



Lake Sumter
State College

DISTRICT BOARD OF TRUSTEES

Meeting Materials

October 19, 2022

Sumter Center

Rooms 4107 and 4108

AGENDA
DISTRICT BOARD OF TRUSTEES
LAKE-SUMTER STATE COLLEGE
Wednesday, October 19, 2022
Sumter Center

5:00 pm Public Board Meeting

I. CALL TO ORDER - Chairman Bret Jones

II. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

III. PUBLIC COMMENT

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

IV. CONSENT CONSIDERATIONS

1022-01	Approve:	Minutes of the September 21, 2022 Regular Meeting
1022-02	Approve:	Purchases over \$65,000
1022-03	Acknowledge:	Human Resources Staff Actions
1022-04	Acknowledge:	Monthly Fiscal Report for September 2022
1022-05	Acknowledge:	Capital Improvement Projects Report
1022-06	Approve:	SL Campus Bldg. 1 Air Handler and Condenser Units

V. PRESIDENT'S REPORT

1022-07 Dr. Bigard's Update

VI. DIVISION REPORTS

1022-08 Vice-President's Reports - As Directed by the President

VII. COMMITTEE REPORTS

- 1022-09 ♦ Executive Committee - Chairman Bret Jones
♦ Facilities Committee - Mr. Bryn Blaise

VIII. BOARD ATTORNEY REPORT

- 1022-10 Ms. Anita Geraci-Carver's Update

IX. NEW BUSINESS

- 1022-11 Approve: First Reading of Board Rule 7.04
1022-12 Approve: Amended Locations for Board meetings in 2022-2023
1022-13 Information: Department of Labor Grant

X. OTHER CONSIDERATIONS AS NEEDED BY CHAIRMAN/PRESIDENT

XI. ADJOURNMENT

CALENDAR NOTES:

Employee Day of Service	Friday, October 21st, 2022,	https://www.signupgenius.com/go/10c0d4caaa729a6fac61-lssc1
District Board of Trustees Meeting	Wednesday, November 16th, 2022, 5 p.m.	South Lake Campus, Building 2 Board Room 327
Facilities Committee Meeting	Thursday, November 17th, 2022, 5 p.m.	Sumter Center, CM Building Room 4118
South Lake Reception for BAS Graduates	Thursday, December 1st, 2022, 4 p.m.	South Lake Campus Building 2 Board Room 327
Nurse Pinning Ceremony	Thursday, December 8th, 2022, 5 p.m.	Leesburg Campus Convocation Center
Commencement	Friday, December 9th, 2022, 5 p.m.	Leesburg Campus Convocation Center
Commencement	Tuesday, December 12th, 2022 5 p.m.	South Lake Arts & Recreation Center, Clermont
Facilities Committee Meeting	Thursday, December 15th, 2022, 5 p.m.	Sumter Center, CM Building Room 4118
Holiday Party	Friday, December 16th, 2022, 5 p.m.	Leesburg Campus Convocation Center

NO BOARD MEETING IN DECEMBER

District Board of Trustees Agenda Item Cover Sheet



Lake Sumter
State College

Office of the President

ITEM: 1022-01 Minutes of the September 21, 2022 Board Meeting

Background/References

The minutes of the September 21, 2022 District Board of Trustees meeting require the Board's approval.

Summary

Meeting minutes are presented for your review and approval.

Recommendation

It is recommended the Board approve this item as written.

**DISTRICT BOARD OF TRUSTEES
LAKE-SUMTER STATE COLLEGE
LEESBURG, SUMTERVILLE, CLERMONT
SEPTEMBER 21, 2022**

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

ABSENT: Ms. Emily Lee and Mr. Peter Wahl, Board Members.

CALL-TO-ORDER:

The regular meeting of the District Board of Trustees, Lake-Sumter State College, was called to order at 5:23 p.m. on September 21, 2022, at the Leesburg Campus Magnolia Room by Mr. Bret Jones. Mr. Jones welcomed those in attendance and invited them to join in the Pledge of Allegiance followed by a moment of silence.

PUBLIC COMMENT:

A Public Comment card was submitted by Mr. Lance Jochim and he was given three minutes to speak. His comments were in reference to the college's employee benefits and pensions, traffic, and the economy.

CONSENT CONSIDERATIONS:

A motion to approve agenda items numbers 922-01 through 922-16 was made by Mr. Tim Morris, seconded by Ms. Jennifer Hooten, and the motion carried unanimously. A copy of all Consent Considerations is in the Board packet.

FACULTY PROMOTIONS

President Bigard recognized three faculty members for their recent promotions; Ms. Agnes Berezcy, Dr. Matthew Drum, and Mr. Jeremy Norton. Ms. Berezcy was unable to attend the presentation, however President Bigard presented certificates to Dr. Drum and Mr. Norton.

Chairman Jones welcomed Ms. Marlene O'Toole as a newly-appointed Board member, and Ms. Kristie Harris as the new VP of Finance and CFO.

SCHEDULED INFORMATION REPORTS:

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

- Arminta Johnson was promoted to AVP of Financial Aid.
- Dr. Joseph Mews was hired as VP of Enrollment and Student Affairs. His first day is October 3rd.
- The recent golf outing at Howey-in-the-Hills Golf Club was a well-attended event.
- The expansion of the Allied Health Programs continues to move forward under the direction of Dr. Jessica Shearer.

- The grand opening of the Instructional Space and DEU at AdventHealth was a huge success.
- Orlando Health South Lake Hospital DEU is scheduled to start in January.
- We are working on a DEU for UF Hospital in The Villages.
- This fall, one MLT course begun.
- We are having a difficult time locating program managers for Respiratory Care and Physical Therapist Assistant programs.
- Met with Lake County Schools Superintendent Kornegay regarding the Clermont Elementary School Project and the expansion of our CDL Program.
- Council of Presidents will meet next week at Valencia.
- Attending monthly Funding Model Meetings (virtual).
- This year marks the 60th Anniversary of Lake-Sumter State College. Plans are underway for a celebration in October.
- This month we lost Terry Wilcut, HVAC Tech to cancer. He will be greatly missed.

Division reports were presented by Ms. Karen Hogans, Interim VP of Academic Affairs, Mr. Thom Kieft, VP of Facilities and Campus Expansion, Ms. Kristie Harris, VP of Finance and CFO, Dr. Laura Byrd, Sr. VP of Institutional Advancement and Executive Director of the LSSC Foundation, and Mr. Nick Kemp, VP of Technology and Innovation. Copies of these reports are located in the Board packet.

