



# Lake Sumter State College

## **DISTRICT BOARD OF TRUSTEES**

**WEDNESDAY, OCTOBER 20, 2021**

**Sumter 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, October 20, 2021  
Sumter Center**

**5 PM BOARD MEETING**

**I. CALL TO ORDER.....Mr. Morris**

**II. PLEDGE OF ALLEGIANCE and MOMENT OF SILENCE**

**III. 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.)**

**CONSENT CONSIDERATIONS (Tab A) .....Mr. Morris/Dr. Sidor**

**ACTIONS and ACKNOWLEDGEMENTS**

- 10-1 Action: Minutes of September 21, 2021 Regular Board Meeting
- 10-2 Information: Human Resources Staff Transactions
- 10-3 Action: Curriculum Revisions
- 10-4 Action: Purchases of \$65,000
- 10-5 Information: Facilities and Capital Budget Update
- 10-6 Action: Monthly Fiscal Report for September 2021
- 10-7 Action: Write-Off of Tangible Personal Property
- 10-8 Action: Articulation Agreements

**SCHEDULED INFORMATION REPORTS (Tab B)**

- 10-09 President's Update..... Dr. Sidor
  - Meetings/Activities/Misc.
  - Legislative Update
  - Vice Presidents Report (Bigard, Byrd, Vitale)
- 10-10 Committee Reports.....Mr. Morris
  - Executive Committee
- 10-11 Board Attorney's Report ..... Mrs. Geraci-Carver

**INFORMATION ITEM: (Tab C)**

- 10-12 Legislative Budget Request 2022..... Dr. Sidor
- 10-13 Signage Project Update..... Dr. Bigard

**NEW BUSINESS (Tab D)**

- 10-14 Action: UFF MOU Approval for Compensation of Information Literacy Co-Directors..... Dr. Bigard
- 10-15 Action: 2021-2022 Budget Amendment.....Dr. Bigard

**OTHER CONSIDERATIONS .....Mr. Morris/Dr. Sidor**

**ADJOURNMENT .....Mr. Morris**

## **CALENDAR NOTES:**

<b>LSSC Monster Dash</b>	<b>Saturday, October 30, 2021</b>	<b>Leesburg Campus</b>
<b>Next Executive Committee Meeting</b>	<b>Tuesday, November 9, 2021 8:30 a.m.</b>	<b>Leesburg Campus</b>
<b>Veteran's Day</b>	<b>Thursday, November 11, 2021</b>	<b>College Closed</b>
<b>Next Board Meeting</b>	<b>Wednesday, November 17, 2021</b>	<b>South Lake Campus</b>
<b>Thanksgiving Break</b>	<b>November 24-26, 2021</b>	<b>Campuses Closed</b>
<b>Fall Commencement</b>	<b>Friday, December 10, 2021</b>	<b>LSSC Gym</b>



Lake Sumter  
State College

## OFFICE OF THE PRESIDENT

Present to the Board: October 20, 2021

TO: Lake-Sumter State College  
District Board of Trustees

FROM: Stanley M. Sidor  
President

RE: 10-01 – Minutes of September 21, 2021 Board of Trustees Meeting

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### **OVERVIEW:**

Attached are the minutes of September 21, 2021 Board meeting.

### **ANALYSIS:**

The minutes are for the board's approval.

### **RECOMMENDATION:**

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



**DISTRICT BOARD OF TRUSTEES  
LAKE-SUMTER STATE COLLEGE  
LEESBURG, SUMTERVILLE, CLERMONT  
September 22, 2021**

The regular meeting of the District Board of Trustees, Lake-Sumter State College, was called to order at 5:00 p.m. on September 22, 2021, at the Leesburg Campus Magnolia Room, by Mr. Tim Morris, Chairman. In attendance was Mr. Bryn Blaise, Mr. David Hidalgo, Mrs. Jennifer Hooten, 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**

No public comment.

**CONSENT CONSIDERATIONS- ACTIONS and ACKNOWLEDGEMENTS**

Pete Wahl made a motion and Emily Lee seconded the motion to approve as presented agenda items numbers 9-01 through 9-09 as follows:

**Minutes of July 21, 2021, Regular Board Meeting & Workshops**

*2021-09-01*

**Human Resources Faculty/Staff Transactions**

*2021-09-02*

**Staff Appointments:**

Mandy Lontz	effective date 08/16/2021
Nickalou Bhajan	effective date 07/01/2021
Dr. Elizabeth Manuel	effective date 08/23/2021
Julian Byrd	effective date 08/16/2021
Brenna Broadway	effective date 08/16/2021
Queenie Morrison Thompson	effective date 08/23/2021
Mathew Burks	effective date 09/07/2021
Ivan Marcial Rodriquez	effective date 09/13/2021

**Staff Resignation:**

Allison Wilkinson	effective date 08/06/2021
Thomas Yaccarino	effective date 08/02/2021
Donna Sarber	effective date 06/30/2021
Bethany Parmer	effective date 08/13/2021
Melissa Villafane	effective date 08/13/2021
Gabrielle Longley	effective date 08/26/2021
Danielle Bowen	effective date 09/10/2021
Dr. Mark Thompson	effective date 09/19/2021

**Faculty Appointments:**

Nicole Osborn	effective date 08/16/2021
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**Faculty Resignation:**

Jeffrey Melton	effective date 08/03/2021
Nicole Tinny	effective date 08/13/2021

Kathy Hamilton	effective date 08/13/2021
Eric Stetler	effective date 08/16/2021
Randall Blackburn	effective date 08/14/2021

**Faculty Retirements:**

Cynthia Nash	effective date 08/16/2021
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**Faculty Transitions:**

James Cason	effective date 09/17/2021
Rachael D'Andrea	Effective date 08/19/2021

**Monthly Fiscal Report for August 2021**

2021-09-03

**Facilities Report**

2021-09-04

**Purchases Over \$65,000**

2021-09-05

**2021-2022 Blanket and Annual Purchase Orders**

2021-07-06

**McAllister & Quinn Grant Consultant Agreement**

2021-09-07

**Curriculum Revisions**

2021-09-08

**OCR Settlement**

2021-09-09

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

**INFORMATION ITEMS**

**Code of Ethics for Public Officers and Employees/Conflict of Interest**

2021-09-10

Annually, the College Board of Trustees attorney Anita Geraci Carver, conducts ethics training for board members. She explained that in each packet there is a conflict of interest form that each member must sign documenting they have received the training.

**Review of the College Mission Statement**

2021-09-11

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. “LSSC delivers student success through personal attention and flexible pathways leading to rewarding careers and higher wages”. The board acknowledged the mission statement as written.

## **Health Insurance Rates for 2022**

*2021-09-12*

Dr. Bigard announced that the Florida Risk Management Consortium 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 HAS-PPO as the primary benefit plan.

There will be no increase for dental or vision.

## **Strategic Plan Update**

*2021-09-13*

Dr. Bigard explained that LSSC is in its 3<sup>rd</sup> year of the 2019-2024 Strategic Plan and has updated the plan to reflect current projects and priorities. She explained that there are five pillars within the plan and each pillar has objectives and indicators. She reviewed all of the new objectives added to the list and they are in the packet for review.

- Develop Credential to Post-Secondary Completion Pathways
- Develop a Data Interchange Framework from Secondary to Post-Secondary
- Increase services to underrepresented populations in our community
- Increase Corporate and Continuing Education Credentialing

Develop New Partnerships to Expand Access and Increase Completion Pathways

- 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
- Create small college consortium to leverage joint resources and improve efficiency

## **SCHEDULED INFORMATION REPORTS**

### **President's Update**

*2021-09-14*

Dr. Sidor reported on current legislative update. He stated that the Florida College System Council of Presidents statewide legislative budget will be \$60 million primarily for workforce education training.

We will also be seeking renewal for performance funding. We will be requesting \$39.8 million in maintenance repairs and restoration funding. Also seeking \$25 million in performance funding for student success initiative. AdventWaterman will be moving into Building M as we move forward with the DEU initiative.

### **Dr. Heather Bigard**

Dr. Bigard reported on the following:

- Enrollment update as of September 20 4,463 enrolled. This is a 7.5% decrease from last year.
- COVID Update: to date 709 reported cases, 35 have been positive, and 662 of the reports have come from students.
- Adjustments have been made with classes being fully online or class sizes reduced in order to maintain social distancing.
- The LSSC Golf Classic was a huge success and she thanked everyone who attended.

- The LSSC Volleyball team takes on St. Pete College if you would like to watch after the board meeting.
- She reported an update on HEERF and how we have spent those dollars. To date we have awarded \$4.2 million dollars to students and plan to award another \$2.6m throughout this academic year. We have given out over 500 laptops to students. We have also spent \$3.6 million on various investments in technology and the production studio and recovering lost revenue.

Her full report is in the packet.

### **Dr. Michael Vitale**

Dr. Vitale reported on the following:

- Dr. Vitale updated on the transition from classroom to fully online for Arts & Letter. He also spoke regarding the changes with math & science. E stated the math emporium has been made available for testing and masks will be required in lab courses for safety protocols. He will continue to discuss with the Deans Council if classes will remain this way the entire semester.
- Three engineering technology graduates were recently hired by Power Grid Engineering and successfully completed their bootcamp.
- Academic Advising has recorded 2590 total advising contacts through all modalities in July & August.

His full report is in the packet.

### **Dr. Laura Byrd**

Dr. Byrd reported the following updates:

- The LSSC job board has 94 active jobs posted. The postings range across many disciplines. The job information is shared with students and faculty members.
- The State of Florida made an unannounced visit to the CDL location in Sumter and no findings were reported. To date 132 students have been through this program. We have added another state approved tester to help shorten the wait time between training and testing.
- A lineworker bootcamp will start on October 11<sup>th</sup> and the class is full. The Dialysis Tech program will start in October.
- A new Talent Search grant has been awarded for over \$1.5 million.
- The PAS has stopped selling tickets for all shows except Saturday evening as they are at 65% capacity. The first show will be Tony Pace.
- Monster Dash is Saturday, October 30<sup>th</sup> on the Leesburg Campus.

Her full report is in the packet.

### **Executive Committee**

2021-09-15

The Executive Committee met and discussed items on the agenda.

Mr. Bryn Blaise reported a special Facilities Board meeting was held on September 14 to discuss the Pinecrest Lakes Charter School Building Plans.

After reviewing the plans, a list of questions was developed which needed further clarification.

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. It is the recommendation of the Facilities Committee that the full board approve the building plans in order for Academica to start the permitting process.

Thom Kieft explained that the Leesburg Library roof is no longer repairable that it needs a full replacement. He received bids from five roofing contractor totaling from \$530,000 to one million in repairs. After a lengthy discussion regarding repairs Thom recommended Advanced Roofing for \$531,819. The facilities committee in turn is recommending Advanced Roofing to the full board for approval.

### **Board Attorney Report**

*2021-09-16*

Anita Geraci-Carver updated the board that the Karen Parker case 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. Through OCR the College and former student participated in mediation. The proposed settlement was voted on and approved.

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. The Third District Court of Appeal granted Miami Dade's request for oral argument and set it for the week of November 8, 2021.

Dr. David Walton appeals the decision of the college to not renew a continuing contract. He is represented by Tobe Lev. A one-day hearing was held on September 9, 2021. Once the transcript of the hearing has been prepared the attorneys will prepare and submit recommended finding 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.

Her full report is in the packet.

### **NEW BUSINESS**

#### **Pinecrest Lakes Academy Building Plans**

*2021-09-17*

The construction plans were reviewed by the Finance Committee on September 14<sup>th</sup>. Suggestions were made to address water retention area, aesthetic features, fencing, and other matters. Pinecrest has agreed to address the concerns and provided a rendering for review. The facilities committee recommend that the Board of Trustees approve in order for Pinecrest to obtain construction permits.

Pete Wahl made a motion to accept and Emily Lee seconded and motion carried.

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

## **Annual Financial Audit 2020-21-Unaudited**

*2021-09-18*

Dr. Bigard reported that each year the college prepares and submits an annual financial audit. The 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.

It is recommended that the board acknowledge the financial audit.

## **Board Committee Assignment**

*2021-09-19*

Mr. Morris announced the 2021-22 Board Committees and its members:

- Facilities: Bryn Blaise, Chair, Jennifer Hooten, Emily Lee, and Bret Jones
- Finance and Audit: Pete Wahl
- Legislative: Sumter Co.- Pete Wahl, Jennifer Hooten, and Marcia Butler
- Legislative: Lake Co. – Ivy Parks and David Hidalgo
- Foundation: Tim Morris
- Strategic Plan: Bret Jones, Chair, David Hidalgo, Bryn Blaise, and Ivy Parks

Pete Wahl made a motion to accept and Jennifer Hooten seconded and motion carried.

