



Lake Sumter State College

DISTRICT BOARD OF TRUSTEES

WEDNESDAY, SEPTEMBER 22, 2021

Leesburg Campus

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

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

Sumter Center
1423 County Road 526 A
Sumterville, FL 33585

**Lake-Sumter State College
DISTRICT BOARD OF TRUSTEES
Wednesday, September 22, 2021
Leesburg Campus, Magnolia Room**

ITEM #

CALL TO ORDER Mr. Morris

PLEDGE OF ALLEGIANCE and MOMENT OF SILENCE

PUBLIC COMMENT

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

PRESENTATIONS

..... Mr. Morris/Dr. Sidor
Phi Theta Kappa Advisor Dr. Stanley Sidor & Dr. Michael Vitale
TRIO Presentation Dr. Roland Nunez
Board Presentation Dr. Sidor

CONSENT CONSIDERATIONS (Tab A)

..... Mr. Morris/Dr. Sidor

ACTIONS and ACKNOWLEDGEMENTS

9-01 Action: Minutes of July 21, 2021 Board Meeting & Workshop
9-02 Action: Human Resources Transactions
9-03 Action: Monthly Fiscal Report for August 2021
9-04 Acknowledgement: Facilities Update
9-05 Action: Purchases Over \$65,000
9-06 Action: 2021-2022 Blanket and Annual Purchase Orders
9-07 Acknowledge: McAllister & Quinn Grant Consultant Agreement
9-08 Action: Curriculum Revisions
9-09 Action: OCR Settlement

INFORMATION ITEMS (Tab B)

..... Mr. Morris/Dr. Sidor
9-10 Information: Code of Ethics for Public Officers and Employees/Conflict of Interest
..... Board Attorney Anita Geraci-Carver
9-11 Information: Review College Mission Statement Dr. Sidor
9-12 Information: Health Insurance Rates for coming year Dr. Bigard
9-13 Information: Strategic Plan Update Dr. Bigard

SCHEDULED INFORMATION REPORTS (Tab C)

9-14 President's Update
- Meetings/Activities/Misc.
- Legislative Update
- Vice Presidents Report (Bigard, Vitale & Byrd)
9-15 Committee Reports Mr. Morris
- Executive Committee
- Facilities Committee
9-16 Board Attorney's Report Mrs. Geraci-Carver

NEW BUSINESS (Tab D)

..... Mr. Morris/Dr. Sidor
9-17 Action: Pinecrest Lakes Academy-South Lake Construction Plan Dr. Bigard
9-18 Acknowledgement: 2020-2021 Annual Financial Report-Unaudited Dr. Bigard
9-19 Action: Board Committee Assignment/Committee Charge Mr. Morris
9-20 Action: President's Evaluation Mr. Morris
9-21 Action: FCS Affordability Report Dr. Bigard

9-22 Action: Leesburg Library Roof ReplacementDr. Bigard/T. Kieft
9-23 Acknowledge: Operational AuditDr. Bigard
9-24 Closed Executive Session.....Dr. Sidor/B. Koji

OTHER CONSIDERATIONSMr. Morris/Dr. Sidor

ADJOURNMENTMr. Morris

CALENDAR NOTES:

Next Executive Committee Meeting	Tuesday, October 12, 2021 8:30 am,	Leesburg Campus SSB 207
Next Board Meeting	Wednesday, October 20, 2021	Sumter Center CM Building, Room 4108
Distinguished Alumni	Tuesday, Oct. 12, 2021, 6 pm	The Venetian
Employee Service Day	Friday, October 23-All Day	TBD
Monster Dash 5k/10k	Saturday, October 30, 2021 8am	Leesburg Campus
Commencement	December 7, 2021, 4 p.m.	South Lake ARC
Commencement	Friday, Dec. 10, 2021	Leesburg Campus Convocation Center

NO BOARD MEETING IN DECEMBER



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: September 22, 2021

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 9-01 – Minutes of July 21, 2021 Board of Trustees Meeting and Workshop

OVERVIEW:

Attached are the minutes of July 21, 2021 Board meeting and Workshops.

ANALYSIS:

The minutes are for the board's approval.

RECOMMENDATION:

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

**DISTRICT BOARD OF TRUSTEES
LAKE-SUMTER STATE COLLEGE
LEESBURG, SUMTERVILLE, CLERMONT
July 21, 2021**

The regular meeting of the District Board of Trustees, Lake-Sumter State College, was called to order at 5:00 p.m. on July 21, 2021, at the Leesburg Campus Magnolia Room, by Mr. Tim Morris, Chairman. In attendance was Mr. Bryn Blaise, Mr. David Hidalgo, Mrs. Jennifer Hooten, Mr. Bret Jones, Ms. Emily Lee, Tim Morris, Ivy Parks and Peter Wahl. Mr. Morris welcomed those in attendance and invited them to join in the Pledge of Allegiance followed by a moment of silence.

PUBLIC COMMENT

Public Comment cards were filed and each speaker was allotted time to speak.

CONSENT CONSIDERATIONS- ACTIONS and ACKNOWLEDGEMENTS

Pete Wahl made a motion and Bret Jones seconded the motion to approve as presented agenda items numbers 7-01 through 7-07 as follows: Items 7-05 and 7-06 have been stricken from the agenda.

**Minutes of June 23, 2021, Regular Board Meeting & Workshops
2021-07-01**

**Human Resources Faculty/Staff Transactions
2021-07-02**

Staff Appointments of:

Rhonda Tracy	effective date 07/01/2021
Mark LaHood	effective date 07/26/2021
Chris Sargent	effective date 07/01/2021
Alexia Bigard	effective date 07/01/2021

Staff Resignation of:

Steve Hanneman	effective date 07/02/2021
Jennifer Kotowski	effective date 07/15/2021
Ashley Hall	effective date 07/15/2021

Faculty Retirements:

Joan Johnson	effective date 07/19/2021
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**Monthly Fiscal Report for June 2021
2021-07-03**

**Facilities Report
2021-07-04**

Purchases Over \$65,000

2021-07-05

LSSC Foundation, Inc. DSO

2021-07-06

Dual Enrollment Agreements

2021-07-07

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

SCHEDULED INFORMATION REPORTS

President’s Update

2021-07-08

Dr. Sidor reported on current legislative update.

- We are currently adjusting changes in statutes
- Council of Presidents currently discussing the Legislative Agenda working on a consensus for the 28 colleges
- There have been heavy webinars and meetings with the Chancellors office discussing the implementation of 8 new statutes effecting higher education
- He is still working on the Charter Technical Center in Sumter County. They are working on an MOU to bring back to the board for review

He also reported in regards to the main drivers behind the decision to reorganize the academic and student affairs divisions under board rule 5.19 per notifications at the May 2021 board closed executive session and in the June 2021 consent agenda.

1. Implementing the guided pathways approach to better structure student connection, entry, progress, and completion of certificates and degrees with market value or transfer to four-year institutions will lead to more efficient operations. The college has been participating in a statewide cohort and is currently restructuring program pathways to streamline course articulations directly into other college and University programs.
2. Dr. Brady's departure provided an opportunity for the administration to reevaluate the organizational structure and develop new means to embed advising, enhance progress tracking, and improve feedback. The administration also seeks to strengthen intake and employment processes and establish clear roadmaps for students to complete their college and career goals.

We are accomplishing this by consolidating the student affairs division into the remaining divisions of Academic Affairs, Administrative Affairs, and Corporate and Community Development, doing so provides a more efficient operation of the college.

3. Enrollment declines in FY 2021, projected declines in enrollment for fiscal year 2022, inflation, and a minor state funding increase in FY22 will require a very conservative budget and a more efficient operation.

Dr. Heather Bigard

Dr. Bigard reported on the following:

- Staffing Updates
- Facilities refresh projects: Leesburg Library, Student Center, 2nd Floor SSB, Merging Media center, HVAC systems and Tech refresh
- Consolidating the Learning Center into the Cooper Library in South Lake
- Fall classes begin August 23rd
- Enrollment Update: Target enrollment 5,000, currently 2,592

Her full report is in the packet.

Dr. Michael Vitale

Dr. Vitale reported on the following:

- staff changes throughout Academic Affairs
- Mechatronic will start this fall at the Sumter Center
- Library has upgraded their library services platform to a product called Alma
- RISE Summer Math was a success-29 attendee, 24 completed and half scored high enough to be eligible for dual enrollment
- Pinecrest Lake Academy has added tenth grade students to the South Lake Campus for the upcoming year
- Honors program has 11 students stating for the fall term

Dr. Laura Byrd

Dr. Byrd reported the following updates:

- The LSSC job board has 126 active jobs posted for 35 employers. The postings range across many disciplines. The job information is shared with students and faculty members.
- New Internship opportunity with Sunday Cool in Tavares.
- On July 8th, The State of Florida monitor for CDL testing performed the first unannounced inspection of our testing procedures on July 8,2021. We passed with no issues. To date, 64 students have attended the training class for a CDL license.
- Planned Giving Seminar, August 27, 2021, 22nd Golf Classic, September 17th, Harbor Hills
- PAS Series currently at 57% capacity.
- LSSC Monster Dash scheduled for October 20th on the Leesburg Campus.
- Distinguished Alumni nomination are currently open.
- 627 scholarship applications have been received for the fall term.

Her full report is in the packet.

Executive Committee

2021-07-09

The Executive Committee met and discussed items on the agenda.

Board Attorney Report

2021-07-10

Anita Geraci-Carver updated the board on the Karen Parker case. Plaintiff's deposition was rescheduled to take place on July 22, 2021, Leadership Lake County issued a third-party request for medical records of Plaintiff from a number of medical providers. Lake-Sumter State College has requested copies of any medical produced. Discovery is ongoing.

OCR Investigation into the student's complaint remains pending. The college received a demand letter from the student's attorney. The college has agreed to mediate. OCR assigned a mediator and we anticipate being contacted soon to coordinate mediation.

Negotiations are ongoing with United Faculty of Florida.

Fernando Verdini vs. District Board of Trustees Miami Dade College: LSSC has joined along with the FLDOE's amicus brief in support of Miami Dade. A similar class action lawsuit has been filed against Sante Fe State College.

Dr. David Walton appeals the decision of the college to not renew a continuing contract. He is represented by Tobe Lev. Attorney Brian Koji is representing the College's position. Ms. Geraci-Carver will assist Bret Jones as he serves as the presiding officer in this matter. Mr. Jones entered an Order Setting Cause for Hearing, Notice of Hearing and Order of Pre-hearing Instructions, as well as a Notice of Recording Testimony at Final Hearing. A one-day hearing has been scheduled to take place on September 9, 2021 beginning at 8:30 am in the Board Room on the South Lake Campus. Discovery must be concluded no later than August 26, 2021, and a schedule of exhibits, documentary evidence, witness list and any requests for preliminary rulings on questions of law, and citations in regard thereto must be filed on or before September 2, 2021.

Her full report is in the packet.

NEW BUSINESS

Salary and Classification Schedules

2021-07-11

Dr. Bigard announced that the tuition and fee schedule was not changed from the prior year. The recommended additions to the course fees are for the new Mechatronics program starting.

Tim Morris made a motion to accept and Bryn Blaise seconded and motion carried.

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

Pinecrest Lake Academy Space Lease 2021-22

2021-07-12

Dr. Bigard reported

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

OTHER CONSIDERATIONS

As Needed by Chairman/President

- ✓ Chairman Morris reviewed the events on the calendar. He announced that the next Board meeting will be on Wednesday, September 21, 2021, at 5 p.m. for the regularly scheduled meeting.

There being no further business, the meeting was adjourned at 6:25 p.m.

Respectfully submitted,

ATTEST:

Peter F. Wahl, Chairman

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

Recording Secretary: Claudia Morris

Date: July 19, 2021

Memorandum to: District Board of Trustees
Lake Sumter State College

From: Dr. Stanley Sidor
President

Subject: Reorganization of Academic and Student Affairs

I am writing you to in regard to the main drivers behind the decision to reorganize the academic and student affairs divisions under board rule 5.19 per notification in the June 2021 consent agenda.

1. Implementing the guided pathways approach to better structure student connection, entry, progress, and completion of certificates and degrees with market value or transfer to four-year institutions will lead to more efficient operations. The college has been participating in a statewide cohort and is currently restructuring program pathways to streamline course articulations directly into other college and University programs. These streamlined articulations will focus on alignment to college direct course transfer as opposed to university general admission.
2. Dr. Brady's departure provided an opportunity for the administration to reevaluate the organizational structure and develop new means to embed advising, enhance progress tracking, and improve feedback. The administration also seeks to strengthen intake and employment processes and establish clear roadmaps for students to complete their college and career goals.

We are accomplishing this by consolidating the Student Affairs division into the remaining divisions of Academic Affairs, Administrative Affairs, and Corporate and Community Development. Doing so provides for a more efficient operation of the College.

3. Enrollment declines in FY 2021, projected declines in enrollment for FY 2022, inflation, and a minor state funding increase in FY22 will require a very conservative budget and a more efficient operation.

**DISTRICT BOARD OF TRUSTEES
LAKE-SUMTER STATE COLLEGE
Leesburg, Sumterville, Clermont
Florida**

July 21, 2021

Organizational Meeting

The Organizational Meeting of the District Board of Trustees, Lake-Sumter State College, was called to order on July 21, 2021 at 5:00 p.m. in the Magnolia Room, Leesburg Campus, by Dr. Stanley Sidor, College President. Board members in attendance were Mr. Timothy Morris, Mr. Bryn Blaise, Mr. Bret Jones, Mrs. Jennifer Hooten, Mrs. Ivy Parks and Mr. Peter Wahl.