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

NEW BUSINESS:

922-21 Board Committee Assignments – Mr. Bret Jones discussed the different Committees of the Board and the Committee Assignments for the new year. A motion to accept this item was made by Mr. David Hidalgo, seconded by Ms. Jennifer Hooten and passes unanimously. The list of the Committees and their members is added as Exhibit A.

922-22 Proposed MOU with Union – The MOU with United Faculty of Florida that tentatively accepts all but one articles was submitted to the Board. A motion to accept this item was made by Mr. David Hidalgo, seconded by Ms. Jennifer Hooten, and the motion carried unanimously. A copy of the MOU is located in the Board packet.

922-23 Track Team Proposal

922-24 Golf Team Proposal

Mr. Mike Matulia, Executive Director of Athletics, presented proposals for two new college sports, Men's and Women's Track and Men's Golf. After some discussion, a decision was made to do more research into these two sports. Funding the motion for funding for a new athletic trainer in South Lake was approved by Mr. David Hidalgo, seconded by Ms. Ivy Parks, and passed unanimously.

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

Ms. Anita Geraci-Carver, Board Attorney, presented the ethics rules for Board members, and the members of the Board signed the required ethics forms and submitted them to the Recording Secretary.

OTHER CONSIDERATIONS:

As Needed by Chairman/President

The next regular meeting is scheduled for October 19, 2022 in Sumterville.

There being no further business, the meeting was adjourned at 7:32 p.m.

ATTEST:

Mr. Bret Jones, Board Chair

Dr. Heather Bigard, Secretary/College President

Recording Secretary: Kelly McLean

Exhibit A

District Board of Trustees 2022-23 Committees

Finance and Public-Private Partnerships

This committee will provide strategic oversight to the college's financial performance and the creation of public-private partnerships to support the mission.

Chair - Tim Morris

Members - Bryn Blaise, Marlene O'Toole

Facilities

This committee will provide strategic oversight to the college's capital asset management program.

Chair - Bryn Blaise

Members – Pete Wahl, Jennifer Hooten

Student Engagement

This committee will engage the student's perspective within the context of the college's mission and vision.

Chair - Jennifer Hooten

Members - Emily Lee, Ivy Parks

Strategic Planning

This committee will provide leadership to the development of the college's long-range plan to fulfill its mission and vision. This will include a focus on content development and marketing.

Chair - David Hidalgo

Members – Bret Jones, Tim Morris, Ivy Parks

District Board of Trustees Agenda Item Cover Sheet



Lake Sumter
State College

Office of the President

ITEM: 1022-02 Purchases over \$65,000

Background/References

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 Department of Financial Affairs, under the oversight of the Vice President of Finance and Chief Financial Officer, and is intended to apprise the Board of purchases that fall under the authority of the President to approve.

The authorization requiring the President's approval of such purchases is guided by LSSC Board Rule 6.09, Purchasing.

Summary

Purchases greater than \$65,000 for the period of 09/01/22 to 09/30/22 are attached.

Recommendation

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

Purchase Orders Over \$65,000 – September 2022

Vendor: Siemens Industry
Item Description: Automation & Mechanical Services July 2022 – June 2023
Amount: \$91,266
Purchase Order #: P2300200
Vendor Code: SIEIND

Vendor: Garland/DBS
Item Description: Repair Center for Teaching & Learning
Amount: \$215,025
Purchase Order #: P2300225
Vendor Code: X00134126

District Board of Trustees Agenda Item Cover Sheet



Lake Sumter
State College

Office of the President

ITEM: 1022-03 Human Resources Staff Actions

Background/References

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

Summary

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

Recommendation

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

Human Resources Actions

September 12 – October 10, 2022

Staff Appointments:

Name	Title	Effective Date
Lacey Crandall	Sports Information Director	9/15/2022
Hailey Hart	Digital Engagement Coordinator	10/3/2022
Lorena Markham	Enrollment Services Specialist Bilingual	9/13/2022
Joseph Mews	Vice President of Enrollment & Student Affairs	10/3/2022
Lillian Rodriguez	Director Human Resource Operations	10/3/2022
Kristine Scott	Foundation Event Coordinator	9/16/2022
Brian Vasey	CDL Program Director	10/03/2022

*Internal New Hire

Staff Promotions:

Name	Title	Effective Date
Arminta Johnson	Associate Vice President of Enrollment Services	10/3/2022
Luis Pelegrin	Senior Graphic Designer	9/16/2022

Staff Resignations:

Name	Title	Effective Date
Justin Doucet	Computer Technician I	10/03/2022
Geneva Jones	Asst Dir Admissions Diversity	10/06/2022
Kristine Scott	Foundation Event Coordinator	10/07/2022

Staff Retirements:

Name	Title	Effective Date
None		

Staff Separations:

Name	Title	Effective Date
Terry Wilcut (Deceased)	Chiller Plant Manager	09/04/2022
Ebony Bennett (Neal)	Administrative Grant Coordinator	09/12/2022

District Board of Trustees Agenda Item Cover Sheet



Lake Sumter
State College

Office of the President

ITEM: 1022-04 – Quarter 1 - Financial Status Update

Background/References

On a quarterly basis, financial status reports for Funds 1, 2, 3, 5 and 7 are provided to the District Board of Trustees for review. These reports are prepared by the Division of Finance Affairs, under the oversight of the Vice President of Finance and Chief Financial Officer, and is intended to keep the Board apprised of the activities supported by these fund accounts to date.

Summary

The attachments include Quarter 1 budget reports for Funds 1, 2, 3, 5 and 7. Revenues and expenditures for each fund presented are in good order and on track to date.

Recommendation

It is recommended that the Board acknowledge and accept this item as presented.