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

## **President's Evaluation**

*2021-09-20*

Anita Geraci Carver reported that each year the District Board of Trustees complete and individual evaluation based on President Sidor's performance. Dr. Sidor's evaluation was excellent and resulted in an Overall Rating of 66.1/70. Mr. Morris asked that a compensation committee be formed and he asked Mr. Wahl and Ms. Lee to serve on the committee along with him and they both agreed.

Emily Lee made a motion to accept and Jennifer Hooten seconded and motion carried.

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

## **FCS Affordability Report**

*2021-09-21*

Dr. Bigard announced that the 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.

She asked for the Board to approve the report for submission. Pete Wahl made a motion and Bryn Blaise seconded and motion carried.

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

## **Leesburg Library Roof Replacement**

*2021-09-22*

Dr. Bigard explained that 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.

It is the recommendation of the Facilities Committee to approve the low bid from Advanced Roofing for replacement of the Leesburg Library Roof totaling \$531,819. David Hidalgo made a motion seconded by Emily Lee and motion carried.

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

## **LSSC Operational Audit**

*2021-09-23*

Dr. Bigard announced that every three years the State of Florida Auditor General’s Office conducts an audit of LSSC’s operations and presents their report to the District Board of Trustees. Each member of the board was provided a copy of the 2020 Operational Audit. The board acknowledges the report as written.

## **Closed Executive Session**

*2021-09-24*

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

## **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, October 20, 2021, at 5 p.m. for the regularly scheduled meeting.

There being no further business, the meeting was adjourned at 7:05 p.m.

Respectfully submitted,

ATTEST:

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Timothy Morris, Chairman

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

Recording Secretary: Claudia Morris





Lake Sumter  
State College

## OFFICE OF THE PRESIDENT

Present to the Board: October 20, 2021

TO: Lake-Sumter State College  
District Board of Trustees

FROM: Stanley M. Sidor  
President

RE: 10-02 - Review of Human Resources Transactions - Staff

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### 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
Christy Adkins	Academic Advisor I	09/27/2021
Stephen Harris	IT Server Technician	09/27/2021
Hugh Hermann	HSCA Director	10/11/2021
Elwin Ellis	Enterprise Application Administrator III	10/18/2021

\*Internal New Hire

### **Staff Promotions:**

Name	Title	Effective Date
Donald Hayes	Facilities Technician III	10/01/2021
Christine Ramos	Interim Executive Director of Nursing	09/15/2021
Devin Horvath	Director of Enterprise Systems	10/01/2021

### **Staff Resignations:**

None		

### **Staff Retirements:**

Name	Title	Effective Date
Bonnie Yanick	Enrollment Services Specialist	09/24/2021

### **Staff Separations:**

Name	Title	Effective Date
None		



Lake Sumter  
State College

## OFFICE OF THE PRESIDENT

Present to the Board: October 20, 2021

TO: Lake-Sumter State College  
District Board of Trustees

FROM: Stanley M. Sidor  
President

RE: 10-03 – Curriculum Revisions September 2021

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### **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.



## Curriculum and Instruction Committee Proposals

[illegible]

President



**Members:** Dr. Christopher Sargent (chair), Laura Dana, Agnes Bereczky, Kristen Chancey, Greg Bridgeman, Jacquell Clark, Debra Gloss, Claude Richards, and Brian Rogers.

**Scribe:** Phillip Suttkus

**Ex Officio:** Caitlin Moore, Mike Nathanson

**Cabinet Liaison:** Dr. Michael Vitale

**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
10/11/2021	10/4/2021
11/8/2021	11/1/2021
1/10/2022	1/5/2022
2/14/2022	2/7/2022
3/7/2022	3/2/2022
4/11/2022	4/4/2022
5/9/2022	5/2/2022

**Actions since last update:**

At the October meeting, the following proposals were approved:

1. The CIS 2530 Introduction to Cybersecurity Credit by Exam was added for the following reasons:
  - a. Several area schools offer a Career Pathways program for Cybersecurity. Through our articulation agreements, the CBE is offered as a no-fee option for students entering LSSC with these credentials to earn college credit towards their degree or CCC.
  - b. Incoming students with experience in the subject area may elect to take the CBE, for a nominal fee, in lieu of attempting the course.

**NEW COURSES**

- N/A

**MODIFIED COURSES**

- BSC 2949 Internship in Biological Science
- MCB 2930C Special Topics in Microbiology

**DELETED COURSES**

- CHM 2210C Organic Chemistry I with Lab

- CHM 2211C Organic Chemistry II with Lab
- GIS 2040C Introduction to Geographical Info. Systems w/Lab
- GLY 1030 Environmental Geology
- ARE 2000 Art & Creative Expression
- ARE 2040 Providing Art Experiences
- CAP 2140 Digital Forensics I
- CAP 2141 Digital Forensics II
- EEX 2010 Introduction to Special Education
- EEX 2080L Teaching Special Needs Learner
- EEX 2758 Families, Professionals, and Exceptionalities
- EEX 2821L Special Education Practicum
- MUE 2211 Music & Movement

## **Curriculum and Instruction Committee**

### Credit Program Addition and Modification Rationales

#### **CBE    CIS 2530 Introduction to Cybersecurity Credit By Exam**

The CIS 2530 Introduction to Cybersecurity Credit by Exam was added for the following reasons:

- Several area schools offer a Career Pathways program for Cybersecurity. Through our articulation agreements, the CBE is offered as a no-fee option for students entering LSSC with these credentials to earn college credit towards their degree or CCC.
- Incoming students with experience in the subject area may elect to take the CBE, for a nominal fee, in lieu of attempting the course.

### 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

CBE – Credit By Exam



Lake Sumter  
State College

## OFFICE OF THE PRESIDENT

Present to the Board: October 20, 2021

TO: Lake-Sumter State College  
District Board of Trustees

FROM: Stanley M. Sidor  
President

RE: 10-04 Purchases over \$65,000

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### 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 09/01/2021 - 09/30/2021 are attached.

### RECOMMENDATION:

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



**Vendor:** Jacksonville Sound and Communications  
**Item Description:** A/V & Acoustic Solution GYM & Convocation Center  
**Amount:** \$ 189,915.02  
**Purchase Order #:** P2200175  
**Vendor Code:** X00134937

**Vendor:** Florida Architects, Inc  
**Item Description:** Architectural and Engineering Services  
**Amount:** \$ 186,093.00  
**Purchase Order #:** P2200254  
**Vendor Code:** FLOARC

**Vendor:** Garland DBS  
**Item Description:** Roof Replacement  
**Amount:** \$ 531,819.00  
**Purchase Order #:** P2200278  
**Vendor Code:** X00134126



Lake Sumter  
State College

## OFFICE OF THE PRESIDENT

Present to the Board: October 20, 2021

TO: Lake-Sumter State College  
District Board of Trustees

FROM: Stanley M. Sidor  
President

RE: 10-05 - Facilities and Capital Budget Update

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### OVERVIEW:

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

### ANALYSIS:

A report on the status on facility projects is attached.

### RECOMMENDATION:

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

## Capital Projects 2021-2022

October 2021

PROJECT	BUDGET	FUNDING	PROGRESS TO DATE
Roof Restore Patch- LE Fine Arts	\$65,000	Infrastructure Restore-Collegewide	Completed interim repairs based on \$25,086 Roof Assessment dated 5/28/21. A complete roof replacement is planned. 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

October 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	Approved proposed layout from Dickerson Architects 9/28/21. Design completion by 10/28/21.
SL Shed Replacement	\$250,000	Local	Gordian through Sourcewell Contract Design/Build Services. Reviewed 60% Design set 10/6/21. Design completion by 10/22/21. Construction Bid Proposal anticipated 11/5/21.
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.

## Capital Projects 2021-2022

October 2021

PROJECT	BUDGET	FUNDING	PROGRESS TO DATE
Repair/Replace HVAC Non-HERRF	\$400,000	Infrastructure Restore-Collegewide	Mitigating repairs and quoting replacements. Reviewing option to implement HVAC maintenance program.
SL CML HVAC	\$200,000	Infrastructure Restore-Collegewide	Hanson Design Engineering target completion 12/2021. Construction Bid/award 01/2022. Equipment lead (TBD).
LE Emerging Media Center (FA) Controller Replacement	\$10,000	Infrastructure Restore-Collegewide	In review with phased plan for renovations.
LE Library Roof Replacement	\$531,819	Infrastructure Restore-Collegewide	Garland/Advanced Roofing PO issued for Turn Key Project 09/28/21. Material lead possibly expedited from late Spring to January 2022. (confirming)
LE Roof Repairs	\$181,000	Infrastructure Restore-Collegewide	Mitigating repairs and quoting replacements. Executed roof maintenance program/contract with Garland Company on 9/1/21.
LE Facilities Roof Replacement	\$83,000	Infrastructure Restore-Collegewide	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. Solicited budget proposal 10/7/2021.

## Capital Projects 2021-2022

October 2021

PROJECT	BUDGET	FUNDING	PROGRESS TO DATE
SU Irrigation Replacement	\$50,000	Infrastructure Restore-Collegewide	Planning
SU Bldg-4 Gutter Replacement/repair	\$30,000	Local	Construction scheduled 10/11/21 - 10/19/21.
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 end of October 2021.
LE Library Renovation	\$400,000 (multi-yr) \$250k from Foundation	Local	Design Development PO issued to Florida Architects 09/27/21. Design duration 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

October 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	Completed refresh 09/2021: Painting, furniture, flooring, lighting and new IT equip. Exterior seating replacement and landscape improvements surrounding the SC are in progress.
Furniture /Equipment	\$50,000	Local	Requested reprogramming for purchase of new facilities utility carts.
SL Irrigation Well	\$70,000	Infrastructure Restore-Collegewide	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	Infrastructure Restore-Collegewide	A comprehensive list of fixtures are currently in development for procurement.
Advent DEU Furniture & Equipment		Local	Currently soliciting and reviewing quotes to prepare a comprehensive furniture/equipment list for approval.
LE Student Center Roof Replacement and Building Envelope Repairs	\$153,000	Local	Reviewing Bid proposals.



Lake Sumter  
State College

## OFFICE OF THE PRESIDENT

Present to the Board: October 20, 2021

TO: Lake-Sumter State College  
District Board of Trustees

FROM: Stanley M. Sidor  
President

RE: 10-06 – Monthly Financial Report

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### OVERVIEW:

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

### ANALYSIS:

Attached includes:

- Monthly Fiscal Report of the General Operation Fund (YTD September 2021)
- All Funds Balance Sheet as of September 30, 2021
- Budget reports for Funds 2, 3, 5 and 7

Revenue and expenditures are in good order.

### RECOMMENDATION:

It is recommended that Board approve this item as written.





Lake Sumter  
State College

## Division of Business Affairs

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### MEMORANDUM

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**To:** Dr. Sidor, President  
District Board of Trustees

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

**Date:** October 20, 2021

**Re:** Monthly Fiscal Report – YTD September 2021

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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 three months into our fiscal year or 25% completed.

#### **Revenues**

Total revenue booked to date is \$7,477,158, or 28% of the total budget of \$26,930,729.

- Tuition and fee revenue is trending below budget and is projected to be \$8,813,023 which is 6.8% under the budgeted amount.
- State support revenue is received throughout the fiscal year in installments. We have received a total of \$3,355,793 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 \$5,531,438 or 21% of the total budget of \$26,930,701.

- Salaries and benefits to-date are \$3,812,131 or 19% of budget.
- Operating and capital expenses to-date are \$1,719,307 or 27% of budget.

**Year-End Projection**

Revenues are projected to exceed expenses and transfers by \$1,070,907.

