28,648	0%	28,648
HSCA Dual Enrollment	-	-	-	-	0%	-
Lab Fees	19,080	2,280	33,400	4,742	0%	4,742
Miscellaneous Fees	169,225	173,596	123,100	153,998	125%	162,103
Youth Development	280,000	-	280,000	35,702	13%	280,000
Continuing Education	109,696	154,590	104,200	169,399	163%	175,000
Total Student Tuition and Fees	\$ 9,710,133	\$ 9,551,996	\$ 9,972,800	\$ 9,433,532	95%	\$ 9,691,536
State CCPF Support	\$ 12,606,690	\$ 11,556,131	\$ 12,791,621	\$ 11,193,357	88%	\$ 12,791,621
State Performance Funding	455,985	389,730	628,896	370,663	59%	\$ 628,896
State Lottery	1,753,669	1,052,202	1,968,738	1,110,369	56%	\$ 1,968,738
Miscellaneous State Support	144,151	-	100,000	45,728	46%	125,000
Federal Support Indirect Cost	80,000	53,833	52,600	165,533	315%	170,000
Foundation Support	169,000	35,000	190,000	209,623	110%	210,000
Contracts	195,306	88,621	196,100	87,347	45%	87,347
Miscellaneous Revenue	-	29,775	207,000	132,426	65%	190,000
Total Revenues	\$ 25,114,934	\$ 22,757,288	\$ 26,107,755	\$ 22,748,578	87%	\$ 25,863,138
Transfers In	892,052	250,000	641,400	20	0%	641,400
Total Revenues and Transfers In	\$ 26,006,986	\$ 23,007,288	\$ 26,749,155	\$ 22,748,598	85%	\$ 26,504,538
EXPENDITURES						
Personnel Expenditures						
Salaries and Wages	\$ 15,109,698	\$ 12,132,858	\$ 14,953,386	\$ 12,424,350	83%	14,713,000
Benefits	4,791,097	4,286,057	5,365,543	4,715,341	88%	5,518,070
Lapse Salary and Benefits	(500,000)	-	(705,000)	-	0%	-
Current Operating Expenditures	5,899,585	4,559,004	6,118,308	4,707,207	77%	5,461,055
Capital Outlay Expenditures	-	1,039	57,889	13,979	0%	57,889
Complete Florida Plus Program	-	-	-	-	0%	66,324
Contingency	503,519	-	550,000	-	0%	-
Total Expenditures	\$25,803,899	\$20,978,957	\$26,340,126	\$21,860,877	83%	\$ 25,816,338
Transfer to Fund 7	-	-	(400,000)	(400,000)		(400,000)
HEERF Lost Revenue				573,000		573,000
HEERF Salary & Benefits				292,736		321,480
Excess of Revenues over (Expenditures)	\$ 203,087	\$ 2,028,331	\$ 9,029	\$ 1,353,457		\$ 1,182,680




Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: June 23, 2021

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President 

RE: 6-04 - Facilities Monthly Report

OVERVIEW:

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

ANALYSIS:

A report on the status on facility projects is attached.

RECOMMENDATION:

Acknowledge the current facilities project report.

Facilities Report Jun-21					
CIP CODE	PROJECT	BUDGET	FUNDING	STATUS	COMMENTS
20-3	SL Sidewalk Installation	\$180,000	Infrastructure	Completed / Closed-out	Sidewalk install complete. Recommend separate project for Safety call box adds along sidewalk. (not on original plan).
20-6	Parking Lot Repairs/Gym/Magnolia Parking Drives	\$82,000	FY21 Parking Fees	Completed / Closed-out	Progress to date: Paving Complete. Curbing for new entrance area PO awarded. Scheduled for 2/11-12. Curb stop painting being done this week.
20-7	Roof Replacement - LE CTL Building	\$105,000	Local	Closed-out	Progress to date: CTL on Hold. Roof deferred for demo determination. Fund transfer done from 20-7 to complete other roof repairs.
20-8 (FY22)	Library Renovation	\$400,000 (multi-yr) \$250k from Foundation	CO & DS	In Progress	Progress to date: Predecessor – CIP 21-15, Project walk through 2/10/21. Preliminary scope development in process for relocating Testing Center to Library / Library Renovations.
20-10	Doors/Window Repairs (Year 2 of 3)	\$45,000	Local	Closed-out	Progress to date: Replacing as we work our way through most critical needs across all three sites. Seven doors (door-sets) being replaced through Security ADT funding (\$70k per year for 3-years) Door hardware ordered for replacement of double doors in atrium, bldg. 2, & doors both sides of library. Clermont. Need to verify funds. W
20-11 (FY22)	Roof Restore Patch- LE Fine Arts	\$90,000	New Capital Fee	In Progress	Progress to date: Issued PO to “patch” roof until complete replacement can be funded (about \$1.5 million). Completed Infra Red scan/new roof drain inserts 2/26/21. Completed repairs based on \$25,086 Assessment on 5/28/21.
20-17	ADA - Interior Door Knobs	\$5,000	Local	In Progress	Progress to date: Materials on order, 20% Complete. Working with COVID-19 required modifications.
20-19 (FY22)	SSB ADA Restrooms	\$145,500	CO & DS	In Progress	Progress to date: Predecessor – CIP 21-15 Phased Construction. Pending architect selection. Walk-thru 3/9/21 with Interior Designer to start selection of finishes. Preliminary scope development in progress.
20-20 (FY22)	Monument Signage (LE - College Rd & Removal of 441, SL-Main and CML)	\$240,000	Local	On Hold	Progress to date: College Rd sign done, 441 sig- electrical removed, wall removal scheduled spring break. 6-8 wk lead for new signs

20-21 (FY22)	Magnolia Room Restroom Renovations	\$95,000	CO & DS	On Hold	Progress to date: Predecessor – CIP 21-15 tied to project to move wellness center and remodel of restrooms for showers.
20-22	Interior Sign Installations and Evacuation Plans	\$5,000	Local	Closed-out	Progress to date: Ordering signs and installing when required/requested.
20-26 (FY22)	Furniture /Equipment	\$50,000	Local	In Progress	Progress to date: Requested reprogramming for purchase of new facilities utility carts.
21-1	Grounds and Irrigation	\$65,000	Infrastructure	Completed / Closed-out	Progress to date: Ongoing repair projects and landscaping to include circle in front of SSB.
21-2	Doors/Window Repairs (Year 3 of 3)	\$30,000	Local	Completed / Closed-out	Progress to date: Stairwell windows on LE Science Health Remaining funds approx. \$10,000
21-3	HVAC - Preventive Repairs (Year 3 of 3)	\$16,690	Local	Completed / Closed-out	Progress to date: Purchasing parts as required for both HVAC repairs and preventative maintenance supplies – Ongoing
21-4	LE Building M HVAC Coil Replacement	\$30,000	Local	Completed / Closed-out	Progress to date: Compressor PO ordered (\$8k). Existing coil to remain.
21-5	Student Services Building Air HVAC Handler Replacement	\$180,000	Infrastructure	Completed / Closed-out	Progress to date: Siemens (\$93.5K). New AHU install 3/15 - 4/09/21.
21-6	LE SMB Rx Commission (Re-Test and Balance)	\$80,000	Local	Completed / Closed-out	Progress to date: Reviewing Test & Balance Findings with contractor for repair recommendations. Air Quality Improvements under Cares Act.
21-7	Network rooms HVAC SL and Sumter	\$9,379	Infrastructure	SL Completed Sumterville pending	Progress to date: SL completed, quotes for mini-split replacement in Sumter IT Room requested/reviewed. Bid received is \$8,900. Verifying requirement, anticipate award to Del Air for new 3 ton unit.
21-8	Sumterville Building-4 VAV Upgrade Project	\$61,000	New Capital Fee	In Progress	Progress to date: Boards replaced, pending gear replacement. (3rd bid revd 5/26/21 - Bldg4 / 20-Ton split unit - Schedule, July FY22); (Installing: Bldg1 / 5-Ton split unit, complete by 6/30/21).
21-9	LE FA HVAC controller replacement	\$10,000	Local	Completed / Closed-out	Progress to date: Completed
20-10	Service Contracts for Repair and Maintenance	\$252,000	Local	In Progress	Progress to date: Contracts for FY21 signed, some invoice over time so this is still in progress.
21-11	General Repairs and Maintenance	\$100,000	Local	In Progress	Progress to date: Conducting general repairs and purchasing materials as required for maintenance of all three sites.

21-12	Landscape Tree Removal - Phase 2 (North Parking, 441 View, Parking Lot B)	\$41,000	Local	In Progress	Progress to date: Reviewed trees damaged by recent storms. Some trees have been removed. Planning removal of additional trees during summer semester.
21-13	LE New Walkway Storm Water Gutters	\$35,000	Local	Not Started	Progress to date: Reviewing replacements for FY22 scheduling. No replacements identified to date.
21-14	LE Building Paint Refresh (1 of 3 Year)	\$21,400	Local	In Progress	Progress to date: Prioritizing paint refresh as time allows in critical-need areas first. To be surveyed by painter on facilities staff.
21-15	Engineering and Architect. Services (SL/FA/SC/Lake Hall/LE Lib/Mag Room)	\$100,000	New Capital Fee/Local	RFQ on Hold	Progress to date: Exploring Architects already on State Contract.
21-16	SL Building #2 First Floor Redesign	\$300,000	Local	In Progress	Progress to date: Predecessor – CIP 21-15. architect selection. Initial Planning meeting held 4/15/21.
21-17	LE Lake Hall Remodel Phase I (Planning and Design)	\$40,000	New Capital Fee	On Hold	Progress to date: Predecessor – CIP 21-15
21-18	SL Building #2 Chiller Replacement	\$450,000	New HVAC Funding/LOCAL	Completed / Closed-out	Progress to date: Chiller and Commissioning completed 2/19/21. Actual cost for chiller approx. \$209,000. PO requested to complete upgrade to mech system following chiller repl. Approx. \$30k (new control boards and VAV related items).
21-22	Fine Arts Bldg. Mac Lab Project	\$150,000	Local	In Progress	Progress to date: Revisited FA Space 5/17/21. Anticipate updated proposal from the architect by 6/17/21 to complete Design Develop.
21-31	Health Services Bldg. Foundation Office 103 Build -Out	\$125,000	Local	In Progress	Progress to date: Construction Services \$62,960 (G.C. Flooring, Shelving Vendors, window shades) - Target complete 5/21/21: Furniture PO 4/9/21 - ship date 7/19/21. Target Foundation move, 7/20/21.



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: June 23, 2021

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 6-05 - 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 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 \$61,140.07. The largest amount comes from loan repayments and Return to Title IV loan repayments totaling \$24,855.85 (41%). The next largest delinquent accounts are from Pell repayments and Return to Title IV Pell repayments \$23,268.24 (38%). For FY2018-19* total revenue from tuition and fees was \$6,843,591.46 therefore the \$61,140.07 in write offs represents only .89% of total tuition and fees that were due for that fiscal year.

A total of \$18,941.35 or 31.7% was collected during the 2020-2021 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.

Uncollectible Write-Off Summary
June 2021

Description	Count	Balance
Loan Repayment/R2T4	24	24,855.85
Pell Repayment/R2T4	42	23,268.24
Tuition/Fees	22	9,906.51
FA Repayment	3	1,652.17
Bookstore Charges	7	1,257.61
Ret ACH	1	114.69
Fines	4	85.00
Total	103	61,140.07



Lake-Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: June 23, 2021

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 6-06 – Workforce Articulation Agreement Lake & Sumter County Schools

OVERVIEW:

Since 1994, Lake County Schools, Sumter County Schools and more recently added Marion County Schools have worked collaboratively with Lake-Sumter State College as members of the Lake and Sumter County Career Pathways Consortium to provide school to work programs which facilitate the earning of college credits for classes completed in high school by students transitioning to LSSC.

ANALYSIS:

The Career Pathways articulation agreements with local high school districts are a critical component of the Career Pathways initiatives endorsed by the State Department of Education to create seamless opportunities for students to progress from secondary education. The agreements are reviewed annually by Career and Technical Education (Workforce) staff and administrators for all parties. Attached are the 2021-22 revised agreements that reflect modifications and updates of LSSC courses and/or programs/modifications and deletions of Lake and Sumter Counties programs of study.

RECOMMENDATION:

It is recommended that Board approve this item as written.

In a continuing effort for the School Board of Lake County, Florida (School Board) and Lake-Sumter State College (LSSC) to provide career opportunities for secondary school students in Career Pathways programs for transition into postsecondary institutions, LSSC agrees to extend at no cost to the student (other than the application fee) college credit at LSSC according to the following requirements:

I. Articulation with Lake-Sumter State College

To articulate courses taken in Career and Technical Education (CTE) Career Pathways Program of Study at Lake County Schools (LCS) Secondary Schools to LSSC, students must meet the following requirements to earn college credit.

1. The student shall be considered a Career Pathways student, defined as a student in an articulated, sequential CTE program and enrolled in Level II or III courses that lead to a college credit certificate (CCC), Associate in Science (AS), Associate in Applied Science (AAS), or Associate in Arts (AA) degree, and/or apprenticeship programs.
2. Pass the specified high school courses identified on the CTE Career Pathways Program of Study within a career and technical program with a minimum grade of C.
3. Pay the LSSC Admissions application fee.
4. Meet regular LSSC entrance requirements, including appropriate placement and course prerequisite requirements of the college.
5. Apply for the postsecondary credit within 24 months after their high school graduation.
6. Credit may be earned in any combination of the following ways:

OPTION A. Take and pass the LSSC common assessment (Credit by Exam) for courses listed on the articulation pages contained within this document. The student must enroll and attend LSSC after high school graduation or as a Collegiate High School Early Admissions student in order to receive the credit earned by the LSSC common assessment (Credit by Exam).

OPTION B. Receive credit for an industry certification(s) earned while enrolled in a Career Pathways Program of Study which corresponds to an LSSC program. A list of approved certifications along with the equivalent articulated credit is available on the individual program pages contained within this document. If the certification product version is different from the listed industry standard, LSSC faculty will review the certification to determine equivalence.

7. LSSC will award the credit for the select program up to 24 months from the time of high school graduation or while enrolled as a Collegiate High School Early Admissions student as described in the annual Collegiate High School Dual Enrollment agreement.

The student must present the Career Pathways Certificate of Completion, copy of industry certification, and/or present a high school transcript verifying the successful completion of the technical courses and/or industry certification, if applicable, to LSSC's Workforce Development Office.

II. Assessment and Course Equivalency

1. The LSSC common assessment (Credit by Exam) study guide, prepared by LSSC program faculty for each program area will be shared with high school faculty. The LSSC common assessment (Credit by Exam) may be written, portfolio, performance-based or a combination thereof. LSSC will provide high school faculty, upon written request, the opportunity to take the LSSC common assessment (Credit by Exam).
2. Faculty and staff on the technical discipline subcommittees have examined and compared the competencies within the technical courses to be articulated from the high school curriculum to the postsecondary institutions to determine the equivalency of the content. Each technical subcommittee will develop and regularly update the discipline-specific Program of Study content equivalency descriptions.

III. Term and Termination

This agreement shall be reviewed annually and shall be in effect from July 1, 2021 through June 30, 2022 or until either party chooses to terminate the Agreement. Either party may terminate this agreement with ninety (90) days written notice.

IV. Course Offerings

The Parties understand that the available courses may change on an annual basis. A sample list for the 2021-2022 year is attached as Exhibit A. The Parties agree that revisions to the available course list may be made with the approval of the School Board or its designee and LSSC Career Pathways Consortium Committee. All other modifications are subject to Section V of this Agreement.

V. Modification or Amendment

Except as otherwise outlined in Section IV, this Agreement may be modified or amended only by a written document signed by authorized representatives of the School Board and LSSC.

VI. Entire Agreement

This Agreement comprises the entire agreement between the School Board and LSSC concerning its subject matter and shall supersede all prior agreements, oral and written declarations of intent, and other legal arrangements, whether binding or non-binding, made by the parties in respect thereof.

VII. Credit by Exam

The Credit by Exam process is attached as Appendix A. This process will provide opportunities for high school students to earn Credit by Exam towards an LSSC degree or certificate.

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SIGNATURE PAGE TO FOLLOW

**APPROVED:
THE SCHOOL BOARD
OF LAKE COUNTY, FLORIDA**

Ms. Diane Kornegay, Date
Superintendent

Mr. William Mathias, Chairperson School Board of Lake County, FL	Date
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Ms. Frances Y. Celis, Director College and Career Readiness	Date
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APPROVED:
LAKE-SUMTER STATE COLLEGE

Dr. Stanley Sidor, _____ Date _____
President

Mr. Peter Wahl, Chairperson District Board of Trustees	Date
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Dr. Michael Vitale, Date
Vice President, Academic Affairs

EXHIBIT A

Lake County Schools Secondary Schools

Program of Study	Course Number and Name	Credits
Administrative Office Specialist	8207310 Intro to Info Tech or Digital Info Tech	1
	8212110 Administrative Office Technology 1	1
	8212120 Business Software Applications 1	1

Lake-Sumter State College

OPTION A. Earn *College Credit through Career Pathways* by taking and passing the LSSC common assessment (Credit by Exam):

Lake-Sumter Program of Study	Course Number and Name	Credit Hours
AS in Business Administration	CGS 1100 Business Computer Applications GEB 1011 Introduction to Business	3 3
CCC in Business Management		
CCC in Business Operations		
CCC in Business Specialist		
AS in Computer Information Technology	-CGS 1100 Business Computer Applications	3
CCC in Cybersecurity		
CCC in Help Desk Support Technician		
CCC in Information Technology Analysis		
CCC in Information Technology Support Specialist		
CCC in Internet of Things		
AS in Criminal Justice Technology		
CCC in Criminal Justice Technology Specialist		
AAS in Electrical Distribution Technology		
CCC in Electrical Distribution Technology Advanced		
AS in Health Services Management		
CCC in Medical Office Management		
AA Degree	CGS 1100 Business Computer Applications	3

OPTION B. Earn *College Credit through Industry Certification*: Students obtaining the following industry certification(s) will be awarded credit in the specified program for the postsecondary course(s) listed below:

Lake-Sumter Program of Study	Industry Certification	Course Number and Name	Credit Hours
All AS, AAS, and CCC Programs listed in Option A	MICRO069 Microsoft Office Specialist (MOS) containing at least 3 of these 4 components: Word, Excel, PowerPoint, Access	CGS 1100 Business Computer Applications	3
	MICRO017 Microsoft Office Specialist Master	CGS 1100 Business Computer Applications	3

Lake County Schools Secondary Schools

Program of Study	Course Number and Name Lake County requires students to complete three (3) classes.	Credits
Advanced Manufacturing Technology	9200210 Advanced Manufacturing Technology1	1
	9200220 Advanced Manufacturing Technology 2	1
	9200230 Advanced Manufacturing Technology 3	1
	9200240 Advanced Manufacturing Technology 4	1
	9200250 Advanced Manufacturing Technology Capstone	1

Lake-Sumter State College

OPTION A. Earn College Credit through Career Pathways by taking and passing the LSSC common assessment (Credit by Exam). Refer to Manufacturing Skill Standards Council (MSSC) and Certified Production Technician (CPT) study guides for test preparation.

