

Lake-Sumter State College
**DISTRICT BOARD
OF TRUSTEES**

Board Meeting Packet
March 27, 2024



Lake-Sumter State College

DISTRICT BOARD OF TRUSTEES



Meeting Agenda

Wednesday, March 27, 2024

Leesburg Campus

CALL TO ORDER - Chairman Bret Jones

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

PUBLIC COMMENT

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

PRESENTATIONS

- Spring Student Athletes: Beach Volleyball, Baseball, Softball, Track & Field - Padraic McMeel
- Faculty Promotion/Continuing Contract Candidates – Vice President Hogans

NEW BUSINESS – Part A

- 0324-01 Approve: Recommendation of Faculty Promotions
- 0324-02 Approve: Recommendation of Faculty Continuing Contract

CONSENT CONSIDERATIONS

- 0324-03 Approve: Minutes of February 12, 2024 Strategic Planning Committee Meeting
- 0324-04 Approve: Minutes of February 20, 2024 Finance and Public-Private Partnership Committee Meeting
- 0324-05 Approve: Minutes of February 21, 2024 Regular Meeting
- 0324-06 Acknowledge: Human Resources Staff Changes
- 0324-07 Approve: Proposed Curriculum Changes
- 0324-08 Acknowledge: Monthly Fiscal Report for February 2024
- 0324-09 Approve: Purchases over \$65,000
- 0324-10 Approve: Disposal of Tangible Personal Property
- 0324-11 Acknowledge: Capital Improvement Projects Report

PRESIDENT'S REPORT

- 0324-12 President Bigard's Update

VICE PRESIDENT'S REPORTS

- 0324-13 New Division: Workforce Programs
Presentation: Representative John Temple

Lake-Sumter State College

DISTRICT BOARD OF TRUSTEES



Meeting Agenda

Wednesday, March 27, 2024

Leesburg Campus

BOARD COMMITTEE REPORTS

- 0324-14 Executive Committee - Chairman Bret Jones
- Facilities Committee - Ms. Jennifer Hooten
- Finance and Public-Private Partnerships Committee - Mr. Tim Morris
- Strategic Planning Committee - Mr. David Hidalgo
- Student Engagement Committee - Mrs. Jennifer Hooten
- Foundation Liaison – Mr. Tim Morris

BOARD ATTORNEY REPORT

- 0324-15 Ms. Anita Geraci-Carver's Update

NEW BUSINESS – Part B

- 0324-16 Approve: Leesburg Campus East Parking Lot B Project
- 0324-17 Approve: Leesburg Campus Workforce Development Center RFQ A&E Selection

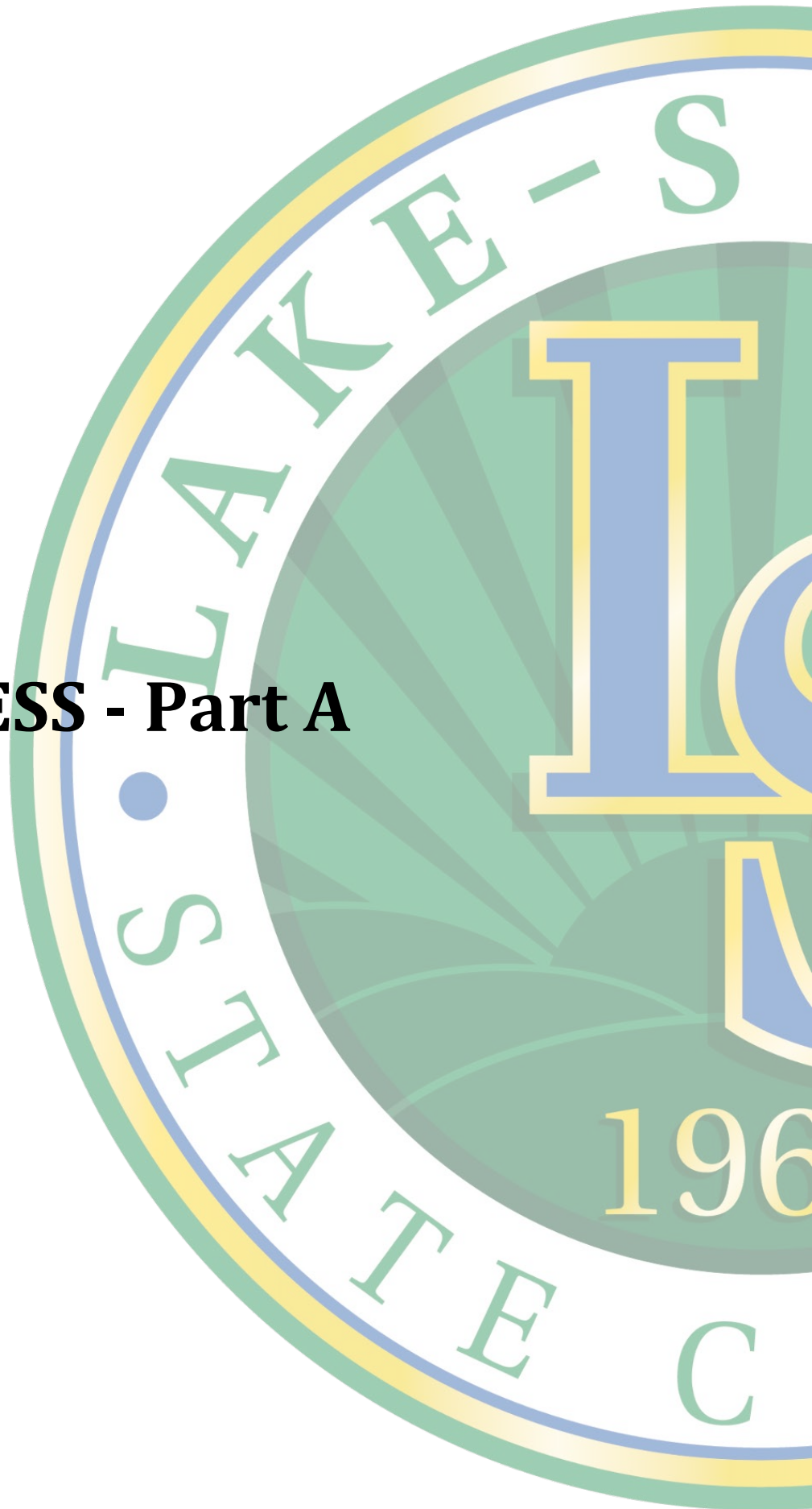
ADJOURNMENT

CALENDAR NOTES:

District Board of Trustees Meeting	Wednesday, March 27, 2024 5:00 pm	Leesburg Campus Magnolia Room
Executive Committee	Wednesday, March 27, 2024 Following the Board Meeting	Clermont
Strategic Planning Committee	Monday, April 1, 2024 5:00 pm	TBD
Facilities Committee	Wednesday, April 3, 2024 5:00 pm	TBD
District Board of Trustees Meeting	Wednesday, April 10, 2024 5:00 pm	South Lake Campus Board Room
LSSC Foundation Gala	Friday, April 12, 2024	The Brownwood
Student Experience Awards	Tuesday, April 16, 2024 6:00 pm	Leesburg Campus
Athletics Banquet Awards	Tuesday, April 23, 2024 5:00 pm	Leesburg Campus
Commencement Ceremony	Wednesday, May 1, 2024 5:00 pm	Clermont Arts & Recreation Center
Nurse Pinning Ceremony	Thursday, May 2, 2024 5:00 pm	Leesburg Campus
Commencement Ceremony	Friday, May 3, 2024 5:00 pm	Leesburg Campus
Facilities Committee	Wednesday, May 8, 2024 5:00 pm	TBD
Executive Committee	Tuesday, May 9, 2024 9:00 am	Clermont
Strategic Planning Committee	Tuesday, May 14, 2024 5:00 pm	TBD
District Board of Trustees Meeting	Wednesday, May 15, 2024 5:00 pm	Leesburg Campus Magnolia Room
Strategic Planning Committee	Monday, June 3, 2024 5:00 pm	TBD
Facilities Committee	Wednesday, June 5, 2024 4:30 pm	TBD
Executive Committee	Tuesday, June 11, 2024 9:30 am	Clermont
District Board of Trustees Meeting	Wednesday, June 19, 2024 5:00 pm	South Lake Campus Board Room

NO BOARD MEETING IN JULY OR DECEMBER

NEW BUSINESS - Part A



Recommendation of Faculty Promotions

Agenda Item: 0324-01

Background/References

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

Description

The review process was completed for this year's faculty candidates eligible for promotion. If approved by the Board of Trustees, the following candidates would be promoted to the listed rank beginning August 13, 2024, and receive an increase in compensation per Faculty Union Article 10:

- Alissa Sustarsic – promote to Senior Professor
- Nora Rackley – promote to Senior Librarian
- Heather Elmatti – promote to Professor
- Brenda Skoczelas – promote to Associate Professor
- Amber Karlins – promote to Associate Professor

Recommendation

Motion to approve the promotions of Alissa Sustarsic, Nora Rackley, Heather Elmatti, Brenda Skoczelas, and Amber Karlins to their next-level rank with associated salary increases effective August 14, 2024 as written.

Recommendation of Faculty Continuing Contract

Agenda Item: 0324-02

Background/References

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

Description

The review process has also been completed for this year's faculty candidates eligible for continuing contract. If approved by the Board of Trustees, the following faculty member would receive continuing contract (no change in rank therefore compensation would remain as assigned) beginning August 14, 2024:

- Dr. Michele Rudden, Assistant Professor of English and History

Recommendation

Motion to approve the promotion of Dr. Michele Rudden award of continuing contract with no rank or salary increase, effective August 14, 2024 as written.

Summary of Portfolio for Alissa Sustarsic, Candidate for Senior Professor

Alissa Sustarsic has taught mathematics at Lake-Sumter State College for 24 years and holds a deep commitment to fostering learning and challenging students. Recognizing the difficulty many students face with math, she employs various teaching strategies to ensure all students have the tools to succeed. Alissa believes in creating an inclusive and supportive classroom environment where students feel comfortable asking questions and participating actively.

Alissa's in-person teaching methods incorporate diverse learning styles, technological aids, and real-life examples to engage students effectively. Alissa continually reflects on and refines teaching techniques to enhance student understanding and confidence in mathematics. Additionally, she has played a significant role in developing online math courses, incorporating feedback from students and administrators to improve course delivery and support systems. Alissa continuously seeks ways to improve her teaching effectiveness and inspire a desire for learning. She was recognized for exemplary teaching and service, including induction into the LSSC Hall of Fame in 2019 and receiving the President's Award for Teaching Excellence in 2023. She remains dedicated to empowering students with critical thinking skills applicable to any field they choose to pursue.

