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# Lake Sumter State College

## **DISTRICT BOARD OF TRUSTEES**

**WEDNESDAY, OCTOBER 21, 2020**

**South Lake 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

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**Lake-Sumter State College  
DISTRICT BOARD OF TRUSTEES  
Wednesday, October 21, 2020  
South Lake Campus**

**5 PM BOARD MEETING**

**I. CALL TO ORDER..... Mr. Wahl**

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

**III. PUBLIC COMMENT**

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

**QEP Presentation ..... QEP Committee**

**Workforce Presentation ..... Dr. Amy Albee-Levine**

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

**ACTIONS and ACKNOWLEDGEMENTS**

- 10-1 Action: Minutes of September 23, 2020 Regular Board Meeting
- 10-2 Information: Human Resources Staff Transactions
- 10-3 Action: Purchases of \$25,000
- 10-4 Information: Facilities Update
- 10-5 Action: Monthly Fiscal Report for September 2020
- 10-6 Action: Write-Off of Tangible Personal Property
- 10-7 Action: Articulation Agreement Marion County School-Engineering Technology
- 10-8 ~~Action: Stetson Honors Program Articulation Agreement~~
- 10-9 Action: Affordability Report

**SCHEDULED INFORMATION REPORTS (Tab B)**

- 10-10 President's Update..... Dr. Sidor
  - Meetings/Activities/Misc.....Pages
  - Legislative Update
  - Vice Presidents Report (Bigard, Brady, Byrd, Vitale)
- 10-11 Committee Reports.....Mr. Wahl
  - Executive Committee
- 10-12 Board Attorney's Report ..... Mrs. Geraci-Carver

**NEW BUSINESS (Tab C)**

- 10-13 Information: Guided Pathways Presentation.....Dr. Brady
- 10-14 Action: Covid-19 Memorandum of Understanding with UFF .....Dr. Bigard
- 10-15 Action: President's Evaluation ..... Anita Geraci-Carver
- 10-16 Action: Ratify President's Contract .....Dr. Sidor

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

- 10-17 Information: Charter Schools and Partnerships

**ADJOURNMENT ..... Mr. Wahl**

## **CALENDAR NOTES:**

<b>LSSC Monster Dash</b>	<b>Saturday, October 31, 2020</b>	<b>Leesburg Campus</b>
<b>Next Executive Committee Meeting</b>	<b>Tuesday, November 10, 2020</b>	<b>Leesburg Campus</b>
<b>Next Board Meeting</b>	<b>Wednesday, November 18, 2020</b>	<b>South Lake Campus</b>
<b>Thanksgiving Break</b>	<b>November 25-27, 2020</b>	<b>Campuses Closed</b>
<b>Fall Commencement</b>	<b>Friday, December 11, 2020</b>	<b>LSSC Gym</b>



## OFFICE OF THE PRESIDENT

Present to the Board: October 21, 2020

TO: Lake-Sumter State College  
District Board of Trustees

FROM: Stanley M. Sidor  
President

RE: 10-1 – Minutes of September 23, 2020 Regular Board Meeting

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### **OVERVIEW:**

Attached are the minutes of September 23, 2020 regular 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 23, 2020**

The regular meeting of the District Board of Trustees, Lake-Sumter State College, was called to order at 5:00 p.m. on September 23, 2020, in the Magnolia Room and via Zoom, by Mr. Peter F. Wahl, Chairman. In attendance was Mr. Bryn Blaise, Mrs. Marcia Butler, Mrs. Jennifer Hill, Mrs. Jennifer Hooten, Mr. Bret Jones, Emily Lee and Tim Morris. Mr. Wahl welcomed those in attendance and invited them to join in the Pledge of Allegiance followed by a moment of silence.

Nick Kemp and Sandy Litton reported on the advancement in automation that continue to improve our performance and efficiency as an organization.

**CONSENT CONSIDERATIONS- ACTIONS and ACKNOWLEDGEMENTS**

Marcia Butler moved and Emily Lee seconded the motion to approve as presented agenda items numbers 901 through 907 as follows:

**Minutes of July 22, 2020, Regular Board Meeting and Workshop**

*2020-9-01*

**Human Resources Transactions**

*2020-9-02*

**Appointments of:**

Randall Blackburn	effective date 08/18/2020
Douglas Wymer	effective date 06/01/2020
Sandy Litton	effective date 07/01/2020
Casey Nicole	effective date 07/01/2020

**Resignation of:**

Joan Thurman	effective date 08/06/2020
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**Separation of:**

Mark Hasty	effective date 07/30/2020
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**Monthly Fiscal Report for August 2020**

*2020-9-03*

**Facilities Update**

*2020-9-04*

**Purchases of \$25,000**

*2020-9-05*

## **2020-21 Blanket and Annual Purchase Orders**

2020-9-06

## **Perkins Grant Application**

2020-9-07

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

## **INFORMATION ITEMS**

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

2020-9-08

Anita Geraci-Carver announced that there are no changes to the Ethics laws this year. She announced that as the college is going through its SACS accreditation process one of the things they want to see is more documentation from the Board of Trustees. She created a form and explained that by signing it each board member is committing themselves to following the code of ethics.

### **Resolution for Lake County**

2020-9-09

Dr. Sidor announced that the college recently received a donation of two Ford F-150 trucks from Lake County Board of County Commissioners for the college’s facilities department. In recognition of the generous donation a resolution will be read into the record and presented to them at the September Board of County Commission meeting.

## **DISTRICT BOARD OF TRUSTEES RESOLUTION HONORING LAKE COUNTY BOARD OF COUNTY COMMISSIONERS**

WHEREAS, the mission of the Lake-Sumter State College is to deliver student success through personal attention and flexible pathways leading to rewarding careers and higher wages; and  
WHEREAS, one of the responsibilities of the District Board of Trustees is to build partnerships within the community further the mission of the College; and  
WHEREAS, strong community partnerships are mutually beneficial relationships that allow for additional opportunities when funding sources for public colleges are limited; and  
WHEREAS, Lake-Sumter State College is proud have a strong partnership with the Lake County to mutually advance our missions and enhance our communities;  
WHEREAS, the College identified a need for service vehicles to support maintenance and facilities operations at the College’s three campuses; and  
WHEREAS, Jeff Cole of Lake County was instrumental in facilitating the donation of two Ford F-150 pickup trucks from their fleet; and  
THEREFORE, BE IT RESOLVED THAT, the LSSC District Board of Trustees do hereby convey special recognition to Jeff Cole and Lake County Board of County Commissioners as Outstanding Community Partners for their generous support of Lake-Sumter State College.  
Presented this 31<sup>st</sup> day of August, 2020.



## **Review College Mission Statement**

*2020-9-10*

Dr. Sidor reviewed the current mission statement Lake-Sumter State College's mission is to deliver student success through personal attention and flexible pathways leading to rewarding careers and higher wages.

The Board of Trustees acknowledged the review of the statement.

## **Health Insurance Rates**

*2020-9-11*

Dr. Bigard announced that the health insurance renewals came back at a 5% increase. The consortium went out for an RFP and stayed with Florida Blue. The initial rate increase was around 10% and after looking at plan design changes and the use of partial reserves the total increase for LSSC is around \$90,000. The open enrollment for employees will begin October 1<sup>st</sup>.

## **SCHEDULED INFORMATION REPORTS**

### **President's Update**

*2020-9-12*

Dr. Sidor reported that the fall start-up went very smooth. We are making adjustments to enhance our student and faculty experiences. He asked faculty senate to survey common start-up issues. They responded quickly and we are currently working to resolve some of the issues. We have added B term sessions. We are working on a plan to add more campus sections for the spring. We are surveying students to find out their preferences.

We are currently working on adjustments to bring everyone back to campus to support our students.

The Department of Education, Florida College System legislative request is \$1.3 billion, this is almost the same as last year. The request is to restore the cuts from this year, and adding additional workforce programs.

We most likely will see PECO and it will be bonded. This will primarily be for professions that will lead to immediate employment. The challenges will be funding and state revenue is down. We are still preparing for a 6% budget hold back with a possible 2% addition on top of that.

The biggest challenge in the budget is the lack of guidance on how to use the CARES Act funding. This year's legislative priorities will be expanding workforce programs. Our challenge as a college is to find a way to create more short-term certificate programs and others types of programs that articulate in order for people to return to work. Our local legislative request will include workforce funded programs and there is an opportunity to add some simulation equipment and he will work with local hospitals on this. The request is due on October 15<sup>th</sup>.

Anita has prepared a draft MOU on the East Lake Property. It contains three components: conduct a needs analysis, from the need's analysis develop programs, and develop facilities needs develop a budget.

We have significant interest in one of our partners increasing presence on two of our campus locations.

He announced that he was appointed by Commissioner Cocoran to serve on the Articulation Coordination Committee.

### **Dr. Heather Bigard**

Dr. Bigard reported on several updates from her department.

### **COVID-19**

- Team Corona successfully led the LSSC pandemic response and opened the fall semester with predominantly online courses, remote student support services, socially distant office and classroom spaces, and new guidelines, protocols, and training to keep the campus community safe.
- As a result of the pandemic, the institution has leaped forward in online course delivery, remote student support and enrollment services, and the automation of several business processes. Next steps include the development of measurements to track and further refine these innovations and improvements.

### **ATHLETICS**

#### ***Mike Matulia, Executive Director of Athletics***

- “Return to Play” protocols and procedures are currently being followed and have been successful. Daily COVID-19 wellness checks are being performed electronically by all student-athletes, coaches and staff.
- Cross Country teams have begun competition, with both Men’s and Women’s teams being ranked in the top 20 in the first NJCAA Division II poll; Men’s team was ranked 6<sup>th</sup> and Women’s Team was 14<sup>th</sup>.
- All other sport teams have begun their 60-day fall practice schedules.

### **BUSINESS SERVICES**

- ***Melinda Barber, Associate Vice President of Business Affairs & Controller***
- Administered CARES funding of \$1,035,600 in student support and \$355,000 in administrative costs as of September 15. Total award is \$2,419,641. \$1,153,190 must be awarded to students. New Tech award has help to identify more students to receive funds.
- Completed Foundation Audit.
- Collaborated with HR on benefits proposal that would offer some premium relief for employee with dependents.

### **CAMPUS SAFETY**

#### **REBECCA NATHANSON, DIRECTOR OF CAMPUS SAFETY**

- Installation of new video recording equipment for existing video camera system, providing increased video storage of 30-90 days (from previous 7 days).
- 17 video cameras added or replaced to upgrade video capability; we now have video surveillance of the athletic field area; new equipment also provides much more efficient, user friendly interface for retrieval of footage.

## **FACILITIES**

### **RICK PALMER, EXECUTIVE DIRECTOR OF FACILITIES**

- Job Search for a Licensed Journeyman Electrician continues.
- Started the process to obtain quotes for purchase and installation of replacement 250-Ton Chiller for South Lake Building-2 #2 Chiller.
- Awarded Leesburg Student Services Building 2<sup>nd</sup> Floor Air-Handler Replacement Project to Siemens. Once equipment has been received installation will be scheduled in such a manner to minimize disruption to occupants of that building.
- SL Science-Health Building first floor IT-Room HVAC Liebert HVAC System Install Project (Rack Unit) nearing completion.
- Met with Continuing Education and The Foundation this week to focus attention toward accelerating the kick-off of land-preparation and site-plans for the CDL Project on the Sumter Site.

## **FINANCIAL AID**

### ***Marta Ralowicz, Interim Director of Financial Aid***

- Awarded and disbursed Tech Grant (paid from CARES Act) to 327 students.
- Awarded Financial Aid to 826 students for the 2020-2021 Academic Year.
- Processed disbursements (state and federal aid) for Fall, 2020.
- Presented at Lakehawk Preview Days on July 21, 2020.

## **HUMAN RESOURCES**

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

- Collaborated with Campus Safety, Student Development, and Marketing to update the COVID-19 Contact Tracing Process.
- Implemented weekly Employee COVID-19 Work Accommodations Report.
- Processed 19 employee COVID-19 Work Accommodation requests and three employee ADA Accommodation requests.
- Coordinated and scheduled Conversations in Inclusiveness student and employee workshops to launch the Lakehawk Leadership Academy in late September/October.
- Planning a Virtual Benefits Fair in October prior to open enrollment.
- Reviewing recruiting process to be more efficient and effective.
- Reviewing administrative procedures for needed updates.

## **INFORMATION TECHNOLOGY**

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

- Implemented Signal Vine for Admissions.
- API for Canvas Faculty Sites.
- Engagement platform Presence implemented.
- Oracle Self-Audit completed by Enterprise Systems Office.
- Canvas – COVID-19 Return to Campus for Student/Faculty/Staff.
- Phishing Alert add-in button added to both Outlook and Outlook Web Access.

- New 500mb internet connection is now up and running at the Sumter campus.
- Programmatically updated Fall courses to distance learning and ensured all fees processed appropriately. Saved multiple departments hours of manual updates and safeguarded against incidental data entry errors.
- Resolved certificate trust issues on ADFS servers that directly affected Single Sign-On.
- Completed annual IT equipment inventory.
- Expanded on process to capture Continuing Ed students in order to upload into Canvas. This will allow Continuing Ed to utilize Canvas when needed.
- Successfully completed the process of loading electronic transcripts into Banner.
- Process created to send automated e-mails to Financial Aid and Admissions/Veterans.
- Completed multiple data requests contributing towards SACSCOC.
- Assembled 4 new smartboards and stands for SGA and eLearning.
- Coordinated with PIIR, HR and Admissions to resubmit our entire years' worth of data for State Reporting.
- Dave Phillips completed 2 MIT Sloan courses, Visual Management for Competitive Advantage: MIT's Approach to Efficient and Agile Work and Management Analytics: Decision-Making Lessons from the Sports Industry.
- Mathew Burke received his Network + certification.