Dr. Sidor welcomed everyone and announced that, at the June 23, 2021 meeting of the Board, the Nominating Committee recommended Mr. Tim Morris as nominee for Board Chairman for 2021-2022. Dr. Sidor asked for nominations from the floor.

Hearing no further nominations from the floor, Dr. Sidor asked that nominations be closed. It was moved by Mr. Jones and seconded by Mr. Blaise to close nominations for Board Chairman. The motion was passed with the following vote: Voting "yea" – Blaise, Jones, Hidalgo, Hooten, Morris, Parks and Wahl.

Mr. Morris announced that, at the June 23, 2021 meeting of the Board, the Nominating Committee recommended Mr. Peter Wahl as nominee for 2021-2022 Board Vice Chairman. He asked if there were nominations from the floor. Hearing none, he asked for a motion on the matter. Mr. Jones moved and Mr. Blaise seconded the motion to close nominations and elect Mr. Peter Wahl Board Vice Chairman for the 2021-2022 year. The motion was passed with the following vote: Voting "yea" – Blaise, Jones, Hidalgo, Hooten, Morris, Parks and Wahl.

There being no further business, the July 21, 2021 Organizational Meeting of the District Board of Trustees was adjourned at 5:15 p.m.

Respectfully submitted,

ATTEST:

Timothy Morris, Chairman

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

Recording Secretary: Claudia Morris



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: September 22, 2021

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 9-02 – Approval of Human Resources Transactions - Faculty

OVERVIEW:

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

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

ANALYSIS:

Please review attached summary.

RECOMMENDATION:

The District Board acknowledges receipt and approval of this information.



Human Resources Transactions

Faculty Appointments:

Name	Title	Effective Date
Nicole Osborn	Math Lecturer	08/16/2021

Faculty Resignations:

Name	Title	Effective Date
Jeffrey Melton	Speech Instructor	08/03/2021
Nicole Tinny	Assistant Professor, RN - BSN	08/13/2021
Kathy Hamilton	Instructor, Foreign Language	08/13/2021
Eric Stetler	Instructor, Mathematics	08/16/2021
Randall Blackburn	Instructor, Electrical Distribution Technology	08/14/2021

Faculty Separations:

Name	Title	Effective Date
None		

Faculty Retirements:

Name	Title	Effective Date
Cynthia Nash	Assistant Professor, Natural Sciences	08/16/2021

Faculty Transitions:

Name	Title	Effective Date
Cason James	Lecturer, Introduction to Internet Research FT to PT	09/17/2021
Rachael D'Andrea	Lecturer, Health Services Management, FT to PT	08/19/2021



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: September 22, 2021

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 9-02 - Review of Human Resources Transactions - Staff

OVERVIEW:

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

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

ANALYSIS:

Please review attached summary.

RECOMMENDATION:

The District Board acknowledges receipt and review of this information.



Human Resources Transactions

Staff Appointments:

Name	Title	Effective Date
Mandy Lontz	Student Success Coordinator, Nursing	08/16/2021
*Nickalou Bhajan	Enterprise Application Administrator II	07/01/2021
Dr. Elizabeth Manuel	Director of Assessment	08/23/2021
Julian Byrd	Financial Services Operations Generalist	08/16/2021
*Brenna Broadway	Director ASN Nursing Practice	08/16/2021
Queenie Morrison Thompson	Accountant II	08/23/2021
*Mathew Burks	Enterprise Application Developer I	09/07/2021
*Ivan Marcial-Rodriguez	Enrollment Services Specialist	09/13/2021

*Internal New Hire

Staff Promotions:

Name	Title	Effective Date
None		

Staff Resignations:

Name	Title	Effective Date
Allison Wilkinson	Development Officer	08/06/2021
Thomas Yaccarino	Digital Media Producer	08/02/2021
Donna Sarber	Project Specialist	06/30/2021
Bethany Parmer	Academic Advisor I	08/13/2021
Melissa Villafane	Assistant Director of Admissions	08/13/2021
Gabrielle Longley	Social Media Coordinator	08/26/2021
Danielle Bowen	Project Manager	09/10/2021
Dr. Mark Thompson	Production Studio Director	09/19/2021

Staff Retirements:

Name	Title	Effective Date
None		



Staff Separations:

Name	Title	Effective Date
Valerie Nails	Enrollment Services Specialist	07/14/2021



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: September 22, 2021

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 9-03 – Monthly Fiscal Report

OVERVIEW:

Each month a report is provided to the District Board of Trustees accounting for the activity in the major operating fund (Fund 1) of the College. This report is prepared by the offices of the 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.

ANALYSIS:

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

RECOMMENDATION:

It is recommended that Board approve this item as presented.



Lake Sumter
State College

Division of Business Affairs

MEMORANDUM

To: Dr. Sidor, President
District Board of Trustees

From: Dr. Bigard, Provost and Executive Vice President for Administration and Business Affairs

Date: September 22, 2021

Re: Monthly Fiscal Report – YTD August 2021

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

FUND 1 OPERATING BUDGET

We are currently twelve months into our fiscal year or 16.7% completed.

Revenues

Total revenue booked to date is \$5,905,466, or 22% of the total budget of \$26,930,729.

- Tuition and fee revenue is trending below budget and is projected to be \$8,900,253 which is 6% under the budgeted amount.
- State support revenue is received throughout the fiscal year in installments. We have received a total of \$2,228,054 in General Revenue and Performance Funding and \$0 in Lottery funds.
- Other Income and Other Support actuals are projected to be slightly over the budgeted amount due to an anticipated increase in Federal Indirect Cost revenue related to HEERF.

Expenses

Actual expenses to-date total \$3,558,962 or 13% of the total budget of \$26,930,701.

- Salaries and benefits to-date are \$2,308,862 or 11% of budget.
- Operating and capital expenses to-date are \$1,250,096 or 20% of budget.

Year-End Projection

Expenses and transfers are projected to exceed revenues by \$1,125,287.

Attachment: August 2021 Operating Fund 1 Budget Report

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

	FY 20-21		FY 2021-2022			
	Annual Budget	YTD Actual 8/31/2020	Annual Budget	YTD Actual 8/31/2021	Percent of Budget Earned/Spent	Projected 6/30/2022
REVENUES & BUDGETED FUND BALANCE						
Student Fees						
Fall						
Tuition	\$ 2,904,700	\$ 2,822,528	\$ 2,802,600	\$ 2,621,222	94%	\$ 2,588,954
Technology Fees	147,000	141,157	137,500	131,069	95%	127,545
Distance Learning	177,900	433,200	225,000	309,225	137%	308,069
Dual Enrollment	306,000	440,518	323,600	415,253	128%	304,654
HSCA Dual Enrollment	538,150	0	446,550	-	0%	446,550
Lab Fees	260,900	39,305	137,800	55,736	40%	137,800
Spring						
Tuition	\$ 2,468,900	\$ -	\$ 2,375,100	\$ -	0%	\$ 2,197,321
Technology Fees	123,400	-	118,900	-	0%	109,584
Distance Learning	157,900	-	187,600	-	0%	252,659
Dual Enrollment	412,200	-	424,000	-	0%	398,426
HSCA Dual Enrollment	538,150	-	419,070	-	0%	391,525
Lab Fees	142,200	-	106,700	-	0%	70,248
Summer						
Tuition	\$ 1,058,700	\$ (11,774)	\$ 1,071,900	\$ (17,593)	-2%	\$ 862,951
Technology Fees	53,700	(589)	53,400	(880)	-2%	45,330
Distance Learning	141,600	(600)	99,600	(2,145)	-2%	114,931
Dual Enrollment	700	(33,471)	-	432	0%	-
Lab Fees	33,400	-	13,200	(135)	0%	4,659
Miscellaneous Fees	123,100	56,250	65,300	41,106	63%	76,581
Youth Development	280,000	(599)	280,000	219	0%	280,000
Continuing Education	104,200	57,278	166,100	56,140	34%	182,465
Total Student Tuition and Fees	\$ 9,972,800	\$ 3,943,202	\$ 9,453,920	\$ 3,609,649	38%	\$ 8,900,253
State CCPF Support	\$ 12,791,621	\$ 2,035,152	\$ 13,071,677	\$ 2,178,612	17%	\$ 13,071,677
State Performance Funding	628,896	67,392	296,654	49,442	17%	296,654
State Lottery	1,968,738	-	2,317,578	-	0%	2,317,578
Miscellaneous State Support	100,000	-	100,000	-	0%	100,000
Federal Support Indirect Cost	52,600	5,911	100,000	12,686	13%	200,000
Foundation Support	190,000	-	110,000	-	0%	110,000
Contracts	196,100	2,700	238,000	11,661	5%	238,000
Miscellaneous Revenue	207,000	30,365	540,900	23,742	4%	540,900
Total Revenues	\$ 26,107,755	\$ 6,084,722	\$ 26,228,729	\$ 5,885,792	22%	\$ 25,775,062
Transfers In	641,400.00	-	702,000	19,673	3%	702,000
Total Revenues and Transfers In	\$ 26,749,155	\$ 6,084,722	\$ 26,930,729	\$ 5,905,466	22%	\$ 26,477,062
EXPENDITURES						
Personnel Expenditures						
Salaries and Wages	\$ 14,953,386	\$ 1,802,600	\$ 14,987,926	\$ 1,615,033	11%	13,896,790
Benefits	5,365,543	696,699	5,860,265	693,833	12%	5,697,684
Lapse Salary and Benefits	(705,000)	-	(702,500)	-	0%	-
Current Operating Expenditures	6,118,309	1,231,574	6,230,561	1,232,986	20%	5,702,852
Capital Outlay Expenditures	57,889	-	54,449	17,111	0%	54,449
Contingency	550,000	-	500,000	-	0%	-
Total Expenditures	\$26,340,127	\$3,730,873	\$26,930,701	\$3,558,962	13%	\$ 25,351,775
Transfer to Fund 7	(400,000)	-	-	-		-
Excess of Revenues over (Expenditures)	\$ 9,028	\$ 2,353,849	\$ 28	\$ 2,346,504		\$ 1,125,287



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: September 22, 2021

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 9-04- Facilities Monthly Report

OVERVIEW:

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

ANALYSIS:

A report on the status on facility projects is attached.

RECOMMENDATION:

It is recommended that the board acknowledge the current facilities report as written.

Capital Projects 2021-2022			
September 2021			
PROJECT	BUDGET	FUNDING	PROGRESS TO DATE
Roof Restore Patch- LE Fine Arts	\$65,000	HERRF	Completed interim repairs based on \$25,086 Roof Assessment dated 5/28/21. A complete roof replacement is planned... pre-bid mtg held 8/11/21 (approx. \$1.5M).
SSB ADA Restrooms	\$145,500	CO & DS/License Tag	Executed contract with contractor for Design/Build services end of Aug. 2021. Design Development in progress; complete schedule (TBD).
Monument Signage (LE - College Rd & Removal of 441, SL-Main and CML)	\$240,000	Local	Reviewing renderings/options. Anticipate finalizing design by Sept. 8th. 6-8 wk lead for new signs
Magnolia Room Restroom Renovations	\$95,000	CO & DS/License Tag	Tied to project to move wellness center and remodel of restrooms for showers.
SU Building-1 Replace 20 Ton HVAC	\$62,500	CO & DS/License Tag	PO Issued to Siemens on 7/13/21 for new 20 Ton AHU. New equipment ETA approx. 26 wks. Target Start 12/2021.
Landscape Tree Removal - Phase 2 (North Parking, 441 View, Parking Lot B)	\$41,000	Local	Reviewed trees damaged by recent storms. Some trees have been removed.

Capital Projects 2021-2022			
September 2021			
PROJECT	BUDGET	FUNDING	PROGRESS TO DATE
LE New Walkway Storm Water Gutters	\$35,000	Local	Reviewing replacements for FY22 scheduling. No replacements identified to date.
Engineering and Architect. Services (SL/FA/SC/Lake Hall/LE Lib/Mag Room)	\$100,000	Local	Engaging with Architects already on State Contract.
SL Building #2 First Floor Redesign	\$300,000	New Capital Improvement Fee	Initial Planning meeting held 4/15/21.
Security Upgrades (Access Control)	\$90,000	Security Equipment	Phase 2 Upgrades; Access Control (Sonitrol) Repl.
LE Emerging Media Center (FA) Mac Lab Project	\$200,000	Local	Revisited FA Space 5/17/21. Reviewing new layout from Dickerson Architects 8/24/21. Design completion by 9/30/21.
SL Shed Replacement	\$250,000	Local	Gordian through Sourcewell Contract will provide Design/Build Services. Design contract/PO in process as of 9/1/21. Design completion target 10/1/21.
Service Contracts for Repair and Maintenance	\$252,000	Local	Contracts for FY21 signed, some invoice over time so this is still in progress.
General Repairs and Maintenance	\$100,000	Local	Conducting general repairs and purchasing materials as required for maintenance of all three sites.
Repair/Replace HVAC Non-HERRF	\$400,000	PECO	Mitigating repairs and quoting replacements. Reviewing option to implement HVAC maintenance program.