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

	FY 2021-2022		FY 2022-2023			
	Annual Budget	9/30/2021	Annual Budget	9/30/2022	Percent of Budget Earned/Spent	Projected 6/30/2023
REVENUES & BUDGETED FUND BALANCE						
Student Fees						
Fall						
Tuition	\$ 2,802,600	\$ 2,564,368	\$ 2,524,100	\$ 2,920,811	116%	\$ 2,846,485
Technology Fees	137,500	128,205	127,100	146,046	115%	142,314
Distance Learning	225,000	311,490	286,800	304,005	106%	300,243
Dual Enrollment	323,600	425,762	315,300	451,171	143%	326,231
HSCA Dual Enrollment	446,550	398,460	398,460	-	-	370,980
Lab Fees	137,800	80,426	162,810	150,135	92%	209,555
Spring						
Tuition	\$ 2,375,100	\$ -	\$ 2,253,800	\$ -	-	2,541,661
Technology Fees	118,900	-	113,100	-	-	126,638
Distance Learning	187,600	-	273,700	-	-	286,529
Dual Enrollment	424,000	-	388,700	-	-	402,175
HSCA Dual Enrollment	419,070	-	357,240	-	-	341,210
Lab Fees	106,700	-	134,120	-	-	172,628
Summer						
Tuition	\$ 1,071,900	(20,903)	\$ 1,028,200	(15,341)	-1.5%	1,159,524
Technology Fees	53,400	(1,037)	48,300	(768)	-1.6%	54,082
Distance Learning	99,600	(2,250)	71,400	(1,680)	-2.4%	74,747
Dual Enrollment	-	432	-	(1,296)	-	-
Lab Fees	13,200	(205)	26,560	(25)	-	34,186
Miscellaneous Fees	65,300	19,242	70,100	20,513	29%	80,619
Youth Development	280,000	519	282,000	767	'-	\$ 282,000
Continuing Education	166,100	109,264	1,189,522	250,862	21%	889,238
Total Student Tuition and Fees	\$ 9,453,920	\$ 4,013,773	\$ 10,051,312	\$ 4,225,200	42%	\$ 10,641,044
General Revenue Operation Support	\$ 13,071,677	\$ 3,281,629	\$ 18,725,937	\$ 4,681,484	25%	\$ 18,725,937
General Revenue Nursing Support	-	-	830,059	-	-	830,059
General Rev. Performance Funding	296,654	74,164	362,513	90,629	25%	362,513
State Dual Enrollment Scholarship Program	-	-	-	369,638	-	739,276
Educational Enhancement Support	2,317,578	-	2,843,909	-	-	2,843,909
Miscellaneous State Contracts	100,000	-	100,000	-	-	100,000
Federal Support Indirect Cost	100,000	61,163	150,000	12,483	8%	100,000
Foundation Support	110,000	-	111,500	-	-	50,000
Other Contracts	238,000	29,648	803,000	50,959	6%	650,000
Miscellaneous Revenue	30,400	6,761	17,000	7,818	46%	83,545
Uninsured Loss Recovery (HEERF)	510,500	20,253	-	220,100	-	220,100
Total Revenues	\$ 26,228,729	\$ 7,487,391	\$ 33,995,230	\$ 9,658,311	28%	\$ 35,346,383
Transfers In	702,000	27,509	480,000	-	-	480,000
Total Revenues and Transfers In	\$ 26,930,729	\$ 7,514,900	\$ 34,475,230	\$ 9,658,311	28%	\$ 35,826,383
EXPENDITURES						
Personnel Expenditures						
Salaries and Wages	14,987,926	\$ 2,659,498	17,401,060	\$ 3,072,946	18%	16,844,078
Benefits	5,860,265	1,119,418	6,643,022	1,305,484	20%	6,400,750
Lapse Salary and Benefits	(702,500)	-	(913,250)	-	-	-
Current Operating Expenditures	6,230,561	1,733,145	7,633,569	2,037,868	27%	6,993,191
Capital Outlay Expenditures	54,449	16,402	5,000	-	-	20,000
Contingency	500,000	-	504,150	-	-	-
Total Expenditures	\$ 26,930,701	\$ 5,528,463	\$ 31,273,551	\$ 6,416,298	21%	\$ 30,258,019
Transfer to Fund Other Funds	-	-	(3,000,000)	(3,000,000)		(3,000,000)
Excess of Revenues over (Expenditures)	\$ 28	\$ 1,986,437	\$ 201,679	\$ 242,013		\$ 2,568,365

Lake-Sumter State College
Budget Report
Fund 2, Fund 3, & Fund 5
As of September 30, 2022

Available Funds	Actuals			
	Beginning Balance	FY23 YTD Revenue	FY23 YTD Expense	Ending Balance
	\$	\$	\$	\$
Fund 2 Restricted	357,361	1,316,190	1,432,975	240,576
Fund 3 Auxiliary	1,971,796	65,427	78,480	1,958,743
Fund 5 Scholarships	116,772	517,107	117,260	516,618
Total	2,445,929	1,898,724	1,628,715	2,715,938

Lake-Sumter State College
Fund 7 - Capital
Budget Report
As of September 30, 2022

Capital	Proposed Budget					Actuals							Budget to Actual Expense Variances
	Beginning Balance	Projected Revenues	Projected Expenses	Planned Transfers	Ending Balance	Beginning Balance	Revenues	Expenses	Encumbered	Expenses and Encumbered	Transfers	Ending Balance	
Equipment MATCH	59,013	-	-	-	59,013	59,013	-	-	-	-	-	59,013	-
Infrastructure Restore - College-wide	-	7,386,208	5,140,000	-	2,246,208	-	-	278,951	1,070,227	1,349,177	-	(1,349,177)	3,790,823
Capital Outlay/Debt Service License Tag	470,305	-	-	-	470,305	470,305	693	-	36,669	36,669	-	434,329	(36,669)
Capital Improvement Fee (CIF)	713,692	735,000	-	(740,000)	708,692	713,692	368,089	-	-	-	(740,000)	341,781	-
Technology Refresh CIF	-	-	590,000	590,000	-	-	-	74,536	83,932	158,468	590,000	431,532	431,532
Technology Plan CIF	-	-	150,000	150,000	-	-	-	93,251	-	93,251	150,000	56,749	56,749
Security Equipment	-	90,000	-	-	90,000	-	45,102	33,975	56,016	89,991	-	(44,889)	(89,991)
New Capital Improvement Fee	9,992	305,000	-	(300,000)	14,992	9,992	153,340	-	-	-	-	163,332	-
Parking Fee	122,880	90,000	300,000	-	(87,120)	122,880	44,902	-	-	-	-	167,782	300,000
Local Funds	2,298,516	3,200,000	5,707,000	300,000	91,516	2,298,516	3,000,000	950,137	743,703	1,693,840	-	3,604,676	4,013,160
TV Station Clearwire	103,795	-	-	-	103,795	103,795	-	-	-	-	-	103,795	-
Disc Golf Course	10,530	-	-	-	10,530	10,530	-	-	-	-	-	10,530	-
Foundation Auditorium/Emerging Media	-	400,000	400,000	-	-	-	-	-	-	-	-	-	400,000
Hurricane Fund	212,377	-	-	-	212,377	212,377	-	-	-	-	-	212,377	-
Total	4,001,100	12,206,208	12,287,000	-	3,920,308	4,001,100	3,612,126	1,430,850	1,990,546	3,421,395	-	4,191,830	8,865,605

This presentation represents the total number of capital fund accounts, and associated revenues and expenses, used to primarily support various IT infrastructure projects and facility capital projects.