Highlights of Current Portfolio

Teaching Excellence

- Created OneNote Master Course shells for all courses allowing the ability to customize with different colors, graphs, and use of the graphing calculator.
- Created Online Lecture Videos for online and hybrid Liberal Arts Course, Developmental courses, and Intermediate Algebra.

Service to the College

- Faculty Senate Executive Committee Member for 10 of 24 years
- Math Emporium Redesign Team member from 2013 to 2018
- Course Lead Developmental classes and second Math Emporium redesign through 2021
- Faculty Rank and Promotion Design/Redesign Committee Co-Chair (2004-5, 2011, 2023)
- March of Dimes Team Captain for LSSC since 2006
- Mentor for faculty colleagues

Professional Development

- QEP Mathematics Coordinator Fall 2010 to Spring 2016.
- Technology Coordinator for the Fall Fun in the Sun Conference of Florida Two-Year College Math Association in 2022 and 2023.
- Presented at Association of Florida Colleges Conference in 2018 about Developmental Mathematics and Mathematics Redesign.
- Presented at American Mathematical Association of Two-Year Colleges Conference in 2015, 2016, and 2018 on LSSC Math Redesign and Math Emporium.
- LSSC Quality Matters certification for Liberal Arts Math and Explorations in Math
- Designed Intermediate Algebra Online Course for LSSC including lecture videos and Canvas shell.

Summary of Portfolio for Nora Rackley, Candidate for Senior Librarian

Nora Rackley has been employed at Lake-Sumter State College for 28 years and is applying for the rank of Senior Librarian. Nora's philosophy is driven by a commitment to provide accessible information resources for personal, professional, and educational growth for faculty, staff, and students. Her dedication to information literacy is evident in her teaching approach; she ensures that students can locate, analyze, and synthesize information effectively. She provides one-on-one support to students, both in-person and online, fostering personal connections to enhance academic success. Nora also supports faculty by assisting with assignments, implementing OER, and serving as an embedded librarian.

Highlights of Current Portfolio

Librarianship Excellence

- Revised the library's collection of [Frequently Asked Questions](#) (FAQs) to provide more direct instruction on APA and MLA citations. The FAQ revision has led to an increase in usage from 927 views in 2020 to 4327 views in August of 2023.
- Created LibGuides & LibWizard tutorials for students in history & leadership courses.

Service to the College and Community

- Chair of Academic Excellence and Assessment from 2019-2021
- Chair of the Textbook Affordability Workgroup since 2019
- Mentor for both college staff and other faculty colleagues
- Assist with a Quality Enhancement Plan (QEP) on information literacy
- Fact checker, speaker coach, and audience curator at three TEDxLSSC events.

Professional Development

- Co-authored "Library-Led OER Creation: Case Study of a Collaborative Information Literacy Project" with James Cason and published in 2022 in [Intersections of Open Educational Resources and Information Literacy](#).
- Presented [Creating an Online Open Educational Resource Textbook for Information Literacy: A Collaborative Process](#) at Georgia International Conference on Information Literacy in spring 2022.
- Served on the planning committee for the 2021 Virtual FLVC OER Summit.
- Earned a Certificate in Open Educational Resources (OER) Librarianship program sponsored by the Open Education Network (OEN) in 2019.
- Earned a Creative Commons Certificate for Academic Librarians in August 2021.

Summary of Portfolio for Heather Elmatti, Candidate for Professor

Heather Elmatti has been a part of the LSSC college community for 22 years serving as the Assistant Director of Student Life from 2001-2007 and then becoming a faculty member in the Communication area teaching courses in Public Speaking, Team Building, Journalism, and World Religions. Heather continually strives to inspire her students to be life-long learners, seeing education and learning not just as the means to a degree, but as a model for life. She encourages students to be critical participants in contemporary society by incorporating learning activities that promote community involvement and responsibility.

Recognized for her teaching excellence, Heather received LSSC's Beyond the Classroom Award for her efforts in integrating experiential education. She was also awarded the Florida Communication Association Outstanding Service Award acknowledging her "dedication to bridging the gap between academia" for Heather's work with service learning and TEDx.

Highlights of Current Portfolio

Teaching Excellence

- **Information Literacy:** Spearheaded the development an Information Literacy module for all SPC 2608 Public Speaking classes comprised of instructional content and videos on information fluency and citation, as well as accompanying activities and assessments.
- **Experiential Learning:** Developed Business Communication module focused on professional networking skills for SPC 2608H Public Speaking Honors. Collaborated with Career Development Services to create an annual event where local business professionals and students participate in both informal networking and mock-job interviews.

Service To The College & Community

- **TEDxLSSC:** Served as Co-Organizer and Curator from 2015-2023 hosting 4 full-day main stage events and 11 thematic salon sessions. Oversaw the production of 54 talks published to the TEDx YouTube Channel and website. Completed several special projects including a year-long Pandemic Tales video archive where community and college members shared stories from their COVID Pandemic experiences.
- **Youth Development Program Support Training:** Partnered with LSSC Youth Development staff to create curriculum on leadership & team building. Facilitate workshops for the Kids College Aids-In-Training (AIT) program & the Teen Leadership Academy.
- **LSSC Day of Service:** Inaugural member of the CPOC assisting with the creation, development, and planning for LSSC Day of Service. Served on organizing team and Volunteer Site Coordinator for projects hosted at Empower Farms and the Ruth House.
- **SLO Pilot Assessment Project:** Led project developing Student Learning Outcomes (SLOs) and Course Learning Outcomes (CLOs) for the Communication area. Piloted SPC 2608 capstone assessment and rubrics which became the college-wide standard for Communication assessment for General Education courses.
- **Children's Theatre Program:** Coordinated LSSC Children's Theatre Program from 2012-2020. Productions included dramatic readings and theatrical plays performed by college students based on popular children's stories presented to elementary students grades PK-3rd from 7 different schools, primarily Title 1, with 400+ students involved annually.

Professional Development

- **AFC Professor of the Year Finalist:** Selected as LSSC's 2021 Professor of the Year (POY) nominee for the Association of Florida Colleges (AFC) Professor of the Year competition. Statewide Finalist and awarded Distinguished Faculty in competition.
- **Speech Curriculum Alignment:** Involved in on-going collaborations with UCF Speech Curriculum Alignment committee and related projects. Presented at the 2022 annual Curriculum Alignment Conference on engaging students in online classes ("Deeper Learning ONLINE Needs Community.)
- **Strategic Planning Training**—Completed LifeBridge facilitator training on strategic planning and mission statement development. Created related course modules and assignments and integrated into SLS 1267 Team Building & Communication and REL 2300 World Religions classes. Facilitated Personal Mission Statement workshops for LSSC Coaching Program.

Summary of Portfolio for Brenda Skoczelas, Candidate for Associate Professor

Teaching Philosophy

In order to reach all students and to help meet their future goals, Brenda Skoczelas emphasizes analytical thinking and problem-solving skills that students can apply to their everyday lives.

Teaching Excellence

- Passion and excitement for subject matter – bringing positive energy, enthusiasm, and passion to every single lesson. This is reflected through student correspondence and end of course surveys. In 2019, Brenda Skoczelas received the President's Award for Teaching Excellence.
- Cross – Curricular Instruction - collaborated to teach a Conceptual Physics and Introduction to Theatre course with Professor Amber Karlins. This allowed Brenda Skoczelas to involve several different areas of the College and bring a deeper connection to the course material.

Service to the College and Community

- As part of the TEDxLSSC Leadership Team, Brenda Skoczelas had the privilege of working with several diverse and inspiring community members. It was extremely rewarding to help them develop their talks for the live event on campus. Brenda Skoczelas also participated in the TEDx Salon event Cultivating Curiosity in November 2020 by contributing a talk titled "The Magic of Science and Teaching."
- As the physical sciences lead faculty, Brenda Skoczelas worked to ensure the quality and consistency of instruction across 10 courses. Duties include adjunct evaluations, curriculum alignment, course design, and student learning outcomes. Brenda Skoczelas worked to offer a great learning environment for students.
- My role was as a presenter and science expert. This event gave Brenda Skoczelas a platform to share practical tips and strategies for reducing greenhouse gas emissions.

Professional Development

- The meeting gave Brenda Skoczelas an opportunity to give a talk and meet with other educators from around the nation that are dedicated to enhancing the understanding and appreciation for physics.
- The purpose of the show is to get students excited about science and math. It has received four awards and a federal grant from the National Science Foundation that allowed us to offer virtual Zoom science labs to underserved and harder to reach rural areas that may otherwise not have access to the show.

Summary of Portfolio for Amber Karlins, Candidate for Associate Professor

Amber Karlins has been employed at Lake-Sumter State College since the fall of 2015 and is applying for the rank of Associate Professor. Her teaching philosophy is centered around a commitment to using innovative teaching practices, clearly defined expectations, and effectively designed assessments to teach students accessible, engaging material that is representative of diverse cultures and perspectives. Her commitment to accessibility can be seen in her creation of custom libguides for all of her courses, making them Zero Textbook Cost and saving students more than \$100,000 thus far. Her dedication to clear expectations can be seen in her detailed assignment sheets and tailored rubrics, which are created in line with evidence-based best practices, and her emphasis on providing engaging material that represents a variety of perspectives can be seen in the inclusion of works by male and female writers from a variety of cultures into her courses.

Highlights of Current Portfolio

Teaching Excellence Highlights

- Incorporation of evidence-based best practices into the development of engaging synchronous online spaces
- Incorporation of evidence-based practices to remove barriers to success in synchronous online courses
- Creation of engaging online synchronous and asynchronous co-curricular events to promote student engagement and success during the pandemic
- Utilization of Google Docs to promote collaborative learning and improve the peer review process

Service to the College and Community Highlights

- Honors Program Coordinator from 2018-present
- Winner of the Joyce Romano Partnership Excellence Award
- Creator of a transfer partnership with Stetson University that covers 100% of LSSC Honors Program graduates' tuition and fees if they choose to transfer to Stetson after graduation (currently valued at \$115,000 per student)
- Vice Chair of the Faculty Senate Executive Committee from 2021-2023
- Board Chair for CREATE Conservatory from 2019-2022, a private elementary school in Leesburg focused on STEM Education through Arts Integration. In this role, the candidate created a training and employment pipeline for LSSC students interested in education.

Professional Development Highlights

- Earned sole screenwriter credit on the documentary feature film *American Good Samaritans*, which tells the story of the American humanitarian effort during the Armenian genocide. This film has been screened in more than two dozen countries and, at the time the portfolio was submitted, had won more than 50 awards at International Film Festivals. That number has since risen to 135.
- Underwent a 6-month mentorship with Matt Keener, founder and Chief Story Officer at Scenario Entertainment, who has developed film and television scripts for everyone from Steven Spielberg to Martin Scorsese. This mentorship involved 6 hours of weekly, one-on-one sessions focused on screenwriting, show running, and script development. The knowledge gained from this mentorship is currently being applied to the development of a screenwriting course, proposed and designed by the candidate, which will be taught at LSSC for the first time this fall.

