



Lake Sumter
State College

DISTRICT BOARD OF TRUSTEES

Meeting Materials

November 16, 2022

South Lake Campus

Board Room B2-327

AGENDA
STRATEGIC PLANNING COMMITTEE OF THE
DISTRICT BOARD OF TRUSTEES
LAKE-SUMTER STATE COLLEGE
Wednesday, November 16, 2022
South Lake Campus

4:00 pm Strategic Planning Committee of the Board meeting

- I. Lake County Economic Development Presentation**
 - II. Discussion of Growth and Development in Lake County**
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AGENDA
DISTRICT BOARD OF TRUSTEES
LAKE-SUMTER STATE COLLEGE
Wednesday, November 16, 2022
South Lake Campus

- I. CALL TO ORDER - Chairman Bret Jones**
- II. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE**
- III. PUBLIC COMMENT**
*A Public Comment Card must be submitted to the Recording Secretary at least 15 minutes prior to the start of the meeting.
- IV. PRESENTATIONS**
 - ♦Cross Country and Volleyball Student Athletes
 - ♦Karen Bent Appreciation Award
- V. CONSENT CONSIDERATIONS**
 - 1122-01 Approve: Minutes of the October 19, 2022 Regular Meeting
 - 1122-02 Acknowledge: Human Resources Staff Actions
 - 1122-03 Acknowledge: Monthly Fiscal Report for October 2022
 - 1122-04 Approve: Purchases over \$65,000
 - 1122-05 Acknowledge: Capital Improvement Projects Report
 - 1122-06 Approve: The Foundation, Inc. 990

VI. PRESIDENT'S REPORT

1122-07 President Bigard's Update

VII. DIVISION REPORTS

1122-08 Vice-President's Reports - As Requested by the President

♦Dr. Joseph Mews, Vice President of Enrollment and Student Affairs

♦Ms. Karen Hogans, Interim Vice President of Academic Affairs

VIII. COMMITTEE REPORTS

1122-09 ♦ Executive Committee - Chairman Bret Jones

♦ Strategic Planning Committee of the Board - Mr. David Hidalgo

IX. BOARD ATTORNEY REPORT

1122-10 Ms. Anita Geraci-Carver's Update

X. NEW BUSINESS

1122-11	Approve:	Second Reading of Board Rule 7.04 Construction, Remodeling and Renovation Projects (Adjourn Meeting)
1122-12	Approve:	Awarding of Continuing Construction Management Services
1122-13	Information:	The Foundation, Inc. Presentation
1122-14	Approve:	LSSC Approval of Foundation Board Members/Officers
1122-15	Approve:	LSSC Foundation Budget including College Support
1122-16	Accept:	LSSC Foundation 2021 Audit
1122-17	Approve:	Four Corners Space Lease
1122-18	Approve:	Eustis Land Donation
1122-19	Approve:	New Allied Health Program - Respiratory Care

XI. OTHER CONSIDERATIONS AS NEEDED BY CHAIRMAN/PRESIDENT

XII. ADJOURNMENT

CALENDAR NOTES:

South Lake Reception for BAS Graduates	Thursday, December 1st, 2022, 4 p.m.	South Lake Campus Board Room B2-327
Nurse Pinning Ceremony	Thursday, December 8th, 2022, 5 p.m.	Leesburg Campus Fine Arts Auditorium
Commencement	Friday, December 9th, 2022, 5 p.m.	Leesburg Campus Convocation Center
Commencement	Tuesday, December 12th, 2022 5 p.m.	South Lake Arts & Recreation Center, Clermont
Facilities Committee Meeting	Thursday, December 15th, 2022, 5 p.m.	Sumter Center, CM Building Room 4118
Holiday Party	Friday, December 16th, 2022, 5 p.m.	Leesburg Campus Convocation Center

NO BOARD MEETING IN DECEMBER

District Board of Trustees Agenda Item Cover Sheet



Lake Sumter
State College

Office of the President

ITEM: 1122-01 Minutes of the October 19, 2022 Board Meeting

Background/References

The minutes of the October 19, 2022 District Board of Trustees meeting require the Board's approval.

Summary

Meeting minutes are presented for your review and approval.

Recommendation

It is recommended the Board approve this item as written.

DISTRICT BOARD OF TRUSTEES
LAKE-SUMTER STATE COLLEGE
LEESBURG, SUMTERVILLE, CLERMONT
OCTOBER 19, 2022

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

ABSENT: Mr. Bryn Blaise and Mr. Peter Wahl, Board Members.

CALL-TO-ORDER:

The regular meeting of the District Board of Trustees, Lake-Sumter State College, was called to order at 5:12 p.m. on October 19, 2022, at the Sumterville campus by Mr. Bret Jones. Mr. Jones welcomed those in attendance and invited them to join in the Pledge of Allegiance followed by a moment of silence.

PUBLIC COMMENT:

No Public Comment cards were submitted for the meeting.

CONSENT CONSIDERATIONS:

A motion to approve consent items, including an amendment to 1022-06 to increase the amount to \$217,775.00, was made by Mr. Tim Morris, seconded by Ms. Jennifer Hooten, and the motion carried unanimously.

SCHEDULED INFORMATION REPORTS:

President Bigard presented her report.

- President Bigard introduced Dr. Joseph Mews, the new VP of Enrollment and Student Affairs.
- Marlene O'Toole submitted her resignation to the state Appointments Office, which was accepted.
- Last week, SGA Assistant Director Cynthia Lackey and Director Jenn Unterbrink organized a shopping trip to purchase items for those affected by Hurricane Ian. They bought \$5000 worth of food, water, toiletries, and many other items requested. These items were delivered to the College of Central Florida in Ocala. Florida Gateway College in Lake City, Florida sent a large truck driven by students in their CDL program to pick up all of the donations made by LSSC and others and then deliver them to south Florida. We received many thanks for our donations, and we are planning more donations in the near future.
- Fortunately, we received very little damage from Hurricane Ian. We did have some flooding in the Fine Arts building, but that was the worst and has since been repaired.
- A retreat was held at Lake Technical College to discuss improving pathways between LSSC and Lake Tech.

- Our enrollment is holding steady at 4,800 students, but we are struggling to find enough faculty to cover our classes. To assist in our search for new instructors, a recruitment flyer was distributed to all employees in the Lake County Schools.
- Earlier this week, the Vice Presidents, Kailyn Wurm and I traveled to Tallahassee at the invitation of Chancellor Hebda to participate in a New President's Orientation at the Department of Education.
- A meeting was held at our Sumter Center between LSSC and SECO Energy for a joint solar project discussion. Two ideas that were presented by SECO were constructing a solar energy building and a net-zero campus.
- Commissioner Sean Parks and I met to discuss the CDL program and a possible LSSC expansion site, as Clermont Elementary is no longer an option for a second CDL training center.
- United Faculty of Florida has declared an impasse in the union negotiations, relating specifically to the Discipline article. Brian Koji, our labor attorney, is beginning formal impasse procedures.
- LSSC hosted several events in October.
 - College Night event was held on the Leesburg campus on October 5th. Several colleges from around the country, and even one international college, participated in the event.
 - On October 7th, the Leesburg campus hosted a College to Career event, and the South Lake campus hosted the Florida Two-Year College Mathematics Association event in the Cooper Memorial Library.
 - A new LSSC charter of the American Council on Education Women's Network of Florida was celebrated on October 14th with a livestream event featuring President Bigard as the guest.
 - Pig on the Pond was held in Clermont October 14th -17th.
 - The College will be closed on Friday, October 21st for the Annual LSSC Community Service Day.
- A celebration of LSSC's 60th Anniversary is planned for November.

Mr. Bret Jones presented the report for the Executive Committee Meeting, and President Bigard presented the report for the Facilities Committee Meeting. The Board Attorney report was presented by Ms. Anita Geraci-Carver.

NEW BUSINESS:

1022-11 – Board Rule 7.04 Construction, Remodeling and Renovation Projects. This Board Rule is presented to the Board for a first read in preparation for amendments to be discussed at the next Board meeting. No action necessary.

1022-12 – Proposed Changes to Board Meeting Locations. Changes in the location of some of the Board meetings were presented to the Board for approval. David Hidalgo made a motion for approval, and Jennifer Hooten seconded. The motion was unanimously approved.