District Board of Trustees Agenda Item Cover Sheet



Lake Sumter
State College

Office of the President

ITEM: 1022-05 Capital Improvement Projects Report

Background/References

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

Summary

A report on the status on projects is attached.

Recommendation

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

Capital Improvement Projects 2022-2023

October 2022 Update

Project Description	CIP Budget	Expended or PO issued as of 10/4/22	Progress To Date
Safety			
Leesburg Campus Fire Safety Upgrade	\$50,000	\$50,000	Fire Alarm System repairs and replacement of devices currently in progress.
South Lake Campus Fire Safety Upgrade	\$5,000	\$0	Fire Alarm System repairs and replacement of devices currently in progress.
Critical Life Safety Modifications	\$100,000	\$0	Issues that were reported on the 2021 PDCS walk-thru will be corrected, including emergency lighting, improving fire panels and strobe lights, and exit signs.
Emergency Lighting Repairs	\$40,000	\$4,421	A comprehensive list of fixtures are currently in development for procurement. Some lighting purchases, repairs, and replacements have been completed.
Roofs			
Roof Maintenance and Repairs	\$500,000	\$244,326	Center for Teaching and Learning Roof Restoration PO issued on 9/30/22; Facilities Roof Replacement anticipate structural report by 10/7; Bldg. M Roof Ridge Replacement completed 9/20/22; William Johnson new gutter/downspouts and SL Bldg.1 gutter installs completed in July. Leak mitigation/repairs in process for the Gym and FA Buildings.
Paving-Grounds			
Sumter Center Irrigation Replacement	\$65,000	\$64,150	Dozier Irrigation is scheduled to complete the new irrigation installation by 9/16/22. Facilities reviewed the system on site with vendor and SSC.
Leesburg Campus Access Road Repaving	\$50,000	\$34,605	Repaving of the access road from College Drive to Parking Lot B completed 8/5/22.
Tennis Court Resurface	\$30,000	\$0	Athletics Department is currently soliciting contractor proposals for the resurfacing.
Leesburg Campus Parking Lot Repair Sealing & Stripe	\$300,000	\$0	Four trees in the Leesburg west parking lot were removed and asphalt replaced in select areas to reduce tripping hazards. Further design work needs to be completed on Lot B prior to any construction.
New Structure			
South Lake Campus Facilities and Grounds Building Replacement	\$500,000	\$5,141	Design is complete. Cost Estimate Received 6/28/22. Design Dwgs sent to PDCS on 9/20 for courtesy review. Contractor Bids and Permitting anticipated by Nov. 2022 Construction timeline (TBD).
Sumter Center Solar-powered Workforce Instructional Pavilion & Restroom Facility	\$350,000	\$8,548	Design Development in progress. Updated civil plan issued by Springstead 05/2022. Construction timeline (TBD).

Capital Improvement Projects 2022-2023

October 2022 Update

Project Description	CIP Budget	Expended or PO issued as of 10/4/22	Progress To Date
Library			
Leesburg Campus Library Roof Replacement	\$795,000	\$0	Roof redesign is in Design Development with Florida Architects as part of the overall Library remodel plan. Presented to the Facilities Board 8/25/22 meeting.
Leesburg Campus Library HVAC	\$800,000	\$0	Replacement HVAC is in Design Development with Hanson as part of the overall Library remodel plan. Presented to the Board Facilities Committee 8/25/22 meeting.
Leesburg Campus Library Re-purpose/Remodel (LE) Yr 2 of 3	\$2,200,000	\$271,112	Design Development Phase completed 7/1/22. Bid Cost Estimate received 8/19/22. Facilities Board reviewed 8/25/22. Currently revisiting design options to reduce cost prior Construction Documents Phase. Next design meeting is scheduled 9/14/22.
HVAC			
South Lake Campus Cooper Memorial Library HVAC	\$300,000	\$408,093	Chiller Install awarded to Johnson Controls Inc. Tentative schedule received 9/6/22. Permitting due 9/23/22. Preconstruction work planned Oct.-Nov. 2022. New chiller equipment installs thru project completion 1/2/23 - 1/10/23.
Miscellaneous HVAC Projects	\$500,000	\$127,135	Multiple HVAC projects including Leesburg Campus Lake Hall, Leesburg Campus Fine Arts Center, Leesburg Student Center, and Leesburg Shipping and Receiving.
Leesburg Campus Cooling Tower Refurbishment & Replacement	\$400,000	\$416,238	Siemens has been awarded to refurbish two cooling towers and replace two cooling towers. These improvements will take place in late fall 2022.
South Lake Campus Building 1 HVAC Equipment and Installation	\$250,000	\$0	Design is 95% complete; currently finalizing custom equipment selections. Anticipate owner equipment procurement Oct. 2022. Contractor Bids for Installations. Sept-Oct. Construction Timeline (TBD).
Leesburg Campus Building M HVAC Design and Replacement 40 Ton AHU	\$250,000	\$37,726	Design proposal received 8/19/22 and currently in revision after review. A PO issued on 9/23 and starting design Sept. 2022.
Leesburg Campus Student Center HVAC Design and Replacement	\$250,000	\$0	Design proposal received 9/7/22 and currently in revision after review. Anticipate issuing PO and starting design Nov. 2022.
Leesburg Campus William Johnson Admin Building HVAC Design and Replacement	\$200,000	\$34,632	Design proposal received 9/7/22 and currently in revision after review. PO issued on 9/23 and starting design Sept. 2022.
Leesburg Campus Athletic Director's suite HVAC Design and Replacement	\$200,000	\$0	Design proposal received 8/19/22 and currently in revision after review. Anticipate issuing PO and starting design Nov. 2022.
Sumter Center Building 5 HVAC Design and Replacement	\$120,000	\$33,989	Awarded low bid to Westbrook for the HVAC equipment and installation replacement. Construction timeline is during Oct. 2022.
HVAC Air Quality	\$200,000	\$0	Investigation has taken place to either purchase additional air purifiers or air scrubbers, or install UVC in air handler units.

