



# Lake Sumter State College

## **DISTRICT BOARD OF TRUSTEES**

**WEDNESDAY, DECEMBER 1, 2021**

**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

**Lake-Sumter State College  
DISTRICT BOARD OF TRUSTEES  
Wednesday, December 1, 2021  
South Lake Campus, Board Room**

**4:00 p.m.—BUDGET WORKSHOP FLORIDA COLLEGE SYSTEM FINANCE**

**BOARD MEETING IMMEDIATELY FOLLOWING WORKSHOP**

- I. CALL TO ORDER** .....Mr. Morris
- II. PLEDGE OF ALLEGIANCE and MOMENT OF SILENCE**
- III. PUBLIC COMMENT**  
(If you wish to make a Public Comment at this meeting, at least 15 minutes before the start of the meeting, please see Recording Secretary for a Speaker's Card.)

**PRESENTATIONS**

Orlando Health South Lake Hospital Recognition..... Dr. Sidor/Dr. Bigard  
Athletics & SGA .....Jennifer Unterbrink

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

**ACTIONS and ACKNOWLEDGEMENTS**

- 11-1 Action: Minutes of October 20, 2021 Board Meeting  
11-2 Action: Human Resources Staff Transactions  
11-3 Action: Curriculum Revisions  
11-4 Action: Monthly Fiscal Report for October 2021  
11-5 Information: Capital Projects Update  
11-6 Action: Purchases Over \$65,000  
11-7 Action: UFF MOU Bonus Compensation  
11-8 Action: MOU LSSC – UFF QEP Participant Stipends  
11-9 Action: Second Amendment Sumter Operations Agreement  
11-10 Action: Sixth Amendment to Presidents Contract  
11-11 Action: Executive Compensation

**SCHEDULED INFORMATION REPORTS (Tab B)**

- 11-12 President's Update..... Dr. Sidor  
- Meetings/Activities/Misc.  
- Legislative Update  
- Vice Presidents Report (Bigard, Byrd, Vitale)  
11-13 Committee Reports.....Mr. Morris  
- Executive Committee  
- Facilities Committee- B. Blaise  
11-14 Board Attorney's Report..... Mrs. Geraci-Carver

**NEW BUSINESS (Tab C)** .....Mr. Morris/Dr. Sidor

- 11-15 Action: Approval of Foundation Board Members/Officers .....Dr. Byrd  
11-16 Action: Lake-Sumter State College Foundation, Inc. Budget/College Support  
11-17 Accept: 2021 Audit/990 .....Dr. Byrd  
11-18 Action: Security RFP for Approval .....Dr. Bigard

**OTHER CONSIDERATIONS** .....Mr. Morris/Dr. Sidor  
As Needed by Chairman/President

ADJOURNMENT .....Mr. Morris

## **CALENDAR NOTES**

<b>LSSC Foundation Annual Campaign Kick-Off Dinner</b>	<b>Thursday, January 6, 2022 6 p.m.</b>	<b>The Venetian</b>
<b>Next Executive Committee Meeting</b>	<b>Thursday, January 13, 2022 8:30 a.m.</b>	<b>Leesburg Campus</b>
<b>Next Board Meeting</b>	<b>Wednesday, January 26, 2022</b>	<b>South Lake Campus</b>
<b>Fall Commencement</b>	<b>Tuesday, December 7, 2021 at 4 pm</b>	<b>Clermont ARC</b>
<b>Fall Commencement</b>	<b>Friday, December 10, 2021 at 10 am</b>	<b>LSSC Gym</b>



Lake-Sumter  
State College

## OFFICE OF THE PRESIDENT

Present to the Board: December 1, 2021

TO: Lake-Sumter State College  
District Board of Trustees

FROM: Stanley M. Sidor  
President

RE: 11-01 – Minutes of October 20, 2021 Board of Trustees Meeting

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### **OVERVIEW:**

Attached are the minutes of October 20, 2021 Board meeting.

### **ANALYSIS:**

The minutes are for the board's approval.

### **RECOMMENDATION:**

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

**DISTRICT BOARD OF TRUSTEES LAKE-  
SUMTER STATE COLLEGE  
LEESBURG, SUMTERVILLE, CLERMONT  
OCTOBER 20, 2021**

The regular meeting of the District Board of Trustees, Lake-Sumter State College, was called to order at 5:00 p.m. on September 22, 2021, at the Leesburg Campus Magnolia Room, by Mr. Tim Morris, Chairman. In attendance was Mr. Bryn Blaise, Mrs. Jennifer Hooten, Ms. Emily Lee, Tim Morris, Ivy Parks and Peter Wahl. Mr. Morris welcomed those in attendance and invited them to join in the Pledge of Allegiance followed by a moment of silence.

**PUBLIC COMMENT**

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

**CONSENT CONSIDERATIONS- ACTIONS and ACKNOWLEDGEMENTS**

Pete Wahl made a motion and Bryn Blaise seconded the motion to approve as presented agenda items numbers 10-01 through 10-08 as follows:

**Minutes of September 22, 2021, Regular Board Meeting & Workshops**

*2021-10-01*

**Human Resources Faculty/Staff Transactions**

*2021-10-02*

**Staff Appointments:**

Christy Adkins	effective date 09/27/2021
Stephen Harris	effective date 09/27/2021
Hugh Hermann	effective date 10/11/2021
Elwin Ellis	effective date 10/18/2021

**Staff Promotions**

Donald Hayes	effective date 10/01/2021
Christine Ramos	effective date 09/15/2021
Devin Horvath	effective date 10/01/2021

**Staff Retirements:**

Bonnie Yanick	effective date 09/24/2021
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**Monthly Fiscal Report for September 2021**

*2021-10-03*

**Purchases Over \$65,000**

*2021-10-04*

**Facilities and Capital Budget Update**

*2021-10-05*

**Monthly Fiscal Report for October 2021**

*2021-10-06*

**Write-Off of Tangible Personal Property**

2021-10-07

## **Articulation Agreements**

2021-10-08

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

## **SCHEDULED INFORMATION REPORTS**

### **President's Update**

2021-10-09

Dr. Sidor discussed the College Systems budget request they plan to ask for a \$60 million dollar increase to restore PECO and facilities funding. He reported that there are currently no bills of concern.

Dr. Sidor gave an extensive update on what is happening throughout each of the three college locations. He continues to work on enhancing general education and student success to meet the needs of our service area. He looks forward to working with the trustees strategic planning committee to zero in on the priorities and opportunities in our service area.

He is currently working to expand the nursing program through the implementation of the Dedicated Education Unit (DEU) model. A few years ago, before the COVID-19 pandemic, our nursing leaders, LSSC administration, and clinical partners explored the concept of shifting nursing student learning in the clinical arena to a focused clinical model. The Dedicated Education Unit (DEU) model was identified. This model prepares students for the transition to nursing practice while they are still in school. This model allows students to optimize clinical learning experiences by working alongside hospital staff nurses and enhances the students' readiness for nursing practice. Staff nurses are supported by nursing faculty to ensure that all expected student learning outcomes are achieved. This venture would result in hospitals having direct relationships with our students, investing in student success and readiness for employment at their healthcare facility.

After repeated Covid related delays we are on track to open our first DEU with Advent Health Waterman Hospital in Fall 2022. Additionally, Orlando Health South Lake and UF Health in The Villages and Leesburg are discussing possible DEU sites. In anticipation of this expansion the college has taken steps to double the enrollment in our nursing programs by enrolling new students two times a year and streamlining the EMT to ADM process. We are adding additional health related two-year and college credit certificate programs. The college started a new AS degree this fall in health services management with two embedded college credit certificates Medical Office Manager and Medical Information Coder/Biller.

After more than three years of planning and accumulation of grant funds to equip and fund the first three years startup years in Fall 2022 the college will be starting an AS in Medical Lab Technology. A needs analysis is currently underway to identify new health related programs such as respiratory therapy and EKG technicians.

Behind the scenes the college with the financial assistance of a national CORD grant developed health related certificate to credit pathways with Lake County Schools, Sumter County Schools, and Lake Technical College to ease the transition from high school to college health related careers.

Conversations are also beginning with Lake County Schools on a North Lake HSCA.

We are uniquely and possibly exclusively positioned to become the major provider of employees for the regional energy sector. The industries significant and long-term investment in both equipment and funding to support student scholarship and equipment has created a one-of-a-kind center positioned to serve the industry far into the future. The colleges substation relay technician program is one the two programs at community colleges in the Eastern United States. These students are highly sought after with graduate 100% placement rates and first year earnings exceed \$50,000, with many graduates making more than \$65,000 with overtime in their first year. The program has an articulation with the ABET accredited Electrical Engineering Technology program at Daytona State College. This articulation reduces the cost for those students whose employers may require an BS in Electrical Engineering degree in addition to the colleges AS Program.

The college has operated a line worker program for more than ten years. The program was initially launched as an Associate's Degree and has recently added bootcamps due to the demand for shorter term training from the industry and the subsequent erosion of enrollment from the degree program. In conversations with the industry sector and program

advisory committee there is interest in moving the program to move away from the AS degree and move to a full bootcamp model. The average pay for line worker boot camp graduates is \$45,000 with many of these graduates earning. These students also are highly sought after with a career path where they travel through a subcontractor such as Pike and after a couple of years of experience move to Duke or another industry partner.

The addition of the CDL program to the campus and programs fills a significant hole in the line worker program and the Sumter workforce programs in general. In the past graduates of our program were not able to readily become employed as a line worker without a CDL endorsement.

There is significant emerging interest in major energy partners to partner in the investment of a solar energy installation and training at the Sumter Center. While this is in early discussion the program focus would enhance our partnerships and prepare works for this emerging sector.

### **Enhancing general education and student success**

Every health-related program has a significant general education component. Focusing the colleges growth on the programs most in demand and needed by our service area will support and enhance our already excellent general education university transfer programs.

"Harvard on Highway 441 is a hard earned and well-deserved source of pride in our community. Our excellent faculty are dedicated to our student's success not only in their classroom, but far beyond. I was attracted to this college because of its reputation and focus on student achievement. I will work with the faculty to quickly reach an initial contract agreement so we can put that challenge behind us and redouble our colleges efforts on student success.

### **Dr. Heather Bigard**

She reported that we continue to work through our challenges with student success. We have the first run of starfish fags and it indicated that 938 students (duplicated) are struggling and are at risk of failing. The college made the decision to offer remote delivery due to COVID-19 rising numbers and exposures. We do plan to offer several more sections on campus at each location. She reported that our athletes are doing well. The volleyball team is ranked 17<sup>th</sup> nationally and the cross-country team is doing very well.

She thanked Thom Kieft for his work in overseeing all of the exciting renovations happening at the Leesburg Campus.

Her full report is in the packet.

### **Dr. Laura Byrd**

Dr. Byrd reported updates on:

#### **CAREER DEVELOPMENT SERVICES**

- Presented on Personality type and communication to Criminal Justice students
- Presented on Career Exploration and Resume/Cover letter writing to SLS 1501 students
- Presented on Career exploration to 30+ HSCA students in SLS 1401
- Participated in meetings with vendors (MyMajors/TypeFocus) to provide exploration tools for use with Guided Pathways program
- Conducted activity workshop with BAS-SL students to explore MBTI types and leadership roles
- Hosted Majors Fair with 25+ UCF, LSSC, Nova, Stetson representatives to help our students in clarifying a major or program of study
- Participated in BAS-SL Student/faculty/Staff meeting and BAS-SL Curriculum Planning Meeting
- Hosted CDS table at College Night to explain how CDS can help choosing a program at LSSC to Lake and Sumter students
- Facilitated College Success Workshops as part of the Academic Excellence and Assessment committee

- Met with the EOP team to share about Virtual Job Shadow platform for their students
- Conducted career readiness workshops with 25 total students in attendance
- Trained SLS instructors on using Virtual Job Shadow platform for classroom career exploration assignment
- Held Summer Internship Informational meetings for Relay Tech program students
- Conducted a Transfer Success Workshop for the Honors Program 2<sup>nd</sup> year students
- Assisted Academic Advising with revamping the ASPIRE workshop
- Provided resume guidance and critiques in partnership with the BSN program

## CORPORATE TRAINING & CONTINUING EDUCATION

- We successfully completed the conversion to the new CDL training and testing software required by the Federal Department of Transportation on October 2<sup>nd</sup>.
- The Lineworker Bootcamp started October 11<sup>th</sup> with a full class. The next bootcamp will be offered April 18, 2022 and already has a wait list.
- We have created a new 2-week training class option for our CDL program. This will give the students more choices based on their skills and experience.
- The inaugural class for Dialysis Technician begins at South Lake Campus October 18<sup>th</sup>. The class has generated an incredible amount of interest. We are already beginning the process of scheduling two classes in the Spring of 2022 for the Leesburg and South Lake Campuses.
- We are in preliminary discussions with our CDL training partner about the new mandate for curriculum changes to be implemented by February 2022. These new requirements will require the expansion of classroom hours for all training providers. This will change the process of moving students through the training program before testing. The new mandate will also require some changes to the painted line configurations of the CDL pad for testing purposes.
- Our most recent phlebotomy classes were just completed on the South Lake and Leesburg Campuses. The increased interest in the overall program has started dialogue about expanding the program to the Sumter Campus in partnership with Sumter County Career Technical and Adult Education program.
- We are creating a new program offering for Physical Therapy Aide certification. This class offering is tentatively set to start in Spring 2022 at the South Lake Campus. We will be looking to expand to the Leesburg Campus as demand permits.