Capital Projects 2021-2022			
September 2021			
PROJECT	BUDGET	FUNDING	PROGRESS TO DATE
SL CML HVAC	\$200,000	HERRF	Design engineering required; reviewed scope with Hanson on 8/25/21 for design proposal. Soliciting bids to complete work in 2021. Equipment lead time (TBD).
LE Emerging Media Center (FA) Controller Replacement	\$10,000	PECO	In review with phased plan for renovations.
LE Library Roof Replacement	\$320,000	HERRF	Pre-Bid Meeting held 8/11/21. Working with Garland Co. through cooperative program to expedite work. Anticipate receiving bids week of Sept. 6th.
LE Roof Repairs	\$181,000	HERRF	Mitigating repairs and quoting replacements. Executed roof maintenance program/contract with Garland Company on 9/1/21.
LE Facilities Roof Replacement	\$83,000	HERRF	Reviewing quoted options.
LE Parking Lot Repair Sealing & Stripe	\$200,000	Parking Fee	Currently in review.
LE FOB Demolition	\$100,000	New Capital Improvement Fee	Planning

Capital Projects 2021-2022			
September 2021			
PROJECT	BUDGET	FUNDING	PROGRESS TO DATE
SU Irrigation Replacement	\$50,000	HERRF	In review.
SU Bldg-4 Gutter Replacement/repair	\$30,000	Local	Completed misc repairs 6/22/21. PO issued to Baker roofing on 6/18/21 for gutter replacement. Materials ordered. Installation Date (TBD).
LE Walking Trail Paving	\$25,000	Local	Planning.
LE Foundation Supported Emerging Media Center (FA)	\$500,000	New - TBD	Soliciting proposal from Florida Architects on piggy back state contract for phased design services. Anticipate proposal Sept. 2021.
LE Library Renovation	\$400,000 (multi-yr) \$250k from Foundation	Local	Design proposal from Florida Architects on piggy back state contract is currently in review with Legal. Design Development schedule is 14 weeks, not including owner review time.
LE SSB Refurbish	\$400,000	New Capital Improvement Fee	Executed contract with contractor for Design/Build services end of Aug. 2021. Design Development in progress; complete schedule (TBD).
LE Emerging Media Center (FA) Flex Event Space	\$400,000	Local	Soliciting proposal from Florida Architects on piggy back state contract for phased design services. Anticipate proposal Sept. 2021.

Capital Projects 2021-2022			
September 2021			
PROJECT	BUDGET	FUNDING	PROGRESS TO DATE
LE Convocation Center Audio Video Upgrade (IT)	\$300,000	Local	PO issued to vendor to secure video equipment. Install target is mid November, final completion anticipated 12/4/21
LE Student Activities Fee Student Center	\$75,000	Local	Starting refresh: Painting, furniture, flooring, lighting and new IT equip. Plan to complete Sept. 2021.
Furniture /Equipment	\$50,000	Local	Requested reprogramming for purchase of new facilities utility carts.
SL Irrigation Well	\$70,000	HERRF	Reviewing.
Painting (Year 2 of 3)	\$71,000	Local	Refresh painting on-going.
LE Emerging Media Center (FA) Bldg. Design Development	\$40,000	Local	Soliciting proposal from Florida Architects on piggy back state contract for phased design services. Anticipate proposal Sept. 2021.
Emergency Lighting Repairs	\$75,000	HERRF	A comprehensive list of fixtures are currently in development for procurement.
Advent DEU Furniture & Equipemtn		Local	Refresh painting on-going.



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: September 22, 2021

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 9-05 Purchases over \$65,000

OVERVIEW:

Each month a report is provided to the Board of Trustees accounting for any purchases that have been approved by the President which fall between \$65,000 and \$195,000. This report is prepared by the offices of the Provost and Executive Vice President and Associate Vice President of Financial Services and Controller, and is intended to keep the Board apprised of these purchases which fall under the authority of the President to be approved.

ANALYSIS:

The Purchases greater than \$65,000 for the period 07/01/2021 - 08/31/2021 are attached.

RECOMMENDATION:

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

Purchase Orders Over \$65,000 – July and August 2021

Vendor: Dell Marketing LP
Item Description: Computer, Laptops QTY 300
Amount: \$ 240,000.00
Purchase Order #: P2200025
Vendor Code: DELMARLP

Vendor: Siemens Industry Inc.
Item Description: 20 Ton Condenser Replacement
Amount: \$ 62,500.00
Purchase Order #: P2200025
Vendor Code: SIEIND

Vendor: Cart World Golf Carts
Item Description: Golf Carts, QTY 10
Amount: \$ 106,613.30
Purchase Order #: P2200050
Vendor Code: CARWOR

Vendor: Outsource Inc
Item Description: Install Camera Cabling, All Campuses
Amount: \$ 127,070.00
Purchase Order #: P2200166
Vendor Code: OUTSOU

Vendor: Jacksonville Sound & Equipment
Item Description: AV & Acoustic Solution, GYM & Convocation Center w/3 YR Service Plan
Amount: \$ 189,070.00
Purchase Order #: P2200175
Vendor Code: OUTSOU

Vendor: ADT Commercial LLC
Item Description: Access Control
Amount: \$ 107,880.17
Purchase Order #: P2200177
Vendor Code: X00131320



Lake Sumter State College

OFFICE OF THE PRESIDENT

Present to the Board: September 22, 2021

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 9-06 - 2021-2022 Blanket and Annual Purchase Orders

OVERVIEW:

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. The purchase orders are assigned a maximum amount under which a number of individual orders will be invoiced. This report is prepared by the offices the Provost and Executive Vice President and Associate Vice President of Financial Services and Controller, and is intended to keep the Board apprised 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 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 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.

ANALYSIS:

Attached is the list of Blanket and Annual Purchase Orders for 2021-2022.

RECOMMENDATION:

The District Board acknowledge or accept this item as written.

2021-2022 Blanket and Annual Purchase Orders

Vendor: SSC Services Solution
Item Description: Grounds and Custodial Services/ July 2021-June 2022
Amount: \$ 1,068,204.00
Purchase Order #: P2200087
Vendor Code: X00121574

Vendor: City of Leesburg
Item Description: Utilities/ July 2021-June 2022
Amount: \$ 625,000.00
Purchase Order #: PB22FC26
Vendor Code: LEECIT

Vendor: Duke Energy
Item Description: Utilities/ July 2021-June 2022
Amount: \$ 375,000.00
Purchase Order #: PB22FC25
Vendor Code: DUKENE

Vendor: Century Link
Item Description: Local Phone & Telecommunications/ July 2021-June 2022
Amount: \$ 82,000.00
Purchase Order #: PB22IT02
Vendor Code: CENLIN

Vendor: Miller & Miller Investigative and Security Services
Item Description: Security Services/ July 2021-Dec 2021
Amount: \$ 150,726.00
Purchase Order #: PB22CS01
Vendor Code: MILMIL

Vendor: Elsevier Inc.
Item Description: Assessment Testing & Web Resources/ July 2021-June 2022
Amount: \$ 75,000.00
Purchase Order #: PB22NU05
Vendor Code: ELSINC

Vendor: Siemens Industry, Inc.
Item Description: Performance Agreement Advantage Services/ July 2021-June 2022
Amount: \$ 88,610.00
Purchase Order #: P2200019
Vendor Code: SIEIND

Vendor: All States Lighting Inc
Item Description: Emergency Lighting/ July 2021-June 2022
Amount: \$ 75,000.00
Purchase Order #: PB22FC63
Vendor Code: ALLSTA



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: September 22, 2021

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 9-07- McAllister & Quinn Grant Consultant Agreement

OVERVIEW:

McAllister & Quinn is a premier federal grant consulting and government relations firm who are committed to writing grants with higher education institutions. There are six Florida State Colleges partnering with McAllister & Quinn. An agreement has been negotiated in hiring this Washington DC-based grants writer to work with colleges either individually or in small groups to apply for large-sized federal grants. The six-college consortium partners are: Chipola College, Lake-Sumter State College, St. Johns River State College, College of Central Florida, Gulf Coast State College, South Florida State College,

ANALYSIS:

McAllister & Quinn will provide Florida State College Consortium Partners with a comprehensive service focused on obtaining federal grants and private foundation funding. The McAllister & Quinn (M&Q) federal grants and foundations team will work closely with each of Florida State College Consortium Partners to support and expand their existing grant and foundation efforts.

RECOMMENDATION:

It is recommended that the board acknowledge the agreement as written.



Lake-Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: September 22, 2021

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 9-08 – Curriculum Revisions May 2021

OVERVIEW:

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

ANALYSIS:

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

RECOMMENDATION:

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



Members: Dr. Christopher Sargent (chair), Ms. Laura Dana, Ms. Agnes Bereczky, Ms. Kristen Chancey, Dr. Minerva Haugabrooks, Dr. Betti McTurk, Dr. Mike Morse, Ms. Bethany Parmer, Mr. Andrew Young

Scribe: Phillip Suttkus

Ex Officio: Ms. Caitlin Moore, Mr. Mike Nathanson, Mr. Keith LeBeau

Cabinet Liaison: Mr. Thom Kieft

Goals:

1. Review and recommend curriculum proposals; update Statewide Course Numbering System once approved by the administration.
2. Investigate potential program and area improvements as requested.
3. Examine emerging trends in the curriculum and instruction areas.

Meetings:

Full Committee	Administrative Review
10/12/2020	10/5/2020
11/16/2020	11/2/2020
12/14/2020	12/7/2020
1/11/2021	1/6/2021
2/8/2021	2/1/2021
3/8/2021	3/1/2021
4/12/2021	4/5/2021
5/6/2021	5/3/2021

Actions since last update:

At the April meeting, the following proposals were approved:

1. The Project Management Advanced Technical Certificate was added for the following reason:
 - As concentrations are added to the BAS-SL program, the ATC will allow for a stackable credential similar to the CCC that is embedded in an AS program. This also will provide a means for students to earn a credential to advance a career in addition to, instead of, or on the way to a baccalaureate degree.
2. The Criminal Justice Technology AS degree was modified for the following reasons:
 - Replace the SLS course with Natural Science State Core to meet SACSCOC recommendations.
 - Change Catalog Program Title to Criminal Justice Associate in Science Degree. The Criminal Justice Advisory Board discussed the title of the program and has asked that we consider removing the word Technology from the title. To the agencies present "Technology indicates learning in hardware, software and high-tech endeavors which is not what our program does with its course offerings. This change will bring course offerings in line with an appropriate title.

3. The Strategic Leadership BAS was modified for the following reason:

- Add any CCJ course at the 3000 or 4000 level to the list of electives for the Organizational Management concentration to provide more students the option to take the CCJ courses that may not be in the Criminal Justice Leadership concentration.
- Add the Professional Support Course List as a link to the catalog page to enable students to know exactly what courses to take when choosing from the Professional Support List
- Remove POS 2041 and ECO 2013 as required courses for the Criminal Justice Leadership concentration and replace with the Social Science area requirement. This change will allow students to have a wider number of courses to choose from and eliminate the need for course substitutions if they have not already taken POS 2041 and ECO 2013.
- Add note to the ACG 3024 requirement: Students who enter the program with a C or higher in both ACG 2021/2022 and ACG 2071 may select an additional OM Elective course in place of ACG 3024. This provides students the option to take additional course in place of ACG 3024 if they have already taken ACG 2021/2022 and ACG 2071.

NEW COURSES

- N/A

MODIFIED COURSES

- COP 2220 Computer Programming C Language
- CTS 1155 Help Desk Customer Service

DELETED COURSES

N/A



Curriculum and Instruction Committee Proposals

[illegible]

President

Curriculum and Instruction Committee

Credit Program Addition and Modification Rationales

CPM Criminal Justice Technology Specialist College Credit Certificate

The Criminal Justice Technology Specialist CCC was modified for the following reasons:

- The certificate was modified to offer a Law Enforcement or Corrections Leadership concentration that was developed in conjunction with the Florida Department of Corrections and the Lake County Sheriff's office. This modification is being requested to bring the current certificate in line with the requests from local agencies. When developed, this certificate was done to meet requirements for the Coleman Federal Correctional facility STAIRS program. Since developed, no one has completed this certificate. This change will allow a state recognized credential to be awarded.
- The name of the certificate is changed from Criminal Justice Technology Specialist College Credit Certificate to Criminal Justice College Credit Certificate. This change will reflect the Leadership aspects of the certificate. In addition, it will remove the "Technology" from the title which will bring it in line with the recent change to the AS degree.

CPM Cybersecurity College Credit Certificate

The Cybersecurity CCC was modified for the following reason:

- The Florida State Frameworks for 2021-2022 indicate an increase in required credit hours from 24 to 32 credits. After conducting a crosswalk with the new frameworks, we determined that the existing courses already fulfill all program outcomes, which allows us to choose courses that we feel are valuable to the program. The courses we chose to add are:
 - CGS 1000 Introduction to Information Technology
 - CTS 2142 Project Management Concepts
 - GEB 2214 Business Communications
- The three courses above are also core requirements of the CIT AS degree, maintaining the stackable nature of the CCC.

Key for Curriculum and Instruction Committee Proposals

CCA – Credit Course Addition

CCD – Credit Course Deletion

CCM – Credit Course Modification

CPA – Credit Program Addition

CPD – Credit Program Deletion

CPM – Credit Program Modification



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: September 22, 2021

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 9-09-Office of Civil Rights Complaint

OVERVIEW:

LSSC entered mediation related to an Office of Civil Rights complaint filed in 2017.

ANALYSIS:

Anita Geraci-Carver represented the College and successfully reached a recommended settlement of \$24,500.

RECOMMENDATION:

It is recommended that the Board approve as written.



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: September 22, 2021

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 9-10- Code of Ethics for Public Officers and Employees/Conflict of Interest

OVERVIEW:

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

ANALYSIS:

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 acknowledge and accept 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.

DISTRICT BOARD OF TRUSTEES OF LAKE SUMTER STATE COLLEGE: COMMITMENTS

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

OFFICE OF THE PRESIDENT

Present to the Board: September 22, 2021

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 9-11- Review of College Mission Statement

OVERVIEW:

In accordance with College Board Rule 2.01 and [Florida Statutes 1004.65]1001.64] the Lake-Sumter State College District Board of Trustees review the mission statement on a regular basis.