Attachment: September 2021 Operating Fund 1 Budget Report

**Lake-Sumter State College**  
**Fiscal Status Report - Fund 1**  
**General Current Fund**  
**July 1, 2021 - September 30, 2021**

	FY 20-21		FY 2021-2022			
	Annual Budget	YTD Actual 9/30/2020	Annual Budget	YTD Actual 9/30/2021	Percent of Budget Earned/Spent	Projected 6/30/2022
<b>REVENUES &amp; BUDGETED FUND BALANCE</b>						
Student Fees						
Fall						
Tuition	\$ 2,904,700	\$ 2,835,376	\$ 2,802,600	\$ 2,564,368	91%	\$ 2,546,967
Technology Fees	147,000	139,924	137,500	128,205	93%	\$ 127,140
Distance Learning	177,900	433,380	225,000	311,490	138%	310,196
Dual Enrollment	306,000	382,790	323,600	425,762	132%	359,471
HSCA Dual Enrollment	538,150	483,190	446,550	398,460	89%	398,460
Lab Fees	260,900	82,754	137,800	80,386	58%	106,021
Spring						
Tuition	\$ 2,468,900	\$ -	\$ 2,375,100	\$ -	0%	\$ 2,161,685
Technology Fees	123,400	-	118,900	-	0%	109,235
Distance Learning	157,900	-	187,600	-	0%	254,404
Dual Enrollment	412,200	-	424,000	-	0%	470,116
HSCA Dual Enrollment	538,150	-	419,070	-	0%	349,361
Lab Fees	142,200	-	106,700	-	0%	54,048
Summer						
Tuition	\$ 1,058,700	\$ (51,996)	\$ 1,071,900	\$ (20,167)	-2%	\$ 848,955
Technology Fees	53,700	(725)	53,400	(1,000)	-2%	45,186
Distance Learning	141,600	(600)	99,600	(2,250)	-2%	115,725
Dual Enrollment	700	(33,471)	-	432	0%	-
HSCA Dual Enrollment	-	-	-	-	0%	-
Lab Fees	33,400	(225)	13,200	(205)	0%	5,029
Miscellaneous Fees	123,100	16,710	65,300	19,272	30%	120,862
Youth Development	280,000	(449)	280,000	635	0%	280,000
Continuing Education	104,200	66,850	166,100	53,922	32%	150,162
<b>Total Student Tuition and Fees</b>	<b>\$ 9,972,800</b>	<b>\$ 4,353,508</b>	<b>\$ 9,453,920</b>	<b>\$ 3,959,310</b>	<b>42%</b>	<b>\$ 8,813,023</b>
State CCPF Support	\$ 12,791,621	\$ 3,052,730	\$ 13,071,677	\$ 3,281,629	25%	\$ 13,071,677
State Performance Funding	628,896	101,090	296,654	74,164	25%	296,654
State Lottery	1,968,738	-	2,317,578	-	0%	2,317,578
Miscellaneous State Support	100,000	11,083	100,000	-	0%	100,000
Federal Support Indirect Cost	52,600	11,627	100,000	58,034	58%	200,000
Foundation Support	190,000	-	110,000	-	0%	110,000
Contracts	196,100	25,653	238,000	57,319	24%	238,000
Miscellaneous Revenue	207,000	45,274	540,900	27,029	5%	540,900
<b>Total Revenues</b>	<b>\$ 26,107,755</b>	<b>\$ 7,600,965</b>	<b>\$ 26,228,729</b>	<b>\$ 7,457,485</b>	<b>28%</b>	<b>\$ 25,687,832</b>
Transfers In	641,400.00	-	702,000	19,673	3%	702,000
<b>Total Revenues and Transfers In</b>	<b>\$ 26,749,155</b>	<b>\$ 7,600,965</b>	<b>\$ 26,930,729</b>	<b>\$ 7,477,158</b>	<b>28%</b>	<b>\$ 26,389,832</b>
<b>EXPENDITURES</b>						
Personnel Expenditures						
Salaries and Wages	\$ 14,953,386	\$ 2,944,745	\$ 14,987,926	\$ 2,688,317	18%	13,941,127
Benefits	5,365,543	1,119,428	5,860,265	1,123,814	19%	5,715,862
Lapse Salary and Benefits	(705,000)	-	(702,500)	-	0%	-
Current Operating Expenditures	6,118,309	1,717,403	6,230,561	1,702,905	27%	5,607,487
Capital Outlay Expenditures	57,889	2,862	54,449	16,402	0%	54,449
Contingency	550,000	-	500,000	-	0%	-
<b>Total Expenditures</b>	<b>\$26,340,127</b>	<b>\$5,784,438</b>	<b>\$26,930,701</b>	<b>\$5,531,438</b>	<b>21%</b>	<b>\$ 25,318,924</b>
Transfer to Fund 7	(400,000)	-	-	-		-
<b>Excess of Revenues over (Expenditures)</b>	<b>\$ 9,028</b>	<b>\$ 1,816,527</b>	<b>\$ 28</b>	<b>\$ 1,945,720</b>		<b>\$ 1,070,907</b>

**Lake-Sumter State College  
All Funds Balance Sheet  
As of September 30, 2021**

**All Funds  
As of 09/30/2021**

**ASSETS**

Current Assets:

Cash and Cash Equivalents	3,874,767
Restricted Cash and Cash Equivalents	5,372,221
Accounts Receivable, Net	2,302,631
Due from Other Governmental Agencies	5,025
Due from Component Unit/College	40,624
Prepaid Expenses	4,193

<b>Total Current Assets</b>	<b>11,599,461</b>
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Noncurrent Assets:

Depreciable Capital Assets, Net	57,280,656
Nondepreciable Capital Assets	6,750,755

<b>Total Noncurrent Assets</b>	<b>64,031,411</b>
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<b>TOTAL ASSETS</b>	<b>75,630,872</b>
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**DEFERRED OUTFLOWS OF RESOURCES**

Deferred Outflows of Resources - Pension FRS	3,496,801
Deferred Outflows of Resources - Pension HIS	751,919
Deferred Outflows of Resources - Other Postemployment Benefits	40,723

<b>TOTAL DEFERRED OUTFLOWS OF RESOURCES</b>	<b>4,289,443</b>
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<b>TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES</b>	<b>79,920,315</b>
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**LIABILITIES**

Current Liabilities:

Accounts Payable	424,048
Salary and Payroll Taxes Payable	289,596
Long-Term Liabilities - Current Portion:	(473,380)
Compensated Absences Payable	279,877
HIS Net Pension Liability	68,870
Other Postemployment Benefits Payable	2,120

<b>Total Current Liabilities</b>	<b>591,131</b>
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Noncurrent Liabilities:

Compensated Absences Payable	1,603,401
FRS Net Pension Liability	11,312,112
HIS Net Pension Liability	4,226,381
Other Postemployment Benefits Payable	539,657

<b>Total Noncurrent Liabilities</b>	<b>17,681,551</b>
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<b>TOTAL LIABILITIES</b>	<b>18,272,682</b>
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**DEFERRED INFLOWS OF RESOURCES**

**Lake-Sumter State College  
All Funds Balance Sheet  
As of September 30, 2021**

	<b>All Funds As of 09/30/2021</b>
Deferred Inflows of Resources - Pension FRS	272,887
Deferred Inflows of Resources - Pension HIS	545,302
Deferred Inflows of Resources - Other Postemployment Benefits	<u>183,927</u>
<b>TOTAL DEFERRED INFLOWS OF RESOURCES</b>	<u>1,002,116</u>
<b>TOTAL LIABILITIES AND DEFERRED INFLOWS OF RESOURCES</b>	<u><u>19,274,798</u></u>
<b>NET POSITION</b>	
Net Investment in Capital Assets	64,031,411
Restricted:	
Expendable:	
Grants and Loans	(192,095)
Scholarships	(112,916)
Capital Projects	5,853,615
Unrestricted	<u>(8,934,498)</u>
<b>Total Net Position</b>	<u><u>60,645,517</u></u>
<b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND NET POSITION</b>	<u><u>79,920,315</u></u>

Unrestricted (from above)	(8,934,498)
Deferred Outflows of Resources - Pension FRS	(3,496,801)
Deferred Outflows of Resources - Pension HIS	(792,642)
Compensated Absences Payable	1,883,278
FRS Net Pension Liability	11,312,112
HIS Net Pension Liability	4,295,251
Other Postemployment Benefits Payable	541,777
Deferred Inflows of Resources - Pension FRS	272,887
Deferred Inflows of Resources - Pension HIS	545,302
Deferred Inflows of Resources - Other Postemployment Benefits	<u>183,927</u>
Amount Expected to be Financed in Future Yrs (net)	<u>14,745,091</u>
Unrestricted Fund balance before Pension and OPEB liabilities	<u>5,810,593</u>

At 06/30/2021

3,295,549

**Lake-Sumter State College**  
**Fund 2 Restricted**  
**Budget Report**  
**As of September 30, 2021**

	Actual			
	Beginning Balance FY22	FY22 YTD Revenue	FY20 YTD Expense	Fund Balance*
<b>Available Funds</b>				
Restricted Current Fund Control	-	11,548	-	11,548
Restricted Grant Support Funding	7,015	-	-	7,015
Business Opportunity Center	90,775	-	-	90,775
UW-Rise Summer Math Academy	-	(5,129)	4,702	(9,831)
McLin Grant - Medical Lab Tech	-	-	4,890	(4,890)
Foundation-Athletic Director	-	-	8,802	(8,802)
Foundation Men's Baseball	-	-	650	(650)
Foundation Women's Softball	-	-	784	(784)
Pathways-Career Opportunities	74,960	54,733	304	129,389
Ready-Mech-Go	-	-	2,125	(2,125)
Rapid Credentialing - Matching	-	(6,652)	-	(6,652)
Student Activity Fees	285,193	217,699	30,330	472,561
Fla Coll Sys Activities Assoc Agree	17,974	6,000	3,907	20,067
Perkins FY 20/21	-	18,644	17,134	1,510
Perkins FY 21/22	-	-	13,149	(13,149)
Talent Search FY 20/21	-	72,531	72,545	(14)
Talent Search FY 21/22	-	-	27,740	(27,740)
Upward Bound FY 20/21	-	63,968	66,064	(2,096)
Upward Bound FY 21/22	-	-	20,493	(20,493)
Federal Work Study FY 21/22	-	10,908	23,101	(12,193)
Stimulus - CARES COVID	-	1,854,952	2,670,492	(815,541)
Federal Work Study FY 20/21	-	34,109	34,109	-
<b>Total</b>	<b>475,916</b>	<b>2,333,310</b>	<b>3,001,321</b>	<b>(192,095)</b>

\* Negative amounts funded on a reimbursement basis

**Lake-Sumter State College**  
**Fund 3 Auxilliary**  
**Budget Report**  
**As of September 30, 2021**

	<b>Actual</b>			
<b>Available Funds</b>	<b>Beginning Balance FY22</b>	<b>FY22 YTD Revenue</b>	<b>FY20 YTD Expense</b>	<b>Fund Balance</b>
Fund 3 Auxiliary Control	177,308	489	-	177,797
Follett Bookstore	691,348	49,730	19,673	721,405
College Promotions	(425)	-	-	(425)
General Admin Activities	38,303	-	515	37,788
Payment Plan Administra	300	5,725	-	6,025
Baccalaureate Auxiliary	-	-	-	-
External Events	35,565	-	-	35,565
Theatre Events	18,107	-	-	18,107
FLBUG	971	-	-	971
Career Source	297,704	41,079	-	338,783
Cafeteria	2,367	-	-	2,367
Vending	289,148	824	-	289,971
Academic Award Assemb	1,000	-	-	1,000
Athletics (Ticket Sales)	28,745	-	-	28,745
Student Recruitment	5,088	-	-	5,088
Graduation	490	-	-	490
<b>Total</b>	<b>1,586,019</b>	<b>97,847</b>	<b>20,188</b>	<b>1,663,678</b>

**Lake-Sumter State College**  
**Fund 5 Scholarships**  
**Budget Report**  
**As of September 30, 2021**

	<b>Actual</b>			
	<b>Beginning Balance FY22</b>	<b>FY22 YTD Revenue</b>	<b>FY20 YTD Expense</b>	<b>Fund Balance*</b>
<b>Available Funds</b>				
Fund 5 Scholarship Control	-	-	-	-
Fund 5 - Student Clearing Account	(3,992)	-	22,932	(26,924)
Bright Futures Control Account	(1,352)	179,522	-	178,170
FL Academic Scholarship	-	-	32,154	(32,154)
FL Merit Scholarship	-	-	127,429	(127,429)
FL Vocational Gold Seal	-	-	4,224	(4,224)
FSAG (Full-Time)	19,813	(3,026)	13,400	3,387
Childred of Dec/Disabled Vet	4,135	-	6,841	(2,706)
FSAG - Career Education	(1,307)	-	1,630	(2,937)
Florida Work Experience Program	-	1,188	-	1,188
First Generation Matching Grant	(514)	-	-	(514)
FL Gold Seal CAPE Scholars	-	-	3,168	(3,168)
PELL FY 20/21	-	263,686	263,686	-
PELL FY 21/22	-	2,108,500	2,108,560	(60)
SEOG FY 20/21	-	46,803	46,803	-
SEOG FY 21/22	-	-	89,688	(89,688)
Athl Scholarship - Beach Volleyball	(3,447)	-	-	(3,447)
Foundation Scholarships	(5)	-	-	(5)
Follett Bookstore Scholarship	2,706	-	-	2,706
Follett General Scholarship	90	-	-	90
LSSC Scholarship Control	20,620	160,704	-	181,324
Honor's Club	-	-	10,800	(10,800)
Athletic Schol-Beach Volleyball	-	-	8,364	(8,364)
Athl-Baseball - Housing/Board	-	-	1,200	(1,200)
Athletic Schol-Baseball	-	-	27,587	(27,587)
Athletic Schol-Softball	-	-	30,728	(30,728)
Athletic Schol-Volleyball	-	-	19,947	(19,947)
Men's Cross Country	-	-	15,332	(15,332)
Women's Cross Country	-	-	13,534	(13,534)
Financial Need Scholarship	-	-	18,600	(18,600)
Odyssey Scholarship	-	-	350	(350)
Presidential Scholarship	-	-	4,800	(4,800)
SGA Scholarships	-	-	1,700	(1,700)
Trustee Scholarship	-	-	10,800	(10,800)
William/Johnson Scholarship	-	-	2,700	(2,700)
LSCC Opportunity Scholarship	-	-	20,082	(20,082)
<b>Total</b>	<b>36,746</b>	<b>2,757,376</b>	<b>2,907,039</b>	<b>(112,916)</b>