## EDUCATIONAL OPPORTUNITY PROGRAMS

### Talent Search

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

### Upward Bound

- Dr. Marley Bradley, Pediatrician, Esquire, and Assistant Professor at Indiana University's School of Medicine, as well as CJ Watson, former NBA Player and Author, provided career exploration workshops to the Upward Bound students.
- Completed orientation of new Upward Bound Part Time Staff Member, Regina Doherty.
- Completed first few Saturday sessions with great attendance from Upward Bound students.



- Oriented Upward Bound instructors to fall courses and prepared for Saturday sessions.
- Completed projected budget for 2022 Art History series and summer 2022 activities.
- Completed review of student schedules for Upward Bound event planning.
- Presented to eligible prospects at both Leesburg and Umatilla High Schools; have received over a dozen applications from presentation alone.
- Completed inventory of current technology.

#### EOP General

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

#### LSSC FOUNDATION

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

##### Distinguished Alumni

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

##### Hall of Fame

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

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

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

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

## MARKETING & STRATEGIC COMMUNICATIONS

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

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

## YOUTH DEVELOPMENT

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

## **Dr. Michael Vitale**

Dr. Vitale reported that he received a letter from UF Health making it mandatory for our nursing students to receive the COVID-19 vaccination by October 15, 2021 or they will not be permitted on site. At this point in time they are the only hospital that has mandated this requirement.

He also reported that Dr. Rhonda Tracy held an information session for the Bachelors of Applied Science program. She communicated to the students regarding the name change (BASSL) Bachelors of Applied Science-Strategic Leadership. The event was well attended and the program

continues to grow.

His full report is in the packet.

### **Committee Reports**

*2021-10-10*

The Executive Committee met and discussed items on the agenda.

### **Board Attorney Report**

*2021-10-11*

Anita Geraci-Carver provided clarity from her report regarding communication with the faculty electronically, all balloting and tallying electronically, and the announcement of results electronically.

She updated the board that the Karen Parker case Discovery is ongoing.

Negotiations are ongoing with United Faculty of Florida.

Fernando Verdini vs. District Board of Trustees Miami Dade College: LSSC has joined along with the FLDOE's amicus brief in support of Miami Dade. The Third District Court of Appeal granted Miami Dade's request for oral argument and set it for the week of November 8, 2021.

Dr. David Walton appeals the decision of the college to not renew a continuing contract. He is represented by Tobe Lev. A one-day hearing was held on September 9, 2021. Once the transcript of the hearing has been prepared the attorneys will prepare and submit recommended finding of fact, conclusions of law and order. Following receipt of the proposed orders Board member Jones, as hearing officer, will enter a recommended order that will be presented to the Board of Trustees for further action. The transcripts have been received and recommendations from each attorney will be provided on November 8<sup>th</sup>.

Her full report is in the packet.

### **INFORMATION ITEMS**

#### **Legislative Budget Request 2022**

*2021-10-12*

Dr. Sidor reported that the college plans to ask the Legislature for \$11.5 million in appropriations request. The Library & Learning Success Center, Renovation & Improvement for \$3,500,000, also the Emerging Media and Fine Arts Center Implementation & Renovation at \$8,000,000. The total cost of Emerging Media and Fine Arts is \$10 million and the college currently has \$2 million.

## **Signage Update**

*2021-10-13*

Kevin Yurasek reported on the signage project. He walked the board through the power point and they reviewed the presentation and the new signage that will be installed or already have been installed.

## **NEW BUSINESS**

### **UFF MOU Approval for Compensation of Information Literacy Co-Directors**

*2021-10-14*

All agreements between the college and the United Faculty of Florida must be ratified by the LSSC Board of Trustees. The college has tentatively agreed to a Memorandum of Understanding related to the compensation for the Co-Directors of the QEP. The compensation is in alignment with the current practice of \$38/hour for additional work. The UFF ratified the agreement.

A motion was made by Bret Jones to approve the MOU and seconded by Emily Lee, motion carried.

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

### **2021-22-Budget Amendment**

*2021-10-15*

Dr. Bigard recommended to the board to extend bonus payments to all full-time faculty and staff. The bonuses will be calculated at 1.5% of base salary for full-time employees with at least 6 months of service through July 1, 2021, and 3% of base salary for full-time employees with at least 1 year of service through July 1, 2021.

A motion was made by Pete Wahl to approve the bonuses for some employees seconded by Bret Jones, motion carried.

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

## **OTHER CONSIDERATIONS**

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

- ✓ Tim Morris reported that the November 17th board meeting needs to be moved to December 1<sup>st</sup>. Pete Wahl made a motion and Bryn Blaise seconded and motion carried.

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

- ✓ Chairman Morris reviewed the events on the calendar. He announced that the

next Board meeting will be on Wednesday, December 1, 2021, at 5 p.m. for the regularly scheduled meeting.

There being no further business, the meeting was adjourned at 6:40 p.m.

Respectfully submitted,

ATTEST:

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Timothy Morris, Chairman

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

Recording Secretary: Claudia Morris



Lake Sumter  
State College

## OFFICE OF THE PRESIDENT

Present to the Board: December 1, 2021

TO: Lake-Sumter State College  
District Board of Trustees

FROM: Stanley M. Sidor  
President

RE: 11-02 - Review of Human Resources Transactions - Staff

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### OVERVIEW:

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

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

### ANALYSIS:

Please review attached summary.

### RECOMMENDATION:

The District Board acknowledges receipt and review of this information.



## Human Resources Transactions

### **Staff Appointments:**

Name	Title	Effective Date
Dr. Justin Greathouse*	Interim Instructional Designer	10/25/2021
Carolyn Baldwin*	Temp SAS Admin Assistant	11/01/2021
Bruce Duncan	Contract Administrator	11/08/2021
Melinda Skeete	HR Coordinator	11/08/2021
Dr. Jessica Shearer	Dean of Allied Health	11/08/2021
Neil Partab	PC Technician	11/08/2021
Brad Avans	Transcript Evaluator	11/15/2021
Deborah Franklin	Executive Director of HR	10/25/2021

\*Internal New Hire

### **Staff Promotions:**

Name	Title	Effective Date

### **Staff Resignations:**

Anne Alcorn	Career Advisor	10/29/2021
Maria Gottcent	Student Accessibility Assistant	11/03/2021
Marta Ralowicz	Assistant Director Student Accounts	11/12/2021

### **Staff Retirements:**

Name	Title	Effective Date

### **Staff Separations:**

Name	Title	Effective Date





Lake Sumter  
State College

## OFFICE OF THE PRESIDENT

Present to the Board: December 1, 2021

TO: Lake-Sumter State College  
District Board of Trustees

FROM: Stanley M. Sidor  
President

RE: 11-03 – Curriculum Revisions October-November 2021

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### **OVERVIEW:**

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

### **ANALYSIS:**

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

### **RECOMMENDATION:**

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



## Curriculum and Instruction Committee Proposals

[illegible]

15



## Curriculum and Instruction Committee Proposals

[illegible]

President



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

**Scribe:** Phillip Suttikus

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

**Cabinet Liaison:** Dr. Michael Vitale

**Goals:**

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

**Meetings:**

Full Committee	Administrative Review
10/11/2021	10/4/2021
11/8/2021	11/1/2021
1/10/2022	1/5/2022
2/14/2022	2/7/2022
3/7/2022	3/2/2022
4/11/2022	4/4/2022
5/9/2022	5/2/2022

**Actions since last update:**

At the November meeting, the following proposals were approved:

1. The Medical Laboratory Technology (MLT) Associate in Science Degree was added for the following reasons:
  - a. Occupations in the medical laboratory field are labeled as a national “Bright Outlook” career by O\*NET Online (2016). The current Covid pandemic has heightened the demand for new Medical Laboratory Technicians as many clinical laboratory professionals have experienced burnout and taken early retirement. Students who complete the Associate in Science (AS) in Medical Laboratory Technology are eligible to sit for the American Association of Bioanalysts (AAB) MT, AAB MLT, and ASCP MLT certification exams necessary for licensure in Florida. With additional work experience and/or education, students are eligible to sit for the American Society for Clinical Pathology (ASCP) MT exam.
  - b. LSSC workforce discussions in 2021 with four local medical-laboratory providers - Vista Clinical Inc. (Clermont, FL.), University of Florida Hospital (Leesburg, FL.), Advent Health Hospital (Tavares, FL.) and Orlando Health South Lake Hospital (Clermont, FL.) - each indicate an immediate and future need for state certified, MLT graduates. Further, each of these institutions has offered to partner with LSSC and offer rotations through their laboratories as

part of the LSSC MLT Clinical Practicum experiences.

#### **NEW COURSES**

- MLT 1022C Introduction to Medical Laboratory Technology
- MLT 1221C Urinalysis and Body Fluids
- MLT 1300C Hematology I
- MLT 1302C Hematology II
- MLT 1401C Medical Microbiology
- MLT 1500C Immunology and Serology
- MLT 1525C Immunochemistry
- MLT 1610C Clinical Chemistry
- MLT 2800L Clinical Practicum I - Core Laboratory
- MLT 2807L Clinical Practicum II - Blood Banking
- MLT 2811L Clinical Practicum III - Microbiology
- MLT 2930 Medical Laboratory Technology Capstone

#### **MODIFIED COURSES**

- COP 2830 Server-Side Web Programming

#### **DELETED COURSES**

- PLA 1003 Introduction to Legal Assisting
- PLA 1800 Family Law
- PLA 2058 Survey of Law
- PLA 2201 Civil Litigation
- PLA 2600 Wills, Trusts, & Estate Administration
- PLA 2610 Real Estate Law & Property
- PLA 2700 Professional Ethics & Liability
- PLA 2763 Law Office Management

## Curriculum and Instruction Committee

### Credit Program Addition and Modification Rationales

#### **CPA    Medical Laboratory Technology AS**

The Medical Laboratory Technology AS degree was added for the following reasons:

- Occupations in the medical laboratory field are labeled as a national “Bright Outlook” career by O\*NET Online (2016). The current Covid pandemic has heightened the demand for new Medical Laboratory Technicians as many clinical laboratory professionals have experienced burnout and taken early retirement. Students who complete the Associate in Science (AS) in Medical Laboratory Technology are eligible to sit for the American Association of Bioanalysts (AAB) MT, AAB MLT, and ASCP MLT certification exams necessary for licensure in Florida. With additional work experience and/or education, students are eligible to sit for the American Society for Clinical Pathology (ASCP) MT exam.
- LSSC workforce discussions in 2021 with four local medical-laboratory providers - Vista Clinical Inc. (Clermont, FL.), University of Florida Hospital (Leesburg, FL.), Advent Health Hospital (Tavares, FL.) and Orlando Health South Lake Hospital (Clermont, FL.) - each indicate an immediate and future need for state certified, MLT graduates. Further, each of these institutions has offered to partner with LSSC and offer rotations through their laboratories as part of the LSSC MLT Clinical Practicum experiences.