ANALYSIS:

LSSC delivers student success through personal attention and flexible pathways leading to rewarding careers and higher wages.

RECOMMENDATION:

It is recommended that the Board acknowledge and accept the mission statement as written.



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: September 22, 2021

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 9-12- Health Insurance Rates for 2022

OVERVIEW:

Per Florida Statute 1001.64 (18) boards of trustees are required to establish the personnel program for all employees, including compensation and benefits.

ANALYSIS:

The Florida College System Risk Management Consortium (FSCRMC) has set a 4.4% increase in health insurance premiums for 2022. The college plans to absorb the full cost of the increase for employees and continue to incentivize election of the HSA-PPO as the primary benefit plan.

There will be no increase for dental and vision.

RECOMMENDATION:

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



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: September 22, 2021

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 9-13-Strategic Plan Update

OVERVIEW:

The administration provides an annual update of progress on the strategic plan to the District Board of Trustees.

ANALYSIS:

LSSC is in the 3rd year of the 2019-2024 Strategic Plan and has updated the plan to reflect current projects and priorities.

RECOMMENDATION:

It is recommended that the Board acknowledge as written.



STRATEGIC PLAN

2019-2024

Updates as of 9/10/21 (Red)

Pillar 1: Student Achievement <i>Achieve high levels of student success by increasing enrollment, retention, transfer, and completion rates.</i>	
Objectives	Key Performance Indicators
Increase Retention and Completion Rates <ul style="list-style-type: none"> Develop onboarding and first semester experiences that foster persistence. Redesign new student orientation programs. 	Retention – Fall to Fall Completion at 150% and 200% of Program
Promote Student Academic Progression <ul style="list-style-type: none"> Develop an academic course schedule that is responsive to student needs and promotes academic progression. Implement Guided Pathways national model. Develop Credential to Post-Secondary Completion Pathways Develop a Data Interchange Framework from Secondary to Post-Secondary 	Credit Milestones (Progression to 15, 30, 45, and 60 credits hours earned)
Increase Enrollment Opportunities and Recruitment Yield <ul style="list-style-type: none"> Develop capacity for "real-time" student/college communication methods (Artificial Intelligence, chat, texting, Social Media). Expand athletic programs. Increase transfer partnerships. Establish honors program. Implement a comprehensive recruiting marketing plan. Increase services to underrepresented populations in our community 	Recruitment Yield Enrollment Headcount Enrollment Full Time Equivalent (FTE)

Pillar 2: Academic Programs & Partnerships <i>Respond to emerging labor market and community needs, enhance existing partnerships, and develop new reciprocal partnerships in the community we serve.</i>	
Objectives	Key Performance Indicators
Serve current and future workforce needs <ul style="list-style-type: none"> Develop a long-range Academic Master Plan. Change program structures and delivery to accelerate student completion. Increase Corporate and Continuing Education Credentialing 	Workforce Program Enrollment Headcount Workforce Program Enrollment Full Time Equivalent (FTE)
Develop and Leverage partnerships to enhance programs and student placement rates <ul style="list-style-type: none"> Increase significance of program advisory committees. Increase workplace experiences for students. 	Job Placement
Develop New Partnerships to Expand Access and Increase Completion Pathways <ul style="list-style-type: none"> Develop Pinecrest Ground Lease and Dual Enrollment Agreement Establish Charter School Partnerships Develop Affiliation Agreement with Doral College Create East Lake Campus Development Plan Develop Training Programs for Industry Partners 	
Pillar 3: Teaching & Learning <i>Deliver quality academic programs, resources, and services that support and measurably improve student learning.</i>	
Objectives	Key Performance Indicators
Enhance Teaching Excellence <ul style="list-style-type: none"> Provide professional development aimed at achieving standards of teaching excellence. Embrace quality matters (QM) and train faculty as peer reviewers. 	Full-time Faculty Evaluation Rating for Teaching Excellence
Improve Student Learning Outcomes <ul style="list-style-type: none"> Enhance course delivery through innovative pedagogy. Increase student information literacy. 	Demonstrated Achievement of SLO's: Analytical Thinking Communication Information Fluency Social Responsibility
Support and Improve Learning <ul style="list-style-type: none"> Establish a robust network of academic student support services. 	Number of Successful Course Completions

<ul style="list-style-type: none"> • Increase student engagement with academic and student support services. 	
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<p align="center">Pillar 4: Facilities and Resource Development <i>Align college resources to provide a supportive learning and working environment and achieve financial sustainability.</i></p>

Objectives	Key Performance Indicators
Establish planning methods to improve college facilities. <ul style="list-style-type: none"> • Create a Facilities Master Plan. • Create a Deferred Maintenance Program. • Create Dynamic student spaces that foster engagement and school spirit • Create a center for innovation 	Completion of Capital Projects and Improvements
Increase resources relative to supporting programs and services <ul style="list-style-type: none"> • Brand our college identity. • Develop fundraising and advancement plan. • Automate processes to increase efficiency and service delivery • Create small college consortium to leverage joint resources and improve efficiency 	Foundation Fundraising for Scholarships Foundation Fundraising and Grant Support for Programs
Create Innovative Facilities <ul style="list-style-type: none"> • Create dynamic student spaces that foster engagement and school spirit. • Create a Center for Innovation. 	Progress Toward Completion of Capital Renovations (Library and Fine Arts)

<p align="center">Pillar 5: Workplace Environment and Culture <i>Become a workplace of choice, grounded in mutual respect, shared governance, communication and a deeply engaged workforce.</i></p>

Objectives	Key Performance Indicators
Establish a comprehensive employee performance management and support system. <ul style="list-style-type: none"> • Launch the Lakehawk Leadership Academy. • Recruit, promote, and support the best talent to serve the College and community. 	Number of Programs and Activities Employee Participation Performance Evaluation Data
Establish a campus safety plan <ul style="list-style-type: none"> • Offer training programs on safety, diversity, and inclusion • Improve safety infrastructure and protocols. 	Completion of Risk Management Plan Number of Programs and Activities
Promote Employee Engagement and Satisfaction <ul style="list-style-type: none"> • Initiate activities that build trust and respect throughout all campus locations 	Employee Survey Score

<ul style="list-style-type: none">• Attract diverse student and employment applicant pools• Formalize and expand employee recognition programs.• Improve employee engagement and satisfaction.	
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Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: September 22, 2021

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 9-14- Scheduled Reports/President/Vice Presidents

OVERVIEW:

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

ANALYSIS:

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

RECOMMENDATION:

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



Lake Sumter State College

Division of Administrative and Business Affairs

Update for the President and Board of Trustees September 22, 2021

Dr. Heather Bigard, Provost & Executive Vice President

ATHLETICS & STUDENT LIFE

Mike Matulia, Executive Director

- Athletics reached the 100 Student-Athlete enrollment number for the fall term.
- The Men's and Women's cross-country teams were runner's up at the first meet at Daytona Beach.
- Athletics' 22nd Annual Golf Classic will be held on September 17th.
- The Leesburg and South Lake Campuses welcomed students back to campus during the "Welcome Back Days", where approximately 996 students were served.
- Student Life on the South Lake and Leesburg Campuses hosted the "Welcome Back Bash". Over 500 students were served crepes, "goodies" and information from various vendors and campus organizations. Free vaccinations were available during the events.
- SGA Leadership Boards are being selected on all Campuses.
- The Lakehawk Leadership Series will be offered to students beginning September 15th.
- The LSSC SGAs will host the State SGA President's Assembly on September 17th at the Leesburg Campus.

CAMPUS SAFETY

Rebecca Nathanson, Executive Director

- **COVID Totals 8/23/2021-9/15/2021**

Type	Total	Positive	Quarantining/Monitoring for Symptoms
Employees	47	5	12/35
Students	662	30	447/215
Total	709	35	459/250

29 Classes/Math Emporiums/Testing impacted

- Student IDs were issued at both Lakehawk Welcome and the Welcome Back Bashes. IDs are also available M-F in all Campus Safety offices. To date 755 student IDs have been issued.
- A DOH vaccine distribution pod was available at both the Leesburg and South Lake Welcome Back Bashes on 8/30 and 8/31. Vaccinations were also offered on the Sumter campus by Sumter County Schools on 9/8. Students getting vaccinated, or those able to show proof of vaccination received \$25 Bookstore gift cards.

FINANCIAL SERVICES

Melinda Barber, Associate Vice President of Financial Services & Controller

- Operational Audit finalized with only one finding.
- HEERF funding – Grants will be issued to students that are enrolled in at least 6 credits in September and February. Plans continue for spending Institutional portion.
- Financial and Financial Aid audits in progress.

HUMAN RESOURCES

Deb Snellen, Executive Director of Organizational Development

- Preparing to launch all required training for faculty and staff this month. Required training includes Clery Act, Title IX, Drug Free Workplace, Mandatory Reporting for Child Abuse, Sexual Violence Awareness, FERPA Confidentiality, and ALICE (Alert, Lockdown, Inform, Counter, and Evaluate).
- Promoted LinkedIn Learning for adjuncts during orientation.
- Updating Flexible Work Program agreements for staff.
- Updated key factors on staff performance appraisal for better alignment with College priorities and relevance.
- Updated several administrative procedures to reflect current practice.
- Welcomed intern from BAS SL program to research and develop an Individual Development Plan template.
- Received 171 applications for available positions in August, conducted 33 first round interviews, 12 second round interviews, and 6 offers were extended.

INFORMATION TECHNOLOGY

Nick Kemp, Chief Information Officer

- Dave Phillips, Director of Systems Security, is leading an initiative with the Production Studio to raise Cybersecurity Awareness and Building a Cybersecurity Culture.
- Coordinating with Lakehawk Leadership Academy to improve Cybersecurity awareness and training as well as improve the Acceptable/Unacceptable Use Rules

for LSSC Information Systems Resources located in Admin Pro 7-06, Information Systems Resources.

- Successfully piloted and implemented Multi-Factor Authentication to all IT Staff and Director level and higher. MFA will require one or more additional verification factors, which decreases the likelihood of a successful cyber attack.
- Implemented a new virtual payment gateway for students.
- Working on implementing Accessible Information Management, Concourse Syllabus Tool, Argos, ILP, Experience Mobile and more.
- Umbrella implementation for preventing access to websites that present potential institutional threats.
- Access Control: 210 cameras, 37 doors getting replaced, access controls being switched from Sonitrol to ADT and nine license plate readers at all campus entries currently in the process of being upgraded at all three campuses.

PROCESS IMPROVEMENT AND INSTITUTIONAL RESEARCH

Dr. Mark Duslak, Director

- Conducted Strategic Planning retreat and the Year-3 Plan is in development.
- Welcomed Dr. Elizabeth Manuel, Director of Assessment, to the PIIR Team.
- Lead bi-annual Specific Learning Outcome (SLO) discussion for Discipline- and Outcome-level discussions.

FINANCIAL AID & ADMISSIONS AND RECORDS

Arminta Johnson, Director

	Fall 2020	Fall 2021	% Change
Head Count (HC)	4791	4441	-7.31%
Full-Time Equivalent (FTE)	1417.97	1276.87	-9.95%
Fee Paying (FP)	3454	3193	-7.56%
FP FTE	1046.73	947.67	-9.46%
Non-Fee Paying (NFP)	1344	1256	-6.55%
NFP FTE	371.23	329.2	-11.32%

- August was a very busy month for all of these departments.
- We assisted students in person, phone, email, and virtual Ask us Anything. We added additional virtual Ask Us Anything sessions in the evenings from 5-7 pm and held a session on 8/22 before classes started to provide students with assistance. We had over 5,000 contacts with students during August.

FAFSA Activity	9/7/21
Total FAFSA Received 2122	4195
Total FAFSA Admitted 2122	3312
Total FAFSA Awarded 2122	2718
% Awarded for 2122	64.79%
Pell Eligible FAFSA	2983
Pell Eligible Awarded	1986
% Pell Eligible Awarded	66.58%

- Gave 300 laptops to students using HEERF funding and provided \$25 bookstore credits to students receiving the vaccine at the welcome back events.
- All eligible students will receive the student HEERF funds in September. (Dual Enrolled, non-degree seeking and complete withdrawal students are excluded.)

STRATEGIC INNOVATION AND DIGITAL EDUCATION

Michael J. Nathanson, Executive Director

- Position vacancy for Production Studio Director announced.
- Position vacancy for Production Studio Coordinator announced.
- Position vacancy for eLearning Project Manager in process.
- 28 faculty begin Instructure's Certified Instructors Training (HEERF Funded)

FACILITIES & SOUTH LAKE CAMPUS EXPANSION, INCLUDING HSCA

Thom Kieft, AVP South Lake Campus Expansion & Interim Director of Facilities

- On-campus interviews were held the week of Sept. 7 for the Director of the HSCA.
- On Sept. 8, a pre-bid walkthrough was conducted for the Student Center roof.
- A meeting was held with two UCF faculty with regards to creating a new Community Sport and Wellness program on the South Lake Campus.
- Condensing and air handler units were installed for four different spaces on the Leesburg Campus and Sumter Center.
- An HSCA Operations meeting was held on Sept. 7 with representatives from our partners.