\* Negative amounts funded on a reimbursement basis



**Lake-Sumter State College**  
**Fund 7 Capital**  
**Budget Report**  
**As of September 30, 2021**

	Spending Plan - Budget				Actual				Budget to Actual Expense Variance
Available Funds	Beginning Balance FY22	FY22 Projected Revenue	FY22 Expense Budget	Projected Ending Balance FY22	Beginning Balance FY22	FY22 YTD Revenue	FY22 YTD Expense & Encumbr	Fund Balance	
	FB				FB	Rev			
Fund 7 Control Account	-	-	-	-	-	-	-	-	-
Equipment MATCH	59,013	-	-	59,013	59,013	-	-	59,013	-
Infrastructure Restore-Collegewide	-	1,920,899	1,379,000	541,899	-	-	765,349	(765,349)	613,651
CO & DS/License Tag	471,317	90,000	301,000	260,317	471,317	-	82,181	389,136	218,819
New HVAC Fund	1,754,504	-	-	1,754,504	1,754,504	-	-	1,754,504	-
Capital Improvement Fee	453,566	670,000	-	1,123,566	453,566	272,335	-	725,901	-
Tech Refresh CIF	-	-	450,000	(450,000)	-	-	109,589	(109,589)	340,411
Tech Plan CIF	-	-	225,000	(225,000)	-	-	-	-	225,000
Security Equipment	17,998	82,000	90,000	9,998	17,998	16,242	80,045	(45,805)	9,955
New Capital Improvement Fee	450,263	306,000	795,000	(38,737)	450,263	111,917	56,808	505,372	738,192
Parking Fee	81,943	82,000	200,000	(36,057)	81,943	16,230	-	98,173	200,000
Local Funds	2,304,509	-	2,717,000	(412,491)	2,304,509	-	1,202,652	1,101,857	1,514,348
TV Station Clearwire	141,604	-	-	141,604	141,604	-	-	141,604	-
Disc Golf Course	11,530	-	-	11,530	11,530	-	-	11,530	-
Foundation Media Center	-	500,000	500,000	-	-	-	-	-	500,000
Leesburg Campus Wide (Hurricane)	212,377	-	-	212,377	212,377	-	-	212,377	-
<b>Total</b>	<b>5,958,624</b>	<b>3,650,899</b>	<b>6,657,000</b>	<b>2,952,523</b>	<b>5,958,624</b>	<b>416,724</b>	<b>2,296,624</b>	<b>4,078,723</b>	<b>4,360,376</b>



Lake Sumter  
State College

## OFFICE OF THE PRESIDENT

Present to the Board: October 20, 2021

TO: Lake-Sumter State College  
District Board of Trustees

FROM: Stanley M. Sidor  
President

RE: 10-08- Articulation Agreements

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### OVERVIEW:

LSSC has articulation agreements with the following partners: Lake County Schools, Sumter County Schools, Lake Technical College, Marion County Schools, and beginning with the 21-22 school year the Florida Virtual School and The Villages Charter School.

### ANALYSIS:

These agreements provide pathways for students in high school career and technical education to further their education at the postsecondary level and potentially earn credit in designated programs for their prior learning experiences.

### RECOMMENDATION:

It is recommended for approval as written.



Lake Sumter  
State College

## OFFICE OF THE PRESIDENT

Present to the Board: October 20, 2021

TO: Lake-Sumter State College  
District Board of Trustees

FROM: Stanley M. Sidor  
President

RE: 10-07 - Disposal of Tangible Personal Property

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### OVERVIEW:

The District Board of Trustees is required to approve the write-off of equipment that is no longer of use to the College. Authorizing and recording the disposal of the property is mandated in Florida Statute 274.07 which states “the disposal of property shall be recorded in the minutes of the government unit”

### ANALYSIS:

The attached list of 2 tangible personal property items is being recommended for disposal. Most of the items are no longer of use to the College and have been considered cannibalized and/or obsolete and ready for disposal.

The original cost of all of the items on the list presented totals \$14,075. All items are fully depreciated.

### RECOMMENDATION:

It is recommended that Board approve this item as written.

Property Disposal List  
October 2021

P-Tag	Description	Acquisition Date	Original Cost	Book Value	Current Condition	Disposition
6704	President's old Golf Cart	Jun-94	5,530.00	0.00	poor	discard
9182	Mower - Zero Turn - Diesel	Jun-03	8,545.00	0.00	broken	discard
				<u>14,075.00</u>	<u>0.00</u>	



Lake Sumter  
State College

## OFFICE OF THE PRESIDENT

Present to the Board: October 20, 2021

TO: Lake-Sumter State College  
District Board of Trustees

FROM: Stanley M. Sidor  
President

RE: 10-09- Scheduled Reports/President/Vice Presidents

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### 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  
October 20, 2021**

**Dr. Heather Bigard, Provost & Executive Vice President**

## **ATHLETICS & STUDENT LIFE**

***Mike Matulia, Executive Director***

- Volleyball, Men's and Women's Cross Country Teams ranked nationally in NJCAA polls. Preparing for Regional Tournaments/Meets.
- Breast Cancer Awareness Month – “Pink Night” @ Volleyball (10/9)
- Student Life and Athletic Leadership luncheons each month to discuss societal issues.
- Pumpkin Bowling and Student Night out at ViaEntertainment (LE)
- Pumpkin Bowling and Halloween Costume Dance (SL)
- SGA Regional Conference (virtual)
- Legislative Conference in Tallahassee (11/2 & 11/3)
- Lakehawk Leadership Series – with Dr. Duslak

## **CAMPUS SAFETY**

***Rebecca Nathanson, Executive Director***

- Covid exposures and positive cases continue to decline. To decrease campus population density, many classes will remain remote until November 1.
- Clery reporting was completed on October 7, 2021. The Annual Security Report is available on the LSSC website or by requesting a copy through Campus Safety.
- Worked with HR, eLearning, and IT to prepare required annual training for employees that will be administered through Canvas.

## **FINANCIAL SERVICES**

***Melinda Barber, Associate Vice President of Financial Services & Controller***

- HEERF (CARES) Spending
  - Close to \$4 million in HEERF funds has been disbursed directly to students. An additional \$3 million will be disbursed this fiscal year.

- Institutional spending of HEERF totals over \$3 million as of September 30 and includes \$1.4 million in lost revenue and indirect cost reimbursement. Plans have been made to spend the remaining \$5.8 million by grant deadline.
- College is realizing lost revenue reimbursement and salary savings in the operating budget in the amount of \$1,200,000. Without this, the operating budget would show a net loss.
- It's been a big year for audits for our division:
  - Operational Audit – completed
  - IT Audit – near completion
  - Federal Financial Aid Audit - completed
  - Bright Futures Audit - near completion
  - Annual Financial Report Audit - near completion
  - Foundation Financial Report Audit - completed
- In collaboration with PIIR, Financial Services will be rolling out paperless Workflow processes for Direct Pay and Receiving Report forms. The forms are in the final stages of development and will have a soft start with a target group. Full implementation is targeted for January.

## **HUMAN RESOURCES**

### ***Deb Snellen, Executive Director of Organizational Development***

- Meeting with Orlando Health on their Education Assistance program. We are one of four sites. Program will launch for spring semester.
- Planned for second Virtual Benefits Fair to be held October 14-15 with open enrollment October 18-29.
- Researched and rewrote competency definitions on staff performance appraisal system.
- Nine applications received for first-round of Staff and Program Development awards.
- Working on purpose statement and building out diversity goals with the Diversity and Inclusion subcommittee.

## **INFORMATION TECHNOLOGY**

### ***Nick Kemp, Chief Information Officer***

- Enterprise Application Administrator position filled. Elwin Ellis starts on October 18<sup>th</sup>
- Degree Works TEST and Production environments upgraded. Course Program of Study is expected to be operational before the end of October.
- Student Database Summer End-of-Term and Fall Beginning-of-Term submitted.
- Ellucian Solution Manager Upgraded.
- Finance and Financial Aid Banner patches tested and successfully installed.
- Server Technician position filled. Steven Harris

## PROCESS IMPROVEMENT AND INSTITUTIONAL RESEARCH

### *Dr. Mark Duslak, Executive Director*

- Facilitating Doral-LSSC affiliation sub-team meetings
- All state and federal reporting has been submitted on-time and with fidelity
- Widely used paper based processes for receiving reports have gone live in Workflow

## FINANCIAL AID & ADMISSIONS AND RECORDS

### *Arminta Johnson, Director*

- Disbursed HEERF Funds to students enrolled in Fall full term classes.

HEERF Funds Disbursed Fall 2021		
Award Amount	# of Awards	Total Awards
<b>\$1,000</b> (Students w/ a 0 EFC on the FAFSA)	718	\$ 718,000
<b>\$750</b> (Students w/ \$1 - \$3000 EFC on FAFSA)	375	\$ 281,250
<b>\$600</b> (Students w/ > \$3000 EFC on FAFSA)	752	\$ 451,200
<b>\$250</b> (Students w/out a FAFSA)	1198	\$ 299,500
	3043	\$ 1,749,950

- Records has been working with IT & FA to program DegreeWorks for students and to place the Course Program of Study functionality in place for Financial Aid.
- LSSC College Night event was a huge success. Over 300 prospective students and parents attended the outdoor event to visit booths from 40 different institutions including the services and departments at LSSC.
- Outreach to Lake & Sumter High Schools. We have been presenting FAFSA overview workshops to counselors and FAFSA 101 workshops to Seniors to help them complete the FAFSA. The 22-23 FAFSA (For next fall) opened on October 1<sup>st</sup>.

## STRATEGIC INNOVATION AND DIGITAL EDUCATION

### *Michael J. Nathanson, Executive Director*

- Completed PSA Productions included Cyber Security and Financial Aid
- COP2700 Course Internal Course Review completed, course is at the High Quality level
- Finishing up first faculty online educators courses. (26 participants)

## FACILITIES & SOUTH LAKE CAMPUS EXPANSION, INCLUDING HSCA

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

- The HSCA Director position has been filled by Hugh Hermann who is coming to us from Orange Technical College.



- Multiple HVAC repairs or replacements have been completed in the Student Center, Bldg. M(CareerSource and Advent), Lake Hall, and the Center for Teaching and Learning in the last month.
- Roofing bids and/or repairs have taken place in Lake Hall, Liberal Arts, Building M, Student Center and Gym. At the Sumter Center location, new gutters and downspouts are being replaced on Bldg. 4 starting on October 11.
- The design phase for the South Lake Campus shed to house LSSC Facilities and SSC Grounds is underway and expected to finish in the next couple of weeks.
- The Campus Beautification project for the Leesburg Campus continues with improvements to outdoor student spaces near the Student Center and Library.

## **SUMTER CENTER**

### ***Kelly Hickmon, Assistant Dean of Students***

- Met with Academic Deans to develop and review Spring 2022 Sumter Center Class Schedule
- Continued training with Dean of Students Carolyn Scott for COVID Contact Tracing, SAP Referrals and Maxient database
- Participated in CIA/CSA/CWE joint virtual meetings
- Attended PHSC's #ItTakesUs Social Justice Series event
- Advising for student success, outreach to students for Fall 2021 Starfish progress surveys

**Division of Institutional Advancement**  
**Update for the President and Board of Trustees**  
**October 20, 2021**

**Dr. Laura Byrd, Senior Vice President, Institutional Advancement**

**CAREER DEVELOPMENT SERVICES**

***Dr. Laura Byrd***

- Presented on Personality type and communication to Criminal Justice students
- Presented on Career Exploration and Resume/Cover letter writing to SLS 1501 students
- Presented on Career exploration to 30+ HSCA students in SLS 1401
- Participated in meetings with vendors (MyMajors/TypeFocus) to provide exploration tools for use with Guided Pathways program
- Conducted activity workshop with BAS-SL students to explore MBTI types and leadership roles
- Hosted Majors Fair with 25+ UCF, LSSC, Nova, Stetson representatives to help our students in clarifying a major or program of study
- Participated in BAS-SL Student/faculty/Staff meeting and BAS-SL Curriculum Planning Meeting
- Hosted CDS table at College Night to explain how CDS can help choosing a program at LSSC to Lake and Sumter students
- Facilitated College Success Workshops as part of the Academic Excellence and Assessment committee
- Met with the EOP team to share about Virtual Job Shadow platform for their students
- Conducted career readiness workshops with 25 total students in attendance
- Trained SLS instructors on using Virtual Job Shadow platform for classroom career exploration assignment
- Held Summer Internship Informational meetings for Relay Tech program students
- Conducted a Transfer Success Workshop for the Honors Program 2<sup>nd</sup> year students
- Assisted Academic Advising with revamping the ASPIRE workshop
- Provided resume guidance and critiques in partnership with the BSN program

**CORPORATE TRAINING & CONTINUING EDUCATION**

***Greg Jones, Director of Corporate Training and Continuing Education***

- We successfully completed the conversion to the new CDL training and testing software required by the Federal Department of Transportation on October 2<sup>nd</sup>.
- The Lineworker Bootcamp started October 11<sup>th</sup> with a full class. The next bootcamp will be offered April 18, 2022 and already has a wait list.
- We have created a new 2-week training class option for our CDL program. This will give the students more choices based on their skills and experience.