### Key for Curriculum and Instruction Committee Proposals

CCA – Credit Course Addition

CCD – Credit Course Deletion

CCM – Credit Course Modification

CPA – Credit Program Addition

CPD – Credit Program Deletion

CPM – Credit Program Modification

CBE – Credit By Exam



Lake Sumter  
State College

## OFFICE OF THE PRESIDENT

Present to the Board: December 1, 2021

TO: Lake-Sumter State College  
District Board of Trustees

FROM: Stanley M. Sidor  
President

RE: 11-4 – Monthly Financial Report

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### OVERVIEW:

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

### ANALYSIS:

Attached includes:

- Monthly Fiscal Report of the General Operation Fund (YTD October 2021)

Revenue and expenditures are in good order.

### RECOMMENDATION:

It is recommended that Board approve this item as written.



Lake Sumter  
State College

## Division of Business Affairs

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### MEMORANDUM

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

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

**Date:** December 1, 2021

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

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

#### **FUND 1 OPERATING BUDGET**

We are currently four months into our fiscal year or 33% completed.

#### **Revenues**

Total revenue booked to date is \$8,653,289, or 32% of the total budget of \$26,930,729.

- Tuition and fee revenue is trending below budget and is projected to be \$8,625,198 which is 8.8% under the budgeted amount.
- State support revenue is received throughout the fiscal year in installments. We have received a total of \$4,469,810 in General Revenue and Performance Funding and \$0 in Lottery funds.
- Other Income and Other Support actuals are projected to be slightly over the budgeted amount due to an anticipated increase in Federal Indirect Cost revenue related to HEERF.



**Expenses**

Actual expenses to-date total \$7,643,450 or 28% of the total budget of \$26,930,701.

- Salaries and benefits to-date are \$5,378,728 or 27% of budget.
- Operating and capital expenses to-date are \$2,264,722 or 36% of budget.

**Year-End Projection**

Revenues are projected to exceed expenses and transfers by \$850,851.

Attachment: October 2021 Operating Fund 1 Budget Report

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

	FY 20-21		FY 2021-2022			
	Annual Budget	YTD Actual 10/31/2020	Annual Budget	YTD Actual 10/31/2021	Percent of Budget Earned/Spent	Projected 6/30/2022
<b>REVENUES &amp; BUDGETED FUND BALANCE</b>						
Student Fees						
Fall						
Tuition	\$ 2,904,700	\$ 2,799,525	\$ 2,802,600	\$ 2,514,476	90%	\$ 2,503,929
Technology Fees	147,000	137,949	137,500	125,711	91%	125,176
Distance Learning	177,900	432,210	225,000	308,040	137%	307,591
Dual Enrollment	306,000	381,926	323,600	359,828	111%	304,490
HSCA Dual Enrollment	538,150	483,190	446,550	398,460	89%	398,460
Lab Fees	260,900	83,939	137,800	82,313	60%	107,030
Spring						
Tuition	\$ 2,468,900	\$ 172,520	\$ 2,375,100	\$ 50,218	2%	\$ 2,125,157
Technology Fees	123,400	8,626	118,900	2,511	2%	107,548
Distance Learning	157,900	23,595	187,600	5,910	3%	252,267
Dual Enrollment	412,200	1,943	424,000	-	0%	398,212
HSCA Dual Enrollment	538,150	-	419,070	-	0%	349,361
Lab Fees	142,200	755	106,700	-	0%	54,562
Summer						
Tuition	\$ 1,058,700	\$ (55,649)	\$ 1,071,900	\$ (20,167)	-2%	\$ 834,610
Technology Fees	53,700	(725)	53,400	(1,000)	-2%	44,488
Distance Learning	141,600	(600)	99,600	(2,250)	-2%	114,753
Dual Enrollment	700	(33,471)	-	432	0%	-
HSCA Dual Enrollment	-	-	-	-	0%	-
Lab Fees	33,400	(225)	13,200	(205)	0%	5,077
Miscellaneous Fees	123,100	20,345	65,300	23,165	35%	119,321
Youth Development	280,000	(299)	280,000	628	0%	280,000
Continuing Education	104,200	69,680	166,100	72,301	44%	193,167
<b>Total Student Tuition and Fees</b>	<b>\$ 9,972,800</b>	<b>\$ 4,525,234</b>	<b>\$ 9,453,920</b>	<b>\$ 3,920,371</b>	<b>41%</b>	<b>\$ 8,625,198</b>
State CCPF Support	\$ 12,791,621	\$ 4,070,309	\$ 13,071,677	\$ 4,370,925	33%	\$ 13,071,677
State Performance Funding	628,896	134,786	296,654	98,885	33%	296,654
State Lottery	1,968,738	-	2,317,578	-	0%	2,317,578
Miscellaneous State Support	100,000	19,744	100,000	-	0%	100,000
Federal Support Indirect Cost	52,600	16,165	100,000	104,724	105%	200,000
Foundation Support	190,000	-	110,000	-	0%	110,000
Contracts	196,100	123,601	238,000	110,140	46%	238,000
Miscellaneous Revenue	207,000	29,478	540,900	28,571	5%	540,900
<b>Total Revenues</b>	<b>\$ 26,107,755</b>	<b>\$ 8,919,317</b>	<b>\$ 26,228,729</b>	<b>\$ 8,633,616</b>	<b>33%</b>	<b>\$ 25,500,007</b>
Transfers In	641,400.00	-	702,000	19,673	3%	702,000
<b>Total Revenues and Transfers In</b>	<b>\$ 26,749,155</b>	<b>\$ 8,919,317</b>	<b>\$ 26,930,729</b>	<b>\$ 8,653,289</b>	<b>32%</b>	<b>\$ 26,202,007</b>
<b>EXPENDITURES</b>						
Personnel Expenditures						
Salaries and Wages	\$ 14,953,386	\$ 4,176,908	\$ 14,987,926	\$ 3,866,176	26%	13,923,751
Benefits	5,365,543	1,547,918	5,860,265	1,512,552	26%	5,569,501
Lapse Salary and Benefits	(705,000)	-	(702,500)	-	0%	-
Current Operating Expenditures	6,118,309	2,080,795	6,230,561	2,249,030	36%	5,803,455
Capital Outlay Expenditures	57,889	2,862	54,449	15,692	0%	54,449
Contingency	550,000	-	500,000	-	0%	-
<b>Total Expenditures</b>	<b>\$26,340,127</b>	<b>\$7,808,483</b>	<b>\$26,930,701</b>	<b>\$7,643,450</b>	<b>28%</b>	<b>\$ 25,351,156</b>
<b>Transfer to Fund 7</b>	<b>(400,000)</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>
<b>Excess of Revenues over (Expenditures)</b>	<b>\$ 9,028</b>	<b>\$ 1,110,834</b>	<b>\$ 28</b>	<b>\$ 1,009,839</b>		<b>\$ 850,851</b>



Lake Sumter  
State College

## OFFICE OF THE PRESIDENT

Present to the Board: December 1, 2021

TO: Lake-Sumter State College  
District Board of Trustees

FROM: Stanley M. Sidor  
President

RE: 11-05 - Facilities and Capital Budget Update

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### OVERVIEW:

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

### ANALYSIS:

A report on the status on facility projects is attached.

### RECOMMENDATION:

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

Facilities and Capital Projects 2021-2022			
November 2021 Update			
PROJECT	BUDGET	FUNDING	PROGRESS TO DATE
Roof Restore Patch- LE Fine Arts	\$65,000	Infrastructure Restore-Collegewide	Completed interim repairs based on \$25,086 Roof Assessment dated 5/28/21. A complete roof replacement is planned. Pre-bid mtg held 8/11/21 (approx. \$1.5M).
SSB ADA Restrooms	\$145,500	CO & DS/License Tag	Executed contract with contractor for Design/Build services end of Aug. 2021. Design Development in progress; complete schedule (TBD).
Monument Signage (LE - College Rd & Removal of 441, SL-Main and CML)	\$240,000	Local	New sign designs are complete. Some smaller signs have been installed. Monumental sign installs are in progress.
Magnolia Room Restroom Renovations	\$95,000	CO & DS/License Tag	Tied to project to move wellness center and remodel of restrooms for showers.
Sumter Building 4 - Replace 20 Ton HVAC	\$62,500	CO & DS/License Tag	The new 20 Ton AHU equipment was received Nov 10th. Anticipate starting install the week of Nov. 15th and final completion by 11/30/21.
Landscape Tree Removal - Phase 2 (North Parking, 441 View, Parking Lot B)	\$41,000	Local	Reviewed trees damaged by recent storms. Some trees have been removed. Additional tree removal in planning.

Facilities and Capital Projects 2021-2022			
November 2021 Update			
PROJECT	BUDGET	FUNDING	PROGRESS TO DATE
LE New Walkway Storm Water Gutters	\$35,000	Local	Reviewing replacements for FY22 scheduling. No replacements identified to date.
Engineering and Architect. Services (SL/FA/SC/Lake Hall/LE Lib/Mag Room)	\$100,000	Local	Engaging with Architects already on State Contract.
SL Building #2 First Floor Redesign	\$300,000	New Capital Improvement Fee	Initial Planning meeting held 4/15/21.
Security Upgrades (Access Control)	\$90,000	Security Equipment	Phase 2 Upgrades; Access Control (Sonitrol) Repl. are ongoing.
LE Emerging Media Center (FA) Mac Lab Project	\$200,000	Local	Approved proposed layout from Dickerson Architects 9/28/21. Design completion by 11/30/21.
SL Shed Replacement	\$250,000	Local	Gordian through Sourcewell Contract Design/Build Services. Reviewed 60% Design set 10/6/21. Design completion by 10/22/21. Construction Bid proposal is due 11/2021.
Service Contracts for Repair and Maintenance	\$252,000	Local	Contracts for FY21 signed, some invoice over time so this is still in progress.
General Repairs and Maintenance	\$100,000	Local	Conducting general repairs and purchasing materials as required for maintenance of all three sites.

Facilities and Capital Projects 2021-2022			
November 2021 Update			
PROJECT	BUDGET	FUNDING	PROGRESS TO DATE
Repair/Replace HVAC Non-HERRF	\$400,000	Infrastructure Restore-Collegewide	Mitigating repairs and quoting replacements. Reviewing option to implement HVAC maintenance program.
SL CML HVAC	\$200,000	Infrastructure Restore-Collegewide	Hanson Design Engineering target completion 12/2021. Construction Bid/award 01/2022. Equipment lead (TBD).
LE Emerging Media Center (FA) Controller Replacement	\$10,000	Infrastructure Restore-Collegewide	In review with phased plan for renovations.
LE Library Roof Replacement	\$531,819	Infrastructure Restore-Collegewide	Garland/Advanced Roofing PO issued for turn key project 09/28/21. Material lead is late Spring 2022. Revisiting roof design with Florida Architects.
LE Roof Repairs	\$181,000	Infrastructure Restore-Collegewide	Mitigating repairs and quoting replacements. Executed roof maintenance program/contract with Garland Company on 9/1/21.
LE Facilities Roof Replacement	\$83,000	Infrastructure Restore-Collegewide	Reviewing quoted options.
LE Parking Lot Repair Sealing & Stripe	\$200,000	Parking Fee	Currently in bid review. Received 3 bids to repair parking lot where trees have uprooted the asphalt.
LE FOB Demolition	\$100,000	New Capital Improvement Fee	Planning. Solicited budget proposal 10/7/2021. In contact with state DOE about the formal process to raze a building.