Summary of Portfolio for Dr. Michele Rudden, Candidate for Continuing Contract

Dr. Michele Rudden has taught English and history courses over the past five years.

Dr. Michele Rudden teaching philosophy prioritizes student-centered learning, acknowledging diverse backgrounds and learning styles to create an inclusive, engaging environment fostering collaboration and lifelong learning. She emphasizes critical thinking skills and collaborative problem-solving by blending entertainment with education to facilitate learning.

Dr. Michele Rudden approach nurtures individual student success and aids in their transition to higher education or the workforce. By fostering collaboration in the classroom and college environment, she enhances student achievement and contribute to institutional success. By focusing on student-centered learning, student's diverse backgrounds and experiences, and their learning styles of students, Dr. Rudden is able to create an inter-active multi-modal, student learning environment that enhances student learning.

Highlights of Current Portfolio

Teaching Excellence

- Created Welcome Videos for online classes
- Changed course readings to be more related to students through diverse author

Service to the College

- Faculty Senate Executive Committee, Communications Officer, 2023
- Lead Instructor, ENC 1101, 2021-2023
- Chair, Sub-committee for Curriculum and Instruction: Faculty Online Office Hours Study, 2022-2023
- Chair, Sub-committee for Curriculum and Instruction: Regular and Substantive Interaction, 2022-2023
- Member Technology Committee: 2019-2021, 2022-2023
- Member, Syllabus Management Software Workgroup, Spring 2022
- Member, Calendar Subcommittee, Spring 2022
- Member, Diversity, Equity, and Inclusivity Sub-Committee, 2021
- Curriculum Alignment-Communications, 2019-2022
- LSSC Information Literacy Summit Presenter 2021
- APA 7th edition Update 2020
- Assisted with SACSCOC narrative review 2019-2020

Professional Development

- Completion 18 graduate hours in History Summer 2022
- Digital Professor Certificate Spring 2021
- Seneff Honors Certificate Spring 2023

CONSENT CONSIDERATIONS



Lake-Sumter State College
STRATEGIC PLANNING COMMITTEE OF THE DISTRICT BOARD OF TRUSTEES
February 12th, 2024 Minutes

In attendance: Mr. David Hidalgo, Chair, President Heather Bigard, Tim Morris, Bret Jones, Ivy Parks, and Ms. Kailyn Wurm.

Mr. David Hidalgo, Chair, called the meeting to order at 5:01 pm.

Workforce Development Center

President Heather Bigard provided an update on the development of the Workforce Development Center. The Request for Qualifications has been posted to the College website for architectural engineering services. The College plans to maximize the use of this space for workforce needs and instructional, large meeting spaces that will be housed in the center of the Leesburg Campus. Mr. Bret Jones suggested the Board
Mr. David Hidalgo expressed interest for a performing arts center in the future.

Master Planning South Lake Campus

President Heather Bigard provided an update of the South Lake Master Plan for the Clermont Campus. The Request for Qualifications has been submitted and selections will be made this week to bring as a recommendation to the Board for approval the following week. President Bigard explained that she charged the College Strategic Planning Council members with having intentional discussions with their departments for the needs of the South Lake Campus.

Other

President Bigard provided the request from Ms. Jennifer Hooten to have another Board member serve on the Facilities Committee.

The College has reached the goal of 5,000 students enrolled for the Spring 2024 semester.

The College's legislative budget request is working through the House and Senate.

Mr. David Hidalgo adjourned the meeting at 5:43 pm.

Respectfully submitted by Kailyn Wurm, Recording Secretary.

Lake-Sumter State College
FINANCE COMMITTEE OF THE DISTRICT BOARD OF TRUSTEES
February 20th, 2024 Minutes

In attendance: Mr. Tim Morris, Chair, President Heather Bigard, Mr. Bruce Duncan, Ms. Michelle Matis, and Ms. Kailyn Wurm.

Mr. Tim Morris, Chair, called the meeting to order at 3:04 pm.

Mid-Year Review 2023-2024 Finances

Ms. Michelle Matis went over the Mid-Year review of finances for 2023-2024 including tuition and fees, continuing education, and dual enrollment.

LSSC Audit 2022-2023

Ms. Michelle Matis presented the 2022-2023 LSSC Audit results for review.

Mr. Tim Morris adjourned the meeting at 3:29 pm.

Respectfully submitted by Ms. Kailyn Wurm, Recording Secretary.

**DISTRICT BOARD OF TRUSTEES
LAKE-SUMTER STATE COLLEGE
SUMTER CENTER
February 21, 2024**

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

ABSENT: Ms. Emily Lee, Mr. David Hidalgo, Board Member.

REGULAR MEETING

CALL-TO-ORDER:

The regular meeting of the District Board of Trustees, Lake-Sumter State College, was called to order by Chairman Bret Jones at 5:02 p.m. on February 21, 2024, at the Sumter Center.

PUBLIC COMMENT:

No Public Comment cards were submitted for the meeting.

CONSENT CONSIDERATIONS:

MOTION to approve, Ms. Jennifer Hooten, SECOND, Ms. Ivy Parks, motion passed.

SCHEDULED INFORMATION REPORTS:

President Bigard presented her report.

- Council of Presidents had positive discussions on adopting the State Colleges in the State health insurance.
- The new athletics logo has been designed and implemented into new branding across all team sports and the athletic complex.
- The NJCAA highlighted a student athlete of the week from LSSC, Jaabir Taylor, a sophomore sprinter with Men's Indoor Track & Field.
- Sumter Center has also received new roof replacements, lobby refresh, and a plan for optimization of spaces.
- The CDL pad was resealed and new trucks are on site awaiting college branding.
- The Eustis site is in development with discussions on floor plan designs and layout.
- Tomorrow the Workforce Development Center Request for Proposals will be due.

ITEM: 0324-05

- The Legislative Budget Request of the Technology Innovation Center at the South Lake Campus is working through the House and Senate with that looks like \$2.5 million to hopefully be awarded.

Dr. Laura Byrd presented his report.

- Fundraising efforts continue to increase scholarship awards with the goal for this year being \$270,000.
- Ms. Kathy Ingold was promoted to Director of the Foundation, Ms. Alexi Bigard was hired as the Grants Manager, and there are 2 candidates for the Director of Alumni position.
- The Foundation Gala is sold out and now has a waitlist for attendees.
- The Shamrock Shuffle was a success with a 16% increase in attendance over last year.
- Grants are in full motion with continued effort on applying to new grant opportunities.
- Career Development Services is undergoing restructuring that focuses on student job placement, internships, and student trainings

Mr. Bret Jones presented the report for the Executive Committee Meeting.

Mr. Tim Morris presented the report for the Finance Committee Meeting and the Foundation.

Ms. Jennifer Hooten presented the report for the Facilities Committee and Student Engagement Committee Meeting.

The Board Attorney report was presented by Ms. Anita Geraci-Carver and provided an update on the Luma and Parker cases.

NEW BUSINESS:

0224-12 – MID-YEAR REVIEW 2023-2024 FINANCES

This item is for informational purposes only.

0224-13 – LSSC 2023-2024 AUDITED FINANCIAL REPORT

The LSSC 2023-2024 audited financial report was provided for review.

MOTION to accept the LSSC 2023-2024 audited financial report, Mr. Tim Morris, SECOND, Ms. Jennifer Hooten, motion passed.

0224-14 – LECTURE HALL BUILDING AND FACULTY OFFICE BUILDING DEMOLITION

GUARANTEED MAX PRICE

The College recommends the lecture hall building and faculty office building demolition guaranteed max price for approval.

MOTION to approve the lecture hall building and faculty office building demolition guaranteed max price, Ms. Ivy Parks, SECOND, Ms. Jennifer Hooten, motion passed.

0224-15 – SELECTION OF ARCHITECT FOR SOUTH LAKE CAMPUS MASTER PLAN

The College recommends the ranked selection of an architect and approval to enter negotiations for the South Lake Campus Master Plan for approval.

MOTION to approve ranked selection of an architect and approval to enter negotiations for the South Lake Campus Master Plan, Mr. Tim Morris, SECOND, Ms. Ivy Parks, motion passed.

0224-16 – 2024-2025 PERSONNEL CALENDAR

The College recommends the 2024-2025 personnel calendar for approval.

MOTION to approve the 2024-2025 personnel calendar, Ms. Jennifer Hooten, SECOND, Ms. Ivy Parks, motion passed.

0224-17 – PROHIBITED EXPENDITURES

This item is for informational purposes only.

OTHER CONSIDERATIONS:

The next regular meeting is scheduled for March 20, 2024 at the Leesburg Campus.

The meeting was adjourned at 5:59 p.m.

ATTEST:

Mr. Bret Jones, Board Chair

Dr. Heather Bigard, Secretary/College President

Recording Secretary: Kailyn Wurm

Background/References

Per the Florida Statute 1001.64 (18), each Board of Trustees shall establish the personnel program for all employees of the Florida College System institution. Human Resources personnel transactions includes New Hires, Resignations, Retirements, and Separations that are presented to the District Board of Trustees for review.

Description

New Hires:

Name	Title	Effective Date
Amelia Fleck	Administrative Assistant, AVP of Workforce	2/19/2024
Hailey Reid	Coordinator, Educational Opportunity Program	2/5/2024

Staff Status Changes

Name	Change/Title	Effective Date
Alexis Bigard-Transfer	Acting Grants Manager	2/19/2024
Eric Gentner-Transfer	Specialist, Financial Aid	2/5/2024

Departures:

Name	Title	Effective Date
Elwin Ellis	Enterprise App Admin III	2/15/2024
Hailey Hart	Digital Engagement Coordinator	2/29/2024
James Martin	Director, Professional Development	2/2/2024

Recommendation

Motion to acknowledge the Human Resource Staff Changes for February 1 – February 31, 2024 as written.

Background/References

Per Florida Statute 1001.64, Each board of trustees is specifically authorized to adopt rules, procedures, and policies, consistent with law and rules of the State Board of Education, related to its mission and responsibilities as set forth in s. 1004.65, its governance, personnel, budget and finance, administration, programs, curriculum and instruction, buildings and grounds, travel and purchasing, technology, students, contracts and grants, or college property. The Curriculum and Instruction committee prepares a monthly report on the status of committee business.

Description

A report on the status of Curriculum and Instruction transactions approved by the Strategic Planning Council and the President's Cabinet is attached.

Recommendation

Motion to approve the proposed curriculum changes as written.

Monthly Fiscal Report for February 2024

Agenda Item: 0324-08

Background/References

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

Description

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

Recommendation

Motion to acknowledge the Monthly Fiscal Report for February 2024 as written.