SUMTER CENTER

Kelly Hickmon, Assistant Dean of Students

- Academic Advising meetings with an average of 25 students per week in the four weeks leading up to the start of Fall 2021 semester. That number has reduced to an average of six students per week in the first three weeks of the term.
- Advising Roster includes 409 students as of 9/10/21 and represents the following:

- 106 DE students;
 - 23 Line worker students;
 - 70 Relay Tech students;
 - 181 AA degree seeking students;
 - 8 veterans.
- Facilitated 3 New Student Advising and Registration (orientation) sessions for Dual Enrolled students.
- Hosted new Leesburg advisor, Mark LaHood, for a tour and training.
- Distributed HEERF funded laptops to 12 SU students as of 9/10/21.
- Assisted Dean of Students, Carolyn Scott with student COVID-19 contact tracing by placing phone calls to students in 8 sections (Aug. 31-Sept.9).

Division of Academic Affairs
Update for the President and Board of Trustees
September 22, 2021
Dr. Michael Vitale, Vice-President

Working with the academic deans and associate deans, Academic Affairs worked with the College team to temporarily transition courses meeting on campus to continue meeting on campus while minimizing the impact of the current COVID variant on classes. This meant reducing the number of students physically present in each lecture by asking the faculty to meet half the class in person and have the other half online in what is being called a Hy-Flex format. Strategies for the administration of exams and doing required labs with physical distancing were implemented.

Division of Library and Learning Services
Katie Sacco, Dean

Online and in-person visits to the Learning Centers and Libraries have been steady. There is a significant increase in visits at Cooper Memorial Library in particular. Meeting rooms have been opened, and this has had an impact on the visitations. Leesburg Library and Learning Center has also seen a significant in-person increase.

The Leesburg Library facility is currently shut down with the staff moving to a temporary location in the Center for Teaching and Learning while the building is remodeled. Staff continue to work in the library to pack materials and clear out the building in preparation for the start of the construction work. While the remodeling is occurring, the Leesburg library will have limited in-person access to physical materials. Patrons can place requests for books and will be notified when they can pick them up at the Leesburg Location.

In Student Accessibility Services (SAS) Alicia Hall will be out for the semester on FMLA leave. Staff have been reorganized to cover the time she is out.

Testing services – There will be an administrative assistant's position for hire in this area in order to support the work of the testing center manager. EARs have been submitted and are in process.

The last day for library faculty James Cason is Friday, September 17. There is a shortage of librarians at this point to cover work load. This may effect hours open and courses taught as we move forward. Most significantly, James' work with the QEP will be missed. We will hope to hire on this position in the future.

Division of Workforce Development

Dr. Amy Albee-Levine, Dean

Dr. Christopher Sargent, Associate Dean

1. The new AS in Health Services Management has begun. The new program started with approximately 15 students. The program will prepare students to work in the non-clinical aspects of health care such as medical office management and coding and billing.
2. Three Engineering Technology graduates were recently hired by Power Grid Engineering and successfully completed their Boot Camp in late August. These graduates will be prepared to work with relay technology in their new positions with Power Grid.
3. Dalton and Owens Electric joined the Electrician Apprenticeship program and will be bringing on two new apprentices starting October 1. Dalton and Owens Electric joins Electrical Works as an apprenticeship partner. The program now has a total of 15 apprentices.
4. The college has initiated the accreditation process with the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) for the Medical Lab Technology AS degree slated to begin in fall 2022. NAACLS accreditation is highly regarded in the lab industry when hiring new technicians.

Division of Nursing

Dr. Christine Ramos, Director, ASN Nursing Instruction

Dr. Robin Walter, RN to BSN Director

Nursing is working with the rest of the college to provide safe learning on our campuses and encouraging those students who are unable to visit campus to engage in virtual learning via Zoom conferencing. We are awaiting additional technology in our primary classrooms to enhance this delivery method. We have instituted a protocol to allow students to safely come to campus to engage in didactic, lab, and simulation learning. We also plan to continue our scheduled clinical hours with our community clinical partners and conduct testing services as safe as possible on campus.

Nursing is preparing for the second year of spring admissions for first semester students. We have thirty-seven students accepted for the spring 2022 cohort. In addition, we expect nine re-enrollments, to total forty-six in this first semester cohort.

General Studies

Karen Hogans, Dean

Steve Clark, Associate Dean of Math and Science

Elizabeth Terranova, Associate Dean of Arts and Letters

• Service to the College and Community:

1. Karen Hogans team co-chair; Steve Clark member continued participation in DirectConnect to UCF TEAMS Project – Team 6: Transfer Process and Preparation Readiness. A majority of the project planning has already occurred and most teams have either begun or will soon begin the production phase.

2. Karen Hogans, Steve Clark, and Elizabeth Terranova collaborated with LSSC's PIIR Office to hold a very productive learning outcomes assessment summit during the week before school.
 3. Steve Clark - Guided Pathways – Steve Clark continues to work closely with Carolyn Scott and the rest of the Guided Pathway Core Team to further the process of implementing this multi-year installation.
 4. Steve Clark – Talent acquisition – Steve Clark served on the committee to provide recommendations regarding the hiring for the position of Director of Assessment.
 5. Karen Hogans chaired the search committee to hire a Director of the Health Science Collegiate Academy.
- **Conference, workshop attendance/professional development:**
 1. Dr. Katie Roles (chemistry, Associate Professor) – Completed a 20-hour training session regarding teaching students with disabilities. Much of the training revolved around converting a student's fixed mindset ("I can't do math") to a growth mindset ("I can do anything I want to work enough to achieve. Including math.").
 2. Nancy Parks (math, Instructor) – attended a webinar about how to use Texas Instrument devices to conduct statistical analyses and generate graphical displays.

Honors Program

English Asst Prof Amber Karlins, Honors Program Coordinator

- Co-Curricular—Since beginning the fall semester on August 20th, students have participated in a teambuilding workshop, hosted a table at the Welcome Back Bash, and held a club meeting wherein they elected a new slate of officers and SGA Representatives. The first year students have also begun working on their service learning project.
- Work study—A work study position has been created for a student in the honors program, and the student has completed all onboarding and position training.

Math Emporium

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

On August 23rd the Math Emporiums began serving the TE and HB sections of MAT 0018/0028, MAT 1033, and MAC 1105 on campus in a pre-COVID manner. Students have a portion of their class time each week in lecture and a portion spent in the Math Emporium. Currently we are facilitating 30 sections of fully seated courses for a total of 760 students across the Leesburg and South-Lake campuses. We have seen a huge increase in student interaction and requests for assistance. Students and faculty are engaged and excited to be back on campus. The Virtual Math Emporium is supporting 19 Real-time online, and Asynchronous courses for a total of 413 students.

We are also allowing students in the Real-Time Online Developmental Mathematics (MAT 0018 and 0028) courses the ability to come to campus to take tests. In South-Lake

we are piloting an option for the RT students to join their class from the on-campus Math Emporium space. Some students have already begun taking advantage of these options and we hope that more will take advantage as the semester proceeds.

Students served Fall 2021, Week 2: Aug 30 – Sept 5

In Person: We had a total of 1776 visits from students with a total of 1678.2 student hours between all the in-person emporiums. We averaged 255 students per day Monday – Thursday with 36 coming on Friday.

Online: We had 481 visits from 254 unique visitors online. They spend a total of 335.7 hours online.

Academic Advising & Dean of Student
Carolyn Scott, Dean

ACADEMIC ADVISING

Jen Manson, Assistant Director Student Development- Advising

- Recorded 2590 total advising contacts through all modalities in July & August
- Conducted interventions with 84 students on “Academic Warning” in July & August
- Provided advising for 339 students in the Ask Us Anything – Live Student Support
- Provided training for new academic advisors, Sonina Hernandez and Mark LaHood
- 1002 students attended New Student Advising & Registration in July & August

NEW STUDENT ADVISING & REGISTRATION (ORIENTATION): (Fall 2021)

Week From	To	FTIC Attended	DE Attended	Total Attended
6/21/2021	6/27/2021	0	0	0
6/28/2021	7/4/2021	0	0	0
7/5/2021	7/11/2021	93	56	149
7/12/2021	7/18/2021	140	81	221
7/19/2021	7/25/2021	95	53	148
7/26/2021	8/1/2021	75	29	104
8/2/2021	8/8/2021	60	53	113
8/9/2021	8/15/2021	58	63	121
8/16/2021	8/22/2021	53	91	144
Totals		576	426	1002

DEAN OF STUDENTS

Carolyn Scott, Dean of Students (July & August)

- 11 Student requested assistance through the Student Assistance Program (SAP) in July
- 6 Students were reported for an academic integrity violation
- 9 Students filed an Administrative Appeal to Return Following Academic Suspension
- 2 Students filed an Administrative Appeal for Drop/No Refund (DE)
- 6 Students filed an Administrative Appeal for Drop/Refund
- 5 Students filed an Administrative Appeal for a Late Withdrawal

- 4 Students filed an Administrative Appeal for a Waiver to Avoid Full Cost of Instruction – Third Attempt
- 8 Dual Enrollment – Lake County – Eligibility Appeals
- 7 Dual Enrollment – Sumter County – Eligibility Appeals
- 75 Student COVID-19 Exposure Reports were processed
- 10 Student conduct reference checks were provided to area Colleges/Universities or to the Florida Board of Bar Examiners in June
- Mark Lahood, new Leesburg Academic Advisor, started on July 26th
- Attended FCS Student Legislative Webinar on 7/28/21
- Attended Transfer Pathways Discussion with several FCS institutions and Eckerd College representing (ICUF)

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

September 22, 2021

Dr. Laura Byrd, Senior Vice President, Institutional Advancement

CAREER DEVELOPMENT SERVICES

Dr. Laura Byrd

- Career Development Services (CDS) participated in Welcome Back Bash engaging 45 Leesburg students.
- Seventeen new employers were registered with the CareerConnect job board and 40 new employment positions were added. CDS engaged 115 students.
- The Career Development Services office in Leesburg from the Student Services Building to the Health Science Center, room 110.
- Career Services facilitated College Success Workshops as part of the Academic Excellence & Assessment Committee.
- CDS presented at faculty meetings about upcoming workshops, events, and the new Virtual Job Shadow platform.
- Career advisors trained individual SLS instructors on using Virtual Job Shadow for their career assignments
- CDS presented to 120 junior HSCA students during HSCA Orientation.
- Career Services assisted Student Life at Welcome Back Days by manning tables the first two days of class.
- CDS collaborated with Workforce faculty to embed Career Development lessons.

CORPORATE TRAINING & CONTINUING EDUCATION

Greg Jones, Director of Corporate Training and Continuing Education

- On September 9th, The State of Florida monitor for CDL Administrative Protocols performed the first unannounced inspection of our backend procedures for Quality Assurance and student files. The responsibility for maintaining those procedures fall on Lake Sumter State College Continuing Education. We passed with no issues. To date, 122 students have attended the training class for a CDL license.
- Continuing Education will offer its next Lineworker Bootcamp starting October 11th. The class is full and we are building a wait list for the next bootcamp.
- CareerSource has approved CDL training, Lineworker Bootcamp, Phlebotomy 1 & 2, Dental Assisting 1 & 2 and Dialysis Technician to their approved training matrix. If students apply and qualify based on income levels, CareerSource will pay the full cost of the classes.
- With the student load increasing in the CDL program, we have added another State approved tester to help shorten the wait time between training and testing.

- Working with the Marketing department, we are rebuilding the Continuing Education website to begin including all the new online training and additional in person class offerings.

EDUCATIONAL OPPORTUNITY PROGRAMS

Dr. Roland Nunez, Director of Educational Opportunity Programs

Talent Search

- New grant awarded for over \$1.5 million in August 2021 to Talent Search program
- Finished attendance tracking for summer TS events and distributed student stipends
- Sent out summer survey to students getting feedback on summer events
- 85 students attended the summer Virtual meeting
- 35 Sumter students were actively involved in the summer program
- Hired tutors to provide additional help to students throughout academic year

Upward Bound

- Finished summer program with Upward Bound students
- Distributed tickets to drive-thru Safari and Chocolate Factory to eligible students who attended summer programs
- Collected final 2020-2021 transcripts from students for annual reporting purposes
- Completed 2021-2022 Academic Calendar for Upward Bound programs
- Hired and onboarded new Upward Bound part time assistant

EOP General

- EOP grant budgets have been updated for the 2021/2022 Fiscal Year.
- New instructors, tutors, and student assistants hired for department

LSSC FOUNDATION

Dr. Laura Byrd, Executive Director of LSSC Foundation

- The 22nd Annual Professionals Planned Giving Seminar in partnership with the AdventHealth Waterman Foundation was held Friday, August 27, 2021, at the Venetian in Leesburg. This complimentary annual seminar is an educational opportunity for professionals to receive Continuing Education credit while giving us the opportunity to show you our appreciation for your professional support. Continuing Education courses are offered from CLER, CPA, and CTFA. We had 59 registrants.
- The 22nd Annual Athletics Golf Classic was held on Friday, September 17, 2021, at Harbor Hills Country Club. More information will be shared next month.
- The 2021/2022 season of the George O. Pringle Performing Arts Series is open for online ticket sales. Visit our website for more info. [Lssc.edu/pas](https://lssc.edu/pas)

\$99,986.00	Total ticket sales
58% sold	Overall

- Registration is open for the 2021 Monster Dash scheduled for Saturday, October 30 at 8:00 am. We currently have 80 participants registered. We also have sponsorship opportunities available. Please see Kathy Ingold or Dr. Laura Byrd.
- Nominations for the 10th Annual Distinguished Alumni & Hall of Fame Celebration closed. Announcements of winners will be made soon & everyone is invited to share in the evening's celebration on Tuesday, October 12, 2021, at 6:00 pm at the Venetian in Leesburg.
- The next scholarship application will open during the month of October for the Spring 2022 semester.
- The Foundation applied for the NEA American Rescue Plan Grants, which will help support salaries & talent support for the upcoming series.