Capital Improvement Projects 2022-2023

October 2022 Update

Project Description	CIP Budget	Expended or PO issued as of 10/4/22	Progress To Date
General			
Furniture and Equipment	\$300,000	\$7,389	On going procurement as approved by leadership.
Signage (All campuses)	\$100,000	\$27,428	New illuminated signs for Bldg. M, Facilities, and the Student Services Building are now all installed. This also includes the Advent DEU hallway sign.
Building Upgrades			
Building Envelope (various)	\$500,000	\$0	Currently reviewing proposals received 9/8/22 from Raymond, LLC for Building Envelope investigations for SL Bldg-2 Board Rm; Leesburg Science-Math; Health Science Center; Student Services Bldg.
Leesburg Campus Faculty Office Building & Lecture Hall Demolition	\$100,000	\$0	Planning. Reviewed formal process to raze a building with State DOE. Recently reached out to architect recommended by Lake County Schools.
Leesburg Campus Student Services Building Refurbish	\$500,000	\$0	Design Development in progress; complete schedule (TBD). Some refresh work in plan to proceed.
AdventHealth Waterman DEU	\$650,000	\$586,323	Construction completed. Nursing Students started in Classroom on 8/23/22. Open House Event 9/1/22. Simulation Equipment installs in Lab spaces continue and to complete by 9/16/22.
Leesburg Campus Liberal Arts Building Demo	\$150,000	\$0	Planning. Reviewed formal process to raze a building with State DOE. Recently reached out to architect recommended by Lake County Schools.
Exterior Painting Projects	\$150,000	\$0	Refresh painting on-going. Most recent project has been with the exterior doors and atrium floors/railings in Bldg. 2 in South Lake and exterior doors at Sumter Center. Planning in progress for Leesburg Campus Student Center and South Lake Building 2 atrium.
Interior Painting	\$150,000	\$25,999	Various painting projects on the South Lake Campus including new Veterans Lounge, Bldg. 1 Lobby, and security office. In Leesburg, there has been painting projects completed in Fine Arts and the Student Services Bldg.
Leesburg Campus Fine Arts Bldg. Restroom Refresh	\$5,000	\$0	It has been decided to not invest additional funds for these restrooms at this time.
Leesburg Campus Magnolia Restroom Refresh	\$60,000	\$0	This project will be completed in the next 3-4 months. An initial walkthrough has been completed of the space.
Leesburg Campus Student Services Building - Build ADA Restrooms	\$420,000	\$36,669	Design MEP completed updating the plans to renovate 1st & 2nd floor Restrooms simultaneously. Construction pricing is in review. Construction timeline (TBD).

Capital Improvement Projects 2022-2023			
October 2022 Update			
Project Description	CIP Budget	Expended or PO issued as of 10/4/22	Progress To Date
South Lake Campus Building #2 First Floor Renovation	\$205,000	\$0	Initial Planning meeting held 4/15/21. Including budget in next year's CIP in discussion.
Leesburg Campus Emerging Media Center (FA)/Auditorium Planning, Design & Development	\$400,000	\$0	Architectural and Engineering proposals are currently in review for Fine Arts Masterplan development. Auditorium renovation is a priority.
South Lake Campus Nursing Simulation Lab Expansion	\$100,000	\$0	In planning. Examined the space in South Lake Campus Science-Health Bldg. with Nursing and Respiratory Care leadership.
Total:	\$12,195,000	\$2,423,924	

District Board of Trustees Agenda Item Cover Sheet



Lake Sumter
State College

Office of the President

ITEM: 1022-06 South Lake Campus - Bldg. 1 Air Handler Units and Condenser Units

Background/References

Building 1 on the South Lake Campus opened in 1999. One of the air handler units and condenser units failed about 2.5 years ago and were replaced. We are now experiencing critical failures in the other air handler units and condenser units. These units serve the seven classrooms on the first floor and the math emporium on the 2nd floor of Bldg. 1 which have significant usage. We currently have spot coolers in the classrooms to attempt to cool the spaces and students, yet these are not adequate to cool the classrooms full of students on hot days. The College is in an emergency situation due to the failure of these HVAC units.

Summary

Engineered Air has provided the attached quote for custom sized air handler units and condenser units for \$207,574. The standard lead time is currently 26 weeks, yet this quote has an expedited lead time of 18 weeks.

According to Florida Admin Code 6A-14.0734 Procurement Requirements, there are exceptions to the requirement to solicit competitive offers and the college president or designee, may waive solicitation requirements in emergencies when there is an imminent threat to students, employees, or public safety or in cases when necessary to prevent damage to the facilities caused by an unexpected circumstance in accordance with rules established by the local board of trustees.

Since this is an emergency situation that impacts a great number of students and classrooms, the solicitation requirements have been waived.

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

Recommendation

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

District Board of Trustees Agenda Item Cover Sheet



Lake Sumter
State College

Office of the President

ITEM: 1022-07 President's Update

Background/References

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

Summary

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

Recommendation

This item is provided as information only.

District Board of Trustees Agenda Item Cover Sheet



Lake Sumter
State College

Office of the President

ITEM: 1022-08 Vice President's Updates

Background/References

As needed, the college Vice Presidents will present the Trustees with an updated report on Lake-Sumter State College business and events surrounding the college as directed by the President.

Summary

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

Recommendation

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

District Board of Trustees Agenda Item Cover Sheet



Lake-Sumer
State College

Office of the President

ITEM: 1022-09 Board Committee Reports

Background/References

The Lake-Sumer State College District Board of Trustees has created five committees, on which the Board Chair will assign each Board member to serve. A list of these committees and assignments will be brought to the Board for approval.

Summary

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

Recommendation

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



Executive Committee Meeting October 11, 2022

In Attendance: Bret Jones, Board Chair, Dr. Heather Bigard, College President, Tim Morris, Board Member, and Anita Geraci-Carver, College Attorney.

The agenda for the District Board of Trustees meeting was reviewed. Items discussed from the Consent Agenda included:

- Regular reports from Human Resources, Facilities, Enrollment, and Purchasing.
- September DBOT Minutes.
- Capital Improvement Projects Report.
- SL Campus Bldg. 1 Air Handler and Condenser Units.

New Business items included:

- Board Rule Amendment.
- Amended locations of Board meetings.
- Department of Labor Grant.