Lake-Sumter State College
Fiscal Status Report - Fund 1
General Current Fund
July 1, 2023 through February 29, 2024

	FY 2022-23		FY 2023-24			
	Annual Budget	2/28/2023	Annual Budget	2/29/2024	Percent of Budget Earned/Spent	Projected 6/30/2024
REVENUES & BUDGETED FUND BALANCE						
Student Fees						
Fall						
Tuition	\$ 2,520,100	\$ 2,800,356	\$ 2,883,900	\$ 3,119,374	108%	\$ 3,119,374
Technology Fees	127,100	140,025	144,300	155,978	108%	155,978
Distance Learning	236,600	300,315	309,300	312,330	101%	312,330
Dual Enrollment	315,300	374,800	386,700	350,707	91%	350,707
HSCA Dual Enrollment	398,460	345,790	577,080	419,070	73%	419,070
Lab Fees	158,610	77,283	79,600	88,118	111%	88,118
Spring						
Tuition	\$ 2,253,800	\$ 2,580,993	\$ 2,616,700	\$ 2,832,387	108%	\$ 2,831,547
Technology Fees	113,100	129,057	131,000	141,629	108%	141,587
Distance Learning	223,800	292,980	294,100	284,565	97%	302,814
Dual Enrollment	388,700	436,055	433,500	499,037	115%	489,252
HSCA Dual Enrollment	357,240	-	526,700	-	0%	382,700
Lab Fees	134,120	121,652	117,300	169,920	145%	163,385
Summer						
Tuition	\$ 965,900	\$ (15,341)	\$ 949,300	\$ (9,148)	-1%	\$ 1,176,169
Technology Fees	48,300	(768)	45,000	(457)	-1%	58,815
Distance Learning	71,400	(1,680)	157,000	(750)	0%	160,775
Dual Enrollment	-	(4,895)	0	(13,028)	-1%	-
Lab Fees	26,560	(340)	9,600	(295)	-3%	25,549
Miscellaneous Fees	48,800	137,246	190,300	157,214	83%	187,160
Youth Development	282,000	811	252,000	2,873	1%	228,500
Continuing Education	1,189,522	553,505	2,163,250	518,076	24%	1,106,000
Total Student Tuition and Fees	\$ 9,859,412	\$ 8,267,845	\$ 12,266,630	\$ 9,027,601	74%	\$ 11,699,830
General Revenue Operational Support	\$ 18,725,937	\$ 12,483,927	\$ 21,090,865	\$ 14,000,854	66%	\$ 21,090,865
General Revenue Nursing Support	830,059	622,544	764,607	573,456	75%	764,607
General Rev. Student Success Incentive Initiative	359,055	247,673	338,782	197,621	58%	338,782
State Dual Enrollment Scholarship Program	-	462,273	370,000	293,563	79%	370,000
Educational Enhancement Support	2,843,909	568,782	3,100,000	646,376	21%	3,100,000
Miscellaneous State Contracts	100,000	-	111,800	-	0%	111,800
Federal Support Indirect Cost	150,000	56,780	75,000	2,343	3%	75,000
Foundation Support	111,500	-	20,000	-	0%	20,000
Other Contracts	759,000	190,188	1,121,200	361,880	32%	646,214
Miscellaneous Revenue	17,000	16,887	23,850	26,986	113%	31,748
Uninsured Loss Recovery (HEERF)	-	220,100	-	-	0%	-
Total Revenues	\$ 33,755,872	\$ 23,136,998	\$ 39,282,734	\$ 25,130,679	64%	\$ 38,248,846
Transfers In	480,000	-	490,000	-	-	490,000
Total Revenues and Transfers In	\$ 34,235,872	\$ 23,136,998	\$ 39,772,734	\$ 25,130,679	63%	\$ 38,738,846
EXPENDITURES						
Personnel Expenditures						
Salaries and Wages	\$ 17,809,295	\$ 9,855,046	\$ 22,045,323	\$ 12,519,313	57%	\$ 20,693,000
Benefits	6,634,657	3,770,549	7,779,971	4,801,294	62%	7,936,000
Lapse Salary and Benefits	(913,250)	-	(1,886,000)	-	0%	-
Current Operating Expenditures	6,962,798	4,617,979	9,450,628	4,706,119	50%	7,714,900
Capital Outlay Expenditures	58,000	284,079	58,000	-	0%	58,000
Contingency	500,000	-	500,000	-	0%	-
Total Expenditures	\$ 31,051,500	\$ 18,527,654	\$ 37,947,922	\$ 22,026,726	58%	\$ 36,401,900
Transfer to Fund Other Funds	(3,000,000)	(3,000,000)	(1,800,000)	(2,496)	-	(1,800,000)
Excess of Revenues over (Expenditures)	\$ 184,372	\$ 1,609,345	\$ 24,812	\$ 3,101,458		\$ 536,946

Background/References

Each month a report is provided to the District 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 Office of the Vice President of Finance and Chief Financial Officer, and is intended to apprise the Board of purchases that fall under the authority of the President to approve. The authorization requiring the President's approval of such purchases is guided by Board Rule 6.09, Purchasing.

Description

Purchase Orders Over \$65,000 – February 2024

Vendor: TargetX.com LLC
Item Description: TargetX CRM Recruitment Suite & Premier Services Year 2 of 5
Amount: \$82,500.00
Purchase Order #: P2400451
Vendor Code: X00140054

Vendor: Spiezle Architectural Group
Item Description: 1st Floor SSB Building Design
Amount: \$67,900.00
Purchase Order #: P2400478
Vendor Code: X00141806

Recommendation

Motion to approve the purchase over \$65,000 for the month of February 2024 as written.

Background/References

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

Description

The attached list is being recommended for write-off. The items are no longer of use to the College and have been considered cannibalized and/or obsolete and ready for disposal.

Recommendation

Motion to approve the proposed disposal of tangible personal property as written.

FY24 PROPERTY WRITE-OFF REQUESTS

<u>PTAG</u>	<u>Description</u>	<u>MMM-YY Acquired</u>	<u>Original Value</u>	<u>Book Value</u>	<u>Condition</u>	<u>Method</u>
10827	Scanner for RFID Tag System	5/11/2009	\$ 10,118.00	\$ -	Obsolete	Discard
12559	Altec 4300 Bucket Truck	4/22/2016	\$ 55,000.00	\$ -	Poor	Auction/Sell
9775	2000 GMC CSRYHR Digger Truck	11/18/2005	\$ 84,049.11	\$ -	Poor	Auction/Sell
9776	1999 GMC / 922-9406 Bucket Truck	11/18/2005	\$ 70,156.89	\$ -	Poor	Auction/Sell

\$ 219,324.00 \$ -

Background/References

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

Description

A report on the status on projects is attached.

Recommendation

Motion to acknowledge the Capital Improvement Projects Report for February 2024 as written.

Capital Improvement Projects 2023-2024			
March 2024 Update			
Project Description	CIP Budget	Expended or PO issued as of 2/29/24	Progress To Date
Safety			
South Lake Campus Fire Safety Upgrade	\$5,000	\$0	Fire Alarm System repairs and replacement of devices are in progress.
Critical Life Safety Modifications	\$72,000	\$11,892	Correction work for 2021 and 2023 PDCS Life Safety Inspections continue; including emergency lighting, improving fire panels, strobe lights, exit signs and elevator emergency phone repairs.
Emergency Lighting Repairs	\$20,951	\$20,499	A comprehensive list of fixtures are in development for replacement.
Blue Light Parking Lot Phones/Cameras	\$125,000	\$0	The requisition for the Sumter Center blue light phones and cameras is currently on hold.
Leesburg Campus William-Johnson Bldg. HR Dead-end Corridor	\$10,000	\$0	In Planning. One of the Continuing Services Architects will be assigned.
Roofs			
Leesburg Facilities Roof Replacement	\$509,385	\$509,385	Facilities Roof Rpl began July 31st and completed September 2023.
Roof Maintenance and Repairs	\$244,151	\$0	Leak mitigation continue through the Dryzone workorder process.
Roof Maintenance and Repairs	\$250,000	\$0	In Planning. Deferred Maintenance FY 22 Budget allocated for project.
Sumter Center Bldg.1 Roof/Gutter Restoration	\$250,000	\$276,295	Bldg. 1 Roof Restoration completed Dec. 2023. The final site review for Bldg.1 and Bldg. 4 Roofs was February 13. Project completed.
Leesburg Lake Hall Roof Restoration	\$435,000	\$440,366	The roof restoration is in progress and scheduled to complete by end of March 2024.
Sumter Center Bldg.4 Flat Roof Restoration	\$140,000	\$139,566	Project completed Feb. 2024. The final on-site review with Facilities for Buildings 1 & 4 Roofs was held February 13.
South Lake Campus Bldg.1 New Gutters Installation	\$80,000	\$0	In planning.
Leesburg Campus William-Johnson Admin. Building Roof Restoration	\$70,000	\$0	In planning.
Leesburg Student Services Building Roof Replacement	\$650,000	\$618,764	The roof replacement is scheduled to complete early March 2024.

Capital Improvement Projects 2023-2024			
March 2024 Update			
Project Description	CIP Budget	Expended or PO issued as of 2/29/24	Progress To Date
Paving-Grounds			
Parking Lot Repair, Sealing & Stripe	\$150,000	\$40,567	Sumter Center Bldg. 5 drive and potholes by Bldg. 1. Scheduled for Spring Break 2024.
South Lake Campus Irrigation	\$80,000	\$0	In planning.
Leesburg Campus Parking Lot A Repaving	\$550,000	\$575,200	Repaving work completed September 2023. New Sod and drainage was added to scope and installed.
Leesburg Campus Parking Lot B Repaving	\$550,000	\$9,700	Civil drawings were issued for bid on Feb 8. The bid proposal is approved and PO in progress. Met with Faden and the City of Leesburg to review lighting on March 1. Anticipate construction starting this in late April-May.
New Structure			
South Lake Campus Facilities and Grounds Building Replacement	\$709,060	\$812,734	Building Permit # LSSC22-012. Construction is near complete with the punch walk planned for March 19. Occupancy by end of March.
Sumter Center Solar-powered Workforce Instructional Pavilion & Restroom Facility	\$50,000	\$0	Cost for initial design is overbudget. Currently reviewing alternative options with Faden Builders to build-out Restroom Facilities and Shade Structure within budget.
Eustis CDL Pad and Building	\$2,500,000	\$276,702	In design development with the architect, civil engineer, and contractor. Construction timeline (TBD)
Leesburg Campus Workforce Development Center	\$2,000,000	\$0	In planning. The RFP for design services is in progress.
HVAC			
HVAC Projects (SSB, Exhaust Fan Overhaul)	\$160,035	\$402,355	Multiple HVAC projects in progress or completed FY 22-23.
South Lake Campus Building 1 HVAC Equipment and Installation	\$600,000	\$615,162	Project complete.
Leesburg Campus Building M HVAC Design and Replacement 40 Ton AHU	\$212,274	\$819,414	PO was issued to Johnson Controls August 24. Auxiliary funds will be used to make-up the difference. New AHUs and chiller are due to ship by July 2024. The construction timeline is currently (TBD) due to lengthy lead time for equipment.
Leesburg Campus Student Center HVAC Design and Replacement	\$250,000	\$0	Design proposal received from Hanson. Planning to start design Spring 2024.
Leesburg Campus William Johnson Admin Building HVAC Design and Replacement	\$141,725	\$34,425	Updated design plans were received Feb. 20 and issued for bids. The contractor Prebid site walk is scheduled March 7. Construction timeline is currently TBD.