Lake-Sumter Program of Study *primary entry program	Course Number and Name	Credit Hours
*AS in Engineering Technology Substation and Relay Technology Specialization	ETM 1010C Mechanical Measurement & Instrumentation ETI 1420C Manufacturing Processes and Materials ETI 1110C Introduction to Quality Assurance ETI 1701C Industrial Safety	3 3 3 3
*CCC in Engineering Technology Support Specialist		
*CCC in Mechatronics		
AA Degree Elective Credits (not to exceed maximum elective credit hours for the program)	ETM 1010C Mechanical Measurement & Instrumentation ETI 1420C Manufacturing Processes & Materials ETI 1110C Introduction to Quality Assurance ETI 1701C Industrial Safety	3 3 3 3

OPTION B. Earn College Credit through Industry Certification: Students obtaining the following industry certification(s) will be awarded credit in the specified program for the postsecondary course(s) listed below:

Lake-Sumter Program of Study	Industry Certification	Course Number and Name	Credit Hours
CCC in Engineering Technology Support Specialist	MSSCN001 MSSC Certified Production Technician CPT	ETM 1010C Mechanical Measurement and Instrumentation	3
AS in Engineering Technology Substation and Relay Technology Specialization		ETI 1420C Manufacturing Processes and Materials	3
		ETI 1110C Introduction to Quality Assurance	3
CCC in Mechatronics		ETI 1701C Industrial Safety	3
CCC in Engineering Technology Support Specialist	<i>CREDIT for ONE of the following:</i> •SOLID003 Certified Solidworks Associate •SOLID004 Certified Solidworks Professional •ADESK011 Autodesk Certified User – Autodesk Inventor •ADESK024 Autodesk Certified Professional – Inventor	ETD 1320C Introduction to AutoCAD	3
AS in Engineering Technology Substation and Relay Technology Specialization			
CCC in Mechatronics			

Lake County Schools Secondary Schools

Program of Study	Course Number and Name	Credits
Allied Health Assisting	8417100 Health Science Anatomy & Physiology	1
	8417110 Health Science Foundations	1
	8417131 Allied Health Assisting 3	1
Nursing Assistant	8417100 Health Science Anatomy & Physiology	1
	8417110 Health Science Foundations	1
	8417211 Nursing Assistant 3	1

Lake-Sumter State College

OPTION A. Earn College Credit through Career Pathways by taking and passing the LSSC common assessment (Credit by Exam):

Program of Study *primary entry program	Course Number and Name	Credit Hours
*Nursing (A.S. Degree) RN - preferred placement	1 preferred placement point	1 point
AS in Health Services Management	HSC 1531 Medical Terminology	3
	HIM 1273 Medical Insurance & Coding I	3
	HIM1433 Concepts of Disease	3
	CGS 1100 Business Computer Applications	3
CCC in Medical Information Coder/Biller	HSC 1531 Medical Terminology	3
	HIM 1273 Medical Insurance & Coding I	3
	HIM1433 Concepts of Disease	3
CCC in Medical Office Management	HSC 1531 Medical Terminology	3
	HIM 1273 Medical Insurance & Coding I	3
	HIM1433 Concepts of Disease	3
	CGS 1100 Business Computer Applications	3
AA Degree	HSC 1531 Medical Terminology	3
	CGS 1100 Business Computer Applications	3

OPTION B. Earn College Credit through Industry Certification: Students obtaining the following industry certification(s) will be awarded credit in the specified program for the postsecondary course(s) listed below:

Lake-Sumter Program of Study	Industry Certification	Course Number and Name	Credit Hours
AS in Health Services Management	NATHA003 Certified Medical Administrative Assistant (CMAA)	HSC 1531 Medical Terminology HIM 1273 Medical Insurance & Coding I HSA 2940 Internship: Health Services Management	3 3 1
	FDMQA002 Certified Nursing Assistant (CNA)	HSC 1531 Medical Terminology HSA 2940 Internship: Health Services Management	3 1
CCC in Medical Information Coder/Biller	NATHA003 Certified Medical Administrative Assistant (CMAA)	HSC 1531 Medical Terminology HIM 1273 Medical Insurance & Coding I HSA 2940 Internship: Health Services Management	3 3 1
	FDMQA002 Certified Nursing Assistant (CNA)	HSC 1531 Medical Terminology HSA 2940 Internship: Health Services Management	3 1
CCC in Medical Office Management	NATHA003 Certified Medical Administrative Assistant (CMAA)	HSC 1531 Medical Terminology HIM 1273 Medical Insurance & Coding I HSA 2940 Internship: Health Services Management	3 3 1
	FDMQA002 Certified Nursing Assistant (CNA)	HSC 1531 Medical Terminology HSA 2940 Internship: Health Services Management	3 1
All AS and CCC Programs listed in Option A	MICRO069 Microsoft Office Specialist (MOS) containing at least 3 of these 4 components: Word, Excel, PowerPoint, Access	CGS 1100 Business Computer Applications	3
	MICRO017 Microsoft Office Specialist Master	CGS 1100 Business Computer Applications	3

Lake County Schools Secondary Schools

Program of Study	Course Number and Name	Credits
Applied Cybersecurity	8207310 Intro to Info Tech or Digital Info Tech	1
	9001320 Computer & Network Security Fundamentals	1
	9001330 Cybersecurity Essentials	1

Lake-Sumter State College

OPTION A. Earn College Credit through Career Pathways by taking and passing the LSSC common assessment (Credit by Exam):

Lake-Sumter Program of Study * primary entry program	Course Number and Name	Credit Hours
*AS in Computer Information Technology	CGS 1100 Business Computer Applications	3
*CCC in Cybersecurity	CET 2660 Network Security Fundamentals	3
	CIS 2530 Introduction to Cybersecurity	3
	CTS 2134 Network+ Concepts	3
*CCC in Information Technology Analysis	CGS 1100 Business Computer Applications	3
*CCC in Internet of Things	CET 2660 Network Security Fundamentals	3
	CTS 2134 Network+ Concepts	3
*CCC in Information Technology Support Specialist	CGS 1100 Business Computer Applications	3
	CTS 2134 Network+ Concepts	3
*CCC in Help Desk Support Technician	CGS 1100 Business Computer Applications	3
AS in Business Administration		
CCC in Business Management		
CCC in Business Operations		
CCC in Business Specialist		
AS in Criminal Justice Technology		
CCC in Criminal Justice Technology Specialist		
AAS in Electrical Distribution Technology		
CCC in Electrical Distribution Technology Advanced		
AS in Health Services Management		
CCC in Medical Office Management		
A.A. Degree Students should consult with an LSSC academic advisor to determine how the number of credits possible impacts the number of credits permitted in the degree	CGS 1100 Business Computer Applications	3
	CET 2660 Network Security Fundamentals	3
	CIS 2530 Introduction to Cybersecurity	3
	CTS 2134 Networking Concepts	3

OPTION B. Earn College Credit through Industry Certification: Students obtaining the following industry certification(s) will be awarded credit in the specified program for the postsecondary course(s) listed below:

Lake-Sumter Program of Study	Industry Certification	Course Number and Name	Credit Hours
AS in Computer Information Technology	COMPT006 CompTIA Network+	CTS 2134 Network+ Concepts	3
	COMPT008 CompTIA Security+	CET 2660 Network Security Fundamentals	3
	COMPT016 CompTIA CySA+	CIS 2530 Cybersecurity	3
CCC in Information Technology Analysis	COMPT006 CompTIA Network+	CTS 2134 Network+ Concepts	3
	COMPT008 CompTIA Security+	CET 2660 Network Security Fundamentals	3
CCC in Cybersecurity	COMPT016 CompTIA CySA+	CIS 2530 Cybersecurity	3
All AS, AAS, and CCC Programs listed in Option A	MICRO069 Microsoft Office Specialist (MOS) containing at least 3 of these 4 components: Word, Excel, PowerPoint, Access	CGS 1100 Business Computer Applications	3
	MICRO017 Microsoft Office Specialist Master	CGS 1100 Business Computer Applications	3

Lake County Schools Secondary Schools

Program of Study	Course Name Lake County requires students to complete three (3) classes.	Credits
Digital Design	8207310 Intro to Info Tech or Digital Info Tech	1
	8209510 Digital Design I	1
	8209520 Digital Design 2	1
	8209530 Digital Design 3	1

Lake-Sumter State College

OPTION A. Earn College Credit through Career Pathways by taking and passing the LSSC common assessment (Credit by Exam):

Lake-Sumter Program of Study * primary entry program	Course Number and Name	Credit Hours
*AS in Business Administration	CGS 1100 Business Computer Applications	3
CCC Business Specialist		
CCC in Business Operations		
CCC in Business Management		
AS in Computer Information Technology		
CCC in Cybersecurity		
CCC in Help Desk Support Technician		
CCC in Information Technology Analysis		
CCC in Information Technology Support Specialist		
CCC Internet of Things		
AS in Criminal Justice Technology		
CCC in Criminal Justice Technology Specialist		
AAS in Electrical Distribution Technology		
CCC in Electrical Distribution Technology Advanced		
AS in Health Services Management		
CCC in Medical Office Management		
A.A. Degree	CGS 1100 Business Computer Applications	3

OPTION B. Earn College Credit through Industry Certification: Students obtaining the following industry certification(s) will be awarded credit in the specified program for the postsecondary course(s) listed below:

Lake-Sumter Program of Study	Industry Certification	Course Number and Name	Credit Hours
All AS, AAS, and CCC Programs listed in Option A	MICRO069 Microsoft Office Specialist (MOS) containing at least 3 of these 4 components: Word, Excel, PowerPoint, Access	CGS 1100 Business Computer Applications	3
	MICRO017 Microsoft Office Specialist Master	CGS 1100 Business Computer Applications	3

Lake County Schools Secondary Schools

Program of Study	Course Number and Name	Credits
Diversified Career Technology	8303010 Diversified Career Technology Principles	1
	8303020 Diversified Career Technology Applications	1
	8303030 Diversified Career Technology Management	1

Lake-Sumter State College

OPTION A. Earn College Credit through Career Pathways by taking and passing the LSSC common assessment (Credit by Exam):

Lake-Sumter Program of Study *primary entry program	Course Number and Name	Credit Hours
*AS in Business Administration	GEB 1011 Introduction to Business CGS 1100 Business Computer Applications	3 3
*CCC in Business Specialist		
*CCC in Business Operations		
*CCC in Business Management		
A.A. Degree	GEB 1011 Introduction to Business CGS 1100 Business Computer Applications	3 3

OPTION B. Earn College Credit through Industry Certification: Students obtaining the following industry certification(s) will be awarded credit in the specified program for the postsecondary course(s) listed below:

Lake-Sumter Program of Study	Industry Certification	Course Number and Name	Credit Hours
All AS and CCC Programs listed in Option A	MICRO069 Microsoft Office Specialist (MOS) containing at least 3 of these 4 components: Word, Excel, PowerPoint, Access	CGS 1100 Business Computer Applications	3
	MICRO017 Microsoft Office Specialist Master	CGS 1100 Business Computer Applications	3

Lake County Schools Secondary Schools

Program of Study	Course Number and Name	Credits
Electronic Business Enterprise	8207310 Intro to Info Tech or Digital Info Tech	1
	8200340 Introduction to E Commerce	1
	8200350 E Commerce Entrepreneurship	1

Lake-Sumter State College

OPTION A. Earn College Credit through Career Pathways by taking and passing the LSSC common assessment (Credit by Exam):

Lake-Sumter Program of Study *primary entry program	Course Number and Name	Credit Hours
*AS in Business Administration	CGS 1100 Business Computer Applications GEB 1136 Introduction to eBusiness	3 3
*CCC in Business Specialist		
*CCC in Business Operations		
*CCC in Business Management		
A.A. Degree	GEB 1011 Introduction to Business	3
	CGS 1100 Business Computer Applications	3

OPTION B. Earn College Credit through Industry Certification: Students obtaining the following industry certification(s) will be awarded credit in the specified program for the postsecondary course(s) listed below:

Lake-Sumter Program of Study	Industry Certification	Course Number and Name	Credit Hours
*AS in Business Administration	PROSO003 CIW E Commerce	GEB 1136 Introduction to eBusiness	3
*CCC in Business Specialist			
*CCC in Business Operations			
*CCC in Business Management			
All AS and CCC Programs listed in Option A	MICRO069 Microsoft Office Specialist (MOS) containing at least 3 of these 4 components: Word, Excel, PowerPoint, Access	CGS 1100 Business Computer Applications	3
	MICRO017 Microsoft Office Specialist Master	CGS 1100 Business Computer Applications	3

Lake County Schools Secondary Schools

Program of Study	Course Number and Name Lake County requires students to complete three (3) classes.	Credits
Energy Technician (Power Academy)	8006110 Energy Industry Fundamentals	1
	8727210 Electricity I	1
	8006120 Introduction to Alternative Energy	1
	8727220 Electricity II	1

Lake-Sumter State College

OPTION A. Earn College Credit through Career Pathways by taking and passing the LSSC common assessment (Credit by Exam):

Lake-Sumter Program of Study *primary entry program	Course Number and Name	Credit Hours
*AAS in Electrical Distribution Technology	ETP 1101C Basic Electricity for Line Workers	3
*CCC in Electrical Distribution Technology Basic		
*CCC in Electrical Distribution Technology Advanced		
A.A. Degree	ETP 1101C Basic Electricity for Line Workers	3

OPTION B. Earn College Credit through Industry Certification: Students obtaining the following industry certification(s) will be awarded credit in the specified program for the postsecondary course(s) listed below:

Lake-Sumter Program of Study	Industry Certification	Course Number and Name	Credit Hours
All AAS and CCC Programs listed in Option A	MICRO069 Microsoft Office Specialist (MOS) containing at least 3 of these 4 components: Word, Excel, PowerPoint, Access	CGS 1100 Business Computer Applications	3
	MICRO017 Microsoft Office Specialist Master	CGS 1100 Business Computer Applications	3

Lake County Schools Secondary Schools

Program of Study	Course Number and Name Lake County requires students to complete three (3) classes.	Credits
Engineering Pathways	8600550 Introduction to Engineering Design	1
	8600520 Principals of Engineering	1
	8600530 Digital Electronics	1
	8600560 Computer Integrated Manufacturing or	1
	8600590 Civil Engineering and Architecture or	1
	8600650 Engineering Design and Development	1

Lake-Sumter State College

OPTION A. Earn College Credit through Career Pathways by taking and passing the LSSC common assessment (Credit by Exam). Refer to Manufacturing Skill Standards Council (MSSC) and Certified Production Technician (CPT) study guides for test preparation for ETI 1420C and ETM 1010C.

Lake-Sumter Program of Study *primary entry program	Course Number and Name	Credit Hours
*AS in Engineering Technology Substation and Relay Technology Specialization	ETI 1084C Introduction to Electronics ETD 1320C Introduction to AutoCAD ETI 1420C Manufacturing Materials and Processes ETM 1010C Mechanical Measurement and Instrumentation	3
*CCC in Engineering Technology Support Specialist		3
		3
		3
*CCC in Mechatronics		
A.A. Degree	ETI 1084C Introduction to Electronics	3
	ETD 1320C Introduction to AutoCAD	3
	ETI 1420C Manufacturing Materials and Processes	3
	ETM 1010C Mechanical Measurement and Instrumentation	3

OPTION B. Earn College Credit through Industry Certification: Students obtaining the following industry certification(s) will be awarded credit in the specified program for the postsecondary course(s) listed below:

Lake-Sumter Program of Study	Industry Certification	Course Number and Name	Credit Hours
AS in Engineering Technology Substation and Relay Technology Specialization	<i>CREDIT for ONE of the following:</i> <ul style="list-style-type: none"> • SOLID003 Certified Solidworks Associate • SOLID004 Certified Solidworks Professional • ADESK011 Autodesk Certified User – Autodesk Inventor • ADESK024 Autodesk Certified Professional – Inventor 	ETD 1320C Introduction to AutoCAD	3
CCC in Engineering Technology Support Specialist			
CCC in Mechatronics			

Lake County Schools Secondary Schools

Program of Study	Course Number and Name	Credits
Entrepreneurship	8812110 Principles of Entrepreneurship	1
	8812120 Business Management & Law	1
	8812000 Business Ownership	1

Lake-Sumter State College

OPTION A. Earn College Credit through Career Pathways by taking and passing the LSSC common assessment (Credit by Exam):

Lake-Sumter Program of Study *primary entry program	Course Number and Name	Credit Hours
*AS in Business Administration	ENT 1000 Introduction to Entrepreneurship	3
A.A. Degree	ENT 1000 Introduction to Entrepreneurship	3

OPTION B. Earn College Credit through Industry Certification: Students obtaining the following industry certification(s) will be awarded credit in the specified program for the postsecondary course(s) listed below:

Lake-Sumter Program of Study	Industry Certification	Course Number and Name	Credit Hours
AS Program listed in Option A	MICRO069 Microsoft Office Specialist (MOS) containing at least 3 of these 4 components: Word, Excel, PowerPoint, Access	CGS 1100 Business Computer Applications	3
	MICRO017 Microsoft Office Specialist Master	CGS 1100 Business Computer Applications	3

Lake County Schools Secondary Schools

Program of Study	Course Number and Name Lake County requires students to complete three (3) classes.	Credits
Finance	8207310 Digital Information Technology	1
	8203310 Accounting Applications	1
	8815110 Economics & Financial Services	1
	8815120 Personal Finance	1

Lake-Sumter State College

OPTION A. Earn College Credit through Career Pathways by taking and passing the LSSC common assessment (Credit by Exam):

Lake-Sumter Program of Study	Course Number and Name	Credit Hours
AS in Business Administration	ACG 2021 Financial Accounting	3

Lake County Schools Secondary Schools

Program of Study	Course Number and Name Lake County requires students to complete three (3) classes.	Credits
Game/Simulation/Animation Programming	8208110 Game & Simulation Foundations	1
	8208120 Game & Simulation Design	1
	8208330 Game & Simulation Programming	1
	8208340 Multi-User Game & Simulation Programming	1

Lake-Sumter State College

OPTION A. Earn College Credit through Career Pathways by taking and passing the LSSC common assessment (Credit by Exam):

Lake-Sumter Program of Study *primary entry program	Course Number and Name	Credit Hours
*AS in Computer Information Technology	COP 1000 Introduction to Programming	3
	COP 2220 Computer Programming C Language	3
	COP 2800 Programming with Java	3
A.A. Degree	COP 1000 Introduction to Programming	3
	COP 2220 Computer Programming C Language	3
	COP 2800 Programming with Java	3

Lake County Schools Secondary Schools

Program of Study	Course Number and Name Lake County requires students to complete three (3) classes.	Credits
International Business	8207310 Intro to Info Tech or Digital Info Tech	1
	8203310 Accounting Applications I	1
	8216110 International Business Systems	1
	8216130 International Finance and Law; Business Internship	1

Lake-Sumter State College

OPTION A. Earn College Credit through Career Pathways by taking and passing the LSSC common assessment (Credit by Exam):

Lake-Sumter Program of Study *primary entry program	Course Number and Name	Credit Hours
*AS in Business Administration	CGS 1100 Business Computer Applications GEB 1011 Introduction to Business	3 3
*CCC in Business Management		
*CCC in Business Operations		
*CCC in Business Specialist		
AS in Computer Information Technology	CGS 1100 Business Computer Applications	3
CCC in Cybersecurity		
CCC in Help Desk Support Technician		
CCC in Information Technology Analysis		
CCC in Information Technology Support Specialist		
CCC in Internet of Things		
AS in Criminal Justice Technology		
CCC in Criminal Justice Technology Specialist		
AAS in Electrical Distribution Technology		
CCC in Electrical Distribution Technology Advanced		
AS in Health Services Management		
CCC in Medical Office Management		
A.A. Degree	CGS 1100 Business Computer Applications GEB 1011 Introduction to Business	3 3

OPTION B. Earn *College Credit through Industry Certification*: Students obtaining the following industry certification(s) will be awarded credit in the specified program for the postsecondary course(s) listed below:

Lake-Sumter Program of Study	Industry Certification	Course Number and Name	Credit Hours
All AS, AAS, and CCC Programs listed in Option A	MICRO069 Microsoft Office Specialist (MOS) containing at least 3 of these 4 components: Word, Excel, PowerPoint, Access	CGS 1100 Business Computer Applications	3
	MICRO017 Microsoft Office Specialist Master	CGS 1100 Business Computer Applications	3

Lake County Schools Secondary Schools

Program of Study	Course Number and Name Lake County requires students to complete three (3) classes.	Credits
Legal Administrative Specialist	8207310 Intro to Info Tech or Digital Info Tech	1
	8212110 Administrative Office Technology 1	1
	8212120 Business Software Applications 1	1
	8215130 Legal Aspects of Business	1

Lake-Sumter State College

OPTION A. Earn College Credit through Career Pathways by taking and passing the LSSC common assessment (Credit by Exam):

Lake-Sumter Program of Study *primary entry program	Course Number and Name	Credit Hours
*AS in Business Administration	CGS 1100 Business Computer Applications	3
*CCC in Business Management		
*CCC in Business Operations		
*CCC in Business Specialist		
AS in Computer Information Technology		
CCC in Cybersecurity		
CCC in Help Desk Support Technician		
CCC in Information Technology Analysis		
CCC in Information Technology Support Specialist		
CCC in Internet of Things		
AS in Criminal Justice Technology		
CCC in Criminal Justice Technology Specialist		
AAS in Electrical Distribution Technology		
CCC in Electrical Distribution Technology Advanced		
AS in Health Services Management		
CCC in Medical Office Management		
A.A. Degree	CGS 1100 Business Computer Applications	3

OPTION B. Earn *College Credit through Industry Certification*: Students obtaining the following industry certification(s) will be awarded credit in the specified program for the postsecondary course(s) listed below:

Lake-Sumter Program of Study	Industry Certification	Course Number and Name	Credit Hours
All AS, AAS, and CCC Programs listed in Option A	MICRO069 Microsoft Office Specialist (MOS) containing at least 3 of these 4 components: Word, Excel, PowerPoint, Access	CGS 1100 Business Computer Applications	3
	MICRO017 Microsoft Office Specialist Master	CGS 1100 Business Computer Applications	3

Lake County Schools Secondary Schools

Program of Study	Course Number and Name Lake County requires students to complete three	Credits
Marketing, Management & Entrepreneurial Principles	8827110 Marketing Essentials	1
	8827120 Marketing Applications	1
	8827130 Marketing Management	1
	8812000 Business Ownership	1

Lake-Sumter State College

OPTION A. Earn College Credit through Career Pathways by taking and passing the LSSC common assessment (Credit by Exam):

Lake-Sumter Program of Study *primary entry program	Course Number and Name	Credit Hours
*AS in Business Administration	GEB 1011 Introduction to Business MAR 2011 Principles of Marketing	3
*CCC in Business Management		3
*CCC in Business Specialist	GEB 1011 Introduction to Business	3
*CCC in Business Operations		
A.A. Degree	GEB 1011 Introduction to Business	3
	MAR 2011 Principles of Marketing	3

OPTION B. Earn College Credit through Industry Certification: Students obtaining the following industry certification(s) will be awarded credit in the specified program for the postsecondary course(s) listed below:

Lake-Sumter Program of Study	Industry Certification	Course Number and Name	Credit Hours
All AS and CCC Programs listed in Option A	MICRO069 Microsoft Office Specialist (MOS) containing at least 3 of these 4 components: Word, Excel, PowerPoint, Access	CGS 1100 Business Computer Applications	3
	MICRO017 Microsoft Office Specialist Master	CGS 1100 Business Computer Applications	3

Lake County Schools Secondary Schools

Program of Study	Course Name	Credits
Web Development	8207310 Intro to Info Tech or Digital Info Tech	1
	9001110 Foundations of Web Design	1
	9001120 User Interface Design	1

Lake-Sumter State College

OPTION A. Earn College Credit through Career Pathways by taking and passing the LSSC common assessment (Credit by Exam):

Lake-Sumter Program of Study *primary entry program	Course Number and Name	Credit Hours
*AS in Computer Information Technology	CGS 1100 Business Computer Applications CGS 1820 Web Programming	3 3
CCC in Cybersecurity	CGS 1100 Business Computer Applications	3
CCC in Help Desk Support Technician		
CCC in Information Technology Analysis		
CCC in Information Technology Support Specialist		
CCC in Internet of Things		
AS in Business Administration		
CCC in Business Management		
CCC in Business Operations		
CCC in Business Specialist		
AS in Criminal Justice Technology		
CCC in Criminal Justice Technology Specialist		
AAS in Electrical Distribution Technology		
CCC in Electrical Distribution Technology Advanced		
AS in Health Services Management		
CCC in Medical Office Management		
A.A. Degree	CGS 1100 Business Computer Applications CGS 1820 Web Programming	3 3

OPTION B. Earn College Credit through Industry Certification: Students obtaining the following industry certification(s) will be awarded credit in the specified program for the postsecondary course(s) listed below:

Lake-Sumter Program of Study	Industry Certification	Course Number and Name	Credit Hours
AS in Computer Information Technology	PROSO022 Certified Internet Web (CIW) Web Design Specialist	CGS 1820 Web Programming	3
All AS, AAS, and CCC Programs listed in Option A	MICRO069 Microsoft Office Specialist (MOS) containing at least 3 of these 4 components: Word, Excel, PowerPoint, Access	CGS 1100 Business Computer Applications	3
	MICRO017 Microsoft Office Specialist Master	CGS 1100 Business Computer Applications	3

APPENDIX A

Credit by Exam

Process for 2021-2022

Background

High School graduates who have completed a high school Career and Technical Education (CTE) program and earned a Career Pathways Certificate may be eligible to receive college credits in specific LSSC Workforce programs such as an Associate in Science degree, Associate in Applied Science degree, or College Credit Certificate.

LSSC provides students with the opportunity to exempt specific courses by taking and passing an assessment. Students must complete a Request for Credit by Exam form and return it to the Learning Center by designated dates each semester detailed on the academic registration calendar. Students who pass the exams will receive credit for the course with a grade of S (Satisfactory).

Current Articulation Agreement with Lake County Schools:

1. **Eligible students must** take and pass the LSSC common assessment (Credit by Exam) for courses listed in the articulation agreement. The student must enroll and attend Lake-Sumter State College after high school graduation or as a Collegiate High School Early Admissions student in order to receive the credit earned by the LSSC common assessment (Credit by Exam). LSSC will award the credit up to 24 months from the time of high school graduation.
2. The LSSC common assessment (Credit by Exam) study guide, prepared by LSSC program faculty for each program area will be shared with high school faculty. The LSSC common assessment (Credit by Exam) may be written, portfolio, performance-based or a combination thereof. LSSC will provide high school faculty, upon written request, the opportunity to take the LSSC common assessment (Credit by Exam).
3. The student must present the Career Pathways Certificate of Completion verifying the successful completion of the technical courses, to LSSC's Workforce Development Office.
4. Student must complete a Request for Credit by Exam Form.
 - a. Form must be submitted to the Learning Center prior to exam.
 - b. Faculty gives test on dates determined by Testing Center.
5. Forms returned by faculty to Workforce office.
 - a. Assistant Director of Workforce Programs submits form to Registrar to enter grades.

Policy Effective 2021-2022

In efforts to increase the number of students using Credit by Exam (CBE), Lake-Sumter State College (LSSC), in collaboration with the LSSC testing center and Lake County schools, is seeking to improve their existing processes for implementing high school articulation agreements and the subsequent awarding of credit by Credit by Exam. This proposed policy will outline procedures in identifying Career Pathways students and reduce barriers to provide more students the opportunity to earn college credit at LSSC.

1. The high school student must have completed a Career Pathways (CP) program or be in their last CP course and have passed any CP courses with a C or better.

Lake County Schools will:

- Provide roster to LSSC listing all students classified as CP students with data (name, email, CP program, grades in CP classes, year in school, and any Industry Certifications earned).

LSSC will:

- Provide letters to school district for CP teachers to distribute to qualified students.
- Send emails to qualified students.
 - Registration form (Woofoo form) included in email.
- Provide study guides to school districts.
- Send roster of registered students to IT to create LSSC student ID number.
- Send roster of registered students, with ID, to eLearning to enroll student in Canvas shell.
- Send roster to testing center through Canvas (no later than 3 weeks before test date). Students cannot be added after this date.
- Track student information, testing data, and forms.

2. Provide testing, dates and locations. No charge to student or schools per articulation agreement. Student will have opportunity to take CBE in fall and/or spring semester.

Lake County Schools will:

- Bus students to LSSC campus.

LSSC will:

- Determine dates for testing in fall and spring (dates to be determined).
- Provide testing at Leesburg testing center, 24 computers available.
 - Maximum of 24 students per testing date.
- Provide testing at South Lake testing center, 24 computers available.
 - Maximum of 24 students per testing date.
- Oversee student sign in at LSSC testing center.
 - Must present picture ID.
 - Must sign waiver for release of scores.
- Provide proctors for exams.
- Administer tests through Canvas.
 - Program Managers and instructors send written tests through Canvas and tests are auto scored.
 - Hands on tests given and graded by LSSC instructors.
- Provide test scores - student must pass assessment with 70% or better.

3. Follow up with students upon completion of CBE tests.

LSSC will:

- Send letters to students to inform them of test results.
- Send letters to passing students stating they received (X) amount of credits, saving (X) amount of money once they are admitted to LSSC.
 - Flyer that informs them of how to receive credit.
 - Online Woofoo form to be completed by student.

4. Student graduates from high school and enrolls at LSSC in appropriate program of study.

LSSC will:

- Submit form to Registrar with list of eligible students and grades.
 - Registrar will put credits in escrow until student completes one semester at LSSC, or a minimum of 6 credit hours, with a grade of C or better.

5. Articulated credits will be applied to Associate in Science or college certificate program as applicable.
6. The student must apply for the postsecondary credit **within 24 months** after their high school graduation.

In a continuing effort for the Sumter County School District and Lake-Sumter State College (LSSC) to provide career opportunities for secondary school students in Career Pathways programs for transition into postsecondary institutions, LSSC agrees to extend at no cost to the student (other than the application fee) college credit at LSSC according to the following requirements:

I. Articulation with Lake-Sumter State College

To articulate courses taken in Career and Technical Education (CTE) Career Pathways Program of Study at Sumter secondary schools to LSSC, students must meet the following requirements to earn college credit.

1. The student shall be considered a Career Pathways student, defined as a student in an articulated, sequential CTE program and enrolled in Level II or III courses that lead to a college credit certificate (CCC), Associate in Science (AS), Associate in Applied Science (AAS), or Associate in Arts (AA) degree, and/or apprenticeship programs.
2. Pass the specified high school courses identified on the CTE Career Pathways Program of Study within a career and technical program with a minimum grade of C.
3. Pay the LSSC Admissions application fee.
4. Meet regular LSSC entrance requirements, including appropriate placement and course prerequisite requirements of the college.
5. Apply for the postsecondary credit within 24 months after their high school graduation.
6. Credit may be earned in any combination of the following ways:

Option A. Take and pass the LSSC common assessment (Credit by Exam) for courses listed on the articulation pages contained within this document. The student must enroll and attend LSSC after high school graduation or as a Collegiate High School Early Admissions student in order to receive the credit earned by the LSSC common assessment (Credit by Exam).

Option B. Receive credit for an industry certification(s) earned while enrolled in a Career Pathways Program of Study which corresponds to an LSSC program. A list of approved certifications along with the equivalent articulated credit is available on the individual program pages contained within this document. If the certification product version is different from the listed industry standard, LSSC faculty will review the certification to determine equivalence.

7. LSSC will award the credit for the select program up to 24 months from the time of high school graduation or while enrolled as a Collegiate High School Early Admissions student as described in the annual Collegiate High School Dual Enrollment agreement.

The student must present the Career Pathways Certificate of Completion, copy of industry certification, and/or present a high school transcript verifying the successful completion of the technical courses and/or industry certification, if applicable, to LSSC's Workforce Development Office.

II. Assessment and Course Equivalency

1. The LSSC common assessment (Credit by Exam) study guide, prepared by LSSC program faculty for each program area will be shared with high school faculty. The LSSC common assessment (Credit by Exam) may be written, portfolio, performance-based or a combination thereof. LSSC will provide high school faculty, upon written request, the opportunity to take the LSSC common assessment (Credit by Exam).
2. Faculty and staff on the technical discipline subcommittees have examined and compared the competencies within the technical courses to be articulated from the high school curriculum to the postsecondary institutions to determine the equivalency of the content. Each technical subcommittee will develop and regularly update the discipline-specific Program of Study content equivalency descriptions.

III. Term and Termination

This agreement shall be reviewed annually and shall be in effect from July 1, 2021 through June 30, 2022 or until either party terminates this agreement with thirty days written notice.

IV. Course Offerings

The Parties understand that the available courses may change on an annual basis. A sample list for the 2021-2022 year is attached as Exhibit A. The Parties agree that revisions to the available course list may be made with the approval of the School Board or its designee and LSSC Career Pathways Consortium Committee. All other modifications are subject to Section V of the Agreement.

V. Modification or Amendment

Except as otherwise outlined in Section IV, this Agreement may be modified or amended only by a written document signed by authorized representatives of the School Board and LSSC.

VI. Credit by Exam

The Credit by Exam process is attached as Appendix A. This process will provide opportunities for high school students to earn Credit by Exam towards an LSSC degree or certificate.

APPROVED:
LAKE-SUMTER STATE COLLEGE

Dr. Stanley Sidor,
President

Date _____

Mr. Peter Wahl, Chairperson District Board of Trustees	Date
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Dr. Michael Vitale, Date
Vice President, Academic Affairs

EXHIBIT A

Sumter Secondary Schools

Program of Study	Course Number and Name	Credits
Administrative Office Specialist	8207310 Digital Information Technology	1
	8212110 Administrative Office Technology I	1
	8212120 Business Software Applications I	1

Lake-Sumter State College

OPTION A. Earn College Credit through Career Pathways by taking and passing the LSSC common assessment (Credit by Exam):

Program of Study	Course Number and Name	Credit Hours
AS in Business Administration	CGS 1100 Business Computer Applications GEB 1011 Introduction to Business	3
CCC in Business Management		3
CCC in Business Operations	CGS 1100 Business Computer Applications	3
CCC in Business Specialist		
AS in Computer Information Technology		
CCC in Cybersecurity		
CCC in Help Desk Support Technician		
CCC in Information Technology Analysis		
CCC in Information Technology Support Specialist		
CCC in Internet of Things		
AS in Criminal Justice Technology		
CCC in Criminal Justice Technology Specialist		
AS in Electrical Distribution Technology		
CCC in Electrical Distribution Technology Advanced		
AS in Health Services Management		
CCC in Medical Office Management		
AA Degree	CGS 1100 Business Computer Applications GEB 1011 Introduction to Business	3 3

OPTION B. Earn College Credit through Industry Certification: Students obtaining the following industry certification(s) will be awarded credit in the specified program for the postsecondary course(s) listed below:

Program of Study	Industry Certification	Course Number and Name	Credits
All AS, AAS, and CCC Programs listed in Option A	MICRO069 Microsoft Office Specialist (MOS) containing at least 3 of these 4 components: Word, Excel, PowerPoint, Access	CGS 1100 Business Computer Applications	3
	MICRO017 Microsoft Office Specialist Master	CGS 1100 Business Computer Applications	3

Sumter Secondary Schools

Program of Study	Course Number and Name	Credits
Allied Health Assisting	8417100 Health Science Anatomy & Physiology	1
	8417110 Health Science Foundations	1
	8417131 Allied Health Assisting 3	1

Lake-Sumter State College

OPTION A. Earn College Credit through Career Pathways by taking and passing the LSSC common assessment (Credit by Exam):

Program of Study *primary entry program	Course Number and Name	Credit Hours
*Nursing (A.S. Degree) RN - preferred placement	1 preferred placement point	1 point
AS in Health Services Management	HSC 1531 Medical Terminology	3
	HIM 1273 Medical Insurance & Coding I	3
	HIM1433 Concepts of Disease	3
	CGS 1100 Business Computer Applications	3
CCC in Medical Information Coder/Biller	HSC 1531 Medical Terminology	3
	HIM 1273 Medical Insurance & Coding I	3
	HIM1433 Concepts of Disease	3
CCC in Medical Office Management	HSC 1531 Medical Terminology	3
	HIM 1273 Medical Insurance & Coding I	3
	HIM1433 Concepts of Disease	3
	CGS 1100 Business Computer Applications	3
AA Degree	HSC 1531 Medical Terminology	3
	CGS 1100 Business Computer Applications	3

OPTION B. Earn College Credit through Industry Certification: Students obtaining the following industry certification(s) will be awarded credit in the specified program for the postsecondary course(s) listed below:

Program of Study	Industry Certification	Course Number and Name	Credits
AS in Health Services Management	NATHA003 Certified Medical Administrative Assistant (CMAA)	HSC 1531 Medical Terminology HIM 1273 Medical Insurance & Coding 1	3 3
	FDMQA002 Certified Nursing Assistant (CNA)	HSC 1531 Medical Terminology	3
CCC in Medical Information Coder/Biller	NATHA003 Certified Medical Administrative Assistant (CMAA)	HSC 1531 Medical Terminology HIM 1273 Medical Insurance & Coding	3 3
	FDMQA002 Certified Nursing Assistant (CNA)	HSC 1531 Medical Terminology	3
CCC in Medical Office Management	NATHA003 Certified Medical Administrative Assistant (CMAA)	HSC 1531 Medical Terminology HIM 1273 Medical Insurance & Coding 1	3 3
	FDMQA002 Certified Nursing Assistant (CNA)	HSC 1531 Medical Terminology	3
All AS and CCC Programs listed in Option A	MICRO069 Microsoft Office Specialist (MOS) containing at least 3 of these 4 components: Word, Excel, PowerPoint, Access	CGS 1100 Business Computer Applications	3
	MICRO017 Microsoft Office Specialist Master	CGS 1100 Business Computer Applications	3

Sumter Secondary Schools

Program of Study	Course Name	Credits
Criminal Justice Operations	8918010 Criminal Justice 1	1
	8918020 Criminal Justice 2	1
	8918030 Criminal Justice 3	1
Public Safety Telecommunications	9101100 Dispatcher: Police, Fire, Ambulance	1.5

Lake-Sumter State College Courses

OPTION A. Earn College Credit through Career Pathways by taking and passing the LSSC common assessment (Credit by Exam):

Program of Study *primary entry program	Course Number and Name	Credit Hours
*AS in Criminal Justice Technology	CCJ 1020 Introduction to Criminal Justice	3
	CJE 2600 Criminal Investigation	3
AA Degree	CCJ 1020 Introduction to Criminal Justice	3
	CJE 2600 Criminal Investigation	3

OPTION B. Earn College Credit through Industry Certification: Students obtaining the following industry certification(s) will be awarded credit in the specified program for the postsecondary course(s) listed below:

Program of Study	Industry Certification	Course Number and Name	Credit Hours
AS in Criminal Justice Technology	FDMQA030 911 Public Safety Telecommunicator	CJE 2946 Practicum in Criminal Justice	3

Sumter Secondary Schools

Program of Study	Course Name	Credits
Digital Design	8207310 Intro to Info Tech or Digital Info Tech	1
	8209510 Digital Design I	1
	8209520 Digital Design 2	1
	8209530 Digital Design 3	1

Lake-Sumter State College

OPTION A. Earn College Credit through Career Pathways by taking and passing the LSSC common assessment (Credit by Exam):

Lake-Sumter Program of Study * primary entry program	Course Number and Name	Credit Hours
*AS in Business Administration	CGS 1100 Business Computer Applications	3
CCC Business Specialist		
CCC in Business Operations		
CCC in Business Management		
AS in Computer Information Technology		
CCC in Cybersecurity		
CCC in Help Desk Support Technician		
CCC in Information Technology Analysis		
CCC in Information Technology Support Specialist		
CCC Internet of Things		
AS in Criminal Justice Technology		
CCC in Criminal Justice Technology Specialist		
AAS in Electrical Distribution Technology		
CCC in Electrical Distribution Technology Advanced		
AS in Health Services Management		
CCC in Medical Office Management		
A.A. Degree	CGS 1100 Business Computer Applications	3

OPTION B. Earn *College Credit through Industry Certification*: Students obtaining the following industry certification(s) will be awarded credit in the specified program for the postsecondary course(s) listed below:

Lake-Sumter Program of Study	Industry Certification	Course Number and Name	Credit Hours
All AS and CCC Programs listed in Option A	MICRO069 Microsoft Office Specialist (MOS) containing at least 3 of these 4 components: Word, Excel, PowerPoint, Access	CGS 1100 Business Computer Applications	3
All AS, AAS, and CCC Programs listed in Option A	MICRO017 Microsoft Office Specialist Master	CGS 1100 Business Computer Applications	3

Sumter Adult Education Center

Program of Study	Course Number and Name	Credits
Nursing Assistant (Long-Term Care)	PRN0090 Nurse Aide and Orderly	120 hours

OPTION B. Earn College Credit through Industry Certification: Students obtaining the following industry certification(s) will be awarded credit in the specified program for the postsecondary course(s) listed below:

Program of Study	Industry Certification	Course Number and Name	Credits
AS in Health Services Management	FDMQA002 Certified Nursing Assistant (CNA)	HSC 1531 Medical Terminology HSA 2940 Internship: Health Services Management	3
CCC in Medical Information Coder/Biller			1
CCC in Medical Office Management			

APPENDIX A

Credit by Exam

Process for 2021-2022

Background

High School graduates who have completed a high school Career and Technical Education (CTE) program and earned a Career Pathways Certificate may be eligible to receive college credits in specific LSSC Workforce programs such as an Associate in Science degree, Associate in Applied Science degree, or College Credit Certificate.