## **PROCESS IMPROVEMENT & INSTITUTIONAL RESEARCH and COMPLIANCE**

### **Sandy Litton, Director**

Completed and compiled a Distance Learning Survey for the Council of Presidents.

Developed a college-wide weekly metric dashboard/report.

Completed 2021 FTE Projections.

Complied data usage for commonly used Workflows.

Workflow	Completed Cases as of 9/2	Workflow Launch Date
Dual Enrollment Application	592	6/16/2020
Florida Residency	580	8/10/2020
VA Schedule Approval	87	6/9/2020
Veteran's 60-day Tuition Deferment	57	6/9/2020
Change of Program	47	4/20/2020
Course Substitution	46	4/20/2020

- Academic Assessment - August saw the maturation of our new SLO process that has been three years in development. Faculty met as many as four times during the first week back from Summer. These meetings consisted of scoring common assessments, followed by course-level, discipline-level, outcome-level discussions of the data. These discussions allowed faculty to discuss the ramifications of the data and make instructional decisions to further increase the success of our students. All discussions occurred with support from administrators, and the Outcome-level discussions involved all faculty, across disciplines and degree programs. The result is impressive data, process, and decision-making to show SACSCOC in the Focused Report, and their visit with us next month. We also have about 90% of our SLO work for the entire school year done in that one week.

## STRATEGIC INNOVATION AND DIGITAL EDUCATION

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

- Assisted instructors with beginning of the semester issues (Zoom, Kaltura video needs, organizing content appropriately, etc.)
- Created a new CDS shell for Mark Duslak, Anne Alcorn, and others. Assisted with importing content, arranging/organizing, loading students and publishing.
- Assisted Latisha McCray with her new HSCA college prep shell.
- Assisted IT and Academic Affairs to pull outcome reports for Public Speaking courses.
- Developed training suggestion for students, staff and faculty and presented training at faculty meetings.
- Continue researching/exploring Rubric options for the QEP committee.
- Assisted the nursing department with syncing enrollments and courses with Examsoft.
- Honorlock Training continues.

### **Claire Brady**

Dr. Brady reported on several updates from her department.

## ACADEMIC ADVISING

Jen Manson, Assistant Director Student Development- Advising

- Recorded 2,878 total advising contacts in July/August through all modalities.
- Recorded 250 contacts in “Ask Us Anything” online support in July/August.
- Conducted interventions with 113 students on “Academic Warning” this summer semester.

## ADMISSIONS & RECORDS

Jenni Kotowski, Executive Enrollment Management & Caitlin Moore, Registrar

- Mailed 600 Graduation Celebration boxes to spring graduates.
- Awarded 227 degrees and academic certificates for summer.
- Evaluated 572 post-secondary transcripts for the fall semester.
- Launched a “Spring Headstart” marketing campaign for fall late-start courses.
- Late-start classes will continue enrolling students through mid-October.

<b>Fall 2020 Enrollment (as of 9/4/20)</b>	<b>Total #</b>	<b>% Annual Change</b>	<b>Total # Difference</b>
Overall Headcount	4,810	-8%	418
Overall FTE	1,437	-6%	280
Fee-paying headcount	3,465	-9%	375
Fee-paying FTE	1,063	-8%	96
Non-fee-paying headcount	1,351	-3%	48
Non-fee-paying FTE	374	-2%	7

## CAREER DEVELOPMENT SERVICES

Anne Alcorn & Kairise Conwell, Career Advisors

- Facilitated nine (9) Virtual Chat sessions to connect Engineering Technology students to engineers and relay technicians from Duke Energy, PowerGrid, and Tampa Armature Works.

- Created and launched a separate Career Development Services Canvas shell for all students.
- Created new resume module in Canvas for BAS-Strategic Leadership program.

## **DEAN OF STUDENTS**

Carolyn Scott, Dean of Students

- Provided laptops to 25 students through the Laptop Loaner Program in July/August.
- Provided Emergency Dean wrap-around support to 31 students in July/August.
- Eight students completed the COVID-19 Exposure Reporting Form 7/01-9/04/20.
- 70% of our students have completed the COVID-19 training (as of 9/04).
- Chaired the Student Experience workgroup of Team Corona: created Student Guidelines for returning to campus, drafted the student content of the Pandemic Policy, and created the Covid-19 Student Training.

## **EDUCATIONAL OPPORTUNITY PROGRAMS**

Dr. Roland Nuñez, Director Educational Opportunity Programs

- Upward Bound completed a 5-week summer program that transitioned completely online, with 35 students in attendance.
- Talent Search completed a virtual summer program with over 60 students in attendance.
- Upward Bound and Talent Search both received US DOE continuation awards, guaranteeing funding for another fiscal year.
- Four Upward Bound graduates enrolled at LSSC for fall, including one student who was accepted into the Honors program.
- EOP adopted a new, fully virtual tutoring program in collaboration with Tutor.com, providing 24/7 access to high school academic tutoring.

## **LAKE COUNTY SCHOOLS/LSSC PARTNERSHIP**

Dr. Rhonda Boone, LCS Administrator on Special Assignment

- Dr. Boone began her new role as an Administrator on Special Assignment in mid-July.
- Dr. Boone will promote student access and achievement, focusing on: Dual Enrollment, FTIC recruiting, connecting school-based staff and LSSC programs, implementing automation between LCS and LSSC, and promoting collaborations.

## **STUDENT DEVELOPMENT & NEW STUDENT ORIENTATION**

Mark Duslak, Associate Dean of Students

- New initiative “Ask Us Anything” online student support was extraordinarily successful. Over 1,250 students participated in this service in July/August.
- Processed 17 student administrative appeals since 07/01/20.
- Selected to serve an additional term on the editorial board of the *NACADA Review: Academic Advising Praxis and Perspectives*.

## **STUDENT ACCESSIBILITY SERVICES (SA)**

Alicia Hall, Assistant Direct Student Development- SAS

- Conducted a phone coaching campaign to all enrolled SAS-registered students to transition them into online learning and services.

- Hosted a fall Virtual Open House for students, faculty, and staff.
- Processed 91 student requests for accommodations and 27 new student intakes for fall (as of 9/04/20).
- Launched a coaching program for students with challenges in executive functioning skills.
- SAS Assistant Director Alicia Hall was appointed as the Community Outreach Coordinator for the Florida AHEAD Regional Consortium.

## **STUDENT LIFE**

Jenn Unterbrink, Director Student Life

- Launched a new online student engagement platform “LSSC Student Experience.”
- Launched Year 2 of Lakehawk Leadership Series & the National Society of Leadership and Success.
- Hosted a college-wide virtual “Welcome Back Bash” using the EventHub platform.
- Student Government Association (SGA) passed their FY21 Student Activities Fee Budget. In addition to existing clubs, two new clubs were approved for standing budgets (PRISM & Student Performing Arts).

## **SUMTER CENTER**

Kelly Hickmon, Assistant Dean of Students

- Received 79 applications for the AAS Electrical Distribution Technology degree and certificates; 30 of those enrolled for fall.
- Received 64 applications for the AS Engineering Technology degree and certificate; 31 of those enrolled for fall.
- Sumter Center Student Government Association (SGA) has 2 returning officers and are recruiting new student leaders.

## **ESA STAFFING UPDATES & ACCOMPLISHMENTS**

- We are sad to share that Mark Hasty, our Veteran & International student Coordinator, passed away in early August. He is deeply missed. We are in discussions with his family to establish a Veterans scholarship in his honor.
- Associate Dean of Students Mark Duslak is an author of an upcoming publication in the December 2020 issue of the NACADA Journal. The title of the manuscript is *Administrator Perceptions of Academic Advisor Tasks*. The NACADA journal is the premier scholarly publication for the field of academic advising.
- EOP Director Dr. Roland Nuñez published an article in the peer-reviewed Journal of Technology and Higher Education in August 2020 titled *Development and Assessment Strategies of Educational Entertainment Media for Learner-Centered Instruction in Higher Education*.

## **DR. CLAIRE BRADY, VICE PRESIDENT ENROLLMENT & STUDENT AFFAIRS**

- Selected to serve on the 15-member nationwide NASPA “Future of Student Affairs” Taskforce, one of two community college representatives from across the US.
- Facilitating a division staff book club on Ibram Kendi’s “How to be an Anti-Racist”.
- Began annual term as Chair-Elect of the Florida Council of Student Affairs (CSA).

- Published a blog for NASPA on “Leading in the time of COVID-19” (<https://naspa.org/blog>)

### **Dr. Laura Byrd**

Dr. Byrd gave several updates from her department.

**NEWS:** The Foundation awarded over \$700,000 to almost 1000 students in 2020. This is a record year in the history of our institution and thanks to generous donors we distributed 150,000 pounds of good to 5000 people between May and September. Thank you to everyone who helped to make this happen!

### **Events:**

She announced that after working tirelessly to reschedule events it has been decided that the Gala, 22nd Annual Golf Tournament, and the Performing Arts Series have all been canceled.

**Distinguished Alumni:** The Distinguished Alumni & Hall of Fame celebration is scheduled for Tuesday, October 13 at Mission Inn. This year’s award winners are:

Heart of a Volunteer Robert Elmatti, Community Engagement Frederick Jones, Bernadette Leware, Professional Achievement Candice Humphrey, Valor Brianne Cook, Gold Kylie Smalt, Staff Carolyn Scott, Faculty Nora Rackley, Trustee Tim Morris, and Athletics Mike Matulia.

Monster Dash: LSSC Foundation will host the 5k/10k/Virtual Marathon on Saturday, October 31, 2020. The race begins at 8:00am with runners going out in waves to allow for social distancing. Please register to run, walk or volunteer. We need your support.

Faculty/Staff Annual Campaign Kickoff: We will kick-off the Faculty/Staff Annual Campaign in the beginning of October. The Community Campaign will kick off in January at the Annual Board Meeting, scheduled for January.

### **Grants:**

Rapid Credentialing Grant: received \$266,000 for the CDL program and the Lineworker program. \$93,000 is allocated for a digger truck and \$173,000 for the CDL program. The Foundation has \$75,000 of matching money to help with the CDL.

McLin Grant will be submitted in October for \$50,000 to support the CDL Program.

United Way Grant will be submitted in October for \$14,000 to support the RISE Summer Math Academy.

Special Project Grants the LSSC Foundation Board approved \$25,000 in project grants to be awarded to faculty and staff projects that will directly benefit students attending Lake-Sumter State College. Each grant awarded will be in the amount of \$2,500.

Large gifts:

Florida College System Foundation, Helios Educational Foundation Scholarship \$4,189



Florida College System Foundation, Dream Makers Scholarship \$6,140  
Florida College System Foundation, Blue Cross/Blue Shield Scholarship \$12,801  
Mary Kay Geiger Leware Nursing Scholarship \$10,000 scholarships  
Private \$10,000 Unrestricted

Witten Property Gift – Farmville, Virginia, lot in a subdivision, .63 acres, List price \$37,900  
The Foundation Board accepted the gift dependent upon due diligence.

Foundation Audit: Purvis & Gray have completed the 2019 Foundation audit and provided the Final Audit review. The Audit and the 990 is scheduled to be presented at the October LSSC Foundation Board Meeting and to the Board of Trustees in November.

Corporate Training and Continuing Ed. will be partnering with Condensed Curriculum International to offer 22 new industry certificate programs. All of these are in demand in our area and we have worked with the academic instructors to look at alignment to degree programs.

A commercial drone operator program will begin in the spring. This will be an industry and FAA approved program. We have a partnership with Sun Air at Leesburg airport. This will allow our students to test locally.

#### Marketing & Communications Update

- The Marketing Team continues to support enrollment efforts through marketing campaigns for the B7 semester. Utilizing the new Hubspot system, students who express interest in enrolling are sent personalized & custom automated emails before personal contact from an enrollment coach. Marketing is also coordinating communication to students currently in the enrollment pipeline that may be interested in B7 enrollment.
- Marketing coordinated promotions for the recent Drive-Thru Food Distributions hosted by the LSSC Foundation that garnered hundreds of thousands of impressions in print and online platforms and Orlando TV news coverage on Spectrum News 13, FOX35, WESH2, and Telemundo. Telemundo did a live broadcast from the LSSC South Lake campus and posted the article on their website. This is valuable coverage as it reaches the Spanish speaking audience that is important to the College's strategic enrollment goals.

#### Youth Development:

- Tutoring – working with instructors now to set up schedules for Fall Virtual Tutoring. These will be 1-on-1 sessions offered virtually. Will open up on-campus tutoring to include group tutoring/peer tutoring and/or workshops/seminars in Spring/Summer 2021.
- Black Rocket Virtual Tech classes will be offered through the Fall and Spring semesters.
- Youth Development built an Advisory Committee and met on Tuesday, September 22nd. The members were excited to be part of this team.