- The inaugural class for Dialysis Technician begins at South Lake Campus October 18<sup>th</sup>. The class has generated an incredible amount of interest. We are already beginning the process of scheduling two classes in the Spring of 2022 for the Leesburg and South Lake Campuses.
- We are in preliminary discussions with our CDL training partner about the new mandate for curriculum changes to be implemented by February 2022. These new requirements will require the expansion of classroom hours for all training providers. This will change the process of moving students through the training program before testing. The new mandate will also require some changes to the painted line configurations of the CDL pad for testing purposes.
- Our most recent phlebotomy classes were just completed on the South Lake and Leesburg Campuses. The increased interest in the overall program has started dialogue about expanding the program to the Sumter Campus in partnership with Sumter County Career Technical and Adult Education program.
- We are creating a new program offering for Physical Therapy Aide certification. This class offering is tentatively set to start in Spring 2022 at the South Lake Campus. We will be looking to expand to the Leesburg Campus as demand permits.

## **EDUCATIONAL OPPORTUNITY PROGRAMS**

### ***Dr. Roland Nunez, Director of Educational Opportunity Programs***

#### **Talent Search**

- Deputy Bryant Rodriguez from Marion County presented a career exploration session at a Talent Search meeting.
- EOP Director met with South Sumter High School Principal Alan Shirley to discuss the Talent Search program and ways for increasing collaborations with the school.
- Fall semester events calendar has been completed.
- Communicated with all middle school/high school counselors for recruitment purposes.
- Held a FAFSA night for Talent Search students.
- Promoted Tutor.com to new Talent Search students.
- Started in-person tutoring services at South Lake middle and high schools.
- Entered student GPA and transcript information for Talent Search Annual Performance Report.

#### **Upward Bound**

- Dr. Marley Bradley, Pediatrician, Esquire, and Assistant Professor at Indiana University's School of Medicine, as well as CJ Watson, former NBA Player and Author, provided career exploration workshops to the Upward Bound students.
- Completed orientation of new Upward Bound Part Time Staff Member, Regina Doherty.
- Completed first few Saturday sessions with great attendance from Upward Bound students.
- Oriented Upward Bound instructors to fall courses and prepared for Saturday sessions.
- Completed projected budget for 2022 Art History series and summer 2022 activities.
- Completed review of student schedules for Upward Bound event planning.
- Presented to eligible prospects at both Leesburg and Umatilla High Schools; have received over a dozen applications from presentation alone.
- Completed inventory of current technology.

## **EOP General**

- As a Hispanic Heritage Month initiative, EOP Director Dr. Roland Nuñez was invited to give a presentation to faculty and staff at Borough of Manhattan Community College about the history of the terms Hispanic, Latino, and Latinx, their accepted use by the community, and guidelines for using the correct terminology to support students.
- A survey was sent out to all Florida College System colleges inquiring about their definition of a first-generation student. Results from the survey are being analyzed for the possible update of LSSC's first-generation college student definition.
- Community Outreach Committee is hard at work preparing for the Day of Service on October 22, 2021. This year there are 24 sites participating and over 150 LSSC volunteers.
- New UB and TS students were created new Tutor.com profiles so they have access to 24/7 tutoring.
- Both grants were switched over to the new Fiscal Year starting September 1<sup>st</sup> with new Fund Numbers.

## **LSSC FOUNDATION**

### ***Dr. Laura Byrd, Executive Director of LSSC Foundation***

- The 22nd Annual Athletics Golf Classic was held on Friday, September 17, 2021, at Harbor Hills Country Club. The event raised \$57,900.
- The 2021/2022 season of the George O. Pringle Performing Arts Series began on Saturday, October 9 with Tony Pace. We are currently at 60% capacity with all Saturday & Sunday matinee show times, which is the maximum we will offer at this time. Tickets for Saturday evening shows are still available. Please see our website or contact the Foundation office.
- The 10th Annual Distinguished Alumni & Hall of Fame Celebration was held on Tuesday, October 12, 2021, at 6:00 pm at the Venetian in Leesburg. We inducted the following awardees:

#### **Distinguished Alumni**

- Heart of a Volunteer Award
  - Luis Santiago '17
- Community Engagement Award
  - Rona Rowe '98
- Professional Achievement Award
  - Rod (Roderick) Price '80
- Valor Award
  - Christie Mysinger '13
- Scholar Award
  - Marjorie Wells '69
- GOLD Award
  - Marisa Bjorklund '20

#### **Hall of Fame**

- Faculty/ Staff Award
  - Linda Karp '03
- Faculty/ Staff Award

- Christine Ramos
- Trustee Award
  - Cecil Shumacker
- Athletics Award
  - Jack Meier

- Registration is open for the 2021 Monster Dash scheduled for Saturday, October 30 at 8:00 am. We currently have 140 participants registered. We also have sponsorship opportunities available. Please see Kathy Ingold or Dr. Laura Byrd.
- The Spring 2022 scholarship application is open during the month of October and currently has 82 submitted applications with 174 pending. We plan to award \$400,000 in scholarships for the Spring 2022 semester.
- We submitted a mini-grant for \$10,000 to the Federal Apprenticeship State Expansion to help support increased program capacity of the Electrician Apprenticeship Program.
- We submitted a letter of intent to the Live Well Foundation and the Orlando Health Foundation and were invited to apply for both grants which will help support the Nursing Expansion Initiative.
- We are reviewing an opportunity to submit an application for the Open Door Grant issued by the Florida Department of Education, which will support student completion of short-term, high-demand credit and non-credit career and technical education (CTE) programs.
- We were invited to apply for the Fall funding cycle of the Charles & Mary McLin Foundation, to support student scholarships. An application was submitted for \$50,000 to support first generation students and the Students First Strategic Plan Initiative.

<b>Name</b>	<b>Gift Amount</b>	<b>Fund Description</b>	<b>Gift Subtype</b>
Albert Leroy Foundation	\$1,000	Albert Leroy Brown Fund	Scholarship Contribution
Earl B. & Sophia H. Shaw Charitable Trust	\$20,000	Earl B. & Sophia H. Shaw Charitable Trust	Scholarship Contribution
Marian S. Shuck Scholarship Trust	\$20,000	Golf Classic	Contribution
Roy & Ruth Ryan Foundation Trust	\$10,000	Golf Classic	Contribution
Timothy & Sharon Morris	\$20,000	Timothy & Sharon K. Morris Nursing Endowment	Addition to Endowment
Private Donor	\$3,730	LSSC Nursing Program Legacy Scholarship	Scholarship Contribution
Ernie Morris Enterprises	\$20,000	Ernie Morris Enterprises Endowment	Addition to Endowment

## **MARKETING & STRATEGIC COMMUNICATIONS**

### ***Kevin Yurasek, Director of Strategic Communications***

- Supporting a wide variety of student enrollment and retention communication efforts: B7 Enrollment, Payment Deadlines & Payment Plans, etc.
- Press releases
  - LSSC expands partnership with AdventHealth, welcomes Home Care offices to Leesburg Campus

- Introducing the 2021 Distinguished Alumni & Hall of Fame Award Recipients
- LSSC approves plans for Pinecrest Lakes Middle/High School based on LSSC South Lake Campus
- Fall 2021 COVID-19 Update from President Sidor
- COVID-19 Vaccinations available at Sumter Center on Wednesday 9/8
- Conducting interviews for Marketing Coordinator position on the week of Oct. 11
- Supporting efforts to promote Youth Development fall programming, including launching a new web page, a virtual Fall 5K, and various programming
- Launched a new Continuing Education home page sorted by industries
- Implemented a marketing and design campaign for the Distinguished Alumni & Hall of Fame event including print ads in the Daily Commercial, social media promotions, and individual spotlight videos for each award winner
- Running a statewide social media promotion campaign for the Thank a Lineman license plate pre-sales
  - Pre-sale requests have increased 400% since campaign start
  - Currently at 1,231 presales of required 3,000 (by Oct 2022)
- Running a targeted social media campaign for Dialysis Tech program
  - Garnered 501 link clicks and 38 qualified lead inquiries
- Running a social media campaign for the Monster Dash
  - Garnered 567 link clicks and 60 race registrations since campaign start
- Additionally, the Marketing Team continues to support and engage on a wide variety of campus projects supporting the College's strategic plan through committees and workgroups

## **YOUTH DEVELOPMENT**

### ***DeAnna Diggs, Director of Youth Development***

- Coordinator, Youth Development Programs – job posting active and accepting applications
- ACT Prep Workshop – October 23 & 30, offered virtually
- Babysitting with Pediatric CPR Certification – November 13<sup>th</sup>, offered on campus
- Teen Leadership Academy for high school students – Series scheduled to start in November – 1<sup>st</sup> session will focus on Leadership and Teambuilding
- The Swift Pumpkin Run – virtual youth 5K – November 20<sup>th</sup>
- Working with Guardian Ad Litem to utilize the remaining grant funds before year end – creating a career prep workshop to include sessions on Resume Writing, Interviewing Skills, Networking, etc.
- Restructuring web page to make a better experience for the end user but also allow the ability for all programs to have a place on the site year-round.
- Creating extensive mailing list specifically for youth development; will increase ability to use targeted marketing
- Be on the lookout for the newsletter later this month!

**Division of Academic Affairs**  
**Update for the President and Board of Trustees**  
**October 20, 2021**  
*Dr. Michael Vitale, Vice-President*

**I have attached a letter from UF Health mandating COVID vaccinations for all students in clinicals in their facilities. All students had to be fully vaccinated by October 15, 2021.**

**Division of Library and Learning Services**  
**Katie Sacco, Dean**

The process has begun to hire an Admin Assistant and a temporary employee to cover the leave of Alicia Hall in the Testing Center.

Dean Sacco met with the architect on the plans for the new library renovation last week. We should be getting plans before the end of October for a first look.

Chat Messages for Tutoring and contact with Librarians:

Total Librarian + client messages: 6495

Total time chatting: 4 days, 19 hours, 40 min, 46 sec

Average chat duration: 24 min, 21 sec

Average wait time (answered chats): 13 sec

Average wait time (missed chats): 3 min, 30 sec

For the month of September, of the 172 requests to chat received, 165 were answered.

As of October 12, 129 chat requests have been received for October and 120 answered.

**Division of Workforce Development**  
**Dr. Amy Albee-Levine, Dean**  
**Dr. Christopher Sargent, Associate Dean**

The BAS Program Director, Dr. Rhonda Tracy, hosted an information session with BAS students on September 28. The purpose of this meeting was to get feedback from students on the current status of the program and future updates. More than 20 students attended the virtual event. Students provided feedback as

There are currently 16 students in the electrical apprenticeship program and the original cohort is about to complete Year 1 of their program. This month students from Dalton and Owens Electric, our newest partner, began the program. An orientation was held on October 1 to prepare students for the program and answer any questions.

The college applied for the Apprenticeship Mini-Grant through the Florida Department of Education and Florida Association of Career and Technical Education. LSSC applied for \$10,000 and funds will be used to cover costs associated with the direct needs of apprentices and the recruitment of underrepresented students into the program.

Dr. Albee applied to the Business and Industry Leadership Team or BILT Academy offered by the Center for Occupational Research and Development. **The BILT Academy** provides leadership development for teams of employers and college personnel (a local BILT chair and program chair/faculty) to foster sustainable partnerships yielding measurable benefits for students and local economies. The BILT Academy offers synchronous and asynchronous activities, allowing busy professionals to learn independently as well as to collaborate with a

BILT coach. The Academy curriculum shares the essential elements of the BILT model, provides training on BILT tools, and gives teams the opportunity to test the tools with the support of their coach. Academy participants also benefit from a BILT community of practice promoting idea and resource exchange across disciplines. The Computer Information Technology was the selected program to go through the academy to enhance its partnership with Redd Ash Technologies.

### **Division of Nursing**

#### **Dr. Christine Ramos, Interim Executive Director of Nursing**

Dr. Christine Ramos has been appointed Interim Executive Director of Nursing. In this role, Dr. Ramos will oversee the day-to-day operations of the ADN and BSN programs.

Nursing is currently completing the annual ACEN report and is preparing to begin writing the ACEN self-study for the 2023 ACEN visit for reaccreditation .