Facilities and Capital Projects 2021-2022			
November 2021 Update			
PROJECT	BUDGET	FUNDING	PROGRESS TO DATE
SU Irrigation Replacement	\$50,000	Infrastructure Restore-Collegetwide	Planning. Met with a vendor on 11/10 to review scope of work.
SU Bldg-4 Gutter Replacement/repair	\$30,000	Local	Construction scheduled 10/11/21 - 10/19/21. Substantially completed on 10/29/21.
LE Walking Trail Paving	\$25,000	Local	Currently in bid review. Received 3 bids to repave the walking trail.
LE Foundation Supported Emerging Media Center (FA)	\$500,000	New - TBD	Soliciting proposal from Florida Architects on piggy back state contract for phased design services; starting with Auditorium renovations.
LE Library Renovation	\$400,000 (multi-yr) \$250k from Foundation	Local	Predesign scope development meeting held Oct. 6th. Design duration is 14 weeks, not including owner reviews.
LE SSB Refurbish	\$400,000	New Capital Improvement Fee	Executed contract with contractor for Design/Build services end of Aug. 2021. Design Development in progress; complete schedule (TBD).
LE Emerging Media Center (FA) Flex Event Space	\$400,000	Local	Soliciting proposal from Florida Architects on piggy back state contract for phased design services. Starting with Auditorium renovations.

Facilities and Capital Projects 2021-2022			
November 2021 Update			
PROJECT	BUDGET	FUNDING	PROGRESS TO DATE
LE Convocation Center Audio Video Upgrade (IT)	\$300,000	Local	PO issued to vendor to secure video equipment. Install target is mid November, final completion anticipated 12/4/21.
LE Student Activities Fee Student Center	\$75,000	Local	Completed refresh 09/2021: Painting, furniture, flooring, lighting and new IT equip. Exterior seating replacement and landscape improvements surrounding the SC are in progress.
Furniture /Equipment	\$50,000	Local	Requested reprogramming for purchase of new facilities utility carts.
SL Irrigation Well	\$70,000	Infrastructure Restore-Collegewide	Reviewing.
Painting (Year 2 of 3)	\$71,000	Local	Refresh painting on-going.
LE Emerging Media Center (FA) Bldg. Design Development	\$40,000	Local	Soliciting proposal from Florida Architects on piggy back state contract for phased design services; starting with Auditorium renovations.
Emergency Lighting Repairs	\$75,000	Infrastructure Restore-Collegewide	A comprehensive list of fixtures are currently in development for procurement.
LE Student Center (SC) Roof Replacement and Building Envelope Repairs	\$153,000	Local	Building envelope repairs completed 10/21/21. SC roof replacement is currently scheduled 11/22 - 12/31/21. No roof work scheduled on Dec. 9th & 10th.





Lake Sumter  
State College

## OFFICE OF THE PRESIDENT

Present to the Board: December 01, 2021

TO: Lake-Sumter State College  
District Board of Trustees

FROM: Stanley M. Sidor  
President

RE: 11-06 Purchases over \$65,000

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### OVERVIEW:

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

### ANALYSIS:

The Purchases greater than \$65,000 for the period 10/01/2021 - 10/31/2021 are attached.

### RECOMMENDATION:

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

<b>Vendor:</b>	Garland DBS
<b>Item Description:</b>	Roof Replacement
<b>Amount:</b>	\$ 138,954.00
<b>Purchase Order #:</b>	P2200293
<b>Vendor Code:</b>	X00134126



Lake Sumter  
State College

## OFFICE OF THE PRESIDENT

Present to the Board: December 1, 2021

TO: Lake-Sumter State College  
District Board of Trustees

FROM: Stanley M. Sidor  
President

RE: 11-07- UFF MOU Approval for One-Time Employee Bonus

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### OVERVIEW:

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

### ANALYSIS:

The College has tentatively agreed to a Memorandum of Understanding (MOU) related to the one-time payment of a 3% bonus for all full-time employees who have been with the college for at least one year as of July 1, 2021, and a 1.5% bonus for all full-time employees who have been with the college at least six months as of July 1, 2021. Part-time employees are not eligible for the bonus. The UFF has ratified the agreement.

### RECOMMENDATION:


It is recommended for approval as written.

Memorandum of Understanding Between the Lake-Sumter State  
College District Board of Trustees and the United Faculty of  
Florida – Lake- Sumter State College


**Subject: 2021 Non-Recurring Bonus**

The Lake-Sumter State College District Board of Trustees and the United Faculty of Florida –  
Lake-Sumter State College (UFF-LSSC) agree as follows:

- A. Full-time faculty who have been continuously employed with the College for a minimum of one calendar year as of July 1, 2021, will be paid a non-recurring 3% bonus, provided the employee remains continuously employed through the date of payment. Payment will be made on the employee's paycheck for the pay period encompassing December 15, 2021.
- B. Full-time faculty who have been continuously employed with the College for a minimum of six months, but less than one year, as of July 1, 2021, will be paid a non-recurring 1.5% bonus, provided the employee remains continuously employed through the date of payment. Payment will be made on the employee's paycheck for the pay period encompassing December 15, 2021.

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

10-21-2021  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Chief Negotiator – UFF LSSC  
10/21/2021

\_\_\_\_\_  
Date



Lake Sumter  
State College

## OFFICE OF THE PRESIDENT

Present to the Board: December 1, 2021

TO: Lake-Sumter State College  
District Board of Trustees

FROM: Stanley M. Sidor  
President

RE: 11-08- UFF MOU Approval for QEP Information Literacy Ambassador  
Stipends

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### OVERVIEW:

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

### ANALYSIS:

The College has tentatively agreed to a Memorandum of Understanding (MOU) related to the stipends for the Information Literacy Ambassadors of the QEP. The stipend is in alignment with the current practice of \$38/hour for additional work. The UFF has ratified the agreement.

### RECOMMENDATION:

It is recommended for approval as written.

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

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

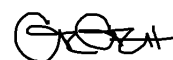
**1. Information Literacy Ambassadors.**

Faculty appointed to serve as Information Literacy Ambassadors (ILAs) for the QEP will receive an hourly stipend based on the special projects rate of pay (\$38/hour) to the extent the assignment requires that they work on such duties beyond their scheduled weekly hours (37.5 hour for Librarians and 35 hours for non-Librarians). This includes Librarians as well as non-Librarian faculty who have completed the ILA Training. To receive the stipend, the faculty member will be required to submit documentation establishing the hours spent devoted to this assignment in excess of their weekly scheduled hours.

**2. Additional Conditions.**

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

  
\_\_\_\_\_  
Chief Negotiator – LSSC  
10-21-2021  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Chief Negotiator – UFF LSSC  
10/27/2021  
\_\_\_\_\_  
Date



Lake Sumter  
State College

## OFFICE OF THE PRESIDENT

Present to the Board: December 1, 2021

TO: Lake-Sumter State College  
District Board of Trustees

FROM: Stanley M. Sidor  
President

RE: 11-09- Second Amendment to Operations Agreement – Sumter Site

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### OVERVIEW:

Lake-Sumter State College and the School Board of Sumter County entered into a Land Use Agreement on November 2, 1993 and has maintained an Operational Agreement for shared facilities and spaces on the Sumter campus.

### ANALYSIS:

The Operational Agreement with the School Board of Sumter County expired on June 30, 2021. A one-year amendment has been prepared for approval by the District Board of Trustees.

### RECOMMENDATION:

It is recommended for approval as written.



**SECOND AMENDMENT TO OPERATIONS AGREEMENT – SUMTER SITE**  
**BETWEEN LAKE-SUMTER STATE COLLEGE**  
**AND**  
**THE SCHOOL BOARD OF SUMTER COUNTY RELATING TO A TERM EXTENSION**

**THIS SECOND AMENDMENT TO OPERATIONS AGREEMENT – SUMTER SITE** (the “Second Amendment”) is made and entered into this 1<sup>st</sup> day of July, 2021 (the “Effective Date”), by and between The District Board of Trustees of Lake-Sumter State College, hereinafter referred to as the College, 9501 US Hwy 441, Leesburg, FL 34788-8751 and The School Board of Sumter County, Florida, hereinafter referred to as the School Board, 2680 W CR 476, Bushnell, FL 33513. The College and School Board may be referred to as the “Parties”. This Second Amendment amends the Operations Agreement – Sumter Site dated December 8, 2015 between the Parties (the “Operations Agreement”) and First Amendment dated July 1, 2020 for the purpose of extending the Term of Agreement. The Operations Agreement is hereby amended as follows:

1. **Term of Agreement and Amendment.** The term of this Operations Agreement is for a period of 1 year beginning retroactively on July 1, 2021 and ending June 30, 2022.
2. Except to the extent modified herein, all other terms and conditions of the Operations Agreement remain in full force and effect and unchanged.

**IN WITNESS WHEREOF**, the Parties, through their duly authorized representatives, have signed this agreement on the date listed below.

SCHOOL BOARD OF SUMTER COUNTY, FLORIDA

LAKE-SUMTER STATE COLLEGE

\_\_\_\_\_  
Mr. Richard Shirley, Superintendent

\_\_\_\_\_  
Dr. Stanley Sidor, President

\_\_\_\_\_  
Ms. Sally Moss, Chairperson  
School Board Sumter County, Florida

\_\_\_\_\_  
Mr. Tim Morris, Chairperson  
District Board of Trustees

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE





Lake Sumter  
State College

## OFFICE OF THE PRESIDENT

Present to the Board: December 1, 2021

TO: Lake-Sumter State College  
District Board of Trustees

FROM: Stanley M. Sidor  
President

RE: 11-10 – Sixth Amendment to 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 amendments are attached for the Board's Review.

### **RECOMMENDATION:**

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

**SIXTH AMENDMENT TO CONTRACT OF EMPLOYMENT**

**FOR**

**PRESIDENT OF LAKE~SUMTER STATE COLLEGE**

**THIS SIXTH AMENDMENT** made and entered the \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, between the **DISTRICT BOARD OF TRUSTEES OF LAKE~SUMTER STATE COLLEGE**, hereinafter referred to as “The Board”, and **DR. STANLEY SIDOR**, hereinafter referred to as “The President.”

**WHEREAS**, on November 18, 2015 the Board approved the Contract of Employment for President of Lake-Sumter State College which was amended in the First Amendment to Contract of Employment for President of Lake-Sumter State College dated November 16, 2016, the Second Amendment to Contract of Employment for President of Lake-Sumter State College dated January 17, 2018, the Third Amendment to Contract of Employment for President Lake-Sumter State College dated January 16, 2019, the Fourth Amendment to Contract of Employment for President Lake-Sumter State College dated November 20, 2019, and the Fifth Amendment to Contract of Employment for President Lake-Sumter State College dated October 21, 2020 (collectively the “Contract”); and

**WHEREAS**, the President’s Contract of Employment ends on June 30, 2024 and provides for annual compensation with benefits; and

**WHEREAS**, the parties desire to provide for adjustments in compensation and benefits; and

**NOW THEREFORE**, for and in consideration of the mutual agreements, covenants, terms and conditions herein contained, it is expressly stipulated, understood, agreed and covenanted by and between the parties hereto as follows:

1. Paragraph I. 2. is deleted in its entirety and the following is inserted in its place:

- I. 2. As compensation for services rendered under this agreement for fiscal years 2021-2022 and 2022-23 the President’s annual salary shall be in the amount of \$210,000.00. The salary shall be paid in installments in accordance with the policy of the College regarding the payment of salaries to other administrative staff members and shall be prorated during any calendar year during which the President is not employed for the full year. The parties acknowledge F.S. 1012.885(3) governs this Contract. F.S. 1012.855(3) requires that any compensation paid to the President in excess of \$200,000 annually be paid from sources of funding other than appropriated state funds. If applicable, the annual salary for fiscal year 2023-2024 will be negotiated by The Board and The President in advance of July 1, 2023.

2. A portion of Paragraph II. 6. is amended to provide that for fiscal years 2021-2022 and 2022-2023 the College shall contribute a minimum of \$57,000.00 into an employer sponsored plan meeting the requirements of Section 403(b) of the code (“403(b) Plan”). The contribution for fiscal year 2023-2024 will be negotiated by The Board and The President in advance of July 1, 2023.

3. Paragraph II.4 Insurance is deleted in its entirety and the following is inserted in its place:

Insurance: The President shall be entitled to health, life and long term disability as may be allowed other administrators under the College’s Group plan in accordance with Florida law and College Policy. In addition, the College will pay for the President’s spouse’s health insurance under the College’s Group plan.

4. Except to the extent modified herein, all other terms and conditions of the Contract remain in full force and effect and unchanged.