Capital Improvement Projects 2023-2024			
March 2024 Update			
Project Description	CIP Budget	Expended or PO issued as of 2/29/24	Progress To Date
Leesburg Campus Convocation Center HVAC Design and Replacement	\$200,000	\$0	Design proposal received from Hanson. Planning to start design Spring 2024. A new Bard unit was purchased for the Athletic Director's office.
General			
Furniture and Equipment	\$225,000	\$141,463	On going procurement as approved by leadership.
Leesburg Campus Monument Signage	\$70,000	\$0	In planning and final design phase.
Signage (All campuses)	\$23,000	\$24,802	Leesburg Campus Facilities Bldg. sign was installed December 2023. New sign for Shipping & Receiving was installed in November 2023.
Building Upgrades			
Leesburg Campus Faculty Office Building & Lecture Hall Demolition	\$194,800	\$15,806	The Formal process to raze a building with State DOE is approved. Building demolition is scheduled to start during spring break and complete mid April.
Leesburg Campus Student Services Building 2nd Floor Remodel	\$1,805,000	\$321,921	Bid documents are due March 6. The Prebid walk is scheduled March 13. The anticipated construction timeline is May - September 2024.
Building Envelope DM23 (various)	\$123,281	\$242,820	Leesburg Campus Health Science Center Roof/Gutter restoration completed end of January 2024.
Leesburg Campus Liberal Arts Building Demolition	\$200,000	\$0	The Formal process to raze a building with State DOE is approved. In planning for after the Facilities Office Building and Lecture Hall are razed.
Exterior Painting Projects	\$60,000	\$53,245	Exterior refresh painting is on-going. Sumter Center Bldg.1 is complete.
Interior Painting	\$15,000	\$6,400	Various interior painting projects continue at all Campuses.
South Lake Campus Nursing Simulation Lab Remodel	\$600,000	\$547,265	Construction is complete; final building inspections passed Dec. 5. Simulation equipment and furnishing installs continue through March.
Leesburg Campus Student Services Building - Build ADA Restrooms	\$460,000	\$413,586	The 1st & 2nd floor ADA restrooms construction remodel are complete. The final building inspection/occupancy occurred in January 2024.
South Lake Campus Building #2 First Floor Renovation	\$55,000	\$0	Planning to start design services.
Building Envelope DM 22 (various)	\$300,000	\$0	Deferred Maintenance FY 22 Budget allocated for project.
Cagan Crossings	\$1,450,000	\$1,444,144	Construction of 4,800 sq.ft. of shell space for 2 classrooms and support space is complete. Occupancy occurred as planned, mid August.

Capital Improvement Projects 2023-2024			
March 2024 Update			
Project Description	CIP Budget	Expended or PO issued as of 2/29/24	Progress To Date
Leesburg Campus Student Services Building 1st Floor Remodel	\$1,500,000	\$67,900	The first phase of design development with Spieziele architects began Feb. 2024.
Leesburg Campus Women's Team Locker Room	\$200,000	\$95,963	Planning and Schematic Design options are in progress with Hunton Brady architects; complete schedule (TBD). Lockers have been purchased.
Leesburg Campus Men's Team Locker Room	\$200,000	\$10,000	Planning and Schematic Design options are in progress with Hunton Brady architects; complete schedule (TBD).
South Lake Campus Buildings-1 & 2 Covered Walkway	\$80,000	\$0	In planning.
Elevator DLM Code Requirement	\$70,000	\$58,943	Updated proposal received September 21st and PO issued to TKE. Materials lead time is approximately 10 weeks. Installation is planned during Spring Break, March 2024.
Sumter Center LED Lighting Upgrades	\$40,000	\$0	In progress.
Sumter Center Building-1 Exterior Improvements	\$50,000	\$16,785	The exterior of Bldg. 1 has been painted and windows caulked.
Leesburg Campus Mailroom Relocation / Build-out	\$20,000	\$0	In process. The Mailroom will need to be relocated from Lecture Hall prior to demolition.
Sumter Center Building-4 Exterior Flooring Replacement	\$40,000	\$28,168	Scope includes the lobby, hallways, and student lounge flooring. Replacement work began over the Christmas holiday break and has completed.
Leesburg Campus Student Center Vet Lounge Office and SGA Refresh	\$20,000	\$0	In planning.
Leesburg LED Lighting Upgrades	\$100,000	\$0	In progress.
Leesburg Campus Science-Math Building Envelope	\$250,000	\$0	Benard Painting completed work end of August 2023.
Leesburg Campus Lake Hall Renovation/Refresh	\$200,000	\$266,913	Interior repairs, painting and new flooring replacement work was substantially complete December 2023.
Leesburg Campus Athletics Complex Upgrades	\$75,000	\$66,039	In progress. Final completion date (TBD).

PRESIDENT'S REPORT





Athletics

Padraic McMeel, Executive Director

- Baseball and Softball are midway through their season and have started conference play.
- Track and Field completed their 1st season of Indoor Track and Field and started the Outdoor season on March 2 in Daytona Beach.
- Beach Volleyball is in full swing and finishing the regular season by April 6 with FCSAA/Region 8 Championships starting April 16.
- Continue the launching of a new LSSC Athletics Brand with various logos, word marks and fonts; in process of updating logos throughout Athletics – website, social media, graphics, signs, etc.
- Created new social media handles for Facebook, Instagram and X/Twitter for all sports
- Continue upgrades for Baseball and Softball Complex.
- In process of hiring a new Volleyball Coach and the first coaches for Men's and Women's Golf and Strength and Conditioning

Government Relations

Bruce Duncan, Contracts Administrator

- Tracking 2024 Legislative Session activity.
- Collaborating on RFP for Bookstore Vendor and RFQ for South Lake Master Plan.

Human Resources

Carol A. Tolx, Ed.D., Associate Vice President

- Collected information from every department to create a new LSSC Employee Handbook to be completed in May.
- Presented a first in a series of training courses on HR to all LSSC administrators.

Professional and Organizational Development

Deborah Snellen, Executive Director

- Led and facilitated three half day training sessions for leadership, managers, and supervisors on critical HR related topics, performance appraisals, and customer service.
- Offered panel discussion on the topic of generational career development on behalf of the ACE WN LSSC chapter.
- Preparing to launch supervisory training needed to implement our Student Employment Program.
- Preparing for budget training sessions to be held in March.
- Completed the Individual Development Plan (IDP) form and process, ensuring alignment with organizational goals and individual professional development needs.
- Welcomed 14 new employees in February, including 2 FT staff, 2 PT staff, 5 adjuncts, and 5 students through the New Horizons program.



- Offered a "Trends Are More than Fashion" Lunch and Learn event on February 21st with Dr. Elizabeth Johnson, attended by 23 employees (17 staff, 5 faculty, 1 student), held both in person and virtually.
- First Year Faculty Experience (FYFE) - First-year faculty have continued their work on refining teaching practice, and are now developing the outline for their faculty project for continuing contract. First and second-year faculty will present to Academic Affairs in April as to the status of their project. The FYFE is a revamp of the former FLOCK program and will be re-evaluated again at the end of the semester for continuous improvement.
- Fourth round of First Flight Design and Delivery Principles has just completed, and the next round is beginning shortly. First Flight takes faculty through best practices of unpacking learning outcomes, designing aligned assessments, creating aligned activities for engagement, and ensuring aligned materials are presented to students.

Strategic Communications

Kevin Yurasek, Executive Director

- Employee Excellence Awards celebrated over 60 employees for milestone anniversaries and 18 updated Excellence Awards. These awards were updated to recognize outstanding employees for their service to the College in support of the mission, vision, and values.
- Coordinated President Bigard interview with Invest Greater Orlando 2024 publication. This annual book interviews relevant business and industry leaders to promote the Central Florida region as a place to do business.
- Lake-Sumter State College will be the featured community college in Business View Magazine's Florida Growth and Innovation edition in May. President Bigard will be interviewed to highlight the College's work toward expanding access to postsecondary education and supporting the state's workforce needs. LSSC was the only FCS institution chosen to be featured in this publication.
- President Bigard will be featured in Voices of Leaders for a special report that will be published in Newsweek and on newsweek.com to highlight strategies for partnership, collaboration, and innovation in Florida higher education in the next three years and the initiatives at LSSC to achieve that vision.

VICE PRESIDENT'S REPORTS



Division of Academic Affairs
Report to the President and District Board of Trustees
March 2024

Ms. Karen Hogans, Vice President of Academic Affairs

Access

- According to data shared by FLVC, LSSC ranks 4th in the state in percentage of Zero Textbook Cost course sections. Out of print textbooks for Art Appreciation and Intro to Humanities need to be replaced for Fall 2024 and the faculty agree to add at least one of these courses to the Zero Textbook Cost list by selecting OER textbooks.
- Four Corners site receive full approval from SACSCOC.

Workforce Development

- Received substantive change approval for the Bachelor of Science in Elementary Education from the accrediting body, SACSCOC.

Student & Learning Success

- Anatomy and physiology faculty met with representatives from the Health Professions programs to focus on teaching strategies and techniques that will provide the foundation for students' success as they move into the nursing program.
- Five students were recognized at the Florida Collegiate Honors Council Conference held from February 23rd-25th. Iratze Rodriguez Jauregui, McKayla Bowles, Jeremy Scouten—received recognition for their work in the Fine Arts category and their artwork was on display for the duration of the conference. Caroline McLarty and Iratza Rodriguez Jaugaerui were both recognized in the writing portion— Caroline for her academic writing and Iratze for her poetry. Elan Barrette presented his capstone research in a 15-minute presentation entitled “Improving Literacy Through Creative Writing.”
- On February 7, 2024, Science faculty, including Courtney Forbes, hosted an Early College Summit for Sumter County students on the Leesburg Campus for future/prospective LSSC students which covered a variety of science courses.
- Associate in science nursing Dedicated Education (DEU) clinical experiences are currently underway with third semester nursing students at Advent Health, Orlando Health, and UF Health (LRMC and TVRH). As of February 24, 2024, LSSC has 24 newly licensed Registered Nurses!