### **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, Steve Clark, and Elizabeth Terranova have been working with the new Director of Assessment, Dr. Elizabeth Manuel to chart out next steps to our maturing assessment process. One of the most important concerns will be research on an assessment platform which will suit the needs of the institution more effectively than the current one. Faculty are working on developing assessments for all courses to be implemented in Spring 2022.
2. This month our English faculty took part in the UCF Composition I and II alignment meeting.
3. Steve Clark - Guided Pathways – The third convening of the Florida Pathways Institute is scheduled for the 19/20<sup>th</sup> October in St. Petersburg. Most of the Core Pathways team will be attending. The SOAA has been updated as part of pre-convening work. While it satisfying to see how much progress we've made, there is still quite a bit of work to do.
4. Math faculty have begun planning the 35<sup>th</sup> Annual Mathlympics. Lake and Sumter County high school students compete by completing problems created by LSSC math faculty. The event is currently planned in person on the Leesburg Campus Friday, April 8, 2022.

- **Conference, workshop attendance/professional development:**

1. Sybil Brown (mathematics, Professor) – attended the FTYCMA fall retreat virtually on October 1<sup>st</sup> and 2<sup>nd</sup>. Some of the topics discussed included those regarding credits award for precalculus, the new high school courses effective in Fall 2022. Conversations related to course techniques and delivery were also present, specifically looking at the how much drill time is still necessary in, for example, a Calculus II course integration methods given the current technology. Student issues related to COVID such as limited social interactions were also topics reviewed. Additionally, the state directive mandating the creating of mathematics pathways more aligned to a students' academic and career goals was discussed.



2. Robin Cochran-Dirksen (biology, adjunct professor) – enrolled in the Canvas Certified Educator course. This course will provide instructions and demonstrate techniques on how an instructor can get the most out of the features in their Canvas shells.

## **Honors Program**

*English Asst Prof Amber Karlins, Honors Program Coordinator*

- **Co-Curricular**—Since the last update, the honors students have participated in a hands-on research experience at PEAR park and contributed to Citizens Scientist Research project, co-hosted the first event in the Speaker Series event, received training in research and research methods, participated in a transfer workshop, attended a TEDx salon, and hosted a virtual fundraiser that raised \$350 for the American Foundation for Suicide Prevention.
- **Recruitment**—Email requests to meet with the program coordinator for individual program info sessions have been sent to 120 contacts in Lake and Sumter schools. The first of those meetings have already occurred, and we're hoping to schedule more soon. We also have a TRIO info session scheduled for October 13<sup>th</sup> and will be hosting a virtual Q&A on October 26<sup>th</sup>.
- **Collaborations and Partnerships**—our partnership with Stetson University was featured in a recent article, which can be read here: <https://www.stetson.edu/today/2021/09/still-alive-and-getting-bigger-and-better/>.. LSSC Honors Program Coordinator Amber Karlins will be teaming up with Dr. Denner, the Director of Stetson's Honors Program, to present on their work at this year's National Collegiate Honors Council Conference later this month. Additionally, articulation agreements have been formalized with New College and the Honors College at the University of South Florida.

## **Math Emporium**

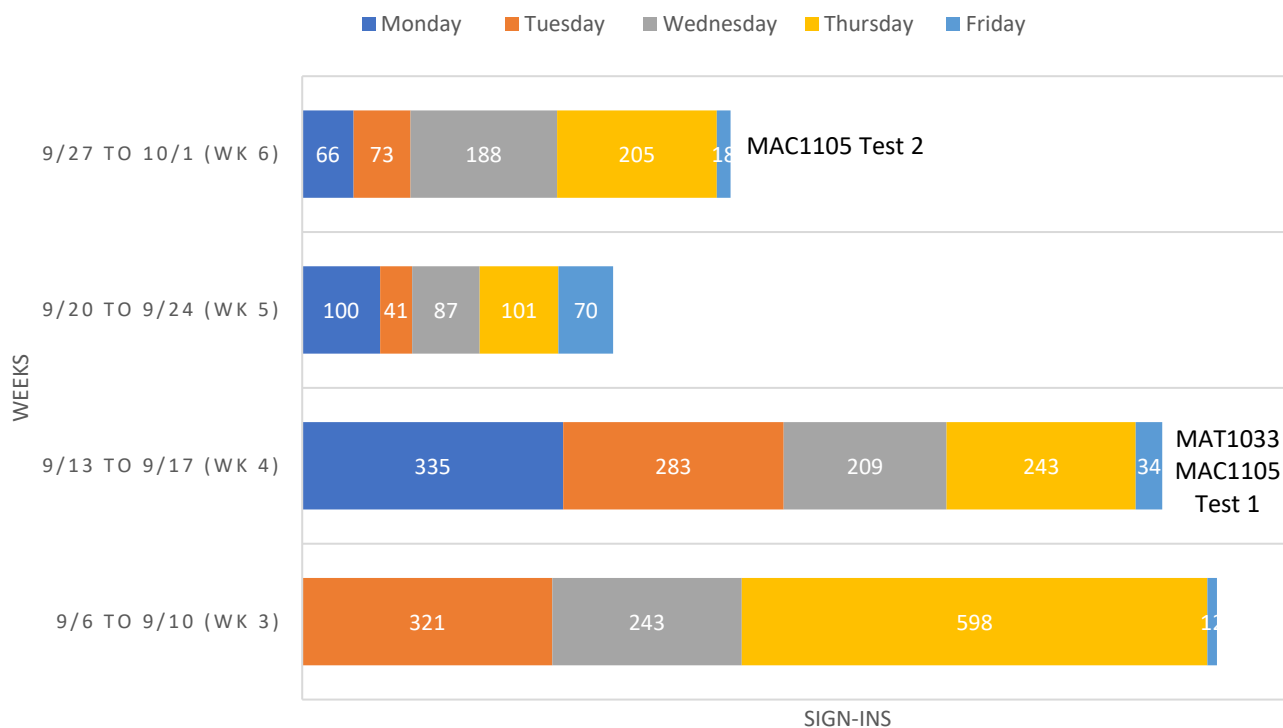
*Douglas Starr, Leesburg Campus and Sumter Center Math Emporium Coordinator*

*Amber Laster, South Lake Campus Math Emporium Coordinator*

- The Math Emporiums on the Leesburg and South Lake Campuses continue to operate on campus (with limited capacity due to our reduced-density initiative). The following page shows usage for weeks 3-6 fall 2021.

## On-Campus Math Emporium Data (LE & SL combined)

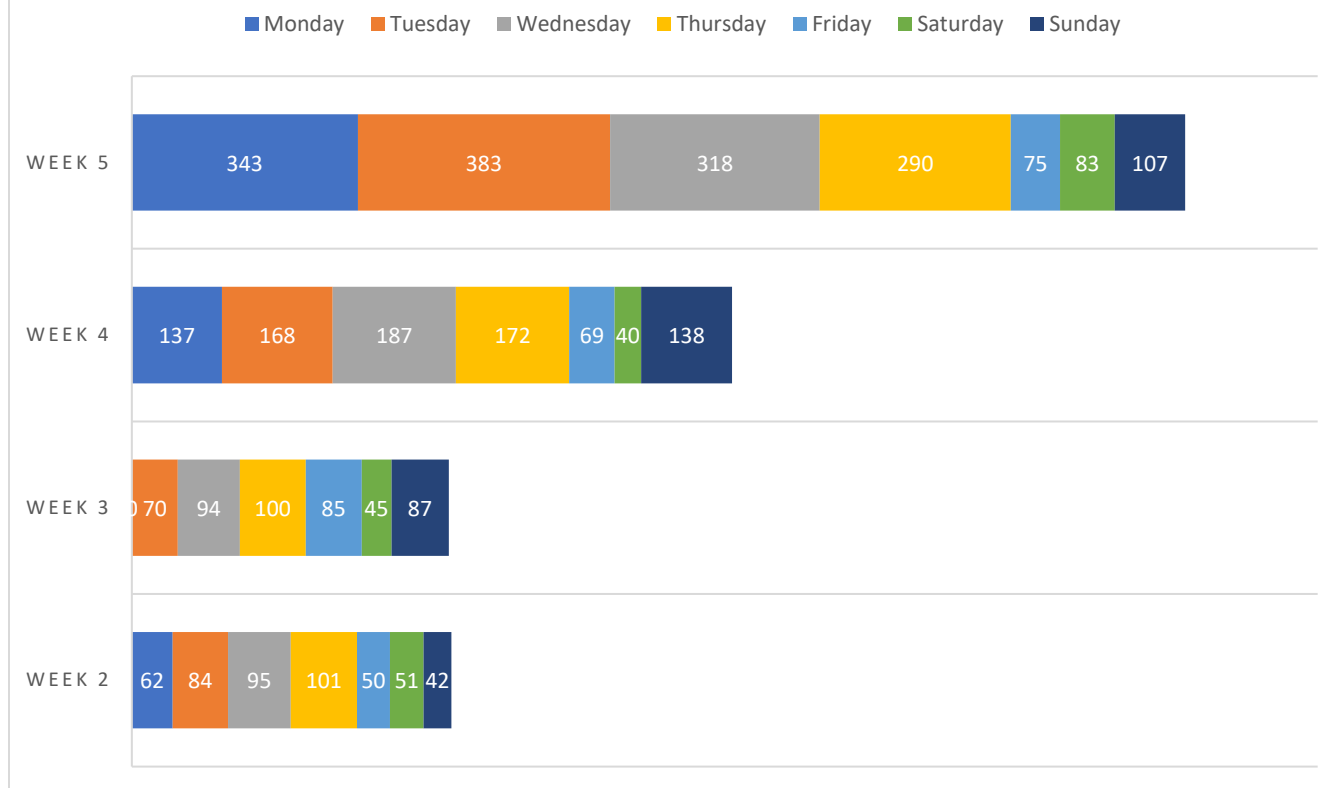
### NUMBER OF VISITS BY WEEK



Week		Total Visits		Total Hours
Week 3	9/6/2021	9/12/2021	1,174	621.1
Week 4	9/13/2021	9/19/2021	1,104	902.5
Week 5	9/20/2021	9/26/2021	399	659.0
Week 6	9/27/2021	10/3/2021	550	1,023.5

## Virtual Math Emporium Data (LE and SL combined)

### NUMBER OF VISITS BY WEEK



			# of visits	Unique users	total hours
Week 2	8/30/2021	9/5/2021	481	254	338.87
Week 3	9/6/2021	9/12/2021	481	260	409.33
Week 4	9/13/2021	9/19/2021	911	404	697.1
Week 5	9/20/2021	9/26/2021	1597	602	1205.88

### Academic Advising & Dean of Student

**Carolyn Scott, Dean**

#### ACADEMIC ADVISING

*Jen Manson, Assistant Director Student Development- Advising*

- Recorded 463 total advising contacts through all modalities in September
- Provided advising for 28 students in the Ask Us Anything – Live Student Support
- Provided training for new academic advisors, Mark LaHood and Christy Adkins
- 41 students attended New Student Advising & Registration in September for Fall B
- Moving ASPIRE Workshop from a live, facilitated session to a self-paced workshop hosted on Canvas

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

- Total Attendance Numbers as of 9/30/2021:
  - First Time in College: 609
  - Dual Enrollment: 443
  - TOTAL: 1043
- Fall B NSAR Sessions will run through 10/14/2021
- Spring NSAR Sessions will resume the week of November 15<sup>th</sup>

## **DEAN OF STUDENTS**

*Carolyn Scott, Dean of Students*

- 7 Student requested assistance through the Student Assistance Program (SAP) in September
- 3 Student were reported for an academic integrity violation
- 3 Students filed a request for an Administrative Appeal
- 123 Student COVID-19 Exposure Reports were processed during this period. 465 Student

notifications went out to students directly impacted by COVID-19 exposure.

- 3 Student conduct reference checks were provided to area Colleges/Universities or to the Florida Board of Bar Examiners in September
- Coordinated two Student Athletics Progress Surveys using Starfish Retention Solutions.
- Coordinated the first Student Progress Survey for all Fall 2021 -Traditional Start Classes
- Dr. Christy Adkins, new Leesburg Academic Advisor, started on September 27<sup>th</sup>.
- Co-led the Guided Pathways Core Team in completing their pre-convening assignment for the Florida Pathways Institute's third convening on October 19<sup>th</sup> & 20<sup>th</sup>.

September 23, 2021

Lake Sumter State College  
Attn: President and Dean  
9501 U.S. Hwy 441  
Leesburg, FL 34788

**RE: MANDATORY COVID-19 VACCINATION REQUIREMENT FOR STUDENTS**

**VIA: EMAIL TO [DUNLAPD@LSSC.EDU](mailto:DUNLAPD@LSSC.EDU)**

To Whom It May Concern:

Due to the COVID-19 pandemic we have implemented mandatory COVID-19 vaccinations for all current and future clinical and non-clinical students. Please be advised that all current students are required to be fully vaccinated against COVID-19 on or before October 15, 2021. Any current student without proof of all required vaccinations by October 15, 2021 will not be allowed at any UF Health site starting October 16, 2021.