1022-13 – Department of Labor Strengthening Community College Grant

Dr. Laura Byrd explained that this grant would provide funds for the allied health initiatives LSSC is currently pursuing. No action is required by the Board at this time.

OTHER CONSIDERATIONS:

As Needed by Chairman/President

The next regular meeting is scheduled for November 16, 2022 at the South Lake campus.

There being no further business, the meeting was adjourned at 5:41 p.m.

ATTEST:

Mr. Bret Jones, Board Chair

Dr. Heather Bigard, Secretary/College President

Recording Secretary: Kelly McLean

District Board of Trustees Agenda Item Cover Sheet



Lake Sumter
State College

Office of the President

ITEM: 1122-02 - Human Resources Staff Actions

Background/References

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

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

Summary

Please review attached summary.

Recommendation

It is recommended the Board acknowledge this item as written.

Human Resources Actions

October 11 – November 02, 2022

Staff Appointments:

Name	Title	Effective Date
Stephen Macholz	EDT Program Director	11/01/2022
Ashley Alligood*	Academic Advisor I	11/02/2022
Jessica Serrano*	HSCA Assistant Director	10/26/2022

*Internal New Hire

Staff Promotions:

Name	Title	Effective Date
Kelly Hickmon	Associate Dean of Students	10/17/2022

Staff Resignations:

Name	Title	Effective Date
None		

Staff Retirements:

Name	Title	Effective Date
None		

Staff Separations:

Name	Title	Effective Date
None		

District Board of Trustees Agenda Item Cover Sheet



Office of the President

ITEM: 1122-03 Monthly Fiscal Report for October 2022

Background/References

Each month a report is provided to the District Board of Trustees accounting for the activity in the major operating fund (Fund 1) of the College. This report is prepared by the Vice President of Finance/CFO and is intended to keep the Board apprised of the financial condition of budget and the operating funds of the College.

Summary

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

Recommendation

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

MEMORANDUM

To: Dr. Bigard, President
District Board of Trustees

From: Kristie Harris, Vice President of Finance, CFO

Date: November 17, 2022

Re: Monthly FY23 Fiscal Report – YTD October 31, 2022

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

FUND 1 OPERATING BUDGET

We are currently four months into our fiscal year or slightly over 30% completed.

Revenues

Total revenue booked to date is \$11,204,526, or 33% of the total revenue budget of \$34,475,230.

- Tuition and fee revenue is slightly above budget by \$19,270 from the prior year ending October 2021, and is projected to be \$10,609,653 by year end which is 5.6% over the budgeted amount.
- Starting July 1st of each fiscal year, state revenue allocations are received from the Department of Education on a bi-weekly basis in installments. As of date, the College has received a total of \$6,368,799 in general revenue funds. Additional revenue from the State also includes \$369,638 from the Dual Enrollment Scholarship program. Allocations from the Education Enhancement Trust Fund (lottery) will commence during the third quarter of the fiscal year.
- Other Income and Other Support actuals are projected to be close to the budgeted amount.

Expenses

Actual expenses to-date total \$8,786,855 or 28% of the total expense budget of \$31,273,551.

- Salaries and benefits to-date are \$6,223,279 or 26% of budget.
- Operating and capital expenses to-date are \$2,563,576 or 34% of budget.
- The budgeted transfer of \$3,000,000 to Fund 7 has been made.

Year-End Projection

As of date, revenues are projected to exceed expenses by \$2,620,375 mostly due to higher than budgeted student enrollment, Dual Enrollment Scholarship funding, and Uninsured Loss Recovery (HEERF).

Attachment: October 2022 Operating Fund 1 Budget Report

Lake-Sumter State College
Fiscal Status Report - Fund 1
General Current Fund
July 1, 2022 - October 31, 2022

	FY 2021-2022		FY 2022-2023			
	Annual Budget	10/31/2021	Annual Budget	10/31/2022	Percent of Budget Earned/Spent	Projected 6/30/2023
REVENUES & BUDGETED FUND BALANCE						
Student Fees						
Fall						
Tuition	\$ 2,802,600	\$ 2,513,484	\$ 2,524,100	\$ 2,848,772	113%	\$ 2,832,483
Technology Fees	137,500	125,661	127,100	142,445	112%	141,616
Distance Learning	225,000	308,040	286,800	300,480	105%	300,085
Dual Enrollment	323,600	360,044	315,300	445,196	141%	380,668
HSCA Dual Enrollment	446,550	398,460	398,460	-	-	370,980
Lab Fees	137,800	82,393	162,810	151,429	93%	206,317
Spring						
Tuition	\$ 2,375,100	\$ 147,811	\$ 2,253,800	\$ 6,954	0.00	\$ 2,529,159
Technology Fees	118,900	7,391	113,100	348	0.00	126,017
Distance Learning	187,600	19,905	273,700	-	-	286,378
Dual Enrollment	424,000	648	388,700	-	-	469,285
HSCA Dual Enrollment	419,070	-	357,240	-	-	341,210
Lab Fees	106,700	500	134,120	9,890	7%	169,961
Summer						
Tuition	\$ 1,071,900	\$ (20,904)	\$ 1,028,200	\$ (15,341)	-1%	\$ 1,153,821
Technology Fees	53,400	(1,037)	48,300	(768)	-2%	53,816
Distance Learning	99,600	(2,250)	71,400	(1,680)	-2%	74,707
Dual Enrollment	-	432	-	(3,599)	-	-
Lab Fees	13,200	(205)	26,560	(25)	-	33,658
Miscellaneous Fees	65,300	23,705	70,100	25,976	37%	82,869
Youth Development	280,000	628	282,000	767	0.00	282,000
Continuing Education	166,100	127,801	1,189,522	200,932	17%	774,624
Total Student Tuition and Fees	\$ 9,453,920	\$ 4,092,507	\$ 10,051,312	\$ 4,111,777	41%	\$ 10,609,653
General Revenue Operating Support	\$ 13,071,677	\$ 4,370,925	\$ 18,725,937	\$ 6,241,963	33%	\$ 18,725,937
General Revenue Nursing Support	-	-	830,059	-	-	830,059
General Rev. Performance Funding	296,654	98,885	362,513	126,836	35%	362,513
State Dual Enrollment Scholarship Program	-	-	-	369,638	-	739,276
Educational Enhancement Support	2,317,578	-	2,843,909	-	-	2,843,909
Miscellaneous State Contracts	100,000	-	100,000	-	-	100,000
Federal Support Indirect Cost	100,000	106,254	150,000	36,385	24%	111,240
Foundation Support	110,000	-	111,500	-	-	50,000
Other Contracts	238,000	54,798	803,000	90,046	11%	650,000
Miscellaneous Revenue	30,400	8,319	17,000	7,781	46%	67,578
Uninsured Loss Recovery (HEERF)	510,500	20,253	-	220,100	-	220,100
Total Revenues	\$ 26,228,729	\$ 8,751,940	\$ 33,995,230	\$ 11,204,526	33%	\$ 35,310,265
Transfers In	702,000	27,509	480,000	-	-	480,000
Total Revenues and Transfers In	\$ 26,930,729	\$ 8,779,450	\$ 34,475,230	\$ 11,204,526	33%	\$ 35,790,265
EXPENDITURES						
Personnel Expenditures						
Salaries and Wages	\$ 14,987,926	\$ 3,828,522	\$ 17,401,060	\$ 4,463,528	26%	\$ 16,995,700
Benefits	5,860,265	1,504,418	6,643,022	1,759,751	26%	6,213,061
Lapse Salary and Benefits	(702,500)	-	(913,250)	-	-	-
Current Operating Expenditures	6,230,561	2,261,767	7,633,569	2,563,576	34%	6,941,127
Capital Outlay Expenditures	54,449	15,692	5,000	-	-	20,000
Contingency	500,000	-	504,150	-	-	-
Total Expenditures	\$ 26,930,701	\$ 7,610,400	\$ 31,273,551	\$ 8,786,855	28%	\$ 30,169,889
Transfer to Fund Other Funds	-	-	(3,000,000)	(3,000,000)		(3,000,000)
Excess of Revenues over (Expenditures)	\$ 28	\$ 1,169,050	\$ 201,679	\$ (582,329)		\$ 2,620,375

District Board of Trustees Agenda Item Cover Sheet



Lake Sumter
State College

Office of the President

ITEM: 1122-04 Purchases over \$65,000

Background/References

Each month a report is provided to the Board of Trustees accounting for any purchases that have been approved by the President which fall between \$65,000 and \$195,000. This report is prepared by the Department of Financial Affairs, under the oversight of the Vice President of Finance and Chief Financial Officer, and is intended to apprise the Board of purchases that fall under the authority of the President to approve.

