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Lake Sumter
State College

DISTRICT BOARD OF TRUSTEES

Meeting Materials

September 21, 2022

Leesburg Campus
Magnolia Room

AGENDA
DISTRICT BOARD OF TRUSTEES
LAKE-SUMTER STATE COLLEGE
Wednesday, September 21, 2022
Leesburg Magnolia Room

4:00 pm Closed Executive Session
Public Board Meeting will follow

I. CALL TO ORDER - Chairman Bret Jones

II. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

III. PUBLIC COMMENT

*A Public Comment Card must be submitted to the Recording Secretary at least 15 minutes prior to the start of the meeting.

IV. CONSENT CONSIDERATIONS

- | | | |
|--------|--------------|--|
| 922-01 | Approve: | Minutes of the July 13, 2022 Regular Meeting |
| 922-02 | Approve: | Human Resources Faculty Actions |
| 922-03 | Approve: | Purchases over \$65,000 |
| 922-04 | Approve: | 2022-2023 Annual Blanket Purchase Orders |
| 922-05 | Approve: | Clinical Affiliation Agreements <ul style="list-style-type: none">♦ Orlando Health South Lake Hospital♦ Central Florida Health, Inc.♦ Vista Clinical |
| 922-06 | Approve: | AdventHealth Waterman Simulation and Instruction Space |
| 922-07 | Approve: | Staff Salary and Classification Schedule |
| 922-08 | Approve: | Roof Replacement Project for the Center for Teaching and Learning |
| 922-09 | Approve: | Pre-qualified List of Bidders for Construction Projects |
| 922-10 | Approve: | 2021-2022 Amendment to Fund 1 to Fund 7 Transfer |
| 922-11 | Approve: | Sumter Center Operations Agreement |
| 922-12 | Approve: | FCS Affordability Report |
| 922-13 | Acknowledge: | Health Insurance Rates for 2023 |
| 922-14 | Acknowledge: | Human Resources Staff Actions |
| 922-15 | Acknowledge: | Monthly Fiscal Report for July/August 2022 |
| 922-16 | Acknowledge: | Capital Improvement Projects Report |

V. PRESIDENT'S REPORT

- | | |
|--------|--|
| 922-17 | Dr. Bigard's Update <ul style="list-style-type: none">♦ Enrollment, Student Services and Athletics♦ Organizational Management |
|--------|--|

VI. DIVISION REPORTS

- 922-18♦ Academic Affairs - Ms. Karen Hogans
- ♦ Facilities Planning and Operations - Mr. Thom Kieft
 - ♦ Financial Services - Ms. Kristie Harris
 - ♦ Institutional Advancement and Foundation - Dr. Laura Byrd
 - ♦ Technology and Innovation - Mr. Nick Kemp

VII. COMMITTEE REPORTS

- 922-19♦ Executive Committee - Chairman Bret Jones
- ♦ Facilities Committee - Mr. Bryn Blaise

VIII. BOARD ATTORNEY REPORT

- 922-20 Ms. Anita Geraci-Carver's Update

IX. NEW BUSINESS

- | | | |
|--------|-------------|---|
| 922-21 | Approve: | Board Committee Assignments |
| 922-22 | Approve: | Proposed MOU with Union |
| 922-23 | Approve: | Track Team Proposal |
| 922-24 | Discussion: | Golf Team Proposal |
| 922-25 | Approve: | Code of Ethics for Public Officers and Employees/
Conflict of Interest |

X. OTHER CONSIDERATIONS AS NEEDED BY CHAIRMAN/PRESIDENT

XI. ADJOURNMENT

CALENDAR NOTES:

Employee Appreciation Picnic	Friday, September 30th, 2022, 11 a.m.	Leesburg Campus, The Quad
College Night	Wednesday, October 3rd, 2022, 6 p.m.	Leesburg Campus, The Quad
College to Career Success Event	Friday, October 7th, 2022, 9 a.m.	TBD
District Board of Trustees Meeting	Wednesday, October 19th, 2022, 5 p.m.	Sumter Center, CM Building Room 4108 & 4107
Facilities Committee Meeting	Thursday, October 20th, 2022, 5 p.m.	Sumter Center, CM Building Room 4118
Employee Day of Service	Friday, October 21st, 2022,	TBD
District Board of Trustees Meeting	Wednesday, November 16th, 2022, 5 p.m.	South Lake Campus, Building 2 Board Room 327
Facilities Committee Meeting	Thursday, November 17th, 2022, 5 p.m.	Sumter Center, CM Building Room 4118
South Lake Reception for BAS Graduates	Thursday, December 1st, 2022, 4 p.m.	TBD
Nurse Pinning Ceremony	Thursday, December 8th, 2022, 5 p.m.	TBD
Commencement	Friday, December 9th, 2022, 5 p.m.	Leesburg Campus Convocation Center
Commencement	Tuesday, December 13th, 2022 5 p.m.	South Lake ARC
Facilities Committee Meeting	Thursday, December 15th, 2022, 5 p.m.	Sumter Center, CM Building Room 4118

NO BOARD MEETNG IN DECEMBER

District Board of Trustees Agenda Item Cover Sheet



Lake Sumter
State College

Office of the President

ITEM: 922-01 Minutes of the July 13, 2022, Regular Meeting

Background/References

The minutes of the July 13, 2022 Board of Trustees meeting require the Board's approval.

Summary

Meeting minutes are presented for your review and approval.

Recommendation

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

DISTRICT BOARD OF TRUSTEES
LAKE-SUMTER STATE COLLEGE
LEESBURG, SUMTERVILLE, CLERMONT
JULY 13, 2022

PRESENT: Dr. Heather Bigard, President, Board Members Mr. Tim Morris, Mr. Peter Wahl, Mr. David Hidalgo, Ms. Jennifer Hooten, Mr. Bryn Blaise, Ms. Ivy Parks and Board Attorney Ms. Anita Geraci-Carver.

ABSENT: Ms. Emily Lee and Mr. Bret Jones, Board Members.

CALL-TO-ORDER:

The Organizational Meeting was called to order by President Bigard. Dr. Bigard began the meeting with a special recognition of Mr. Timothy Morris. Dr. Bigard thanked him for his years of service to Lake-Sumter State College and for serving as the Board Chair and presented him with a plaque.

The election of the 2022-2023 Board Members commenced with the nomination of Bret Jones for Chair and Jennifer Hooten for Vice Chair. Hearing no other nominations, a motion was made by Pete Wahl for the election of Mr. Jones and Ms. Hooten. The motion was seconded by Tim Morris and the motion passed unanimously.

There being no further business, the Organization Meeting was adjourned at 5:07 pm.

CALL-TO-ORDER:

The regular meeting of the District Board of Trustees, Lake-Sumter State College, was called to order at 5:08 p.m. on July 13, 2022, at the Leesburg Campus Magnolia Room by Ms. Jennifer Hooten. Ms. Hooten welcomed those in attendance and invited them to join in the Pledge of Allegiance followed by a moment of silence.

PUBLIC COMMENT:

No Public Comment cards were filed for this meeting.

CONSENT CONSIDERATIONS:

A motion to approve agenda items numbers 7-03 through 7-10 was made by Mr. Peter Wahl, seconded by Mr. Bryn Blaise, and the motion carried unanimously. A copy of all Consent Considerations is in the Board packet.

SCHEDULED INFORMATION REPORTS:

The President's report was presented by Dr. Bigard.

- Kristie Harris was hired as the new VP of Finance;

- Dr. Vitale was made the Special Assistant to the President;
- Karen Hogans has stepped in as Interim VP of Academic Affairs;
- Kailyn Wurm was hired as the Assistant to the President.
- Enrollment is ahead of this time last year at close to 3000 students;
- The DEU space at Advent Waterman is close to being finished;
- DEU program at OH will begin this fall;
- MLT program will begin this fall;
- Meetings held at Cagan Crossings and Clermont Elementary School;
- Received the Pinecrest MOU and Lease Agreement.

The Board Attorney report was presented by Ms. Anita Geraci-Carver. This report and the minutes of the Executive Committee Meeting minutes are located in the Board packet.

NEW BUSINESS:

7-14 Pre-qualified List of Bidders for Construction Projects – Mr. Thom Kieft discussed the list of construction bidders that went through the qualification process for the right to bid on projects at LSSC. A motion to accept this item was made by Mr. Tim Morris, seconded by Mr. Bryn Blaise, and the motion carried unanimously. The list of qualified bidders is located in the Board packet.

7-15 CML Chiller Installation - Mr. Thom Kieft, Interim Executive Director of Facilities, discussed the replacement of a chiller at the Cooper Memorial Library on the South Lake campus, including a quote for installation from Johnson Controls. A motion to accept this item was made by Mr. David Hidalgo, seconded by Mr. Bryn Blaise, and the motion carried unanimously. A copy of the installation quote is located in the Board packet.

OTHER CONSIDERATIONS:

As Needed by Chairman/President

Vice Chair Hooten reviewed the events on the calendar. The next regular meeting is scheduled for September 21, 2022 in Leesburg.

There being no further business, the meeting was adjourned at 5:37 p.m.

ATTEST:

Ms. Jennifer Hooten, Vice Chair

Dr. Heather Bigard, Secretary/College President

Recording Secretary: Kelly McLean

District Board of Trustees Agenda Item Cover Sheet



Lake Sumter
State College

Office of the President

ITEM: 922-02 Human Resources Faculty Actions

Background/References

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

Summary

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

Recommendation

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

Human Resources Faculty Actions

July 07 – September 12, 2022

Faculty Appointments:

Name	Title	Effective Date
Gregory Craig	Assistant Professor, English	08/17/2022
Shelly Gerig	Instructor, BAS Strategic Leadership	08/17/2022
Awilda Lopez	Assistant Professor, Mathematics	08/17/2022
Kelly Moore	Assistant Professor, Natural Science	08/17/2022
Laura O’Riorden	Assistant Professor, Biological Science	08/17/2022
Nicole Osborn	Assistant Professor, Mathematics	08/17/2022
Kailey Sangster	Instructor, Nursing	08/17/2022
Kumar Singh	Instructor, Foreign Language	08/01/2022
Natalie Souders	Lecturer, Mathematics	08/17/2022
Lisa Spence	Instructor, Nursing	08/08/2022
Cynthia Thompson	Assistant Professor, RN to BSN	08/22/2022
Kristina Van Amerongen	Assistant Professor, English	08/17/2022

Faculty Promotions:

Name	Title	Effective Date
Jeremy Norton	Professor, Political Science	08/17/2022
Matthew Drum	Assistant Professor	08/17/2022
Agnes Bereczky	Assistant Professor	08/17/2022

Faculty Resignations:

Name	Title	Effective Date
Tamara Lacroix	Instructor, Nursing	08/11/2022

Faculty Separations:

Name	Title	Effective Date
None		

Faculty Retirements:

Name	Title	Effective Date
Nancy Browne	Associate Professor, Biological Sciences	08/17/2022
Andrew Young	Assistant Professor, Biology	08/12/2022

Faculty Transitions:

Name	Title	New Position	Effective Date
Brandy Ziesemer	HSM Professor/Program Manager	Adjunct	08/15/2022
Kathleen Larke	Assistant Professor, Nursing	Adjunct	08/16/2022
Jacklyn Pierce	Assistant Professor, English	Adjunct	08/15/2022
Amanda Brandt	Instructor, Biological Sciences	Adjunct	08/15/2022
Winter Walker	Instructor, Chemistry	Adjunct	08/15/2022
Kristen Chancey	Assistant Professor, English	Adjunct	08/15/2022

District Board of Trustees Agenda Item Cover Sheet



Lake Sumter
State College

Office of the President

ITEM: 922-03 Purchases over \$65,000.00

Background/References

Pursuant to Board Rule 6.09, it is required that a report be provided to the Board of Trustees each month accounting for any purchases that have been approved by the President which fall between \$65,000 and \$195,000. This report is prepared by the Vice President of Finance and Chief Financial Officer, and is intended to keep the Board informed of purchases which fall under the authority of the President to be approved.

Summary

The Purchases greater than \$65,000 for the period 07/01/2022 - 08/31/2022 are attached.

Recommendation

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

Purchase Orders Over \$65,000 – July/August 2022

Vendor: Creative Bus Sales
Item Description: 2022 Starcraft 28/Athletics Passenger Bus
Amount: \$121,856
Purchase Order #: P2300016
Vendor Code: SIEIND

Vendor: Siemens Industry
Item Description: Cooper Memorial Library Chiller Project
Amount: \$245,521
Purchase Order #: P2300070
Vendor Code: JOHCON

ITEM: 922-04 2022-2023 Annual Blanket Purchase Orders

Background/References

Each year the college issues a number of "blanket" or "open" purchase orders with a variety of vendors to facilitate the purchase of regular supplies and payment for repair services throughout the fiscal year. The purchase orders are assigned a maximum amount under which a number of individual orders will be invoiced. This report is prepared by the Vice President of Finance and Chief Financial Officer, and is intended to keep the Board informed of annual blanket purchases that have been entered into through the bidding process or by exception as outlined in the LSSC Administrative Procedure 6-09.

Exceptions to the bidding requirements include certain educational materials, IT resources as defined in Section 282.303 of Florida Statute, professional services listed in Section 287.055 of the Florida Statute, sole source items and items on specific state and local contracts.

Purchases up to \$195,000 (Category IV in Section 287.017 of Florida Statute) fall under the authority of the President to be approved. Purchases on the list that exceed that amount are contracts that were previously approved by the Board.

Summary

Attached is the list of Blanket and Annual Purchase Orders for 2022-2023.

Recommendation

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

**Annual and Blanket Purchase Orders Over \$65,000
FY 2022-23**

Vendor: SSC Services Solution
Item Description: Grounds and Custodial Services/ July 2022 - June 2023
Amount: \$1,068,154
Purchase Order #: P2200166
Vendor Code: X00121574

Vendor: City of Leesburg
Item Description: Utilities/ July 2022 - June 2023
Amount: \$625,000
Purchase Order #: PB23FC26
Vendor Code: LEECIT

Vendor: Duke Energy
Item Description: Utilities/ July 2022 - June 2023
Amount: \$375,000
Purchase Order #: PB23FC25
Vendor Code: DUKENE

Vendor: Century Link
Item Description: Local Phone & Telecommunications/ July 2022 - June 2023
Amount: \$89,200
Purchase Order #: PB23IT02
Vendor Code: CENLIN

Vendor: Miller & Miller Investigative and Security Services
Item Description: Security Services/ July 2022 - June 2023
Amount: \$374,137
Purchase Order #: P2300113
Vendor Code: MILMIL

Vendor: Elsevier Inc.
Item Description: Assessment Testing & Web Resources/ July 2022 - June 2023
Amount: \$150,000
Purchase Order #: PB23NU05
Vendor Code: ELSINC

Vendor: Stanley Sidor
Item Description: Contractual Agreement
Amount: \$282,031
Purchase Order #: P2300028
Vendor Code: X00106471



ITEM: 922-05 Clinical Affiliation Agreements

Background/References

Pursuant to Florida Statute 1001.64 (6), each Board of Trustees has responsibility for the establishment and discontinuance of program and course offerings in accordance with law and rule; provision for instructional and noninstructional community services, location of classes, and services provided; and dissemination of information concerning such programs and services. New programs must be approved pursuant to s. [1004.03](#).