To fulfill the COVID-19 vaccination requirement the student must, by Oct. 15, have had either:

- 1 dose of the Johnson & Johnson, or
- 2 doses of Pfizer or Moderna

This deadline is inclusive of the two weeks following the second dose (if receiving Pfizer or Moderna vaccine), so they will need a second dose by Oct. 1 to get there in time. If the student is already onsite prior to being fully vaccinated but has not obtained the second dose then he/she must wear an N95 mask during that time until fully vaccinated. This requirement will apply to any employees that are also students.

Each school is responsible for verifying the vaccination status of each current student and submitting proof to UF Health Central Florida; as well as responsible for verifying vaccination status prior to starting any new/future students. UF Health Central Florida requires the school submit to our Human Resources Dept. proof of COVID-19.

If there are any questions related to this matter feel free to call Michelle Hailstock, UF Health Central Florida Human Resources at (352) 323-5365.

Sincerely,



Kimberley A. McMahan, J.D.  
Associate Counsel

Enclosure  
KAM/akh



Lake Sumter  
State College

## OFFICE OF THE PRESIDENT

Present to the Board: October 20, 2021

TO: Lake-Sumter State College  
District Board of Trustees

FROM: Stanley M. Sidor  
President

RE: 10-10 Committee Reports

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### OVERVIEW:

The District Board of Trustees serve on Committees that address different areas of the college. Currently, there are six committees: Facilities Committee, Finance and Audit, Strategic Planning Committee, Legislative-Sumter and Lake and the Foundation.

### 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  
October 12, 2021**

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

Agenda Review

- Regular Meeting
  - Consent Agenda
    - Includes regular reports from Human Resources, Facilities, and Purchasing
    - Articulation Agreements
  - Scheduled Reports
    - Includes President and Vice Presidents and the College Attorney
  - Information Items
    - 2022 Legislative Request
    - Signage Project
  - New Business
    - UFF MOU Approval for the Compensation of QEP Co-Directors
    - 2020-21 Budget Amendment

The next Executive Committee meeting will be on Tuesday, November 9, 2021



Lake-Sumter  
State College

## OFFICE OF THE PRESIDENT

Present to the Board: October 20, 2021

TO: Lake-Sumter State College  
District Board of Trustees

FROM: Stanley M. Sidor  
President

RE: 10-11 – Board Attorney Report

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### 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.





October 11, 2021

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

Re: Board Attorney Report for October 20, 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.

United Faculty of Florida-Lake Sumter State College (full-time teaching faculty). A tentative collective bargaining agreement has been reached. The Union, without objection from the College, requested authorization from the Public Employees Relation Commission to allow the Union to conduct bargaining unit communications with the faculty electronically, all balloting and tallying electronically, and the announcement of results electronically. On October 11, 2021, the Commission granted the requests and also granted a variance from the requirement to promptly submit the proposed agreement to the faculty to allow the Union additional time (through December 15, 2021) to determine whether it is preferable to use the traditional ratification vote methods or proceed with electronic voting.

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. No updates since last meeting.

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. The transcript will be finalized and provided to the attorneys during the week of October 11, 2021.

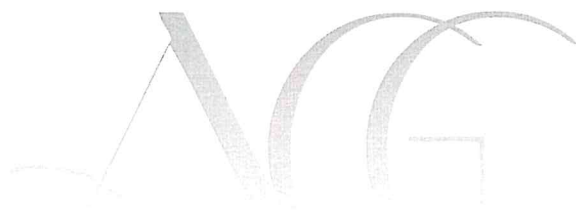
If you have any questions, please feel free to call me. I look forward to seeing you at the Board meeting.

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: October 20, 2021

TO: Lake-Sumter State College  
District Board of Trustees

FROM: Stanley M. Sidor  
President

RE: 10-12 – 2022 Legislative Budget Request

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### OVERVIEW:

The Lake-Sumter State College Legislative Agenda addresses the local initiatives that support the Florida College System's Substantive Legislative Issues for the 2022 session. On an annual basis Dr. Sidor will make an assessment of the needs of the college and will address the local legislature.

### ANALYSIS:

On Wednesday, October 6, 2021 Dr. Sidor represented the College at the Legislative Delegation hearing and presented priority items on behalf of the needs assessed by Dr. Sidor and his team and consistent with our prior Legislative requests. The report prepared for 2022 focuses on issues affecting the college. The college plans to focus on two requests for the Library & Learning Success Center Renovation & Improvement and the Emerging Media and Fine Arts Center Implementation & Renovation. The College's total ask for 2022 is \$11,500,000.

### RECOMMENDATION:

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



Lake Sumter  
State College

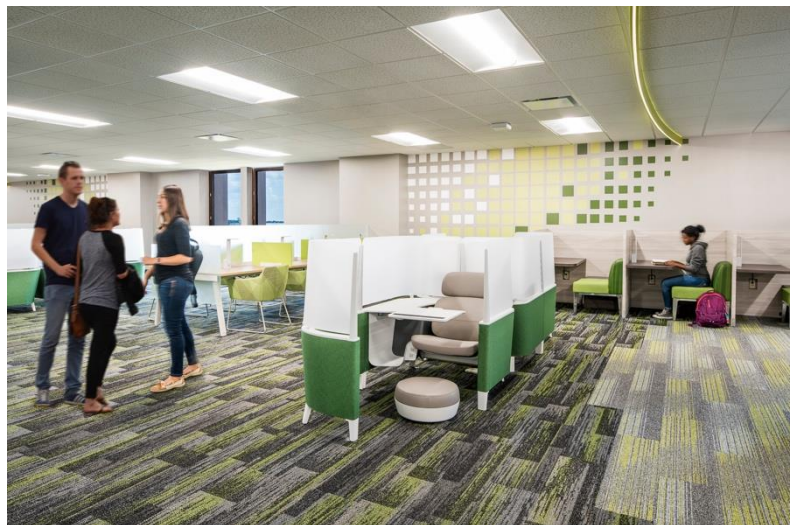
## **LIBRARY & LEARNING SUCCESS CENTER RENOVATION & IMPROVEMENT \$3,500,000**

As Lake-Sumter State College looks to the future through our *Students First* commitment, the institution is evaluating student success and support services to maximize the student experience and achieve both 100% student completion and 100% job placement/continuing education.

Through this ambitious project, LSSC must evolve and adapt to serve the needs of students – both academically and professionally – as their expectations and learning styles change. Outside of the classroom, whether physical or virtual, LSSC looks to reimagine the traditional library as an immersive and innovative experience focused on flexible learning environments. Research from similar projects around the country show that educational outcomes are also influenced by noise, temperature, air quality, lighting, and other facility design factors. To adequately address the myriad issues, Lake-Sumter State College intends to renovate the existing Library building using the learning experience design framework.

Imagine... the Library & Learning Success Center is a hub of campus where students go to study individually or in groups, get help on coursework, and apply their classroom learning in unique and innovative ways. This is learning experience design, which focuses on three pillars – people, programs, and spaces. Knowing that student's environmental needs for a conducive learning and study environment varies, the new Library & Learning Success Center will combine a variety of spaces suitable to different learning styles and preferences – quiet study, group study, open areas, meeting rooms, etc. Steelcase Education research shows that college students tend to work in groups more in the evenings (outside class and work time) and individually or with one other person during mornings and afternoons.

Through the utilization of technology and hands-on experiences, the Library becomes an extension of the classroom to reinforce key concepts and foster collaboration. The new Library & Learning Success Center will offer flexible learning spaces and have librarians, tutors, and academic support staff available to students all in one location.



*A variety of flexible individual and group study seating arrangements at the Learning Commons at the USF Tampa Library.  
(Courtesy: University of South Florida)*



LSSC is confident that this innovative and successful learning experience model being applied at colleges and universities across the country will foster the environment needed for *Students First* initiatives to make a positive impact on students and subsequently their professional careers.

### Leesburg Campus Library

Built in 1964 as one of the College's original buildings, the Leesburg Campus Library is in significant need of repair – many key systems including roofing and HVAC are damaged beyond repair. In addition, the repairs provide an opportunity for additional renovation to further meet the needs of the student and community populations served.

#### LSSC LIBRARY FAST FACTS

Year Built: 1964

Square Footage: 16,698

Location: Leesburg Campus

Foot Traffic: 2,000+ students/week

Prior to the pandemic, the Library was serving over 2,000 students each week. LSSC expects this number to double after the renovation and improvement project. The flexible layout of the main Library area should also allow for campus and community events of up to 150 people.

The scope of this project includes a full roof replacement, structural repairs, HVAC replacement, electrical upgrade, and a complete interior renovation to modern standards and current building codes.

### Project Support

This project is financially supported by former U.S. Representative Clifford B. Stearns, who donated \$250,000 to the LSSC Foundation. The new facility will also bear his name – Clifford B. Stearns Library & Learning Success Center.

### Legislative Request

**Lake-Sumter State College requests \$3,500,000 to renovate and repair the Library Building, built in 1964, on the Leesburg Campus.**



*Structural damage visible from the exterior and interior of the Library building*



## **EMERGING MEDIA AND FINE ARTS CENTER IMPLEMENTATION & RENOVATION \$10,000,000**

Emerging Media integrates the spectrum of art, storytelling and technology. Skills in each of these three key areas are developed and honed through practical application on campus in the Fine Arts Center and Digital Production Studio. This seamless integration of learning and hands-on training prepares students for a career in the highly competitive digital media career field. In fact, the U.S. Bureau of Labor Statistics forecasts much higher than average job growth for occupations in this field through 2028 and beyond. As part of LSSC's *Students First* commitment, the institution will set ambitious job placement goals for students completing this program.

The planned renovation of the College's existing Paul P. Williams Fine Arts Center, built in phases throughout the 1970s, includes the existing 400-seat auditorium and theatre, classrooms, exhibition/performance spaces, computer labs, and necessary facility improvements and repairs.

The auditorium and performance space is regularly used by the College, the LSSC Foundation, student organizations, local and state government, and community organizations. Prior to the pandemic, over 40,000 people would have attended an event at this facility annually. LSSC expects that this number will continue to grow after the renovation and that revenue generated from external events should increase by 100%.

However, the focus of this renovation will be to create space specifically for all aspects of the Emerging Media program. These modern classroom spaces will meet the unique demands of this program, while also maintaining a flexible design to meet future needs. The program includes tracks in Animation, Digital Illustration, Photography, and Graphic Design. Students will start by building a foundation in traditional art, illustration, and design courses before advancing to applying those skills in digital formats in later coursework. This synergy and a focus on a strong foundational skill set pave the way for a successful career in this growing field.

The existing building is in need of serious repairs to meet current building code standards and achieve the modern needs of the Emerging Media program. This project includes a full roof replacement, HVAC systems replacement, and electrical upgrades to bring the building up to standard.

The LSSC Foundation has significant community support with funds raised by the citizens' group *Performing Arts of Lake & Sumter* and invested in the LSSC Foundation. The total fund is now at \$2,000,000 and designated for the arts through a facility investment at LSSC's Fine Arts Center.

**Lake-Sumter State College requests \$8,000,000 to complete all necessary renovations, repairs, and improvements for the Emerging Media & Fine Arts Center project.**



Lake Sumter  
State College

## OFFICE OF THE PRESIDENT

Present to the Board: October 20, 2021

TO: Lake-Sumter State College  
District Board of Trustees

FROM: Stanley M. Sidor  
President

RE: 10-13 – Campus Signage Projects

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### OVERVIEW:

Phase II of the Campus Signage project is underway to update entryway and interior signage.

### ANALYSIS:

This is a preview of some of the new campus signage.

### RECOMMENDATION:

The District Board acknowledges receipt and review of this information.