Name	Gift Amount	Fund Description	Gift Subtype
Duke Energy Foundation	\$75,000	Drone Training Program	Grant Revenue
Daughters of the American Revolution	\$5,000	Tomoka DAR	Scholarship Contribution
Florida College System	\$13,559	Blue Cross and Blue Shield Scholarships	Scholarship Contribution
Florida College System	\$4,673	The Helios Education Foundation Scholarships	Scholarship Contribution
Florida College System	\$6,628	Dream Makers-Brighter Futures Scholarships	Scholarship Contribution
Live Well Foundation of South Lake	\$170,500	Medical Lab Tech Grant	Grant Revenue
Senator Clifford Stearns	\$250,775.76	Library Improvement	Contribution
Anonymous Gift	\$105,000	Continuing Education Scholarships	Endowment/ Scholarship Contribution
William & Opal Wilson Memorial Scholarship	\$5,000	William & Opal Wilson Memorial Scholarship	Scholarship Contribution

MARKETING & STRATEGIC COMMUNICATIONS

Kevin Yurasek, Director of Strategic Communications

- Supporting a wide variety of communication efforts: Enrollment, CARES gifts, COVID-19, Distinguished Alumni & Hall of Fame, Lineworker license plate, and more.
- Press releases: Dr. Bigard chosen for national fellowship, LSSC laptop program, Welcome Back Bash/COVID-19 vax, Anonymous donor gift to CTE scholarships, COVID-19 updates
- Continuing work on campus signage projects. New signage recently installed in HSC Lobby and CML. Additional projects in progress on all 3 campuses.
- Creating profile videos for Distinguished Alumni & Hall of Fame winners, winner promotions and event promotions
- Volleyball player team and individual photo shoot

YOUTH DEVELOPMENT

DeAnna Diggs, Director of Youth Development

- Finalizing details for the Fall Youth Virtual 5K that will take place on November 20th. Newsletter to go out in the next couple of weeks.
- Building a Teen Leadership Academy for high school students – hoping to start the first series in late October. Series to include high-energy, engaging, interactive workshops that will build leadership skills, citizenship, and personal growth.
- Meeting with other departments to determine if there are ways to collaborate in offering youth programs.
- Reviewing ideas for new youth workshops and programs to be offered in the Spring semester
- Creating automatic processes and reports in ASAP software to get better data and improve efficiency.



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: September 22, 2021

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 9-15 Committee Reports

OVERVIEW:

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

ANALYSIS:

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

RECOMMENDATION:

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



Lake Sumter
State College

**Executive Committee Meeting
September 14, 2021**

Present: Tim Morris (Chair), Pete Wahl (Vice Chair), Bret Jones, David Hidalgo, Ivy Parks, Jennifer Hooten, Dr. Sidor, Anita Geraci-Carver, Dr. Bigard, Dr. Byrd, Dr. Michel Vitale, and Thom Kieft

Agenda Review

- Regular Meeting
 - Consent Agenda
 - Includes regular reports from Human Resources, Facilities, Purchasing, McAllister & Quinn grant Consultants Agreements, and an OCR settlement
 - Scheduled Reports
 - Includes President and Vice Presidents and the College Attorney
 - Information Items
 - Review Mission Statement
 - Health Insurance rates for 2022
 - Code of Ethics for Public Officers/Conflict of Interest
 - Strategic Plan Update
 - New Business
 - Pinecrest Lakes Academy –South Lake Construction Plans
 - 2020-21 Audit
 - Board Committee Assignments
 - President’s Evaluation
 - FCS Affordability Report
 - Leesburg Library Roof Replacement
 - Closed Executive Session

The next Executive Committee meeting will be on Tuesday, October 12, 2021



Lake Sumter
State College

**Board of Trustees
Special Facilities Meeting
September 14, 2021**

Present: Mr. Pete Wahl, Mr. Bryn Blaise (Zoom), Mr. Tim Morris, Jennifer Hooten, David Hidalgo, Ivy Parks, and Mrs. Anita Geraci- Carver, College Attorney

Staff: Dr. Stan Sidor, Dr. Heather Bigard, Dr. Michael Vitale, Dr. Laura Byrd, Claudia Morris, Kevin Yurasek, and Thom Kieft

Guest: Fernando Barroso, Rolando Llanes, Julio Robaina, German Delgadillo, Keith Severns, and Chuck Hoitt

Review of Pinecrest Lake Charter School Building Plans-South Lake:

The Board of Trustees along with members from Academica and Civica Group met to discuss the building plans.

The construction plans were reviewed by the Facilities Committee of the District Board of Trustees on September 14, 2021. Suggestions were made to address water retention areas, aesthetic features, fencing, and other matters. Pinecrest Academy has agreed to address the concerns and will provide final renderings for review.

After a lengthy discussion the Facilities Committee plans to recommend approval by the full board on September 22, as presented to allow Pinecrest Academy to obtain construction permits.

Approve Roof Repair (Library) (update Emerging Media Center):

Dr. Bigard reported on the condition of the roofs on the Leesburg Campus. Some of them are original to construction and are beyond repair and need full replacement.

She reported that the roof for the Paul P. Williams Fine Arts Auditorium AKA Emerging Media Center will cost well over one million dollars to replace. We plan to ask for state funds to assist with the renovation of this building.

She asked Thom Kieft to report on the Leesburg Library Roof replacement. Thom began by announcing that he received five bids from Roofing companies and those bids ranged from \$530,000 to over a million dollars. Thom recommended to the Facilities Committee to contract Advanced Roofing to replace the Library roof at \$531,819.

The Facilities Committee agrees and will ask the full board to approve the bid from Advanced Roofing at its September 22nd board meeting.



Lake-Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: September 22, 2021

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 9-16 – Board Attorney Report

OVERVIEW:

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

ANALYSIS:

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

RECOMMENDATION:

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



September 15, 2021

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

Re: Board Attorney Report for September 22, 2021

Dear Trustees:

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

Karen Parker v. Lake-Sumter State College and Leadership Lake County, Inc., Lake County Case No. 2019-CA-001641. Ms. Parker alleges the College was negligent surrounding an alleged incident on August 18, 2016 where Ms. Parker claims she was injured when she tripped and fell while attending an event on the Leesburg campus. Discovery is ongoing.

OCR Case Nos. 04-17-2349 & 04-18-2164. The OCR investigations into the student's complaints remains pending. The College's last communication with the former student was in the fall of 2018. On May 12, 2020 OCR contacted the College to discuss scheduling interviews. Due to COVID-19 and employees working remotely, interviews have not yet been scheduled. On May 4, 2021, the College received communication from U.S. Department of Education, Senior Attorney, Office for Civil Rights, asking if the College is willing/interested in mediating the complaint through OCR, and provided a Agreement to Participate and a Confidentiality Agreement to the College if interested in mediating. The College received a demand letter from the student's attorney. Through OCR the College and former student participated in mediation. The proposed settlement is scheduled for Board consideration at its September Board meeting.

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

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

Fernando Verdini v. District Board of Trustees of Miami Dade College. Mr. Verdini brought suit against Miami Dade College alleging the College had a contractual obligation to provide on-campus services during the COVID-19 pandemic and that the contractual obligation arose because the College assessed certain fees. The College filed a motion to dismiss on the

grounds that sovereign immunity precluded a suit because there was not an express written contract. The trial court denied the College's motion to dismiss and the matter is on appeal. This is a matter of great importance to the State College System and the universities. The Florida Department of Education prepared amicus in support of Miami Dade's position to file in the appellate court. Miami Dade requested all State Colleges to join in on the FLDOE's amicus brief at no cost or expense to any of the State Colleges. The state universities also were asked to join in. Time was of the essence and after discussions with Dr. Sidor and Dr. Bigard I communicated to Miami Dade that Lake Sumter would join in. All 12 Florida public universities and 24 of the 27 remaining Florida College System institutions joined in. Nearly 20 similar cases are pending against public colleges and universities in Florida. The Third District Court of Appeal granted Miami Dade's request for oral argument and set it for the week of November 8, 2021.

David Walton v. Lake Sumter State College, Case No. 2021-01. Mr. Walton appeals the decision of the College to not renew a continuing contract. A one-day hearing was held on September 9, 2021. Once the transcript of the hearing has been prepared the attorneys will prepare and submitted recommended findings of fact, conclusions of law and order. Following receipt of the proposed orders Board Member Jones, as hearing officer, will enter a recommended order that will be presented to the Board of Trustees for further action.

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

Respectfully submitted,



Anita Geraci-Carver

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





Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: September 22, 2021

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 9-17- Pinecrest Lakes Academy Building Plans

OVERVIEW:

The Pinecrest Academy Lakes Ground Lease requires the approval of their campus construction plans by the District Board of Trustees.

ANALYSIS:

The construction plans were reviewed by the Facilities Committee of the District Board of Trustees on September 14, 2021. Suggestions were made to address water retention areas, aesthetic features, fencing, and other matters. Pinecrest Academy has agreed to address the concerns and will provide final renderings for review.

RECOMMENDATION:

It is recommended that the Board approve as presented to allow Pinecrest Academy to obtain construction permits.



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: September 22, 2021

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 9-18- 2020-2021 Annual Financial Report-Unaudited

OVERVIEW:

Each year, the College prepares and submits an Annual Financial Report (AFR) to the State of Florida. The report includes both a narrative and consolidated summary of the institution's and direct support organization's financial activity.

ANALYSIS:

College's financial position increased \$327 thousand, or .5% from last year. While there was an increase in net long-term liabilities related to pension and other post-employment benefits (OPEB), it was offset in an increase in restricted cash. Operating Revenue decreased slightly (\$250 thousand), but Non-Operation Revenue increased significantly (\$6.5 million) mostly due to Federal HEERF (CARES) funding. Operating Expenses increased \$2.4 million or 6.4% due to increases in spending related to the use of HEERF funding and some increases in long-term pension liabilities. Other Revenues increased \$149 thousand from last year due to additional grants and contracts. A consolidated statement can be found on page 4 of the AFR. The unrestricted fund balance is 5.17% of available funds, just above the 5% minimum requirement.

RECOMMENDATION:

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



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: September 22, 2021

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 9-19 – Board Committee Assignment

OVERVIEW:

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.

ANALYSIS:

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.



Lake-Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: September 22, 2021

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 9-20 – Evaluation for College President

OVERVIEW:

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

ANALYSIS:

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

RECOMMENDATION:

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



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: September 22, 2021

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 9-21- FCS Affordability Report

OVERVIEW:

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 30 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.

ANALYSIS:

LSSC 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 that 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, 2021, each college must input institutional responses for the 2021 FCS Affordability Report via <https://www.research.net/r/2021FCSAffordability>. If you have any questions about completing the report, please contact Hayley Spencer, Director of Research and Analytics, at Hayley.Spencer@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	Dr. Michael Vitale
Title	Senior Vice President of Academic Affairs
Email Address	vitalem@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.

The Capital Improvement Fee portion of Tuition increased \$2 per credit hour. This was deemed necessary by College Board of Trustees due to needed deferred maintenance and repairs needed and the lack of State Capital Appropriations.

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.

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 usually 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, yet cannot have their students purchase instructional materials that differ from the standard for the course. It is possible that 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. In the past, where we had a faculty member or two that had adopted materials with a wide cost variance the direct supervisor was asked to have a discussion with the faculty member to alleviate the issue in future semesters.

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 analyses that enable students to obtain the highest-quality product at the lowest available price.

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.

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 2020 Number	25
Fall 2020 Percent	4.2%
Spring 2021 Number	5
Spring 2021 Percent	0.96%

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
- ☒ Targeted aid to students who were in need, but not eligible for Pell Grants
- ☒ Emergency financial aid grant to students (HEERF)
- ☒ Emergency student aid fund for students in emergency financial situations with unplanned costs (non-HEERF)

- ☒ 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.

N/A



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: September 22, 2021

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 9-22 - Leesburg Library Roof Replacement

OVERVIEW:

The Leesburg Campus Library roof is in dire need of a complete replacement as the building was constructed in 1964 and has had several major water breaches in the last few years. The roof replacement is one component of the renovation of the Leesburg Library which will be completed over the next year.

ANALYSIS:

The proposal package details the scope of work and bids for the replacement of the Leesburg Library Roof. The referenced bids were from \$531,819 to \$1,030,672. There is an extended lead time for some of the insulation materials to be on site, thus the project would be completed in the late spring of 2022. Roofing projects through The Garland Company's Omnia Contract, Cooperative Program, are turn-key meaning that Garland/DBS will handle all project components. Annual Inspections are included for the life of the warranty.

Building 6 - Library Roof Replacement:

Proposal Price Based Upon Market Experience:	\$ 531,819
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Garland/DBS Price Based Upon Local Market Competition:

Advanced Roofing Inc.	\$ 531,819
Apex Construction	\$ 597,067
Crawford Roofing Inc.	\$ 630,191
TeamCraft Roofing	\$ 726,433
RMS Orlando Inc.	\$ 804,226
Veteran Builders LLC	\$ 1,030,672
CORE Roofing	Declined to Bid

RECOMMENDATION:

It is recommended that the LSSC Board of Trustees approve the low bid for contract of the Leesburg Library Roof Replacement in the sum of \$531,819 to The Garland Company.



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: September 22, 2021

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 9-23 – 2020 Operational Audit Report

OVERVIEW:

Every three years, the State of Florida Auditor General's Office conducts an audit of Lake-Sumter State College's operations and presents their report to the District board of Trustees. The audit for the calendar year January - December 2020 is complete.