#### **Michael Vitale**

Dr. Vitale reported that these first few months have been the most unusual of any I have spent in higher education whether as a student, faculty member, or administrator. Experiencing a first day

of classes with no lost students or no parking problems was like a scene from the Twilight Zone. But, the way that this institution responded to the Covid-19 pandemic was remarkable. Transitioning from a traditional mix of classes over spring break to a fully online presence was the result of teamwork and hard work by everyone. Adapting to an admission, advising, and registration process that was almost exclusively online for summer and then fall was truly a feat that all should be proud of.

I have had very limited opportunities to meet many faculty and staff in person but have met a number of them on Zoom or Teams as we keep moving to serve our students.

He is continuing the partnership work that has been ongoing with Lake Technical College. Yesterday Greg Jones, Director of Corporate Training and Continuing Education and I met with Melissa Stephan and others from Lake Tech to discuss possible future joint initiatives.

Pinecrest Lakes Academy did begin classes on the South Lake campus and is going well.

The Electrical Distribution Technology Program (Line worker) basic certificate program is a very popular. We are planning a bootcamp starting in November and will be starting the basic certificate program again in the spring. This latter is a change, due to instructor limitations we had been offering the basic program in the fall and the advanced certificate in the spring. However, there is much more interest in the basic certificate as it opens the door for graduates to enter the work force.

### **Executive Committee**

2020-626

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

### **Board Attorney's Report**

2020-627

Anita Geraci-Carver updated the board on the Parker Case and in early August the plaintiff and Leadership Lake County, Inc. each had attorneys enter a notice of appearance in the case, so new attorneys are involved. On September 1st, the College filed an answer and affirmative defense to Plaintiff's amended complaint.

The OCR investigation remains pending. UFF negotiations took place on September 21<sup>st</sup>.

### **NEW BUSINESS**

#### **Acknowledgement of 2019-20 Annual Finance Report**

2020-9-15

Dr. Bigard announced that the 2019-20 audit is in the packet. The board acknowledged the report as written.

#### **Board Committee Assignment**

2020-9-16

Mr. Wahl announced the board is broken into six committees Technology, Facilities, Nominating, Strategic Plan, Sumter Partnership, and Foundation and he announced who would serve on which committee.

Bret Jones made a motion to accept the committees as assigned and Marcia Butler seconded and motion carried.

### **President's Evaluation**

*2020-9-17*

It was recommended that this item be tabled and will be brought back to the October meeting.

Bret Jones made a motion to table the Presidents Evaluation and Tim Morris seconded and motion carried.

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

### **Approval of Extended Holiday for Faculty**

*2020-9-18*

Bret Jones made a motion to accept the extended holiday for faculty in November and Tim Morris seconded and motion carried.

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

### **Approval to change October Board Meeting Date**

*2020-9-19*

A motion was made by Tim Morris to move the October Board meeting to October 21<sup>st</sup> and the Executive Committee meeting to October 13<sup>th</sup> and seconded by Bret Jones, motion carried.

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

## **OTHER CONSIDERATIONS**

### **As Needed by Chairman/President**

- ✓ Chairman Wahl reviewed the events on the calendar. He announced that the next Board meeting will be on Wednesday, October 21, 2020, at 5 p.m. for the regularly scheduled meeting.

There being no further business, the meeting was adjourned at 6:35 p.m.

Respectfully submitted,

ATTEST:

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Peter F. Wahl, 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 21, 2020

TO: Lake-Sumter State College  
District Board of Trustees

FROM: Stanley M. Sidor  
President

RE: 10-2 - Human Resources Transactions

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### OVERVIEW:

Per Florida Statute 1001.64 (18), each Florida College Board of Trustees shall establish the personnel program for all employees of the institution. The LSSC Board of Trustees has approved a Staff Salary and Classification Schedule.

It is the intent of the College to keep the District Board informed of appointments, separations, resignations, and other Human Resources transactions among employees in the administrator, managerial, professional administrative, professional crafts-trades, and professional technical categories.

### ANALYSIS:

Please review attached summary.

### RECOMMENDATION:

The District Board acknowledges receipt and review of this information.

# Human Resources Transactions



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## STAFF

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### ADMINISTRATIVE-GENERAL

#### APPOINTMENT

<u>Name</u>	<u>Position</u>	<u>Classification</u>	<u>Effective Date</u>
Christine Ramos	Director ASN Nursing Instruction	2-1	08/17/20
Robyn Winship	Director ASN Nursing Practice	2-1	08/17/20

#### SEPARATION

<u>Name</u>	<u>Position</u>	<u>Classification</u>	<u>Effective Date</u>
Rickey Palmer	Executive Director Facilities	2-3	12/18/20

### ADMINISTRATIVE-MANAGERIAL

#### APPOINTMENT

<u>Name</u>	<u>Position</u>	<u>Classification</u>	<u>Effective Date</u>
Caitlin Skiles	Business Process Analyst	1-2	09/01/20
Robert Kinne	Assistant Director Facilities	2-4	10/01/20

### SUPPORT

#### SEPARATION

<u>Name</u>	<u>Position</u>	<u>Classification</u>	<u>Effective Date</u>
Jennifer Westbrook	Accounting Specialist	1-5	10/02/20

### TECHNICAL

#### APPOINTMENT

<u>Name</u>	<u>Position</u>	<u>Classification</u>	<u>Effective Date</u>
James Martin	Instructional Designer	1-4	10/19/20

### CRAFTS

#### SEPARATION

<u>Name</u>	<u>Position</u>	<u>Classification</u>	<u>Effective Date</u>
Douglas Ross	Facilities Technician II	1-5	09/22/20



Lake Sumter  
State College

## OFFICE OF THE PRESIDENT

Present to the Board: October 21, 2020

TO: Lake-Sumter State College  
District Board of Trustees

FROM: Stanley M. Sidor  
President

RE: 10-3 Purchases over \$25,000

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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 \$25,000 and \$150,000. This report is prepared by the Office of the Executive Vice President 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 \$25,000 for the period 09/01/2020 - 09/30/2020 are attached.

### RECOMMENDATION:

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

# Human Resources Transactions



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## STAFF

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### ADMINISTRATIVE-GENERAL

#### APPOINTMENT

<u>Name</u>	<u>Position</u>	<u>Classification</u>	<u>Effective Date</u>
Christine Ramos	Director ASN Nursing Instruction	2-1	08/17/20
Robyn Winship	Director ASN Nursing Practice	2-1	08/17/20

#### SEPARATION

<u>Name</u>	<u>Position</u>	<u>Classification</u>	<u>Effective Date</u>
Rickey Palmer	Executive Director Facilities	2-3	12/18/20

### ADMINISTRATIVE-MANAGERIAL

#### APPOINTMENT

<u>Name</u>	<u>Position</u>	<u>Classification</u>	<u>Effective Date</u>
Caitlin Skiles	Business Process Analyst	1-2	09/01/20
Robert Kinne	Assistant Director Facilities	2-4	10/01/20

### SUPPORT

#### SEPARATION

<u>Name</u>	<u>Position</u>	<u>Classification</u>	<u>Effective Date</u>
Jennifer Westbrook	Accounting Specialist	1-5	10/02/20

### TECHNICAL

#### APPOINTMENT

<u>Name</u>	<u>Position</u>	<u>Classification</u>	<u>Effective Date</u>
James Martin	Instructional Designer	1-4	10/19/20

### CRAFTS

#### SEPARATION

<u>Name</u>	<u>Position</u>	<u>Classification</u>	<u>Effective Date</u>
Douglas Ross	Facilities Technician II	1-5	09/22/20



### **Purchase Orders Over \$25,000 – September 2020**

**Vendor:** Dell Marketing LP  
**Item Description:** Computer, Laptops QTY 160  
**Amount:** \$ 148,960.00  
**Purchase Order #:** P2100156  
**Vendor Code:** DELMARLP

**Vendor:** Innovative Support Systems Inc.  
**Item Description:** Installation of Cooling Unit  
**Amount:** \$ 28,469.00  
**Purchase Order #:** P2100159  
**Vendor Code:** X0012364

**Vendor:** Siemens Industry Inc.  
**Item Description:** Air Handler Replacement  
**Amount:** \$ 93,715.00  
**Purchase Order #:** P2100181  
**Vendor Code:** SIEIND

**Vendor:** Greyson Technologies Inc.  
**Item Description:** Service Agreement 10/17/20-10/17/21  
**Amount:** \$ 32,977.80  
**Purchase Order #:** P2100180  
**Vendor Code:** GRETEC




Lake Sumter  
State College

## OFFICE OF THE PRESIDENT

Present to the Board: October 21, 2020

TO: Lake-Sumter State College  
District Board of Trustees

FROM: Stanley M. Sidor  
President 

RE: 10-4 - Facilities Monthly Report

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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:

Acknowledge the current facilities project report.

## Facilities Report

### October 2020

<u>PROJECT</u>	<u>BUDGET</u>	<u>FUNDING</u>	<u>STATUS</u>	<u>COMMENTS</u>
Student Services Building Air HVAC Handler Replacement	\$180,000	Infrastructure	In Progress	<b>Progress to date:</b> Bid Package completed and distributed to 6 vendors to obtain quotes for purchase and install of new Air Handler. Project awarded to Siemens (\$93.5K).
Grounds and Irrigation	\$65,000	Infrastructure	In Progress	<b>Progress to date:</b> Continuing efforts to landscape around new (320-ft long) sidewalk in South Lake (from parking lot F to the Science Health Building), which will include two new bench installs, lighting, irrigation lines, emergency call-box, etc.
Network rooms HVAC SL and Sumter	\$43,000	Infrastructure	SL Completed	<b>Progress to date:</b> Vendor (Liebert) completed the install of the SL Science-Health Building first floor IT-Room HVAC Rack Unit and outside Condensing Unit.
Sumterville Building-4 VAV Upgrade Project	\$40,000	New Capital Fee	In Progress	<b>Progress to date:</b> Reviewing vendor quotes to for install of new VAV's.
SL Building #2 Chiller Replacement	\$450,000	New HVAC Funding/LOCAL	In Progress	<b>Progress to date:</b> Reviewing quotes for purchase and install of new 240-Ton Chiller. (Cutoff for quotes submittals was October 5, 2020).
SL Sidewalk Installation	\$180,000	Infrastructure	In Progress	<b>Progress to date:</b> Electrical and lighting install along the sidewalk awarded to Hughes Electric. Hughes in progress with install project.



Lake Sumter  
State College

## OFFICE OF THE PRESIDENT

Present to the Board: October 21, 2020

TO: Lake-Sumter State College  
District Board of Trustees

FROM: Stanley M. Sidor  
President

RE: 10-5 – 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 Business Affairs 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)
- All Funds Balance Sheet as of September 30, 2020
- 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, Executive Vice President, Chief Financial & Operation Officer and Melinda Barber, Associate Vice President of Business Affairs and Controller

**Date:** October 21, 2020

**Re:** Monthly Fiscal Report – YTD September 2020

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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 two months into our fiscal year or 16.7% completed. Year-end adjusting entries are in progress.

#### **Revenues**

Total revenue booked to date is \$7,110,691, or 27% of the total budget of \$26,749,155.

- Tuition and fee revenue is trending close to budget and is projected to be \$9,998,984. While Fall tuition revenue is about 97% of budget, the increase in Distance Learning Fee revenue is helping to meet the shortfall.
- State support revenue is received throughout the fiscal year in installments. We have received a total of \$3,164,903 in General Revenue and Performance Funding and \$0 in Lottery funds. The State is holding back 6% of the originally allocated appropriations which equates to a \$923,355 budget shortfall for the College.
- Other Income and Other Support actuals are projected to be close to budget.

**Expenses**

Actual expenses to-date total \$5,819,405 or 22% of the total budget of \$26,340,126.

- Salaries and benefits to-date are \$4,118,489 or 21% of budget.
- Operating and capital expenses to-date are \$1,700,971 or 28% of budget.

**Year-End Projection**

Revenue is projected to exceed expensed by \$554,692 before a budgeted transfer to Fund 7 of State appropriations of \$376,000, leaving a net of \$178,692.

