

Lake-Sumter State College

**DISTRICT BOARD
OF TRUSTEES**

Board Meeting Packet
March 19, 2025



Lake-Sumter State College

DISTRICT BOARD OF TRUSTEES



Meeting Agenda

Wednesday, March 19, 2025
Leesburg Campus

4:00 PM WORKSHOP – WORKFORCE DEVELOPMENT CENTER

PRESENTATION

HuntonBrady Architects

PUBLIC BOARD MEETING TO FOLLOW - AGENDA

CALL TO ORDER – Chairman

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

PUBLIC COMMENT

*A Public Comment Card must be submitted to the Recording Secretary at least 10 minutes prior to the start of the meeting.

CONSENT CONSIDERATIONS – Part A

- 0325-01 Approve: Minutes of February 17, 2025 Strategic Planning Committee
- 0352-02 Approve: Minutes of February 19, 2025 Regular Board Meeting
- 0352-03 Approve: Minutes of February 24, 2025 Student Engagement Committee
- 0352-04 Approve: Personnel Staff Changes
- 0325-05 Approve: Proposed Curriculum Changes
- 0325-06 Approve: Monthly Fiscal Report for February 2025
- 0325-07 Acknowledge: Purchases over \$65,000
- 0325-08 Approve: Capital Improvement Projects Report
- 0325-09 Approve: Lake Tech & LSSC Articulation Agreement

CONSENT CONSIDERATIONS – Part B

- 0325-10 Approve: Purchases over \$65,000

PRESIDENT'S REPORT

- 0325-11 Dr. Laura Byrd, Interim President

VICE PRESIDENT'S REPORTS

- 0325-12

BOARD ATTORNEY'S REPORT

- 0325-13 Ms. Anita Geraci-Carver's Update

Lake-Sumter State College

DISTRICT BOARD OF TRUSTEES



Meeting Agenda

Wednesday, March 19, 2025
Leesburg Campus

COMMITTEE REPORTS

- 0325-14 Executive Committee – Chair, Bret Jones
- Facilities Committee – Vice Chair, Ms. Jennifer Hooten
- Finance and Public-Private Partnerships Committee – Mr. Tim Morris
- Strategic Planning Committee – Mr. David Hidalgo
- Student Engagement Committee – Ms. Ivy Parks
- Foundation Liaison – Mr. David Hidalgo

NEW BUSINESS

- 0325-15 Approve: Naming of the Leesburg Campus Beach Volleyball Complex
- 0325-16 Approve: New Non-Credit Program Request – English for Workforce Success
- 0325-17 Approve: Board Attorney Contract
- 0325-18 Information: Tuition and Fee Schedule and Course Fee Changes FY25/26
- 0325-19 Information: Presidential Search Update

ADJOURNMENT

CLOSED EXECUTIVE SESSION TO FOLLOW

CALENDAR NOTES:

Executive Committee	Tuesday, April 8, 2025 9:00 am	Clermont
Facilities Committee	Wednesday, April 9, 2025 4:30 pm	TBD
Foundation Gala	Friday, April 11, 2025	TBD
Strategic Planning Committee	Monday, April 14, 2025 5:00 pm	TBD
Finance and Public-Private Partnership Committee	Tuesday, April 15, 2025 3:00 pm	Leesburg Campus
Student Excellence Awards	Tuesday, April 15, 2025 6:00 pm	Leesburg Campus
District Board of Trustees Meeting	Wednesday, April 16, 2025 5:00 pm	South Lake Campus
Hawkspys Athletics Banquet	Wednesday, April 23, 2025 5:00 pm	Leesburg Campus
Spring Nurse Pinning Ceremony	Tuesday, May 6, 2025 5:00 pm	Leesburg Campus
Spring Clermont Commencement Ceremonies	Thursday, May 8, 2025 11:00 am & 5:00 pm	Clermont Arts & Recreation Center
Spring Leesburg Commencement Ceremonies	Friday, May 9, 2025 11:00 am & 5:00 pm	Leesburg Campus
Executive Committee	Tuesday, May 13, 2025 9:00 am	Clermont
Facilities Committee	Wednesday, May 14, 2025 4:30 pm	TBD
Strategic Planning Committee	Monday, May 19, 2025 5:00 pm	TBD
Finance and Public-Private Partnership Committee	Tuesday, May 20, 2025 3:00 pm	Leesburg Campus
District Board of Trustees Meeting	Wednesday, May 21, 2025 4:30 pm	Leesburg Campus
Executive Committee	Tuesday, June 10, 2025 9:00 am	Clermont
Facilities Committee	Wednesday, June 11, 2025 4:30 pm	TBD
Strategic Planning Committee	Monday, June 16, 2025 5:00 pm	TBD