The authorization requiring the President's approval of such purchases is guided by LSSC Administrative Procedure 6-09, Requisition and Purchasing Procedures.

Summary

Purchases greater than \$65,000 for the period of 10/01/22 to 10/31/22 are attached.

Recommendation

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

Purchase Orders Over \$65,000 – October 2022

Vendor: EAB
Item Description: Renewal Starfish Legacy Platform OCT2022-SEP2023
Amount: \$71,500.19
Purchase Order #: P2300233
Vendor Code: X00135257

Vendor: Engineered Air
Item Description: BLDG 1 Air Handler Unit 2,3 & CU-2 Replacement
Amount: \$217,775.00
Purchase Order #: P2300250
Vendor Code: X00138997

District Board of Trustees Agenda Item Cover Sheet



Lake Sumter
State College

Office of the President

ITEM: 1122-05 Capital Improvement Projects Report

Background/References

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

Summary

A report on the status on projects is attached.

Recommendation

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

Capital Improvement Projects 2022-2023				
November 2022 Update				
Project Description	CIP Budget	Expended or PO issued as of 10/28/22	Progress To Date	
Safety				
Leesburg Campus Fire Safety Upgrade	\$50,000	\$50,000	Fire Alarm System repairs and replacement of devices currently in progress.	
South Lake Campus Fire Safety Upgrade	\$5,000	\$0	Fire Alarm System repairs and replacement of devices currently in progress. Waiting on materials to be acquired.	
Critical Life Safety Modifications	\$100,000	\$15,214	Issues that were reported on the 2021 PDCS walk-thru will be corrected, including emergency lighting, improving fire panels and strobe lights, and exit signs. Repairs to the South Lake Campus Science-Health Bldg. generator.	
Emergency Lighting Repairs	\$40,000	\$4,421	A comprehensive list of fixtures are currently in development for procurement. Some lighting purchases, repairs, and replacements have been completed.	
Roofs				
Roof Maintenance and Repairs	\$500,000	\$244,326	Center for Teaching and Learning Roof Restoration - Preconstruction meeting is scheduled 11/2/22, Start/Finish dates to be confirmed. Facilities Roof Replacement- Structural report received 10/18/22, waiting on scope options and associated cost (TBD). Some leak mitigation/repairs for the Leesburg Campus Gym and FA Buildings completed in October. Other mitigations continue through the Dryzone workorder process.	
Paving-Grounds				
Sumter Center Irrigation Replacement	\$65,000	\$64,150	New irrigation installation by Dozier completed 9/16/22. Facilities reviewed the system on site with vendor and SSC. Complete.	
Leesburg Campus Access Road Repaving	\$50,000	\$34,605	Repaving of the access road from College Drive to Parking Lot B on the Leesburg Campus completed 8/5/22.	
Tennis Court Resurface	\$30,000	\$0	Athletics Department is currently soliciting contractor proposals for the resurfacing.	
Leesburg Campus Parking Lot Repair Sealing & Stripe	\$300,000	\$6,905	Some decorative curbing in parking lots has been completed in Leesburg and Sumter. Further design work needs to be completed on Lot B prior to any construction.	
New Structure				
South Lake Campus Facilities and Grounds Building Replacement	\$500,000	\$5,141	Design is complete. Cost estimate received 6/28/22. Design Drawings sent to PDCS for courtesy plan review 9/20/22. Application for Environmental Resource Permit Modifications submitted to SJRWMD by Springstead in October. Contractor bids and permitting anticipated November - December. Construction timeline (TBD).	

Capital Improvement Projects 2022-2023				
November 2022 Update				
Project Description	CIP Budget	Expended or PO issued as of 10/28/22	Progress To Date	
Sumter Center Solar-powered Workforce Instructional Pavilion & Restroom Facility	\$350,000	\$8,548	Design Development / Construction Documents in progress. Bathroom sinks have been ordered. Updated civil plan issued by Springstead 05/2022. Contractor Bids and permitting anticipated December - January. Construction timeline (TBD).	
Library				
Leesburg Campus Library Roof Replacement	\$795,000	\$0	Roof redesign is in Design Development with Florida Architects as part of the overall Library remodel plan. Presented to the Facilities Board 8/25/22 meeting.	
Leesburg Campus Library HVAC	\$800,000	\$0	Replacement HVAC is in Design Development with Hanson as part of the overall Library remodel plan. Presented to the Board Facilities Committee 8/25/22 meeting.	
Leesburg Campus Library Re-purpose/Remodel (LE) Yr 2 of 3	\$2,200,000	\$271,112	Design Development Phase completed 7/1/22. Bid Cost Estimate received 8/19/22. Facilities Board reviewed 8/25/22. Reviewed design options early October to reduce cost prior completing the Construction Documents Phase. Design is currently on Hold.	
HVAC				
South Lake Campus Cooper Memorial Library HVAC	\$300,000	\$408,093	Chiller install awarded to Johnson Controls Inc. Preconstruction meeting held 10/11/22. On site concrete work begins late November after permitting. New chiller equipment installs thru project completion 2/10/23 - 2/21/23.	
Miscellaneous HVAC Projects	\$500,000	\$127,135	Multiple HVAC projects in progress or completed, including Leesburg Campus Lake Hall, Fine Arts Center, Student Center, Mail Room, and Shipping and Receiving.	
Leesburg Campus Cooling Tower Refurbishment & Replacement	\$400,000	\$416,238	Siemens has been awarded to refurbish two cooling towers and replace two cooling towers. These improvements will begin in December 2022; completion date (TBD).	
South Lake Campus Building 1 HVAC Equipment and Installation	\$250,000	\$255,365	100% Design CDs are due 10/28/22. POs for owner purchased HVAC equipment issued on 10/20/22. Equipment lead time is approx. 18 wks. Contractor bids for installations anticipated November - December. Construction Timeline (TBD).	
Leesburg Campus Building M HVAC Design and Replacement 40 Ton AHU	\$250,000	\$37,726	PO issued to Hanson on 9/23/22. Design engineering in progress; 60% Construction Documents anticipated 11/22/22.	
Leesburg Campus Student Center HVAC Design and Replacement	\$250,000	\$0	Design proposal received 9/7/22 and currently in revision after review. Anticipate issuing PO and starting design Nov. 2022.	
Leesburg Campus William Johnson Admin Building HVAC Design and Replacement	\$200,000	\$34,632	PO issued to Hanson on 9/23/22. Design engineering in progress; 60% Construction Documents anticipated 11/23/22.	
Leesburg Campus Athletic Director's suite HVAC Design and Replacement	\$200,000	\$0	Design proposal received 8/19/22 and currently in revision after review. Anticipate issuing PO and starting design Nov. 2022.	