The next Executive Committee meeting will be on Tuesday, November 8, 2022.



**Facilities Committee of the Board of Trustees
September 15, 2022
Sumter Center Campus**

In attendance: Mr. B. Blaise, Chair, Ms. J. Hooten, Vice Chair (by phone), Dr. H. Bigard, College President, Mr. T. Kieft, Ms. Kristie Harris.

Mr. Bryn Blaise, Chair, called the meeting to order at 5:03 pm.

Sumter Monument Sign

Mr. T. Kieft provided an update on the improved signage on and around the Sumter Center campus. There have been new signs installed on the buildings and at the entrance to the campus. In addition, the College has been given approval by the DOT to use the right-of-way at SR 301 and CR 526 E for a new lighted sign. The new sign is scheduled to be installed prior to the October DBOT meeting.

The College has submitted designs to the DOT for additional signs to be placed on corner lots around the campus. These signs will not be lighted and will cost under \$10,000.00.

Mr. Kieft will follow up with the DOT regarding a new highway sign.

Leesburg Library Design

Mr. Thom Kieft and Ms. Kristie Harris reported they had recently met with the architect and engineers of the new library design to discuss the cost estimate presented at the last Facilities Committee Meeting. The discussion was focused on the increased cost of the materials and labor, and the increase in costs due to the roof design. It was determined that there are not many ways to decrease these costs, and that the focus of the plan should shift to the future vision of the campus and at where a new library might be constructed. In addition, the current location of the library, the Center for Teaching and Learning building, is receiving a new roof and could be redesigned and refurbished to house the library permanently.

Four Corners

President Bigard discussed the property lease options for instructional space in the Four Corners area of Lake County. These include space in the library, hospital and retail spaces. Further information will be discussed at the next Facilities Committee meeting in October.

Being no further items to discuss, Ms. J. Hooten adjourned the meeting at 6:10 pm.

Respectfully submitted by Kelly McLean, Recording Secretary.

District Board of Trustees Agenda Item Cover Sheet



Lake Sumter
State College

Office of the President

ITEM: 1022-10 Board Attorney Report

Background/References

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

Summary

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

Recommendation

This item is for information purposes only.



October 10, 2022

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

Re: Board Attorney Report for October 19, 2022

Dear Trustees:

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

Karen Parker v. Lake-Sumter State College and Leadership Lake County, Inc., Lake County Case No. 2019-CA-001641. Ms. Parker alleges the College was negligent surrounding an alleged incident on August 18, 2016 where Ms. Parker claims she was injured when she tripped and fell while attending an event on the Leesburg campus. Discovery is ongoing. On March 15, 2022 Leadership Lake County, Inc. filed an Amended Notice of Appearance listing two attorneys who will be representing its interests. Discovery is ongoing. Mediation was held September 1, 2022. A settlement was not reached at mediation.

David Walton v. Lake Sumter State College, Case No. 2021-01; 5D22-0794. On March 31, 2022 Dr. Walton filed an Administrative Notice of Appeal with the Fifth District Court of Appeal seeking judicial review of the Board of Trustee's decision. Attorney Brian Koji will be representing the College in the appeal. The Court entered an Order requiring the parties to mediate. Mediation was held May 26, 2022 and resulted in an impasse. Dr. Walton filed a Brief and the parties agreed the College's Answer Brief would be due October 7, 2022; however, due to impacts of Hurricane Ian the parties agreed to extend the due date to October 21, 2022.

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

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

Complaint filed with Office of Inspector General, Florida Department of Education. OIG 2022-090109. A complaint has been filed by a student with the OIG. In addition, to OIG investigating the allegations, the College is also conducting an investigation.

Lake Sumter State College
October 10, 2022
Page 2 of 2

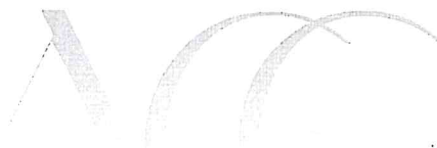
If you have any questions, please feel free to call me. I look forward to seeing you at the Board meeting.

Respectfully submitted,



Anita Geraci-Carver

cc: Dr. Bigard, President



District Board of Trustees Agenda Item Cover Sheet



Lake Sumter
State College

Office of the President

ITEM: 1022-11 First Read – Amend Board Rule 7.04 Construction, Remodeling, and Renovation Projects

Background/References

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

The amended Board Rule 7.04 states that the District Board of Trustees shall administer construction projects, including remodeling and renovations, in accordance with law, rules, regulations and related local requirements. It also authorizes the President or designee to establish procedures to ensure construction projects are implemented in a manner consistent with the educational program of the College.

Summary

The amended Board Rule is attached.

Recommendation

No action required.

Amended Board Rule

LAKE-SUMTER STATE COLLEGE BOARD RULE

TITLE: Construction, Remodeling, and Renovation Projects

NUMBER: 7.04

AUTHORITY: Florida Statutes 1001.64; 1004.65; 1013.40; 1013.45; 1013.48;
State Board of Education Rules 6A-2.0010
State Requirements for Educational Facilities (SREF)

PAGE: 1 of 1

HISTORY: NEW - 6/19/96
AMENDED: 10/19/22

It is the policy of the Board that the College shall administer construction projects in accordance with law, rules, regulations and related local requirements.

- A. The President or designee shall establish procedures to ensure that construction projects are implemented in a manner consistent with the educational program of the College.
- B. Board approval shall be required for relevant facility-related documents that may include, but are not limited to a facility master plan, educational plant survey, professional service contracts, bid documents and recommendations, reports for completion, inspection, occupancy and other construction related documents.
- C. The Board authorizes the President or designee to approve change orders up to 10 percent per change order between Board meetings. Any such action shall be reported to the Board for ratification at the next regularly scheduled meeting.
- D. Payment to contractors shall be in accordance with Board-approved documents less any retainage.
- E. A construction project approved by the Board shall be formally accepted by the Board on completion before the retainage is released and final payment is made. The President or designee shall be responsible for determining that all obligations have been met and all appropriate inspections have been made in accordance with the provisions of the State Board of Education Rules. At its discretion, the Board may decline to release all or part of the retainage if any unreasonable amount of time lapses in resolving disputed items required for completion of the project.