LSSC provides students with the opportunity to exempt specific courses by taking and passing an assessment. Students must complete a Request for Credit by Exam form and return it to the Learning Center by designated dates each semester detailed on the academic registration calendar. Students who pass the exams will receive credit for the course with a grade of S (Satisfactory).

Current Articulation Agreement with Sumter County Schools:

1. **Eligible students must** take and pass the LSSC common assessment (Credit by Exam) for courses listed in the articulation agreement. The student must enroll and attend Lake-Sumter State College after high school graduation or as a Collegiate High School Early Admissions student in order to receive the credit earned by the LSSC common assessment (Credit by Exam). LSSC will award the credit up to 24 months from the time of high school graduation.
2. The LSSC common assessment (Credit by Exam) study guide, prepared by LSSC program faculty for each program area will be shared with high school faculty. The LSSC common assessment (Credit by Exam) may be written, portfolio, performance-based or a combination thereof. LSSC will provide high school faculty, upon written request, the opportunity to take the LSSC common assessment (Credit by Exam).
3. The student must present the Career Pathways Certificate of Completion verifying the successful completion of the technical courses, to LSSC's Workforce Development Office.
4. Student must complete a Request for Credit by Exam Form.
 - a. Form must be submitted to the Learning Center prior to exam.
 - b. Faculty gives test on dates determined by Testing Center.
5. Forms returned by faculty to Workforce office.
 - a. Assistant Director of Workforce Programs submits form to Registrar to enter grades.

Proposed Policy

In efforts to increase the number of students using Credit by Exam (CBE), Lake-Sumter State College (LSSC), in collaboration with the LSSC testing center and Sumter County schools, is seeking to improve their existing processes for implementing high school articulation agreements and the subsequent awarding of credit by Credit by Exam. This proposed policy will outline procedures in identifying Career Pathways students and reduce barriers to provide more students the opportunity to earn college credit at LSSC.

1. The high school student must have completed a Career Pathways (CP) program or be in their last CP course and have passed any CP courses with a C or better.

Sumter County Schools will:

- Provide roster to LSSC listing all students classified as CP students with data (name, email, CP program, grades in CP classes, year in school, and any Industry Certifications earned).

LSSC will:

- Provide letters to school district for CP teachers to distribute to qualified students.

- Send emails to qualified students.
 - Registration form (Wufoo form) included in email.
 - Provide study guides to school districts.
 - Send roster of registered students to IT to create LSSC student ID number.
 - Send roster of registered students, with ID, to eLearning to enroll student in Canvas shell.
 - Send roster to testing center through Canvas (no later than 3 weeks before test date). Students cannot be added after this date.
 - Track student information, testing data, and forms.
2. Testing, dates, and locations. No charge to student or schools per articulation agreement. Student will have opportunity to take CBE in fall and/or spring semester.

Sumter County Schools will:

- Bus students to LSSC campus in Leesburg or South Lake depending on where student is taking exam.

LSSC will:

- Determine dates for testing in fall and spring (dates to be determined).
 - Provide testing at Leesburg testing center, 24 computers available.
 - Maximum of 24 students per testing date.
 - Provide testing at South Lake testing center, 24 computers available.
 - Maximum of 24 students per testing date.
 - Oversee student sign in at LSSC testing center.
 - Must present picture ID.
 - Must sign waiver for release of scores.
 - Provide proctors for exams.
 - Administer tests through Canvas.
 - Program Managers and instructors send written tests through Canvas and tests are auto scored.
 - Hands on tests given and graded by LSSC instructors.
 - Provide test scores - student must pass assessment with 70% or better.
3. Follow up with students upon completion of CBE tests.

LSSC will:

- Send letters to students to inform them of test results.
 - Send letters to passing students stating they received (X) number of credits, saving (X) amount of money once they are admitted to LSSC.
 - Flyer that informs them of how to receive credit.
 - Online Wufoo form to be completed by student.
4. Student graduates from high school and enrolls at LSSC in appropriate program of study.

LSSC will:

- Submit form to Registrar with list of eligible students and grades.
 - Registrar will put credits in escrow until student completes one semester at LSSC, or a minimum of 6 credit hours, with a grade of C or better.
5. Articulated credits will be applied to Associate in Science or college certificate program as applicable.
6. The student must apply for the postsecondary credit **within 24 months** after their high school graduation.



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: June 23, 2021

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 6-07- Florida Agricultural and Mechanical University articulation agreement

OVERVIEW:

The Articulation agreement with FAMU has been approved by both institutions academic and legal teams. It has been signed by the Provost at FAMU.

ANALYSIS:

This is a general articulation agreement to facilitate the transfer of LSSC graduates to FAMU. The agreement provides for the transfer of both Associate of Arts and Associate of Science graduates to FAMU with a primary focus on STEM-related majors, agriculture, and environmental sciences.

RECOMMENDATION:

It is recommended for approval as written.

MEMORANDUM OF UNDERSTANDING

BETWEEN

FLORIDA A&M UNIVERSITY
AND
LAKE-SUMTER STATE COLLEGE

This Memorandum of Understanding (MOU) is entered into by and between the Florida A&M University Board of Trustees, herein referred to as “Florida A&M University” or “FAMU”, and The District Board of Trustees of Lake-Sumter State College, a public body corporate of the State of Florida, herein referred to as “Lake-Sumter State College” or “LSSC”.

Purpose

The intent of this MOU is to facilitate the development of processes and policies that will assist the articulation of LSSC graduates into agreed upon degree programs at FAMU.

WHEREAS, FAMU and LSSC have agreed to establish an articulation agreement committed to a strategy to expand access, to meet extraordinary demands for growth and to provide for a competitive workforce; and

WHEREAS, this MOU could be employed to create a significant pool of highly skilled and educated technicians, scientists, health care professionals, and managers creating a competitive advantage in economic development and diversification; and

WHEREAS, the parties believe the two-plus-two system can be further expanded to meet the demands described above;

NOW, THEREFORE, BE IT RESOLVED BY FLORIDA A&M UNIVERSITY and LAKE-SUMTER STATE COLLEGE THAT:

I. As a part of this MOU, both institutions commit to a proactive strategy of cooperation to facilitate:

- A. Substantial, measurable increases in access to public higher education and degree production at the associate's, bachelor's, and graduate degree levels;
- B. Better preparation of students at every level for further study; production at the associate's, bachelor's, and graduate degree levels;
- C. Increased transfers from Lake-Sumter State College to Florida A&M University;
- D. Reduced time to earn or complete degree for both associate's and bachelor's degree students;
- E. Other measures of strategic importance to the state of Florida's educational and economic progress.

II. FAMU and LSSC agree to collaborate in innovative ways to promote expanded access for guaranteed admission for LSSC Associate of Arts (AA) graduates and selected Associate of Science (AS) graduates to agreed-upon Florida A&M University baccalaureate programs consistent with university policy with a primary focus on STEM-related majors, agriculture, and environmental sciences;

- A. Possible modifications of transfer admission criteria, for graduates of LSSC, where appropriate, to develop a true two plus two pathway model;
- B. A sense of concurrent enrollment status for LSSC students enrolled in identified transfer plans to include university advisors assigned to these students;
- C. Expansion of FAMU financial aid resources to LSSC students to support two plus two articulation agreements.
- D. Exploring joint staffing opportunities for faculty, student services, and other key personnel for the benefit of the MOU, including identifying transitional advisors from FAMU to work closely with LSSC advisors and their students throughout their AA/AS progress toward

admission to FAMU (i.e., visits to LSSC on a regular basis to meet with advisors and students, arrange trips to FAMU for campus tours, and other special arrangements).

- E. In the case that a student does not complete an AA from LSSC prior to enrolling at FAMU, a reverse graduation policy will be established to transfer coursework back from FAMU to fulfill requirements to be granted the AA from LSSC.

III. FAMU and LSSC will create a specific operating plan to guide the framework of this

Agreement to provide a climate for planning, innovation, and capturing best practices.

Routine annual collaboration among the institutions will include collaboratively establishing, publishing, and reviewing specific inter-institutional admission processes, arrangements, transfer pathways, communications, operations, and staffing.

IV. As part of the operating plan, FAMU and LSSC will establish an interdependent arrangement for data sharing that enables deeper alignment of systems, policies, and procedures ensuring seamless and concurrent transitions for students, and advance public accountability for the results including:

- A. Working toward an information sharing system that will allow prospective transfer students from LSSC to access FAMU's degree audit system for a clear understanding of actual progress toward baccalaureate degrees.
- B. Data sharing from FAMU to LSSC regarding transfer student success by academic major to identify potential issues for course articulation (content and standards).
- C. Sharing of information for purposes of reverse transfer from FAMU institutions to LSSC degree programs.
- D. The following IGNITE Program data is requested each semester from LSSC:
- Name
 - Contact Information (Phone number/email)
 - High School/City

- GPA (high school/college)
- Major
- Attempted/Earned Credit Hours
- Anticipated Graduation Date
- Date entered Ignite Program (not all students will enter the program as freshmen)

V. FERPA:

The parties acknowledge that many student education records are protected by the Family Education Rights and Privacy Act (FERPA) and that student permission must be obtained before releasing specific student data. Both institutions agree to share and utilize student educational records for the purpose of facilitating articulation, reverse transfer, and other educational purposes as anticipated under this MOU. The parties agree to maintain strict confidentiality of student records and shall disclose such student information only upon proper authorization and pursuant to federal and state law.

VI. DATA ANALYSIS AND INFORMATION

FAMU will provide LSSC an annual transfer report on student participants to include collective data on retention, average GPA, and graduation status. It is the responsibility of LSSC's Office of Process Improvement and Institutional Research to request such data annually.

VII. RECRUITMENT

FAMU may participate in recruitment efforts with LSSC. All joint recruiting efforts will be coordinated with LSSC's Admissions and Records Office and shall comply with procedures set by LSSC. Additionally, FAMU shall only direct its recruiting efforts for those programs designated in this MOU. In the event that FAMU fails to comply with this provision LSSC may immediately terminate this MOU.

VIII. TERMS OF THIS MOU

- A. This MOU shall take effect upon signing by the last party to sign. It shall be automatically renewed on an annual basis unless any party provides the other written notice no later than sixty (60) days prior to the expiration of the preceding term that it wishes to terminate this MOU. If any party fails to follow the terms and conditions of the MOU, as set forth herein, the other party has the right to terminate this MOU immediately upon written notice to the other. Nothing in this section shall interfere with or prohibit a student in good standing who is making measured progress toward a degree at the time of termination from completing the relevant program and receiving the full benefit of any scholarship awarded prior to the termination date.
- B. This MOU is subject to each party's continued compliance with applicable regulations and requirements of Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and other applicable accrediting bodies.
- C. Modifications, additions or deletions from this MOU must be in writing and signed by all parties.
- D. Advertisements, press releases, flyers and other print or electronic publicity created and disseminated by each institution regarding programs or activities related to this MOU shall be approved in advance by designated representatives of both parties.
- E. This MOU contains the entire MOU between the parties and supersedes all prior oral or written agreements or understandings with respect to the subject matter contained herein. Except as may otherwise be expressly set forth in this MOU, neither FAMU nor LSSC make any representations, warranties, covenants, or undertakings of any kind, express or implied.
- F. The relationship of the parties hereunder shall be an independent contractor relationship rather than an agency, employment, joint venture, or partnership relationship. Neither party shall have the power to bind the other party or contract in the name of the other party. All persons employed by a party in connection with this MOU shall be considered employees of that party and shall in no way, either directly or indirectly, be considered employees or agents of the other party.
- G. LSSC is a political subdivision of the State of Florida. As such LSSC's performance under this MOU and any amendments hereto or attachments herewith, shall at all times be subject to any and

all Florida laws, Florida regulations, and District Board of Trustees Rules which are applicable to LSSC's operations, commitments, and/or activities in furtherance of any terms specified herein. Furthermore, nothing contained herein shall be construed or interpreted as: (i) denying to either party any remedy or defense available to such party under the laws of the State of Florida; (ii) the consent of LSSC to be sued; or (iii) a waiver of sovereign immunity of LSSC beyond the waiver provided in Section 768.28, F. S. As LSSC is a political subdivision of the State of Florida, this MOU is subject to the applicable provisions of Florida Statutes regarding public access and other issues. This MOU is executed and entered into in the State of Florida, and shall be construed, performed and enforced in all respects in accordance with the Florida law including Florida provisions for conflict of law.

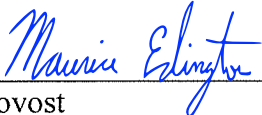
- H. FAMU acknowledges that LSSC, as a political subdivision of the State of Florida, is subject to the provisions of Chapter 119, Florida Statutes regarding public access to records. The parties agree to comply with applicable Florida Statutes as it relates to the maintenance, generation and provision of access to all public records related to this MOU.
- I. All notices under this MOU shall be in writing and delivered by personal delivery or United States, certified, return receipt requested, mail. Such notices shall be delivered to the following:

If to LSSC:	Michael A. Vitale, Ph.D. Vice President of Academic Affairs Lake-Sumter State College 9501 U.S. Highway 441 Leesburg, FL 34788-3950
If to FAMU	Brenda C. Spencer, Ph.D. Director, Academic Enrichment Programs Florida A&M University 501 Orr Drive Gore Educational Complex, Suite 214C Undergraduate Student Success Center

- J. **ASSIGNMENT**. Neither Party may assign any rights or delegate any duties under this Agreement without the written consent of the other party.

- K. **WAIVER**. No act or omission or commission of either party, including without limitation, any failure to exercise any right, remedy, or recourse, shall be deemed to be a waiver, release, or modification of the same. Such a waiver, release, or modification is to be effective only through a written modification to this Agreement.
- L. **NO THIRD-PARTY BENEFICIARY**. Persons not a party to this Agreement may not claim any benefit hereunder or as third-party beneficiaries hereto.
- M. **HEADINGS**. The paragraph headings are inserted herein for convenience and reference only and in no way define, limit, or otherwise describe the scope or intent of any provisions hereof.
- N. **DRAFTING OF AGREEMENT**. This Agreement has been drafted and negotiated by the Parties and the same shall not be construed against either party.
- O. **SEVERABILITY**. Should any section or part of any section of this Agreement be rendered void, invalid, or unenforceable by any court of law, for any reason, such a determination shall not render void, invalid, or unenforceable any other section or any other part of any section of this Agreement provided that the Parties continue to enjoy the intended benefits for which they entered this Agreement.

Florida Agricultural and Mechanical University (FAMU)

 5/14/21
Provost Date

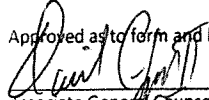
Maurice Edington

Printed Name

Lake-Sumter State College (LSSC)

President Date

Printed Name

Approved as to form and legal sufficiency.
 04/27/2021
Associate General Counsel Date 6 -
Florida A&M University 85



OFFICE OF THE PRESIDENT

Present to the Board: June 23, 2021

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 6-08 – AdventHealth Waterman HSCA Affiliation Agreement

OVERVIEW:

Lake County Schools will no longer allow 11th and 12th grade students in the Health Sciences Collegiate Academy (HSCA) to participate in experiential learning activities at local hospitals under the Lake County Schools Allied Health agreement. As such, they have requested the HSCA execute affiliation agreements with Orlando Health South Lake Hospital and AdventHealth Waterman for experiential learning beginning in fall 2021.

ANALYSIS:

This is an affiliation agreement between the HSCA and AdventHealth Waterman that will allow North Lake HSCA students to complete hospital observations and job shadowing in Tavares beginning in September 2021. All students are required to undergo a 5-panel drug screen and students who turn 18 years old prior to or during an experiential learning block must have a state background check conducted. These expenses will be paid from the HSCA budget.

RECOMMENDATION:


It is recommended that Board approve this item as written.



OFFICE OF THE PRESIDENT

Present to the Board: June 23, 2021

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor 
President

RE: 6-09 – HSCA Operational Agreement

OVERVIEW:

The Health Science Collegiate Academy Governance Committee met in June to update and extend the term of the operational agreement for 3 years.

ANALYSIS:

Changes to the Agreement include the addition of Pinecrest Academy, Inc. and the removal of Montverde Academy; updating the name of Orlando Health South Lake Hospital, and modifying the membership of the Operations Committee to change the Lake County School Board high school representative to rotating on a 2-year basis. The capacity has increased from 150 to 200 students and the financial terms remain the same.

RECOMMENDATION:

It is recommended that Board approve this item as written.

HEALTH SCIENCES COLLEGIATE ACADEMY
FIRST AMENDMENT TO THE OPERATIONAL AGREEMENT BETWEEN
THE DISTRICT BOARD OF TRUSTEES, LAKE-SUMTER STATE COLLEGE,
THE SCHOOL BOARD OF LAKE COUNTY, FLORIDA,
PINECREST LAKES ACADEMY, INC,
UNIVERSITY OF CENTRAL FLORIDA, AND
ORLANDO HEALTH SOUTH LAKE HOSPITAL, INC.

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HEALTH SCIENCES COLLEGIATE ACADEMY OPERATIONAL AGREEMENT

This Operational Agreement is made and entered into this _____ day of _____, 20____ by and between **The District Board of Trustees, Lake-Sumter State College ("LSSC")**, **The School Board of Lake County, Florida ("LCSB")**, **the University of Central Florida Board of Trustees ("UCF")**, **Pinecrest Academy, Inc ("PLMH")** and **Orlando Health South Lake Hospital, Inc. ("OHS LH")** (collectively referred to as the "Partners") regarding the operations of the Health Sciences Collegiate Academy ("HSCA").