Capital Improvement Projects 2022-2023				
November 2022 Update				
Project Description	CIP Budget	Expended or PO issued as of 10/28/22	Progress To Date	
Sumter Center Building 5 HVAC Design and Replacement	\$120,000	\$33,989	Awarded low bid to Westbrook for the HVAC equipment and installation replacement. Construction timeline 10/24/22 - 11/4/22.	
HVAC Air Quality	\$200,000	\$0	Investigation has taken place to either purchase additional air purifiers or air scrubbers, or install UVC in air handler units.	
General				
Furniture and Equipment	\$300,000	\$10,670	On going procurement as approved by leadership.	
Signage (All campuses)	\$100,000	\$27,428	New illuminated signs for Bldg. M, Facilities, and the Student Services Building, including AdventHealth DEU hallway sign are now installed. Sumter Center Monumental Sign install is scheduled 10/14 - 11/11/22. Sumter Center corner sign is in planning. Sign replacement for Leesburg Student Center in planning.	
Building Upgrades				
Building Envelope (various)	\$400,000	\$0	Reviewing proposals received 9/8/22 from Raymond, LLC for Building Envelope investigations for SL Bldg-2 Board Rm; Leesburg Science-Math, Health Science Center, and Student Services Bldg. Also, walked with Garland's Building Envelope Team on Oct. 6th to review SL Bldg-2 Board Rm and Leesburg Campus Science-Math and Gymnasium. LSSC anticipates these proposals by 10/31/22. Investigative work and construction timelines TBD.	
Leesburg Campus Faculty Office Building & Lecture Hall Demolition	\$100,000	\$0	Planning. Reviewed formal process to raze a building with State DOE. Recently reached out to architect recommended by Lake County Schools. Architect is creating a proposal at this time for a building assesment and Castaldi Analysis.	
Leesburg Campus Student Services Building Refurbish	\$500,000	\$0	Design Development in progress; complete schedule (TBD). Some refresh work in plan to proceed.	
AdventHealth Waterman DEU	\$650,000	\$586,323	Construction completed. Nursing Students started in Classroom on 8/23/22. Open House Event 9/1/22. Simulation Equipment installs in Lab spaces completed in September. Some misc. equipment and door hardware installs continue October - November.	
Leesburg Campus Liberal Arts Building Demo	\$150,000	\$0	Planning. Reviewed formal process to raze a building with State DOE. Recently reached out to architect recommended by Lake County Schools. Architect is creating a proposal at this time for a building assesment and Castaldi Analysis.	

Capital Improvement Projects 2022-2023			
November 2022 Update			
Project Description	CIP Budget	Expended or PO issued as of 10/28/22	Progress To Date
Exterior Painting Projects	\$150,000	\$34,300	Refresh painting on-going. Most recent completion has been with the exterior doors and atrium floors/railings at the South Lake Bldg. 2. and Sumter Center exterior doors. Exterior painting for the Leesburg Campus William-Johnson Building and Student Center began in October and planned to complete early November.
Interior Painting	\$150,000	\$26,078	Various painting projects on the South Lake Campus including new Veterans Lounge, Bldg. 1 Lobby, and security office. In Leesburg, there has been painting projects completed in Fine Arts and the Student Services Bldg.
Leesburg Campus Fine Arts Bldg. Restroom Refresh	\$5,000	\$0	It has been decided to not invest additional funds for these restrooms at this time.
Leesburg Campus Magnolia Restroom Refresh	\$60,000	\$0	This project will be completed in the next 3 months. An initial walkthrough has been completed of the space.
Leesburg Campus Student Services Building - Build ADA Restrooms	\$420,000	\$36,669	Design MEP completed updating the plans to renovate 1st & 2nd floor Restrooms simultaneously. Construction pricing is in review. Construction timeline (TBD).
South Lake Campus Building #2 First Floor Renovation	\$205,000	\$0	Initial Planning meeting held 4/15/21. Including budget in next year's CIP in discussion.
Leesburg Campus Emerging Media Center (FA)/Auditorium Planning, Design & Development	\$400,000	\$0	Architectural and Engineering proposals are currently on hold for Fine Arts Masterplan development, including the Auditorium priority.
South Lake Campus Nursing Simulation Lab Expansion	\$250,000	\$0	In planning. Examined the space in South Lake Campus Science-Health Bldg. with Nursing and Respiratory Care leadership on 10/25/22.
Total:	\$13,125,000	\$2,744,318	

District Board of Trustees Agenda Item Cover Sheet



Lake Sumter
State College

Office of the President

ITEM: 1122-06 The LSSC Foundation, Inc. 990

Background/References

Lake-Sumter State College Board Rule 1.07 requires the District Board of Trustees to annually approve all direct support organizations (DSO) and related financial activities.

Summary

The Lake-Sumter State College Foundation Board accepted the 990 and presents for review by the LSSC District Board of Trustees. This information was previously provided by email.

Recommendation

This item is presented for acceptance only.

District Board of Trustees Agenda Item Cover Sheet



Lake Sumter
State College

Office of the President

ITEM: 1122-07 President's Update

Background/References

Each month the College President presents the Trustees with an updated report on the College.

Summary

The report includes updates on current activities and events that impact the College. Additional reports are included from the functional areas that report to the Office of the President.

Recommendation

This item is provided as information only.

**Office of the President
Report to the District Board of Trustees
November 16, 2022**

Athletics

Mike Matulia, Executive Director

- The 23rd Annual LSSC Athletics Golf Classic raised \$62,000 for athletic scholarships.
- Cross Country Teams competed at the FCSAA Regional Championships on October, 28th. The Men's team finished as the runner-up, while Colton Berquist and Cooper Krug finished in the top 7 and received All-Region honors. The men will compete at the NJCAA National Championships on November 12th.
- Yarelis Lopez Osorio was selected as a second team All-Conference volleyball player for Region VIII and Alyssa Guarino and Kaylee Hunt were honorable mentions.
- Academic Advising sessions for spring term has begun for Student-Athletes.

Department of Human Resources

Deborah Franklin, Executive Director

- **Recruitment & Selection**
 - Outreach

Increased participation in diverse community events to enhance community awareness of full-time, part-time, faculty and student LSSC job opportunities through local & on campus events:

 - 10/5/22 College Career Night; LSSC campus
 - 10/14/22 "Pop Up" Open Job Air: Town of Lady Lake
 - 10/26/22 Non-Profit/Government Job Fair: LLSC campus & City of Wildwood Sponsored by Career Source
 - 10/31/22 City of Clermont
- **Benefits**
 - Welcome to Lillian Rodriguez, our new Director of HR Operations. Lillian, an LSSC alumnus, will be managing all aspects of our employee benefits program.

Contract Administration**Bruce Duncan, Contract Administrator**

- Made contact with Al Latimer regarding the proposed business incubator in Eustis and attended a meeting and tour of Lake Tech with the City of Eustis City Manager to discuss the logistics of how we can work together on this project.
- Prepared legislative summary for the staff and faculty to talk about who was impacted by what legislative actions and how the college will be expected to move forward under the new rules.
- Serving on the Criminal Justice Academy team with MDHS the LCSB and UCF.

Professional and Organizational Development**Deborah Snellen, Executive Director**

- Launched ACE Florida Women's Network chapter at LSSC with round table discussions and steering committee formed. Twenty-six faculty and staff members were present at the kick-off meeting. In addition, President Bigard was the featured presenter at the Network's monthly Coffee and Conversations event with over 150 participants statewide.
- Presented teambuilding workshop for the Records department using the Herrmann Brain Dominance Instrument to identify communication and problem-solving preferences. To date, 85 members of the LSSC team have completed the assessment and are using the knowledge gained for better team communication.

District Board of Trustees Agenda Item Cover Sheet



Lake Sumter
State College

Office of the President

ITEM: 1122-08 Vice President's Updates

Background/References

Each month the college Vice Presidents present the Trustees with an updated report on College operations and events supporting progress on the Strategic Plan.

Summary

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

Recommendation

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

**Division of Institutional Advancement
Report to the President and Board of Trustees
November 16, 2022**

Dr. Laura Byrd, Senior Vice President, Institutional Advancement

STUDENT ACHIEVEMENT

- Communications campaigns to support a wide variety of student recruitment & enrollment efforts are being implemented by the Marketing team in collaboration with Enrollment Services.
- Students and alumni are being highlighted through weekly features and video spotlights highlighting unique and interesting Lakehawk stories.
- The Lineworker Bootcamp graduated a six-week class of 10 Lineworker students on October 21st. The cost per student for the bootcamp is \$4,950. The Continuing Education revenues for this cohort nets \$19,700. Three of the graduates have already been hired by Pike, Duke and Team Fishel. The next Lineworker Bootcamp is scheduled to begin Nov. 7th.
- The SEPCO training program has completed nine of the ten cohorts in 2022. The program revenue for 2022 is \$128,000 with LSSC earning 50% margins, \$64,000.
- The Villages District has partnered with LSSC to train their office staff on Excel and Power Point.