Attachment: September 2020 Operating Fund 1 Budget Report

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

	FY 2019-20		FY 2020-2021			
	Annual Budget	YTD Actual 9/30/2019	Annual Budget	YTD Actual 9/30/2020	Percent of Budget Earned/Spent	Projected 6/30/2021
<b>REVENUES &amp; BUDGETED FUND BALANCE</b>						
Student Fees						
Fall						
Tuition	\$ 2,932,139	\$ 2,901,965	\$ 2,904,700	\$ 2,824,347	97%	\$ 2,821,062
Technology Fees	140,679	145,136	147,000	139,372	95%	139,351
Distance Learning	181,288	177,655	177,900	432,780	243%	433,079
Dual Enrollment	302,316	258,912	306,000	299,319	98%	353,740
HSCA Dual Enrollment	538,150	0	538,150	-	0%	483,190
Lab Fees	92,641	71,975	260,900	38,799	15%	38,703
Spring						
Tuition	\$ 2,521,690	\$ -	\$ 2,468,900	\$ -	0%	2,397,810
Technology Fees	120,581	-	123,400	-	0%	116,979
Distance Learning	159,370	-	157,900	-	0%	384,391
Dual Enrollment	302,316	-	412,200	-	0%	457,200
HSCA Dual Enrollment	538,150	-	538,150	-	0%	485,480
Lab Fees	79,021	-	142,200	-	0%	21,095
Summer						
Tuition	\$ 1,051,258	\$ -	\$ 1,058,700	\$ -	0%	1,028,216
Technology Fees	51,156	-	53,700	-	0%	50,906
Distance Learning	121,376	-	141,600	-	0%	194,130
Dual Enrollment	-	-	700	-	0%	700
HSCA Dual Enrollment	-	-	-	-	0%	-
Lab Fees	19,080	-	33,400	-	0%	4,955
Miscellaneous Fees	169,225	72,649	123,100	60,405	49%	151,698
Youth Development	280,000	-	280,000	-	0%	280,000
Continuing Education	109,696	12,651	104,200	70,061	67%	156,300
<b>Total Student Tuition and Fees</b>	<b>\$ 9,710,133</b>	<b>\$ 3,640,944</b>	<b>\$ 9,972,800</b>	<b>\$ 3,865,082</b>	<b>39%</b>	<b>\$ 9,998,984</b>
State CCPF Support	\$ 12,606,690	\$ 3,151,672	\$ 12,791,621	\$ 3,052,730	24%	\$ 12,024,124
State Performance Funding	455,985	113,996	628,896	112,173	18%	591,162
State Lottery	1,753,669	-	1,968,738	-	0%	1,850,614
Miscellaneous State Support	144,151	20,253	100,000	-	0%	100,000
Federal Support Indirect Cost	80,000	14,297	52,600	9,780	19%	52,600
Foundation Support	169,000	-	190,000	-	0%	180,000
Contracts	195,306	5,400	196,100	25,653	13%	174,214
Miscellaneous Revenue	-	6,569	207,000	45,273	22%	207,000
<b>Total Revenues</b>	<b>\$ 25,114,934</b>	<b>\$ 6,953,132</b>	<b>\$ 26,107,755</b>	<b>\$ 7,110,691</b>	<b>27%</b>	<b>\$ 25,178,698</b>
Transfers In	892,052	-	641,400	-	0%	641,400
<b>Total Revenues and Transfers In</b>	<b>\$ 26,006,986</b>	<b>\$ 6,953,132</b>	<b>\$ 26,749,155</b>	<b>\$ 7,110,691</b>	<b>27%</b>	<b>\$ 25,820,098</b>
<b>EXPENDITURES</b>						
Personnel Expenditures						
Salaries and Wages	14,759,698	2,585,377	14,453,386	2,985,207	21%	14,453,386
Benefits	4,641,097	988,932	5,160,543	1,133,282	22%	5,160,543
Current Operating Expenditures	5,899,585	1,883,160	6,118,308	1,698,055	28%	5,506,477
Capital Outlay Expenditures	0	0	57,889	2,862	5%	45,000
Complete Florida Plus Program	0	0	0	0	0%	100,000
Contingency	503,519	-	550,000	-	0%	-
<b>Total Expenditures</b>	<b>\$25,803,899</b>	<b>\$5,457,469</b>	<b>\$26,340,126</b>	<b>\$5,819,405</b>	<b>22%</b>	<b>\$ 25,265,406</b>
<b>Transfer to Fund 7</b>	<b>-</b>	<b>-</b>	<b>400,000</b>	<b>-</b>		<b>376,000</b>
<b>Excess of Revenues over (Expenditures)</b>	<b>\$ 203,087</b>	<b>\$ 1,495,662</b>	<b>\$ 9,029</b>	<b>\$ 1,291,286</b>		<b>\$ 178,692</b>

**Lake-Sumter State College  
All Funds Balance Sheet  
As of September 30, 2020**

**All Funds  
As of 09/30/2020**

**ASSETS**

Current Assets:

Cash and Cash Equivalents	3,636,013
Restricted Cash and Cash Equivalents	5,233,893
Accounts Receivable, Net	2,571,075
Due from Component Unit/College	15,619
Prepaid Expenses	51,178

<b>Total Current Assets</b>	<b>11,507,778</b>
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Noncurrent Assets:

Depreciable Capital Assets, Net	57,989,302
Nondepreciable Capital Assets	6,745,696

<b>Total Noncurrent Assets</b>	<b>64,734,997</b>
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<b>TOTAL ASSETS</b>	<b>76,242,775</b>
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**DEFERRED OUTFLOWS OF RESOURCES**

Deferred Outflows of Resources - Pension FRS	2,938,699
Deferred Outflows of Resources - Pension HIS	691,528
Deferred Outflows of Resources - Other Postemployment Benefits	17,160

<b>TOTAL DEFERRED OUTFLOWS OF RESOURCES</b>	<b>3,647,387</b>
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<b>TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES</b>	<b>79,890,162</b>
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**LIABILITIES**

Current Liabilities:

Accounts Payable	133,817
Salary and Payroll Taxes Payable	484,676
Long-Term Liabilities - Current Portion:	
Compensated Absences Payable	249,281
HIS Net Pension Liability	68,870
Other Postemployment Benefits Payable	17,160

<b>Total Current Liabilities</b>	<b>953,869</b>
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Noncurrent Liabilities:

Compensated Absences Payable	1,428,629
FRS Net Pension Liability	8,940,748
HIS Net Pension Liability	3,990,145
Other Postemployment Benefits Payable	453,005

<b>Total Noncurrent Liabilities</b>	<b>14,812,527</b>
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<b>TOTAL LIABILITIES</b>	<b>15,766,396</b>
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**Lake-Sumter State College  
All Funds Balance Sheet  
As of September 30, 2020**

	<b>All Funds As of 09/30/2020</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>	
Deferred Inflows of Resources - Pension FRS	865,150
Deferred Inflows of Resources - Pension HIS	574,860
Deferred Inflows of Resources - Other Postemployment Benefits	<u>208,383</u>
<b>TOTAL DEFERRED INFLOWS OF RESOURCES</b>	<u>1,648,393</u>
<b>TOTAL LIABILITIES AND DEFERRED INFLOWS OF RESOURCES</b>	<u><u>17,414,789</u></u>
<b>NET POSITION</b>	
Net Investment in Capital Assets	64,734,998
Restricted:	
Expendable:	
Grants and Loans	456,795
Scholarships	61,819
Capital Projects	4,359,572
Unrestricted	<u>(7,137,811)</u>
<b>Total Net Position</b>	<u><u>62,475,373</u></u>
<b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND NET POSITION</b>	<u><u>79,890,162</u></u>

Unrestricted (from above)	(7,137,811)
Deferred Outflows of Resources - Pension FRS	(2,938,699)
Deferred Outflows of Resources - Pension HIS	(708,688)
Compensated Absences Payable	1,677,910
FRS Net Pension Liability	8,940,748
HIS Net Pension Liability	4,059,015
Other Postemployment Benefits Payable	453,005
Deferred Inflows of Resources - Pension FRS	865,150
Deferred Inflows of Resources - Pension HIS	574,860
Deferred Inflows of Resources - Other Postemployment Benefits	<u>208,383</u>
Amount Expected to be Financed in Future Yrs (net)	13,131,684
Unrestricted Fund balance before Pension and OPEB liabilities	<u>5,993,874</u>

At 06/30/2020

3,153,456

Lake-Sumter State College  
Fund 2 Grants  
FY 2021 Revenue-Expenditures  
As of September 30, 2020

	Pathways- Career Opportunity Budget	Pathways- Career Opportunity Actuals	Perkins Budget	Perkins YTD Actuals	Talent Search Budget	Talent Search YTD Actuals	Upward Bound Budget	Upward Bound YTD Actuals	Student Activities Budget	Student Activities YTD Actuals	NSF Ready Mech-Go Budget	NSF Ready Mech-Go Actuals	Total Fd. 2 Budget	Total Fd. 2 YTD Actual
<b>Revenue</b>														
Student Activity Fees									218,000	242,415			218,000	242,415
<b>Total Tuition and Fee Revenue</b>									<b>218,000</b>	<b>242,415</b>			<b>218,000</b>	<b>242,415</b>
County														
State - Pass Through Federal	299,840	74,960	96,409	30,485	457,036	85,231	382,737	66,044					396,249	105,445
Federal Upward Bound/Talent Search													839,773	66,044
Federal NSF											352,743		352,743	
<b>Total Grants and Contracts</b>	<b>299,840</b>	<b>74,960</b>	<b>96,409</b>	<b>30,485</b>	<b>457,036</b>	<b>85,231</b>	<b>382,737</b>	<b>66,044</b>			<b>352,743</b>	<b>-</b>	<b>1,568,765</b>	<b>171,489</b>
Miscellaneous														
Transfer to Fd. 1														
<b>Total Revenue and Transfers</b>	<b>299,840</b>	<b>74,960</b>	<b>96,409</b>	<b>30,485</b>	<b>457,036</b>	<b>85,231</b>	<b>382,737</b>	<b>66,044</b>	<b>218,000</b>	<b>242,415</b>	<b>352,743</b>	<b>-</b>	<b>1,806,765</b>	<b>413,904</b>
<b>Personnel Expenses</b>														
Staff	40,000		41,712	9,260	207,863	44,960	136,827	29,807	6,400		15,790		448,592	39,067
Open Positions		1,018		1,232	16,847		32,031	4,750	558	2,251			69,436	9,251
Other Pooled Positions	20,000													
<b>Total Faculty and Staff</b>	<b>60,000</b>	<b>1,018</b>	<b>41,712</b>	<b>10,492</b>	<b>224,710</b>	<b>44,960</b>	<b>168,858</b>	<b>34,557</b>	<b>6,958</b>	<b>2,251</b>	<b>15,790</b>	<b>-</b>	<b>518,028</b>	<b>48,318</b>
Benefits Staff	25,612		17,654	4,361	81,673	18,971	55,454	12,252	1,405		8,702		190,500	16,612
Benefits Open Positions														
Pooled Personnel Benefits	290	14		18	2,974		465	69	11	11			3,740	111
<b>Total Benefits</b>	<b>25,902</b>	<b>14</b>	<b>17,654</b>	<b>4,378</b>	<b>84,647</b>	<b>18,971</b>	<b>55,919</b>	<b>12,321</b>	<b>1,416</b>	<b>11</b>	<b>8,702</b>	<b>-</b>	<b>194,240</b>	<b>16,723</b>
Contingency					694		1,444		11,142				13,279	
<b>Total Personnel Expenses</b>	<b>85,902</b>	<b>1,032</b>	<b>59,366</b>	<b>14,870</b>	<b>310,051</b>	<b>63,932</b>	<b>226,221</b>	<b>46,878</b>	<b>19,516</b>	<b>2,262</b>	<b>24,492</b>	<b>-</b>	<b>725,547</b>	<b>65,041</b>
<b>Operating Expense</b>														
Travel Staff	15,000		77	76	31245.56	71	7,356	101	3,029		8,000		64,707	177
Participant Cost (Travel, Subsistence, Other)					63,106	14,129	114,041	7,442	51,010	2,670	10,500		238,657	10,112
Printing					3,424		2,570		7,008	148			13,002	148
Materials & Supplies			6,652	386	4,145	90	2,314	6,118	46,701	6,320	7,500		67,312	12,824
Software					5,730		899	48					6,629	48
Food									23,847	6			23,847	6
Miscellaneous	188,938		10,237	10,083	7,672	5,170	9,223	5,457	55,206	231	107,596		378,872	15,770
Equipment	10,000		20,078	5,070	27,913	1,839	18,113		2,725		194,655		273,484	5,070
<b>Total Supplies and Services</b>	<b>213,938</b>	<b>-</b>	<b>37,043</b>	<b>15,614</b>	<b>143,236</b>	<b>21,300</b>	<b>154,516</b>	<b>19,166</b>	<b>189,526</b>	<b>9,375</b>	<b>328,251</b>	<b>-</b>	<b>1,066,510</b>	<b>44,155</b>
Contingency for Current Expense					3,750		2,000		8,958				14,708	
<b>Total Supplies and Service Expenses</b>	<b>213,938</b>	<b>-</b>	<b>37,043</b>	<b>15,614</b>	<b>146,986</b>	<b>21,300</b>	<b>156,516</b>	<b>19,166</b>	<b>198,484</b>	<b>9,375</b>	<b>328,251</b>	<b>-</b>	<b>1,081,218</b>	<b>44,155</b>
<b>TOTAL Personnel, Supplies and Service Expenses</b>	<b>299,840</b>	<b>1,032</b>	<b>96,409</b>	<b>30,485</b>	<b>457,036</b>	<b>85,231</b>	<b>382,737</b>	<b>66,044</b>	<b>218,000</b>	<b>11,637</b>	<b>352,743</b>	<b>-</b>	<b>1,806,765</b>	<b>109,196</b>
<b>Increase (Decrease) to Fund Balance</b>	<b>-</b>	<b>73,928</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>230,778</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>304,708</b>

Lake-Sumter State College  
Fund 3 Auxiliary  
FY 2020 Revenue-Expenditures  
As of September 30, 2020