WHEREAS, the Partners have previously entered into a Memorandum of Understanding for a Health Science Collegiate Academy dated the 27th day of June, 2018 broadly outlining the general responsibilities and obligations of the Partners for the establishment of the Health Sciences Collegiate Academy which is superseded by this Operational Agreement; and

WHEREAS, the Partners desire to collaborate in the Health Sciences Collegiate Academy which will provide select students of Lake County an opportunity to earn an exemplary high school education, credit towards a college diploma with a major emphasis in the health sciences, and dual enrollment opportunities; and

WHEREAS, through the combined efforts of the Partners' governing boards, administrations and consultants, LSSC, LCSB, UCF, PLMH, and OHS LH have negotiated Partners' responsibilities to allow for the implementation of a joint program utilizing the resources of all of the Partners to provide an intense program of education and training in the STEM and health sciences at LCSB's high school facilities, LSSC's campus, PLMH, and Orlando Health South Lake Hospital.

WHEREAS, the Partners desire to enter into this Operational Agreement to define their fundamental rights and responsibilities with regard to the operation, admissions, and curriculum of the Health Sciences Collegiate Academy with the additional understanding that each Partner will annually approve a Dual Enrollment Agreement.

NOW, THEREFORE, it is agreed as follows:

VISION AND GENERAL PRINCIPLES

In keeping with their shared commitment to provide the students of Lake County with outstanding educational opportunities, the Partners have entered into this Operational Agreement with the following general principles and goals:

- a. The HSCA will support students in 9th and 10th grades in their enrolled Lake County high school whether it is a LCSB high school or PLMH. The HSCA will serve students in 11th and 12th grades at the LSSC campus;
- b. Students in the HSCA will also take part in programs at the Orlando Health South Lake Hospital campus and at the UCF campus;
- c. The first class of the HSCA started in August 2015;
- d. Students in the HSCA will be encouraged to earn the highest exit option possible. The academic program will provide students the opportunity to earn a high school diploma as well as occupational certificates, Associate in Arts, Associate in Science, or Associate in Applied Sciences degrees based on courses completed with demonstrated competencies. Depending on the postsecondary credentials earned, the student may transfer to university, professional programs, or enter the workforce;

- e. The operations of the HSCA will be funded using the principle that funding for the HSCA follows the student equal to that student's level of participation in the HSCA;
- f. The Partners commit to ongoing effective communication and collaboration to maximize educational opportunities and to solve any unanticipated challenges that may arise;
- g. The Partners agree that when challenges arise related to the HSCA, they will first be addressed collaboratively and cooperatively at the lowest possible level of the governance ladder;
- h. The Partners will collaborate in providing a seamless approach to education at all levels of instruction from high school to college/university to employment;
- i. Emphasis will be placed on a rigorous STEM curriculum and the HSCA will strive to incorporate innovative technology throughout the student experience;
- j. The student learning experience will be customized and personalized to advance the HSCA and support student success.

Responding to Employment and Market Forces

It is the goal of the Partners that through the involvement of the STEM/healthcare community and the commitment of the Partners to flexibility and innovation at the HSCA, graduating students will meet the needs of both local and regional employment markets. Based on input from the local business community, the initial curriculum design will focus on the health-related professions using medical technology, intensive and integrated course offerings, and on-the-job practical experience all with the ultimate goal of combining academic excellence with the development of "real world" skills. It is recognized; however, that the HSCA's program and emphasis may change over time in response to the local and regional job market.

ORGANIZATIONAL STRUCTURE

The Partners intend to have a system of governance recognizing that each entity must comply with the laws, regulations, and policies which govern them. At the same time, the Partners recognize the need for ongoing communication and collaboration to operate in concert. The Partners do hereby establish a Governance Committee and an Operations Committee, which are created to assist LSSC's staff in the management, operation, administration, and supervision of the HSCA in alignment with the vision and general principles outlined in Section 1.

HSCA Director

The HSCA Director is responsible for the oversight, management, and operation of the HSCA from grades 9 through 12. This includes strategic planning, budget management, research and administrative functions, communication with stakeholders, and marketing. The Director establishes and maintains curricular guidelines in collaboration with participating Partners and LSSC faculty, state regulations and SACSCOC standards. Provides reports and communications to Governance Committee and Chairs the Operations Committee. The Director supervises LSSC support staff that are assigned to the HSCA program. By virtue of the position, the HSCA Director is *an ex-officio*, non-voting member of the Governance Committee.

The HSCA Director is an employee of LSSC and must thereby adhere to LSSC employment rules and policies. From the Effective Date of this First Amendment to the Operational Agreement, the Partners will have an opportunity to participate in the hiring process of the HSCA administrative personnel including the program director. The supervisor of the HSCA Director is responsible for the annual evaluation of the HSCA Director and will include feedback from the Governance Committee in the

annual evaluation.

HSCA Support Staff

HSCA support staff may include advisors, administrative support, and tutors. The HSCA Director is responsible for the management, supervision, and evaluation of LSSC support staff assigned to the HSCA program. The Partners are responsible for the management, supervision, and evaluation of their respective support staff assigned to the HSCA program.

HSCA Instructional Personnel

HSCA Instructional Personnel include LSSC faculty teaching college courses that include HSCA students in the 10th, 11th and 12th grades. LSSC Academic Affairs Administrators are responsible for the hiring and supervision of the instructional personnel teaching LSSC courses and will collaborate with the HSCA Director to achieve program outcomes. The Partner schools are responsible for the hiring and supervision of their respective instructional personnel teaching 9th and 10th grade students and will collaborate with the HSCA Director to achieve program outcomes.

Governance Committee

The Governance Committee shall be responsible for the general supervision of the HSCA including achieving the vision and principles of the HSCA as outlined by this Operational Agreement. The Governance Committee shall meet at least twice per year to review the function and outcomes of the HSCA in alignment with the vision and general principal outlined in Section 1.

The Governance Committee is responsible for the annual review of the HSCA operating budget and will consider all requests to add HSCA staff based upon need, associated cost and available funding. Members of the Governance Committee are responsible for fostering collaboration between the Partners, ensuring timely and ongoing communication with their respective governing boards, and approving HSCA administrative policies.

The Governance Committee shall include the following:

- a. President of Lake-Sumter State College or his or her designees;
- b. Superintendent of Lake County Schools or his or her designees;
- c. President of Orlando Health South Lake Hospital or his or her designees;
- d. President of the University of Central Florida or his or her designees;
- e. Board Chair of Pinecrest Academy, Inc. should this also be or his or her designees;
- f. HSCA Director (ex-officio member).

Operations Committee

The Operations Committee will manage the day-to-day activities of the HSCA. Members of the Operations Committee are responsible for coordinating HSCA activities at each of the Partners' sites. Members will ensure the HSCA complies with Partners' policies and procedures, provide on-going and timely communication with their respective site, and provide administrative support to the HSCA. The HSCA Director will convene and chair the Operations Committee.

The Operations Committee will include the following:

- a. HSCA Director (Chair);

- b. Administrator from OHSLH;
- c. Administrator from UCF;
- d. District Lead from LCSB;
- e. One LCSB high school representative (2-year rotating appointment);
- f. PLMH Administrator.

Dispute Resolution

The Partners agree that successful management of the HSCA program requires a high level of communication, coordination and collaboration. The Partners further agree that when disagreements arise, they should be addressed at the lowest level of supervision and will progress, as needed, through each level of supervision until a joint resolution is achieved. Formal complaints and grievances filed will be investigated and resolved within each respective Partner's employment policies and procedures.

CURRICULUM

The Initial Curriculum Plan for the HSCA includes programs leading to careers in Allied Health, Medical Professional, Healthcare Administration, Public Health, and Healthcare Technology. The HSCA curriculum will include academic coursework and health sciences experiential activities that will satisfy all graduation requirements for regular high school diplomas awarded by any of the Partners. The Partners agree that the curriculum is subject to change as market trends, industry standards, and circumstances warrant. The high school academic courses will be aligned with LSSC course offerings to provide maximum opportunity for dual enrollment in LSSC courses. Students will be expected to use technology extensively in the HSCA curriculum, where appropriate.

CAPACITY

The Governance Committee will annually determine the capacity for the incoming 9th grade cohort and will designate how those spots are to be divided among the Partners. The initial enrollment capacity in the HSCA during the 9th grade will be between 100-200 participants per year based on available space at LSSC and OHSLH's experiential learning capacity. Participants will be chosen by an admissions process articulated in the Section ADMISSIONS AND CONTINUATION. In accordance with School Board Policy and applicable Florida Statute, provisions may be made for other students to enter if vacancies occur during subsequent years of the program to maintain the capacity as set by the Governance Committee with standards articulated in the Section ADMISSIONS AND CONTINUATION. The Governance Committee realizes that the size and scope of the HSCA may change and can determine a space outside the range of 100-200 participants. Capacity can change without signing a new agreement or passing an amendment by the Partners.

ADMISSIONS AND CONTINUATION

The Partners hereby acknowledge their commitment to recruiting and retaining HSCA students, who are genuinely motivated and qualified to enter the full range of STEM and health-related professions. Partners will work to develop a qualified pipeline of students to be guided into an advanced curriculum allowing these students to be academically prepared to enroll in higher education while still in high school. To receive the maximum benefits of the HSCA, students will need to meet college readiness requirements as set forth in Florida Statute by the start of their 11th grade year. The Operations Committee will be charged with ensuring appropriate pupil progression and academic progress within these general guidelines. This agreement is in addition to the annually approved Dual Enrollment and/or Collegiate High School Agreement.

Admissions Procedures for Rising 9th Graders

HSCA Director will convene an admissions and continuation panel from the Partners to review applications, score the applications using a rubric, and interview selected applicants during the eighth grade for entry at the beginning of the 9th grade. The panel will consist of the HSCA Director & Assistant Director with the addition of interested Operations Committee members. The panel will recommend the acceptance, hold, or denial of applicants. The HSCA Director, guided by the capacity targets set forth by the Governance Committee, will work with Partners to enroll students into the HSCA. Students may only enroll at the beginning of an academic year (fall). The panel will review academic progress of HSCA students and will recommend the continuation or suspension from the program.

Eligibility Guidelines for Rising 9th Graders

The following criteria will serve as a guideline for admissions to the HSCA for rising 9th graders:

- a. Be eligible to matriculate to and enroll in a Partner high school;
- b. Have earned an overall unweighted grade point average of 3.0 prior to high school;
- c. Must submit an HSCA application by the appropriate deadline;
- d. Complete a selection interview with the HSCA.

Continuation Guidelines for Rising 11th Graders

Florida statutes govern the minimum criteria for dual enrollment students and collegiate high school students. HSCA continuation guidelines must comply with Florida statutes. The following criteria will serve as a guideline for continuation for rising 11th graders:

- a. Earned sufficient credit to be classified as a high school student for the appropriate grade;
- b. Earned an overall unweighted high school grade point average of 3.0;
- c. LCSB students should have passed all required assessments for high school graduation;
- d. Meet the college readiness requirements as set by Florida statute;
- e. Be in good standing at the Partner sites.

Eligibility Guidelines for Rising 11th Graders to Join in 11th Grade

Florida statutes govern the minimum eligibility criteria for dual enrollment students and collegiate high school students. Continued eligibility guidelines may be updated to comply with Florida statutes. The following criteria will serve as a guideline for eligibility for rising 11th graders:

- a. Earned sufficient credit to be classified as a high school student for the appropriate grade;
- b. Earned an overall unweighted high school grade point average of 3.0;
- c. LCSB students must have passed all required assessments for high school graduation;
- d. Meet the college readiness requirements as set by Florida statute. Be in good standing at the Partner sites;
- e. Students should have completed 12 high school credits and be making satisfactory progress toward a Florida high school diploma. (note: an ideal candidate would have completed English I, English II, Algebra, Geometry, Biology, World History, and HOPE prior to full-time dual enrollment.)

Students may only enter the HSCA program in 9th & 11th grades and those who leave the program cannot re-enter the program unless they are eligible to apply in the 10th grade.

Rapid Return to High School

The HSCA is an accelerated high school curriculum and all students who enter the 11th and 12th grades may not be able to complete college level coursework successfully. The Partners will work together to develop mechanisms that ensure the completion of the Florida high school diploma. The HSCA will adopt a mechanism with LCSB and PLMH that allows for a semester withdrawal and re-enrollment, "rapid return" to high school for struggling students.

Grievances or Appeals

The HSCA has adopted an informal process when seeking resolution to a grievance or to appeal a decision of the HSCA to ensure that applicants and students have access to a fair, equitable, and timely course of action for a grievance or appeal a decision.

To file a grievance or an appeal, the student/guardian must submit a written letter addressing the concern to the HSCA Appeals Panel within 30 days of original action. All grievances or appeals will be reviewed by the HSCA Appeals Panel which will consist minimally of the HSCA Director, the Operations Committee representative for the school of attendance, and the UCF Operations Committee representative. Decisions by the HSCA Appeals Panel are final and cannot be appealed.

Students and their parents/guardians' families may have a concern about a Partner's policy, procedure, or decision. For example, a student may be concerned about a grade in an LSSC course. The student must follow the policy or procedure associated with that Partner. In the case of a grade at LSSC, the student would follow the LSSC Catalog & Student Handbook.

Waivers

The Partners may jointly waive eligibility and participation criteria through a student request or Partner request. The Waiver will be reviewed by the HSCA Appeals Panel. Decisions by the HSCA Appeals Panel are final and cannot be appealed.

PARTNER RESPONSIBILITIES

In support of the curriculum plan and experiential learning, the HSCA will provide students with a range of experiences, both online and in-person, to supplement their exploration of STEM and health science careers while furthering students' understanding of the health professions. Partner responsibilities include:

LSSC will:

- a. Serve as the main administrative body for the HSCA supporting and encouraging collaboration between the Partners;
- b. Host joint professional development sessions between faculty and staff of the high schools, hospital, and the college;
- c. Facilitate with Academic Affairs on curriculum development for HSCA courses;
- d. Oversee the admission of HSCA students and assist in providing some staff to participate in recruitment including information sessions;
- e. Host orientation activities for each incoming cohort of students at the beginning of their 9th

- grade year;
- f. Coordinate the monitoring of HSCA students' academic progress and success;
- g. Facilitate enrichment programs on the college campus to achieve scholars' academic, career, and personal goals;
- h. Provide academic and career advising and support for HSCA students;
- i. Host orientation activities for HSCA students prior to their 11th grade year;
- j. Organize and oversee experiential learning activities such as observation and job-shadowing opportunities for HSCA students;
- k. Host a scholar's reception at the end of each cohort's fourth year to recognize and celebrate the scholar's accomplishments in the HSCA;
- l. Coordinate grant and research opportunities for the HSCA;
- m. Coordinate the evaluation and assessment of the HSCA program;
- n. Hire and maintain adequate LSSC-based staffing, technology, and facilities to administer the HSCA;
- o. Participate in data sharing to meet the highest levels of accountability, institutional research, and state and federal reporting standards.

LCSB will:

- a. Work with HSCA staff to facilitate recruitment/admissions, institutes/symposia, experiential learning activities, and other students' activities including providing transportation for field trips and chaperones;
- b. Provide time for high school faculty to engage in joint training with Partners;
- c. Provide lead Coordinators at each high school to work with HSCA Director regarding HSCA activities and monitoring of student progress;
- d. Provide academic and career advising for 9th and 10th grade HSCA students enrolled in LCSB schools;
- e. Provide staff to participate in HSCA recruitment;
- f. Provide access to LCSB campuses in order to foster a collaborative environment for working with students and staff for the betterment of the HSCA program;
- g. Provide Textbooks, Electronic Access Codes, and Other Course Materials Per §1007.271(17);
- h. Provide transportation for 9th and 10th graders to ensure full participation in experiential activities for LCSB students;
- i. Participate in data sharing to meet the highest levels of accountability, institutional research, and state and federal reporting standards.

PLMH will:

- a. Work with HSCA staff to facilitate recruitment/admissions, institutes/symposia, experiential learning activities, and other students' activities including providing transportation for field trips and chaperones;
- b. Provide time for high school faculty to engage in joint training with Partners;
- c. Provide lead Coordinators at each high school to work with HSCA Director regarding HSCA activities and monitoring of student progress;
- d. Provide academic and career advising for 9th and 10th grade HSCA students enrolled in PLMH schools;
- e. Provide staff to participate in HSCA recruitment;
- f. Provide access to PLMH campuses in order to foster a collaborative environment for working with students and staff for the betterment of the HSCA program;
- g. Provide Textbooks, Electronic Access Codes, and Other Course Materials Per §1007.271(17);
- h. Provide transportation for 9th and 10th graders to ensure full participation in experiential

- activities for PLMH students;
- i. Participate in data sharing to meet the highest levels of accountability, institutional research, and state and federal reporting standards.

OHSLH will:

- a. Host on-site experiential learning activities for HSCA students;
- b. Provide an Administrator to work with the HSCA Director to organize volunteer, observation, and job shadowing, opportunities;
- c. Help to provide contacts with other health professionals in South Lake County. Will provide staff to participate in HSCA recruitment;
- d. Participate in data sharing to meet the highest levels of accountability, institutional research, and state and federal reporting standards.

UCF will:

- a. Provide transportation for 11th and 12th graders from LSSC to OHSLH for experiential activities;
- b. Provide access to speakers and facilitators for academic course and experiential learning activities;
- c. Provide academic and career advising for 11th and 12th grade students to facilitate a seamless transfer to academic programs with emphasis on completion of LSSC program before transfer to UCF;
- d. Provide staff to participate in HSCA recruitment;
- e. Provide opportunities and access to campus facilities, activities, and staff to encourage enrichment in STEM and Healthcare fields;
- f. Participate with other partners in the planning, budgeting, and potentially conducting a STEM Camp annually for HSCA students;
- g. Along with Partners, plan and potentially develop opportunities for Partners to participate in professional development activities;
- h. Work with the HSCA to ensure successful transfer to UCF, consistent with existing DirectConnect™ to UCF;
- i. Collaborate with other Partners to plan and potentially provide opportunities for HSCA students to gain exposure to high-tech learning tools and pedagogy, perhaps including medical simulation and training;
- j. Participate in data sharing to meet the highest levels of accountability, institutional research, and state and federal reporting standards.

EXCEPTIONAL STUDENT EDUCATION/STUDENT SERVICES

Subject to the conditions set forth herein and as otherwise required by law, LCSB, PLMH and LSSC will provide exceptional student education services for students identified as residing within Lake County in the same manner as any other special-needs student attending the LCSB school, PLMH or LSSC.

STUDENT DISCIPLINE

All students participating in the HSCA while in the high school shall be subject to discipline in accordance with the policies of the LCSB or PLMH. Students enrolled in the Dual Enrollment or the Collegiate High School Program shall also be subject to discipline and due process procedures in accordance with the policies of the LSSC, in the same manner as any other dual-enrolled LCSB or

PLMH student.

ACCOUNTABILITY AND INSTITUTIONAL RESEARCH

Partners will strive to meet the highest levels of accountability and institutional research. The Partners will work cooperatively to meet state and federal reporting standards as well as collect and utilize data to inform planning and decision-making. The data will only be used for HSCA planning, reporting, research and/or analytical purposes and will not be used to determine student eligibility or to make any other determinations affecting an individual.

Data Sharing and Consent

Partners agree to share, routinely, or as necessary, all student record data from the student's educational record allowed by federal laws and Florida Statutes. The HSCA will obtain informed consent to share educational records between the Partners from the appropriate parent, guardian, or student.