FACILITIES AND RESOURCE DEVELOPMENT

- The timeline for Lake-Sumter State College taking full control of the Commercial Driver License program has accelerated from Jan. 2023 to Nov. 14, 2022 due to SunState's departure on October 28. All State of Florida certifications necessary for the LSSC commercial driver's license program operations are complete.
- Lakehawk CareerConnect has a total of 209 positions posted to the platform and 12 new employers registered in October.
- LSSC submitted a Department of Labor Strengthening Community Colleges Consortium Grant with College of Central Florida and South Florida State College. The application totaled \$5 Million. LSSC's portion of the grant is \$1.5 million and will assist in start-up for two new programs, Cardiovascular Tech and Diagnostic Sonography.
- A grant was submitted to the Westgate Foundation for \$20,000 to support Veteran scholarships for those who have exhausted their benefits. The LSSC Foundation received notification of an award celebration scheduled for November 2.
- The Foundation extended additional awards for Fall 2022 B7 to assist with enrollment recruitment and awarded \$29,478 in scholarships. The Spring 2023 scholarship application will remain open through November 14. The Foundation plans to award \$400,000 in scholarships.

- The 2022/2023 season of the George O. Pringle Performing Arts Series kicks off its second show with The Cooke Book on Saturday, November 5, and Sunday, November 6.
- The 2022 Monster Dash was held on Saturday, October 29 at 8:00 am and received a record number of participants, 232! The race raised over \$14,000 in sponsorships and race registrations.
- The 2023 Annual Campaign kicked off for Faculty & Staff on October 3. The Annual Board Meeting is scheduled for January 10 at the Venetian Center in Leesburg to officially kick off the campaign to the community.
- Save the date for the 37th Annual Gala, scheduled for Friday, April 14, 2023 at the Brownwood Hotel. Thank you, Ernie Morris Enterprises for serving as the presenting sponsor at \$15,000.

Gifts & Contributions over \$1,000 received October 1 – 31, 2022

Name	Gift Amount	Fund Description	Gift Subtype
Roy & Ruth Ryan Foundation Trust, Inc.	\$10,000.00	Golf Tournament	Contribution
Marian S. Shuck Scholarship Trust	\$20,000.00	Golf Tournament	Contribution
Earl B. & Sophia H. Shaw Charitable Trust	\$20,000.00	Shaw Charitable Trust	Scholarships
Age Wave Solutions, Inc.	\$2,000.00	Golf Tournament	Contribution
ETeamSponsor, Inc.	\$4,104.00	Athletics Unrestricted	Contribution
Ernie Morris Enterprises, Inc.	\$20,000.00	Ernie Morris Endowment	Scholarships
ETeamSponsor, Inc.	\$13,136.00	Athletics Unrestricted	Contribution
Gulfpoint Construction Company, Inc.	\$2,500.00	Athletics Unrestricted	Contribution
United Way of Lake & Sumter Counties, Inc.	\$2,500.00	Rise Summer Math Academy	Grant Revenue
Private Donor	\$10,000.00	Unrestricted	Contribution
Total	\$104,240.00		

WORKPLACE

- LSSC welcomed Hailey Hart as Digital Engagement Coordinator, who will focus heavily on the College's social media presence.
- LSSC welcomes Steve Machloz as the Lineworker Bootcamp Trainer. Steve started as a lineman in the United States Air Force, gaining his journeyman lineman and has worked over 20 years in the industry for both the public and private sector. He will start November 1st.

**Enrollment & Student Affairs Division
Report to the President and Board of Trustees
November 16, 2022**

Dr. Joseph Mews, Vice President, Enrollment & Student Affairs

DIVISION LEADERSHIP

Ms. Arminta Johnson, Associate Vice President, Enrollment Services

Dr. Roland Nunez, Executive Director, Early College Programs

Ms. Carolyn Scott, Dean of Students

Summary:

As of November 1, Fall 2022 enrollment is firm at 4,795 student headcount (+307, +6.84% YTD), as we are now through the start of the B7 (second seven week) courses and corresponding add/drop period.

Spring 2023 advisement and registration activities began on October 24 and will continue with aggressive outreach through the remaining weeks of November and December, and again in January leading to the start of the semester. Early student retention indicators are positive as headcount stands at 377 (+115, +43.89% YTD). New student recruitment activities are also a focal point for Spring 2023 with an admissions application deadline of December 14.

Fall 2022 Enrollment Summary (11/1/22):

Term Code	Campus	Last Term HC	Current Term HC	HC % Change	Last Term FTE	Current Term FTE	FTE % Change
202310	DI	4488	4795	6.84	1281.43	1387.03	8.24
202310	LE	718	962	33.98	132.67	196.77	48.32
202310	OL	3629	3595	-0.94	850.5	809.97	-4.77
202310	SL	1057	1337	26.49	227.37	306.53	34.82
202310	SU	296	312	5.41	70.9	73.77	4.04

Spring 2023 Enrollment Summary (11/1/22):

Term Code	Campus	Last Term HC	Current Term HC	HC % Change	Last Term FTE	Current Term FTE	FTE % Change
202320	DI	262	377	43.89	93.8	129.7	38.27
202320	LE	49	98	100	8.13	17.13	110.66
202320	OL	245	338	37.96	73.6	96.6	31.25
202320	SL	60	72	20	11.2	13.47	20.24
202320	SU	4	10	150	0.87	2.5	188.46

DI=LSSC District Total; LE=Leesburg; OL=Online; SL=South Lake; SU=Sumter

RECRUITMENT & ENROLLMENT

- Fall 2022 new student (first time in college) admissions application and converted enrollment totals increased over last year by 28.1% and 21.1% respectively. Total admissions applications (all admit types) increased by 20.5% and converted enrollments grew by 18.0%.

EARLY COLLEGE PROGRAMS

- The Health Sciences Collegiate Academy (HSCA) hosted a retreat with the HSCA Governance Committee and key stakeholders at Orlando Health South Lake Hospital on October 31. The Governance Committee approved expansion of the two-year HSCA program to Leesburg, effective Fall 2023, which will expand access to the program and degree pathways, address local healthcare workforce needs, and improve student outcomes.

RETENTION & STUDENT ENGAGEMENT

- Fall 2022 mid-semester progress and support outreach continued through October, addressing academic and social concerns, and providing encouragement. Spring 2023 registration opened on October 24 and an aggressive campaign is underway for new and continuing students.
- LSSC South Lake student Angelica Ceron was acknowledged as FL College System Student Government Association (FCSSGA) October Student of the Month. Angelica is South Lake's SGA President.
- National Society of Leadership & Success (NSLS) information and training sessions were held in October, resulting in 67 new student members. The NSLS is the nation's largest accredited leadership honor society and is recognized achievement of honorable distinction.

GRADUATION & STUDENT OUTCOMES

- 66th Commencement Ceremonies - Fall 2022
 - Friday, December 9, at 5:00 pm
Leesburg Ceremony
Everett A. Kelly Convocation Center
9501 U.S. Highway 441, Leesburg, FL 34788
 - Tuesday, December 13, at 5:00 pm
Clermont (South Lake) Ceremony
Clermont Arts & Recreation Center
3700 Highway 27, Clermont, FL 34711

- 285 students have applied to graduate in Fall 2022 and 206 are planning to attend commencement, including graduates from Summer 2022 since there is not a separate ceremony in August (57 from Summer 2022, 149 for Fall 2022). Of the 206, 117 plan to attend in South Lake, 89 in Leesburg.

DIVISION LEADERSHIP

Ms. Arminta Johnson, Associate Vice President, Enrollment Services

Dr. Roland Nunez, Executive Director, Early College Programs

Ms. Carolyn Scott, Dean of Students

**Division of Financial Services
Report to the President and District Board of Trustees
November 16, 2022**

Kristie Harris, Vice President of Finance and Chief Financial Officer

Quarter 1 - Budget and Expenditure Reporting for HEERF I, II, and III Grant Funds – as of September 30, 2022

- Within the past two years, the College received a total of \$6,266,516 for student support and \$8,451,936 for institutional support. For student support, funds were distributed as emergency grants to an estimated 1,657 students. For institutional support, funds were used to support loss revenues due to a decline in tuition, auxiliary operations, salary support and indirect costs.

Revenue Estimating Conference – Monthly Report

- On a monthly basis, the Office of Economic & Demographic Research releases a general revenue collections report. For the month of September, general revenue collections showed a gain of \$471.2 million over the forecast provided by the General Revenue Estimating Conference in August 2022. Almost 98 percent of the total gain originated from sales tax and corporate income tax.
 - As we strive to grow our student enrollment, additional dollars from the State to support our deferred maintenance needs and expand in programs of strategic emphasis tailored towards workforce development lends the opportunity to further enhance our campus landscape and program offerings.