Learning & Work Environment

- Associate Math Professor Sybil Brown presented at the joint MAA-FTYCMA meeting in Fort Myers and transitioned into a Past President role for FTYCMA.
- Dr. Amy Albee, Dean of Articulation, was selected as a member of a SACSCOC off-site review committee. Reviews of college accreditation compliance will be conducted for three institutions throughout the southeastern US.
- Chris Mason, Instructor Humanities, has taken on the role of faculty advisor for the new student Film Club.
- Brian Rogers, Assistant Professor History, was awarded the “Teaching Excellence” award at LSSC’s 2024 Employee Excellence Awards.

- Courtney Green, Instructor English, was awarded the Rising Star for Academic Affairs at LSSC's 2024 Employee Excellence Awards
- Three faculty members were nominated for the AY 24-25 AFC Conference Professor of the year. From three nominees, Nora Rackley received the most nominations and she graciously accepted the nomination to represent LSSC at the AFC Conference in November 2024.

Enrollment & Student Affairs Division
Update for the President and Board of Trustees
March 27, 2024

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

Enrollment Summary:

As of March 10, Spring 2024 enrollment stands at a record-high 5,024 headcount, up 10.8% (+491) compared to our final Spring 2023 total of 4,533. Priority registration began on March 4 for the summer and fall terms. Enrollment activity will continue to pick up for summer and fall terms as the College begins new student advising and registration sessions in late March.

Access

- Summer and fall applications for admission continue to trend ahead in volume by more than 20% compared to last year.
- In preparation for Fall 2024, the Financial Aid team held FAFSA (Free Application for Federal Student Aid) workshops through February and March on all four campuses to assist LSSC students in completing the new simplified FAFSA.
- The newly developed Health Professions Programs application for admission opened on February 1. Since then, the Recruitment team has made dozens of visits to prerequisite science classes to present on Nursing, Medical Lab Tech, and Respiratory Care programs and encourage students to apply for entry to one of the A.S. degrees.
- Utilizing the new Open Door Grant offered by the state, students in CAPE-certified workforce certificates are now receiving grant funding in pursuit of their credentials.
- Began a new series of Virtual Dual Enrollment Family Info Nights to educate the community about dual enrollment opportunities at LSSC. The first event was held on March 5 and had over 20 in attendance. These will be held weekly.

Student Learning & Success

- Received over 650 spring graduation applications and expect May commencements will be two of the largest ceremonies in LSSC history.
- Orientation programming has been redesigned with a new structure that better prepares students for their first term through a more engaging and efficient process, followed by timely updates and communication in preparation for the start of classes.
- Several ECP staff attended a Dual Enrollment Conference in Jacksonville to build their skills in recruiting, advising, and supporting dual-enrolled students.
- SGA Student Leaders participated in the FCSSGA Leadership Conference from February 23-24th. Six students completed the leadership training to receive their FLT "Wings".
- LSSC has three student leaders who are running for State Office. Elections will be held in April.

Facilities Planning and Operations Division
Update for the President and District Board of Trustees
March 27, 2024

Thom Kieft, Vice President, Facilities Planning and Operations

Learning & Work Environment

Leesburg Campus

- College staff have been meeting with architects on the design of the 2nd floor of the Student Services Building (SSB). Construction documents should be completed before spring break. A pre-bid walk with subcontractors is scheduled for spring break. Construction will commence in May and conclude in September.
- A proposal from Spiezle Architects has been approved for the redesign of the 1st floor of the Student Services Building (SSB).
- The abatement for the Lecture Hall and Faculty Office Building has been completed and demolition of the buildings and surrounding walkways has commenced.
- The Student Services Building and Lake Hall reroofing projects are coming to a conclusion in the next two weeks weather permitting.
- An air handler unit in a very difficult location in SSB will be refurbished over Spring Break.
- The Facilities, Athletics, Marketing, and Campus Transformation teams have collaborated on improvements to the Athletic Complex including new asphalt sidewalks, fencing, curbing, improved landscaping, and Lakehawk Athletics marketing.

Sumter Center

- The asphalt drive to Bldg. 5 will be repaved and repairs made to potholes around Bldg. 1 over LSSC's Spring Break.
- The CDL Pad had a large section of burnt and melted asphalt removed and the area has been resurfaced. The asphalt pad has been sealed and striped with three testing areas.

South Lake Campus

- Construction of the new Facilities Management and Ground Building started in November 2023. The final walkthrough is scheduled for March 19 with move-in scheduled prior to the end of March.
- The RFQ 24-02 South Lake Campus Master Plan architect selection has concluded and the Board Chair Jones, President Bigard, and VP Kieft have met with the architect team.

Access

Eustis Center Planning

- Springstead Engineering and Florida Architects are teaming up for a proposal for civil engineering and design work for the Eustis site. A draft site layout and schematic design has been created.

**Financial Services Division
Update for the President and Board of Trustees
March 27, 2024**

Michelle Matis, Vice President, Finance and Chief Financial Officer

Learning and Work Environment

- The Finance Department started preparing the FY 2024-25 Operating and Capital Budget and is holding training sessions for budget managers throughout March. Budget requests are due April 5.
- The operational audit has started and is expected to finish by June. Florida Statute 11.45 requires the Auditor General to conduct an operational audit of the college at least once every 3 years.
- In coordination with Enrollment and Student Affairs, developed a standardized procedure for Dual Enrollment billing to county school boards, charters and private schools.
- Members of the Finance team met with members of HR and IT to begin coordinating the process to create unique position numbers in Banner for student workers and part time staff. These positions currently use a pooled position number. Creating unique position numbers for every student and part time staff will enable better budget management of these positions and allow for performance evaluations through the NEOED application.
- The new Grants Manager started and is working closely with the Director of Accounting to review existing grants and ensure balances are current.

Student Learning and Success

- RFP for Online Course Materials Store: The evaluation committee heard presentations from the 7 firms that submitted proposals and narrowed down to 2 firms for final evaluation.

Workforce Development

- RFQ for Architectural and Engineering Services for the new Workforce Development Center: The evaluation committee reviewed the 11 proposals submitted and invited all 11 to do a final presentation March 19 or March 21.

Division of Institutional Advancement
Update for the President and Board of Trustees
March 27, 2024

Dr. Laura Byrd, Senior Vice President, Institutional Advancement

Access

- The 2024 Annual Campaign is underway and have raised \$50,555 on behalf of faculty and staff, which accounts for 51% of employee giving, and we've received \$155,900 from community members for a current total raised of \$206,455 and 93% of the \$220,000 goal.
- The LSSC Foundation will accept scholarship applications March 1 – March 31 for the Summer 2024 semester and plans to award \$325,000 in scholarships.
- The 2024 Shamrock Shuffle 5K/10K/1-Mile Fun Run was held on Saturday, March 2, on the South Lake campus. A new record was set with 220 registered participants and raised over \$16,000 to support students and programs at LSSC.
- The 7th Annual Scholarship Dinner on the Leesburg campus was held Tuesday, March 5, 2024. More than 250 students and donors registered to attend, which is the largest attendance to date.
- The 2024 Gala will be held at the Brownwood Hotel and Spa on Friday, April 12, 2024. The event is SOLD OUT and has a waiting list! There are expected 320 guests and securing auction items to help raise funds to support scholarships! The event goal is set at \$312,500 in revenue. Please consider supporting this great cause to help raise the largest amount to date! Please consider donating items for the silent or live auction.

Workforce Development

- Lineworker Bootcamp – Of the recent graduates, 95% have secured employment at the 6-month post program completion check.
- Internships –
 - Thirty Bachelor of Leadership students completed a micro-internship in the **Spring semester**.
 - One hundred students have registered to participate in a **Summer internship**.
 - Thirty-six students have registered to participate in a **Fall internship**.
- Lakehawk Career Connect continues to increase in the number of employers seeking to hire LSSC students. Eleven new employers registered and there are 211 active jobs posted.
- Student Employment – A student employment plan has been implemented to train and credential students during their time as a student employee at LSSC. Student competencies learned will be captured and students will be credentialed to give them an advantage when they enter the workforce.

**GIFTS AND CONTRIBUTIONS OVER \$1,000
RECEIVED February 1, 2024 – February 29, 2024**

Name	Amount	Fund Description	Gift Subtype
Bowen Schroth	\$3,500.00	38th Annual Gala Auction	Sponsorship
Cagan Crossings	\$1,750.00	38th Annual Gala Auction	Sponsorship
Duke Energy	\$5,000.00	38th Annual Gala Auction	Sponsorship
Faden Builders, Inc.	\$3,500.00	38th Annual Gala Auction	Sponsorship
Lake County Sheriff's Charities Inc.	\$3,500.00	38th Annual Gala Auction	Sponsorship
Lake County Board of County Commissioners	\$3,500.00	38th Annual Gala Auction	Sponsorship
Rotary Club of The Villages Foundation, Inc.	\$8,315.00	Rotary - Villages - Milton Lang Scholarship	Contribution
Sheltering Hands, Inc.	\$3,500.00	38th Annual Gala Auction	Sponsorship
Sign Crafters of Florida	\$3,000.00	38th Annual Gala Auction	Sponsorship
Spieze Architectural Group, Inc.	\$1,750.00	38th Annual Gala Auction	Sponsorship
Sumter County Sheriff's Office Benevolent Association Inc.	\$3,500.00	38th Annual Gala Auction	Sponsorship
Welbro Building	\$3,250.00	38th Annual Gala Auction	Sponsorship
Westgate Resorts Foundation, Inc.	\$20,000.00	WestGate Resorts Grant-Veterans	Grant Revenue
Total Gifts	\$64,065.00		