# Signage Project Update



Lake Sumter  
State College



# Monument Signs

- Includes electronic message center
- Leesburg Campus
  - 441 entrance at Health Sciences Center
- Sumter Center
  - On US 301 entry



# Monument Signs

- Includes electronic message center
- South Lake Campus
  - Hancock Rd
  - Replaces current sign (gold frame)



# Update to College Drive Signs





# Sumter Center Entry Update



# Entry Sign near Building M/441



# CDL Training & Simulation Center



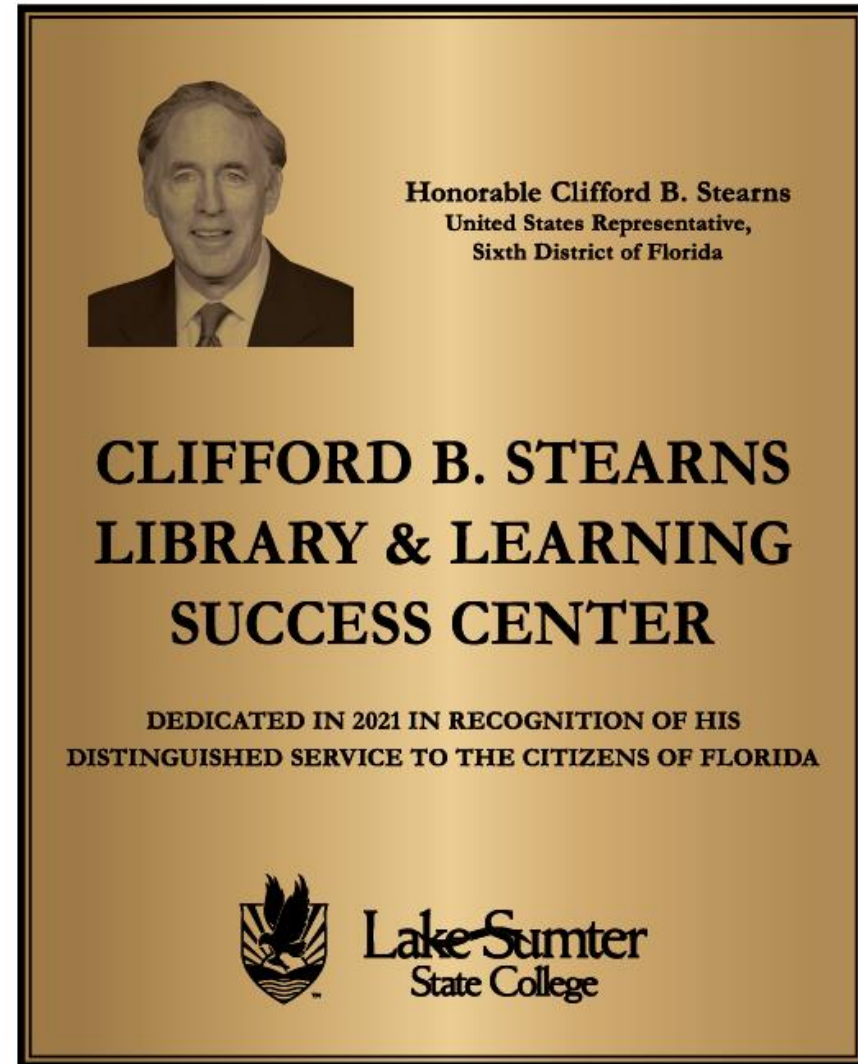


# Library Dedication



# Library Dedication

- Recognition plaque to be placed on Library exterior





# Student Services Building

- Lighted channel lettering
- 32 feet wide
- Similar to what's at Science-Health Building in Clermont facing SR50



# ADA Wall Placards

- Prototype shown
- Custom and branded dimensional design
- ADA compliant
- Lettering can be modified without needing to replace entire placard





# Health Sciences Center Sign (Completed)



# Health Sciences Center Lobby

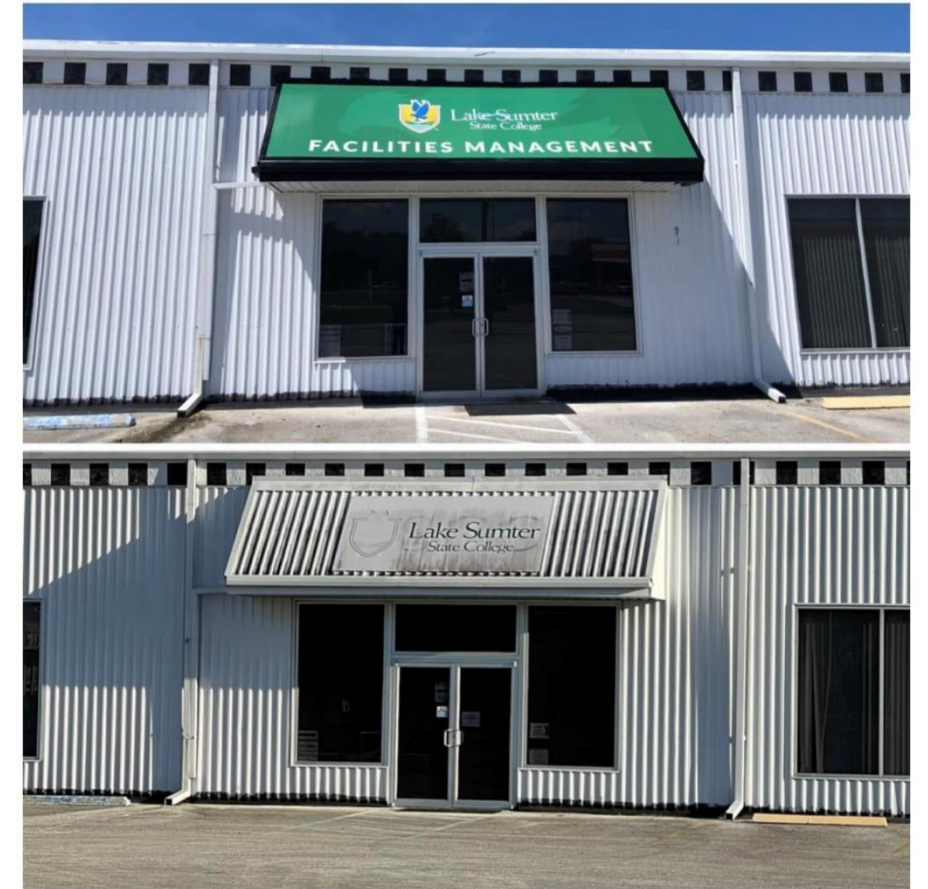
(Completed)





# Facilities Building Awning

(Completed)

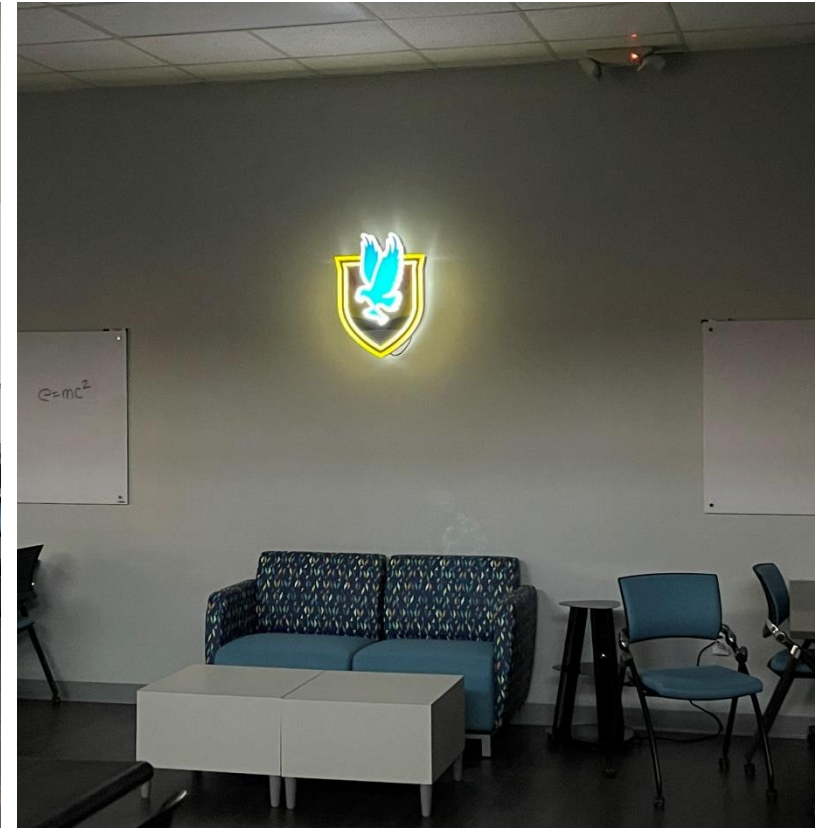
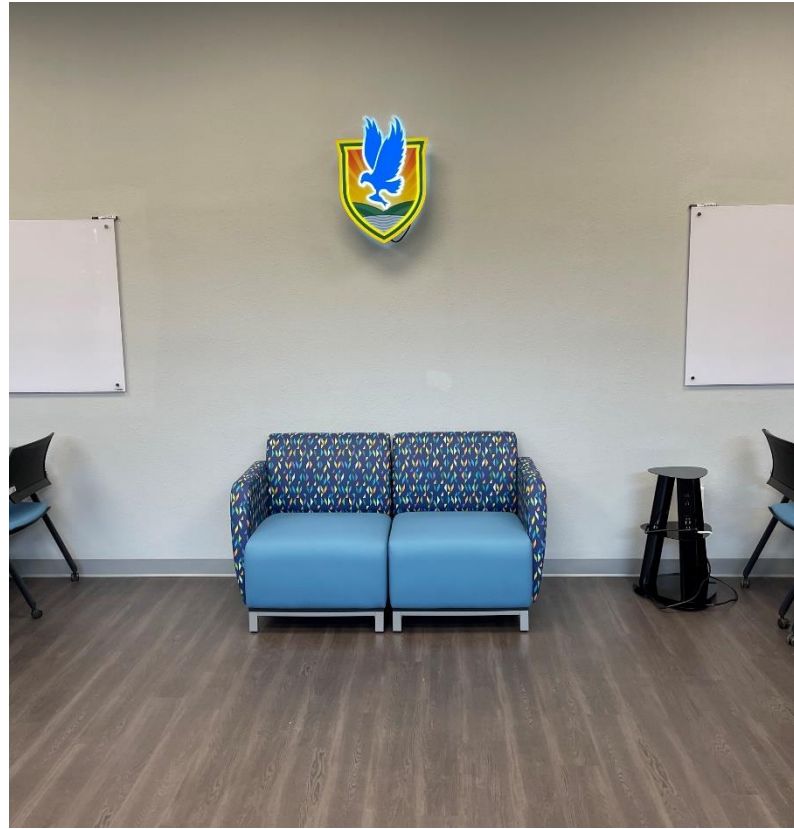


# SL Learning Center Windows

(Completed)







# Student Center Lighted Logo (Completed)

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# Student Center Signage (Completed)







Lake Sumter  
State College

## OFFICE OF THE PRESIDENT

Present to the Board: October 20, 2021

TO: Lake-Sumter State College  
District Board of Trustees

FROM: Stanley M. Sidor  
President

RE: 10-14- UFF MOU Approval for Compensation of Information Literacy Co-Directors

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### OVERVIEW:

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

### ANALYSIS:

The College has tentatively agreed to a Memorandum of Understanding (MOU) related to the compensation for the Co-Directors of the QEP. The compensation is in alignment with the current practice of \$38/hour for additional work. The UFF has ratified the agreement.

### RECOMMENDATION:

It is recommended for approval as written.

Memorandum of Understanding Between the  
United Faculty of Florida – Lake-Sumter State College  
and the Lake-Sumter State College District Board of Trustees  
**Subject: QEP Co-Director Stipends**

Based on the Quality Enhancement Plan (QEP) developed by LSSC and approved by the Southern Association of Colleges and Schools Commission on Colleges in June 2021, the following adjustments will be implemented for QEP Co-Directors beginning fall term 2021. Each stipend position is supervised by the Dean of Library and Learning Services.

**1. Co-Directors.**

Faculty serving as Co-Directors of the QEP will receive an hourly stipend based on the special projects rate of pay (\$38/hour) and the projected number of hours required to perform co-director duties. For the current year, the number of hours is projected to be up to 5 hours per week performing QEP-related activities. Accordingly, the current total stipend per semester is \$2,850.


**2. Additional Conditions.**

- A. The College will determine the objectives, responsibilities, and performance obligations applicable to QEP Directors, and the College will be solely responsible for evaluating each Director's performance according to those objectives, responsibilities, and obligations.
- B. The College shall determine the number of QEP Directors, if any, to appoint at any given time. The College reserves the exclusive right to appoint QEP Directors, as well as the exclusive right to remove faculty members from such appointments.
- C. This MOU shall not apply retroactively and no stipend shall be paid for any prior service or prior certifications received.

  
\_\_\_\_\_  
Chief Negotiator – LSSC

\_\_\_\_\_  
Date

9-23-2021



\_\_\_\_\_  
Chief Negotiator – UFF LSSC

9/24/2021

\_\_\_\_\_  
Date



Lake Sumter  
State College

## OFFICE OF THE PRESIDENT

Present to the Board: October 20, 2021

TO: Lake-Sumter State College  
District Board of Trustees

FROM: Stanley M. Sidor  
President

RE: 10-15 – FY22 Budget Amendment

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### OVERVIEW:

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

### ANALYSIS:

The Board is being asked to authorize the President to amend the FY22 budget.

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

### RECOMMENDATION:

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

*Lake-Sumter State College's mission is to deliver student success through personal attention and flexible pathways leading to rewarding careers and higher wages.*

## **District Board of Trustees**

Mr. Timothy Morris, Chairman  
Mr. Peter F. Wahl, Vice Chairman  
Dr. Stanley M. Sidor, President  
Mrs. Anita Geraci-Carver, Board Attorney

Mr. Bryn Blaise  
Mrs. Marcia Butler  
Mr. David Hidalgo  
Mrs. Jennifer Hooten  
Mr. Bret D. Jones  
Ms. Emily Lee  
Mrs. Ivy Parks