Method of Data Transfer and Security

Partners will assume responsibility of data received from each other and will employ industry best practices, both technically and procedurally, to protect data from unauthorized physical and electronic access. Partners will comply with all applicable federal and state laws and regulations protecting the privacy of students including the Family Educational Rights and Privacy Act (FERPA). Partners will be notified in the event the security, confidentiality, or integrity of the data exchanged is or is reasonably believed to have been, compromised. Notification will take place within 24 hours of discovery. Appropriate course(s) of action will be determined based on inputs from the Partners. Exchange of data between either K-12 or Higher Ed and 3rd party contractors is subject to the requirements outlined in this agreement.

Disposition of Data

Partners will dispose of all records in accordance with Federal law and Florida Statutes.

BACKGROUND CHECKS AND FINGERPRINTING

Partners of the HSCA will follow Florida statutes for background checks and fingerprinting for their institution. Partners will follow their respective institution's policies regarding background checks and fingerprinting. A Partner may request proof of compliance with applicable Florida statute and institutional policies.

FISCAL MANAGEMENT AND OPERATIONAL FUNDING

LCSB and PLMH agree to pay \$4,580 per student for three years beginning with the 2021-2022 Academic Year. The Governance Committee must annually approve the funding rate per student based upon the most recent enrollment, expenditure and loss information. Changes in legislation or appropriations related to dual enrollment or early college programs that occur throughout the term of this agreement will be addressed in an addendum.

Invoicing of the HSCA

LSSC will invoice LCSB and PLMH twice a year, fall and spring semesters, after the official LSSC

"census date". The HSCA will use the census following the close of the LSSC drop-add period each semester to determine HSCA dual enrollment. LSSC shall provide itemized invoices following established LSSC third party billing procedures and timelines.

HSCA INFORMED CONSENT AND RELEASES

FERPA

The HSCA will obtain a signed HSCA Informed Consent and Release from a parent or guardian upon enrollment in the HSCA. The HSCA Informed Consent and Release will cover, at a minimum, the sharing of educational records between Partners (FERPA) and in reporting to third parties.

TERMS AND CONDITIONS

Term of Contract

The duration of this Operational Agreement will be for a period of three years from the signed contract date, but ending on or before June 30, 2024. However, funding must be reviewed on an annual basis.

Renewal or termination of the Operational Agreement must take place prior to the admission cycle for an upcoming cohort or program termination procedures will apply to that cohort.

Termination of Contract

Any one of the Partners may terminate this Operational Agreement and all provisions hereto upon the occurrence of any one of the following:

- a. The passage of legislation or regulation that makes the continued performance under this Operational Agreement economically or practically unsound as determined by any one Partner; or
- b. The amount of funds budgeted by the Legislature to any Partner makes the continued performance under this Operational Agreement economically or practically unsound as determined by any one Partner.

Program Termination Procedures

Once program termination is initiated by a Partner, the Governance Committee must approve a program termination plan or teach-out plan in compliance with third party accreditors for current students enrolled in the HSCA within 90 days.

Addition of a Partner to the HSCA

The Governance Committee may recommend the addition of a new Partner by a unanimous vote. A prospective Partner must submit a formal proposal for addition to the HSCA. The Partners must agree to an amendment to the Operational Agreement that includes amendments to:

- a. **ORGANIZATIONAL STRUCTURE;**
- b. **PARTNER RESPONSIBILITIES;**
- c. **FISCAL MANAGEMENT AND OPERATIONAL FUNDING;**

and agree to human resources and program responsibilities. Any new Partner must agree to be bound by the terms and conditions of the Operational Agreement as any other Partner.

Governing Law

The laws of the State of Florida shall govern the validity of this Operational Agreement, its interpretation and performance, and any other claims related to it. In the event of any litigation arising under or construing this Operational Agreement, venue shall lie only in the appropriate court of subject matter jurisdiction, in and for Lake County, Florida.

Successors and Assigns

This Operational Agreement shall not be assigned without prior written consent of all the other Partners, which consent may be withheld for any reason.

Binding Nature

LSSC, LCSB, OHSLH, PLMH and UCF each binds itself and its successors, executors, administrators, and assigns to the other party of this Operational Agreement and to the successors, executors, administrators, and assigns of such other party.

No Third-Party Beneficiary

Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of, LSSC, LCSB, OHSLH, PLMH and UCF, nor shall it be construed as giving any right or benefit hereunder to anyone other than LSSC, LCSB, PLMH and OHSLH. There is no intended third-party beneficiary of this Operational Agreement.

Notices

Any notice, request, demand, consent, approval or other communication required or permitted by this Operational Agreement shall be given or made in writing and shall be served (as elected by the party giving such notice) by any of the following methods:

- a. Hand delivery to the other party; or
- b. Delivery by commercial overnight courier service; or
- c. Mailing by registered or certified mail (postage prepaid), return receipt requested. For purposes of notice the addresses are as follows:

LSSC:
President
Lake-Sumter State College
9501 U.S. Highway 441
Leesburg, Florida 34788

Copy to:
Anita Geraci-Carver
1560 Bloxam Avenue
Clermont, FL 34711

LCSB:
Superintendent of Lake County Schools
201 West Burleigh Boulevard
Tavares, Florida 32778-2496

Copy to:
Stephen W. Johnson
1000 W. Main Street
Leesburg, FL 34748

OHSLH:
President
South Lake Hospital
Suite 600
1900 Don Wickham Drive
Clermont, FL 34711

Copy to:
James B. Bogner,
Mateer & Harbert, P.A.
225 E. Robinson
Orlando, FL 32801

UCF:
Office of the President
University of Central Florida
PO Box 160002
Orlando, FL 32816-0002

Copy to:
Scott Cole, General Counsel
University of Central Florida
PO Box 160002
Orlando, FL 32816-0002

Pinecrest Lakes Academy:
Headmaster
123 Main Street
Miami, FL 33333

Copy to:
Charles A. Gibson
Gibson Law Offices
3634 Grand Avenue
Miami, FL 33133

Notice given in accordance with the provisions of this section shall be deemed to be delivered and effective on the date of hand delivery or on the second day after the date of the deposit with an overnight courier or on the date upon which the return receipt is signed or delivery is refused or the notice is designated by the postal authorities as not delivered if mailed.

Captions

Captions in this Operational Agreement are included for convenience only and are not to be considered in any construction or interpretation of this Operational Agreement or any of its provisions.

Severability

If any term or provision of this Operational Agreement or the application thereof to any person or circumstance shall, to any extent, be held invalid or unenforceable for the remainder of this Operational Agreement, then the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable shall not be affected, and every other term and provision of this Operational Agreement shall be deemed valid and enforceable to the extent permitted by law.

Entirety of Agreement

This Operational Agreement incorporates and includes all prior negotiations, correspondence, conversations, agreements, and understandings applicable to the matters contained herein and the Partners agree that there is no commitment, agreement, or understanding concerning the subject matter of this Operational Agreement that is not contained in this document. Accordingly, it is agreed that no deviation from the terms hereof shall be predicated upon any prior representation or agreement, whether oral or written. It is further agreed that no modification, amendment, or alteration in the terms and conditions contained herein shall be effective unless contained in a written document executed with the formality and of equal dignity with this Operational Agreement.

Force Majeure

Neither party shall be in breach of this Operational Agreement if the performance of any part or all of this Operational Agreement is prevented, delayed, hindered, or otherwise made impracticable or impossible because of strike, flood, hurricane, riot, fire, explosion, war, act of God, sabotage, accident, or any other casualty or cause beyond either party's control and that cannot be overcome by reasonable diligence and without unusual expense.

Warranties and Representations

Each party warrants and represents, with respect to itself, that neither the execution of this Operational Agreement nor performance of the obligations contemplated hereby, shall violate any legal requirements, result in or constitute a breach or default under any indenture, contract, or other commitment or restriction to which it is a party or by which it is bound, or require any consent, vote, or approval that has not been obtained, or at the appropriate time shall not have been given or obtained. Each party covenants that it has and will continue to have throughout the term of this Operational Agreement full right and authority to enter into this Operational Agreement and to perform its obligations hereunder, and each party agrees to supply to any other party, upon request, evidence of such right and authority.

Waiver of Breach

No consent of waiver, express or implied, by any party to this Operational Agreement or to any breach or default by another in the performance of any obligation hereunder shall be deemed or construed to be consent or waiver of any other breach or default by such party hereunder. Except as otherwise provided herein, failure on the part of any party hereto to complain of any act or failure to act by the other party or to declare the other party in default hereunder, irrespective of how long such failure continues, shall not constitute a waiver of the rights of such party under this Operational Agreement.

Authority

Each person signing this Operational Agreement on behalf of any party individually warrants that he or she has full legal power to execute this Operational Agreement on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this Operational Agreement.

Drafting of Agreement

This Operational Agreement has been drafted and negotiated by LSSC, LCSB, OHS LH, PLMH and UCF and the same shall not be construed against any party.

Sunshine Law and Public Records

The Partners acknowledge that the Governance Committee, is are subject to Florida's Public Records Law, F.S. 119.01 et al. and Florida's Government in the Sunshine Law, s.86.011, Florida Statute.

LAKE-SUMTER STATE COLLEGE

Dr. Stanley Sidor
President

Date

SCHOOL BOARD OF LAKE COUNTY, FLORIDA

Diane Kornegay, M.Ed. Date
Superintendent

Bill Mathias, Chairperson	Date
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ORLANDO HEALTH SOUTH LAKE HOSPITAL

Lance Sewell, CEO Date

Susan McLean, Chairperson Date

UNIVERSITY OF CENTRAL FLORIDA

Dr. Alexander Cartwright President	Date
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PINECREST LAKES ACADEMY

Mr. Carlos Alvarez
President & Board Chair

Date



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: June 23, 2021

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 6-10 – Community Member serving as on the Board of Trustees Facilities
Committee

OVERVIEW:

The college is requesting the addition of community advisory member Mrs. Jennifer Hill to the Board of Trustees Facilities Committee.

ANALYSIS:

With the addition of Mrs. Hill the college will utilize her expertise, guidance, and business insight. Jennifer served as Lake County Commissioner and have vast knowledge of building processes, capital improvement, and public education capital outlay funds.

RECOMMENDATION:

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



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: June 23, 2021

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 6-11- Scheduled Reports/President/Vice Presidents

OVERVIEW:

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

ANALYSIS:

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

RECOMMENDATION:

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

Division of Academic Affairs
Update for the President and Board of Trustees
June 23, 2021
Dr. Michael Vitale, Vice-President

Division of Library and Learning Services

Katie Sacco, Dean

- The libraries continue the process to move to a new Library Management System (LMS). Alma will provide the libraries with a cloud-based management system for the processing and management of materials, circulating books, and managing acquisitions. It's companion product, Primo, will provide enhanced searching of library databases and indexes. Staff are currently in training for the system. More on the implementation at: <https://falsc.libguides.com/ILS-Implementation>
- The libraries are also in the beginning stages of work towards a reorganization of staff and facilities. The South Lake Learning Center will be moved temporarily to Cooper Memorial Library. The Testing Center will also be relocated – tentatively to the second floor of BLDG 2.
- Plans are in the early stages to remodel the Leesburg Library and provide space for Testing Services on that campus. The Sumter Center library will be weeding old materials in order to provide storage for collections while remodeling takes place. Courier service will provide books and other physical materials to students upon request during the remodeling process. Start date for construction TBD.
- The QEP will be starting year 1 beginning the Fall Semester. Training modules in Canvas have been made in order to train faculty in Information Literacy teaching. Four faculty have volunteered for year I.
- The Learning Centers will begin a pilot of an embedded tutoring program beginning with the Fall 2021 semester. Tutors will work with faculty to provide more active academic support within individual courses. Center managers are reaching out to faculty in courses that students find the most challenging (High DFW rate courses) to see if the faculty will assist in the pilot.

Student Accessibility Services (SAS)

Alicia Hall, Assistant Director Student Development- SAS

- Conducted 4 intakes, processed 24 Instructor Notification Letters, and 8 requests for in-person testing in May
- Conducted 34 student academic support coaching sessions in May
- SAS staff attended the Microsoft Ability Summit
- Alicia Hall processed and presented one request for a math course substitution, that was approved by the formal review committee

Dean of Students

Carolyn Scott, Dean

- 2 Students requested assistance through the Student Assistance Program (SAP)
- 6 Students were reported for academic integrity violations
- 1 Student conduct reference check was provided to the Florida Board of Bar Examiners
- Assisted #9 students through the LSSC Student Laptop/Hotspot Loaner Program
- Coordinated the Starfish Plan for Summer A, B, & AE Progress Surveys
- Continuing to lead the Starfish Upgrade team
- Continued to Co-Lead the Guided Pathways Core Team
- Attended ASCA-FL “Zoom-In” Conference on HB 233
- Hired a new South Lake Academic Advisor who will start on June 21st

- Participated in the LSSC Strategic Planning Retreat on May 13th
- Participated in Supervisor Skills Training – Doing Appraisals on May 26th

Academic Advising

Jen Manson, Assistant Director Student Development- Advising

- Recorded 871 total advising contacts through all modalities in May
- Conducted interventions with 24 students on “Academic Warning” in May
- Provided advising for 62 students in the Ask Us Anything – Live Student Support
- Participated in the search and hire process of our new Academic Advisor at South Lake campus- Sonina Hernandez
- 10 students attended SOAR II in May for Summer B courses with sessions occurring throughout June
- SOAR II session dates for Fall 2021 starters will be posted on July 1 and will begin the week of July 5th

Division of Workforce Development

Dr. Amy Albee-Levine, Dean

- The Workforce Development team and Admissions team will be hosting a Workforce Open House at the South Lake campus on June 23 and on the Leesburg campus on June 29. Both events will take place from 6-7:30 and highlight all of the AS and certificate programs offered at LSSC. Students and members of the community have been invited to attend.
- LSSC and Electrical Works, our apprenticeship partner, will host an information session on June 24 at 6:00 in the Magnolia Room for electrical companies in Lake and Sumter Counties interested in becoming a partner in our apprenticeship program. Companies interested in becoming partners will have the opportunity to speak with Electrical Works about their experience and learn about the apprenticeship process.

Division of Nursing

Dr. Barbara Lange, Dean

Dr. Christine Ramos, Director, ASN Nursing Instruction

Dr. Robin Walter, RN to BSN Director

- Of the 58 graduates of Spring 2021, 17 have tested and 17 have been successful and are now current RNs;
- Summer semester (Bridge) program accepted 15 students that will join the third semester ASN students in the Fall and graduate in Spring 2022;
- A 2-day Orientation was held for 50 new ASN students last week ... 47 new admits + 3 readmits
- All 4 semesters of nursing will be running every Spring and Fall semester beginning Fall 2021, so there will be both Fall and Spring pinning ceremonies and graduations.

General Studies

Karen Hogans, Dean

Steve Clark, Associate Dean of Math and Science

Elizabeth Terranova, Associate Dean of Arts and Letters

- **Service to the College and Community:**
 - LSSC’s RISE Summer Math Academy, serving Sumter County Schools rising high school juniors and seniors, begins Monday, June 14 and runs through Thursday, July 1. Sybil Brown is an LSSC math faculty member and the program’s primary coordinator. Jessica Terrell is an LSSC math faculty member and secondary program coordinator. Both will be joined as teachers in the program by: Sumter Schools math faculty members Catherine Breen, Janice Girard, Laura Strickland, and LSSC math faculty

Agnes Berezcky. At present, 43 Sumter County Schools high school students have committed to participate. The program has been very success in the past to help students hone their math skills to prepare them for college.

- Karen Hogans team co-chair; Steve Clark member continued participation in DirectConnect to UCF TEAMS Project – Team 6: Transfer Process and Preparation Readiness
- Karen Hogans, Steve Clark, and Elizabeth Terranova have been collaborating with LSSC’s PIIR Office staff to solidify the expansion of student learning outcomes assessment to all general education core courses.
- Continued to collaborate with eLearning to make progress on the LSSC high-quality course design initiative.
- Karen Hogans – continued to serve on the United Way of Lake and Sumter Counties (UWLS) executive board (Secretary)
- Steve Clark Math & Science summer classes: The summer semester included a few more on-campus science courses, specifically in Microbiology and Introductory Chemistry, two important courses. Likewise, there were a greater proportion of math sections offers in the hybrid modality which includes some on-campus time as well as additional help from the math emporium. Additionally, some of the foundational math courses are being offered in A and B terms providing students the opportunity to complete two math courses in the summer.
- Karen Hogans – continued to serve on the Florida Math Pathways Council
- Karen Hogans (lead): ProctorU summer pilot implementation complete; pilot continues LSSC faculty participants: Alissa Sustarsic, Jessica Terrell, and Sybil Brown.
- Although faculty are on summer break, there is still quite a bit of activity as it pertains to new faculty working on their continuing contract portfolios and associated projects.
- Mark Hilding (math, adjunct) – has been invited to be a reader for AP Statistics.
- Statistics faculty (Karen Hogans, Sybil Brown, Jessica Terrell, Bill Dillinger) continue to pursue converting STA 2023 Elementary Statistics I to use low- or no-cost materials; the project is part of the College’s overall initiative to provide affordable course materials options.
- Several Lake County high school teachers have been hired to teach college-level course in their respective schools; some will adjunct for us outside of the regular high school schedule.
- Karen Hogans represented General Studies in the LSSC weekly Key Players meeting to discuss strategies for increasing enrollment in summer B classes. The group will transition soon to discuss fall enrollment.
- The online syllabus tool pilot led by Karen Hogans and Dr. Chris Sargent (LSSC Workforce faculty/program manager/department chair) will begin the week of June 14. The tool was chosen by a College committee workgroup to provide a streamlined, online system to create, publish, and archive syllabi.
- **Conference, workshop attendance/professional development:**
 - Karen Hogans, Steve Clark, and Elizabeth Terranova attended the Supervisory Skills Training to prepare for interacting with direct reports during performance appraisals (staff evaluations are due June 30).
 - Karen Hogans attended the Florida College System Council of Instructional Affairs (CIA) June meeting.

Math Emporium

Douglas Starr, Leesburg Campus and Sumter Center Math Emporium Coordinator

Amber Laster, South Lake Campus Math Emporium Coordinator

- The Math Emporiums support students enrolled in Dev Ed math, MAT 1033 Intermediate Algebra, and MAC 1105 College Algebra. In a typical year, the Math Emporiums serves

approximately 2500 students enrolled in these courses. We transitioned to mostly remote support last year due to the pandemic; but with the reduced restrictions on social distancing, we are ready to reopen for drop-in support on campus.

- Therefore, beginning Monday, June 21, our new hours of operation will be:
 - In-person Math Emporiums
 - Monday – Wednesday: 7:30 am – 5:30 pm
 - Thursday: 7:30 am – 5:00 pm
 - South Lake: Building 1 Rm 204
 - Leesburg: SM-137
 - The Virtual Math Emporium hours will remain the same:
Monday – Thursday: 8:00 am – 8:30 pm
- The virtual emporium provides drop-in tutoring to students enrolled in the targeted courses as well as embedded tutors in the real-time delivery modality.

Honors Program

English Asst Prof Amber Karlins, Honors Program Coordinator

- **Co-curricular activities:**
Planning is underway for the Fall semester. Recent graduate Lane Davis's TEDx talk, delivered during his time in the program, was published on TED.com this month. It can be viewed here:
https://www.ted.com/talks/lane_davis_how_dying_showed_me_the_power_of_stories
- **Recruitment:**
Recruitment efforts continue. Emails were sent to Lake County seniors inviting them to an info session in early June. A calling campaign is scheduled to get underway shortly, and a promotional video is in the works.
- **Conferences:**
Honors Program Coordinator, Amber Karlins, has been invited to give a presentation on creating a friction-free transfer process for state college graduates at this year's National Collegiate Honors Council Conference alongside Stetson University's Honors Director, Dr. Michael Denner. The presentation will be given in October.