**IN WITNESS WHEREOF**, the parties hereto have caused these presents to be executed or have hereunto set their hands and seals to be effective the day year first above written.

**FOR: The District Board of Trustees of  
Lake~Sumter Community College**

\_\_\_\_\_  
By: Tim Morris, Chairperson

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Witnessed By: Signature

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Printed Name:

\_\_\_\_\_  
Dr. Stanley Sidor

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Witnessed By: Signature

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Printed Name:

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Approved as to form,  
Anita Geraci-Carver, Attorney



Lake Sumter  
State College

## OFFICE OF THE PRESIDENT

Present to the Board: December 1, 2021

TO: Lake-Sumter State College  
District Board of Trustees

FROM: Stanley M. Sidor  
President

RE: 11-11 – Amendment to Executive VP/Provost Contract

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### OVERVIEW:

Dr. Stanley M. Sidor has reviewed Dr. Heather Bigard's annual evaluation and has recommended the additional compensation and benefits:

1. Deferred Compensation Plan (DCP): The Board desires to retain the Employee in employment at the College to provide leadership. In furtherance thereof, the Board agrees to make an annual deferred compensation contribution in the amount of \$33,000.00 commencing in FY 2021-2022. The annual contribution will be made in June of each year (the "Plan funds").
2. Insurance: Employee shall be entitled to health insurance as may be allowed other administrators under the College's Group plan in accordance with Florida law and College Policy. In addition, the College will pay for the Employee's family health insurance under the College's Group plan.
3. Car Allowance: The College shall grant to Employee an automobile allowance of \$500.00 per month, and Employee shall purchase, maintain, and insure the vehicle.

### ANALYSIS:

The letter of request is attached for the Board's Review.

### RECOMMENDATION:

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



Lake Sumter  
State College

December 2, 2021

Dear Dr. Heather Bigard,

I am pleased to advise you that at its December 1, 2021 Board Meeting the Lake-Sumter Board of Trustees approved the following additional compensation and benefits:

1. Deferred Compensation Plan (DCP): The Board desires to retain the Employee in employment at the College to provide leadership. In furtherance thereof the Board agrees to make an annual deferred compensation contribution in the amount of \$33,000.00 commencing in FY 2021-2022. The annual contribution will be made in June of each year (the "Plan funds").
2. Insurance: Employee shall be entitled to health insurance as may be allowed other administrators under the College's Group plan in accordance with Florida law and College Policy. In addition, the College will pay for the Employee's family health insurance under the College's Group plan.
3. Car Allowance: The College shall grant to Employee an automobile allowance of \$500.00 per month, and Employee shall purchase, maintain, and insure the vehicle.

Sincerely,

Dr. Stanley M. Sidor  
President



Lake Sumter  
State College

## OFFICE OF THE PRESIDENT

Present to the Board: December 1, 2021

TO: Lake-Sumter State College  
District Board of Trustees

FROM: Stanley M. Sidor  
President

RE: 11-12- Scheduled Reports/President/Vice Presidents

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### OVERVIEW:

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

### ANALYSIS:

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

### RECOMMENDATION:

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



Lake Sumter  
State College

**Division of Administrative and Business Affairs**

**Update for the President and Board of Trustees  
December 1, 2021**

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

- Welcome Bruce Duncan, Contract Manager, to LSSC! Bruce is a Lake County native, graduate of Tavares High School, earned an Associate of Arts degree at Young Harris College, a Bachelor of Arts in Political Science at the University of Florida and Juris Doctorate from Florida State University College of Law. He served as an Assistant Public Defender, Assistant County Attorney, Director of Economic Development, a partner in a private law firm and the President and CEO of Family Dynamics, Inc.
- Welcome Deborah Franklin, Executive Director of Human Resources, to LSSC! Deborah received her Master of Arts , Behavioral Sciences from Kean University, NJ, her Bachelor of Arts from Wagner College, NY, and her Associate in Arts degree from her local community college, Union College, NJ. Deborah resides in The Villages with her husband, Keith. Deborah most recently served as the Director of Strategic Planning and Training at the Village Center Community Development District. Prior to relocating from New Jersey to Florida in 2010, Deborah served in a variety of human resource and development leadership positions in real estate, medical, and retail organizations. Deborah will be working closely with Deb Snellen, Executive Director of Organizational Development, as she transitions to focus entirely on the Lakehawk Leadership Academy and the professional development of our employees.
- The Dedicated Educational Units (DEU) project is picking up with the addition of Dr. Jessica Sheerer, Dean of Allied Health Programs. We will be working on the launch of the Advent Waterman and Orlando Health South Lake Hospital DEUs for fall 2022.
- Attended the LiveWell Foundation Grant Committee meeting with Dr. Sidor and Dr. Byrd to discuss our request for \$2.2M in support of the DEU project in South Lake.
- Attended the Advent Home Health dedication at the LSSC Building M.
- Attended the Taste of South Lake event in Clermont. The LSSC Admissions Team also hosted a hospitality table.
- Attended the LifeStream Gala as a member of their Executive Board
- Special recognition to Sandra Stephenson, Director of Campus Transformation and the Facilities team for their work in preparing for the Congressman Stearns Library and Student Success Center Dedication.
- Attended the Cross Country Men's and Women's National Tournament in Richmond, VA.



- Attended the Volleyball National Tournament in Cedar Rapids, IA.

## **ATHLETICS & STUDENT LIFE**

### ***Mike Matulia, Executive Director***

- Cross Country Teams competed at the NJCAA Cross Country DII Nationals in Richmond, VA. The Men's team placed 9<sup>th</sup> and the Women's team place 19<sup>th</sup>!
- Volleyball Team crowned the Region VIII and NJCAA Gulf District Champions and competed at the NJCAA DII National Tournament.
- The Equity in Athletics Disclosure Act (EADA) report was completed and submitted for athletics.
- Baseball and Softball Teams will begin competing at the DII level for the 2022-2023 season.
- 4 –Student Government Association (SGA) students attended the FCSSGA Legislative Conference in Tallahassee.
- 3- Students fulfilled requirements for the Order of the Lakehawk.
- SGA is sponsoring the Toys for Tots collection on the Leesburg Campus
- Student Life is a sponsor for the TEDxLSSC event and hosting a session on November 19<sup>th</sup> from 12 – 1pm focused on veterans and support.

## **CAMPUS SAFETY**

### ***Rebecca Nathanson, Executive Director***

- Interviewed Security company finalists for RFP22-01. Recommendation will be presented to the Board of Trustees at the December meeting.
- Assisted Events staff with final preparations for Library dedication
- Assisted Deb Snellen with monitoring of completion of required employee training
- Attended Leadership Lake Justice Day

## **FINANCIAL SERVICES**

### ***Melinda Barber, Associate Vice President & Controller***

- FY 2021 Financial Audit exit conference scheduled. No findings.
- Paperless workflow Accounts Payable processes had a quiet roll-out for high user departments
- Facilitated the Security RFP process
- Of the \$16 million in HEERF funds, \$7 million is unspent. \$2.3 million of that is designated for student grants.
- Preparing approved bonuses to be paid in December 15 payroll.

## **LAKEHAWK LEADERSHIP ACADEMY**

### ***Deb Snellen, Executive Director***

- Processed 14 requests for Staff to receive funding support for professional development activities. The current requests include tuition for Master's degree programs and conference attendance.
- Launched revised competency set for performance appraisal process in 2022.

- Ten required safety training modules launched with mid-November due date for completion. Required training include Title IX, Anti-harassment, cyber-security, records management, and safety.
- Launched partnership with Orlando Health whereby their employees can attend LSSC at no cost to the employee.
- Transitioned to focus on professional development of faculty and staff and the many training needs of the College.

## **HUMAN RESOURCES**

### ***Deb Franklin, Executive Director***

- Completed 2022 annual staff benefits open enrollment (230 staff)
- Identified 4 areas of strategic functional priority & are developing associated action plans:
  - Recruitment & selection
  - Processing & Onboarding of staff:
  - Diversity & Staff Engagement programming
  - Assessment of HR processes to ensure efficiencies, effectiveness & compliance

## **INFORMATION TECHNOLOGY**

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

- PC Tech position filled. Neil Partab started on November 8<sup>th</sup>. Neil is a Lake-Sumter State College alumni. After completing his AA degree, he went on to get a Bachelor of Science in Information Technology at the University of Central Florida. Neil brings a great deal of experience with him and we're excited to have him on board.
- Wes Redman attended InfoComm. This event explores audiovisual solutions that enable integrated experiences, with products for audio, conferencing and collaboration, digital signage, content, production and streaming, video capture and production, control, and live events.
- New Degree Works update and user interface has been rolled out to our students. Since going live on November 1<sup>st</sup>, over 6,000 degree audits have been processed by our students.
- New Degree Works card has been added to myLSSC.edu (student dashboard). This card shows student percentage of progression and allows the student to access their degree audit.
- New application created by the Enterprise Systems section to drastically reduce the time it takes to troubleshoot any new student or employee account issues.
- Evisions MAPS server successfully migrated to new server. This critical upgrade brings on the new reporting tool Argos and allows us to decommission one of our oldest servers in inventory.
- Three Cyber Security PSAs have been filmed and released to the College to encourage our students, staff and faculty to be more cyber smart. Since the 3 PSAs were sent to our users, over 900 simulated phishing attempts have been delivered. Out of all of those phishing attempts, there have been ZERO failures.

- 1) **LSSC Cyber Smart | Watch out for phishing Emails -**  
<https://www.youtube.com/watch?v=SWnYjO-Ij0A>
- 2) **LSSC Cyber Smart | Watch for the RED banner!**  
<https://www.youtube.com/watch?v=orik5-nTbhU>
- 3) **LSSC Cyber Smart | Impersonators**  
[https://www.youtube.com/watch?v=dTRv\\_0UHN0Y&t=3s](https://www.youtube.com/watch?v=dTRv_0UHN0Y&t=3s)

## **PROCESS IMPROVEMENT AND INSTITUTIONAL RESEARCH**

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

- A student survey about LSSC service and employment preferences returned 278 responses. Overall results indicated that the respondents sought a mix of online and in-person services, and that many students were already working. Of those who were not presently working, there was substantial interest in on-campus employment opportunities.
- Piloting Service Area Feedback kiosks to provide real time feedback to department leaders about students' perceptions of the strengths and weaknesses of a service area.
- Adjusted FTE-1 and 5-year FTE projections to reflect a 2% growth each year for LSSC. This modified the projections from the FCS, which projected declines in FTE over 5 years.
- Multi-year service and assessment plan was presented and approved by Dean's Council.
- Workflows continue to be developed and refined. Most recently, improvements have been made to Direct Pay and Receiving Report workflows.

## **FINANCIAL AID & ADMISSIONS AND RECORDS**

### ***Arminta Johnson, Director***

- Spring Enrollment has opened for all students.

Category	Target	Spring 2021	Today's Enrollment 11/19/21	Difference from SP21 to SP22	Percentage towards our goal
Head Count (HC)	4626	2084	2124	1.92%	46%
Full Time Equivalent (FTE)	1292	647.67	634.5	-2.03%	49%
Fee Paying HC	3162	1326	1472	11.01%	47%
Fee Paying FTE	916	416.1	451.2	8.44%	49%

- Admissions has been texting & emailing students as they are eligible to register to encourage enrollment. Enrollment coaches are reaching out to students to encourage enrollment.
- Financial Aid is holding two FAFSA completion days: 11/16 & 12/2 to assist students in completing their FAFSA

- Financial Aid, Records & IT have been working on completing Banner and DegreeWorks upgrades. DegreeWorks is now open to students to view degree plans.

## **STRATEGIC INNOVATION AND DIGITAL EDUCATION**

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

- Researching Digital Signatures
- Hired Dr. Justin Greathouse as Interim Instructional Designer
  - Justin moved to Central FL in 2018 from Arizona. He is a first-gen college student that spent a decade in business before teaching middle school, high school, and being a K-8 administrator. He has taught graduate courses online for six years, is a faculty supervisor for principal candidates, and recently completed his dissertation titled, The Effects of Digital Curriculum on Standardized Test Scores: A Causal-Comparative Quantitative Study. In his free time he enjoys running full and half marathons, and is one of the few people to have moved to FL for cooler weather.
- Studying results of student success of online classes vs. seated classes
- Designing faculty training
- Produced next series of Public Service Announcements (PSA's) Cyber Security Videos for employees.