**LAKE-SUMTER STATE COLLEGE
BOARD RULE**

TITLE: Construction, Remodeling and Renovation Projects

NUMBER: 7.04

AUTHORITY: Florida Statutes 287.055; 1001.65 (5)
State Board of Education Rules:
State Requirements for Educational Facilities (SREF)

PAGE: 1 of 2

HISTORY: NEW - 6/19/96
AMENDED: 9/21/10

REFERS TO ADMINISTRATIVE PROCEDURE NUMBERS 6-09 AND 7-05

Professional architects, engineers, construction management firms and design-build firms shall be selected in accordance with Florida Statutes 2.87.055 (Consultant's Competitive Negotiations Act).

The President, or designee, shall establish procedures to ensure that construction, remodeling, and major renovation projects are implemented in a manner consistent with the educational program of the College and in full compliance with State Board of Education requirements [State Requirement for Educational Facilities (SREF)]. In this regard, the District Board shall:

- a. Be kept fully informed as to project status; and
- b. Take appropriate action on those matters required by statute or Board Rule, to include, but not necessarily be limited to, approval of the following:
 1. Facility master plans;
 2. Project priorities;
 3. Project budgets;
 4. Project final plans;
 5. Awarding of bids;
 6. Change orders;
 7. Project acceptance.

Bid documents shall specify the Minority and/or Women Business Enterprise (MBE-WBE) contractor and/or subcontractor participation required to meet District Board established goals in this regard. In addition, all such requirements shall be further emphasized at any pre-bid conferences, and the participants reminded that failure to meet the criteria, or the good faith effort specified, may result in disqualification of their bids.

Contracts shall provide for payments based on percentage of work completed and/or materials suitably stored on site. The amount of the payments and the required percentage of completed work and/or materials suitably stored on site shall be as determined by the President, or designee, on a contract by contract basis.

All contracts over the statutory bid limit as prescribed in Florida Statutes 235.26 (4) shall include a minimum 10% retainage requirement. On all other projects, retainage will be at the District Board's discretion. NOTE: The President may, at his discretion, authorize a payment of partial retainage not to exceed 50% of the total retainage. The District Board shall be informed of such action at the next scheduled Board meeting. Final payment, including retainage, shall not be made until:

- a. The project has been completed and accepted by the Board; and
- b. Any necessary inspections on behalf of the Department of Education has been completed and a Facilities Occupancy Certificate, if required, has been issued by the Office of Educational Facilities; or
- c. If no State inspection is required, both the project architect and Uniform Building Code Inspector (UBCI) have certified that the project has been completed and constructed in accordance with the final documents approved by the Board and a Certificate of Facility Occupancy has been issued; and
- d. The contractor has furnished all necessary interim and final documents attesting to the fact that all subcontractors and suppliers have been paid in full.

District Board of Trustees Agenda Item Cover Sheet



Lake Sumter
State College

Office of the President

ITEM: 1022-12 Proposed Changes to Board Meeting Locations

Background/References

The locations of some upcoming Board meetings have been changed to meet in each location on a more routine schedule.

Summary

An updated meeting schedule presented for your review and approval.

Recommendation

It is recommended the Board approve this item as written.

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

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

District Board of Trustees Agenda Item Cover Sheet



Lake Sumter
State College

Office of the President

ITEM: 1022-13 Department of Labor Strengthening Community College Grant

Background/References

Per Lake-Sumter State College Board Rule 6.10, the District Board may enter into agreements/contractual obligations (including consortia), relationships and the acceptance of funds from grants with any other United States institution or government agency, department, district or political subdivision in the United State, as well as private individuals and organizations.

Summary

Lake-Sumter State College in collaboration with College of Central Florida and South Florida State College requests approval to apply for a grant to the Department of Labor Strengthening Community College to support Allied Health across all three institutions in the amount of five million dollars. The grant is being administered by McAllister & Quinn through the grant agreement with the small college consortium.

Recommendation

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

**DEPARTMENT OF LABOR
Employment & Training Administration
Funding Opportunity Announcement
FOA-ETA-22-02**

Amendment One

Strengthening Community Colleges Training Grants

AGENCY: Employment and Training Administration, Department of Labor

ACTION: Amendment to FOA-ETA-22-02

SUMMARY: The Employment and Training Administration announced on March 2, 2022, the availability of funds and the Funding Opportunity Announcement (FOA) for the Strengthening Community Colleges Training Grants to be awarded through a competitive process. This amendment revises language in the FOA.

The document is hereby amended as follows:

SECTION IV. APPLICATION AND SUBMISSION INFORMATION

Section IV.B.1.a Requirement for DUNS Number

The following language is added:

Starting April 4, 2022, the federal government will transition from using a DUNS Number to a Unique Entity Identifier (UEI), and all applicants will be required to supply their UEI on the SF-424. If your entity is registered with SAM.gov, your UEI has already been assigned and is viewable under your entity record. Organizations that are not registered with SAM.gov can obtain more information about obtaining a UEI at www.SAM.gov.

SECTION IV.B.3.g Project Narrative for Additional SCC2 Evaluation Funding

The first paragraph is deleted and replaced with the following:

As specified in Section I.G.2, all applicants for an SCC2 Program Grant may submit a separate application to receive additional funds for Additional SCC2 Evaluation Funding. Applying for Additional SCC2 Evaluation Funding is optional; applicants are not required to apply for Additional SCC2 Evaluation Funding in order to be considered for an SCC Program Grant, and they will not receive additional points for doing so. However, as stated in Section V.B.1, the grant officer may take into consideration utilization of additional evaluation funding when making final award selections.

FOR FURTHER INFORMATION, CONTACT: Matthew Carls, Grants Management Specialist, Office of Grants Management, at carls.matthew.1@dol.gov.

Signed March 29, 2022 in Washington, D.C. by:

Brinda Ruggles

Grant Officer, Employment and Training Administration

**DEPARTMENT OF LABOR
Employment & Training Administration
Funding Opportunity Announcement
FOA-ETA-22-02**

Amendment Two

Strengthening Community Colleges Training Grants

AGENCY: Employment and Training Administration, Department of Labor

ACTION: Amendment to FOA-ETA-22-02

SUMMARY: On March 2, 2022, the Department of Labor (DOL)'s Employment and Training Administration announced the availability of funds from the Consolidated Appropriations Act, 2021 and the Funding Opportunity Announcement (FOA) for the second round of Strengthening Community Colleges Training Grants, referred to as SCC2, to be awarded through a competitive process. The Consolidated Appropriations Act, 2022 authorized \$50,000,000 to fund a third round of Strengthening Community Colleges Training Grants, which will be referred to as SCC3. This amendment revises language in the FOA-ETA-22-02 to announce the availability of SCC3. After the June 2, 2022, closing date for the SCC2, FOA-ETA-22-02 will be used for SCC3, with the changes described below.