Lake Sumter State College

Division of Administrative and Business Affairs

Update for the President and Board of Trustees

June 23, 2021

Dr. Heather Bigard, Executive Vice President

ATHLETICS

Mike Matulia, Executive Director

- FCSAA/Region VIII Men's Cross Country; Runner-up
- 7th place NJCAA Men's Cross Country Championship
- 52- Mid-Florida All-Conference Academic Team members (3.0 or higher) *50% of total program
- 38- All-FCSAA All-State Academic Team members (3.3 or higher)
- 18- NJCAA Academic award winners (3.6 or higher in college level course work, only)
- 2- FCSAA All-State/All-Region Performers (Men's Cross Country)
- 1-FCSAA All-State/All-Region Performer (Women's Cross Country)
- 1- Men's CC NJCAA All-American
- 1-Women's and 1 Men's CC NJCAA Coaches Association All-Americans
- 2-All-Conference Performers (Volleyball)
- 2-FCSAA All-State/All-Region Performers (Volleyball)
- 5-All-Conference Performers (Softball)
- 2-FCSAA All-State/All-Region Performers (Softball)
- 3-All-Conference Performers (Baseball)
- 1-FCSAA All-State Performer (Baseball)
- Softball Team GPA: 3.29
- Volleyball Team GPA: 3.24
- Beach Volleyball Team GPA: 3.14
- Baseball Team GPA: 3.12
- One Phi Theta Kappa National Honor Society Members
- LSSC Athletics hosted the 2021 FCSAA/Gulf District Div. II Volleyball Tournament

Community Service Projects:

- Campus Clean-up with PTK
- NTC 5- K and other events
- LSSC Foundation – Monster Dash/Shamrock Shuffle, 5k race volunteers

- Christmas Tree Lot workers for local service organization
- Youth Running Club volunteers @ South Lake
- Baseball, Softball, and Volleyball youth clinics and camps
- Food Pantry volunteers/Christmas food collection
- Sponsor of the Campus Fellowship of Christian Athletes
- Student-Athletes serving on the LSSC Student-Life Budget presentation/committee
- Fellowship of Christian Athletes MVP Banquet host/hostess volunteers.
- FCSAA State/Gulf District Volleyball Tournament
- Youth Summer Camp information on Lakehawksports.com site; sport specific
- COVID-19 protocols will be updated to reflect vaccination recommendations or CDC guidelines for participation in 2021-2022.

CAMPUS SAFETY

Rebecca Nathanson, Director

- Continue to have zero reports of exposures or positive COVID-19 cases on any campus
- Employee ID rollout is well underway with over 120 IDs issued; student IDs will begin issuance July 1
- Updated CDC guidance has been issued for Higher Education for fall operations
- COVID-19 processes, signage and communications are being updated

HUMAN RESOURCES

Deb Snellen, Executive Director of Organizational Development

- Offered performance conversation training for all supervisors and managers through Contagious Companies – Monica Wofford.
- Continued workshops on respectful communication with the EEOC.
- Launched the annual staff performance appraisal process.
- Beisy Hernandez, Director of HR Operations, joined the LSSC team.
- Cynthia Christman joined the HR team as HRIS Analyst.

INFORMATION TECHNOLOGY

Nick Kemp, Chief Information Officer

- myLSSC went live on May 24th, we have already had over 4,300 unique logins!
- New cards created and updated for myLSSC.
- Automated Academic Workshop attendance and Academic Probation hold processes, saving Admissions dozens of hours of work.
- Fixed critical DE portal issue that was preventing access to users.
- Corrected and fully automated an updated Canvas data load process.

- Admissions acceptance email and letter automated process updated to reflect new processes and changes brought on by the upgrade to myLSSC.
- Our VPN system, AnyConnect, Cisco Call Manager, and Cisco Unity have all been upgraded and are on the most current versions.
- Cisco Umbrella has been rolled out to our end users helping to further secure our systems.
- Data ports configured ahead of upcoming move of Bldg M staff to HSC.
- Researched and discovered solution for identifying and deleting e-mails infected with phishing attempts from Student EAC.

PROCESS IMPROVEMENT AND INSTITUTIONAL RESEARCH

Dr. Mark Duslak, Director

- Established student employment process for work-study and non-work-study students
- Director of Assessment position has posted
- Developed top projects of the year for PIIR

FACILITIES

Dr. Steven Hanneman, Executive Director

- Substantially completed 5-year CIP planning.
- Contracted with Hanson Professional Services for HVAC systems assessment for Leesburg facilities. Survey will determine current condition, lifespan projections and potential CARES Act qualified upgrades to existing systems.
- Completed space renovation and initial move of Foundation offices from building M to Health Science Center.
- Student Support Building gutter replacement completed.
- Hands Free door openers installed on South Lake Building Two hallway and restroom doors in atrium. Hands free towel and soap dispensers being deployed on all three campuses.
- Initial concept discussions on move of testing center from CTL to Library. Potential CARES Act funding for sizable portion of remodeling and HVAC costs.
- Preliminary estimate received for new facilities/grounds maintenance building at South Lake Campus to replace green metal shed in front of building two. Exploring options under existing state contracts.
- Completed OSHA required training of facilities personnel on 45' lift.

STRATEGIC INNOVATION AND DIGITAL EDUCATION

Michael J. Nathanson, Executive Director

- Investigated Transient Out Online Courses
- Filled position of Project Manager (Promotion) - Danielle Bowen

- Filled position of Video Editor/ Videographer (Promotion) - Davis Heister
- Filled Position of Production Studio Director (Reassignment) - Dr. Mark Thompson
- Completed Video Production of Joyce Brautcheck's Fifty Years at LSSC
- Completed instructional videos for MyLSSC page.
- Internally reviewed four more courses
- Preparing for Certified Online Educator Course

ADMISSIONS AND RECORDS

Jenni Kotowski, Executive Director

- Hosted two free application events/Lakehawk Preview with 25 participants.
- Co-hosted Honors Program Informational Recruiting Sessions.
- Participating in annual Scholarship Award Ceremonies at local high schools.
- Launched new "Steps to Enrollment" Canvas page designed to help new students navigate the enrollment process.
- 490 Spring Graduates as of 5/27 (final audits are still being completed).
- 197 Summer Graduation Applications received as of 5/27.
- Melissa Villafane was promoted to Assistant Director of Admissions from her role in Advising.
- Geneva Jones was promoted to Assistant Director of Admissions for Diversity and Outreach.

STUDENT LIFE

Jenn Unterbrink, Director

- The National Society of Leadership and Success presented the following awards:
 - o Excellence in Service to Students Award
 - Anne Alcorn
 - Andrea Brooks
 - o Excellence in Teaching Award
 - Amber Karlins
 - Dr. Katie Roles
 - o Honorary Membership to NSLS
 - Carolyn Scott

SUMTER CENTER

Kelly Hickmon, Assistant Dean of Students

- Attended ASCA-FL "Zoom-In" Conference
- Preparing to host the Summer RISE Math Academy

SOUTH LAKE CAMPUS EXPANSION, INCLUDING HSCA

Thom Kieft, AVP South Lake Campus Expansion

- Coordinated with the Pinecrest Lakes Middle High School principal on '21-22 space requests in Bldg. 1 and Cooper Memorial Library on the South Lake Campus.
- Met with Lake Technical College leadership to discuss an embedded front line staff member in Bldg. 2 as well as relocation of next round of cohorts of Paramedic, LPN, and ESOL/GED due to Pinecrest Lakes Middle High School space usage.
- Finalized the Fall '21 dual enrollment class schedule at the Villages Charter School and met with Lake County Schools staff to finalize the expansion of dual enrollment at high school sites.
- HSCA Updates
 - Rising Junior Class
 - Offered admission to 32 Two-Year applicants, and 31 accepted their offer of admission
 - 78 current Four-Year students will transition to LSSC this fall and have been registered for fall courses for a total of 109 juniors
 - Rising Senior Class
 - A total of 71 Seniors are enrolled for fall courses at LSSC
 - Experiential Learning
 - Ms. Casey Nicole certified 70 Juniors in First Aid/AED/CPR during the spring semester, which was 79% of the class
 - Staffing Updates
 - Dr. Michelle Crozier will be leaving her role as HSCA Director as of August 5th to pursue a faculty position at UCF in the Department of Global Health Management and Informatics



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: June 23, 2021

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 6-12 Committee Reports

OVERVIEW:

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

ANALYSIS:

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

RECOMMENDATION:

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



Lake Sumter
State College

**Executive Committee Meeting
June 15, 2021**

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

Agenda Review

- Nominating Committee Workshop
- Budget Workshop
- Regular Meeting
 - Reception for an employee and outgoing board members(s)
 - Consent Agenda
 - Finance, Facilities, Educational Agreements
 - New Business
 - Budget FY22, Operational and Capital
 - Fee for New Mechatronics Program
 - Board Attorney Contract
 - Security Contract Recommendation for RFP
 - Board meeting schedule for 2021-22
 - South Lake Ground Lease Site Plan

The meeting was adjourned at 10:20 a.m.

The next Executive Committee meeting will be on Tuesday, July 13, 2021



Lake-Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: June 23, 2021

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 6-13 – Board Attorney Report

OVERVIEW:

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

ANALYSIS:

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

RECOMMENDATION:

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



June 14, 2021

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

Re: Board Attorney Report for June 23, 2021

Dear Trustees:

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

Karen Parker v. Lake-Sumter State College and Leadership Lake County, Inc., Lake County Case No. 2019-CA-001641. Ms. Parker alleges the College was negligent surrounding an alleged incident on August 18, 2016 where Ms. Parker claims she was injured when she tripped and fell while attending an event on the Leesburg campus. On October 12, 2020 Judge Rada entered an Order Setting Case Management Conference for February 10, 2021 at 3:45 pm. On February 8, 2021 Judge Rada cancelled the Case Management Conference. Effective April 12, 2021 Judge Takac will be assigned the case. A new case management has not been scheduled. Plaintiff has named GCA Education Services, Inc., and Miller and Miller Investigative and Security Services, LLC as defendants. They have filed answers to the Amended Complaint. Discovery is ongoing. The Plaintiff's deposition has been scheduled to occur on June 15, 2021. A Case Management Conference was held on June 1, 2021 at 1:45 pm via Zoom. On May 28, 2021, in accordance with the Court's Order, mandatory disclosures, an exhibit list and a witness list were filed on behalf of the College. A hearing has been scheduled on June 30, 2021 at 9:30 am via Zoom on GCS Education Services, Inc.'s and Miller & Miller's Motions to Compel Plaintiff's Responses to Initial Discovery.

OCR Case Nos. 04-17-2349 & 04-18-2164. The OCR investigations into the student's complaints remains pending. The College's last communication with the former student was in the fall of 2018. On May 12, 2020 OCR contacted the College to discuss scheduling interviews. Due to COVID-19 and employees working remotely, interviews have not yet been scheduled. On May 4, 2021, the College received communication from U.S. Department of Education, Senior Attorney, Office for Civil Rights, asking if the College is willing/interested in mediating the complaint through OCR, and provided a Agreement to Participate and a Confidentiality Agreement to the College if interested in mediating. If the College elects not to mediate, then the complaint will proceed through the investigative process. The College is reaching out to OCR for

additional information concerning the former student's involvement before proceeding with a commitment to mediate.

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

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

EEOC charge, 510-2019-02041. On May 21, 2021, the U.S. Equal Employment Opportunity Commission entered a Dismissal and Notice of Rights of the charge filed by David Wade, PhD.

Fernando Verdini v. District Board of Trustees of Miami Dade College. Mr. Verdini brought suit against Miami Dade College alleging the College had a contractual obligation to provide on-campus services during the COVID-19 pandemic and that the contractual obligation arose because the College assessed certain fees. The College filed a motion to dismiss on the grounds that sovereign immunity precluded a suit because there was not an express written contract. The trial court denied the College's motion to dismiss and the matter is on appeal. This is a matter of great importance to the State College System and the universities. The Florida Department of Education prepared amicus in support of Miami Dade's position to file in the appellate court. Miami Dade requested all State Colleges to join in on the FLDOE's amicus brief at no cost or expense to any of the State Colleges. The state universities also were asked to join in. Time was of the essence and after discussions with Dr. Sidor and Dr. Bigard I communicated to Miami Dade that Lake Sumter would join in. All 12 Florida public universities and 24 of the 27 remaining Florida College System institutions joined in. A Motion for Leave to File a Brief as Amici Curiae in Support of Miami Dade College with the proposed brief was filed March 31, 2021. There are a number of local governments seeking leave to also file in support of Miami Dade. Updates will be provided as this case moves through the appellate process. A similar class action lawsuit has been filed against Santa Fe State College.

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

Respectfully submitted,



Anita Geraci-Carver

cc: Dr. Sidor, President
Dr. Bigard, Vice-President





OFFICE OF THE PRESIDENT

Present to the Board: June 23, 2021

TO: Lake-Sumter State College
District Board of Trustees

FROM: Dr. Stanley Sidor
President

RE: 6-14 - Tuition and Fee Schedule and Fee Changes FY21/22

OVERVIEW

The District Board of Trustees approves the tuition and fee schedule for each fiscal year.

ANALYSIS

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

Course Fees –The recommended additions to course fees are attached to this form. (Mechatronics program course fees.) Affidavit of Publication and Press Release for fee increase are also attached. Online notice is at: <https://www.lssc.edu/2021/05/lssc-proposing-student-fee-modifications-for-2021-22-year/>

RECOMMENDATION

It is recommended that Board approve this item as written.

TUITION AND FEES HISTORY

AA/AS Degree	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22 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	6.56	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	7.88	9.88	11.88	11.88
Total Per Credit Hour	104.73	105.73	105.73	105.73	105.73	105.73	105.73	107.73	109.73	109.73
\$ Increase	4.82	1.00	-	-	-	-	-	2.00	2.00	-
% Increase	4.6%	0.9%	0.0%	0.0%	0.0%	0.0%	0.0%	1.9%	1.8%	0.0%

TUITION AND FEES PER CREDIT HOUR

Program	Actual FY 20/21	Proposed FY 21/22	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	

No changes for FY22.

OTHER FEES

FEE TITLE	FREQUENCY	FY 21/22	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	25.00	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	47.00	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	75.00	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	5.00	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)
PART	Per test	20.00	Cover cost of printing and proctoring, 1009.23 12(a)
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	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)

No changes for FY22.

Proposed NEW Fee						
Area	Fee Type	Subject	Course	Org	Proposed FY21/22	Comments
Mechatronics	LMEC	ETI	1843L	112104	25.00	Materials, Armatrol and Insurance
Mechatronics	LMEC	ETM	2401C	112104	25.00	Materials, Armatrol and Insurance
Mechatronics	LMEC	ETS	1535C	112104	25.00	Materials, Armatrol and Insurance
Mechatronics	LMEC	ETS	1540C	112104	25.00	Materials, Armatrol and Insurance
Mechatronics	LMEC	ETS	1542C	123015	25.00	Materials, Armatrol and Insurance
Mechatronics	LMEC	ETS	1700C	123015	25.00	Materials, Armatrol and Insurance

Affidavit of Publication

DAILY COMMERCIAL

Serving Lake and Sumter Counties

located in Leesburg, Lake County Florida
STATE OF FLORIDA, COUNTY OF LAKE

Before the undersigned authority personally appeared

Lisa Clay

Lisa Clay

who on oath says that she is an authorized employee of the Daily Commercial, a daily newspaper published at Leesburg, in Lake and Sumter Counties, Florida; that the attached copy of advertisement, being a notice in the matter of

BOARD MEETING

was published in said newspaper in the issues of:

MAY 26, 2021

Affiant further says that the said Daily Commercial is published at Leesburg, in said Lake and Sumter Counties, Florida, and that the said newspaper has heretofore been continuously published in said Lake and Sumter Counties, Florida, daily, and has been entered as second class mail matter at the post office in Leesburg, in said Lake and Sumter Counties, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that he has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

Sworn to and subscribed before me this 26 day of May
A.D., 2021.

Cheryl A. Miller
Notary Public



Cheryl A Miller

(Print, Type or Stamp Name of Notary Public)

AD#

10102166

The District Board of Trustees, Lake-Sumter State College, has the following meeting at the Leesburg Campus, 9501 U.S. Highway 441, Leesburg FL 34788: On June 15, 2021 at 8:30 a.m. the Board Executive Committee will review the June Board Agenda, including proposed lab fee increase and take up any other business that might come before it; and on June 23, 2021 at 5:00 p.m. at the Leesburg Campus, 9501 US Highway 441, Leesburg FL 34788, the board will hold its regular monthly meeting. Should reasonable accommodations be needed, notify the College ADA Office 24 hours before the meeting at (352)365-3569

District Board of Trustees
Lake-Sumter State College
S. Sidor, Secretary/President

Ad No: 10102166
May 26, 2021



Lake Sumter
State College

Media Contacts

Kevin Yurasek

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

YurasekK@lssc.edu

FOR IMMEDIATE RELEASE

FRIDAY, MAY 21, 2021

LSSC proposing student fee modifications for 2021-22 year

LEESBURG, Fla. – Lake-Sumter State College is providing public notification of proposed changes in student fees for the 2020-2021 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 23, 2021.

For the 2021-22 academic year, the only changes to course fees are the implementation of fees for a new program. Details on course-specific fees can be found online at www.lssc.edu/newsroom.

Lake-Sumter State College reviews student fees annually to ensure that fees do not exceed the cost of the services provided.

No tuition increases are being proposed at this time.

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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.




Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: June 23, 2021

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President 

RE: 6-15 Capital Improvement Plan

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 granted an overall score and is graded 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 2021 – 2026 is included for review and totals \$13,754,756.

RECOMMENDATION

It is recommended that Board approve this item as written.