## **FACILITIES & SOUTH LAKE CAMPUS EXPANSION, INCLUDING HSCA**

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

- HSCA 9<sup>th</sup> and 10<sup>th</sup> grade Orlando Health South Lake Hospital summits resumed
- HSCA 11<sup>th</sup> and 12<sup>th</sup> grade students are registering for the LSSC Spring '22 semester
- Facilities' and other college staff with vendor assistance prepared venues for the Stearns Library Dedication and AdventHealth Home Care Grand Opening events
- Continued to replace HVAC units/compressors and repair roof leaks where appropriate. Sumter Center Bldg. 4 gutter and downspout installation is complete
- Analyzing the Hanson HVAC Assessment of the Leesburg Campus to develop a list of priority projects

## **SUMTER CENTER**

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

- Served on committee for Security RFP
- Participated in the AS Engineering Technology Advisory Committee meeting
- Participated in virtual Registration Rally where I personally met with 5 students over the course of a 3 hour shift
- Hosted Lakehawk Preview event for Wildwood High School Seniors, received 18 applications for Fall 2022

**Division of Academic Affairs**  
**Update for the President and Board of Trustees**  
**December 1, 2021**  
*Dr. Michael Vitale, Vice-President*

**Division of Library and Learning Services**

**Katie Sacco, Dean**

**Student Accessibility Services**

Carolyn Baldwin - Temp

Melony Peters – Temp

Student Accessibility Services Assistant (replacement for Maria Gottcent) search is out for new person

**Library - Leesburg**

PT Library Assistant – Dominique Todd – Begins Dec 6.

Search is out for a Digital Services Librarian to replace James Cason

**Testing Services**

Ashley Allred – Begins Dec. 6. – Testing Center Administrative Assistant.

**South Lake Library** – physical spaces very busy. Lake County Manager is back from leave. The library has begun in-person programming again.

**Learning Centers** all busy with in-person visits.

**Online statistics:**

**Chat Messages**

Total Librarian + client messages:	4626
Total time chatting:	3 days, 21 hours, 33 min, 21 sec
Average chat duration:	22 min, 5 sec
Average wait time (answered chats):	18 sec
Average wait time (missed chats):	59 sec

**Monthly Breakdown** The Monthly Breakdown shows the total number of chats answered for the given filters, broken down by the month in which chats were answered.

Status	Oct 2021	Nov 2021
Answered	125	129
Missed	3	6
Totals	128	135

## **Division of Workforce Development**

**Dr. Amy Albee-Levine, Dean**

**Dr. Christopher Sargent, Associate Dean**

- The BAS in Strategic Leadership program hosted a student picnic on October 30. Students and program faculty were invited to attend. Students had the opportunity to meet with faculty and get to know one another better.
- Workforce and Admissions staff participated in the STEM Connect event with 23 school districts in the state on November 2. The purpose of the event was to highlight LSSC's STEM programs to high school students across Florida. STEM Connect is a classroom resource to connect students with experts in industry and academia around the state focused on Science, Technology, engineering, and Math. Stem Connect reinforces classroom ideas while introducing students to related high-tech careers
- Associate Dean, Dr. Sargent, participated in the Lake County Schools counselor meeting on November 2. Dr. Sargent had the opportunity to highlight all of LSSC's certificate and AS degree programs and answer questions about the programs.
- Brandy Ziesemer, program manager of the Health Services Management program, presented to the National Career Pathways Network Conference on November 5. Ms. Ziesemer presented on the Pathways to Credentials project LSSC participated in with the Center for Occupational Research and Development throughout the 2020-2021 academic year. The purpose of the project was to work with our school district partners, as well as Lake Technical College, to build stackable credentials and clear pathways for the Health Services Management program.
- LSSC was selected by the Center for Occupational Research and Development as one of 15 colleges across the nation to participate in the Business and Industry Leadership Team or BILT Academy Cohort. The BILT academy will provide a CORD mentor and additional resources as LSSC transitions from the traditional Advisory Board model to a BILT model. The focus for the academy will be the Computer Information Technology AS degree; all programs will transition to this model in the next few years. The BILT

Model provides some significant differences to a traditional advisory board which include:

- Businesses must co-lead programs (not whole departments or divisions), typically via quarterly meetings
  - **Prioritize Knowledge, Skills and Abilities (KSAs)** they want graduates to have 12-36 months into the future using a structured, repeatable voting process
  - Predict **Labor Market Demand**
  - Predict **trends**
- Faculty must
  - **Cross reference** KSAs to existing curriculum
  - **Update** curriculum to address KSAs needed by businesses
  - Provide businesses with **feedback** regarding implementation
- Dr. Albee, Dean of Workforce Development, served on a panel for the Florida Advisory Council on Climate and Energy on November 16 in Orlando. This conference is hosted by the FL Commissioner of Agriculture. The panel presented on the energy sector with a focus on providing the training needed by the energy sector and preparing students for the energy workforce of tomorrow.
- All programs completed their advisory board meetings throughout November. Thank you to all who attended.
- The curriculum for the new Associate in Science in Medical Laboratory Technology was approved by the Curriculum and Instruction Committee November meeting. The program is proposed to begin in fall 2022.

**Dr. Jessica Shearer – Dean of Allied Health  
Nursing**

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

**Dr. Robin Walter, RN to BSN Director**

Nursing is wrapping up a very challenging fall semester. We welcome Dr. Shearer, Dean of Allied Health, and look forward to working with her. We are beginning to work on our ACEN self-study in preparation for the site visit in Spring of 2023. The ASN program continues to actively search for additional nursing faculty to replace those lost at the end of spring and summer 2021. Despite the deficiency in instructors, we have been able to offer all nursing courses as well as two teach-out courses. In spring 2022 we will begin offering all nursing courses each fall and spring semester and the last two teach -out courses.

The RN-BSN was fortunate to recently hire a full-time faculty position as well as two new adjunct faculty. Aside from the Capstone course, all RN-BSN courses are now offered as 7 week courses.

## **General Studies**

**Karen Hogans, Dean**

**Steve Clark, Associate Dean of Math and Science**

**Elizabeth Terranova, Associate Dean of Arts and Letters**

- **Service to the College and Community:**
  1. General Studies faculty and staff continue to prepare spring 2022 SLO (student learning outcomes) assessments to meet expansion expectations.
  2. The Concourse online syllabus tool continues to be developed for implementation spring 2022.
- **Conference, workshop attendance/professional development:**
  1. Guided Pathways – Steve Clark (committee co-chair) and Karen Hogans attended the third convening of the Florida Pathways Institute occurred 19/20<sup>th</sup> October in St. Petersburg.
  2. Brenda Skoczelas (physics professor) – virtually attended and presented at the Women in Educational Leadership Conference October 17 – 18 where she spoke on the need for more female leaders in the sciences and different ways women in STEM can work to advance their careers.
  3. Robin Cochran-Dirksen (biology, adjunct professor) – enrolled in the Canvas Certified Educator course and has completed Core 1 training earning her first Canvas badge. This course will provide instructions and demonstrate techniques on how an instructor can get the most out of the features in their Canvas shells.
- **Faculty awards**
  1. Heather Elmatti, full-time Speech faculty, was selected as a finalist for Professor of the Year through the Association of Florida Colleges

## **Honors Program**

***English Asst Prof Amber Karlins, Honors Program Coordinator***

- **Co-Curricular**— Since the last update, first-year students have met with Kairise Conwell to discuss career exploration. Second-year student and club president Bianka Brooks hosted a Career Readiness Workshop as part of her capstone project, and Brianna Chicas, another second-year student, hosted week-long programming designed to raise awareness about visual impairments. This included an on-campus Dining in the Dark event, a screening of Going Blind with talkbacks from a panel of experts, a virtual tour of Southeastern Guide Dogs, and an info session with representatives from New Vision for Independence. Students from both cohorts also met with Dr. Denner, head of the Honors Program at Stetson University, who came to the Leesburg campus to talk to them about transfer, and attended a transfer event hosted by Stetson University. They have also hosted two club meetings and co-sponsored a speaker series event.
- **Recruitment**— Since the last update, the program coordinator has conducted one-on-one information sessions about the program with more than a dozen employees at Lake and Sumter high schools. She has also hosted a virtual Q&A for prospective students, done an information session for our TRIO program, done a tabeling event at First Academy, and given presentations to students at Leesburg High School and participants in Lake County Virtual School's Virtual College Fair.
- **Collaborations and Partnerships**— Program coordinator Amber Karlins presented alongside Dr. Michael Denner of Stetson University at the National Collegiate Honors



Council Conference on the work they're doing to improve transfer and success rates for state college students in the lowest income quartile. A signing ceremony to celebrate the articulation agreement with New College has been scheduled for the 17<sup>th</sup> of December.

## Math Emporium

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

*Amber Laster, South Lake Campus Math Emporium Coordinator*

The Math Emporiums on the Leesburg and South Lake Campuses continue to operate virtually and on campus (with limited capacity due to our reduced-density initiative; max 36 students at any one time). The following tables show usage for weeks 2-10 fall 2021.

### Math Emporium Vistis (virtual and on campus)

Virtual					
			Total Visits	Unique users	Total Hours
Week 2	8/30/2021	9/5/2021	485	254	338.87
Week 3	9/6/2021	9/12/2021	481	260	409.33
Week 4	9/13/2021	9/19/2021	911	404	697.1
Week 5	9/20/2021	9/26/2021	1599	602	1205.88
Week 6	9/27/2021	10/3/2021	1469	506	1219.37
Week 7	10/4/2021	10/10/2021	1131	425	947.93
Week 8	10/11/2021	10/17/2021	2527	495	1202.8
Week 9	10/18/2021	10/24/2021	1505	497	1100.63
Week 10	10/25/2021	10/31/2021	913	352	779.31
On Campus					
Week			Total Visits	Total Hours	
Week 2	8/30/2021	9/5/2021	1,778	1,680.2	
Week 3	9/6/2021	9/12/2021	1,174	1,034.3	
Week 4	9/13/2021	9/19/2021	1,104	940.2	
Week 5	9/20/2021	9/26/2021	399	331.1	
Week 6	9/27/2021	10/3/2021	550	534.7	
Week 7	10/4/2021	10/10/2021	746	613.3	
Week 8	10/11/2021	10/17/2021	303	294.8	
Week 9	10/18/2021	10/24/2021	474	487.6	
Week 10	10/25/2021	10/31/2021	631	590.6	
Week 11	11/1/2021	11/7/2021	409	417.3	

## **Academic Advising & Dean of Student**

### **Carolyn Scott, Dean**

#### **Academic Advising**

*Jen Manson, Assistant Director Student Development- Advising*

- Recorded 761 total advising contacts through all modalities in October (19.8% of scheduled appointments took place In-Person)
- Provided advising for 33 students in the Ask Us Anything – Live Student Support
- Provided training for new academic advisors, Mark LaHood and Christy Adkins
- 20 students attended New Student Advising & Registration in October for Fall B
- Moved ASPIRE Workshop from a live, facilitated session to a self-paced workshop hosted on Canvas

#### **New Student Advising and Registration (Orientation): (Fall 2021)**

- Total Attendance Numbers for Fall 2021:
  - First Time in College: 669
  - Dual Enrollment: 444
  - TOTAL: 1,113
- Spring NSAR Sessions will resume the week of November 15<sup>th</sup>
- 128 Students were helped with Advising, Admissions & Financial Aid questions through the “Ask Us Anything” Online Zoom Room in October.