Finance and Public-Private Partnership Committee	Tuesday, June 17, 2025 3:00 pm	Leesburg Campus
District Board of Trustees Meeting	Wednesday, June 18, 2025 5:00 pm	South Lake Campus Board Room

NO BOARD MEETING IN JULY

CONSENT CONSIDERATIONS - Part A



Lake-Sumter State College
STRATEGIC PLANNING COMMITTEE OF THE DISTRICT BOARD OF TRUSTEES
Monday, February 17, 2025 Minutes

In attendance: David Hidalgo, Chair, Ivy Parks, Bret Jones, Tim Morris, Dr. Laura Byrd, and Kailyn Wurm.

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

Strategic Search for New President

Mr. Bret Jones reported that the Presidential Search Committee is researching search firms for assistance with the presidential search process.

Leesburg Campus Master Plan

Programming workshops are scheduled with HuntonBrady for Vice Presidents, Deans, and Program Directors to discuss the possible programs to include in the Workforce Development Center. Once completed, HuntonBrady will present to the Board of Trustees a first iteration for the building that incorporates the feedback from the College.

South Lake Master Plan

The 2025 Legislative Budget Request for the \$2 million dollar remodel of Building 2 will be the first phase of the South Lake Master Plan. Dr. Laura Byrd has been advocating for this request with legislators in Tallahassee.

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

Respectfully submitted by Kailyn Wurm, Recording Secretary.

**DISTRICT BOARD OF TRUSTEES
LAKE-SUMTER STATE COLLEGE
SUMTER CENTER
February 19, 2025**

PRESENT: Mr. Bret Jones, Board Chair, Ms. Jennifer Hooten, Vice-Chair, Dr. Laura Byrd, Interim President, Board Members: Ms. Ivy Parks, Mr. Tim Morris, Mr. David Hidalgo, and Board Attorney Ms. Anita Geraci-Carver.

ABSENT: Emily Lee, 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 Board Chair Bret Jones at 5:00 p.m. on February 19, 2025, at the Sumter Center.

PUBLIC COMMENT:

No public comment cards were submitted.

PRESENTATIONS:

Vice President Michelle Matis presented the Mid-Year Financial Review for 2024-25.

CONSENT CONSIDERATIONS:

MOTION to approve, Mr. Tim Morris, SECOND, Ms. Jennifer Hooten, motion passed unanimously.

SCHEDULED INFORMATION REPORTS:

Interim President Byrd presented her report.

- Welcomed Brigitte Gurden to LSSC as the Grants Manager with the Foundation.
- Announced four commencement ceremonies this spring semester due to increased graduation numbers.
- The Council of President's \$ 200 million legislative request appears to have continued support from state legislation.

- State colleges across Florida continue to work on the adjustments for moving the Florida College System to the State health insurance plan.
- Attended the Council of Presidents & Trustees legislative fly-in in Tallahassee to advocate for the College and the 2025 legislative request.
- Traveled with the South Lake and Leesburg Student Government Association group to Tallahassee to advocate for the College with local legislation.
- Attended the Florida Chamber fly-in in Tallahassee.
- The compression study is ongoing with a proposal recommended by Evergreen that is currently under review.
- The Union negotiations continue and a possible closed executive session with the Trustees and College attorney representative is forthcoming.
- The ACEN site visit for the RN to BSN program is complete with only one finding.
- WESH 2 News is reporting on the College's successful NCLEX pass rate.
- The Foundation submitted the application for the LINE grant for \$2.5 million with a possible match from UF Health and state grant funds.
- The Leesburg Campus food pantry is nearly complete with the naming and unveiling of the space occurring within the month.
- The College is discussing renovation plans with Sumter Family Church at the Sumter Center for the multipurpose space.
- Early College Programs held a Health Sciences Day for students with representatives from various healthcare professions.
- LSSC Service Day occurred February 7 with 243 full-time employees assisting 26 community sites across Lake and Sumter counties.
- The College is hosting numerous job fairs with local companies in Lake and Sumter counties at each College campus.
- The College held its annual Phi Theta Kappa Induction Ceremony with 24 new inductees into the chapter.
- Will honor the current interim president contract and not amend the agreement to apply for the presidential position with the College.

The Board Attorney report was presented by Ms. Anita Geraci-Carver and provided an update on the Parker case and a possible closed session may be forthcoming.

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

Ms. Jennifer Hooten presented the report for the Facilities Committee Meeting.

Mr. Tim Morris presented the report for the Finance & Private-Public Partnership Committee.