The document is hereby amended to add or revise the following language:

For the purpose of additional funding for SCC3, all references in FOA-ETA-22-02 to SCC2 will refer to the third round of grants, SCC3.

AWARD INFORMATION

Two types of funding for this training initiative are available through this Announcement: SCC3 Program Grants and Additional SCC3 Evaluation Funding.

- The Department anticipates that approximately \$45 million of the \$50 million total will be available to fund SCC3 Program Grants including an up to \$5 million set aside to award at least one affinity-focused consortium grant.
- Additionally, up to \$5 million of the \$50 million total available will be set aside for Additional SCC3 Evaluation Funding, to award additional evaluation funding to 2-4 competitive applicants who have been awarded SCC3 Program Grants and have demonstrated justification for additional support to carry out an impact, outcomes, or behavioral interventions study.

CLOSING DATE

The closing date for receipt of SCC3 applications under this Announcement is **October 14, 2022**. We must receive applications no later than **11:59 p.m. Eastern Time**.

FREQUENTLY ASKED QUESTIONS

On approximately June 17, 2022, a Frequently Asked Questions (FAQs) page specific to SCC3 will be available at <https://www.dol.gov/agencies/eta/grants/apply/find-opportunities> (scroll down to locate). Please check this link frequently for future updates, as additional FAQs may be added. The pre-recorded Prospective Applicant Webinar published for SCC2 is still in effect and can be found at the same link. While a review of this Webinar is strongly encouraged to support successful grant applications, it is not mandatory.

PERIOD OF PERFORMANCE

The period of performance for SCC3 grants is 48 months with an anticipated start date of February 1, 2023. This performance period includes all necessary implementation and start-up activities.

ELIGIBLE APPLICANTS

All applications submitted by June 2, 2022, will be paneled as part of SCC2. DOL anticipates announcing the SCC2 awards by late August 2022.

Non-awarded applicants for SCC2 may re-apply using the same or a revised application, along with new applicants, by the SCC3 closing date of October 14, 2022.

To have a broader reach, colleges that were awarded grants in the first round of SCC (SCC1, FOA-ETA-20-07), or in the second round of SCC (SCC2, FOA-ETA-22-02), will be ineligible to apply as leads in the third round (SCC3), but are eligible to be consortium members.

QUALIFIED INSTITUTIONS

The definition of Qualified Institution remains the same for SCC3 applicants as for SCC2 applicants. Specifically, institutions can use either the FY 2021 Eligibility Matrix or the FY 2022 Eligibility Matrix to be deemed a Qualified Institution, per the guidelines in Section III.A.3. Guidance about the Required Letter and Eligibility Matrix is amended as follows:

Required Letter and Eligibility Matrix: For the purpose of identifying Qualified Institutions for this Announcement, applicants must provide, as an attachment, a letter from the U.S. Department of Education's Office of Postsecondary Education (OPE), labeled "Letter Identifying Eligibility from the U.S. Department of Education." This letter verifies an institution's eligibility under Titles III and V and can be downloaded (for FY 2022) by institutions with existing accounts or requested from OPE directly. Eligibility must be for FY 2021 or FY 2022.

Applicants that are unable to obtain a copy of their FY 2021 or FY 2022 eligibility letter from OPE must submit, to verify eligibility, a letter from their institution stating which Eligibility Matrix at <https://www2.ed.gov/about/offices/list/oep/ides/eligibility.html#el-inst> includes their institution. At their option, applicants may provide the line number indicating where their institution is located in the matrix (for FY 2021) or the tab and line number (for FY 2022). The letter must be provided as an attachment labeled "Qualified Institution Eligibility Letter."

For FY 2021, DOL will consider those institutions that receive a ‘Yes’ designation in the column labeled “Eligible/Current Grantee” (column “AL”) on the Eligibility Matrix 2021 to be a Qualified Institution for this Announcement, and those same institutions should be able to provide the eligibility letter previously sent from OPE. The FY2022 eligibility matrix uses a different format than prior years and does not include institutions who were not deemed eligible or a current grantee. Thus, DOL will consider those institutions that appear anywhere in the Eligibility Matrix for FY 2022 to be a Qualified Institution for this Announcement, and those same institutions should be able to provide the eligibility letter from OPE.

AMENDMENT ONE

Amendment One, previously issued, applies to the SCC2 FOA and therefore applies to SCC3. The language has been revised for SCC3 and is included below.

SECTION IV. APPLICATION AND SUBMISSION INFORMATION

Section IV.B.1.a Requirement for DUNS Number

The following language is added:

Starting April 4, 2022, the federal government transitioned from using a DUNS Number to a Unique Entity Identifier (UEI), and all applicants are now required to supply their UEI on the SF-424. If your entity is registered with SAM.gov, your UEI has already been assigned and is viewable under your entity record. Organizations that are not registered with SAM.gov can obtain more information about obtaining a UEI at www.SAM.gov.

SECTION IV.B.3.g Project Narrative for Additional SCC2 [now SCC3] Evaluation Funding

The first paragraph is deleted and replaced with the following:

As specified in Section I.G.2, all applicants for an SCC3 Program Grant may submit a separate application to receive additional funds for Additional SCC3 Evaluation Funding. Applying for Additional SCC3 Evaluation Funding is optional; applicants are not required to apply for Additional SCC3 Evaluation Funding in order to be considered for an SCC Program Grant, and they will not receive additional points for doing so. However, as stated in Section V.B.1, the grant officer may take into consideration utilization of additional evaluation funding when making final award selections.

FOR FURTHER INFORMATION, CONTACT: Matthew Carls, Grants Management Specialist, Office of Grants Management, at carls.matthew.l@dol.gov.

Signed June 1, 2022, in Washington, D.C. by:

Brinda Ruggles
Grant Officer, Employment and Training Administration



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

District Board of Trustees

Mr. Bret Jones, Chair

Ms. Jennifer Hooten, Vice Chair

Dr. Heather Bigard, President

Ms. Anita Geraci-Carver, Board Attorney

Mr. Bryn Blaise

Mr. David Hidalgo

Ms. Emily Lee

Mr. Timothy Morris

Ms. Ivy Parks

Mr. Peter Wahl