#### **Dean of Students**

*Carolyn Scott, Dean of Students*

- 9 Student requested assistance through the Student Assistance Program (SAP) in October
- 5 Students were reported for academic integrity violations
  - 4 Plagiarism
  - 1 Cheating
- 14 Students filed a request for an Administrative Appeal
  - 3 Dual Enrollment – Lake County Schools
  - 2 Dual Enrollment – Private & Home Education
  - 4 Admin Drop & Refund
  - 1 Admin Drop / No Refund - DE
  - 2 Return Following Academic Suspension
  - 1 Fourth Attempt
  - 1 Late Withdrawal
- 21 Student COVID-19 Exposure Reports were processed during this period
- 1 Student was referred to the LSSC Care Team
- Coordinated the 3<sup>rd</sup> Student Athletics Progress Surveys using Starfish Retention Solutions.
- Coordinated the 2<sup>nd</sup> Student Progress Survey for all Fall 2021 -Traditional Start Classes - 86% Faculty Completion Ratio of this important student retention initiative
- Co-led the Guided Pathways Core Team in completing their pre-convening work; Attended the Florida Pathways Institute’s third convening on October 19<sup>th</sup> & 20<sup>th</sup>.

**Division of Institutional Advancement**  
**Update for the President and Board of Trustees**  
**December 1, 2021**

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

**CAREER DEVELOPMENT SERVICES**

***Dr. Laura Byrd***

- Held the “Making Connections” networking event for the Honors program with 19 students and 6 employers attending.
- Hosted Amazon Employer Recruitment event on LE campus, engaging approx. 40 students interested to learn more or apply for positions.
- Career Services met with DaVita Dialysis Center HR to connect Continued Education Dialysis Tech program to practicum and employment opportunities.
- Students created 26 portfolios and uploaded 9 resumes for review on Lakehawk Career Connect.
- Eight new employers registered to Lakehawk Career Connect bringing the total to 578 employer users.
- One hundred five open positions were posted on the online job board during November.
- Presented 4 classroom workshops covering topics around career readiness.
- Conducted 9 individual student appointments via Zoom and in-person.
- Participated in the Virtual Registration Rally serving over 100 students during the event.
- Career Services attended the CIT, BAS, Business Administration, and Lineworker advisory committee meetings.
- Participant in newly formed HB1501 Workforce Work Group to start identifying programs, objectives, and outcome tracking requirements under the new bill.
- CDS staff met with and attended various subcommittee meetings tasked with integrating career programming into the curriculum and guided pathways.
- Met with BAS strategic leadership to plan e-portfolio integration into the program.
- Met with representatives from Handshake (career software) to assess program viability for more robust reporting and student career training/job search capabilities as well as micro-credentialing/badge tracking.

**CORPORATE TRAINING & CONTINUING EDUCATION**

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

- To date, 241 students have attended the training class for a CDL license.
- We graduated six students from our Lineworker Bootcamp. One student is in the final phase of being hired by Duke Energy and one has already been hired by Team Fishel.
- The next Lineworker Bootcamp is scheduled for April 2022. We already have a waitlist for that class.

- Our first Dialysis Technician class will finish December 8<sup>th</sup>. Their externships are slated to begin in January. We have not lost any of the nine students to date. We hope to expand this class offering to both Leesburg and Southlake in the spring.
- We will be adding two Physical therapy aide classes beginning in the spring.
- We are working with the Villages on building a Leadership Training Series for their new managers.
- We began the first Phlebotomy skills testing next week. These are the first tests since Covid.
- We are in discussions with various employers and Sumter County Economic Development Commission about the possibility of offering 3D printing classes on the Sumter campus.
- We are in advanced discussions to expand our real estate classes to include Mortgage Broker training in the late Spring of 2022.

## **EDUCATIONAL OPPORTUNITY PROGRAMS**

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

### **Talent Search**

- Led a major Fall Hunger Games Event in November that includes speakers, materials, games, and other relevant educational activities such as game shows and magic shows.
- Program held a 2-day ACT workshop with intensive training for students.
- Completed school visits to target schools.
- Communicated with all middle school/high school counselors for recruitment purposes.
- Held a FAFSA night for Talent Search students.

### **Upward Bound**

- The Upward Bound Annual Performance Report was successfully completed and submitted to the Department of Education
- The LSSC Upward Bound Program performed very well this past year according to the official Annual Performance Report:
  - Met 100% of its recruiting goal, or 63 out of 63 students
  - Exceeded required minimums of academic performance as measured by GPA
  - Exceeded required minimums of school retention and graduation
  - Exceeded number of students graduating in a rigorous program
  - Exceeded minimum number of students enrolling in postsecondary education
- Completed several Saturday sessions with students, which included instruction in core subjects and specific sessions for seniors.
- Completed budget projections for rest of fiscal year.
- Accepted 5 new students in the month of October.
- Close to reaching 100% recruitment goal for new applicants to program.

### **EOP General**

- Submitted proposal for change of LSSC's First-Generation College Student definition. Proposal has been accepted by Cabinet and the new definition is as follows:  
*A First-Generation College Student at Lake-Sumter State College is a student whose parents or guardians did not complete a four-year degree or higher at a higher education institution.*
- The Community Outreach Committee successfully completed the 3<sup>rd</sup> Annual Service Day at LSSC, which included:

- A total of 24 sites participating in the event
- 170 LSSC volunteers
- The food distribution event served 215 families, 767 people.

## LSSC FOUNDATION

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

- We had an overwhelming response to the 2021 Monster Dash 5K/10K with 231 runners, 12 Sponsors, 3 Vendors, and over 30 volunteers on Saturday, October 30.
- A dedication of the Stearns Library & Learning Success Center was held on Thursday, November 4 in recognition of a significant gift received by the Foundation earlier this year from former U.S. Representative Clifford B. Stearns. The District Board of Trustees voted in May to rename the Library to the Clifford B. Stearns Library & Learning Success Center.
- The 2022 Foundation Annual Board Meeting & Annual Campaign Kick-off is scheduled to be held at The Venetian Center in Leesburg on Thursday, January 6, 2022, at 6:00 pm. Everyone is invited to attend and can RSVP at <https://www.lssc.edu/annual-campaign-kick-off-dinner-annual-board-meeting/> or by contacting Sandra Beener [BeenerS@LSSC.edu](mailto:BeenerS@LSSC.edu).
- The Spring 2022 scholarship application received 413 submitted applications. We plan to award \$400,000 in scholarships for the Spring 2022 semester during the week of November 15.
- We were invited to apply for grants with the Live Well Foundation and the Orlando Health Foundation which will help support the Nursing Expansion Initiative.
- We were invited to apply for the Fall funding cycle of the Charles & Mary McLin Foundation, to support First Generation in College scholarships.
- We applied for a grant for \$20,000 to United Way of Lake & Sumter Counties to support the RISE Summer Math Academy.

Name	Gift Amount	Fund Description	Gift Subtype
Ernie Morris Enterprises, Inc.	\$20,000	Ernie Morris Enterprises Endowment	Addition to Endowment
Private Donor	\$10,000	General Operating, Unrestricted	Contribution
Private Donor	\$5,000	General Scholarship Fund	Contribution
United Way of Lake & Sumter Counties	\$1,875	RISE Summer Math Academy	Grant Revenue

## MARKETING & STRATEGIC COMMUNICATIONS

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

- Supporting a wide variety of student enrollment and retention communication efforts, including paid ads on social media
- Press releases issued
  - LSSC partners with Lake Cares Food Pantry for food distribution during 2021 Lakehawk Service Day
  - LSSC Learning Center achieves certification from international tutor training standards group
  - LSSC Foundation receives \$20k gift from Ernie Morris Enterprises

- LSSC launches new DegreeWorks tool just in time for Spring Registration
- LSSC dedicates the Clifford B. Stearns Library & Learning Success Center on the Leesburg Campus
- LSSC recognized by PGMS for Grounds Maintenance Excellence
- Orlando Health partners with Lake-Sumter State College to expand free preferred education program
- Lakehawk Volleyball Heading to NJCAA National Tournament
- Supporting a wide variety of initiatives:
  - Commencement
  - Foundation Annual Campaign & other Signature Events
  - Signage Project
  - Website management
  - Guided Pathways
- Running a statewide social media promotion campaign for the Thank a Lineman license plate pre-sales
  - Pre-sale requests have increased 400% since campaign start
  - As of 10/10/21 (latest data available), 1,231 presales completed of required 3,000 (by Oct 2022)
- Additionally, the Marketing Team continues to support and engage on a wide variety of campus projects supporting the College's strategic plan through committees and workgroups

## **YOUTH DEVELOPMENT**

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

- Coordinator position, Youth Development Programs – reviewing video submissions; 2<sup>nd</sup> round of interviews will be the first week of December.
- Dream Caster's Workshop – December 4<sup>th</sup> (collaboration with Upward Bound); 2 prestigious film industry speakers.
- Career Prep Workshop Series – begins January 19; includes resume building, interview skills lab, business etiquette and more.
- Teen Leadership Academy – begins January 29; focuses on teambuilding, leadership and social interactions.
- Kids' College 2022 dates have been confirmed:
  - Leesburg: June 6 – July 21, 2022
  - South Lake: June 6 – July 28, 2022
- Working to confirm additional presenters for workshops and series type programs.
- Creating the Save the Date postcard for Kids' College 2022; to be sent out in the mail January 2022.
- SAT Prep Workshop – 2-day workshop on campus; February 12<sup>th</sup> & 19<sup>th</sup> .
- Virtual tech courses (Black Rocket) for Spring are open for registration.
- Will continue to market Spring courses through the end of this semester.
- Be on the lookout for the Save the Date postcards and January newsletter!



Lake Sumter  
State College

## OFFICE OF THE PRESIDENT

Present to the Board: December 1, 2021

TO: Lake-Sumter State College  
District Board of Trustees

FROM: Stanley M. Sidor  
President

RE: 11-13 Committee Reports

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### OVERVIEW:

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

### ANALYSIS:

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

### RECOMMENDATION:

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



Lake Sumter  
State College

**Executive Committee Meeting  
November 9, 2021**

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

**Agenda Review**

- Regular Meeting
  - Consent Agenda
    - Includes regular reports from Human Resources, Facilities, and Purchasing
    - UFF Memorandum of Understanding
  - Scheduled Reports
    - Includes President and Vice Presidents and the College Attorney
  - New Business
    - Approval of foundation Board Members, budget, and acceptance of the Foundation Audit and 990
    - Approval of Security Proposal

The next Executive Committee meeting will be on Thursday, January 13, 2022





**Board of Trustees  
Facilities Meeting  
November 15, 2021**

**Present:** Mr. Bryn Blaise, Mr. Tim Morris, Jennifer Hooten, Emily Lee, and Mrs. Anita Geraci- Carver, College Attorney

**Staff:** Dr. Stan Sidor, Dr. Heather Bigard, Claudia Morris, Thom Kieft and Bruce Duncan

**Pinecrest South Lake Update:**

Bryn Blaise started the meeting by voicing concerns regarding the development of the project. He drew everyone's attention to an insufficiency letter from the City of Clermont regarding this project.

The letter contains 21 items that need clarification in order for the COC staff to review and move forward to the Public hearing process. Bryn has concerns that nothing has been completed from the list since the receipt of the document. Dr. Sidor explained that he plans to speak with Fernando Barroso (Academica) regarding their lack of movement and what is Plan B if the school does not open on time.

After a lengthy discussion the committee would like to see the following:

- item be added to the board agenda a full report to outline the status of the Pinecrest Project
- compile a list of pending items

- receive and review engineering drawings
- prior to Pinecrest resubmitting their paperwork to the COC the college needs to review the documents
- after phase 1 construction is complete and students increase the lease payment needs to be increased

### **Public-private partnerships discussion:**

Bryn discussed the college looking into partnering with one of the agencies below for a Fine Arts Center.

- City of Leesburg
- Beacon College
- Lake County Schools

Bryn is also interested in learning about procurement as Beacon College is a private institution and how that may or may not benefit the college.

### **Building decommissioning discussion:**

Dr. Sidor presented the Space Optimization Proposal from October 2019. The Leesburg Campus opened in 1964 with six buildings, followed by the construction of 15 more buildings. The purpose of these buildings has changed and funding to support maintenance and renovation has declined. A group met and reviewed utilization data and identified opportunities to expand, consolidate, and repurpose current spaces on the Leesburg Campus.

After reviewing the recommendation to tear down the faculty office building, liberal arts building, and the Lecture Hall Building the committee decided to bring forward a proposal to the full board in February or March 2022.