Each agreement demonstrates written consent from clinical facilities to provide a dedicated educational and simulation space for current, undergraduate Lake-Sumter State College nursing students. The cooperation between the clinical facilities and Lake-Sumter State College provide an educational benefit for the preparation of students in patient care that promotes excellence, professional competence, and utilization of community resources.

Summary

The Clinical Affiliations Agreements for AdventHealth Waterman, Orlando Health South Lake, Vista Clinical, and Central Florida Health Inc. were previously provided.

Recommendation

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

District Board of Trustees Agenda Item Cover Sheet



Lake Sumter
State College

Office of the President

ITEM: 922-06 AdventHealth Waterman Simulation and Instructional Space

Background/References

Pursuant to Florida Statute 1001.64 (6), each Board of Trustees has responsibility for the establishment and discontinuance of program and course offerings in accordance with law and rule; provision for instructional and noninstructional community services, location of classes, and services provided; and dissemination of information concerning such programs and services. New programs must be approved pursuant to s. [1004.03](#).

Summary

Lake-Sumter State College shall lease property from AdventHealth Waterman for the sole and exclusive purpose of a dedicated education unit.

Recommendation

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



ITEM: 922-07 2022-23 Staff Salary and Classification Schedule

Background/References

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

Summary

A. Updates to Staff Salary & Classification Schedule 2022/2023

- Work Week: Page 5;
 - Added sections from Admin-Pro 5-13 revised 2-2022
 - On-Call Pay: Page 6; Added Sections from Admin-Pro 5-13 revised 2-2022
- Student Positions:
 - Page 7; Updated Student employee hourly rate of pay to \$ 15.00
- Holiday Calendar:
 - Page 15; Updated the Holiday Calendar for FY 2022/2023
- Full Staff Salary Ranges: Deleted the tables
- Summary Staff Salary Ranges:
 - Pages 19-20; Minimum-Midpoint-Maximum for each classification added (5% increase to current salary ranges)
- Student and Part-time Employees Hourly Rates:
 - Page 20; Updated to \$ 15 - \$21

B. Updates to Part-time & Student Employees 2022/2023

- Minimum hourly rate of pay increased to \$ 15.00
- Part-time hourly rates range from \$ 15 / \$ 17 / \$ 19 / \$ 21 depending on education & experience required for the job.

C. Updates to Faculty Salary & Classification Schedule 2022/2023

The Faculty Salary and Classification Schedule is pending final updates in relation to the recent MOU (8/16/2022) of certain Articles within the Collective Bargaining

Agreement with UFF, and will be presented to the Board of Trustees separately for approval.

Recommendation

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

ITEM: 922-08 Roof Replacement Project for the Center for Teaching and Learning Building

Background/References

The Center for Teaching and Learning (CTL) on the Leesburg Campus was built in 1964 and was renovated from the old Math and Science Building in 2009. It is cooled by air handler units from the chilled water plant. The CTL building has some roof leaks and is the temporary home of the Leesburg Library. The college has collaborated with Garland/DBS, Inc. to manage the project and receive bids on the roof energizer restoration. This project does include an add alternate bid of expanding 6-inch gutters and downspouts from one side of the building to all perimeter elevations.

This purchase amount exceeds \$195,000 requiring prior approval of the District Board of Trustees.

Summary

Garland/DBS used pricing according to the pricing in the Master Intergovernmental Cooperative Purchasing Agreement (MICPA) and OMNIA Partners, Public Sector (U.S. Communities). They received four bids ranging from \$206,087 to \$342,536 for the roof energizer restoration and prices from \$8,938 to \$135,101 for the add alternate bid for the gutter expansion from one side to four sides of the building.

Roof Energizer Restoration Bids

- | | |
|-----------------------|------------------|
| 1) RMS Orlando | \$206,087 |
| 2) Core Roofing | \$243,880 |
| 3) Advanced Roofing | \$297,264 |
| 4) Crawford Roofing | \$342,536 |

Gutter Add Alternate Bids

- | | |
|-----------------------|----------------|
| 1) RMS Orlando | \$8,938 |
| 2) Advanced Roofing | \$24,760 |
| 3) Core Roofing | \$135,101 |

4) Crawford Roofing No Bid

It is recommended to award the project to RMS Orlando through Garland/DBS, Inc. for the roof restoration at \$206,087 and add alternate bid for the 6-inch gutters on all perimeter elevations at \$8,938.

Recommendation

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



Garland/DBS, Inc.
3800 East 91st Street
Cleveland, OH 44105
Phone: (800) 762-8225
Fax: (216) 883-2055



ROOFING MATERIAL AND SERVICES PROPOSAL

Lake Sumter State College
CTL Building
9501 US-441
Leesburg, FL 34788

Date Submitted: 07/29/2022
Proposal #: 25-FL-220725
MICPA # PW1925

FLORIDA General Contractor License #: CGC1517248

Purchase orders to be made out to: Garland/DBS, Inc.

Please Note: The following budget/estimate is being provided according to the pricing established under the Master Intergovernmental Cooperative Purchasing Agreement (MICPA) with Racine County, WI and OMNIA Partners, Public Sector (U.S. Communities). The line item pricing breakdown from Attachment C: Bid Form should be viewed as the maximum price an agency will be charged under the agreement. Garland/DBS, Inc. administered an informal competitive process for obtaining quotes for the project with the hopes of providing a lower market-adjusted price whenever possible.

Scope of Work: Base Bid- Garland Energizer Roof Restoration Syetem

1. Clean roof, broom, as needed. Do not power wash/pressure clean or get roof wet. Get as clean as possible before priming.
2. Wet areas of insulation as identified by infrared scan shall be cut and replaced with same thickness polyiso
 - a. PolyIso to be adhered to tectum deck using Garland Insulock insulation adhesive.
 - b. Adhesive ribbons spaced 6" O.C. @ 1/4" in thickness
3. 1/2" Securock adhered to Polyiso using Insulock insulation adhesive.
 - a. Adhesive ribbons spaced 6" O.C. @ 1/4" thickness
4. Contractor to use Stressbase 80 and Versiply Mineral for Base/Cap sheet in repaired areas
 - a. Weatherking interply adhesive to be used
 - i. 2.5 Gal/100 SqFt Application
 - ii. 1/8" notched squeegee to spread interply adhesive

5. New Drip edge installed at all perimeter elevations
 - a. Garland Flat Sheets to be utilized
 - b. .040 aluminum – Owner to select standard color kynar finish
6. Drip edge to be sandwiched between the base and cap sheet
 - a. Metal flange to be stripped in with 12" wide base sheet prior to cap sheet installation
 - b. Continuous bead of Garla-Flex applied at cap sheet termination and drip edge
7. Repair blisters, fish mouths and all other field deficiencies prior to priming. Blisters and fish mouths to be cut out and patched using Weatherking and VersiPly Mineral Cap Sheet.
8. Penetrations removed as indicated by Owner at Pre-bid.
9. Curb units removed and a metal cap installed as indicated by Owner at Pre-bid.
10. Prime roof surface with GARLA-PRIME asphalt primer at a rate of 1.0 gallon per 100 sqft. Let dry until tacky (60 minutes)
 - a. Prime only as much roof as Energizer system can be installed within 24 hours of primer application
11. FLASHING REPLACEMENT: Remove and replace all curb flashing.
 - a. Prime substrate with Garla-prime @ .5 gal/100 sqft
 - b. Stressbase 80 and VeriPly Mineral for base and cap
 - c. Weatherking flashing Adhesive to be used
 - i. 2.5 Gal/100 SqFt
 - d. Vertical Seams 3 coursed using Garmesh and Silver Flash
 - e. Pin the top of the new flashing with a flat pressure bar and approved fasteners minimum 8 " o.c.
 - f. Counter-flashing installed using Garland Flat Sheets
 - i. .040 Aluminum – Owner to select standard color kynar finish
12. Penetrations flashed with Tuff Flash and Fabric – Standard grey granules used for surfacing

REINFORCEMENT:

13. Install base coat of Energizer K plus FR @ 3.5 Gal per 100 SqFt.
14. Immediately imbed Polyester fabric into base coat - Run fabric parallel to the low edge using a shingling method up the slope with minimum 3" to 4" inch fabric side laps.
 - a. Polyester Scrim should be fully embedded in base coat of Energizer.
 - b. Do not apply too far ahead of fabric so coating does not dry before fabric can be embedded.
15. After embedding polyester reinforcement into the Energizer base coat using notched squeegee and rollers, apply additional top coat of Energizer to completely saturate the fabric at 3.5 gallons per 100 SF.

SURFACING:

16. Within 5 minutes of top coat, broadcast new standard grey roofing granules into the Energizer as you apply the coating at a rate of 60 lbs. per 100 sq.ft.
17. Broadcast using back pack blower or sand blasting equipment spraying the granules evenly.
18. Once roof is cured enough to walk on (minimum 7 days.) Return to sweep loose granules from roof surface. (excess, clean granules can be reused)

Addendum #1:

1. See Aerial and corresponding photo report for penetrations to be remove/modified as well as curb and curb cap modifications.
2. Early hours (Night) are permitted if desired – contractor just needs to communicate that to Garland so that it can be communicated with LSSC.
3. Crew must check in with Security each day onsite.
4. Drip Edge Detail – Clarification:
 - a. Since we are tearing the entire perimeter, crew can install the drip edge between the base and cap sheet since we are also installing the Energizer System.

Attachment C: Bid Form - Line Item Pricing Breakdown

Item #	Item Description	Unit Price	Quantity	Unit	Extended Price
2.06	Tear-off & Dispose of Debris: SYSTEM TYPE BUR W/ Insulation and Mineral Surfacing - Wood / Tectum Deck	\$ 2.66	1,790	SF	\$ 4,769
6.08.01	Roof Deck and Insulation Option: TECTUM ROOF DECK - COLD PROCESS APPLICATION INSULATION OPTION: Mechanically Attach Base Sheet & Adhere Polyisocyanurate in Insulation Adhesive / Adhere High Density Asphalt Coated Wood Fiber with Insulation Adhesive to Provide an Average R-Value of 20	\$ 9.04	1,790	SF	\$ 16,189
4.24	Insulation Recovery Board & Insulations Options: INSULATION SUBSTITUTION OPTION Substitute 1/2" Treated Gypsum Insulation Board with Glass-Mat (e.g. DensDeck / Securock / Equal) in Place of the Wood Fiber or Perlite - Adhered with Insulation Adhesive	\$ 0.77	1,790	SF	\$ 1,379
12.02.01	2-PLY ROOF SYSTEMS - COMBINATIONS OF A BASE PLY & A CAP SHEET (TOP PLY) PLEASE NOTE: BASE PLY & CAP SHEET COMBINATIONS MUST BE APPROVED BY THE MANUFACTURER: ROOF CONFIGURATION 1 Ply Modified Base Sheet Adhered in Cold Process Modified Asphalt: BASE PLY OPTION: ASTM D 6163 SBS Fiberglass Reinforced Modified Bituminous Sheet Material Type I - 70 lbf/in tensile	\$ 3.53	1,790	SF	\$ 6,315
12.09.02	2-PLY ROOF SYSTEMS - COMBINATIONS OF A BASE PLY & A CAP SHEET (TOP PLY) PLEASE NOTE: BASE PLY & CAP SHEET COMBINATIONS MUST BE APPROVED BY THE MANUFACTURER: ROOF CONFIGURATION 1 Ply Mineral Surfaced Cap Sheet Adhered in Cold Process Modified Asphalt: ROOFING MEMBRANE OPTION: ASTM D 6163 SBS Fiberglass Reinforced Modified Bituminous Sheet Material Type III - Minimum of 220 lbf/in tensile	\$ 6.72	1,790	SF	\$ 12,029
23.128	Common Roof Repair Items: Set Roofing Cap Sheet Membrane in Mastic Installed Over Repair Area (< 500 SF)	\$ 12.12	1,000	SF	\$ 12,121

23.12	Cleaning & Caulking: Power Broom Roof Surface	\$ 0.68	14,280	SF	\$ 9,689
15.22	RESTORATIONS - RECOATING OF EXISTING ROOF SYSTEMS : RESATURATION OF MINERAL-SURFACED ASPHALT ROOF WITH FULLY REINFORCED FIBERED ASPHALT COATING SYSTEM Infrared roof scan roof system and replace all wet insulation (USE SEPARATE LINE ITEMS); Prime the roof surface at rate of 1/2 - 3/4 Gallons per Square; Apply heavy-bodied, fiber reinforced asphalt roof coating and embed firm polyester reinforcement at a rate of 3.5 Gallons per Square / Polyester / 3.5 Gallons per Square.	\$ 3.80	14,280	SF	\$ 54,321
23.121	Common Roof Repair Items: 3-Course Application; Mastic-Mesh-Mastic; 9" Wide Total; 6" Wide Mesh	\$ 6.26	750	LF	\$ 4,692
20.01.02	NEW FLASHINGS FOR ROOFING SYSTEMS & RESTORATION OPTIONS: ROOF FLASHINGS FOR MODIFIED & COAL TAR PITCH ROOF SYSTEMS: Minimum 1 Ply of Base Flashing and Mineral Cap Sheet Installed in Hot ASTM D 312 Type III or IV Asphalt FLASHING OPTION: BASE PLY: SBS Modified Fiberglass Reinforced Base Flashing Ply w/ Tensile Strength of 100 lbf/in tensile (ASTM D 5147); TOP PLY: ASTM D 6163 SBS Fiberglass Reinforced Modified Bituminous Sheet Material Type III - 220 lbf/in tensile	\$ 15.68	900	SF	\$ 14,112
20.01.11	NEW FLASHINGS FOR ROOFING SYSTEMS & RESTORATION OPTIONS: ROOF FLASHINGS FOR MODIFIED & COAL TAR PITCH ROOF SYSTEMS: Minimum 1 Ply of Base Flashing and Mineral Cap Sheet Installed in Hot ASTM D 312 Type III or IV Asphalt PER SQUARE FOOT COSTS - INSTALLING IN COLD PROCESS FLASHING ADHESIVE Substitute Hot Asphalt Application for Cold Process Flashing Adhesive Application	\$ 7.28	900	SF	\$ 6,552
	.040 Aluminum Drip Edge- with four bends	\$ 16.72	440	SF	\$ 7,357
	Sub Total Prior to Multipliers				\$ 144,756
22.03	MULTIPLIER - MULTIPLE MATERIAL STAGINGS Multiplier is applied when labor production is effected by the time it takes to stage a roof multiple times. Situations include, but are not limited to staging materials to perform work on multiple roof levels, planned shutdowns and restarts, portion of the job is over sensitive work areas requiring staging from more than one point, etc.	25	\$ 144,756	%	\$ 36,189

22.05	MULTIPLIER - NIGHT, WEEKEND OR HOLIDAY WORKING HOURS Multiplier is applied when increased labor burdens are required due to working hours being limited to nights (equivalent of 3rd shift), weekends or holidays.	32	\$ 144,756	%	\$ 46,322
22.21	MULTIPLIER - ROOF SIZE IS GREATER THAN 10,000 SF, BUT LESS THAN 20,000 SF Multiplier is applied when Roof Size is greater than 10,000 SF, but less than 20,000 SF. Situation creates the fixed costs: equipment, mobilization, demobilization, disposal, & set-up labor to be allocated across more of an average roof area resulting in fixed costs being a slightly larger portion of the overall job costs	10	\$ 144,756	%	\$ 14,476
Total After Multipliers					\$ 241,742

Base Bid Total Maximum Price of Line Items under the MICPA:	\$ 241,742
Proposal Price Based Upon Market Experience:	\$ 206,087

Garland/DBS Price Based Upon Local Market Competition:

1 RMS Orlando	\$ 206,087
2 Core Roofing	\$ 243,880
3 Advanced Roofing	\$ 297,264
4 Crawford Roofing	\$ 342,536

Unforeseen Site Conditions:

Wood Blocking (Nailer) Replacement	\$ 6.84 per Ln. Ft.
Additional Insulation Replacement	\$ 17.10 per Sq. Ft.
Decking Replacement	\$ 57.00 per Sq. Ft.