CIP-2
Lake-Sumter State College
Capital Improvement Plan and Deferred Maintenance
2021-22 through 2024-25

Capital Improvement Priorities

FY 2021 - 2022

Construction, Hardscape, Asset Replacement, & Maintenance Repairs

Service Contracts for Repair and Maintenance	252,000
General Repairs and Maintenance	100,000
LE Maintain Disc Golf Course	5,000
LE grounds and Irrigation	32,786
LE Repave walking Trail	25,000
LE Parking Lot Repair, Sealing, & Stripe	200,000
LE Fine Arts HVAC controller replacement	10,000
LE Fine Arts Roof Repair	65,000
LE Roof Repairs	181,000
LE Library Roof Replacement - LE Library (Future Student Center)	320,000
LE Replace Facilities Roof	83,000
HVAC - Preventive Repairs (Year 3 of 3)	60,000
HVAC Replacements (Non-CARES ACT)	400,000
SL Replace facilities/ground maintenance shed	250,000
SL CML HVAC Replace AHU	200,000
Monument Signage (LE - College Rd, SU-Main, SL-Main and CML)	240,000
LE FOB Demolition	100,000
SU Bldg 1 Replace 20 ton HVAC	61,000
SU Replace irrigation system	50,000
SU Replace Gutters & repair roof bldg 4	30,000
Tech Plan Projects	225,000
Tech Refresh Schedule	450,000

Renovation/Remodel & Improvement Projects

LE Convocation Center audio video upgrade IT	300,000
LE Library Renovations & Design	400,000
LE Fine Arts Building Design Development	40,000
LE Fine Arts Remodel (Fondation supported)	500,000
LE Fine Arts FA7 Flex event space (replace magnolia room)	400,000
LE SSB 2nd Floor ADA Improvements and Redesign (multi-year)	145,000
LE SSB Refurbish	400,000
LE Student Center Refurbish	75,000
LE New Walkway Storm Water Gutters	35,000
LE Building Paint Refresh (2 of 3 Year) (carry over 21,000 from yr 1)	71,000
LE FA MAC Lab	200,000
LE Landscape Tree Removal - Phase 2 (North Pkg, 441 View, Parking Lot B)	41,000
LE Magnolia Room Restroom Renovations	95,000
Engineering and Architect. Svcs (SL/FA/SC/Lake Hall/LE Lib/Mag Room)	100,000
Furniture & Equipment	50,000
SL New well for irrigation	70,000
SL Building #2 First Floor Redesign	295,000

Security Upgrades Phase 2 (Access Control (Sonitrol) Replacement)	90,000
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Total Funds Requested FY21-22	6,646,786
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FY 2022 - 2023

Construction, Hardscape, Asset Replacement, & Maintenance Repairs

LE Roof Replacement - William-Johnson Building	185,000
East Lake (Sorrento) Site Develop. (Utilities/Infrastructure) Continuation	800,000
LE SC HVAC DX Unit Replacements	75,000
SU HVAC Controls Upgrades	50,000
LE HVAC Replace 500 ton chiller and replace with two 300 ton units	725,000
Security Upgrades Phase 3 (Surveil. Cameras & Comm.)	150,000
LE Building Paint Refresh (3 of 3 Year)	100,000

Renovation/Remodel & Improvement Projects

SL Building #1 HVAC Chiller Replacement/Upgrade	450,000
LE Library Re-Purpose New Student Center Phase 2 (Construction)	1,300,000

Total Funds Requested FY22-23	3,835,000
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FY 2023 - 2024

Construction, Hardscape, Asset Replacement, & Maintenance Repairs

LE Roof Restore - Shipping/Receiving Building	26,000
LE Roof Restore - Lecture Hall	32,000
LE Parking Lot East Upgrades (Repaving/Striping/Drainage and Lighting)	300,000
LE Parking Lot West Upgrades (Repaving/Striping/Drainage and Lighting)	300,000
SU Parking Lot (Repaving/Stripping/Drainage and Lighting)	300,000

Renovation/Remodel & Improvement Projects

LE Library Re-Purpose New Student Center Phase 3 (FFE)	400,000
LE SC Re-Purpose Community Outreach Center (Complete)	500,000
East Lake (Sorrento) Building #1 Phase 1 (Planning and Design)	300,000

Total Funds Requested FY23-24	2,158,000
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FY 2024 - 2025

Construction, Hardscape, Asset Replacement, & Maintenance Repairs

SL Parking Lot (Repaving/Stripping/Drainage and Lighting)	400,000
Replacement of Multiple DX HVAC units LE, SL, SU (R-22 to R-410A Refrigerant)	200,000
SL HVAC Overhaul 2ea 150-ton CML Chillers	140,000
SL HVAC Tie-in SL CML Chillers with Bldg. 2 Chiller	225,000

Renovation/Remodel & Improvement Projects

East Lake (Sorrento) Building #1 Phase 2 (Engineering and Architect Svcs)	150,000
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Total Funds Requested FY24-25	1,115,000
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Total Funds Requested FY21-25	13,754,786
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Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: June 23, 2021

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 6-16 - 2021-2022 Annual Operating Budget

OVERVIEW:

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

ANALYSIS:

The proposed 2021-2022 Fund 1 Operating Budget is balanced and includes a contingency for future allocation by the President.

The proposed 2021-2022 Fund 7 Capital Budget includes investments in deferred maintenance and technology.

Also included is a Budget Summary of All Funds and a disclosure of in-kind support to the LSSC Foundation.

RECOMMENDATION:

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

Lake-Sumter State College FY 2022 Operating Budget	Fiscal Year 2021-22	FY 2020-21	
	Proposed Budget	Budget	Projected
Revenue			
<i>Student Tuition and Fees</i>			
Fall			
Tuition	2,802,600	2,904,700	2,787,782
Technology Fees	137,500	147,000	137,362
Distance Learning Fees	225,000	177,900	431,580
Dual Enrollment	323,600	306,000	323,190
HSCA	514,550	538,150	483,190
Lab Fees	137,800	260,900	38,984
Spring			
Tuition	2,375,100	2,468,900	2,368,112
Technology Fees	118,900	123,400	118,413
Distance Learning Fees	187,600	157,900	354,045
Dual Enrollment	424,000	412,200	422,667
HSCA	419,070	538,150	423,650
Lab Fees	106,700	142,200	24,667
Summer			
Tuition	1,071,900	1,058,700	920,049
Technology Fees	53,400	53,700	48,067
Distance Learning Fees	99,600	141,600	159,285
Dual Enrollment	0	700	28,648
Lab Fees	13,200	33,400	4,742
Youth Development	280,000	280,000	280,000
Cont. Ed	166,100	104,200	175,000
Miscellaneous Fees	95,700	123,100	162,103
<i>Total Student Tuition and Fees</i>	9,552,320	9,972,800	9,691,536
Base State Appropriation and Lottery	13,071,677	12,791,621	12,791,621
State Lottery Appropriation	2,317,578	1,968,738	1,968,738
Performance Funding	296,654	430,173	430,173
State Tiered Funding	0	198,723	198,723
<i>Total State Appropriations</i>	15,685,909	15,389,255	15,389,255
Foundation Support-Operations	20,000	100,000	210,000
Foundation Support-Sumter Partnership	90,000	90,000	90,000
<i>Total Foundation Support</i>	110,000	190,000	300,000
SEPCO	140,000	100,000	100,000
Indirect Cost Recovery	100,000	52,600	170,000
State Grants/Contracts	100,000	100,000	125,000
County Grants/Contracts	0	68,000	50,000
PrivateGrants/Contracts	30,000	235,100	37,347
<i>Total Grants and Contracts</i>	370,000	555,700	482,347
Total Revenue	25,718,229	26,107,755	25,863,138
COVID Stimulus	510,500	0	573,000
Transfer from Auxiliary	337,000	306,400	306,400
Transfer from Student Activity Fees	365,000	335,000	335,000
Total Operating Transfers	702,000	641,400	641,400
Total Revenue, Fund Balance, and Transfers	26,930,729	26,749,155	27,077,538

Lake-Sumter State College FY 2022 Operating Budget	Fiscal Year 2021-22	FY 2020-21	
	Proposed Budget	Budget	Projected
Personnel Expenses			
Filled Positions			
Faculty	3,574,569	3,835,587	3,831,320
Staff	8,627,398	8,954,450	8,875,000
Other	235,000	0	0
Open Positions			
Faculty	45,900	123,500	0
Staff	887,317	45,000	0
Average Lapsed Salaries	(500,000)	(500,000)	0
Total Faculty and Staff	12,870,184	12,458,537	12,706,320
Adjuncts	865,450	744,350	827,589
Overloads	784,072	890,500	795,000
Other Pooled Positions	407,400	360,000	384,091
Total Pooled Positions	2,056,922	1,994,850	2,006,680
CARES Salaries	(439,180)	0	(228,000)
Total Wages	14,487,926	14,453,387	14,485,000
Full Time Faculty and Staff Positions Benefits	5,660,342	4,858,000	5,067,402
Pooled Positions Benefits	127,792	257,543	200,668
Vacation/Sick Leave Payout	250,000	250,000	250,000
CARES Benefits	(177,868)	0	(93,480)
Average Lapsed Benefits	(202,500)	(205,000)	0
Total Benefits	5,657,765	5,160,543	5,424,590
Total Personnel Expenses	20,145,691	19,613,929	19,909,590
Operating Expense			
Utilities	1,201,000	1,219,500	1,088,741
Custodial & Grounds Contract	1,110,000	1,105,000	1,175,025
Security Contract	330,000	330,000	330,000
Insurance	534,800	411,760	600,000
Telecommunications	190,100	174,780	60,100
Copier Rental	71,000	70,000	45,000
Major Software maintenance	818,144	655,149	704,200
Total Fixed Cost	4,255,044	3,966,189	4,003,066
Legal Fees	100,000	100,000	62,000
Out-of-State Travel	21,300	34,900	0
Base Budget-Other	1,908,666	2,075,109	1,520,203
Total Supplies and Service Expenses	6,285,010	6,176,198	5,585,269
Contingency	500,000	550,000	0
Transfer out	0	400,000	400,000
Total Supplies and Service Expenses	6,785,010	7,126,198	5,985,269
TOTAL Personnel, Supplies and Services	26,930,701	26,740,127	25,894,858
Increase (Decrease) to Fund Balance	28	9,028	1,182,680

Lake-Sumter State College
FY 2022 Fund 7 Budget

	Equipment Match	Infrastructure PECO	CO & DS	Technology	Security	FY20 New Capital Fee	FY21 Parking Fee	Local	FA Auditorium Renovation	TV Station	New HVAC Funding	Disc Golf Course	Hurricane	Total
Balance Forward	59,013	-	380,000 (5,355)	440,000 (20,000)	21,700	470,400 (43,000)	81,500	2,460,000 (169,000)	-	141,603	159,400 (4,900)	11,530	212,377	4,437,523 (260,115)
Enunbrances Forward		(17,860)												
State Grants/Contracts-Nonoperating		2,350,000		445,650	15,100	445,650	15,100	75,000	500,000					2,350,000
Lost Revenue (Student Fees)					66,000		66,000	1,500,000						921,500
Foundation - Cash Contribution														132,000
Non-Mandatory Trans Restricted St. Activity Fee														500,000
Non-Mandatory Trans Fund 1														75,000
Total Revenue	-	2,350,000	-	445,650	81,100	445,650	81,100	1,575,000	500,000	-	-	-	-	1,500,000
														5,478,500
Roof Patch - LE Fine Arts		65,000	145,000					240,000						65,000
SSB ADA Restrooms			61,000					41,000						145,000
Monument Signage (LE SL SU)								35,000						240,000
Sumter bld 1 20 ton								21,400						61,000
Landscape Tree Removal								100,000						41,000
LE New Walkway Storm Water Gutters								295,000						35,000
Building Paint Refresh (1 of 3 Year)														21,400
Engineering and Architect Svcs														100,000
SL Building #2 First Floor Redesign														295,000
Magnolia Room Restrooms			95,000					200,000						95,000
FA Mac Lab Project								400,000						200,000
Library Renovations design (multi-year)								300,000						400,000
Convocation Center audio video upgrade IT								50,000						300,000
Furniture and Equipment								250,000						50,000
Painting (Year 2 of 3)														50,000
SL Shed Replacement														250,000
SL Irrigation Well		70,000												70,000
SU Irrigation replacement		50,000						30,000						50,000
SU Gutter replacement/repair bld 4														30,000
LE Roof replacement/Library		320,000												320,000
LE Roof Repairs		181,000												181,000
Facilities Roof replacement		83,000						25,000						83,000
LE Walking trail paving														25,000
Repair/Replace HVAC non-CARES		400,000									154,500			400,000
SL CML HVAC		45,500												200,000
FOB Demolition														100,000
LE Parking Lot Repair Sealing & Stripe														200,000
SSB Relurbish														400,000
LE Student Activities Fee Student Center														5,000
Disc Golf Maint														5,000
Foundation Supported FA auditorium remodel														500,000
FA Building Design Development														40,000
FA7 Flex event space														400,000
Tech Refresh				450,000				75,000						5,000
Tech Plan Projects				225,000										500,000
Security Upgrades(Access Control)					90,000									40,000
Project Mgmt to be allocated		36,050												450,000
														225,000
														90,000
														113,300
Total Expenditures Fund 7	-	1,250,550	301,000	675,000	90,000	795,000	200,000	2,334,650	500,000	-	154,500	5,000	-	6,305,700
Projected FY22 Year End Balance	59,013	1,081,590	73,645	190,650	12,800	78,050	(37,400)	1,531,350	-	141,603	-	6,530	212,377	3,350,208

Testing Serv Relocation (CARES)
LE Coaches office air quality (CARES)
Repair/Replace HVAC (CARES)
Total CARES

Lake-Sumter State College
FY 2022 Budget Summary - All Funds

	Operating Fund 1	Grants & Contracts Fund 2	Auxiliary Fund 3	Scholarships Fund 5	Capital & Maintenance Fund 7	Total College Budget
Revenue						
Tuition and Fee Revenue	9,552,320	576,000		410,000	921,500	11,459,820
State Appropriations	15,685,909				2,350,000	18,035,909
Foundation Support	110,000				500,000	610,000
Grants and Contracts	370,000	1,542,856		7,091,298		9,004,154
Commission			155,000			155,000
Miscellaneous	510,500		190,100		132,000	832,600
Total Revenue	26,228,729	2,118,856	345,100	7,501,298	3,903,500	40,097,483
Transfer from Operating/Fund 1		(75,000)			75,000	0
Transfer from Auxiliary/Fund 5	337,000	(337,000)				0
Transfer from Student Activity Fees	365,000		(365,000)			0
Total Transfers	702,000	(412,000)	(365,000)	0	75,000	0
Total Revenue, Fund Balance, and Transfers	26,930,729	1,706,856	(19,900)	7,501,298	3,978,500	40,097,483
Personnel Expenses						
Faculty and Staff	12,431,004	405,480				12,836,484
Pooled Positions	2,056,922	83,878				2,140,800
Benefits	5,657,765	164,658				5,822,423
Total Personnel Expenses	20,145,691	654,016	0	0	0	20,799,707
Supplies and Services Expenditures						
Operating Expense	6,285,010	845,809	46,500	7,487,298	6,305,700	14,664,617
Capital Expenditures		271,031				6,576,731
Contingency	500,000					500,000
Total Supplies and Services Expenditures	6,785,010	1,116,840	46,500	7,487,298	6,305,700	21,741,348
TOTAL Personnel, Supplies and Services	26,930,701	1,770,856	46,500	7,487,298	6,305,700	42,541,055
Increase (Decrease) to Fund Balance	28	(64,000)	(66,400)	14,000	(2,327,200)	(2,443,572)
Estimated Beginning Fund Balance*	1,375,000	345,000	1,105,747	(14,000)	5,677,417	8,489,164
Estimated Ending Fund Balance	1,375,028	281,000	1,039,347	0	3,350,217	6,045,592

Lake-Sumter State College
FY22 In-kind Support of LSSC Foundation

	Support included in FY22 Operating Budget
Salaries - 4 FT Employees	268,000
Benefits	107,200
Office Space - 1,186 Sq/Ft	32,235
Total In-Kind Support	407,435

Foundation Employees

Vice President Institutional Advancement/Executive Director Foundation
Foundation Operations Manager
Development Officer
Executive Assistant to VP Institutional Advancement

This information is provided to enhance the transparency of the relationship between the College and the Foundation.

The Foundation management has affirmed that the College resources were used only for the purposes approved by the Board of Trustees.



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: June 23, 2021

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 6-17 – FY21 Budget Amendment-Transfer from Fund 1 to Fund 7

OVERVIEW:

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

ANALYSIS:

The Board is being asked to authorize the President to increase FY21 transfers (budget amendment) from the Current Unrestricted Fund (Fund 1) to the Unexpended Plant Fund (Fund 7) from \$400,000 to an amount not to exceed \$2,000,000, to be used for improvements to Campus Infrastructure.

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

RECOMMENDATION:

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



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: June 23, 2021

TO: Lake-Sumter State College
District Board of Trustees

FROM: Dr. Stanley M. Sidor
President

RE: 6-18 – Anita Geraci-Carver Contract Extension

OVERVIEW:

The District Board of Trustees maintains an agreement with the Law Office of Anita Geraci-Carver for legal services.

ANALYSIS:

The term of the agreement, including the one-year extension will end June 30, 2021. The District Board of Trustees completed a positive evaluation of Ms. Geraci-Carver's performance at the last meeting. An amendment follows to extend the term of the agreement two years.

RECOMMENDATION:

We recommend approval of the contract amendment to extend the term of the agreement for two years, through June 30, 2023.

AMENDMENT TO AGREEMENT

Agreement by and between **Anita Geraci-Carver, Esquire** (hereinafter referred to as ATTORNEY), LAW OFFICE OF ANITA GERACI-CARVER, P.A., 1560 Bloxam Avenue, Clermont, FL 34711, and the **DISTRICT BOARD OF TRUSTEES OF LAKE-SUMTER STATE COLLEGE** (hereinafter referred to as BOARD).

WHEREAS the parties entered into an agreement on July 1, 2016 (the "Original Agreement").

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

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

- The Original Agreement ended on June 30, 2018.
- The Original Agreement provided for a 12-month extension ending June 30, 2021, to which both parties agreed.
- The term is hereby extended through June 30, 2023.
- All other terms of the Original Agreement remain in effect.

Anita Geraci-Carver

Date

Pete Wahl, Chair

District Board of Trustees

Date



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: June 23, 2021

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 6-19 Security services contract

OVERVIEW

The College has contracted with Miller and Miller Investigative and Security Services, Inc. for the past five years. Since the Miller and Miller contract was due to expire June 30, 2021, RFP21-01 was issued to solicit proposals for Security Services.

ANALYSIS

Four companies submitted complete proposals. Based on selection committee scoring of these proposals, three companies were invited to make presentations to the selection committee. Miller and Miller received the highest score of the three companies interviewed based on the following considerations, firm/staff overall experience, financial capability, staffing and supervision, price proposal, and local preference.

RECOMMENDATION: Authorize the President and Executive Vice President to negotiate a contract with Miller and Miller Investigative and Security Services.



OFFICE OF THE PRESIDENT

Present to the Board: June 23, 2021

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 6-20 – 2021-22 District Board of Trustee Meeting Schedule

OVERVIEW:

Attached is the proposed schedule of the 2021-2022 District Board of Trustees Regularly Scheduled Meetings and Executive Committee Meetings.

ANALYSIS:

The Schedule is for the Board's Review.

RECOMMENDATION:

It is recommended that Board approve this item as written.

Lake-Sumter State College Board of Trustees 2021/2022 Meeting Schedule

DATE/TIME	MEETING LOCATION	EXECUTIVE COMMITTEE
September 22, 2021 5 p.m.	Leesburg	September 14, 2021 8:30 a.m.
October 20, 2021 5 p.m.	Sumter Center	October 13, 2021 8:30 a.m.
November 17, 2021 5 p.m.	South Lake	November 9, 2021 8:30 a.m.
January 26, 2022 5 p.m.	Leesburg	January 18, 2022 8:30 a.m.
February 23, 2022 5 p.m.	Sumter Center	February 15, 2022 8:30 a.m.
March 22, 2022 5 p.m.	Leesburg	March 8, 2022 8:30 a.m.
April 27, 2022 5 p.m.	South Lake	April 19, 2022 8:30 a.m.
May 25, 2022 5 p.m.	Leesburg	May 17, 2022 8:30 a.m.
June 22, 2022 5 p.m.	Leesburg	June 14, 2022 8:30 a.m.
July 27, 2022 5 p.m.	Leesburg	July 14, 2022 8:30 a.m.

❖ Workshops will be added to each meeting as needed



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: June 23, 2021

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 6-21- Approval of Pinecrest Ground Lease Conceptual Site Plan

OVERVIEW:

Dr. Sidor and Dr. Bigard have continued to negotiate the terms of the ground lease site plan with Pinecrest Lakes Academy on the South Lake campus (Clermont, FL).

ANALYSIS:

The updated conceptual site plan provided to each board member now includes revisions requested by the District Board of Trustees. If approved, construction on the first phase of the project would begin in the fall of 2021.

RECOMMENDATION:

It is recommended for approval 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. Peter F. Wahl, Chairman
Ms. Emily Lee, Vice Chairman
Dr. Stanley M. Sidor, President
Mrs. Anita Geraci-Carver, Board Attorney

Mr. Bryn Blaise
Mr. David Hidalgo
Mrs. Jennifer Hooten
Mr. Bret D. Jones
Mr. Timothy Morris
Mrs. Ivy Parks