	Bookstore Budget	Bookstore YTD Actual	Vending Budget	Vending YTD Actual	Food Service Budget	Food Service YTD Actual	Baccalaure ate Budget	Baccalaure ate YTD Actual	College Promotion Budget	College Promotion YTD Actual	Total Fund 3 Budget	Total Fund 3 YTD Actual
<b>Beginning Fund Balance</b>											863,519	863,519
<b>Revenue</b>												
Commission	160,000		14,000		15,000	304					189,000	304
Transfer to Fd. 1											-	-
<b>Total Revenue and Transfers</b>	<b>160,000</b>	<b>-</b>	<b>14,000</b>	<b>-</b>	<b>15,000</b>	<b>304</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(10,944)</b>	<b>189,000</b>	<b>304</b>
<b>Expenditures</b>												
Travel											-	-
Freight & Postage											-	-
Printing											3,000	-
Food											5,600	-
Materials/Supplies							600				16,550	1,412
Repairs/Maintenance					10,000	1,683	1,750			1,412	10,000	1,683
Miscellaneous											-	-
<b>TOTAL Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,000</b>	<b>1,683</b>	<b>2,350</b>	<b>-</b>	<b>22,800</b>	<b>1,412</b>	<b>35,150</b>	<b>3,094</b>
<b>Increase (Decrease) to Fund Balance</b>	<b>160,000</b>	<b>-</b>	<b>14,000</b>	<b>-</b>	<b>5,000</b>	<b>(1,378)</b>	<b>(2,350)</b>	<b>-</b>	<b>(22,800)</b>	<b>(1,412)</b>	<b>153,850</b>	<b>(2,790)</b>

Estimated Ending Fund Balance

1,017,369 860,729

Lake-Sumter State College  
Fund 5 Financial Aid  
FY 2020 Revenue-Expenditures  
As of September 30, 2020

	Student Financial Aid YTD Actual	PELL YTD Actual	SEOG YTD Actual	Federal Workstudy YTD Actual	Federal Subsidized Direct Loans YTD Actual	Federal UnSubsidized Direct Loans Actual	Bright Futures YTD Actual	Florida Student Assistance Grant YTD Actual	Total Fund 5 YTD Actual
Carryover <b>Revenue</b>	64,054								173,771
Student Financial Aid Fees	173,771								-
Federal Aid State Aid		2,172,678	36,575	3,410	472,383	331,553	167,224		3,016,599
Bright Futures FSAG									-
Foundation Student Support Transfer									167,224
									-
									-
<b>Total Revenue</b>	<b>237,825</b>	<b>2,172,678</b>	<b>36,575</b>	<b>3,410</b>	<b>472,383</b>	<b>331,553</b>	<b>167,224</b>	<b>-</b>	<b>3,357,595</b>
<b>Operating Expense</b>									
Scholarships Transfer	-	2,172,678	36,575	3,410	472,383	331,553		-	3,016,599
<b>TOTAL Expenses</b>	<b>-</b>	<b>2,172,678</b>	<b>36,575</b>	<b>3,410</b>	<b>472,383</b>	<b>331,553</b>	<b>-</b>	<b>-</b>	<b>3,016,599</b>
<b>Estimated Ending Fund Balance</b>	<b>237,825</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>167,224</b>	<b>-</b>	<b>340,996</b>

Lake-Sumter State College  
Fund 7 Capital  
Budget Report  
As of September 30, 2020

	Spending Plan - Budget				Actual				Budget to Actual Expense Variance
	Beginning Balance FY20	FY20 Projected Revenue	FY20 Expense Budget	Projected Ending Balance FY20	Beginning Balance FY20	FY20 YTD Revenue	FY20 YTD Expense & Encumbr	Fund Balance	
<b>Available Funds</b>									
Fund 7 Control Account	-	-	-	-	-	27	-	27	-
Equipment MATCH	59,013	-	-	59,013	59,013	-	-	59,013	-
Infrastructure Restore-Collegewide	261,993	-	270,786	(8,793)	261,993	864	161,659	101,197	109,127
CO & DS/License Tag	379,712	-	330,500	49,212	379,712	252	-	379,964	330,500
New HVAC Fund	-	-	400,000	(400,000)	-	-	-	-	400,000
Capital Improvement Fee	(43,652)	-	-	(43,652)	(43,652)	295,599	(0)	251,947	0
Tech Refresh CIF	-	-	576,000	(576,000)	-	-	37,878	(37,878)	538,122
Tech Plan CIF	-	-	200,000	(200,000)	-	-	19,802	(19,802)	180,198
Security Equipment	81,846	-	282,250	(200,404)	81,846	6,172	117,083	(29,065)	165,167
New Capital Improvement Fee	203,254	-	245,000	(41,746)	203,254	127,193	10,727	319,721	234,273
Parking Fee	-	-	82,000	(82,000)	-	6,166	-	6,166	82,000
Local Funds	3,151,233	-	1,432,000	1,719,233	3,151,233	-	283,334	2,867,900	1,148,666
TV Station Clearwire	53,795	-	-	53,795	53,795	50,000	-	103,795	-
Leesburg Campus Wide (Hurricane)	212,377	-	-	212,377	212,377	-	-	212,377	-
<b>Total</b>	<b>4,359,572</b>	<b>-</b>	<b>3,818,536</b>	<b>541,036</b>	<b>4,359,572</b>	<b>486,272</b>	<b>630,484</b>	<b>4,215,361</b>	<b>3,188,052</b>



Lake Sumter  
State College

## OFFICE OF THE PRESIDENT

Present to the Board: October 21, 2020

TO: Lake-Sumter State College  
District Board of Trustees

FROM: Stanley M. Sidor  
President

RE: 10-06 - 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 30 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 \$280,338.67. All items are fully depreciated.

### RECOMMENDATION:

It is recommended that Board approve this item as written.

Disposal of Tangible Personal Property  
October 21, 2020

P-Tag	Description	Acquisition Date	Original Cost	Book Value	Current Condition	Disposition
9962	Image Server	02/28/07	\$15,700.00	\$0.00	obsolete	scrapped
9009	JVC Portable Camera	04/15/04	\$7,888.00	\$0.00	obsolete	scrapped
8905	Polycom Camera	07/28/03	\$5,268.33	\$0.00	obsolete	scrapped
10886	Polycom Camera	05/03/10	\$9,283.00	\$0.00	obsolete	scrapped
10887	Polycom Camera	05/03/10	\$9,283.00	\$0.00	obsolete	scrapped
10888	Polycom Camera	05/03/10	\$9,283.00	\$0.00	obsolete	scrapped
10888+	Polycom Camera upgrade	06/08/10	\$6,457.51	\$0.00	obsolete	scrapped
8685	Projector	01/30/02	\$5,014.00	\$0.00	obsolete	scrap
11013	Projector	06/30/11	\$7,294.58	\$0.00	obsolete	scrapped
10714	Rac4 Server - Black Bd MSA	03/24/09	\$6,735.00	\$0.00	obsolete	scrap
12560	Wall Mount Projector	03/16/11	\$6,634.41	\$0.00	obsolete	scrapped
10187	Whole Room A/V System	08/24/07	\$6,200.00	\$0.00	obsolete	scrapped
10189	Whole Room A/V System	08/24/07	\$5,848.00	\$0.00	obsolete	scrapped
10191	Whole Room A/V System	08/24/07	\$5,848.00	\$0.00	obsolete	scrapped
10192	Whole Room A/V System	08/24/07	\$5,848.00	\$0.00	obsolete	scrapped
10193	Whole Room A/V System	08/24/07	\$5,848.00	\$0.00	obsolete	scrapped
10194	Whole Room A/V System	08/24/07	\$5,848.00	\$0.00	obsolete	scrapped
10199	Whole Room A/V System	08/24/07	\$5,848.00	\$0.00	obsolete	scrap
11396	Whole Room A/V System	01/28/14	\$6,184.31	\$0.00	obsolete	scrap
11397	Whole Room A/V System	01/28/14	\$6,304.50	\$0.00	obsolete	scrap
11398	Whole Room A/V System	01/28/14	\$6,304.50	\$0.00	obsolete	scrap
11399	Whole Room A/V System	01/28/14	\$6,304.50	\$0.00	obsolete	scrap
11725	Whole Room A/V System	08/13/15	\$10,534.20	\$0.00	obsolete	scrap
10488	Cart - Gator	03/21/08	\$5,500.00	\$0.00	fair	donate
10489	Cart - Gator	03/21/08	\$5,500.00	\$0.00	fair	donate
10985	Fingerprint system	01/31/06	\$12,845.00	\$0.00	obsolete	traded
9783	PSM-Birthing Figure	02/06/06	\$17,633.95	\$0.00	obsolete	traded
9492	PSM-Nursing Anne	06/25/06	\$6,800.86	\$0.00	broken	scrap
9886	PSM-SimBaby 3	09/07/06	\$32,278.02	\$0.00	broken	scrap
8855	PSM-SimMan	12/17/02	\$34,020.00	\$0.00	obsolete	traded
			<b>\$280,338.67</b>	<b>\$0.00</b>		



## OFFICE OF THE PRESIDENT

Present to the Board: October 21, 2020

TO: Lake-Sumter State College  
District Board of Trustees

FROM: Stanley M. Sidor  
President

RE: 10-7 – Articulation Agreement Marion County Schools

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### OVERVIEW:

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

### ANALYSIS:

The Career Pathways articulation agreements with local high school districts are a critical component of the Career Pathways initiatives endorsed by the State Department of Education to create seamless opportunities for students to progress from secondary education. The agreements are reviewed annually by Career and Technical Education (Workforce) staff and administrators for all parties. Attached are the 2020-21 revised agreement that reflect modifications and updates of LSSC courses and/or programs/modifications and deletions of Marion Counties programs of study.

### RECOMMENDATION:

It is recommended that Board approve this item as written.



**2020-2021 Career Pathways Articulation Agreement Between  
The School Board of Marion County, Florida  
and Lake-Sumter State College**

In an effort to provide opportunities for The School Board of Marion County, Florida, secondary school students in corresponding Career and Technical Education (CTE) programs to transition into the Lake-Sumter State College (LSSC) postsecondary program listed below, LSSC agrees to award college credit to eligible CTE students according to the criteria delineated below. These credit hours may or may not be accepted for transfer credit by other institutions.

**I. Articulation with Lake-Sumter State College**

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

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

**OPTION A.** Take and pass the LSSC common assessment (Credit by Exam) for courses listed on the articulation pages contained within the program of study pages (Exhibit A). The student must enroll and attend LSSC after high school to receive the credit earned by the LSSC common assessment (Credit by Exam).

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

6. LSSC will award the credit for the select program up to 24 months from the time of high school graduation.

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

**2020-2021 Career Pathways Articulation Agreement Between  
The School Board of Marion County, Florida  
and Lake-Sumter State College**

**II. Assessment and Course Equivalency:**

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

**III. Terms of Agreement:**

This agreement shall be reviewed annually and shall be in effect from July 1, 2020 through June 30, 2021 or terminates this agreement with thirty days written notice.

**IV. Course Offerings:**

The Parties understand that the available courses may change on an annual basis. A sample list for the 2020-2021 year is attached as Exhibit A. The Parties agree that revisions to the available course list may be made with the approval of the School Board or its designee and LSSC Career Pathways Consortium Committee. All other modifications are subject to Section V of this Agreement.

**V. Modification or Amendment:**

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

**VI. Compensation:**

This agreement is a no-cost agreement.

**2020-2021 Career Pathways Articulation Agreement Between  
The School Board of Marion County, Florida  
and Lake-Sumter State College**

**APPROVED:**  
**SCHOOL BOARD OF MARION COUNTY**

**APPROVED:**  
**LAKE-SUMTER STATE COLLEGE**

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Heidi Maier, Ed. D., Superintendent      Date

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Dr. Stanley Sidor, President      Date

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Mr. Eric Cummings, Board Chair      Date  
Marion County School Board

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Mr. Peter Wahl, Chairperson      Date  
District Board of Trustees

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Mr. Mark Vianello, Executive Director      Date  
Career and Technical Education

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Dr. Michael Vitale, Vice President      Date  
Academic Affairs

**2020-2021 CAREER PATHWAYS ARTICULATION  
CAREER PATHWAYS COURSE EQUIVALENCE**

**EXHIBIT A**

**Marion County Secondary Schools**

<b>Program of Study</b>	<b>Course Number and Name</b>	<b>Credits</b>
Applied Engineering Technology	8401110 Applied Engineering Technology 1	1
	8401120 Applied Engineering Technology 2	1
	8401130 Applied Engineering Technology 3	1

**Lake-Sumter State College**

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

<b>Lake-Sumter Program of Study</b> *primary entry program	<b>Course Number and Name</b>	<b>Credit Hours</b>
*CCC in Engineering Technology Support Specialist	ETI 1701C Industrial Safety	3
*AS in Engineering Technology Substation and Relay Technology Specialization	ETI 1701C Industrial Safety	3
A.A. Degree	ETI 1701C Industrial Safety	3

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

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

**2020-2021 CAREER PATHWAYS ARTICULATION  
CAREER PATHWAYS COURSE EQUIVALENCE**

**Marion County Secondary Schools**

<b>Program of Study</b>	<b>Course Number and Name</b>	<b>Credits</b>
Automation & Production Technology	9200210 Advanced Manufacturing Technology 1	1
	9200220 Advanced Manufacturing Technology 2	1
	9200230 Advanced Manufacturing Technology 3	1
	9200240 Advanced Manufacturing Technology 4	1