Addendum #2:

1. REMINDER FOR ALTERNATE REQUESTED: 6" Box Gutter Added at all perimeter elevations with 6"x5" downspouts.
 - a. Garland Flat Sheets to be utilized. Contractor will handle fabrication.
 - b. 4 Total Downspouts at North and South Elevations
 - c. 2 Total Downspouts at East and West Elevations
2. 3 Course Using Garland's Flashing Bond and Garmesh at tie in where old roof meets new around all perimeter areas.

Add Alternate Bid

Proposal Price Based Upon Market Experience:	\$ 8,938
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Garland/DBS Price Based Upon Local Market Competition:

1 RMS Orlando	\$ 8,938
2 Advanced Roofing	\$ 24,760
3 Core Roofing	\$ 135,101
4 Crawford Roofing	No Bid

Potential issues that could arise during the construction phase of the project will be addressed via unit pricing for additional work beyond the scope of the specifications. This could range anywhere from wet insulation, to the replacement of deteriorated wood nailers.

Please Note – The construction industry is experiencing unprecedented global pricing and availability pressures for many key building components. Specifically, the roofing industry is currently experiencing long lead times and significant price increases with roofing insulation and roofing fasteners. Therefore, this proposal can only be held for 30 days. DBS greatly values your business, and we are working diligently with our long-term suppliers to minimize price increases and project delays which could effect your project. Thank you for your understanding and cooperation.

Clarifications/Exclusions:

1. Sales and use taxes are excluded. Please issue a Tax Exempt Certificate.
2. Permits are excluded.
3. Bonds are included.
4. Plumbing, Mechanical, Electrical work is excluded.
5. Masonry work is excluded.
6. Interior Temporary protection is excluded.
7. Any work not exclusively described in the above proposal scope of work is excluded.

If you have any questions regarding this proposal, please do not hesitate to call me at my number listed below.

Respectfully Submitted,

Jarod Miller

Jarod Miller
Garland/DBS, Inc.
(216) 430-3606

Lake Sumter State College
CTL Energizer Restoration
Pre-Bid Meeting

Contractor Sign In Sheet

Name	Company	Phone	Email
Tony Connery	Garland Company	941-524-2801	tconnery@garlandind.com
Bill Abrahamsen	NBC	904-563-1610	bill@nbcworldwide.com
Jason Jordan	Core Roofing	407-535-3789	jjordan@coreroofing.net
Tom O'Toole	RMS Orlando	407-436-2223	Thomas@rms-orlando.com
Jason Carruth	Advanced Roofing	352-631-0368	JasonC@advancedroofing.com
Jeff Vest	Crawford Roofing		Jeff@crawfordroofing.com
Scott Fryer	Garland Company	407-739-1727	sfryer@garlandind.com

Tony Connery
The Garland Company | Area Manager
941.524.2801 | tconnery@garlandind.com

ITEM: 922-09 Pre-Qualified List of Bidders for Construction Projects

Background/References

In accordance with Board Rule 6.19, the District Board of Trustees must approve the list of pre-qualified bidders for future construction contracts in excess of \$300,000 in compliance with Florida Statutes 1001.64 and 1013.46, and the State Board of Education, Rule 6A-2.0010.

Summary

In August, the College legally advertised an Application for Certification to start the pre-qualification process for firms to bid on upcoming construction projects. The Application was advertised in The Daily Commercial and Vendor Link, an online contractor portal. Ten (10) firms submitted a complete response to the Application.

The Application required firms to submit documentation demonstrating compliance with the following criteria:

1. Valid contractor's license
2. Verification of bonding capacity from a surety company (Rated A- or better)
3. Evidence of experience with construction techniques, trade standards, quality workmanship, project scheduling, cost control, management of projects and building codes for construction projects within the last five (5) years
4. Evidence of successful completion of at least two (2) construction projects similar in size within the last five (5) years
5. Evidence of satisfactory resolution of claims within the last five (5) years
6. Type of work for which the contractor is licensed.

The Contractor Pre-Qualification Review Committee reviewed the Applications for ten (10) firms to determine compliance with the above-referenced criteria. Nine (9) firms were found to comply with the criteria and one (1) firm was not.

The nine (9) firms are as follows: CPPI Charles Perry Partners, Inc., Faden Builders, Gray Construction Services, Lego Construction Company, OHLA Building, Inc., Votum

Construction, Welbro Building Corporation, Wharton-Smith Construction Group, and Williams Company.

Recommendation

Staff recommends the nine (9) compliant firms be pre-qualified for construction projects based on their bonding capacity, and issued a Certificate of Pre-Qualification upon approval by the President or designee.

Lake-Sumter State College of Florida
Prequalification of Contractors
Due Date & Time: August 22, 2022 @ 4:00 PM

Construction Firm	Address
CPPI Charles Perry Partners	200 East Palm Valley Drive, Suite 1040, Oviedo, Fl 32765
Faden Builders	1194 Camp Avenue, Mount Dora, Fl 32757
Gray Construction Services	222 West Wade Street, Trenton, Fl 32693
Lego Construction Company	1801 Lee Road, Suite 205, Winter Park, Fl 32789
OHLA Building, Inc.	7380 West Sand Lake Road, Suite 605, Orlando, Fl 32819
Votum Construction	1405 West Colonial Drive, Orlando, Fl 32804
Welbro Building Corporation	2301 Maitland Center Pkwy, Suite 250, Maitland, Fl 32751
Wharton-Smith	750 Monroe Road, Sanford, Fl 32771
Williams Company	291 Southhall Lane, Maitland, Fl 32751

District Board of Trustees Agenda Item Cover Sheet



Lake Sumter
State College

Office of the President

ITEM: 922-10 2021-2022 Amendment to Fund 1 to Fund 7 Transfer

Background/References

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.

Summary

The Board is being asked to authorize the President to increase FY22 transfers (budget amendment) from the Current Unrestricted Fund (Fund 1) to the Unexpended Plant Fund (Fund 7) from \$1,000,000 to an amount not to exceed \$1,600,000, 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.

District Board of Trustees Agenda Item Cover Sheet



Lake Sumter
State College

Office of the President

ITEM: 922-11 Sumter Center Operations Agreement

Background/References

Lake-Sumter State College's District Board of Trustees and School Board of Sumter County have an Operations Agreement in place relative to operations and cost-sharing on LSSC's Sumter Center site. The previous Operations Agreement, dated December 2015, has been extended with two one-year amendments to the agreement through June 30, 2022. The period of this new agreement is five years beginning July 1, 2022 and will be reviewed annually for any changes that need to be made and mutually agreed upon.

Summary

The Sumter Center Operations Agreement is attached for your review.

Recommendation

It is recommended the Board approve this item as written.

District Board of Trustees Agenda Item Cover Sheet



Lake Sumter
State College

Office of the President

ITEM: 922-12 FCS Affordability Report

Background/References

College affordability is a top priority for all 28 colleges in the Florida College System. In accordance with section (s.) 1004.085, Florida Statutes (F.S.), by September 30th of each year, the District Board of Trustees of all Florida College System institutions are required to report to the Florida College System Chancellor, factors that influenced the textbook and instructional materials selected to ensure maximum affordability.

Summary

LSSC Administrative Procedure 3-09 outlines the policies on the textbook adoption and posting process. LSSC faculty adopt textbooks and instructional materials no later than 75 days prior to the first day of classes for over 95% of the sections. Where sections are added to the schedule after the 75-day deadline, textbooks for such sections shall be adopted as soon as it is feasible. LSSC, in conjunction with the college bookstore, shall prominently in the course registration system and on its website, as early as feasible, but at least 45 days before the first day of class, a link to lists of required and recommended textbooks and instructional materials for at least 95% of all course sections for the upcoming semester. In 2020-2021, LSSC posted about 97% of all of the sections at least 45 days prior to the semester. LSSC uses the following strategies to reduce the cost of textbooks and instructional materials:

- Open education resources
- Textbook Affordability Committee
- Textbook rentals
- Faculty grants for development of textbooks

LSSC uses the following factors when selecting materials through a cost-benefit analysis:

- Expanding the use of open access materials
- Providing rental options for textbooks and related materials
- Increasing the availability and use of affordable digital textbooks and learning objects
- Develop mechanisms to assist in buying, renting, selling, and sharing textbooks
- Setting the length of time that textbooks and instructional materials remain in use
- Expanding cost-savings for textbooks and instructional materials that a student

may realize if individual students are able to exercise opt-in provisions for the purchase of materials.

Recommendation

It is recommended the Board approve this item as written.

Affordability remains a top priority for all 28 Florida College System (FCS) institutions. The Division of Florida Colleges requests data and information related to college affordability initiatives and textbook and instructional material affordability pursuant to sections (ss.) 1004.084 and 1004.085, Florida Statutes (F.S.). By September 30, 2022, each college must input institutional responses for the 2022 FCS Affordability Report via <https://www.research.net/r/2022FCSAffordability>.

If you have any questions about completing the report, please contact Research and Analytics at FCSResearch@fldoe.org.

This Word template is provided for planning purposes only. All responses must be uploaded in the survey instrument.

Contact Information

1. College Name

Lake-Sumter State College

2. Contact Information

Name	Tammy Castello
Title	Data Analyst
Email Address	castellt@lssc.edu

Tuition and Fees

3. Did your institution reduce or hold tuition flat over the prior year?

☒ Yes

☐ No

If you answered “no,” provide a short description (100 words or less) of how the decision to increase tuition was made. Specify the amounts and identify the estimated number of students impacted.

[Click or tap here to enter text.](#)

4. Did your institution reduce or hold administrative fees flat over the prior year? Administrative fees include financial aid, capital improvement, student activity and service, and technology.

☒ Yes

☐ No

If you answered “no,” provide a short description (100 words or less) of how the decision to increase administrative fees was made. Specify the amounts and identify the estimated number of students impacted.

[Click or tap here to enter text.](#)

5. Did your institution eliminate administrative fees over the prior year?

☐ Yes

☒ No

If you answered “yes,” provide a short description (100 words or less) of how the decision to eliminate fees was made. Specify the amounts and identify the estimated number of students impacted.

[Click or tap here to enter text.](#)

6. Did your institution reduce or hold user fees flat over the prior year? (e.g., laboratory, distance learning, parking, etc.)

☒ Yes

☒ No

If you answered “no,” provide a short description (100 words or less) of how the decision to increase user fees was made. Specify the amounts and identify the estimated number of students impacted.

[Some course fees were increased while other decreased based on the consumable expenses budgeted.](#)

7. Did your institution eliminate user fees over the prior year?

☒ Yes

☐ No

If you answered “yes,” provide a short description (100 words or less) of how the decision to eliminate fees was made. Specify the amounts and identify the estimated number of students impacted.

[Fees that were eliminated relate to courses no longer offered by the College.](#)

Textbook Affordability

8. Describe your institution’s selection process for textbook and instructional materials for all high-enrollment courses and any general education courses with a wide cost variance.

Lake-Sumter State College (LSSC) follows college procedure 3-09 that details the textbook adoption and posting process. LSSC faculty have the responsibility in selecting textbooks and instructional materials. This selection is completed by a workgroup of faculty that teach the course on a regular basis.

When selecting textbooks and instructional materials, the workgroups use criteria that may include content coverage, cost to students, digital access to materials, availability to obtain sufficient quantities of the materials, online student support, and instructional materials adherence to ADA requirements.

Faculty teaching a course may elect to choose the workgroup selected text adoption or faculty may pilot OER (Open Educational Resources) or no-cost materials in their assigned sections to minimize the cost of instructional materials.

Since the selection of course materials are completed by faculty workgroups in the discipline there is very little variance in cost of instructional materials in high enrollment and general education courses. We monitor the cost of instructional materials closely to ensure minimized cost is achieved.

In order to meet the adoption deadline of 75 days prior to the start of the semester, faculty and Deans are requested to submit textbook and instructional materials 90 days prior to the start of the semester to give LSSC and Follett bookstores time to process the adoptions and to follow-up with those sections where adoptions were not submitted. These textbook adoptions are submitted and approved at the Follett Discover website. Between the 75-day and 45-day marks prior to the start of the semester LSSC has each instructor verify that they intend to use the submitted instructional materials in their sections. This includes confirmation that faculty intend to use all pieces of a bundled package and that the course materials were selected through a cost-benefit analysis that enable students to obtain the highest-quality product at the lowest available price.

LSSC was one of 73 institutions who joined the 2022-2023 AAC&U Institute on Open Educational Resources to further explore ways to move toward low- and no-cost materials in all courses. This yearlong institute supports educators in launching, expanding, or hastening campus adoption of free and affordable instructional materials. The institute began with a two-day virtual kickoff event on July 14–15, 2022, and will conclude with a capstone closing event on July 13–14, 2023. LSSC's OER/Textbook affordability workgroup, made up of academic affairs faculty and staff, will continue to promote and support the institutional initiative to reduce the cost of course materials.

9. Identify specific institutional policies or initiatives designed to reduce the cost of textbooks and instructional materials. Select all that apply.