Mr. David Hidalgo presented the reports for the Strategic Planning Committee and the Foundation report.

Ms. Ivy Parks did not report for the Student Engagement Committee as a meeting is scheduled next week.

NEW BUSINESS:**0225-18 – COLEMAN FEDERAL PRISON EDUCATION PROGRAM LETTER OF INTENT**

Coleman Federal Correctional Facility representatives plan to pursue a Prison Education Program (PEP) program with Lake-Sumter State College and are interested in a two-year program. With this program, incarcerated students are able to access Pell Grants if they enroll in a Prison Education Program. Colleges that wish to offer a PEP must first get approval from the appropriate accrediting and corrections agencies, as well as the US Education Department

MOTION to approve the Letter of Intent for the Prison Education Program with Coleman Federal Prison, Mr. Tim Morris, SECOND, Ms. Jennifer Hooten, motion passed unanimously.

0225-19 – NEW PROGRAM PROPOSAL – DIGITAL MEDIA CREATIVE VIDEO PRODUCTION AS PROGRAM

Each year the personnel calendar for the upcoming fiscal year is brought to the District Board of Trustees for approval including the following: 24 paid holidays when the College is closed. Employees receive 9 paid holidays out of 11 Federal holidays along with additional time off as outlined in the attached document. Four-Day Summer Work Week Schedule: For Summer 2025, beginning May 12 through August 1, staff employees will still work a total of 37.5 hours for four days. The same will apply for Summer 2026 from May 11 through July 31. The proposed personnel calendar for year 2025-26 is presented for review and approval.

MOTION to approve adding academic program Digital Media Creative Video Production Associate in Science, Mr. Tim Morris, SECOND, Ms. Ivy Parks, motion passed unanimously.

0225-20 – MID-YEAR REVIEW 2024-2025 FINANCES

Each year, a Mid-Year review is presented to the District Board of Trustees including projections for the Fund 1 Operating Fund Revenue and Expenses up until June 30, as well as Fund Balances for the Operating Fund and, Funds 2, 3, and 7. Other information related to the finances for the College are also included.

This item is for informational purposes only.

0225-21 – STUDENT SERVICES BUILDING 1ST FLOOR REMODEL GUARANTEED MAX PRICE

The College has received an unsolicited letter of interest regarding the potential purchase of a parcel of property located within the Leesburg Campus. The District Board of Trustees has no obligation to respond or consider this request.

MOTION to approve the Guaranteed Max Price for the Leesburg Campus Student

Services 1st floor remodel with WELBRO, Ms. Jennifer Hooten, SECOND, Ms. Ivy Parks, motion passed unanimously.

0225-22 – NAMING OF THE LEESBURG CAMPUS BEACH VOLLEYBALL COMPLEX

In recognition of a in-kind gift to the LSSC Foundation, Inc. to support the athletics programs, the LSSC Foundation, Inc. recommends naming the Beach Volleyball Complex at the Leesburg Campus Lake Jem Farms Beach Court Complex.

This item will be brought back to the next meeting for final approval.

This item is for informational purposes only.

0225-22 – PRESIDENTIAL SEARCH UPDATE

Mr. Bret Jones reported on the ongoing efforts of the Presidential Search Committee.

This item is for informational purposes only.

OTHER CONSIDERATIONS:

The next regular meeting is scheduled for March 19, 2025 at the Leesburg Campus.

The meeting was adjourned at 6:14 p.m.

ATTEST:

Mr. Bret Jones, Chair

Dr. Laura Byrd, Secretary/Interim College President

Recording Secretary: Kailyn Wurm

Lake-Sumter State College
STUDENT ENGAGEMENT COMMITTEE OF THE DISTRICT BOARD OF TRUSTEES
Monday, February 24, 2025 Minutes

In attendance: Ivy Parks, Chair, Emily Lee, Dr. Laura Byrd, Dr. Joseph Mews, Karen Hogans, and Kailyn Wurm.

Ms. Ivy Parks, Chair, called the meeting to order at 4:00 pm.

Spring Enrollment and 2025-26 Outlook

Current enrollment of credit programs is over 6,000 students and is an increase over 19% headcount from last year. The retention of fall 2024 cohort was retained at 83.3%, which is an increase of 3% from last year. The College is expecting 7,000 students for fall 2025 and is on track to have 9,500 students enrolled in credit and non-credit programs for the 2024-25 academic year. Enrollment has grown over 15% overall this year and is expected to grow 15% into the coming academic year.

Student Advising Strategies

The Enrollment and Student Affairs team has implemented student advising strategies that give staff live indicators on students who may need additional support and can prioritize appropriate outreach.