Technology and Innovation Division
Report for the President and District Board of Trustees
November 16th, 2022

Nick Kemp, Vice President of Technology Innovation/CIO

STUDENT ACHIEVEMENT

- The Enrollment, Retention, and Completion (ERC) committee has completed a recommendation to revise the Starfish Retention Solutions progress survey report to be more student behavior focused with more precise datapoints. Additionally, a revision to the Dual Enrollment Calendar has been approved by the ERC.
- The production studio continues to work diligently to help recognize our students and staff. Over the past month, they have completed 11 video projects, including

FACILITIES AND RESOURCE DEVELOPMENT

- Nick Kemp and Rob Johnson attended the 2022 Annual Educause Conference in Denver, CO. The Educause conference is the premiere convening of IT professionals and technology providers across the diverse higher education landscape.
- LSSC and Ellucian have reached an agreement to take advantage of their advisory services. Beginning December 1st, the HR department will begin a one-year relationship with an Ellucian consultant who will act as a personal advisor and virtual member of the HR team. The goal for this service is to identify opportunities for improvement of our data, processes, documentation, and automation with all Banner Human Resources and Payroll related modules.
- All state and federal reporting deadlines have now been mapped and scheduled. PIIR will oversee this process to ensure timely and accurate data submissions.
- The Assessment Exchange for the Institutional Learning Outcomes occurred on 11/04. This is the inaugural meeting of General Education and Program-Specific instructors to set in motion the academic assessment plan for LSSC. Dr. Manuel, the Director of Assessment, is championing this project. Service area assessment exchanges will occur in the weeks thereafter.
- PIIR, in partnership with IT, continues to build Argos and PowerBI data and analysis repositories/reports/dashboards.
- The Instructional Design team has integrated FlatWorld into Canvas for the Workforce programs. FlatWorld is a textbook integration system. eLearning has completed a faculty needs assessment to serve faculty needs better. Thirteen applications have been submitted to begin QM course development.
- Early College interviews, Student Spotlights, Employee Awards, and President Bigard's Powerhouse Youth shoot.

**Division of Academic Affairs
Report to the President and District Board of Trustees
November 16, 2022**

Ms. Karen Hogans, Interim Vice President of Academic Affairs

Strategic Plan Pillar: Student Achievement - *Achieve high levels of student success by increasing enrollment, retention, transfer, and completion rates.*

- The UCF Partnership Speech Discipline Alignment meeting, coordinated and hosted by Assistant Professor Toni Upchurch and Associate Professor Heather Elmatti, was held on the South Lake Campus Friday, October 28, 2022. The purpose of this convening was to discuss curriculum alignment in our Speech course between Florida College System institutions in the consortium and UCF.
- The 3rd Quarter report for NCLEX (Nursing licensure) Pass Rate for 2022 posted. LSSC is at 97.62% (41/42 students tested, 40 successful).

Strategic Plan Pillar: Programs and Partnerships - *Respond to emerging labor market and community needs, enhance existing partnerships, and develop new reciprocal partnerships in the communities we serve.*

- Instructor Alberto Luma LSSC attended the Manufacturing Association of Central Florida Made in Central Florida Expo. The purpose of the event was to bring together high school students and guidance counselors, industry, and postsecondary institutions to provide students information on the Manufacturing industry and the many training opportunities available to reach career goals in the industry.
- Criminal Justice Assistant Professor and Program Manager Mr. Greg Bridgeman and Associate Dean of Workforce Development Dr Christopher Sargent held the fall Criminal Justice Advisory Board meeting with eight industry partners in attendance.
- LSSC hosted the Sumter County Manufacturing and Distribution Luncheon in collaboration with Sumter County Economic Development October 18, 2022. The purpose of the meeting was to learn about academic programs offered in the county to meet the needs of local employers.

Strategic Plan Pillar: Teaching and Learning – *Deliver quality academic programs, resources, and services that support and measurably improve student learning.*

- Assistant Professor of Humanities Daniel Woody Weber presented at the Florida Association of College and Research Libraries (FACRL) conference on Banned Graphic Novels.

- The Honors Program coordinator hosted a transfer workshop on September 21, 2022, with alumni who have transferred to a number of institutions (Stetson, UCF, and FSU).
- Four new apprentices began the Electrician Apprenticeship Program in October 28, 2022. The program now has 4 partner companies and 32 apprentices.
- The Dedicated Education Unit (DEU) model has been implemented at Advent Health Hospital and Orlando Health South Lake Hospital. Sixteen students are participating in the DEU at Orlando Health South Lake Hospital and four students are participating in the DEU at Advent Health. Additionally, the LSSC Allied Health instructional space at the Advent Health Medical Office Building is open with 30 first-semester students attending didactic and lab/simulation classes in the space.
- The Florida Two-Year College Mathematical Association (FTYCMA), coordinated and hosted by Associate Professor Sybil Brown who is also the current FTYCMA President, held their annual conference on the South Lake campus October 7, 2022.
- TEDxLSSC- Ripples was held on Saturday, September 24, 2022, on the Leesburg Campus. Professor of Political Science Jeremy Norton and Associate Professor of Speech Heather Elmatti coordinated and hosted the event. Speakers included LSSC staff and community members.
- Dean of Workforce Development Dr. Amy Albee and Adjunct Instructor Ms. Brandy Ziesemer attended the National Career Pathways Network (NCPN) Conference at the invitation of NCPN to present on the Business and Industry Leadership Team, BILT, process. The title of the presentation was BILT: A Winning Model for Students, Employers and Colleges.
- John Shea, Associate Professor of Mathematics, was chosen as a finalist in the Associate of Florida Colleges Professor of the Year competition.
- Four instructors (BAS-SL Instructor Shelly Gerig, Assistant Math Professor Agnes Bereczky, Assistant Political Science Professor Linda Karp, and Assistant English Professor Gregory Craig completed Certified Information Literacy training to participate in the College's Information Literacy initiative – the current Quality Enhancement Plan project.

District Board of Trustees Agenda Item Cover Sheet



Lake Sumter
State College

Office of the President

ITEM: 1122-09 Board Committee Reports

Background/References

The Committees of the District Board of Trustees meet as often as necessary to support the strategic work and mission of the College.

Summary

Minutes are shared with the District Board of Trustees reporting on the latest developments.

Recommendation

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



Executive Committee Meeting November 8, 2022

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

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

- Regular reports from Human Resources, Facilities, Enrollment, and Purchasing.
- October DBOT Minutes.
- Curriculum Revisions/ New Programs
- The LSSC Foundation, Inc. 990

New Business items included:

- Board Rule Amendment, 2nd reading.
- Foundation Presentation.
- Approval of Foundation Board members/officers.
- Foundation Budget including College support.
- Foundation Audit 2022.
- Awarding of Construction Services.
- Eustis Property Donation.
- Four Corners.

The next Executive Committee meeting will be on Tuesday, January 10, 2023.



**Strategic Planning Committee of the Board of Trustees
October 19, 2022
Sumter Center Campus**

In attendance: Mr. D. Hidalgo, Chair, Mr. B. Jones, Ms. J. Hooten, Dr. H. Bigard, College President, Mr. T. Morris, Ms. E. Lee, Ms. Ivy Parks, Ms. A. Geraci-Carver, Mr. T. Kieft, Ms. Kristie Harris, Mr. N. Kemp, Dr. L. Byrd, Dr. J. Mews, Ms. K. Hooten.

Absent: Mr. Bryn Blaise and Mr. P. Wahl.

Mr. D. Hidalgo, Chair, called the meeting to order at 6:20 pm and welcomed everyone to the meeting. He discussed some of the objectives of the committee as having an open platform to gather and discuss data about the college and for areas of improvement.

The college Vision and Mission statements were reviewed.

President Bigard introduced data on the changing demographics and growth in Lake and Sumter counties. She also shared that Community is not reflected in our mission statement and that has been mentioned to her by several employees of the college.

- Lake County demographics
 - Less white;
 - More Hispanic;
 - Nearly 50% struggle financially.
 - Need to have access to the Four Corners area, which is the fastest-growing area in Lake County.

Mr. Hidalgo asked the group to think about college enrollment.