- ☒ Adoption of Open Educational Resources
- ☒ Usage of digital textbooks and learning objects
- ☒ Textbook affordability committees
- ☐ Mechanisms to assist in buying, renting, selling, and sharing textbooks and instructional materials
- ☐ Program(s) with no textbook costs
- ☐ Faculty grants for development of textbooks
- ☐ Bulk textbook purchasing
- ☒ Offering students opt-in provisions for the purchase of materials
- ☐ Offering students opt-out provisions for the purchase of materials
- ☒ Consideration of the length of time that textbooks and instructional materials remain in use
- ☒ Course-wide adoption, specifically for high enrollment general education courses
- ☐ Other (please specify) [Click or tap here to enter text.](#)

10. Describe the policies implemented regarding the posting of textbook and instructional materials for at least 95% of all courses and course sections 45 days before the first day of class.

LSSC Procedure 3-09 details the policies regarding the submission of textbook adoptions and posting of required and recommended textbooks and instructional materials.

Lake-Sumter State College has adopted the following procedures that promote efforts to minimize the cost of textbooks for students attending the college while maintaining the quality of education and academic freedom.

LSSC will adopt textbooks and instructional materials no later than seventy-five (75) days prior to the first day of classes for 95% of the sections. No later than seventy-five (75) days prior to the first day of classes, LSSC shall share a list of adopted textbooks and instructional materials with Follett bookstores. Where sections are added after this seventy-five (75) day deadline, textbooks for such sections shall be adopted as soon as is feasible to ensure sufficient lead time.

Lake-Sumter State College, in conjunction with the Follett bookstore, shall post prominently in the course registration system and on its website, as early as is feasible, but at least 45 days before the first day of class for each term, a hyperlink to lists of required and recommended textbooks and instructional materials for at least 95 percent of all course sections for the upcoming semester. LSSC has created a webpage to house a five-year textbook list, including the 45-day finalized list for the current semester.

The lists must include the International Standard Book Number (ISBN) for each required and recommended textbook and instructional material or other identifying information, which must include, at a minimum, all of the following: the title, all authors listed, publishers, edition number, copyright date, published date, and other relevant information necessary to identify the specific textbooks or instructional materials required for each course. Pursuant to Section 1004.085 (5), Florida Statutes, for those classes added after the forty-five (45) day posting deadline, the College shall post textbook information on the website immediately as such information becomes available.

11. Report the number and the total percentage of courses and course sections that were not able to meet the textbook and instructional materials posting deadline for the academic year.

Fall 2021 Number	604
Fall 2021 Percent	1.8%
Spring 2022 Number	558
Spring 2022 Percent	4.3%

12. Identify examples of why the posting deadlines were not met, if applicable. Select all that apply.

- ☐ Changes in accreditation standards that required curricular changes
- ☒ Errors made by the third-party bookstore vendor
- ☒ Teaching assignments given to faculty members after the 45-day window passed
- ☒ Course schedules changed for some faculty after the posting deadline
- ☐ Course sections changed instructional modality
- ☒ Other (please specify) classes added to the schedule after the posting deadline

Financial Aid Policies

13. Identify specific institutional financial aid policies or programs that promote affordability. Select all that apply.

- ☒ Targeted aid to students close to completing (including Last Mile)
- ☒ Targeted aid to students who were in need, but not eligible for Pell Grants

- ☒ Emergency student aid fund for students in emergency financial situations with unplanned costs
- ☒ Single online scholarship application management system for all institutional scholarships
- ☒ Partnerships with community-based organizations
- ☐ Other (please specify) [Click or tap here to enter text.](#)

Other Affordability Strategies

14. Provide any additional information about any innovative or new affordability strategies. Optional.
[Click or tap here to enter text.](#)

ITEM: 922-13 Health Insurance Rates for 2023

Background/References

The health insurance plan through the FCSRMC (Consortium), and administered through Florida Blue Cross Blue Shield, experienced a 14.23% overall increase in premium rates for the 2023 plan year.

The College will continue to offer our full-time employees our two (2) current medical plan types:

- **A PPO (Preferred Provider Organization) plan**, that contracts with medical providers, such as hospitals and doctors, to create a network of participating providers. Participants pay less using providers that belong to the plan's network. However, participants can use doctors, hospitals, and providers outside of the network for an additional cost.
- **A HDHP (High Deductible Health Plan)** coupled with an HSA (Health Savings Account.) An HDHP has a higher deductible than a traditional insurance plan and participants pay more health care costs out of pocket (the deductible) before the insurer pays its share. LSSC has combined this Plan with a health savings account (HSA), allowing participants defer pre-tax dollars into this account to pay for certain qualified medical expenses.

The Ameritas employee dental insurance plan remains unchanged, as do the VSP Vision benefits.

The Consortium remained with The Standard as the carrier of choice for long-term disability, short-term disability, basic life, AD&D, supplemental life, spouse life, and dependent life insurances. Increase, or decrease, to premiums is dependent upon election of coverage made by employees.

Open Enrollment for 2023 is slated to be held from October 24, 2022 until November 4 2022. The Benefits Fair will be held in Spring of 2023 as a themed event, and will be held on both the South Lake Campus and the Leesburg Campus. Both events permit an opportunity for us to expand employees' benefits awareness so that they can be "educated consumers" and enable them to elect benefits that fit both their family medical needs and their finances.

Summary

The premium increases and plan design changes assigned to LSSC by the Consortium resulted in an average increase of 25.62% to the HDHP plan premiums, an average 2.83% increase to the PPO plan premiums, with an overall increase of 14.23%

The College will share the cost of the increased health insurance premiums in the same premium proration (employer/employee) as in the past. Using current participants and their elected coverages, and adjusting employee contribution to offset increases, it is projected that LSSC will only incur a cost increase of approximately \$86,000. A comparison of the 2022 rates to the 2023 rates is attached.

Based on the continued high increase to premiums and the decreased benefit within plans provided to employees for healthcare coverage, it would be beneficial to the College to explore alternatives outside the Consortium for all benefits currently provided.

Recommendation

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

HDP/HSA PLAN		2022							2023						
Coverage Tier	Employee Count	2022 FCSRMC ANNUAL PREMIUM (P/P)	2022 FCSRMC ANNUAL PREMIUM (P/YR)	2022 EE (Employee) per/mo	2022 TOTAL EE ANNUAL CONTRIBUTION (P/YR)	2023 LSSC ANNUAL CONTRIBUTION	% of Premium Covered by LSSC	2023 FCSRMC ANNUAL PREMIUM (P/P)	2023 FCSRMC ANNUAL PREMIUM (P/YR)	2023 EMPLOYEE MONTHLY CONTRIBUTION	2023 EMPLOYEE INCREASE/ MONTH	2022 TOTAL EE ANNUAL CONTRIBUTION (P/YR)	2023 LSSC TOTAL EXPENSE	% of Premium Covered by LSSC	
EO	27	\$8,208	\$221,616	\$0	\$0.00	\$221,616	100%	\$10,359	\$279,703	\$0	\$0	\$0.00	\$279,703	100%	
ES	2	\$16,416	\$32,832	\$328	\$7,872.00	\$24,960.00	76%	\$21,755	\$43,510	\$363	\$35	\$8,712.00	\$34,798	80%	
E2	5	\$13,332	\$66,660	\$205	\$12,300.00	\$54,360.00	82%	\$18,647	\$93,235	\$230	\$25	\$13,800.00	\$79,435	85%	
EF	3	\$21,432	\$64,296	\$528	\$19,008.00	\$45,288.00	70%	\$30,042	\$90,127	\$628	\$100	\$22,608.00	\$67,519	75%	

GOLD PPO PLAN																
EO	156	\$11,256	\$1,755,936	\$0	\$0.00	\$1,755,936.00	100%	\$10,873	\$1,696,200	\$0	\$0	\$0.00	\$1,696,200	100%		
ES	13	\$22,512	\$292,656	\$602	\$93,912.00	\$198,744.00	68%	\$22,834	\$296,837	\$627	\$25	\$97,812.00	\$199,025	67%		
E2	18	\$18,264	\$328,752	\$366	\$79,056.00	\$249,696.00	76%	\$19,572	\$352,290	\$386	\$20	\$83,376.00	\$268,914	76%		
EF	6	\$29,400	\$176,400	\$961	\$69,192.00	\$107,208.00	61%	\$31,532	\$189,192	\$996	\$35	\$71,712.00	\$117,480	62%		
															298,020	2,743,073
															3,041,093	

Increase +/- **\$85,264.68**

Notes:

- Enrollment of 230 used for both years for comparison purposes. Actual enrollment fluctuates during the year.
- LSSC remains committed to providing employee only coverage at no cost to the employee, so entire increase is already absorbed by the College.

District Board of Trustees Agenda Item Cover Sheet



Lake Sumter
State College

Office of the President

ITEM: 922-14 Human Resources Staff Actions

Background/References

Pursuant to Florida Statute 1001.64 (18), the Board of Trustees has established the personnel program for all employees of Lake-Sumter State College.

Summary

Human Resources personnel actions include New Hires, Resignations, Retirements, Transitions, and Separations that are presented to the District Board of Trustees for information.

Recommendation

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

Human Resources Actions

July 07 – September 12, 2022

Staff Appointments:

Name	Title	Effective Date
Christy Adkins	SAS Program Coordinator	07/11/2022
Melinda Barber*	Interim CFO	08/08/2022
Audrey Cheatham	Enrollment Services Specialist	08/22/2022
Eric Gentner	Enrollment Services Specialist	08/15/2022
Kristie Harris	Vice President of Admin & Finance/CFO	08/08/2022
Michael Keen	Campus Safety Manager	08/17/2022
Aidyn Miller-Ulrich*	Audiovisual Technician I	07/19/2022
Kayla Sharon	Event Coordinator	08/29/2022

*Internal New Hire

Staff Promotions:

Name	Title	Effective Date
Kirsten Gamboa	Early College Programs Manager	09/01/2022
Jennifer Manson	Director of Academic Advising	08/01/2022
Felicia Shelton	Director, Educational Opportunity Programs	09/01/2022

Staff Resignations:

Name	Title	Effective Date
Michelle Borders	Career Advisor	08/03/2022
Shannon Haskins	College Functions/Events Manager	07/21/2022
Juliet Patterson	Youth Development Programs Coordinator	07/28/2022
Michael Poole	Testing Services Coordinator	08/26/2022
Vanessa Torres	Enrollment Services Specialist	07/29/2022
Abdourrahman Bouarfa	EOP Program Manager	08/31/2022
Sonina Hernandez	Academic Advisor	09/01/2022
Laurie Jacobs-Carneiro	SAS Coordinator	08/31/2022

Sean Wright	Manager Helpdesk & PC Support (Transitioned to Adjunct)	09/01/2022
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District Board of Trustees Agenda Item Cover Sheet



Lake Sumter
State College

Office of the President

ITEM: 922-15 Monthly Fiscal Report for July/August 2022

Background/References

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 Provost and 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.

Summary

The General Operating Budget Fund 1 Report, is attached to this agenda item.

Recommendation

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

MEMORANDUM

To: Dr. Heather Bigard, President
District Board of Trustees

From: Kristie Harris, Vice President of Finance and Chief Financial Officer

Date: September 21, 2022

Re: Monthly Fiscal Report – YTD August 31, 2022

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

FUND 1 OPERATING BUDGET

We are currently two months into our fiscal year at 16.7% of completion. The financial information presented is prior to year-end accruals which are in process.

Revenues

Total revenue booked to date is \$7,214,467, or 21% of the total budget of \$34,475,230.

- Tuition and fee revenue is trending above budget and is projected to be \$10,498.693 which is 5.8% over the budgeted amount.
- Starting July 1st of each fiscal year, state revenue allocations are received from the Department of Education on a bi-weekly basis throughout the year. As of date, the institution has received a total of \$3,181,990 in general revenue funds, which include performance funding allocations. Cash distributions for education enhancement funds (lottery funds) normally start during the third quarter of the fiscal year.
- Other Income and Other Support actuals are projected to be close to the budgeted amount.

Expenses

Actual expenses to-date total \$3,981,806 or 13% of the total budget of \$31,287,400.

- Salaries and benefits to-date are \$2,687,085 or 12% of budget.
- Operating and capital expenses to-date are \$1,294,721 or 17% of budget.

Year-End Projection

Revenues are projected to exceed expenses by \$1,731,132.

Attachment: August 2022 Operating Fund 1 Budget

Lake-Sumter State College
Fiscal Status Report - Fund 1
General Current Fund
July 1, 2022 - August 30, 2022

	FY 21-22		FY 2022-2023			
	Annual Budget	8/31/2021	Annual Budget	8/31/2022	Percent Earned/Spent	Projected 6/30/2023
REVENUES & BUDGETED FUND BALANCE						
Student Fees						
Fall						
Tuition	\$ 2,802,600	\$ 2,555,967	\$ 2,524,100	\$ 2,880,315	100%+	\$ 2,816,245
Technology Fees	137,500	127,807	127,100	144,021	100%+	140,778
Distance Learning	225,000	309,180	286,800	296,775	100%+	295,292
Dual Enrollment	323,600	415,613	315,300	451,603	100%+	334,517
HSCA Dual Enrollment	446,550	-	398,460	-	-	370,980
Lab Fees	137,800	80,837	162,810	148,132	91.0%	205,708
Spring						
Tuition	\$ 2,375,100	\$ -	\$ 2,253,800	\$ -	-	\$ 2,514,660
Technology Fees	118,900	-	113,100	-	-	125,271
Distance Learning	187,600	-	273,700	-	-	281,804
Dual Enrollment	424,000	-	388,700	-	-	412,391
HSCA Dual Enrollment	419,070	-	357,240	-	-	341,210
Lab Fees	106,700	-	134,120	-	-	169,459
Summer						
Tuition	\$ 1,071,900	\$ (19,239)	\$ 1,028,200	\$ (14,596)	-1.4%	\$ 1,147,206
Technology Fees	53,400	(963)	48,300	(731)	-1.5%	53,498
Distance Learning	99,600	(2,250)	71,400	(1,680)	-2.4%	73,514
Dual Enrollment	-	432	-	(1,296)	-	-
Lab Fees	13,200	(205)	26,560	(25)	-	33,558
Miscellaneous Fees	65,300	15,496	70,100	16,693	23.8%	81,466
Youth Development	280,000	103	282,000	642	0.2%	282,000
Continuing Education	166,100	28,445	1,061,200	60,159	5.7%	819,135
Total Student Tuition and Fees:	\$ 9,453,920	\$ 3,511,223	\$ 9,922,990	\$ 3,980,012	40.1%	\$ 10,498,693
State EETF GRR Support	\$ 13,071,677	\$ 2,178,612	\$ 18,725,937	\$ 3,120,990	16.7%	\$ 18,725,937
State GRR Nursing Support			830,059	-	-	830,059
State Performance Funding	296,654	49,442	362,513	60,418	16.7%	362,513
State Lottery	2,317,578	-	2,843,909	-	-	2,843,909
Miscellaneous State Contracts	100,000	-	100,000	-	-	100,000
Federal Support Indirect Cost	100,000	22,009	150,000	12,483	8.3%	184,248
Foundation Support	110,000	-	111,500	-	-	50,000
Other Contracts	238,000	39,332	931,322	35,973	3.9%	650,000
Miscellaneous Revenue	30,400	5,095	17,000	4,591	27.0%	65,103
Uninsured Loss Recovery (HEERF)	510,500	20,253	-	-	-	-
Total State and Other Revenues:	\$ 26,228,729	\$ 5,825,966	\$ 33,995,230	\$ 7,214,467	21.2%	\$ 34,310,462
Transfers In:	\$ 702,000	\$ 27,509	\$ 480,000	-	-	\$ 480,000
Total Revenues and Transfers In:	\$ 26,930,729	\$ 5,853,475	\$ 34,475,230	\$ 7,214,467	20.9%	\$ 34,790,462
EXPENDITURES						
Personnel Expenditures						
Salaries and Wages	\$ 14,987,926	\$ 1,591,812	\$ 17,401,060	\$ 1,839,866	11%	\$ 16,849,476
Benefits	5,860,265	693,142	6,643,022	847,219	13%	6,492,270
Lapse Salary and Benefits	(702,500)	-	(913,250)	-	-	-
Current Operating Expenditures	6,230,561	1,242,476	7,633,569	1,294,721	17%	6,697,584
Capital Outlay Expenditures	54,449	17,111	18,849	-	-	20,000
Contingency	500,000	-	504,150	-	-	-
Total Expenditures:	\$ 26,930,701	\$ 3,544,541	\$ 31,287,400	\$ 3,981,806	13%	\$ 30,059,330
Transfer to Fund Other Funds:	-	-	\$ (3,000,000)	\$ (3,000,000)		\$ (3,000,000)
EXCESS OF REVENUES OVER EXPENDITURES:	\$ 28	\$ 2,308,934	\$ 187,830	\$ 232,661		\$ 1,731,132