**Lake-Sumter State College**

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

<b>Lake-Sumter Program of Study</b> *primary entry program	<b>Course Number and Name</b>	<b>Credit Hours</b>
*CCC in Engineering Technology Support Specialist	ETI 1701C Industrial Safety	3
	ETI 1110C Introduction to Quality Assurance	3
	ETI 1420C Manufacturing Processes & Materials	3
	ETM 1010C Mechanical Meas. & Instrumentation	3
	ETI 1084C Introduction to Electronics	3
*AS in Engineering Technology Substation and Relay Technology Specialization	ETI 1701C Industrial Safety	3
	ETI 1110C Introduction to Quality Assurance	3
	ETI 1420C Manufacturing Processes & Materials	3
	ETM 1010C Mechanical Meas. & Instrumentation	3
	ETI 1084C Introduction to Electronics	3
AA Degree	ETI 1701C Industrial Safety	3
	ETI 1110C Introduction to Quality Assurance	3
	ETI 1420C Manufacturing Processes & Materials	3
	ETM 1010C Mechanical Meas. & Instrumentation	3
	ETI 1084C Introduction to Electronics	3

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

<b>Lake-Sumter Program of Study</b>	<b>Industry Certification:</b>	<b>Course Number and Name</b>	<b>Credit Hours</b>
CCC in Engineering Technology Support Specialist  AS in Engineering Technology Substation and Relay Technology Specialization	MSSCN001 MSSC Certified Production Technician (CPT)	ETI 1701C Industrial Safety	3
		ETI 1110C Introduction to Quality Assurance	3
		ETI 1420C Manufacturing Processes & Materials	3
		ETM 1010C Mechanical Meas. & Instrumentation	3
		ETI 1084C Introduction to Electronics	3

**2021-2021 CAREER PATHWAYS ARTICULATION  
CAREER PATHWAYS COURSE EQUIVALENCE**

**Marion County Schools Secondary Schools**

<b>Lake-Sumter Program of Study</b>	<b>Course Number and Name</b>	<b>Credits</b>
Computer Science Principles	9007610 Advanced Information Technology	1
	9007210 Foundations of Programming	1
	9007220 Procedural Programming	1
	9007230 Object Oriented Programming	1
	Fundamentals	1

**Lake-Sumter State College**

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

<b>Lake-Sumter Program of Study</b> *primary entry program	<b>Course Number and Name</b>	<b>Credit Hours</b>
*AS in Computer Information Technology	COP 1000 Introduction to Programming	3
A.A. Degree	COP 1000 Introduction to Programming	3

**2021-2021 CAREER PATHWAYS ARTICULATION  
CAREER PATHWAYS COURSE EQUIVALENCE**

**Marion County Schools Secondary Schools**

<b>Program of Study</b>	<b>Course Number and Name</b>	<b>Credits</b>
Game/Simulation/Animation Programming	8208110 Game & Simulation Foundations	1
	8208120 Game & Simulation Design	1
	8208330 Game & Simulation Programming	1
	8208340 Multi-User Game & Simulation Programming	1

**Lake-Sumter State College**

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

<b>Lake-Sumter Program of Study</b> *primary entry program	<b>Course Number and Name</b>	<b>Credit Hours</b>
*AS in Computer Information Technology	COP 1000 Introduction to Programming	3
A.A. Degree	COP 1000 Introduction to Programming	3

**2021-2021 CAREER PATHWAYS ARTICULATION  
CAREER PATHWAYS COURSE EQUIVALENCE**

**Marion County Schools Secondary Schools**

<b>Program of Study</b>	<b>Course Number and Name</b>	<b>Credits</b>
Game/Simulation/Animation Visual Design	8208110 Game & Simulation Foundations	1
	8208120 Game & Simulation Design	1
	8208130 Game & Simulation 2D Graphic Development	1
	8208140 Game & Simulation 3D Graphic Animation	1

**Lake-Sumter State College**

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

<b>Lake-Sumter Program of Study</b> *primary entry program	<b>Course Number and Name</b>	<b>Credit Hours</b>
*AS in Computer Information Technology	COP 1000 Introduction to Programming	3
A.A. Degree	COP 1000 Introduction to Programming	3



**2021-2021 CAREER PATHWAYS ARTICULATION  
CAREER PATHWAYS COURSE EQUIVALENCE**

**Marion County Secondary Schools**

<b>Program of Study</b>	<b>Course Number and Name</b>	<b>Credits</b>
Power & Energy Technology	8601310 Power & Energy Technology 1	1
	8601320 Power & Energy Technology 2	1
	8601330 Power & Energy Technology 3	1

**Lake-Sumter State College**

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

<b>Lake-Sumter Program of Study</b> *primary entry program	<b>Course Number and Name</b>	<b>Credit Hours</b>
*AAS in Electrical Distribution Technology	ETP 1101C Basic Electricity for Line Workers	3
	ETP 1100C Safe Work Practices	3
	ETP 1105 OSHA Electrical Standard & The NESC	3
	CGS 1100 Business Computer Applications	3
*CCC in Electric Utility Line Worker Basic	ETP 1101C Basic Electricity for Line Workers	3
	ETP 1100C Safe Work Practices	3
	ETP 1105 OSHA Electrical Standard & The NESC	3
*CCC in Electric Utility Line Worker Advanced	ETP 1101C Basic Electricity for Line Workers	3
	ETP 1100C Safe Work Practices	3
	ETP 1105 OSHA Electrical Standard & The NESC	3
	CGS 1100 Business Computer Applications	3
CCC in Engineering Technology Support Specialist	ETI 1420C Manufacturing Processes & Materials	3
	ETI 1701C Industrial Safety	3
AS in Engineering Technology Substation and Relay Technology Specialization	ETI 1420C Manufacturing Processes & Materials	3
	ETI 1701C Industrial Safety	3
	CGS 1100 Business Computer Applications	3
AA Degree	ETP 1101C Basic Electricity for Line Workers	3
	ETP 1100C Safe Work Practices	3
	ETP 1105 OSHA Electrical Standard & The NESC	3
	ETI 1420C Manufacturing Processes & Materials	3
	ETI 1701C Industrial Safety	3
	CGS 1100 Business Computer Applications	3

**2020-2021 CAREER PATHWAYS ARTICULATION  
CAREER PATHWAYS COURSE EQUIVALENCE**

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

<b>Lake-Sumter Program of Study</b>	<b>Industry Certification</b>	<b>Course Number and Name</b>	<b>Credit Hours</b>
*AAS in Electrical Distribution Technology  *CCC in Electrical Utility Line Worker Basic  *CCC in Electrical Utility Line Worker Advanced	NEED BOTH: NCCER010 Electrical Level 1 and NCCER038 Electrical Level 2	ETP 1101C Basic Electricity for Line Workers	3
*AAS in Electrical Distribution Technology  *CCC in Electrical Utility Line Worker Advanced  *AS in Engineering Technology Substation and Relay Technology  *AA degree	MICRO069 Microsoft Office Specialist (MOS) containing at least 3 of these 4 components: Word, Excel, PowerPoint, Access	CGS 1100 Business Computer Applications	3

**2020-2021 CAREER PATHWAYS ARTICULATION  
CAREER PATHWAYS COURSE EQUIVALENCE**

**Marion County Secondary Schools**

<b>Program of Study</b>	<b>Course Number and Name</b>	<b>Credits</b>
Technical Design	8401010 Technical Design 1	1
	8401020 Technical Design 2	1
	8401030 Technical Design 3	1

**Lake-Sumter State College**

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

<b>Lake-Sumter Program of Study</b> *primary entry program	<b>Course Number and Name</b>	<b>Credit Hours</b>
*CCC in Engineering Technology Support Specialist	ETI 1701C Industrial Safety	3
	ETD 1320C Introduction to AutoCAD	3
*AS in Engineering Technology Substation and Relay Technology Specialization	ETI 1701C Industrial Safety	3
	ETD 1320C Introduction to AutoCAD	3
AA Degree	ETI 1701C Industrial Safety	3
	ETD 1320C Introduction to AutoCAD	3

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

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



Lake Sumter  
State College

## OFFICE OF THE PRESIDENT

Present to the Board: October 21, 2020

TO: Lake-Sumter State College  
District Board of Trustees

FROM: Stanley M. Sidor  
President

RE: 10-9 Affordability Report

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### OVERVIEW:

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

### ANALYSIS:

#### Tuition and Fees

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

LSSC did not hold user fees flat over the prior year. Course fees were either increased or decreased based on the consumable expenses budgeted. Also, a \$2 per credit Parking Fee was initiated for any on-campus courses to address deteriorated condition of parking facilities.

#### Textbook Affordability

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

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

LSSC, in conjunction with the Follett bookstore, shall post prominently in the course registration system and on its website, as early as is feasible, but at least 45 days before the first day of class for each term, a hyperlink to lists of required and recommended textbooks and instructional materials for at least 95 percent of all course sections for the upcoming semester. In 2019-2020, LSSC met this objective by posting 99% of all sections 45 days prior to start of semester.

LSSC uses the following policies/initiatives to reduce cost of textbooks and instructional materials

- Adoption of Open Educational Resources
- Usage of digital textbooks and learning objectives
- Textbook affordability committees
- Mechanisms to assist in buying, renting, selling, and sharing textbooks and instructional materials
- Faculty grants for development of textbooks
- Offering students opt-in provisions for the purchase of materials
- Consideration of the length of time that textbooks and instructional materials remain in use
- Course-wide adoption, specifically for high enrollment general education courses
- LSSC piloted the Follett Access program in select courses to assist students in saving monies when purchasing course materials. It is estimated that the pilot program saved students over \$8,000 in the small handful of sections where it was piloted for fall 2019.

#### Financial Aid Policies:

LSSC's financial aid policies and programs that are used to promote affordability include

- Targeted aid to students close to completing (including Last Mile)
- Targeted aid to students who were in need, but not eligible for Pell Grants
- Emergency financial aid grant to students (CARES Act)
- Emergency student aid fund for students in emergency financial situations with unplanned costs
- Single online scholarship application management system for all institutional scholarships
- Partnerships with community-based organizations

#### **RECOMMENDATION:**

Approve this item as written.

Affordability remains a top priority for all 28 Florida College System (FCS) institutions. The Division of Florida Colleges requests data and information related to college affordability initiatives and textbook and instructional material affordability pursuant to sections (ss.) 1004.084 and 1004.085, Florida Statutes (F.S.). By September 30, 2020, each college must input institutional responses for the 2020 FCS Affordability Report via <https://www.research.net/r/2020FCSAffordability>. If you have any questions about completing the report, please contact Hayley Spencer, Director of Research and Analytics, at [Hayley.Spencer@fldoe.org](mailto:Hayley.Spencer@fldoe.org).

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

## Contact Information

### 1. College Name

Lake-Sumter State College

### 2. Contact Information

Name	Sandy A. Litton
Title	Director of Process Improvement & Institutional Research and Compliance
Email Address	littons@lssc.edu

## Tuition and Fees

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

☒ Yes

☐ No

If you answered “no,” provide a short description (250 words or less) of how the decision to increase tuition was made. Specify the amounts and identify the estimated number of students impacted.

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

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

☐ Yes

☒ No

If you answered “no,” provide a short description (250 words or less) of how the decision to increase administrative fees was made. Specify the amounts and identify the estimated number of students impacted.

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

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

☐ Yes

☒ No

If you answered “yes,” provide a short description (250 words or less) of how the decision to eliminate fees was made. Specify the amounts and identify the estimated number of students impacted.

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

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

☐ Yes

☒ No

If you answered “no,” provide a short description (250 words or less) of how the decision to increase user fees was made. Specify the amounts and identify the estimated number of students impacted.

Some course fees were increased while other decreased based on the consumable expenses budgeted. A \$2 per credit Parking Fee was initiated for any on-campus courses in order to address the deteriorated condition of the parking facilities.

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

☐ Yes

☒ No

If you answered “yes,” provide a short description (250 words or less) of how the decision to eliminate fees was made. Specify the amounts and identify the estimated number of students impacted.

### Textbook Affordability

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

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

When selecting textbooks and instructional materials the workgroups use criteria that may include content coverage, cost to students, digital access of materials, availability of obtaining sufficient quantities of the materials, online support for students, and accessibility of textbook and online materials.

Faculty teaching a course may elect to choose the workgroup selected text adoption, yet cannot have their students purchase instructional materials that differ from the standard for the course. It is possible that faculty may pilot OER materials in their assigned sections to minimize the cost of instructional materials.

Since the selection of course materials are completed by faculty workgroups in the discipline there is very little variance in cost of instructional materials in high enrollment and general education courses. In the past, where we had a faculty member or two that had adopted materials that did have a wide cost variance the AVP of General Studies communicated with the appropriate associate dean to have a discussion with the faculty member to alleviate the issue in future semesters.

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

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

- ☒ Adoption of Open Educational Resources
- ☒ Usage of digital textbooks and learning objects
- ☒ Textbook affordability committees
- ☒ Mechanisms to assist in buying, renting, selling, and sharing textbooks and instructional materials
- ☐ Program(s) with no textbook costs
- ☒ Faculty grants for development of textbooks
- ☐ Bulk textbook purchasing
- ☒ Offering students opt-in provisions for the purchase of materials
- ☐ Offering students opt-out provisions for the purchase of materials
- ☒ Consideration of the length of time that textbooks and instructional materials remain in use
- ☒ Course-wide adoption, specifically for high enrollment general education courses
- ☒ Other (please specify) LSSC piloted the Follett Access program in select courses to assist students in saving monies when purchasing course materials. It is estimated that the pilot program saved students over \$8,000 in the small handful of sections where it was piloted for fall 2019.