- What do we do well?
 - Nursing;
 - Transfer students;
 - Scholarships;
 - Faculty achievement;
 - Community partnerships.
- What are we passionate about?
 - Commitment to student success;
 - Progress and growth;

SWOT Analysis

Strengths

- Monopoly;
- Community;
- Long-standing reputation;
- Kid's College.

Weakness

- Recruitment;
- Compensation;
- Aging facilities;
- Perception;
- Different communities.

Opportunities

- Grants, Workforce development;
- Programming;
- Partnerships – job placement;
- Online enrollment.

Threats

- Other colleges;
- Online college;
- Navigating procedural items;
- Lack of consistent revenue.

Mr. Hidalgo stated he would like to try and meet either once a month or once every-other-month. These meetings will be scheduled in the near future.

Being no further items to discuss, Mr. Hidalgo adjourned the meeting at 7:26 pm.

Respectfully submitted by Kelly McLean, Recording Secretary.

District Board of Trustees Agenda Item Cover Sheet



Lake Sumter
State College

Office of the President

ITEM: 1122-10 Board Attorney Report

Background/References

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

Summary

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

Recommendation

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



November 7, 2022

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

Re: Board Attorney Report for November 16, 2022

Dear Trustees:

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

Karen Parker v. Lake-Sumter State College and Leadership Lake County, Inc., Lake County Case No. 2019-CA-001641. Ms. Parker alleges the College was negligent surrounding an alleged incident on August 18, 2016 where Ms. Parker claims she was injured when she tripped and fell while attending an event on the Leesburg campus. Discovery is ongoing. On March 15, 2022 Leadership Lake County, Inc. filed an Amended Notice of Appearance listing two attorneys who will be representing its interests. Discovery is ongoing. Mediation was held September 1, 2022. A settlement was not reached at mediation. Discovery is continuing with a deposition scheduled on November 14, 2022.

David Walton v. Lake Sumter State College, Case No. 2021-01; 5D22-0794. On March 31, 2022 Dr. Walton filed an Administrative Notice of Appeal with the Fifth District Court of Appeal seeking judicial review of the Board of Trustee's decision. Attorney Brian Koji will be representing the College in the appeal. The Court entered an Order requiring the parties to mediate. Mediation was held May 26, 2022 and resulted in an impasse. On October 19, 2022 attorney Koji filed the College's Answer Brief.

United Faculty of Florida-Lake Sumter State College (full-time teaching faculty). During negotiations held October 11, 2022 the UFF indicated they are declaring impasse in the negotiations. The outstanding issue is the discipline article. After submitting its written declaration of impasse to PERC, PERC will appoint a Special Magistrate who will hear from each party then issue a recommendation to the Board of Trustees for consideration.

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

Complaint filed with Office of Inspector General, Florida Department of Education. OIG 2022-090109. A complaint has been filed by a student with the OIG. The OIG refers the complaint to the College for review and action deemed appropriate. No response by the College to the OIG is required. The College's investigation is ongoing.

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

Respectfully submitted,



Anita Geraci-Carver

cc: Dr. Bigard, President



District Board of Trustees Agenda Item Cover Sheet



Lake Sumter
State College

Office of the President

ITEM: 1122-11 Second Read – Amend Board Rule 7.04 Construction, Remodeling, and Renovation Projects

Background/References

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

Summary

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

Recommendation

It is recommended that the Board accept the amended Board Rule 7.04 as written.

Amended Board Rule

LAKE-SUMTER STATE COLLEGE BOARD RULE

TITLE: Construction, Remodeling, and Renovation Projects

NUMBER: 7.04

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

PAGE: 1 of 1

HISTORY: NEW - 6/19/96

AMENDED: 9/21/10, 10/19/22

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

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

**LAKE-SUMTER STATE COLLEGE
BOARD RULE**

TITLE: Construction, Remodeling and Renovation Projects

NUMBER: 7.04

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

PAGE: 1 of 2

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

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

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

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

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

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

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

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

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

District Board of Trustees Agenda Item Cover Sheet



Office of the President

ITEM: 1122-12 Request for Qualifications (RFQ No. 23-01) – Continuing Construction Management Services

Background/References

In accordance with Florida Statute 287.055, Consultant's Competitive Negotiation Act, the Board may enter into an agreement for professional services with a firm whereby the firm provides professional services to the College for projects in which the estimated construction cost of each individual project under the contract does not exceed \$4,000,000. This authorization also aligns with Board Rule 6.09, Purchasing.

Summary

On October 10, 2022, the College issued a Request for Qualifications (RFQ No. 23-01) for Continuing Construction Management Services for miscellaneous projects with budgets not exceeding \$4,000,000. The RFQ was sent directly to previously pre-qualified firms as approved by the Board and advertised in The Daily Commercial.

On October 28, 2022, the following six (6) firms submitted qualification proposals for consideration: Wharton-Smith Inc., Welbro Building Corporation, Votum Construction, OHLA Building, Inc., Faden Builders, Inc., and Charles Perry Partners, Inc.

The selection committee members reviewed the proposals and provided final scores for each firm based on standard industry criteria such as staff support, experience, licensure status, satisfactory resolution of claims, current workload, and references. The committee met virtually on Tuesday, November 1, 2022, at 2:00 p.m., and recommended that all six (6) firms be invited to present their proposals, which took place on November 8, 2022, at the Health Science Center Auditorium, Room 131.

After a thorough review of the proposals and presentations of each firm, the selection committee recommends the award of RFQ No. 23-01 – Continuing Construction Management Services – to Welbro Building Corporation and Faden Builders, Inc.

Recommendation

The President recommends that the Board award RFQ No. 23-01 – Continuing Construction Management Services – to Welbro Building Corporation and Faden Builders, Inc., as listed on the attachment. This recommendation will allow the College to enter into contract negotiations with the two firms as mentioned.

**Lake-Sumter State College
Request for Qualification – RFQ No. 23-01
Recommended Firms for
Continuing Construction Management Services**

Welbro Building Corporation

2301 Maitland Center Parkway

Suite 250

Maitland, Florida 32751

Phone: 407.475.0800

State Certification #: CGC 1518278

Faden Builders, Inc.

1194 Camp Avenue

Mt Dora, Florida 32757

Phone: 352.735.9805

State Certification #: CGC 060972

District Board of Trustees Agenda Item Cover Sheet



Lake Sumter
State College

Office of the President

ITEM: 1122-13 The LSSC Foundation, Inc. Presentation

Background/References

Each year, The LSSC Foundation, Inc. prepares a report for the Board regarding the Foundation's past activity and the upcoming year's budget and organizational plan.

Summary

This report is presented to the Board for their review.

Recommendation

This item is for information only.

District Board of Trustees Agenda Item Cover Sheet



Office of the President

ITEM: 1122-14 LSSC Foundation Slate of Members/Officers

Background/References

Lake-Sumter State College Board Rule 1.07 requires the District Board of Trustees to annually approve all direct support organizations (DSO). The Lake-Sumter State College Foundation is the only College approved DSO.

Summary

At the October 26, 2022 Lake-Sumter State College Foundation Quarterly Board meeting, the Board approved and recommends to the District Board of Trustees the 2022 slate of Foundation Members:

Past President, Lori Davis.
President, Gregg Morrell.
President-Elect, Michelle Michnoff.
Vice President, Leslie Rotarius.
Treasurer, Sarah Uhrík.
Secretary, Dr. Laura Byrd.
Trustee Liaison, Tim Morris.
Faculty Liaison, Alissa Sustarsic.

The LSSC Foundation Board approved and recommends the incoming LSSC Foundation Directors: John Christian, Doug Childers, Shayna Grunewald, Rhonda Hunt, and Carl Specci.

Recommendation

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

District Board of Trustees Agenda Item Cover Sheet



Office of the President

ITEM: 1122-15 LSSC Foundation Budget

Background/References

Lake-Sumter State College Board Rule 1.07 requires the District Board of Trustees to annually approve all direct support organizations (DSO). Administrative Procedure 1-05 allows the direct support organization to make reasonable use of the College property, facilities and personnel services.

Summary

The Lake-Sumter State College Foundation, Inc. Board approved the 2023 budget to include in-kind contributions from the College.