District Board of Trustees Agenda Item Cover Sheet



Lake Sumter
State College

Office of the President

ITEM: 922-16 Capital Improvement Projects Report

Background/References

The Facilities Department prepares a monthly report on the status of Capital Improvement Projects.

Summary

A report on the status on projects is attached.

Recommendation

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

Capital Improvement Projects 2022-2023				
September 2022 Update				
Project Description	CIP Budget	Expended or PO issued as of 8/31/22	Funding Source	Progress To Date
Leesburg Campus Fire Safety Upgrade	\$50,000	\$49,409	Deferred Maintenance	Fire Alarm System repairs and replacement of devices currently in progress.
South Lake Campus Fire Safety Upgrade	\$5,000	\$0	Deferred Maintenance	Fire Alarm System repairs and replacement of devices currently in progress.
Critical Life Safety Modifications	\$100,000	\$0	Deferred Maintenance	Issues that were reported on the 2021 PDCS walk-thru will be corrected, including emergency lighting, improving fire panels and strobe lights, and exit signs.
Roof Maintenance and Repairs	\$500,000	\$27,444	Local	Center for Teaching and Learning Roof Restoration, Facilities Roof Replacement, WJ gutters/downspouts, SL Bldg.1 new gutters, Repairs - Bldg. M, FA Bldg. Gym
Leesburg Campus Parking Lot Repair Sealing & Stripe	\$300,000	\$0	Parking Fees	Four trees in the Leesburg west parking lot were removed and asphalt replaced in select areas to reduce tripping hazards. Repaving of the access road from College Drive to parking lot B completed 8/5/22.
Sumter Center Irrigation Replacement	\$65,000	\$64,150	Local	Dozier Irrigation is scheduled to complete the new irrigation installation by 9/16/22. Facilites will review the system on site with vendor and SSC once completed.
Leesburg Campus Access Road Repaving	\$50,000	\$34,605	Local	Repaving of the access road from College Drive to Parking Lot B completed 8/5/22.
Tennis Court Resurface	\$30,000	\$0	Local	Athletics Department is currently soliciting contractor proposals for the resurfacing.

Capital Improvement Projects 2022-2023				
September 2022 Update				
Project Description	CIP Budget	Expended or PO issued as of 8/31/22	Funding Source	Progress To Date
South Lake Campus Facilities and Grounds Building Replacement	\$500,000	\$4,375	Local	Design is complete. Cost Estimate Received 6/28/22. Contractor Bids and Permitting anticipated by Nov. 2022 Construction timeline (TBD).
Sumter Center Solar-powered Workforce Instructional Pavilion & Restroom Facility	\$350,000	\$8,548	Local	Design Development in progress. Updated civil plan issued by Springstead 05/2022. Construction timeline (TBD).
Leesburg Campus Library Roof Replacement	\$795,000	\$0	Deferred Maintenance	Roof redesign is in Design Development with Florida Architects as part of the overall Library remodel plan. Presented to the Facilities Board 8/25/22 meeting.
Leesburg Campus Library Re-purpose/Remodel (LE) Yr 2 of 3	\$2,200,000	\$271,112	Local	Design Development Phase completed 7/1/22. Bid Cost Estimate received 8/19/22. Facilities Board reviewed 8/25/22. Currently revisiting design options to reduce cost prior Construction Documents Phase. Next design meeting is scheduled 9/14/22.
Leesburg Campus Library HVAC	\$800,000	\$0	Deferred Maintenance	Replacement HVAC is in Design Development with Hanson as part of the overall Library remodel plan. Presented to the Board Facilities Committee 8/25/22 meeting.
South Lake Campus Cooper Memorial Library HVAC	\$300,000	\$408,093	Deferred Maintenance	Chiller Install awarded to Johnson Controls Inc. Tentative schedule received 9/6/22. Permitting due 9/23/22. Preconstruction work planned Oct-Nov 2022. New chiller equipment installs thru project completion 1/2/23 - 1/10/23.
Miscellaneous HVAC Projects	\$500,000	\$74,297	Deferred Maintenance	Multiple HVAC projects including Leesburg Campus Lake Hall, Leesburg Campus Fine Arts Center, Leesburg Student Center, and Leesburg Shipping and Receiving.
Leesburg Campus Cooling Tower Refurbishment & Replacement	\$400,000	\$416,238	Deferred Maintenance	Siemens has been awarded to refurbish two cooling towers and replace two cooling towers. These improvements will take place in late fall 2022.

Capital Improvement Projects 2022-2023				
September 2022 Update				
Project Description	CIP Budget	Expended or PO issued as of 8/31/22	Funding Source	Progress To Date
South Lake Campus Building 1 HVAC Equipment and Installation	\$250,000	\$0	Deferred Maintenance	Design is 95% complete; currently finalizing custom equipment selections. Anticipate owner equipment procurement Sept 2022. Contractor Bids for Installations. Sept-Oct. Construction Timeline (TBD).
Leesburg Campus Building M HVAC Design and Replacement 40 Ton AHU	\$250,000	\$0	Deferred Maintenance	Design proposal received 8/19/22 and currently in revision after review. Anticipate issuing PO and starting design Sept. 2022.
Leesburg Campus Student Center HVAC Design and Replacmenet	\$250,000	\$0	Deferred Maintenance	Design proposal received 9/7/22 and currently in revision after review. Anticipate issuing PO and starting design Sept. 2022.
Leesburg Campus William Johnson Admin Building HVAC Design and Replacement	\$200,000	\$0	Deferred Maintenance	Design proposal received 9/7/22 and currently in revision after review. Anticipate issuing PO and starting design Sept. 2022.
Leesburg Campus Athletic Director's suite HVAC Design and Replacement	\$200,000	\$0	Deferred Maintenance	Design proposal received 8/19/22 and currently in revision after review. Anticipate issuing PO and starting design Sept. 2022.
HVAC Air Quality	\$200,000	\$0	Local	Investigation has taken place to either purchase additional air purifiers or air scrubbers, or install UVC in air handler units.
Sumter Center Building 5 HVAC Design and Replacement	\$120,000	\$33,989	Deferred Maintenance	PO issued to Hanson July 7th for Construction Administration Services. Anticipate awarding low Bid to Westbrook for the HVAC equipment and installation repacement Sept. 2022. Construction timeline TBD
Furniture and Equipment	\$300,000	\$2,952	Local	On going procurement as approved by leadership.

Capital Improvement Projects 2022-2023				
September 2022 Update				
Project Description	CIP Budget	Expended or PO issued as of 8/31/22	Funding Source	Progress To Date
Signage (All campuses)	\$100,000	\$1,600	Local	New illuminated signs for Bldg. M, Facilities, and the Student Services Building are all in the process of being installed.
Leesburg Campus Faculty Office Building & Lecture Hall Demolition	\$100,000	\$0	Local	Planning. Solicited budget proposal 10/7/2021. Reviewed formal process to raze a building with State DOE.
Leesburg Campus Student Services Building Refurbish	\$500,000	\$0	Local	Design Development in progress; complete schedule (TBD). Some refresh work in plan to proceed.
AdventHealth Waterman DEU	TBD	\$565,368	Local	Construction completed. Nursing Students started in Classroom on 8/23/22. Open House Event 9/1/22. Simulation Equipment installs in Lab spaces continue and to complete by 9/16/22.
Building Envelope (various)	\$500,000	\$0	Deferred Maintenance	Currently reviewing proposals received 9/8/22 from Raymond, LLC for Building Envelope investigation and consulting services for SL Bldg-2 Board Rm; LE Science-Math; LE Health Science Center; & LE SSB.
Leesburg Campus Liberal Arts Building Demo	\$150,000	\$0	Local	Planning. Reviewed formal process to raze a building with State DOE.
Exterior Painting Projects	\$150,000	\$0	Local	Refresh painting on-going. Most recent project has been with the exterior doors and atrium floors/railings in Bldg. 2 in South Lake and exterior doors at Sumter Center. Planning in progress for Leesburg Campus Student Center.
Interior Painting	\$150,000	\$19,179	Local	Various painting projects on the South Lake Campus including new Veterans Lounge, Bldg. 1 Lobby, and security office.

Capital Improvement Projects 2022-2023				
September 2022 Update				
Project Description	CIP Budget	Expended or PO issued as of 8/31/22	Funding Source	Progress To Date
Leesburg Campus Fine Arts Bldg. Restroom Refresh	\$5,000	\$0	Local	In planning.
Leesburg Campus Magnolia Restroom Refresh	\$60,000	\$0	Local	Tied to project to move Fitness Center and remodel of restrooms for showers. Timeline (TBD).
Leesburg Campus Student Services Building - Build ADA Restrooms	\$420,000	\$36,669	Deferred Maintenance	Design MEP completed updating the plans to renovate 1st & 2nd floor Restrooms simultaneously. Construction pricing is in review. Construction timeline (TBD).
South Lake Campus Building #2 First Floor Renovation	\$205,000	\$0	Local	Initial Planning meeting held 4/15/21. Including budget in next year's CIP in discussion.
South Lake Campus Nursing Simulation Lab Expansion	\$100,000	\$0	Local	In planning. Examined the space in South Lake Campus Science-Health Bldg. with Nursing leadership.
Total:	\$11,555,000	\$2,018,028		

District Board of Trustees Agenda Item Cover Sheet



Lake Sumter
State College

Office of the President

ITEM: 922-17 President's Report

Background/References

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

Summary

The reports contain information in reference to Legislative Updates, meetings and other miscellaneous items.

Recommendation

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



Athletics
Update for the President and Board of Trustees
September 21, 2022

Mike Matulia, Executive Director of Athletics

- 120 student athletes completed their orientation sessions, including Name, Image and Likeness compliance requirements.
- The Community Service and Fundraising: LSSC 23rd Annual Golf Classic is scheduled for September, 16, 2022.
- The Women's Volleyball season is in full swing and is currently 5-5 overall and 2-2 in conference play.
- The Men's and Women's Cross-Country Teams competed at the Eastern Florida State College Fall Classic. Seven teams competed on the men's side with LSSC finishing in 4th place (1st vs state colleges) behind three 4-year colleges. Colton Berquist finished 18th overall vs 78 participants.
Nine women's teams competed with LSSC finishing in 6th place (3rd vs state colleges)
- Baseball and Softball begin fall scrimmages this week.
- Beach Volleyball began training for spring season.
- The 2021-2022 FCSAA Section 16 Academic Report was submitted. LSSC compiled a 75% graduation rate and an 80% overall success rate (graduation and successful transfer).
LSSC completed 18 service projects during the 2021-2022 year.



**Admissions, Financial Aid and Records
Update for the President and Board of Trustees
September 21, 2022**

Arminta Johnson, Associate Vice President of Enrollment Services

- We successfully opened the new admissions application in July. Students are using the more streamlined application with ease. The information flows into Banner, and there is minimal human intervention, resulting in fewer errors and administrative burden.
- Grades were posted for Summer, and graduates have received their diplomas by mail.
- We met the Fall enrollment goal of 4700 students. We appreciate the assistance of all those around the college that encouraged students to enroll in classes. Student services staff received over 4800 contacts in August from students, virtually, by phone, email, and text message. It was a very busy month!
- Fall A7 and full-term classes began 8/22. Seven-week B7 classes begin 10/17.
 - As of 9/13 there are 4752 students enrolled for the fall term.
- Admissions hired three new Enrollment Services Specialists on the South Lake campus. Two are refilled positions, and the third is a new position as a Bilingual Enrollment Services Specialist. The bilingual specialist will be transferred to the Cagan Crossings location to support student services needs at the new location.
- Financial aid disbursed funds to Banner for A & A7. Refunds will be issued on 9/15.
 - Pell - \$2,427,287
 - Subsidized Loans - \$413,895
 - Unsubsidized Loans - \$248,121
- A group within the college has been exploring products to assist communications along the student life cycle from inquiry to alumni. The products we have reviewed are AI Chatbots, Live Chat, Text messaging, CRM, and student success products.
- With schools back in session, the Recruitment team has participated in presentations on college readiness, what LSSC offers, Application events, and FAFSA nights.



**Early College Programs
Update for the President and Board of Trustees
September 21, 2022
Dr. Roland Nunez, Executive Director of Early College Programs**

General

- Promoted Kirsten Gamboa, EOP Administrative Coordinator, to the position of Early College Programs Operations Manager to streamline the processes and programming of Early College Programs and unify our services.
- Promoted Dr. Felicia Shelton, Upward Bound Manager, to Director of Educational Opportunity programs to manage the Talent Search program, the Emerging Lakehawk program, and various diversity initiatives at the college.
- Dr. Roland Nuñez was accepted into the 2023 Class of Leadership Lake and will attend the first session in September.
- The area of Early College Programs is working on an institution-wide project to build a college readiness framework, which includes defining college readiness, tying it to measurable competencies, and evaluating all our existing and future early college programs based on those competencies.