ANALYSIS:

The Auditor General provided a copy of the 2020 Operational Audit Report to each member of the District Board of Trustees and it is available on the Florida Auditor General's website.

RECOMMENDATION:

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



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: September 22, 2021

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 9-24- Closed Executive Session

OVERVIEW:

The Lake-Sumter State College District Board of Trustees will enter into a closed session from which the public will be excluded.

ANALYSIS:

Brain Koji will update the board on the ongoing United Faculty of Florida contract negotiations.

RECOMMENDATION:

No recommendation is necessary for closed session.

Supplemental Documents



Lake Sumter
State College

EDUCATIONAL OPPORTUNITY
PROGRAMS

TRiO
TALENT SEARCH

TRiO
UPWARD BOUND

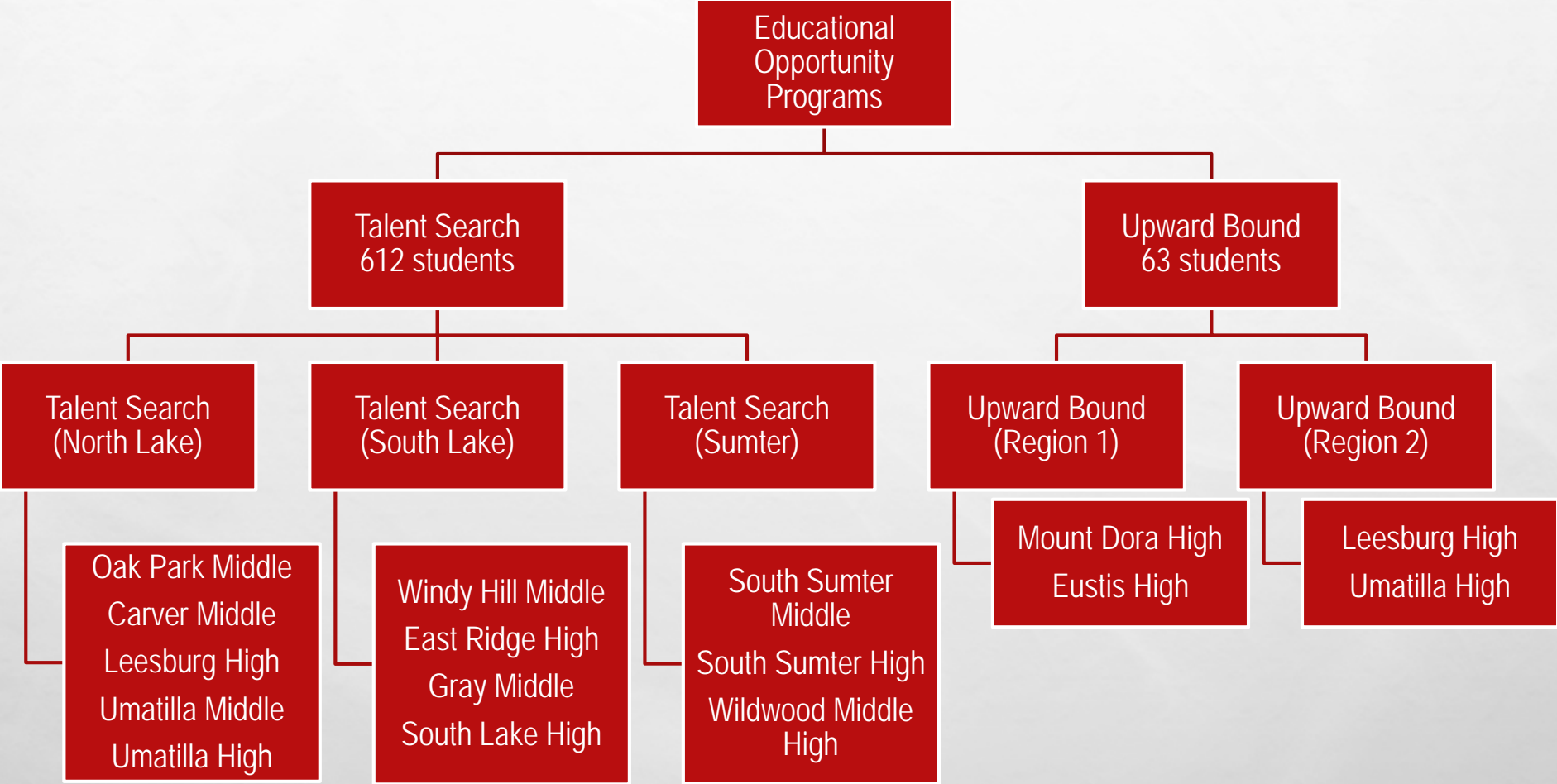


EOP DIRECTOR: DR. ROLAND NUÑEZ

EDUCATIONAL OPPORTUNITY PROGRAMS

- EOP utilizes over \$3 million in federal grant funds to serve first-generation and low-income students
- EOP consists of two programs: Talent Search and Upward Bound
- Talent Search serves 612 middle/high school students in Lake/Sumter Counties for college prep services
- Upward Bound serves 63 high school students in Lake County for intensive academic and college prep services
- The following services are provided:
 - Academic Instruction in core subjects (UB)
 - Tutoring (in-person and virtual)
 - Career development and counseling
 - Assistance with college applications
 - Assistance with FAFSA and financial support
 - Economic literacy development
 - College tours and visits
 - College preparation activities
 - Cultural field trips and educational experiences
 - Intensive summer program

EDUCATIONAL OPPORTUNITY PROGRAMS



EDUCATIONAL OPPORTUNITY PROGRAMS

- A First-Generation Student is one who is the first in their family to attend college with parents who did not have a bachelor's degree
- They are more likely to be economically disadvantaged and considered at-risk for not attending/dropping out of college
- The Census Bureau's American Community Survey found the following percentages of children under 18 having the potential to be first-generation college students.
 - 80% of Hispanic children,
 - 79% of Pacific Islander, American Indian and Alaska Native children,
 - 74% of Black children,
 - 48% of White children, and
 - 32% of Asian children
- In 2002, 24% of all college students were first-generation. In 2016 (most recent data available), 56% of all college students were first generation.

EDUCATIONAL OPPORTUNITY PROGRAMS

College Attributes	First Gen Students	Non-First Gen Students
College Enrollment	56%	44%
Community College Enrollment	64%	36%
Students Age 30 or Above	28%	16%
Median Parental Income	\$41,000	\$90,000
Completed Calculus or above in first year of college	6%	18%
Employed while student	66%	61%
Achieved degree in 6 years	20%	49%

Source: [Center for First Generation Student Success](#)

EDUCATIONAL OPPORTUNITY PROGRAMS

LSSC First-Generation Student Numbers:

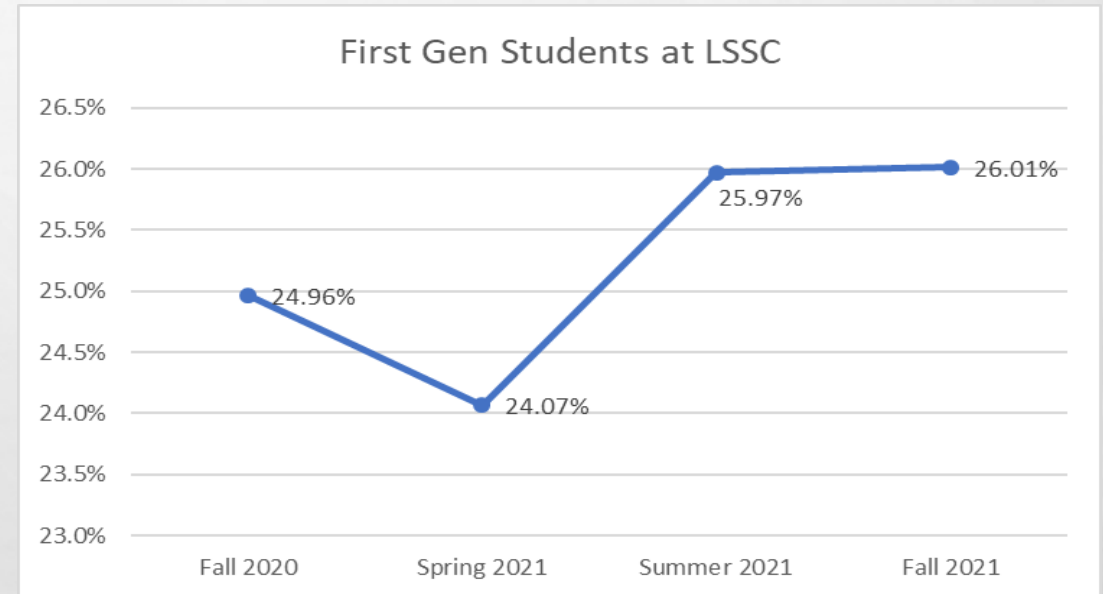
Fall 2020 – $1228/4919 = 24.96\%$

Spring 2021 – $1081/4492 = 24.07\%$

Summer 2021 – $576/2218 = 25.97\%$

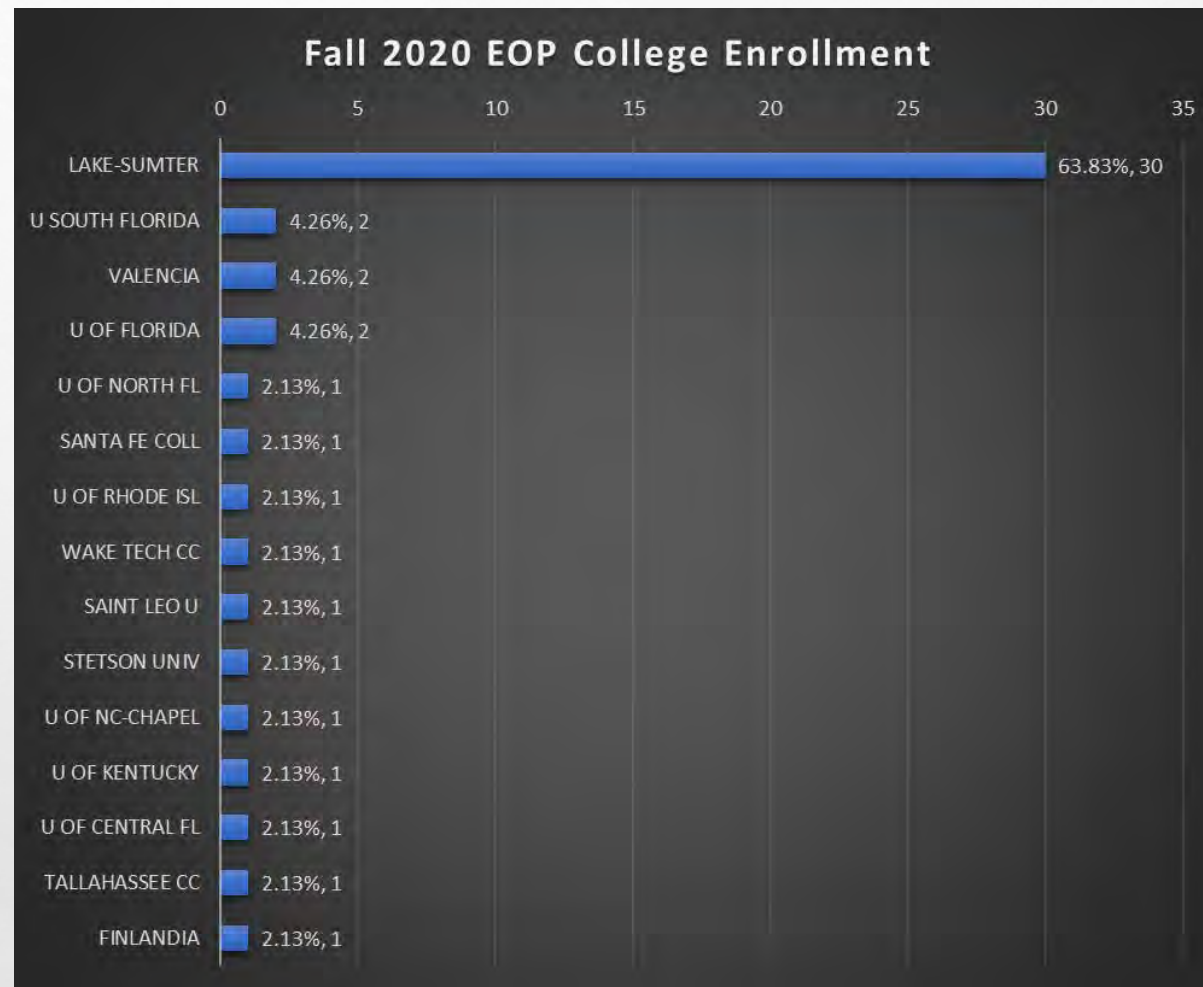
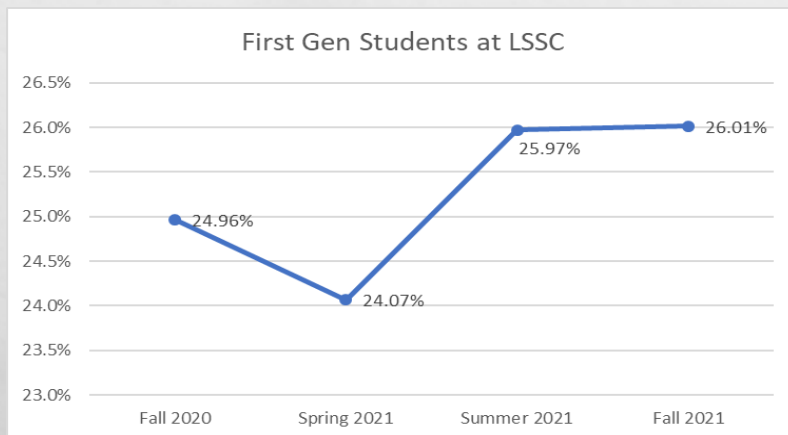
Fall 2021 (IP) – $746/2868 = 26.01\%$

Roughly 1 in 4 LSSC students are First-Generation



EOP TO LSSC CONVERSION

Out of 47 EOP graduates that went to college in fall 2020, 30 of them, or **63.83%**, attended Lake-Sumter State College.