Recommendation

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

Lake-Sumter State College Foundation

Proposed Operating Budget

For 2023

Revenues:

Contributions	\$ 262,477
Fundraising Activities (Transfer at year-end)	177,768
In-Kind Support	417,573
Administrative Fees (Transfer at year-end)	60,911

Total Revenues

Expenditures:

Bank Fees	\$ 5,440
Travel Expenses	2,968
Scholarships	2,250
Special Events Expenses	2,939
Fundraising Expenses	-
Food and Food Products	19,619
Professional Development	-
Contracted Services	15,426
Other Services and Expenses	7,437
Alumni Events	2,562
Community Relation Expenses	1,784
College Program Support	3,814
Materials and Supplies	6,859
Postage and Printing	7,075
Software Agreements	8,875
In-Kind Support Personnel	386,353
In-Kind Support Facility Use	31,220

Total Expenditures

Investment Activity:

Bank and Investment Income	\$ 25,399
Realized Market Gain (Loss)	84,866
Unrealized Market Gain (Loss)	60,101
Management Fees	(8,846)

Total Investment Activity

Surplus/(Deficit)

2021 Actual	2022 Approved Budget	Quarter 3 as of 9-30-22 YTD Actual	2023 Proposed Budget
\$ 262,477	\$ 40,000	\$ 16,309	\$ 40,000
177,768	65,000	66,712	71,000
417,573	332,430	356,028	430,646
60,911	5,000	-	5,000
\$ 918,729	\$ 442,430	\$ 439,049	\$ 546,646
\$ 5,440	\$ 5,000	\$ 8,265	\$ 10,000
2,968	3,000	857	3,000
2,250	-	-	-
2,939	6,500	804	6,500
-	-	-	-
19,619	8,500	7,280	15,000
-	2,500	-	2,500
15,426	30,500	9,385	30,500
7,437	9,500	3,329	9,500
2,562	3,500	-	3,500
1,784	3,500	7,401	6,000
3,814	-	-	-
6,859	8,500	3,028	8,500
7,075	4,500	4,951	6,000
8,875	12,000	14,770	15,000
386,353	300,196	336,419	403,311
31,220	32,234	19,609	27,335
\$ 504,621	\$ 429,930	\$ 416,098	\$ 546,646
\$ 25,399	\$ 14,000	\$ 33,015	\$ 14,000
84,866	-	72,441	-
60,101	-	(485,962)	-
(8,846)	-	(11,365)	-
\$ 161,520	\$ 14,000	\$ (391,871)	\$ 14,000
\$ 575,628	\$ 26,500	\$ (368,920)	\$ 14,000

Lake-Sumter State College
FY23 In-kind Support of LSSC Foundation

**Support included in FY22
Operating Budget**

Salaries – 4.5 FT Employees	288,079
Benefits	115,232
Office Space - 1,857 Sq/Ft	<u>27,335</u>
Total In-Kind Support	430,646

Foundation Employees

Vice President Institutional Advancement/Executive Director Foundation 50%
Assistant Director of the Foundation
Development Officer
Executive Assistant to VP Institutional Advancement
Foundation Coordinator

This information is provided to enhance the transparency of the relationship between the College and the Foundation.

The Foundation management has affirmed that the College resources were used only for the purposes approved by the Board of Trustees.

District Board of Trustees Agenda Item Cover Sheet



Office of the President

ITEM: 1122-16 The LSSC Foundation, Inc. Audit 2021

Background/References

Lake-Sumter State College Board Rule 1.07 requires the District Board of Trustees to annually approve all direct support organizations (DSO). Administrative Procedure 1-05 states that an annual post audit of the LSSC Foundation's financial account, conducted by an independent certified public accountant, containing sufficient detail so that the activities, sources of the income, and recipients of the expenditures will be fully disclosed, except, however, the identity of the donors who desire to remain anonymous shall be protected and that the anonymity shall be maintained in the auditor's report.

Summary

The Lake-Sumter State College Foundation Board accepted the 2021 LSSC Foundation audit and presents for review by the LSSC District Board of Trustees.

Recommendation

It is recommended the Board accept this item as written.

District Board of Trustees Agenda Item Cover Sheet



Lake Sumter
State College

Office of the President

ITEM: 1122-17 Four Corners Space Lease

Background/References

The Four Corners area of Lake County is about 12 miles south of the South Lake Campus in a region of the county that LSSC currently does not serve well due to its geographic location and the inability of some residents to commute to classes on one of our current campuses. This region of the county is fast growing and will continue to have population growth as housing developments are created along HWY 27.

Florida Statute 1001.64 indicates that the District Board of Trustees has authority to lease property in the best interest of the Florida College System institution and Florida Statute 1001.65 states that the College President can approve, execute, and administer contracts for and on behalf of the Florida College System institution board of trustees, including the lease of real and personal property.

Summary

President Bigard and Vice-President Kieft have had several meetings with property owners in the Four Corners region of South Lake County and have had an initial proposal presented for leasing classroom and office space.

Recommendation

It is recommended that the Board of Trustees approve President Bigard negotiating a space lease in Four Corners to be able to occupy space to offer classes by the Fall 2023 semester.

District Board of Trustees Agenda Item Cover Sheet



Lake Sumter
State College

Office of the President

ITEM: 1122-18 Eustis Land Donation

Background/References

Florida Statutes 253.42, 1001.64 and 1001.65 authorize the Board to control land utilization and acquisition on behalf of the College.

Summary

The College has been exploring locations on which to expand the CDL and Lineman programs. To that end, we have reached out to the City of Eustis in the hopes of obtaining a land donation of four acres to the LSSC District Board of Trustees for purposes of constructing a CDL program and a lineman program in Lake County. The City of Eustis has expressed a strong interest in providing us with land for this purpose. We would be seeking funding from the legislature for the construction and operation of this facility. In addition, we would be looking to partner with the private sectors in the trucking industry and the those in the business of power supply to assist in the creation and operation of this facility. President Bigard will be appearing at the Eustis City Commission hearing on Thursday, November 17th to present the proposal and address the Commission.

Recommendation

In anticipation of the City Commission hearing, it is recommended the Board approve the acceptance of the potential land donation.

District Board of Trustees Agenda Item Cover Sheet



Lake Sumter
State College

Office of the President

ITEM: 1122-19 AS Degree, Respiratory Care

Background/References

The Curriculum and Instruction Committee recommends new program review and curriculum changes to the Strategic Planning Council, which are further reviewed by the President's Cabinet.

Summary

The attached new program, AS Respiratory Care, has been approved by the Strategic Planning Council and the President's Cabinet.

Recommendation

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

Curriculum and Instruction Committee

Credit Program Addition and Modification Rationales

Respiratory Care, Associate in Science Degree

The Respiratory Care AS degree was added for the following reasons:

- a) The U.S. Bureau of Labor Statics projects a 23% job growth increase in Respiratory Therapist nationwide. The Florida Department of Economic Opportunity data indicates short-term employment projections between 2021-2023 are expected to have 676 job openings for Respiratory Therapists. The number of jobs impacted regionally from the training could begin to fulfill the current needs identified regionally and nationally.
- b) Local health care facilities report that the demand for individuals trained as Respiratory Therapists will continue to grow. The major health care facilities in Lake County report up to three current openings each for Respiratory Therapists at their facilities.

Enrollment Projections:

The Respiratory Care program is projected to start in the Fall of 2023. The anticipated enrollment is 20 students. In Spring 2024, another cohort of Respiratory Care students will begin with an enrollment of 20. The Fall 2024 and Spring 2025 semesters will also have an enrollment of 20 students each. In Fall 2025, enrollment is projected at 40 students.

**Lake-Sumter State College
Respiratory Care Program
Multi-Year Budget Projections**

	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
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Projected Headcount:	-	37	67	104
Revenue:	\$	\$	\$	\$
Tuition Revenue	-	78,277	131,869	210,146
Grant (Livewell/Other Grant)	425,000	-	-	-
Grant Carryforward	-	294,650	-	-
Subtotal	425,000	372,927	131,869	210,146
Expense:				
Salaries and Benefits	98,000	274,960	280,459	286,068
Other Operating Expenses	32,350	97,967	5,750	5,750
Subtotal	130,350	372,927	286,209	291,818
Total Net Operating Margin	294,650	-	(154,340)	(81,672)



Curriculum and Instruction Committee Proposals

[illegible]

President



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

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