Educational Opportunity Programs

- Launched the Emerging Lakehawks program, a new LSSC-focused college preparation program, on September 1st!
 - Applications are open and recruitment is active.
 - Emerging Lakehawks 2022/2023 Academic Calendar has been completed.
- Talent Search Program was awarded a grant amount of \$339,508 for the 2022/2023 academic year.
- Eustis High School has been added as a new service area for the Talent Search program. Current schools served by Talent Search:
 - Grey Middle, Windy Hill Middle, Oak Park Middle, Carver Middle, Umatilla Middle, South Sumter Middle, Wildwood Middle
 - South Lake High School, East Ridge High School, Leesburg High School, Umatilla High School, South Sumter High School, Wildwood High School, Eustis High School
- Completed an intensive summer residential program at USF.
 - A total of 15 students participated, engaging in activities ranging from College Success Planning, Research 101, and various activities in fields such as nursing, law, and business.

- Advising First-Generation Student club to promote success of first-generation students.

Youth Development

- Completed another successful year of Kid's College with the following highlights:
 - A total of 353 Kid's College participants between both Leesburg and South Lake Campuses
 - Revenue collected- \$87,412
 - Net Income After Expenses- \$32,875
 - 39 classes offered in Leesburg
 - 28 classes offered in Clermont
- Completed a restructuring plan for Youth Development department to provide youth outreach support to other areas in the college.

Health Sciences Collegiate Academy

- Completed parent/student HSCA meetings with potential program prospects
 - 20 in attendance at Leesburg event
 - 100 in attendance at South Lake event
- Developed new student success plan for HSCA students that involves increased touch points through 4-week check-ins
- Toured all North Lake High Schools to meet with Principals and answer questions about the HSCA Program.
- Completed orientation with new class of HSCA students
- Fall summits for 9th and 10th grade classes completed 9/9/22 and 9/10/22

Dual Enrollment

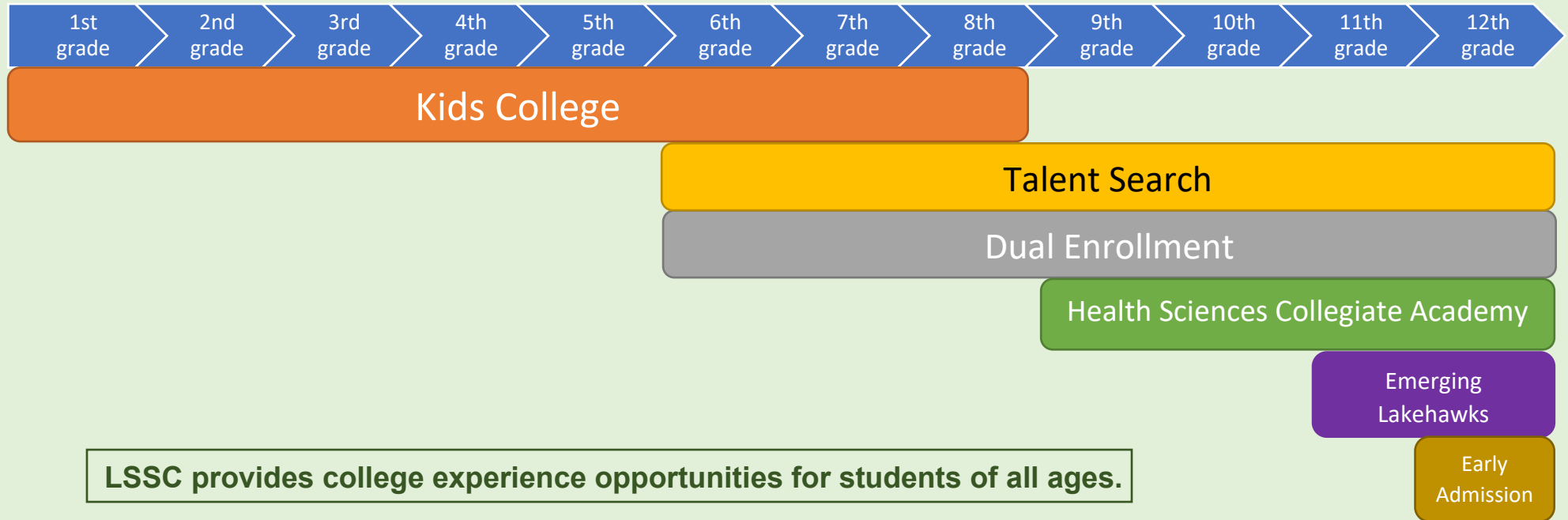
- Centralized dual enrollment services to a dedicated email and phone number for more efficient communication and response times.
- Completed 2022/2023 Dual Enrollment Agreement and submitted to FLDOE.
- Received Dual Enrollment Reimbursement funds through the new scholarship program in the amount of \$369,638.17
- Updated Dual Enrollment Registration Guides and various other materials to reflect information updated in the statutes in 2022.

Early Admission & Early College

- Working with The Villages High School to add a Cybersecurity element to The Villages Early College Program.
- Updated the Early College Program agreement to meet required elements in Statute 1007.273.

EARLY COLLEGE PROGRAMS

AT LAKE-SUMTER STATE COLLEGE



Kids College- Summer youth program that engages participants in a variety of exciting and interactive experiences that build academic skills, social skills, and an early taste of college life.

Talent Search- College preparation program that provides academic, career, and financial counseling to low-income and first-generation students. Includes college tours, cultural field trips, and enriching summer programs.

Dual Enrollment- Through a partnership between Lake-Sumter State College and the local schools, students can earn college credits while completing high school requirements.

Health Sciences Collegiate Academy- An accelerated academic program offering Lake County students the opportunity to explore careers in STEM and health sciences through hands-on activities and early exposure to college courses.

Emerging Lakehawks- An engaging college prep program for juniors and seniors with an interest in attending Lake Sumter State College, including college coaching, career exploration, and college credit opportunities.

Early Admission- An opportunity for high school students to get an early start into Lake-Sumter State College by enrolling in full-time college courses their senior year of high school.



STUDENT SERVICES
Update for the President and Board of Trustees
September 21, 2022

Carolyn Scott, Dean of Students

ACADEMIC ADVISING

Jennifer Manson, Director of Academic Advising

- Ask Us Anything (AUA) - 899 Students in August
- New Student Advising & Registration (NSAR)- 1,229 Students for Fall Entry
- August Appointments:
 - LE In Person – 99
 - SL In Person – 115
 - SU In Person – 23
 - Online/Zoom – 362
 - Phone – 306
 - Email/Canvas – 477
 - Florida shines – 45
- Two Academic Advising Positions in Leesburg have been posted to refill
- Jennifer Manson was appointed Director of Academic Advising. Jen has served in the Advising Department at LSSC since July of 2008.

DEAN OF STUDENTS

Carolyn Scott, Dean of Students

- Administrative Appeals – DE Lake County Public Schools – 17
- Administrative Appeals– DE Private & Home Education – 4
- Administrative Appeals – DE Sumter County Public Schools – 2
- Administrative Appeals – Drop/Refund – 2
- Administrative Appeals – Appeal to Return Following Academic Suspension – 3
- Administrative Appeals – Request for Late Withdrawal – 2
- Administrative Appeals – Waiver to Avoid Full Cost of Instruction (3rd Attempt) – 2
- Student Conduct – Academic Integrity Cases – 11
- Student Assistance Program Referrals (SAP) – 5
- Vice President of Enrollment & Student Affairs Search Committee
- Faculty Duty Days – Facilitated a workshop on Student Support with Alicia Hall, Director of Student Accessibility Services

STUDENT LIFE

Jennifer Unterbrink, Director & Cindy Lackey, Assistant Director

- Two new advisors for Phi Theta Kappa were appointed (Dr. Christy Adkins & Alison Norton)
- Jenn presented at new Employee Orientation on “Who are our students?”
- Cindy hosted TedX Poetry Workshop
- The South Lake Club Meeting Room was painted/branded with a “LSSC” feature wall
- New Countertop was installed in the SL Lounge for the student gaming area
- LE – Welcome Back Bash took place on 8/29 – Approximately 175 Students Attended
- SL – Welcome Back Bash took place on 8/30 – Approximately 250 Students Attended
- Jen has been named the Sate Advisor Elect and Region 3 Advisor
- Provided support for the relocation/renovation of the new LE & SL Veteran Lounges
- Provided oversight of extended live & online Ask Us Anything Stations during the first two days of classes to welcome students, help them navigate campus, and answer questions, etc.



**Organizational Management
Update to the President and the Board of Trustees
September 21, 2022**

Deborah Snellen, Executive Director Professional & Organizational Development

- Provided two days of professional development opportunities during Welcome Back Week that included 12 different sessions.
- Launched the Lakehawk Leadership Academy homepage on the intranet with a variety of resources.
- Finalized Staff and Program Development Guidebook and distributed it to all faculty and staff. Receiving applications for SPD funds for 22-23 year.
- Launched annual required Safety and Security training during the first week of September with October 31 due date.
- Using data obtained from staff performance appraisals completed on June 30 to inform future professional development opportunities.
- 37 managers and supervisors graduated from the 9-module Leadership Keys program offered during the spring and summer.
 - 26 respondents out of 37 graduates - 70% response rate on follow up evaluation
 - How much knowledge did you have about this topic before participating in the program? - 4.5 (on a 10 point scale with 10 = highest)
 - How much knowledge did you have about this topic as a result of participating in the program? - 7.7 (This indicates a gain in knowledge of 3.2 points on a 10 point scale and forms a baseline for other training that we will offer.)
 - How relevant was this program to you and the tasks and requirements of your work? - 8.7
 - How confident are you in your ability to apply the new information you learned in this program back on the job? - 8.4
 - How likely are you to have an immediate opportunity to apply the new information you learned in this program back on the job? - 8.3
 - How likely is your manager to actively engage you in discussing this topic and your use of the new information you learned in the program? - 7.4

District Board of Trustees Agenda Item Cover Sheet



Lake Sumter
State College

Office of the President

ITEM: 922-18 Vice President's Update

Background/References

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

Summary

The reports contain information regarding the planning and operations in all divisions of the college.

Recommendation

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



**Division of Institutional Advancement
Update for the President and Board of Trustees
September 21, 2022**

Dr. Laura Byrd, Senior Vice President, Institutional Advancement

CAREER DEVELOPMENT SERVICES

Dr. Laura Byrd

- Career Development is working on preparations for its upcoming College to Career Conference on Friday, October, 7th
- Conducted 13 individual student appointments covering job preparation and career exploration
- Conducted outreach to the academic areas and assisted with identifying NACE competencies and resources to implement into the course material
- August saw 14 new employers register with Lakehawk CareerConnect from a variety of business sectors and had a total of 138 positions posted
- Presented at the BAS-Organizational Behavior Class, BAS-Capstone, and 1st day of class orientation for the ET program

CORPORATE TRAINING & CONTINUING EDUCATION

Greg Jones, Director of Corporate Training and Continuing Education

- The nighttime/weekend bootcamp is complete and we retained 11 of the original 12 students.
- We completed three more cohorts of lineman for SEPCO's journeyman training program. One of those cohorts was a graduating class of 4th year lineman that have earned a journeyman license.
- We have begun the process of transferring all operations of the CDL program at Sumter campus to LSSC staff. The transition is scheduled to be completed in January 2023. The State of Florida has been notified and is assisting in the process.
- The next daytime Lineworker Bootcamp begins September 13th with 10 students.
- Continuing Education completed its late summer phlebotomy class on the Clermont Campus.
- Continuing Education participated in a CareerSource Job Fair for those looking for jobs or skills training.
- Started the Florida Child Care Professional Credential class at the Sumter Campus.

- The State of Florida performed an unannounced inspection of our Sumter Campus CDL operations and had no findings.
- LSSC Continuing Ed. is in the final stages of hiring a Program director that will manage the day to day operations of the CDL program at the Sumter Campus and any future sites as they come online.
- The next Dialysis Tech classes will be offered on all three campuses beginning the first week of October.

GRANTS

Gerald Paige, Senior Grant Manager

- Currently working on an Allied Health Consortium with College of Central Florida and South Florida State College for the U.S. Department of Labor Strengthening Community Colleges Grant Application.
- Working with McAllister & Quinn for a potential USED A grant for the Clermont Education Center.
- Creating a grant procedures handbook with recommendations for improving and standardizing grant process.
- Submitted Westgate Resorts Foundation grant for \$20,000 to support Veteran students in providing scholarships to Veterans who have exhausted their educational funds.
- The Grant manager submitted the application for the Open Door Grant. The College received \$7,000 to support students.
- Received notification of award from Publix Super Markets Charities of \$600 sponsorship of the LSSC Athletics Golf Classic.

LSSC FOUNDATION

Dr. Laura Byrd, Executive Director of LSSC Foundation

- The Fall 2022 scholarship application received a record number of 636 submitted applications and the committee is completed the application review. We awarded over \$500,000 to 630 students for the Fall 2022 semester. The Foundation will extend additional awards for Fall 2022 to those students enrolled in B7 (beginning October 17) to assist with enrollment for Fall.
The next scholarship application will open October 1 – October 31 for the Spring 2023 semester.
- Nominations for the 11th Annual Distinguished Alumni & Hall of Fame Awards Celebration ended in August. Winners will be announced soon! Please plan to join us on Tuesday, October 11, 2022, at 6:00 pm at Mission Inn to celebrate!
- The 23rd Annual Professionals Planned Giving Seminar in partnership with the AdventHealth Waterman Foundation was held on Friday, August 26, 2022, at The

Venetian Center in Leesburg. We received positive feedback and are underway planning for next year. Save the date, Friday, August 25, 2023.

- 23rd Annual Athletics Golf Classic: The 23rd Annual Athletics Golf Classic will be held on Friday, September 16, 2022, at Harbor Hills Country Club. Sponsorships are available and include team play. If you're interested in playing or sponsoring, please reach out to Mike Matulia or Dr. Laura Byrd for more info.
- The 2022/2023 season of the George O. Pringle Performing Arts Series is open for ticket sales and the series has returned to full capacity in the Fine Arts Auditorium. We have opportunities for corporate sponsorships to support the series. Visit the website for more info.
- Registration is open for the 2022 Monster Dash scheduled for Saturday, October 29 at 8:00 am and features a pleasant walk/run around Silver Lake behind the Athletic complex on the Leesburg campus. Wear your best Halloween costume and join the contest for the best three costumes! Sign up today to run, walk, volunteer, or sponsor this fun event! More info online.
- Save the date for the 37th Annual Gala, scheduled for Friday, April 14, 2023. Save the dates and sponsorship opportunities will be announced soon!