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

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



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

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

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

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

11. Report the number and the total percentage of courses and course sections that were not able to meet the textbook and instructional materials posting deadline for the academic year. We recognize that COVID-19 may have impacted spring 2020 posting deadlines, as DOE ORDER NO. 2020-EO-01 suspended the 45-day requirement in section 1004.085(5), F.S., for course sections that were modified to virtual or remote delivery modalities.

Fall 2019 Number	3
Fall 2019 Percent	0.5% did NOT meet the posting deadline
Spring 2020 Number	2
Spring 2020 Percent	0.3% did NOT meet the posting deadline

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

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

#### Financial Aid Policies

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

- ☒ Targeted aid to students close to completing (including Last Mile)
- ☒ Targeted aid to students who were in need, but not eligible for Pell Grants
- ☒ Emergency financial aid grant to students (CARES Act)
- ☒ Emergency student aid fund for students in emergency financial situations with unplanned costs (non-CARES Act)
- ☒ Single online scholarship application management system for all institutional scholarships
- ☒ Partnerships with community-based organizations
- ☐ Other (please specify) [Click or tap here to enter text.](#)

### Other Affordability Strategies

14. Provide any additional information about any innovative or new affordability strategies. Optional.

[N/A](#)



Lake Sumter  
State College

## OFFICE OF THE PRESIDENT

Present to the Board: October 21, 2020

TO: Lake-Sumter State College  
District Board of Trustees

FROM: Stanley M. Sidor  
President

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

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### OVERVIEW:

Each month the college President and Vice Presidents presents 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 Business Affairs

### Update for the President and Board of Trustees October 21, 2020

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

#### **COVID-19**

- 48 total reports- 14 employees, 1 positive, 13 quarantined; 34 students, 10 positive, 24 quarantined

#### **ATHLETICS**

***Mike Matulia, Executive Director of Athletics***

- Men's Cross Country Team is ranked 9<sup>th</sup> in the NJCAA; Women's Team is ranked 19<sup>th</sup>. Women's runner, Kyja Williams was the NJCAA runner of the week and has been the FCSAA female athlete of the week for her fourth week in a row.
- Athletic Teams continue to participate, following COVID-19 protocols and completing daily on-line wellness checks.

#### **BUSINESS SERVICES**

***Melinda Barber, Associate Vice President of Business Affairs & Controller***

- Provided budgeting support for new grants- Rapid Credentialling, CARES local funds.
- CARES grant - nearly all of the student portion has been awarded (\$1.1 million), half of the Institutional portion has been spent or earmarked.
- Collaborated with PIIR to move credit card reporting into Workflow that provides for paperless approval routing and posting.

#### **CAMPUS SAFETY**

***Rebecca Nathanson, Director of Campus Safety***

- Completing work on outside emergency notification system as part of Year 1 of ADT/Sonitrol project. Radio One will be installing radio connection to allow speakers to interface with portable radios so emergency announcements could be made directly through radio system if needed.

- Continued monitoring of campus activity and COVID case reporting to provide safe campus environment. We have had 48 total reports- 14 employees, 1 positive, 13 quarantined; 34 students, 10 positive, 24 quarantined.

## **FACILITIES**

### ***Rick Palmer, Executive Director of Facilities***

- Job Search for a Licensed Journeyman Electrician continues.
- Awarded 230-Ton Scroll Chiller Replacement Project for South Lake Building-2 #2 Chiller to Siemens. Once equipment has been received installation will be scheduled in such a manner to minimize disruption to occupants of that building. Temporary chiller will be installed to maintain AC to building while replacement is in progress.
- SL Science-Health Building first floor IT-Room HVAC Liebert HVAC System Install Project (Rack Unit) completed.

## **FINANCIAL AID**

### ***Marta Ralowicz, Interim Director of Financial Aid***

- A total of 407 students have been awarded a Tech Grant (paid from CARES Act) for Fall 2020 semester.
- A total of 1751 students were awarded for Fall 2020 semester.
- Assisted high school students during FAFSA Night organized by LSSC Education Talent Search on October 6, 2020.
- Hosted Financial Aid Night at South Sumter High School on October 8, 2020.

## **HUMAN RESOURCES**

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

- Offered first 2 of 4 sessions of Conversations in Inclusiveness from the Peace and Justice Institute of Valencia College (one for students, one for faculty and staff). Two more sessions to be offered in October and November with followup conversations to be planned.
- Interviewing candidates for Director of Financial Aid position and Director of Facilities.
- Launched the Lakehawk Leadership Academy framework.
- Launched first Virtual Benefits Fair to introduce faculty and staff to 2021 benefits and provide opportunities to learn about the various options.

## **INFORMATION TECHNOLOGY**

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

- Banner 9 Self-Service testing underway. Implementation and testing teams created.
- Worked with Student Services to create new Dual Enrollment Program code for HSCA.

- Worked with Student Services and AVP General Studies to create new instructional method code RT – Real Time Online to assist students with differentiating between asynchronous and synchronous online courses.
- Auto e-mail process created for Veteran students
- Successfully relocated Disaster Recovery servers to new location within Inland Fiber NOC. Tested and confirmed to working properly.
- 160 laptops purchased with CARES Act funding to replace full-time staff and faculty desktops PCs.
- The 2021 tech refresh is currently underway.
- Phase 1 of the 3-year plan for the ADT and Access Control project is almost complete. All analog cameras have been replaced, Avigilon system installed, ID card system in place and communicating with ERP system. Last step for Phase 1 is to begin replacing previously identified doors (approx. 7).
- Installed new Liebert air conditioning system for the server room in the Science Health building. System is working great!
- Finalized new information security affidavit to accompany all future contracts with 3<sup>rd</sup> party organizations where data is shared. The purpose of the affidavit is to ensure each organization is completing the necessary tasks to detect, prevent, and mitigate loss due to an information security breach or identity theft related incident.
- Tracked and processed phishing alerts. Received a total of 220 phishing notifications from end users during the month of September.
- The IT Department processed and closed a total of 1,002 work orders during the month of September.

## **PROCESS IMPROVEMENT & INSTITUTIONAL RESEARCH and COMPLIANCE**

### ***Sandy Litton, Director***

- Created/Administered Student Satisfaction Survey – 555 Responses
- Created/Administered Math Emporium Survey – 377 Responses
- Creating faculty survey to assess the effectiveness of remote engagement
- Dr. Mark Thompson presented current status of research at the University of Nebraska's *Women in Educational Leadership Conference*
- Completed 2020 FCS Affordability Report
- 3 new workflows put into PROD (Area substitution, Change of Academic Year and Free Application)

## **STRATEGIC INNOVATION AND DIGITAL EDUCATION**

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

- Completed move from Lake Hall
- Digital Production Studio now in service
- Lighting project approved for Digital Production studio
- Completed work to allow online course quality designations to go online statewide
- Presented new internal review process to deans, began process
- Completed work on uploading safety training to Canvas

- Completed work on Canvas shells for several departments
- Designed and implemented a variety of live training delivered through Zoom/Teams.
- Hired one new Instruction Designer, Dr. James Martin
- Working with COP on Survey concerning COVID-19 data



**Enrollment & Student Affairs  
Update for the President and the District Board of Trustees  
October 2020  
Dr. Claire L. Brady, Vice President Enrollment & Student Affairs**

**ACADEMIC ADVISING**

Jen Manson, Assistant Director Student Development- Advising

- Recorded 473 total advising contacts in September through all modalities
- Recorded 11 advising-related contacts in “Ask Us Anything” online support in September
- Conducted interventions with 19 students on “Academic Warning”
- Starfish Progress Survey 1 resulted in 4,670 kudos & 1,238 concern flags that will be resolved through pro-active academic advising

**ADMISSIONS & RECORDS**

Jenni Kotowski, Executive Director of Enrollment Management & Caitlin Moore, Registrar

- Mailed 227 diplomas to summer graduates
- Received 112 new admissions applications in September
- Five Admissions and Records staff members attended the FCRAO Virtual Fall symposium,
- Spring 2021 recruiting is in progress, applications are due December 4<sup>th</sup>
- Enrollment Coaches are continuing to reach out to students interested in Late Start classes
- Collaborated with colleagues in Academic Affairs to greatly improve the modality labels in our course schedule and Schedule Planner tool

**CAREER DEVELOPMENT SERVICES**

Anne Alcorn & Kairise Conwell, Career Advisors

- Presented college-wide “Which Came First? Major or Career?” event
- Hosted a joint Career and Major Exploration Fair with UCF and LSSC, including 20 UCF departments and all seven LSSC Workforce programs
- Began student resume review drop-in times twice weekly

**DEAN OF STUDENTS**

Carolyn Scott, Dean of Students

- Co-Chaired the LSSC Guided Pathways Core Team at *the Florida Pathways Institute Convening I –Transformation at Scale* on 9/22 - 9/23
- 29 Students have submitted the Student COVID-19 Exposure Report (7/1/20 - 9/30/20)
- 92% of faculty completed the Starfish Progress Survey
- In the month of September: nine students have requested assistance through the Student Assistance Program (SAP), six students have been adjudicated for academic integrity violations, & 13 students received Emergency Dean wrap-around support



## **EDUCATIONAL OPPORTUNITY PROGRAMS**

Dr. Roland Nuñez, Director Educational Opportunity Programs

- Completed Trio Kickoff event on 9/12 with over 100 participants that included a drive-through event on all three campuses and a virtual orientation for students and families
- The Talent Search program collected over 50 letters of support for the grant renewal
- The Upward Bound program launched their fall Saturday sessions in a new virtual format
- All EOP students have been assigned LSSC email addresses to connect them to resources
- Talent Search student Kristopher Ganesh was selected as the Lake and Sumter Style Magazine's September Outstanding Student. He was also South Lake High valedictorian this year and one of six high school seniors from across Florida selected for the Take Stock in Children's Leaders for Life scholarship.

## **LAKE COUNTY SCHOOLS/LSSC PARTNERSHIP**

Dr. Rhonda Boone, LCS Administrator on Special Assignment

- Conducted meetings with EOP to align dual enrollment efforts with TRIO Programs
- Attended FL Partnership Advance Placement (AP) District Leadership Training
- Collaborated with Academic Advising to better understand and utilize Canvas and Starfish
- Conducted meetings w/LSSC Finance (M. Barber) & CCR (A. Cazares) to continue work on DE Revenue/Expenditures project

## **STUDENT DEVELOPMENT & NEW STUDENT ORIENTATION**

Mark Duslak, Associate Dean of Students

- Launched the Signal Vine texting platform, 859 targeted text messages have been sent to newly enrolled students as of 09/25/2020, & many additional campaigns in progress
- Provided 10 SOAR Part II Live Group Advising sessions for new B7 students

## **STUDENT ACCESSIBILITY SERVICES**

Alicia Hall, Assistant Director, Student Accessibility Services

- Conducted 7 new intakes, 13 additional requests for accommodation letters and processed 31 requests for on-campus testing in September
- Conducted 41 student academic support coaching sessions in September
- Received a donation of a CCTV from community member Steve Norflus

## **STUDENT LIFE**

Jenn Unterbrink, Director Student Life

- Hosted online Lakehawk Welcome Days, with over 100 participants
- Leesburg and South Lake SGA participated in the FCSSGA President's Assembly (FCS Student Government Association)
- FCSSGA approved the following Legislative Planks: college affordability, increased funding for FCS, Safety and Security, increase FCS Learning Opportunities (Bachelor, Associate & Certificates), & social issues
- 52 students attended National Society for Leadership & Success (NSLS) Orientation

## **SUMTER CENTER**

Kelly Hickmon, Assistant Dean of Students

- Sumter Center hosted the fall Sumter Operations meeting with representatives invited from Sumter County Schools, Lake Technical College, and LSSC
- Fall 2020 Advising roster includes:
  - 108 Dual Enrollment (SSHS, WMHS, home ed)
  - 35 Electrical Distribution Technology (certificate and degree seeking)

- 80 Engineering Technology (Relay Tech)
- 180 Associate of Arts
- 35 Other Workforce (AS and certificates)

### **ESA STAFFING UPDATES & ACCOMPLISHMENTS**

- Dr. Roland Nuñez gave two presentations (one in English and one in Spanish) at the National Youth Engagement Seminar
- Mark Duslak is presenting at the National Academic Advising Association (NACADA) Annual Conference on 10/07/2020

### **Dr. Claire Brady, Vice President Enrollment & Student Affairs**

- Presented on “Organizational Health” to the statewide Florida College Registrars and Admissions Officers (FCRAO) Fall Symposium
- Collaborating this fall with Dr. Luis Ortiz on the development of long-range plans for recruiting and retaining underrepresented students
- Participated in the *Florida Pathways Institute Convening I –Transformation at Scale* as the LSSC Executive Champion
- Served as the LSSC moderator for the “Conversations on Inclusiveness” Peace & Justice Institute student training session, over 100 students participated

### **Hope Center’s Covid-19 student survey results**

This month, Dr. Brady released the results of the LSSC Covid-19 Hope Center survey to the LSSC Community, including students. LSSC was selected as only one of two colleges in Florida to participate in the Temple University Hope Center’s COVID-19 survey. Over 38,600 students completed the survey at 54 institutions. This included 338 LSSC students, or 7.2% of those invited to participate. The survey was launched in May and we received our results late this summer.