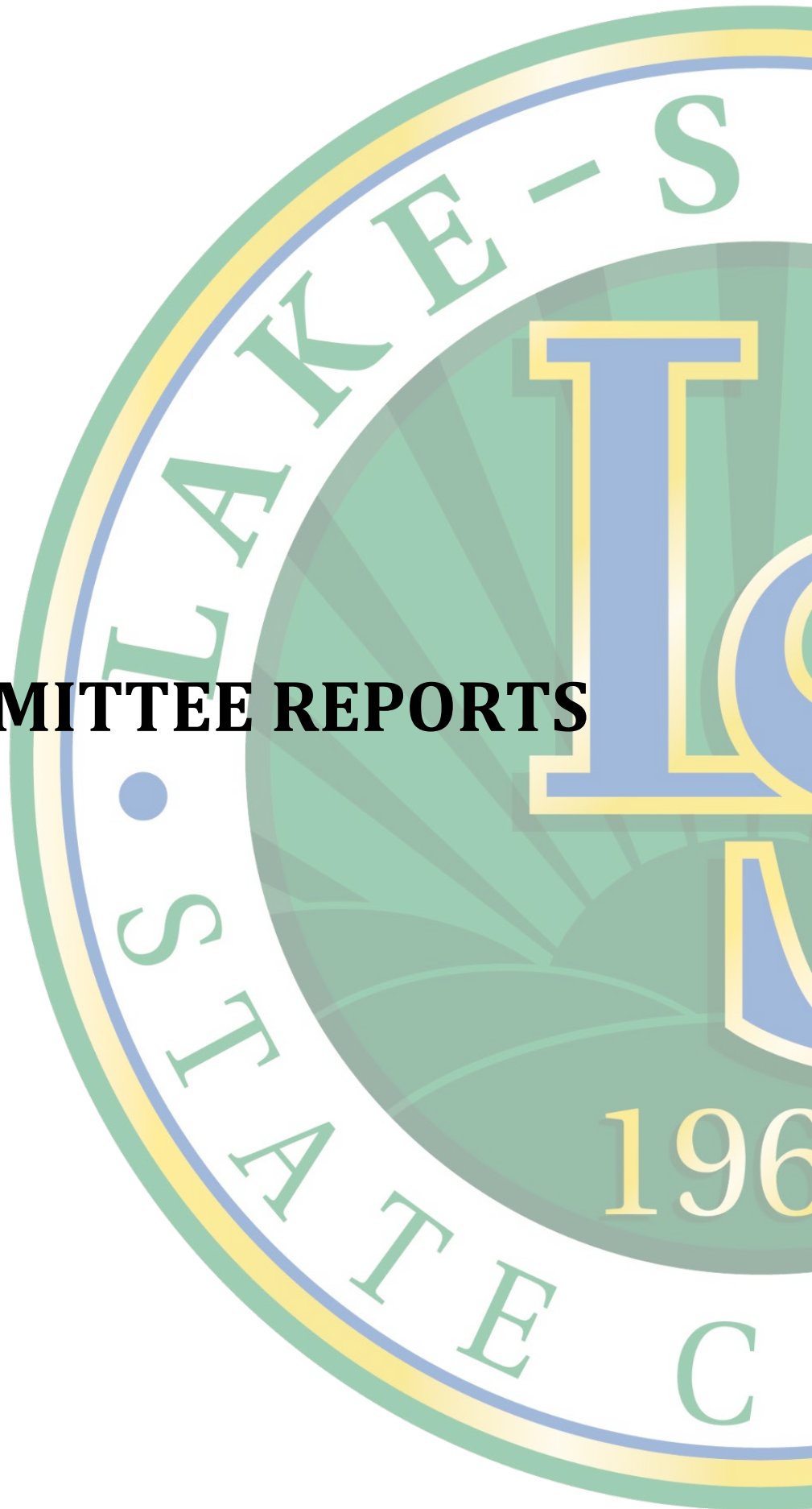
Technology Innovation Division
Report for the President and District Board of Trustees
March 27th, 2024

Nick Kemp, Vice President of Technology Innovation/CIO

Learning and Work Environment

- Developed a Banner Training Plan utilizing online Ellucian On-Demand Training, SME Instruction, and hands-on training. The training goal is to create LSSC Banner SMEs who will collaborate and communicate between department users and contribute to the success of College operations.
- Launched an "Online campus" that students can now select in the registration system to see only the courses that are taught online.
- Upgraded to the latest version of Degree Works (LSSC's degree audit tool) in production environment and are actively working to launch Student Educational Planner (SEP) as soon as possible.
- Automating the application acceptance process to speed up students registering for classes.
- Completed phase one of Canvas Catalog, which is the continuing education programs and are working toward phase two, the Kid's College launch.
- Successfully submitted all state reporting submissions in a timely manner with few informational edits to review and no critical errors.
- Improved transparency in the logic for the advising staff to know how students are being routed/assigned to advisors and allow them to customize rosters more easily.
- Revised and improved the Faculty Site process and are live in production environment.
- Created a new process that sends supervisors and employees an email receipt for any leave requests submitted through the LSSC employee self-service system.
- Set up 32/184 new wireless access points.
- Established 18 virtual servers to follow the new web restrictions mandated by the state.
- Boosted the internet circuit from 100 MBPS to 1000 MBPS to fix the slow internet speed and access to the resources problem at Waterman.
- Partnered with vendor Outsource to install data connections for cameras and workstations in the new facility on the Clermont campus.
- Used the Knowbe4 product to send 501 test phishing emails to employees in February. The response (failure) rate was 1.1% for all employees, which is significantly lower than the national industry average of 5.5%.
- Collaborated with the PETS team to update the latest Cybersecurity video called "Fistful of Frauds" (training version). Through February 2024, employees and students helped to identify more than 59,000 phishing emails.
- Continue to work on major events for setup, production, and teardown in the gym.
- Surveying faculty for classroom technology uses in current settings to see what equipment is being used in the classroom.
- Had first successful Lake Technical College and LSSC data exchange.
- Held a Technology Satisfaction Meeting with Academic Affairs, Enrollment & Student Affairs, and Facilities Planning & Operations, encouraging them to send additional feedback or suggestions.

BOARD COMMITTEE REPORTS



- I. Executive Committee – Mr. Bret Jones**
- II. Facilities Committee – Ms. Jennifer Hooten**
- III. Finance and Private-Public Partnerships Committee – Mr. Tim Morris**
- IV. Strategic Planning Committee – Mr. David Hidalgo**
- V. Student Engagement Committee – Ms. Jennifer Hooten**
- VI. Foundation Liaison – Mr. Tim Morris**

BOARD ATTORNEY REPORT





March 4, 2024

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

Re: Board Attorney Report for March 20, 2024

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. Miller and Miller Investigative and Security Services, LLC has successfully been removed as a defendant in the case. Discovery is ongoing. I have reached out to attorney Dylan Hall who is defending the College and hope to have a report at the meeting.

Notice of Charge of Discrimination; EEOC Charge No. 510-2023-04052 The College received in a letter dated June 27, 2023 notice of former employee's charge of discrimination alleging discrimination based on the ADA and age discrimination under ADEA. Employment counsel has been engaged to defend the College in this matter and will file a position statement with the U.S Equal Employment Opportunity Commission. The College's Statement of Position was filed August 28, 2023 with the U.S. EEOC. The Claim is still pending before the EEOC; however, the former employee requested a right to sue letter. A right to sue letter will allow the former employee to file a lawsuit in court. The former employee has requested the College enter into pre-suit mediation and the request is under consideration.

L. Moreno – Demand Letter. A demand letter on behalf of minor, L. Moreno seeks payment of the College's insurance policy limits in exchange for a release. It is alleged that the minor sustained injuries on August 12, 2023 on the grounds South Lake Campus Legends Way Ballfields when "a wild practice pitch" struck the minor requiring emergency surgery. It was recommended that the demand letter be submitted to insurance.

Notice of Charge of Discrimination; EEOC Charge No. 510-2024-04478. A former employee filed a charge of discrimination with the Florida Commission on Human Resources

Lake Sumter State College
March 4, 2024
Page 2 of 2

alleging the College was discriminated against “based upon disability in violation of both the Americans with Disabilities Act and the Florida Civil Rights Act of 1992.” The Notice alleges the former employee has severe allergies, the College knew of this condition and was nevertheless terminated on or about November 1, 2023.

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

Respectfully submitted,

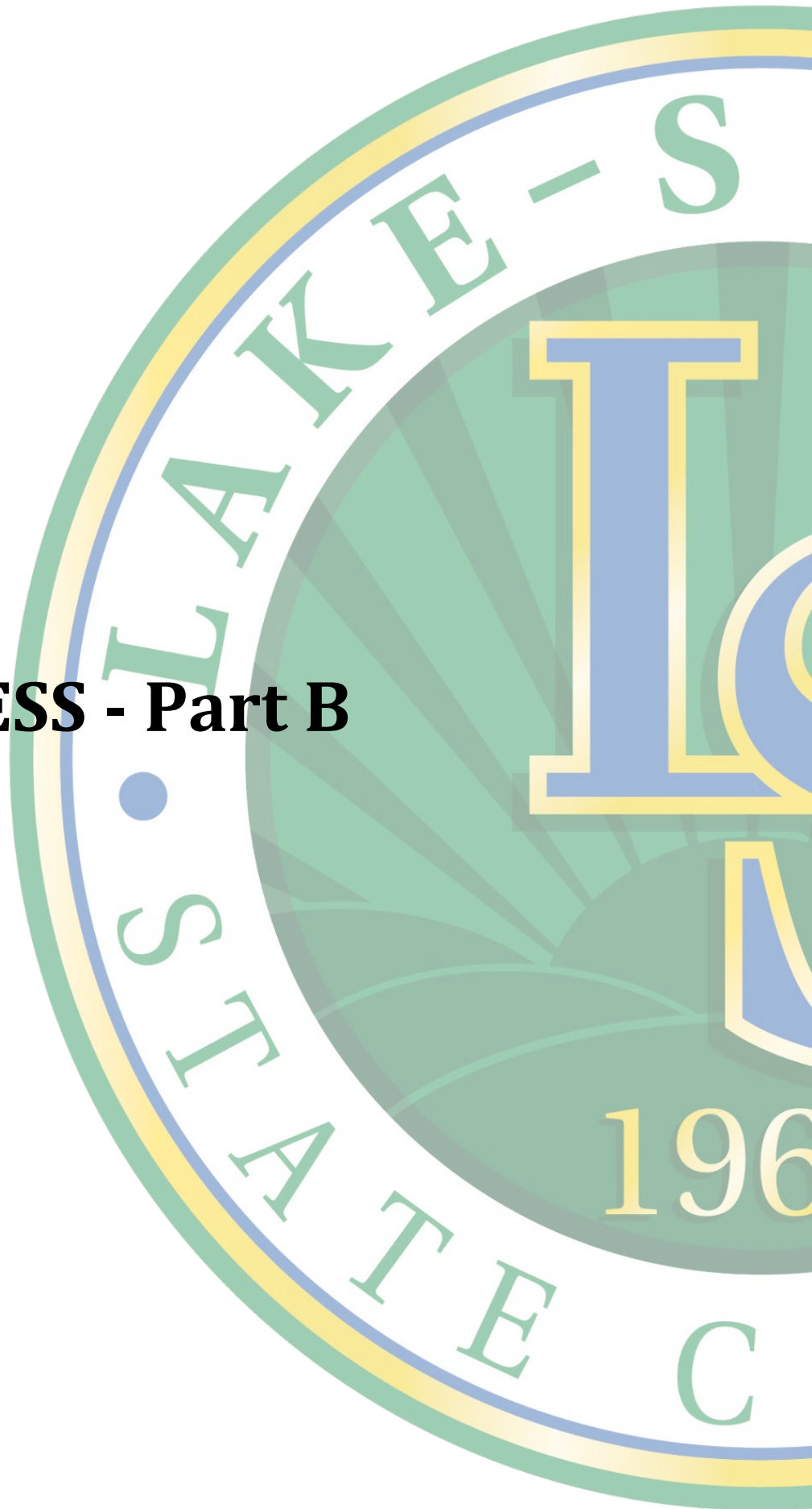


Anita Geraci-Carver

cc: Dr. Bigard, President



NEW BUSINESS - Part B



Background/References

The Leesburg Campus Parking Lot B near the Williams-Johnson and Student Services Buildings is in need of significant work due to the growth of trees over the decades that is now creating safety hazards in the parking lot. Several years ago, a few trees and areas of asphalt were replaced, yet that was a short term and limited scope solution.