Name	Gift Amount	Fund Description	Gift Subtype
Marian S. Shuck Scholarship Trust	\$20,000.00	Marion S. Shuck Scholarship Trust	Contribution
Helen D. Partyka Rev Liv Trust	\$71,000.00	The Dr. James Partyka and Helen Partyka Revocable Living Trust	Contribution
Anonymous	\$5,000.00	General Unrestricted	Contribution
AdventHealth Waterman	\$3,500.00	Gala	Sponsorship
Live Well Foundation of South Lake	\$162,170.00	Community Wellness & Sport Coaching	Grant Revenue
Duke Energy Foundation	\$25,000.00	Electrical Distribution - Lineman	Grant Revenue
Duke Energy Foundation	\$60,000.00	Renewable Energy	Grant Revenue
Timothy Morris	\$5,000.00	Timothy & Sharon K. Morris, Nursing Endowment	Addition to Endowment
United Way of Lake & Sumter Counties	\$2,500.00	RISE Summer Math	Grant Revenue

MARKETING & STRATEGIC COMMUNICATIONS

Kevin Yurasek, Director of Strategic Communications

- Supporting a wide variety of recruitment, enrollment, & retention efforts, including promoting virtual and on-campus visit experiences for students
 - College Night
 - Continuing Education Dialysis Tech
 - BAS Strategic Leadership and new Health Services Admin certificate
 - College to Career Success Conference
- Worked in collaboration with the Foundation to host an event and launch a video highlighting Free College For a Year Winners to promote enrollment and raise awareness of Foundation scholarships
 - Reached just over 5.5k users across 4 social media networks
- Premiered a video produced with support from Duke Energy highlighting Wesley Brown, a Boot Camp graduate, military veteran, and Foundation scholarship recipient who started a full-time job as a lineworker in August
 - Reached just over 5k users across 4 social media networks
- Supported the DEU & Instructional Space Grand Opening at AdventHealth Waterman
- Monument sign installed at South Lake Campus. Facilities is working with utility provider for required power needs
- Published an article and social promo on two-time graduate Christine Boodhoo, whose story is like many of our students, and who is a Detective Corporal at the Groveland PD.
 - Reached nearly 5k users across 4 social media networks
- Completed media day photo event for Volleyball team
- Published article on selection of 3 VP's
- Created advertisements using the Nextdoor neighborhood app for the first time for the Performing Arts Series
- Designed and provided banners to promote y and Allied Health programs to be placed in targeted CTE classrooms across high schools in Lake & Sumter Counties
- Supported communications efforts for the Convocation and Welcome Back events
- Media Mentions
 - LSSC Foundation receives \$85k grant (Four Corners News Sun, Triangle News, Clermont News)
 - Lake-Sumter State College receives big boost to energy program (North Lake Outpost)
 - LSSC Foundation Receives \$85k Grant Supporting Energy Utility Program Expansion
 - Funding Roundup (Community College Daily)
 - Live Well Foundation completes grant awards (Clermont News Leader)
 - LSSC lineworker program gets \$85,000 boost (Triangle News Leader)
 - LSSC announces appointment of three key leadership roles (LSSC News)
 - LSSC announces appointment of three key leadership roles (South Lake Tablet)

- Christine Boodhoo appreciates the value of education in advancing her career [Alumni Spotlight] (LSSC News)
- Lady Tigers sweep opener (Cowley Courier Traveler, Kansas)
- Coleman, Saints hope to march in opposite direction (ESPN Radio/WRUF, Gainesville)
- Duke Energy Ignites Florida's Workforce With \$697,000 in Training. Development Grants (CSR International, UK)
- Lake-Sumter State College adds three vice presidents (Leesburg-News.com)



**Division of Facilities and Planning Operations
Update for the President and District Board of Trustees
September 21, 2022**

Thom Kieft, Vice President, Facilities Planning and Operations

FACILITIES

Cheryl Anthony, Director of Capital Projects

Bob Kinne, Assistant Director

- Three Facilities staff members attended a two day Automated Logic WebCTRL Owner/Operator online training course to learn the ALC controls system
- The Facilities staff electrician attended a Mike Holt Florida CEU training on Bonding and Grounding as well as Florida Building Code and Florida Laws and Rules
- Two new AC units were installed in Lake Hall on the Leesburg Campus
- One new AC unit and three repaired units were completed in the Fine Arts Bldg. on the Leesburg Campus
- The road from College Drive in front of Lake Hall and the WJ Administrative Building to parking lot B was repaved in early August
- The Science-Math roof exhaust system was replaced due to rust holes in the unit
- The AdventHealth Waterman Nursing teaching space opened for Fall 2022 classes due to the joint effort of Facilities, IT, and the Nursing staff
- Additional trees were removed or trimmed near the HWY 441 frontage to make the campus more visible from the roadway as well as to prepare for College Night in early October
- A structural engineer visited the Facilities Bldg. on the Leesburg Campus to evaluate the structure for suitability for an additional roof layer
- The Science-Math lobby, Honors Lounge, a faculty office, and 2nd floor hallway were recently painted to prepare for the Fall 2022 semester
- The Sumter Center was a site for the Sumter Family Church “Love where you live” community service weekend where over 50 volunteers painted the parking lot and assisted with grounds work
- A new ridge cap was installed on Bldg. M to prevent water intrusion into the building.
- The South Lake Campus monument sign on N. Hancock Rd. was installed as well as a new sign on Bldg. M in Leesburg

CAMPUS SAFETY

Rebecca Nathanson, Executive Director

- Leesburg Fire Department completed campus walk throughs for training and familiarization.
- Fire drills were held on all three campuses August 29-31.
- A Campus Safety Manager has been hired and will be based at the South Lake Campus, but will also manage the Sumter Center Campus Safety needs. Mike Keen started working on August 16.
- ADT access control for all campuses is now functional. Training will take place this month for those responsible for access control functions.
- Automated license plate readers are now functional at all entrances on all campuses.
- Covid exposure and case reporting has been discontinued. The College will continue to monitor community levels and CDC guidance.
- Campus Safety officers spent a day training on the Leesburg Campus for active assailant incidents

SUMTER CENTER

Kelly Hickmon, Assistant Dean

- Irrigation project nearing complete
- Building and parking lot painting
- Landscaping
- Attended NASPA Community College Division Title IX Update
- Completed Leadership Keys
- *Academic Advising Appointments for August/Fall 2022 enrollment (SU only)*

85 total student meetings, zoom is still the preferred modality

91 total email/canvas communications with students

- *Advising Roster as of 9/2/22 for Fall 2022*

DE (SU Co schools SSHS, WMHS, home ed, and Mt. Dora HS due to LE/SL advisor vacancies): 183

A.S. Engineering Technology: 86

Other Workforce (A.S. and Certs): 38

Associate in Arts: 195

Veterans: 6

- *Application Conversion for Summer/Fall 2022*

A.S. Engineering Technology: 94 apps, 49 registered, 45 not registered, 52% conversion

Mechatronics Cert: 3 apps, 3 registered, partnership with The Villages Daily Sun brought 2 of 3 students

- *On Campus Course Enrollment Fall 2022* (As of 9/2/22)

16 sections, 170 of 288 seats filled or 59%

ENC 1101 (2 sections)

MAT 0018, 0028, 1033, MAC 1105

PSY 2012

7 Relay Tech Courses

2 Mechatronics courses



**Division of Technology Innovation
Update for the President and Board of Trustees
September 21, 2022**

Nick Kemp, Vice President of Technology Innovation/CIO

Information Technology

Rob Johnson, Infrastructure; Devin Horvath, Enterprise; Dave Phillips, Cyber

- Disaster recovery site critical updates and synchronization completed ensuring recoverability in the event of a natural disaster.
- Deployed first month of automated operating expense reports for all budget managers from Argos, using the FAST-Finance-inspired Budget Summary dashboard.
- Gym AV Additions – confidence monitor, PTZ cameras, live stream set up, acoustical panel additions.
- The core switch at the Sumter Center was successfully replaced bringing speeds for our staff and students up to as much as 450mbps.

Process Improvement & Institutional Research

Dr. Mark Duslak, Executive Director

- Benchmarking data, exploring access, accountability, and affordability, was presented at the President's Advisory Committee. A 57-page report was provided.
- Argos Data Warehouse development continues. Numerous reports have been developed and 63 are currently in development.
- AEFIS Assessment for Service, Academic, and Institutional Learning Outcomes is proceeding on schedule.

STRATEGIC INNOVATION AND DIGITAL EDUCATION

Michael J. Nathanson, Executive Director

- Recorded and produced the Welcome Back Convocation.
- Met with Banner team to discuss high priority Canvas automations, including auto-enrollments in shells and reporting of degree maps based on modality of offerings.
- Signed up 3 more faculty for Canvas Certified Educator.
- Completed video for DEU grand opening.
- Met with Dr. Sargent, Karen Hogans, and Dr. Albee to discuss Quality Matters (QM), regular and substantive interaction, and QM program certification.
- Two instructors completed First Flight.
- Set up the integration of Examsoft with Canvas and solved any issues that occurred.



**Division of Financial Services
Update for the President and Board of Trustees
September 21, 2022**

Kristie Harris, Vice President of Finance and Chief Financial Officer

- On August 26, 2022 I attended the Council of Business Affairs (COBA) virtual meeting. I received an overview of the draft performance funding model by staff of Florida College System (FCS). We also discussed potential agenda items for COBA in-person meeting in Fort Lauderdale, Florida, September 29-30, 2022.
- Connected with FCS staff to gain knowledge of pertinent state rules, regulations, and system policies and procedures related to the fiscal and administrative operations of the institution.
- Served on a task force through COBA to conduct an actuarial review of whether FCS institutions would benefit as members of the State of Florida Health Insurance Benefit Plan. Charge directed by the Chair of the Council of Presidents (COP), Dr. Tonjua Williams. The focused charge for the task force is to determine components of state health insurance plans, options for FCS institutions to become members, and the true costs to the state, FCS institutions, and employees of FCS institutions to join. The recommendation is due November, 2022.
- Preparing for upcoming financial audit for fiscal year ending June 30, 2022.
- Analyzing current business processes within the Division of Financial Services to identify areas to improve accuracy of information and practice more efficient and effective business practices and protocols.
- Reviewing departmental, academic, allied health, and various program budgets; attending committee meetings and other discussions regarding the institution's strategic priorities and fiscal landscape.



**Division of Academic Affairs
Update for the President and Board of Trustees
September 21, 2022**

Ms. Karen Hogans, Interim Vice President of Academic Affairs

General Studies

Steve Clark, Associate Dean of Math and Science

Elizabeth Terranova, Associate Dean of Arts & Letters

- Mr. Michele Rudden, Assistant Professor of English, has successfully completed 18 graduate hours in History.
- Jeremy Norton and Heather Elmatti are hosting TEDx on the Leesburg Campus Saturday, Sept 24, 2022.
- Fall enrollment continues to trend upward. The associate deans are working hard to add additional sections to the B7 term. Schedule planning has begun for spring 2023 classes.

Honors Program

English Asst Prof Amber Karlins, Honors Program Coordinator

- **Enrollment and Retention**—All 20 students in the new cohort successfully registered for classes and are actively involved in/engaged with the program. At present, in addition to their traditional academic responsibilities, they are also planning a pop-up bakery as a fundraiser for Lifestream. This event will be held September 14th. Our second-year students are doing well and have officially been retained fall to fall at a rate of 92%
- **Transfer Partners**—The new honors director at Stetson has asked to come to our campus and bring a number of his colleagues along for a visit, wherein he will meet with the students, answer any questions, and assess whether any revisions to the agreement are needed. This visit has been tentatively scheduled for September 30th. LSSC's Honors Program Coordinator has also been invited to attend a transfer event at New College this month as well.
- **Transfer Support**—the program coordinator has been working with second-year students on their transfer applications, and planning for a transfer workshop, to be hosted later this month, is underway.
- **Honors Co-Curricular Events**—During the month of August, students attended a cook-out to welcome them back to campus, hosted a table at the Leesburg campus's

Welcome Back Bash, held a club meeting where they elected a new slate of officers and approved a number of events and expenditures, and completed a teambuilding training.

- **Peer mentors**—all first-year students have been assigned second-year students to serve as their mentors, and all second-year students have been provided with materials and guidance to serve them during the mentorship process.
- **Honors Lounge**— The honors lounge has been completed, and the students are in love with it. It has gotten considerable use already.

Dr. Jessica Shearer, Dean

Dr. Christine Ramos, ASN Executive Director

- The first course in the Medical Laboratory Technology program is currently underway this fall.
- The Respiratory Care interim program director, Dr. Carey, is actively working on curriculum development and pursuing program accreditation. Classes are scheduled to begin fall 2023.
- The search is ongoing for a Physical Therapy Assistant program director. The program is scheduled to launch fall 2023.
- The instructional space at Advent Health is now in use. The DEU experience will begin in October.
- First semester ASN cohort has seated the set capacity of 60 students. This was accomplished by a team effort mailing to eligible spring 2023 candidates to offer early seating for open seats.
- ACEN (AS in Nursing accreditation agency) will be on site Feb 14-16, 2023, for a visit.

Library and Learning Services

Katie Sacco, Dean

Kevin Arms, Associate Dean

- Launched an embedded tutor program in conjunction with the math emporiums to provide targeted support to students in select math, science, and Spanish classes.
- Writing Center Workshops have been scheduled. These workshops are designed to support students in courses beyond their introductory writing course, ENC 1101 College Composition.

Workforce

Dr. Amy Albee, Dean

Dr. Christopher Sargent, Associate Dean

- The Business and Industry Leadership Team, BILT, for the Bachelor of Applied Science and Computer Information Technology programs have been successfully implemented. The model is a more structured approach to collecting feedback from

industry partners than the traditional advisory committee. The BILT model will be expanded to all workforce programs.

- Dr. Albee, Dr. Tracy, Woody Weber, Nora Rackley, and James Martin are part of the team representing the college at the Institute on Open Educational Resources hosted by the American Association of Colleges and Universities.
- Eight new apprentices began the Electrician Apprenticeship Program in July 2022. The program now has 4 partner companies and 29 apprentices.
- The Advanced Technical Certificate (ATC) in Health Services Administration launched this fall. The ATC consists of 12 credits at the baccalaureate level and students must have an associate degree to enter the ATC.
- The college launched the Money-Back Guarantee program in July. The Money-Back Guarantee program is an initiative of HB 1507 passed in 2021. The Money-Back Guarantee program requires the college to select three programs as part of the program. Information about the program can be found here [Money-Back Guarantee Program - Lake-Sumter State College \(lssc.edu\)](https://lssc.edu/money-back-guarantee-program).

District Board of Trustees Agenda Item Cover Sheet



Lake Sumter
State College

Office of the President

ITEM: 922-19 Board Committee Reports

Background/References

The Lake-Sumter State College District Board of Trustees are broken down into five committees of service Finance and Audit, Strategic Planning, Legislative, Foundation and Facilities. The Board Chairman will divide the Board into these committees based on their area of expertise.