**United Way Request:**

Dr. Sidor announced that he has been approached by the Executive Director of United Way and they are interested in leasing office space on the Leesburg Campus. The organization is looking for a structure large enough for 21 office spaces. After a lengthy discussion it was determined that the Leesburg Campus does not have any spaces to accommodate the request.



Lake-Sumter  
State College

## OFFICE OF THE PRESIDENT

Present to the Board: December 1, 2021

TO: Lake-Sumter State College  
District Board of Trustees

FROM: Stanley M. Sidor  
President

RE: 11-14 – 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.



November 8, 2021

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

Re: Board Attorney Report for December 1, 2021

Dear Trustees:

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

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

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

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

Fernando Verdini v. District Board of Trustees of Miami Dade College. Mr. Verdini brought suit against Miami Dade College alleging the College had a contractual obligation to provide on-campus services during the COVID-19 pandemic and that the contractual obligation arose because the College assessed certain fees. The College filed a motion to dismiss on the grounds that sovereign immunity precluded a suit because there was not an express written contract. The trial court denied the College's motion to dismiss and the matter is on appeal. This is a matter of great importance to the State College System and the universities. The Florida Department of Education prepared amicus in support of Miami Dade's position to file in the appellate court. Miami Dade requested all State Colleges to join in on the FLDOE's amicus brief at no cost or expense to any of the State Colleges. The state universities also were asked to join in. Time was of the essence and after discussions with Dr. Sidor and Dr. Bigard I communicated to Miami Dade that Lake Sumter would join in. All 12 Florida public universities and 24 of the 27 remaining Florida College System institutions joined in. Nearly 20 similar cases are pending against public colleges and universities in Florida. The Third District Court of Appeal granted

Miami Dade's request for oral argument and set it for the week of November 8, 2021. Any update will be provided at the meeting.

David Walton v. Lake Sumter State College, Case No. 2021-01. The parties proposed recommended orders are due November 15, 2021 to Board Member Jones.

South Lake Campus – Rezoning. An application has been submitted by Pinecrest for an amendment to the Conditional Use Permit to allow for the charter school. Included with the application which must be submitted is a proposed site plan. It is recommended the Facilities Committee revise the site plan submitted as it reportedly differs from that approved by the Board.

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: December 1, 2021

TO: Lake-Sumter State College  
District Board of Trustees

FROM: Stanley M. Sidor  
President

RE: 11-15 – Lake-Sumter State College Foundation, Inc. 2022 Slate of Officers and  
incoming Foundation Directors

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### OVERVIEW:

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

### ANALYSIS:

At the October 27, 2021 Lake-Sumter State College Foundation, Inc. Quarterly Board meeting, the Board approved and recommends to the District Board of Trustees the 2022 slate of Foundation Officers: Past President, Carl Specci, President, Lori Davis, President-Elect, Gregg Morrell, Vice President, Sandra Stephenson, Treasurer, Sarah Uhrik, Secretary, Dr. Laura Byrd, Trustee Liaison, Tim Morris, Faculty Liaison, Alissa Sustarsic. The LSSC Foundation Board approved and recommends the incoming LSSC Foundation Directors: Grant Gannaway, Josh Gonzales, Michael Johnson, Kim Largey, Michele Michnoff, Jennifer Mendez .

### RECOMMENDATION:

It is recommended that Board approve this item as written.



Lake Sumter  
State College

## OFFICE OF THE PRESIDENT

Present to the Board: December 1, 2021

TO: Lake-Sumter State College  
District Board of Trustees

FROM: Stanley M. Sidor  
President

RE: 11-16 – Approve Lake-Sumter State College Foundation, Inc. Budget/College  
Support

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### OVERVIEW:

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

### ANALYSIS:

For your review, as accepted by the Lake Sumter State College Foundation Board the 2022 Foundation budget to include in-kind contributions from the College.

### RECOMMENDATION:

It is recommended that Board approve this item as written.



# Lake-Sumter State College Foundation

## Approved Operating Budget 2022

	<u>Cash-Based Budget</u>	<u>Projected Operating Budget</u>
<b>Operating Fund Balance as of 9/30/2021*</b>	<b>\$1,842,790</b>	
<b>Revenue</b>		
Contributions		\$ 40,000
Administrative Fees		5,000
Fundraising Activities		65,000
Bank and Investment Income		14,000
<b>Total Revenue</b>		<b>\$ 124,000</b>
<b>Expenditures</b>		
Bank Fees	\$ 5,000	\$ 5,000
Travel Expenses	3,000	3,000
Professional Development	2,500	2,500
Special Events Expenses	6,500	6,500
Food and Food Products	8,500	8,500
Alumni Event Expense	3,500	3,500
Contractual Services	30,500	30,500
Other Services and Expenses	9,500	9,500
Community Relation Expenses	3,500	3,500
Materials and Supplies	8,500	8,500
Postage and Printing	4,500	4,500
Software Agreements	12,000	12,000
<b>Total Expenditures</b>	<b>\$ 97,500</b>	<b>\$ 97,500</b>
 <b>Net Fund Balance/Surplus</b>	 <b>\$ 1,745,290</b>	 <b>\$ 26,500</b>

\* Actual beginning Fund balance will be adjusted pending transfers and expenditures for the remainder of the year



Lake Sumter  
State College

## OFFICE OF THE PRESIDENT

Present to the Board: December 1, 2021

TO: Lake-Sumter State College  
District Board of Trustees

FROM: Stanley M. Sidor  
President

RE: 11-17 – Lake-Sumter State College Foundation, Inc., 2020 Audit and 990

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### OVERVIEW:

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 account, containing sufficient detail so that the activities, sources of the income and receipts 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.

### ANALYSIS:

For your review, as accepted by the Lake Sumter State College Foundation Board the 2020 Foundation Audit and the 990.

### RECOMMENDATION:

It is recommended that Board approve this item as written.



## OFFICE OF THE PRESIDENT

Present to the Board: December 1, 2021

TO: Lake-Sumter State College  
District Board of Trustees

FROM: Dr. Stanley Sidor  
President

RE: 11-18 – Security Request for Proposal Recommendation

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### OVERVIEW

Lake-Sumter State College of Florida requested proposals Security agencies interested in providing services to the College. The College will negotiate a contract with awarded agency for an initial term of three (3) years with two (2) additional one-year options possible.


The Request for Proposal was publicized in accordance with established regulations. A total of nine (6) firms provided submittals to the College on October 8, 2021. Three (3) of the submissions qualified as complete. After the initial scoring by a five (5) person diversified committee, two (2) firms were invited to presentation interviews.

### ANALYSIS

The RFP selection committee recommends awarding RFP 22-01 to Miller and Miller Investigative and Security Services and begin contract negotiations.

### RECOMMENDATION

It is recommended that Board approve this item as written.

 <b>RECOMMENDATION FOR AWARD</b>			PAGE 1 of 1	
			Description: <b>College-Wide Armed Security Services</b>	
1. PROCUREMENT METHOD	2. SOLICITATION / RFP / ITN NO.	3. ISSUE DATE	4. BID OPENING DATE / TIME	
Sealed Bid (ITB) x Negotiated (RFP) Other (ITN)	22-01	September 10, 2021	October 08, 2021 4:30PM EST	
5. DESCRIPTION OF COMMODITIES/SERVICES	6. NO. OF BIDS RECEIVED		7. PERIOD OF SERVICE	
Provide security officers to each of College's three campuses	(3) Three		Base: Three years w/ 2 (1 year) Option Periods	

#### 11. EVALUATION OF BIDS / OFFER (Discussion)

The Solicitation for RFP 22-01 was publicized district-wide in accordance with established regulations on 09/10/21, 09/17/21 and 09/24/21. A total of three (3) acceptable competitive proposals were received on the official opening date of October 08, 2021. The RFP selection committee immediately evaluated the proposals and short-listed down to two (2) of the highest scored firms to invite for final presentations: Centurion Security (Tampa, FL.) and Miller and Miller Investigative and Security Services, LLC (Mount Dora, FL.).

The two (2) short-listed presentations were held on October 27, 2021 inside of room 210 of the Student Services Building. The firms were then scored by the same five (5) person diversified committee. Miller and Miller Investigative and Security Services, LLC scored highest with 399 of 500 points possible. Centurion Security scored 305 of 500 points. The committee's unanimous recommendation based on the overall scoring factors is to recommend the College negotiate a contract with Miller and Miller Investigative and Security Services.

#### 12. BACKGROUND AND PERTINENT FACTS (Including Objective)

Lake-Sumter State College has been seeking qualified sources to furnish and provide all necessary labor, equipment, materials and supervision needed to provide either armed security officers to each of College's three campuses.

The awarded contractor shall be responsible for providing licensed and trained armed or unarmed security guards to each LSSC campus and assist the Lake-Sumter State College officials with modifying the security program and policies.

#### 13. RECOMMENDATION / ACTION REQUESTED

Approval to award RFP 22-01 to Miller and Miller Investigative and Security Services and begin contract negotiations.

#### 14. REQUIRED SIGNATURES

AWARD RECOMMENDATION:	_____ ASSISTANT DIRECTOR OF PURCHASING (OR DESIGNEE)	_____ DATE
AWARD CONCURRENCE:	_____ SENIOR VICE PRESIDENT OF BUSINESS AFFAIRS (OR DESIGNEE)	_____ DATE
AWARD APPROVAL:	_____ LSSC PRESIDENT OR DISTRICT BOARD OF TRUSTEES, CHAIR (OR DESIGNEE)	_____ DATE
AWARD APPROVAL:	_____ LSSC DISTRICT BOARD OF TRUSTEES, CHAIR (OR DESIGNEE)	_____ DATE

**ADDENDUM TO SOLICITATION/OFFER AND AWARD**

PAGE 1 of 1 PAGE(S)

1. ADDENDUM 3	2. EFFECTIVE DATE November 08, 2021	3. SOLICITATION NUMBER RFP 22-01	4. SOLICITATION DESCRIPTION Armed Security Services
5. ISSUED BY:  LAKE-SUMTER STATE COLLEGE TAMMY SPENCER, DIRECTOR OF PURCHASING 9501 U.S. HWY 441 WILLIAMS-JOHNSON BLDG./ROOM 133 LEESBURG, FLORIDA 34788-3950  TELEPHONE: (352) 365-3502		FAX:	

**7. TYPE OF ACTION REQUESTED**

Check one:

- ☐ A. THE CHANGE ORDER IS ISSUED TO INCREASE/DECREASE FUNDING AMOUNT AS SET FORTH IN ITEM 8 BELOW:
- ☐ B. THE ABOVE NUMBERED SOLICITATION IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES SET FORTH IN ITEM 8 BELOW:
- ☒ C. OTHER (Set forth in Item 8 below)

IMPORTANT: CONTRACTOR ☒ IS NOT REQUIRED TO SIGN THIS DOCUMENT AND RETURN 1 ORIGINAL SIGNED COPY (IES) TO THE ISSUING OFFICE.

☐ IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN 1 ORIGINAL SIGNED COPY (IES) TO THE ISSUING OFFICE.

**8. DESCRIPTION OF ADDENDUM:**

Lake-Sumter State College intends to make a recommendation of award for the above-mentioned solicitation to Miller and Miller Investigative Services. Furthermore, this addendum serves as notice that the schedule of events listed on page 19 has been changed in regards to Final ranking approved by Board of Trustees and approval to negotiate and execute a contract. December 01, 2021 will be the revised date.

*\*\*\*End of Addendum #3\*\*\****9. AUTHORIZED SIGNATURES REQUIRED**

TAMMY SPENCER                      Director of Purchasing  
\_\_\_\_\_  
NAME (PRINT)

\_\_\_\_\_  
NAME (PRINT)                      TITLE

\_\_\_\_\_  
SIGNATURE                      DATE SIGNED

\_\_\_\_\_  
SIGNATURE                      DATE SIGNED

	Firm/Staff Overall Experience	Officer Training Program	Staffing and Supervision	Price Proposal	Local Preference	Total
Centurion	150 125	50 35	125 114	150 108	25 15	500 397
Miller and Miller	119	22	81	130	23	375
Tri-Corps	111	25	90	103	9	338

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

## **District Board of Trustees**

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

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