#### Some key takeaways included:

- 55% of LSSC respondents experienced at least one of the following measures of basic needs insecurity:
  - 39% were food insecure in the prior 30 days
  - 32% were housing insecure at the time of the survey
  - 9% were homeless due to the pandemic
- Among students who held at least one job prior to the pandemic, 33% lost their job(s) and 35% saw reduced hours and/or pay
- 53% were experiencing at least moderate anxiety
- 18% did not have a functional laptop or reliable internet connection
- 40% were also taking care of a family member as a result of the pandemic
- 55% applied for unemployment, SNAP, and/or emergency aid at LSSC

Thankfully, we have been able to help students directly through the allocating of CARES funding, food distribution events, Emergency Dean support, caring and engaged faculty and staff, online and in-person support services, free counseling services, laptop/hotspot loaner program, etc...

We have continued to communicate and seek feedback from students through a variety of means over the course of the pandemic. We will likely replicate a similar survey early in the spring and would be open to participating in future Hope Center research projects.



Lake Sumter  
State College

## OFFICE OF THE PRESIDENT

Present to the Board: October 21, 2020

TO: Lake-Sumter State College  
District Board of Trustees

FROM: Stanley M. Sidor  
President

RE: 10-11 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: Executive Committee, Facilities Committee, Strategic Planning Committee, Sumter Partnership, Technology Committee, and the Nominating Committee.

### ANALYSIS:

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

### RECOMMENDATION:

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



## OFFICE OF THE PRESIDENT

Present to the Board: October 21, 2020

TO: Lake-Sumter State College  
District Board of Trustees

FROM: Stanley M. Sidor  
President

RE: 10-12 – 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 12, 2020

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

Re: Board Attorney Report for October 21, 2020

Dear Trustees:

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

Karen Parker v. Lake-Sumter State College and Leadership Lake County, Inc., Lake County Case No. 2019-CA-001641. Ms. Parker alleges the College was negligent surrounding an alleged incident on August 18, 2016 where Ms. Parker claims she was injured when she tripped and fell while attending an event on the Leesburg campus. On May 13, 2020 Plaintiff's attorney filed a Notice That Cause is at Issue and requested a 5 day jury trial. In early August, 2020 Plaintiff and Leadership Lake County, Inc. each had attorney's enter a notice of appearance in the case so new attorneys are involved. Additionally, Plaintiff's attorney requested leave to amend the complaint which was granted. On September 1, 2020, the College filed an answer and affirmative defenses to Plaintiff's amended complaint. No updates since last report.

OCR Case Nos. 04-17-2349 & 04-18-2164. The OCR investigations into the student's complaints remains pending. The College's last communication with the former student was in the fall of 2018. On May 12, 2020 OCR contacted the College to discuss scheduling interviews. Due to COVID-19 and employees working remotely, interviews have not yet been scheduled. No updated since last report.

United Faculty of Florida-Lake Sumter State College (full-time teaching faculty). Negotiations were held September 21, 2020 at the Sumter Campus. Tentative agreement was reached on the MOU proposed by UFF. UFF filed an Emergency Petition for Variance to allow the union members to vote electronically on the MOU. The Board will consider the MOU at its meeting October 21, 2020. Negotiations are scheduled to take place on October 21, 2020.

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

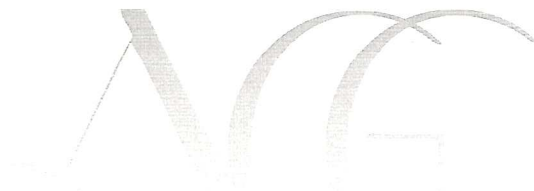
If you have any questions, please feel free to call me. I look forward to seeing you at the Board meeting.

Respectfully submitted,



Anita Geraci-Carver

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





Lake Sumter  
State College

## OFFICE OF THE PRESIDENT

Present to the Board: October 21, 2020

TO: Lake-Sumter State College  
District Board of Trustees

FROM: Stanley M. Sidor  
President

RE: 10-13 Guided Pathways Presentation

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### OVERVIEW:

In September 2020, LSSC launched the Guided Pathways initiative, as one of 13 state college members of the Florida Student Success Center's Pathways Initiative Institute.

This multi-year initiative will pursue a strategic integration of our instruction, systems, and services that will ultimately improve retention, completion, and address equity gaps in a manner that aligns our service area needs, changing demographics, and our Strategic Plan.

### ANALYSIS:

Dr. Claire Brady will present an overview of the Guided Pathways framework, expected student outcomes and deliverables, and the implementation timeline.

### RECOMMENDATION:

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



Lake Sumter  
State College

## OFFICE OF THE PRESIDENT

Present to the Board: October 21, 2020

TO: Lake-Sumter State College  
District Board of Trustees

FROM: Stanley M. Sidor  
President

RE: 10-14- Covid-19 Memorandum of Understanding -United Faculty of Florida

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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 faculty instructional and service requirements during COVID-19 for the fall 2020 semester.

### RECOMMENDATION:

Approve the item as written



## **9-21-2020 Post-Caucus College Proposal**

Memorandum of Understanding Between the  
United Faculty of Florida – Lake-Sumter State College  
and the Lake-Sumter State College District Board of Trustees  
**Subject: COVID-19 Health Emergency**

The United Faculty of Florida – Lake-Sumter State College (UFF-LSSC) and the Lake-Sumter State College District Board of Trustees are committed to maintaining a productive and efficient operation of Lake-Sumter State College (LSSC) in a safe and healthy environment during the COVID-19 Health Emergency.

### **1. INSTRUCTIONAL ASSIGNMENTS.**

- A. In order to ensure the safety and health of faculty and students, courses will be offered across four modalities: face-to-face, hybrid, real-time online, and traditional online. LSSC will continue to provide support and training for remote instruction during the COVID-19 emergency. LSSC will not impose any quotas with regard to how many or what percentage of faculty members in a particular unit need to be on campus for the Fall 2020 semester.
- B. LSSC will provide at least four reusable cloth face coverings to each faculty member who is required to be on campus during this period.
- C. Faculty have the right to ask a non-compliant student to leave a particular class. Faculty also have the right to end a class session whenever they do not feel safe due to students not following classroom health and safety protocols. Faculty must report any such incidents to the appropriate authorities.
- D. Regardless of whether they elect to report to campus for duty, faculty shall have access to their offices and, if applicable, laboratories and other instructional support facilities, unless LSSC issues a contrary directive to close such access for safety or public interest reasons.
- E. LSSC is not responsible for costs associated with working at home, such as electrical utilities, internet access, voice/data line, computer hardware, heating, A/C, etc.
- F. Faculty who have a CDC-designated health condition that increases his or her vulnerability to COVID-19, who have responsibilities to care for someone who has such a CDC-designated health condition, or who is living with someone who has such a CDC-designated health condition, will be provided an accommodation alleviating him or her of the requirement to work in a non-remote setting for the Fall 2020 semester. Faculty members desiring an accommodation are required to submit a written accommodation request supported by medical certification.

### **2. EVALUATIONS**

The dedication, quality of work, number of work hours, academic rigor, and student learning outcomes expected of a telecommuting faculty are the same as if the faculty was performing his or her job duties and responsibilities at a College facility. In the event a faculty member does not satisfactorily perform assigned duties remotely, the College may take appropriate action.

### 3. CONTINUING CONTRACT

Faculty may request additional time to complete continuing contract requirements provided it does not exceed the amount specified in College Admin Pro. 5-15 and Rule 6A-14.0411, FA. Employment Contracts for Full-Time Faculty.

### 4. SANITATION.

Faculty who report to campus for duty are expected to take reasonable steps<sup>1</sup> to keep their offices, personal spaces, and other surfaces with which they engage (including computers, mice/keyboards, and other devices/equipment) sanitary. LSSC shall provide appropriate disinfectant materials in each classroom, including hand sanitizer, cleaning solution, and gloves. Faculty shall not be required to clean or sanitize any common spaces (classrooms, labs, etc.). No faculty will be compelled to conduct class in a room that is not clean or that does not have appropriate cleaning materials provided. Faculty should take precautions to ensure their health and safety in accordance with CDC guidelines.

### 5. REMOTE MEETINGS.

- A. Faculty who have an approved medical accommodation allowing remote work and who have been designated as providing entirely remote instruction ~~or who have an accommodation allowing remote work~~ will be given remote access to fulfill office hours and attendance requirements for any departmental or other LSSC committee meetings or workgroups. If a faculty member holds office hours in person on campus, he or she shall be provided access to a room large enough to place six feet between themselves and the student or students in which to hold office hours.
- B. Pre-fall term in-service days, scheduled for August 18-21, 2020, shall be held remotely when possible.
- C. October's annual LSSC Day of Service will not be held in-person. Faculty may elect to participate in online service opportunities if they are made available.
- D. Faculty shall not be required to attend the December 2020 commencement ceremonies in person if they have a medical accommodation allowing for remote work.

### 6. CONTINUING NEGOTIATIONS AND DISCUSSIONS.

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<sup>1</sup> Such as those recommended by the CDC for routine cleaning and disinfections of households:  
<https://www.cdc.gov/coronavirus/2019-ncov/prepare/cleaning-disinfection.html>

## 9-21-2020 Post-Caucus College Proposal

The impacts of COVID-19 on the Lake-Sumter community are changing constantly. Nothing in this memorandum shall be construed as a waiver of LSSC's right to implement measures pursuant to directives from appropriate state, federal, and professional authorities or that the College otherwise deems essential to protecting the health and safety of students, faculty, and staff. Nothing in this memorandum shall be construed as a waiver of the College's obligation to engage in bargaining over the impacts of such decisions upon request by UFF-LSSC to the extent required and allowed by law. Additionally, representatives of LSSC and UFF-LSSC agree to discuss issues relating to the administration of this agreement, to potential work modalities, and to changes necessitated by COVID-19.

### ~~7. COMPENSATION~~

~~Faculty teaching a face-to-face class that is split into smaller, in-person groups, will be compensated at their hourly rate for each extra hour of teaching time per week.~~

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Chief Negotiator – LSSC

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Chief Negotiators – UFF LSSC

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Date

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Date



Lake-Sumter  
State College

## OFFICE OF THE PRESIDENT

Present to the Board: October 21, 2020

TO: Lake-Sumter State College  
District Board of Trustees

FROM: Stanley M. Sidor  
President

RE: 10-15 – Evaluation for College President

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### **OVERVIEW:**

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

### **ANALYSIS:**

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

### **RECOMMENDATION:**

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

President Stan Sidor Performance Evaluation 2019-20

Last Name	First Name	Building Collaborative Relationships Rating (award up to 15 points)	Developing New Partnerships Rating (award up to 15 points)	Influencing External Environment Rating (award up to 10 points)	Administration & Efficiency Rating (award up to 10 points)	Internal & External Relationships Rating (award up to 10 points)	Innovation Rating (award up to 10 points)	Total Score
Blaise	Bryn	15	10	9	9	7	10	90
Butler	Marcia	15	13	10	9	10	9	96
Hill	Jennifer	15	15	10	10	10	10	100
Hooten	Jennifer	15	14	10	10	9	9	97
Jones	Bret	15	15	10	10	10	10	100
Lee	Emily	15	15	8	8	8	10	94
Morris	Timothy	14	13	10	9	9	9	94
Wahl	Peter	15	15	10	10	10	10	100
Average		15	14	10	9	9	10	96

HSCA Partners Comments

Natural partnership since Pinecrest Academy offers a program designed to prepare students for AP high school and college level courses. (Lee)

HSCA Implementation Comments

Excellent achievement (Lee)

Lake Tech Partnership Comments

This continues to be a strong partnership. Increasing the numbers for student articulation should be a high priority. (Lee)

DEU Comments

These initiatives provide outstanding support for the nursing program. Great use of campus facilities. (Lee)

Sumter Charter Technical Career Center Comments

Renewing the discussions is important to developing a partnership that establishing the technical career center in Sumter. (Lee)

East Lake Land Donation Comments

Important to use creative and out of the box thinking to develop this project. (Lee)

**Four Corners Comments**

Innovative project. (Lee)

**Charter School Partnership Comments**

Another great opportunity to utilize campus facilities and create natural transition from high school to Lake Sumter. (Lee)

**Influencing External Environment Comments**

Important connections that will benefit the college. (Lee)

**Administration & Efficiency Comments**

Tremendous improvement in the business operations of the Foundation's business management. Positive improvement implementing goals and objectives of the College Equity Plan. (Lee)

**Internal & External Relationships Comments**

Good success in this area with community, faculty/staff and legislators. Would also like to hear about interactions with students. (Lee)

**Innovation Comments**

Outstanding success in this area. (Lee)



## OFFICE OF THE PRESIDENT

Present to the Board: October 21, 2020

TO: Lake-Sumter State College  
District Board of Trustees

FROM: Stanley M. Sidor  
President

RE: 10-16 – President's Contract

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### OVERVIEW:

The President's Contract of Employment for Lake-Sumter State College, Dr. Stanley M. Sidor is reviewed annually and amended, if necessary. The amendments brought before the District Board of Trustees are for the 2021-2022 fiscal year.

### ANALYSIS:

The contract is for the Board's Review.

### 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. Peter F. Wahl, Chairman  
Ms. Emily Lee, Vice Chairman  
Dr. Stanley M. Sidor, President  
Mrs. Anita Geraci-Carver, Board Attorney

Mr. Bryn Blaise  
Mrs. Marcia Butler  
Mrs. Jennifer Hill  
Mrs. Jennifer Hooten  
Mr. Bret D. Jones  
Mr. Timothy Morris