TALENT SEARCH ACHIEVEMENTS

- Talent Search grant serves 612 middle and high school students in Lake and Sumter counties
- 100% of participants graduated high school in the standard number of years
- 77% of participants graduated while completing a rigorous program at their school
- 68% of participants enrolled in a college or university the fall after graduating high school

UPWARD BOUND ACHIEVEMENTS

- Upward Bound grant serves 63 high school students in Lake County
- 100% of participants scored proficient or higher on Florida Standards Assessments
- 92% of participants continued in school for the next academic year or graduated
- 87% of participants had a cumulative GPA of 2.5 or better on a four-point scale

TALENT SEARCH SUCCESS STORY

KRISTOPHER GANESH

First generation/low income student

LSSC Graduate- Class of 2020

High School GPA- 5.31

Pursuing Business Administration at University of Florida

NOTABLE ACHIEVEMENTS:

- South Lake High School Valedictorian
- 2020 Lake and Sumter Style Magazine's September Outstanding Student
- Take Stock in Children's Leaders for Life scholarship



Kristopher is wearing his Talent Search Cord in this graduation photo.

UPWARD BOUND SUCCESS STORY

JADA BLUNT

First generation/low income student

High School GPA- 5.7

Pursuing biological sciences at University of California

NOTABLE ACHIEVEMENTS:

- Leesburg High School Class of 2021 Valedictorian
 - 2nd female valedictorian of color at LHS
- Graduated with both her high school diploma and AA degree from LSSC's Health Sciences Collegiate Academy at the same time
 - Received full scholarship at University of California
- Hopes to work for the CDC and develop cures for diseases



"Being a student member of the Upward Bound program has changed my academic life for the better. I have felt more comfortable about my schoolwork since joining Upward Bound and felt prepared to take classes at Lake-Sumter. At Upward Bound, the staff not only cares about academics; they care about you. I am so grateful that I had the opportunity to become an Upward Bound student".

MOVING FORWARD

- In August 2021, LSSC's *Talent Search* program was awarded a \$1,697,540 grant to continue its services for another five years.
- We are currently writing a grant proposal for \$1,532,759 to continue *Upward Bound* services for five more years (*Grant Proposal Due Fall 2021*).
- We are also working on a grant for a third EOP program, *Student Support Services*, that will allow us to provide these same services to current LSSC students (*Grant Proposal Due 2024*).



Lake Sumter
State College

EDUCATIONAL OPPORTUNITY
PROGRAMS

TRiO
UPWARD BOUND

TRiO
TALENT SEARCH



EOP DIRECTOR: DR. ROLAND NUÑEZ



EDUCATIONAL OPPORTUNITY PROGRAMS

LSSC's Educational Opportunity Programs department hosts two federal TRIO programs to promote success in high school, enrollment in a college or university, and postsecondary degree attainment. The Upward Bound and Talent Search TRIO programs increase the success rates of students from disadvantaged backgrounds through tutoring, career development, college assistance, financial assistance, and culturally-enriching field trips.

UPWARD BOUND & TALENT SEARCH REPORT STRONG RESULTS FOR THE 2019/2020 ACADEMIC YEAR

Upward Bound

- › Upward Bound served 58 high school students in Lake County
 - › High Schools: Eustis, Mount Dora, Leesburg, and Umatilla
- › Services provided include bi-weekly academic support on Saturdays, academic instruction in core subjects with college instructors, six-week intensive summer program, and general college preparation activities
- › 100% of participants scored proficient or higher on Florida Standards Assessments
- › 92% of participants continued in school for the next academic year or graduated
- › 87% of participants had a cumulative GPA of 2.5 or better on a four-point scale
- › 50% of participants enrolled in postsecondary education immediately following high school

Contact Information

Dr. Roland Nuñez
Director Educational Opportunity Programs
(352) 323-3606
NunezR@lssc.edu
LSSC.EDU/EOP

Talent Search

- › Talent Search served 612 middle and high school students in Lake and Sumter counties
 - › Middle Schools: Carver, Oak Park, Umatilla, Windy Hill, South Sumter, Wildwood
 - › High Schools: Leesburg, Umatilla, South Lake, East Ridge, South Sumter, Wildwood
- › Services provided include tutoring, assistance with college applications, financial aid assistance, economic literacy, career counseling, cultural trips, and college tours
- › 100% of participants persisted from one grade to the next at their school
- › 100% of participants graduated high school in the standard number of years
- › 77% of participants graduated while completing a rigorous program at their school
- › 68% of participants enrolled in a college or university the fall after graduating high school



Lake Sumter
State College



Tom Grady, *Chair*
Ben Gibson, *Vice Chair*
Members
Monesia Brown
Marva Johnson
Ryan Petty
Andy Tuck
Joe York

September 1, 2021

Dr. Stanley Sidor
President
Lake-Sumter State College
9501 U.S. Highway 441
Leesburg, Florida 34788

RE: 2021 Baccalaureate Program Review

Dear President Sidor:

The Florida Department of Education, Division of Florida Colleges (division), appreciates the assistance provided by Lake-Sumter State College (LSSC) during the 2021 Baccalaureate Accountability Review, conducted in accordance with sections 1007.33 and 1003.491(5), Florida Statutes. The division has completed its review of the program-level reports submitted for this year's review and indicated no programs of concern at LSSC. No further action is required. Additionally, we commend the work completed to ensure all of your baccalaureate programs demonstrated market demand. A summary of the findings for each program is detailed below for your review and consideration.

Nursing – 1105138012

- While this program is in its infancy, it has experienced rapid growth in enrollment and a stable retention rate. The program also reported a 100 percent completion rate for the first reporting year (2019-2020), which is noteworthy.

Organizational Management – 1105202991

- The program has experienced a healthy increase in enrollment while keeping consistently high retention and completion rates. We want to commend you on the addition of concentrations within the program; this highlights the college's continued focus on meeting both student and workforce needs.

KATHRYN S. HEBDA
FLORIDA COLLEGE SYSTEM CHANCELLOR

Dr. Stanley Sidor
September 1, 2021
Page Two

We congratulate you and your team for the outstanding work exemplified throughout your college's baccalaureate programs. If the institution has any questions regarding this letter, please contact Dr. Carrie Henderson, Executive Vice Chancellor, at Carrie.Henderson@fldoe.org. Thank you again for your cooperation and prompt attention.

Sincerely,



Kathryn S. Hebda

KH/ch

Cc: Dr. Carrie Henderson, Executive Vice Chancellor, DFC
Dr. Mike Sfiropoulos, Director, Academic Affairs, DFC
Dr. Michael Vitale, Vice President of Academic Affairs, LSSC

Safeguarding Our Communities From Sexual Predators: What College Presidents and Trustees Should Ask



In recent years, multiple universities have faced sexual predator scandals involving scores of victims. Often the institutional leaders were uninformed about the allegations regarding incidents on their campuses. This failure of leadership oversight has many presidents and trustees wondering how to safeguard their communities from similar tragedies. Here are key questions these campus leaders should ask and suggestions for creating a culture of prevention and reporting.

Become informed about policies and procedures.

What are the parameters of our sexual abuse policies?

Presidents should be well versed in the institution's policies addressing sexual misconduct and abuse. Consider whether the policies cover all members of the community. For example, are faculty, medical professionals, volunteers, and contractors included? If so, assess how the policies are conveyed to them and whether signed acknowledgments are required to show they have read the policies.

Confirm that the policies require all reports to be investigated and adjudicated using consistent procedures. Strict compliance is important, because any exceptions can lead to predators avoiding accountability despite allegations against them. For example, investigations should not stop simply because the respondent denies the action or because someone powerful requests that the investigation cease.

Do the institution's sexual abuse standards and policies apply equally to employees at all levels?

The institution's standards and policies must be applied impartially and consistently, without exception. This includes departments such as athletics, whose student athletes and staff are sometimes excused from following institutional requirements. It is important that exceptions are not made in policy or practice, even for employees in highly visible positions, prominent departments, or those who bring profit or prestige to the institution, such as doctors, scientists, and scholars. Remind staff that preventing harm to students and the campus community is always the top priority, even if it comes at a cost to the institution's reputation.

What are our institution's options for reporting sexual abuse?

Easily accessible reporting options are an important indicator of an institution that encourages reporting. Check whether reporting channels are well publicized, easy to find on the institution's website, and include an anonymous reporting channel, if possible. It is also recommended that the email address of at least one board member be made available online as an additional avenue for reporting.

What are the processes through which reports of sexual abuse are handled?

Review how reports are handled at the institution, including which office or individual processes the reports and launches the investigation. If possible, give one staff member oversight of all reports so trends and repeat offenders are identified, or establish a process that looks for these patterns. Inquire about guidelines for notifying high-level administrators, legal counsel, and others when more than one report is made against an individual. Ask whether the institution has any policies regarding the reporting of allegations to external law enforcement, especially with victims who are minors.



What is our policy regarding background checks?

Increasingly, educational institutions are implementing processes that require background checks of all employees at hire to screen for individuals with red flags in their pasts. Review your institution's policy regarding which positions or groups are subject to background checks, and what those checks entail. Keep in mind that phone calls to references—with fine-tuned questions that ask about the individual's respect for boundaries in interactions with students and children—are often the best source of information to weed out possible predators.

Take note of whether faculty, coaches, volunteers, and third parties are subject to the same screening as regular employees. Consider whether some employees, depending on job function, should have their background checks updated routinely during employment.

Be intentional with words and actions.

Have we established clear expectations for receiving updates on sexual misconduct reports and investigations, both on a routine schedule and an emergent basis for certain inquiries?

Presidents and trustees need not be involved in every allegation, but they should establish clear guidelines for regular updates about critical inquiries such as allegations involving more than one victim, more than one allegation against the same respondent, patterns of inappropriate behavior from teams or departments on campus, or allegations involving individuals in positions of power. Depending on the board's structure, one of its committees could take responsibility for monitoring these sexual abuse reports.

Similarly, presidents and trustees should establish guidelines for when they will be notified about settlements involving

allegations with more than one victim or allegations involving individuals in positions of power. By working with the general counsel's office or the individuals responsible for negotiating settlements on behalf of the institution, the president and trustees can ensure that they are informed early in the settlement negotiation process.

Often, staff have a strong reluctance to tell the president bad news, and the first instinct is to handle the matter so that it does not reach the president or board. However, on issues of serial sexual assault, presidents and boards are often held accountable despite being unaware of the allegations. Accordingly, they must become actively engaged and require updates on allegations. This cultural change may require professional development to educate staff and help shift attitudes.

Have we articulated our expectation that policies are followed?

Upholding the administrative structure for reporting, investigating, and disciplining is an important part of the president's role. The president must set the tone for thorough compliance with policies. As such, the president should only make investigative or disciplinary decisions if the president's involvement is prescribed by the policy.

Am I speaking out to foster a safe and inclusive environment on campus?

To effectively shape the campus culture, the president's actions should include a no-tolerance philosophy for sexual abuse and strong support for reporting. By publicly voicing support for survivors and proactively addressing topics surrounding sexual abuse, the president can serve as a catalyst for cultural change. If the community learns to be alert and report all boundary violations, this may stop or deter predators from further abuse.

Understand the campus culture.

What trainings are offered for students, employees, and faculty?

Take a close look at the trainings used for various audiences on your campus. Review the topics and training styles, then assess whether they are appropriate for each group. Are the trainings mandatory? How often are they required? Consider that many of the standard trainings (e.g. workplace harassment training for employees or Title IX training for students) may not cover important topics such as boundary violations, child abuse red flags, and employee obligations to report incidents of suspected sexual abuse.

Which staff members are addressing issues of sexual abuse on campus?

Presidents must make sure they are fully versed in the administrative positions working to prevent sexual abuse and assist victims on campus. Student affairs professionals often lead these prevention efforts and can be a valuable liaison for the president. By developing relationships with staff who handle sexual abuse reports and manage prevention efforts, the president can also establish an expectation that he or she be informed of noteworthy events.

What resources do we have for victims?

Providing appropriate, easily accessible resources on campus is critical for survivors' wellbeing. Review whether your institution's resources adequately serve the physical and emotional needs of victims and whether referrals to off-campus resources are provided. The institution's commitment to survivor wellness helps foster an environment that encourages reporting and supports those who make reports.

When did we conduct our last climate survey measuring sexual violence attitudes and prevalence on campus, and what were the results?

Institutional leaders must steer the campus culture toward an ethos that is alert about red flags, facilitates reporting, and supports victims. To do this, the president and trustees must understand the current campus landscape. A campus climate survey is an anonymous survey of students that assesses the prevalence of prohibited conduct, including sexual assault and abuse, and provides insight into students' perceptions about the environment on campus.

Presidents and trustees play an important role in protecting the campus community from sexual predators and should be well versed in the institution's reporting options, training programs, victim resources, and the administrative roles responsible for implementing these measures. Leaders who have a deep understanding of the institution's culture and engage in vocal support for reporting will help create an environment in which predatory behavior is unwelcome and boundary violations of any kind are not tolerated.



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