Although the District Board of Trustees has selected Faden Builders, Inc. to be on construction management continuing services for projects up to \$4 million, this project exceeds \$195,000 and approval of the District Board of Trustees is requested.

Florida Statute 1001.64, paragraph 5, indicates that each Florida College System institution board of trustees shall have responsibility for the use, maintenance, protection, and control of Florida College System institution owned or Florida College System institution-controlled buildings and grounds, property and equipment, name, trademarks and other proprietary marks, and the financial and other resources of the Florida College System institution.

Description

This project will remove all trees on the interior of the parking lot, mill and remove existing asphalt, and backfill with lime rock prior to tacking and paving with 1.5 inches of asphalt. Parking Lot B will also have the two entrances that are at the middle of the lot connected with a drive which will allow for easier entrance and egress of the lot. The City of Leesburg will shift a couple of the current light poles and add two additional lights as well as switch to LED lights.

Faden Builders, Inc. has submitted a GMP of \$618,825 under the CMAR Continuing Services contract with Paquette completing the sitework and paving. The goal is to have this project completed by May 31, 2024.

Recommendation

Motion to approve the Leesburg Campus East Parking Lot B Project as written.



ITEM: 0324-16

02/23/2024

Faden Proposal No. 24-092

Thom Kieft
Vice President, Facilities Planning and Operations
Lake-Sumter State College
9501 U.S. Highway 441
Leesburg, FL 34788

RE: LSSC CMAR Main Parking Lot B (**Option #1 w/ Rubberized Speed Humps**)

Scope Summary: Provide labor and materials to repair Main Parking Lot B.

Exhibit A: Scope of Work

1. General Conditions
 - a. Project Management and Supervision
 - b. Mobilization/Demobilization
2. New Construction
 - a. Furnish clearing of all (28) trees in the parking area
 - b. Backfill, install 8" limerock base prior to paving parking area
 - c. Furnish removal of all of the asphalt from the parking area
 - d. Tack and pave with 1-1/2" 9.5 hot asphalt
 - e. Re-stripping of parking area
 - f. Includes concrete trench curb in parking area
 - g. Includes 24' rubberized speed humps in lieu of brick pavers speed hump
 - h. Relocation of light poles by others (City of Leesburg/ To be coordinated)
 - i. Parking Lot to be closed during construction activities.

Qualifications and Exclusions:

1. Work to be completed 1st shift, M-F, no overtime is included.
2. The scope is limited to the items listed in Exhibit A. Any other added scope items or items required by the AHJ for permitting are excluded and will be charged as a change order.
3. No concrete parking bumpers included will be \$100.63 each if needed
4. No painting of concrete parking bumpers is included will be \$8.63 each if needed
5. Electrical work is not included
6. Geotechnical testing/reports are excluded.
7. Dewatering is excluded
8. Landscaping, irrigation, and sod are excluded.
9. Painting and staining are excluded, unless in scope of work of exhibit A
10. Civil engineering is excluded.
11. Permit fees are excluded.



ITEM: 0324-16

Exhibit B: Price/GMP Breakdown

- | | |
|--|---------------|
| 1. General Conditions | \$ 30,248.00 |
| 2. Site work – Demo of trees, asphalt parking lot, trench curb | \$ 485,400.00 |

Subtotal \$ 515,647.00

General Liability Insurance \$ 6,703.00

Builder's Risk \$ 5,156.00

Contingency (5%) \$ 26,375.00

Contractor's Fee \$ 49,849.00

Permit Fee excluded

Performance and Payment Bond \$ 15,093.00

Gross Maximum Price (GMP): \$ 618,825.00

The prices included in this proposal are valid for 30 days per our material vendors due to steady material price increases.

Exhibit C: Basic Schedule

Procurement will begin promptly after the issuance of the Purchase Order.

Proposed duration schedule:

2 weeks for material procurement and submittals

3 weeks for mobilization and demolition

Project Management Information System (PMIS) will not be required for this project.



ITEM: 0324-16

Exhibit D: Construction Team

Owner's Representative: Thom Kieft (Lake-Sumter State College)
Construction Manager: Todd Faden (Faden Builders)

Exhibit E: Construction Manager's Staff

Principal: Todd Faden
Project Manager: Shawn Howard
Site Superintendent: Rob Bennett
Staff Accountant: Helen Johnson
Safety Director: Jes Pedersen
Administrative Assistant: Nicole Rake

Exhibit F: Sub-Contractors

Paquette – Sitework

Please feel free to contact me with any questions. We look forward to working with you.

Best regards,

Shawn Howard
Faden Builders, Inc.

Leesburg Campus Workforce Development Center RFQ 24-03 A&E Selection

Agenda Item: 0324-17

Background/References

As LSSC continues to grow in enrollment and locations, it is imperative that the College plans for future growth especially at those instructional sites where enrollment has been increasing in enrollment and the community has grown in population.

RFQ 24-03 was publicly posted on the LSSC website as well as via relevant solicitation portals to announce the request for interested parties to submit proposals of qualifications for Architectural and Engineering Services for the Leesburg Campus Workforce Development Center.

Florida Statute 1001.64, paragraph 5, indicates that each Florida College System institution board of trustees shall have responsibility for the use, maintenance, protection, and control of Florida College System institution owned or Florida College System institution-controlled buildings and grounds, property and equipment, name, trademarks and other proprietary marks, and the financial and other resources of the Florida College System institution.

Description

LSSC received proposals from 11 firms for RFQ 24-03. The three-person review team independently scored the proposal packages on a set of criteria and met on Thursday, Feb. 29 to examine the composite scores. Due to the strength of the proposals, it was determined that all 11 firms would be invited for 2nd round presentations on March 19 and 21. Of these 11, 9 firms accepted the invite for the 2nd round including a 40-minute presentation.

The three-person review team scored the 2nd round presentations to see which one best meets the needs for this LSSC project and have made a ranked listing of the architect firms.

It is recommended to enter negotiations with the highest ranked firm on a contract to design the new Leesburg Workforce Development Center.

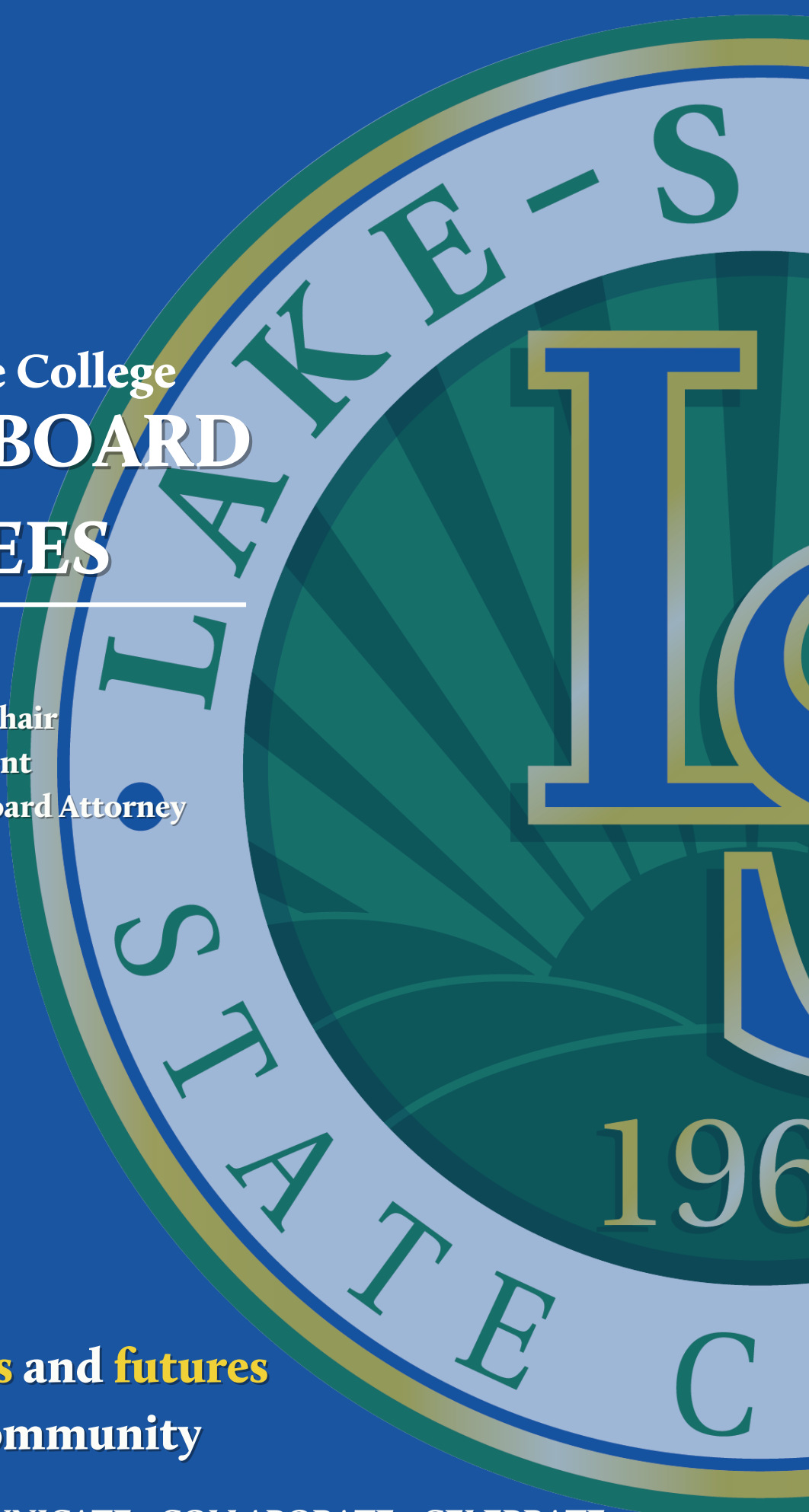
Recommendation

Motion to approve ranked selection of an architect and approval to enter negotiations for the Workforce Development Center.

Lake-Sumter State College
**DISTRICT BOARD
OF TRUSTEES**

Board Meeting Packet
March 27, 2024





Lake-Sumter State College
**DISTRICT BOARD
OF TRUSTEES**

Mr. Bret Jones, Chair

Ms. Jennifer Hooten, Vice Chair

Dr. Heather Bigard, President

Ms. Anita Geraci-Carver, Board Attorney

Mr. David Hidalgo

Ms. Emily Lee

Mr. Timothy Morris

Ms. Ivy Parks

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