Summary

The above committees meet regularly and minutes will be given to the District Board of Trustees reporting on the latest developments within the five committees.

Recommendation

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



Executive Committee Meeting September 13, 2022

- I. Agenda Review
 - a. Regular Meeting.
 - b. Consent Agenda
 - 1. Includes regular reports from Human Resources, Facilities, and Purchasing.
 - 2. July DBOT Minutes.
 - 3. Clinical Affiliation Agreements.
 - 4. Staff Salary and Classification Schedule.
 - 5. Fund 1 to Fund 7 Transfer.
 - 6. Sumter Operations Agreement.
 - 7. FCS Affordability Report.
 - 8. Health Insurance Rates.
 - 9. Monthly Fiscal Report.
 - 10. Golf Team Proposal.
 - c. Scheduled Reports
 - 1. Includes President and Vice Presidents and the College Attorney.
 - d. New Business
 - 1. Board Committee Assignments.
 - 2. Proposed MOU with Union.
 - 3. Track Team Proposal.
 - 4. Code of Ethics for Public Officers and Employees/Conflict of Interest.

The next Executive Committee meeting will be on Tuesday, October 11, 2022.



**Facilities Committee of the Board of Trustees
August 25, 2022
Magnolia Room, Leesburg Campus**

In attendance: Mr. B. Blaise, Chair (Virtual), Ms. J. Hooten, Vice Chair, Dr. H. Bigard, President, Ms. E. Lee, Trustee (Virtual), Mr. T. Kieft, Ms. S. Stephenson, Ms. C. Anthony (Virtual), Mr. J. Sorci (Guest), Mr. B. Bradford (Guest).

Ms. J. Hooten, Vice Chair, called the meeting to order at 6:07 pm.

Leesburg Library Reconstruction Project

Mr. T. Kieft introduced Mr. Joe Sorci of Florida Architects, who will be presenting the plans for the interior of the Leesburg Library Reconstruction Project.

Mr. Sorci gave a presentation explaining the current construction and the challenges that warrant a complete demolition of the inside of the library. He then described some of the proposed designs for reconstruction:

- An increased roof pitch to accommodate housing and maintenance of HVAC systems.
- Entrances at the east and west sides of the building.
- Bookcases, counters, and furniture.
- The addition of a café.
- Ceiling clouds for sound absorption.

Mr. Bradford of Hanson Professional Services discussed the need and process of installation of completely new mechanical, electrical and plumbing systems throughout the library.

Mr. Kieft explained the budget necessary for completion of the demolition and reconstruction of the library as presented, and the funds currently available. Dr. Bigard suggested Mr. Sorci try to find ways to decrease the budget, such as different ceiling clouds, window glass and floor and countertop finishes.

Mr. Blaise would like to have new budget numbers for the next Facilities Committee of the Board meeting.

South Lake Expansion

Dr. Bigard explained to the Committee that the previously proposed library space at Cagan Crossings would not be available for approximately three years due to construction and

traffic concerns. Because of this, a space in the Town Center is being considered as a space for LSSC classrooms in the Four Corners area of Lake County. Undeveloped plots of land were also offered for the possibility of building a satellite campus. There will be further discussion with the Cagan family in the future for both proposals.

Center for Teaching and Learning Roof Proposal

In preparation for the Leesburg Library reconstruction, the library was relocated to the CTL building. Although that building was remodeled in 2008, the roof was not replaced at that time. Now, due to the age and increasing leaks, replacement is necessary.

Being no further items to discuss, Ms. J. Hooten adjourned the meeting at 8:10 pm.

Respectfully submitted by Kelly McLean, Recording Secretary.

District Board of Trustees Agenda Item Cover Sheet



Lake Sumter
State College

Office of the President

ITEM: 922-20 Board Attorney Report

Background/References

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.

Summary

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

Recommendation

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



September 14, 2022

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

Re: Board Attorney Report for September 21, 2022

Dear Trustees:

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

Karen Parker v. Lake-Sumter State College and Leadership Lake County, Inc., Lake County Case No. 2019-CA-001641. Ms. Parker alleges the College was negligent surrounding an alleged incident on August 18, 2016 where Ms. Parker claims she was injured when she tripped and fell while attending an event on the Leesburg campus. Discovery is ongoing. On March 15, 2022 Leadership Lake County, Inc. filed an Amended Notice of Appearance listing two attorneys who will be representing its interests. Discovery is ongoing. Mediation was held September 1, 2022. An update will be provided at the meeting.

David Walton v. Lake Sumter State College, Case No. 2021-01; 5D22-0794. On March 31, 2022 Dr. Walton filed an Administrative Notice of Appeal with the Fifth District Court of Appeal seeking judicial review of the Board of Trustees' decision. Attorney Brian Koji will be representing the College in the appeal. The Court entered an Order requiring the parties to mediate. Mediation was held May 26, 2022 and resulted in an impasse. Dr. Walton filed a Brief and the parties agreed the College's Answer Brief will be due October 7, 2022.

United Faculty of Florida-Lake Sumter State College (full-time teaching faculty). A Memorandum of Understanding is on the Board's agenda for consideration. A closed meeting will be held with the Board immediately prior to the Board meeting to discuss the MOU.

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

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

Respectfully submitted,



Anita Geraci-Carver

cc: Dr. Bigard, President



District Board of Trustees Agenda Item Cover Sheet



Lake Sumter
State College

Office of the President

ITEM: 922-21 Board Committee Assignments

Background/References

The Lake-Sumter State College District Board of Trustees are broken down into five committees of service Strategic Planning, Foundation, Lake/Sumter Legislative, Finance and Audit and Facilities. The Board Chairman will divide the Board into these committees based on their area of expertise.

Summary

The Lake-Sumter State College District Board of Trustees Chairman will announce each committee member and select the chairman to plan and oversee the named committee.

Recommendation

It is recommended that Board approve this item as written.

District Board of Trustees Agenda Item Cover Sheet



Office of the President

ITEM: 922-22 Proposed MOU with United Faculty of Florida

Background/References

All agreements between the College and the United Faculty of Florida must be ratified by the LSSC District Board of Trustees.

Summary

The College has tentatively agreed to a Memorandum of Understanding (MOU) stating that all tentative agreements reached by the parties as of August 15, 2022 are to be implemented effective as of the 2022-23 Academic Year, pending a final agreement on a full collective bargaining agreement.

Recommendation

It is recommended the Board approve this item as written.

Memorandum of Understanding Between the Lake-Sumter State
College District Board of Trustees and the United Faculty of
Florida – Lake- Sumter State College

Subject: Implementation of Prior Tentative Agreements

The Lake-Sumter State College District Board of Trustees (LSSC) and the United Faculty of Florida – Lake-Sumter State College (UFF-LSSC) agree as follows:

1. LSSC and UFF-LSSC agree that all tentative agreements reached by the parties as of August 15, 2022 are to be implemented effective as of the 2022-2023 Academic Year, pending a final agreement on a full collective bargaining agreement. Nothing in this Memorandum of Understanding shall be construed as prohibiting either party from making proposals and negotiating over any tentative agreement as part of the parties' continuing negotiations toward a complete agreement.



Chief Negotiator – LSSC

8-16-22

Date



Chief Negotiator – UFF LSSC

8-16-2022

Date

ITEM: 922-23 Track Team Proposal

Background/References

The Lake-Sumter State College Athletic Program desires to expand intercollegiate participation opportunities for students on the South Lake, Clermont campus. Track and field is a sport that would complement the current Men's and Women's Cross Country teams at LSSC by attracting additional student-athletes to our college, while complementing the current academic achievement record of our program. The addition of this program would also continue to support and promote the recruitment efforts of minority students in our service areas. The South Lake campus currently sponsors the LSSC cross country teams that utilize the National Training Center (NTC) facilities for practices and training. These facilities contain one regulation track that would be used by the LSSC track and field teams and provide an excellent avenue for LSSC sponsored athletic events.

Summary

The Executive Director of Athletics has met with the County Athletic Director who is in support of this program. Area high schools have numerous student-athletes that are interested in this program. Solicitation and marketing for financial assistance is in progress.

Recommendation

It is recommended the Board acknowledge this item as written.



Proposal to Enhance Minority Recruitment and Establishment of Men's and Women's Track Programs

Purpose: The Lake-Sumter State College Athletic Program desires to expand intercollegiate participation opportunities for students on the South Lake, Clermont campus. Track and Field is a sport that would compliment the current Men's and Women's Cross Country teams at LSSC by attracting additional student-athletes to our college, while complimenting the current academic achievement record of our program. The addition of this program would also continue to support and promote the recruitment efforts of minority students in our service areas. The South Lake campus currently sponsors the LSSC cross country teams that utilize the National Training Center(NTC) facilities for practices and training. These facilities contain one regulation track that would be used by the LSSC track and field teams and provide an excellent avenue for LSSC sponsored athletic events.

3-Year Budget Projection

Description	Year 1 2023-2024	Year 2 2024-2025	Year 3 2025-2026
Student Participation			
Female Participants	6	10	12
Male Participants	6	10	12
Total Participants	12	20	24
Revenue			
Full-time Tuition (15 Hrs/Semester/\$109.73)	39,520	63,438	76,126
Expenses			
Tuition & Book Scholarship	4,500	11,400	19,000
New 15-passenger vans	80,000	-	-
Equipment (uniforms and shoes)	2,000	2,500	2,500
Travel and Meals (7 meets)	7,000	7,000	9,000
Other (entry fees, hosting fees, office supplies)	1,000	2,000	2,000
Head Coach Stipend	18,000	18,000	18,000
Assistant Coach	6,000	6,000	6,000
Total Expenses	118,500	46,900	56,500
Net Income	(78,980)	16,538	19,626

- * Equity Information (T/F Teams) 54.5%/45.5% = Male/Female
- * Total Program Equity-scholarships 58.2%- Females/41.8% Males
- * Total Program Equity-participants 56.6% - Females/43.4% Males
- * Title IX Compliance - enrollments 58.6% Females/41.4% Males
- * compliance = within 5% points

Note: 1. The Athletics Foundation Account will fund two(2) scholarships each year.
 2. Full-time Trainer dedicated to the SL Campus would be necessary to meet equity.
 3. Access to weight room/training facilities would be necessary.

District Board of Trustees Agenda Item Cover Sheet



Lake Sumter
State College

Office of the President

ITEM: 922-24 Golf Team Proposal

Background/References

The Lake-Sumter State College Athletic Program desires to begin an intercollegiate Men's Golf Team. The purpose of this program is to expand intercollegiate athletics and provide additional opportunities for students to participate in athletics. The proposed addition of Men's Golf would contribute to the College's retention and completion agenda, while promoting enrollment growth.

Summary

The Executive Director of Athletics will establish a relationship with a local golf course. Area high schools have numerous student-athletes that are interested in this program. Solicitation and marketing for financial assistance will begin soon.

Recommendation

This item is for discussion only.

District Board of Trustees Agenda Item Cover Sheet



Lake Sumter
State College

Office of the President

ITEM: 922-25 Code of Ethics for Public Officers and Employees/ Conflict of Interest

Background/References

Members of the Board of Trustees are governed by Ethics laws set forth in Part III, Ch. 112, Florida Statutes.

Summary

Annually, the Board Attorney, Anita Geraci-Carver, conducts ethics training for board member. Attached is a disclosure form that each Lake-Sumter State College District Board of Trustee member is required to sign to document the completion of the training.

Recommendation

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



DISTRICT BOARD OF TRUSTEES OF LAKE SUMTER STATE COLLEGE: COMMITMENTS

As a member of the Board of Trustees of LSSC, I acknowledge I am governed by Ethics laws set forth in Part III, Ch. 112, Florida Statutes, and agree to be bound by such regulations. I agree that I am responsible for and will adhere to the following:

I. PROHIBITED ACTIONS OR CONDUCT

- A. Solicitation and Acceptance of Gifts - I will not solicit or accept anything of value, such as a gift, loan, reward, promise of future employment, favor, or service, that is based on an understanding that my vote, official action, or judgment will be influenced by such gift.
- B. Unauthorized Compensation – I will not accept any compensation, payment, or thing of value when I know, or with the exercise of reasonable care should know, that it is given to influence my vote or other official action.
- C. Misuse of Public Position – I will not corruptly use or attempt to use my position as a Trustee or College resources to obtain a special privilege or benefit for myself or others.
- D. Disclosure and Use of Certain Information – I will not disclose or use information not available to the public and obtained by reason of my position as a Trustee, for the benefit of myself or others.
- E. Solicitation or Acceptance of Honoraria – I will not solicit honoraria relating to my position and duties as a Trustee.

II. PROHIBITED EMPLOYMENT AND BUSINESS RELATIONSHIPS

- A. Doing Business with One's Agency – Acting in my role as a Trustee, I will not purchase, rent, or lease any realty, goods, or services for the College from a business entity in which I, my spouse or child owns more than a 5% interest, unless a legal exception exists, and in such case, I agree to abide by any requirements associated with said exemption. Further, Acting in my private capacity, I will not rent, lease or sell any realty, goods, or services to the College, unless a legal exception exists, and in such case, I agree to abide by any requirements associated with said exemption.
- B. Conflicting Employment and Contractual Relationship – I will not hold any employment or contract with any business entity or agency regulated by or doing business with the College unless a legal exception exists, and in such case, I agree to abide by any requirements associated with said exemption. I will not hold any employment or have a contractual relationship that will pose a frequently recurring conflict between my private interests and duties as a Trustee or which will impede the full and faithful discharge of my duties as a Trustee unless a legal exception exists, and in such case, I agree to abide by any requirements associated with said exemption.

III. VOTING CONFLICTS OF INTEREST

I will not participate in any matter, including vote in any matter, which will inure to my special private gain or loss, or will inure to the special private gain or loss of any principal by whom I am retained, of the parent organization or subsidiary or sibling of a corporate principal by which I am retained, of a relative, or a of a business associate. I agree to publicly announce the nature of my interest before the vote and I will file a memorandum of voting conflict on Form 8B (Commission on Ethics Form) with the Board of Trustee's meetings' recording officer within 15 days after the vote.

IV. DISCLOSURES

- A. Form 1 – Limited Financial Disclosure – I agree to accurately complete Form 1 and file this disclosure by July 1 of each year, as well as within 30 days from the date of appointment, and within 60 days after I leave my position as Trustee.
- B. Form 9 – Quarterly Gift Disclosure - I agree to accurately complete Form 9 and file this disclosure with the Commission on Ethics on the last day of any calendar quarter following the calendar quarter in which I received a gift worth more than \$100, other than gifts from relatives, gifts prohibited from being accepted, gifts primarily associate with my business or employment, and gifts otherwise required to be disclosed.

Signature

Print Name

Date _____



Lake-Sumter State College delivers student success through personal attention and flexible pathways leading to rewarding careers and higher wages.

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