General Education and Curriculum Changes

Ms. Karen Hogans discussed the annual review of general education courses by the State Department of Education. The College should receive guidance from the State in March regarding the general education courses submitted to the State for review. The changes provide students with a broad selection of general education courses.

Legislative Changes

The Committee was updated on State level reporting of student tuition waivers for undocumented students. Effective July 1, undocumented students will not be granted in state tuition and the College is preparing for changing ahead and evaluating any current students that may be impacted.

Student Leadership and Development

Dr. Laura Byrd reported that student involvement has increased and club participation has grown from last semester. Currently the entire student population is at a 80% rate of engagement in student clubs. The retention rate of students increases to a 95% success rate when engaged in clubs. The College is working to provide more opportunities for student internships and employment for growing their career.

Ms. Ivy Parks adjourned the meeting at 4:24pm.

Respectfully submitted by Kailyn Wurm, Recording Secretary.

Personnel Staff Changes

Agenda Item: 0325-04

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
Brigitte Gurden	Grants Manager	02/17/2025

Staff Status Changes

Name	Title	Effective Date
Andrew Brinkley	Financial Aid and Military Benefits Counselor	02/01/2025
Brianna Snow	Accountant	02/01/2025
Christopher Seeker	Operations Specialist, Health Professions	02/17/2025

Departures:

Name	Title	Effective Date
Joyce Brautcheck	Payroll Manager	02/12/2025

Recommendation

Motion to acknowledge the Human Resource Staff Changes for February 1 – February 28, 2025 as written.

Background/References

Per Florida Statute 1001.64, each District 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 Committee prepares a monthly report on the status of committee business.

Description

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

Recommendation

Motion to approve the proposed curriculum changes as written.



Curriculum Proposals

No.	ACTION	COURSE	PROGRAM/COURSE TITLE
19	Credit Course Modification	CIS 2321	Systems Analysis & Design
20	Credit Course Modification	MAN 4350	Training and Development
26	Credit Course Addition	EDE 2042	FTCE Prep 1
27	Credit Course Addition	EDF 2007	Introduction to Substitute Teaching
28	Credit Program Addition		Exceptional Student Education BS
28a	Credit Course Addition	EEX 3304	Instructional Strategies in Special Education
28b	Credit Course Addition	EEX 3520	Legal and Ethical Considerations in Special Education
28c	Credit Course Addition	EEX 3601	Behavior and Classroom Management in Special Education
28d	Credit Course Addition	EEX 4297	Autism Spectrum Disorder and Related Disabilities
28e	Credit Course Addition	EEX 4472	Serving Students with Moderate and Severe Disabilities
28f	Credit Course Addition	EEX 4607	Applied Behavior Analysis
29	Credit Course Modification	NUR 3667	Diversity and Global Trends in Nursing
30	Credit Course Deletion	PEM 1101	Physical Fitness for Men I
30a	Credit Course Deletion	PEM 1102	Physical Fitness for Men II
30b	Credit Course Deletion	PEM 1116	Figure & Fitness for Women I
30c	Credit Course Deletion	PEM 1117	Figure & Fitness for Women II
30d	Credit Course Deletion	PEM 1905	Fitness & Wellness I
30e	Credit Course Deletion	PEM 2105	Conditioning for Athletes of All Ages
32	Credit Course Addition	BCN 1014	Introduction to Sustainability
32a	Credit Course Addition	BCN 1054	Construction Surveying Methods
33	Credit Course Deletion	MTB 1329	Applied Mathematical Concepts for Engineering

Monthly Fiscal Report for February 2025

Agenda Item: 0325-06

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 January 2025 as written.

Lake-Sumter State College
Fiscal Status Report - Fund 1
General Current Fund
July 1, 2024 through February 28, 2025

ITEM: 0325-06

	FY 2023-24		FY 2024-25				
	Annual Budget	2/29/2024	Annual Budget	2/28/2025	Percent of Budget Earned/Spent	Projected 6/30/2025	
REVENUES & BUDGETED FUND BALANCE							
Student Fees							
Fall							
Tuition	\$ 2,883,900	\$ 3,119,374	\$ 3,451,420	\$ 3,797,625	110%	\$ 3,797,625	
Technology Fees	144,300	155,978	166,300	189,896	114%	189,896	
Distance Learning	309,300	312,330	340,551	357,105	105%	357,105	
Dual Enrollment	386,700	350,707	389,000	434,807	112%	434,807	
HSCA Dual Enrollment	577,080	419,070	577,093	587,129	102%	587,129	
Lab Fees	79,600	88,118	99,086	94,976	96%	94,976	
Spring							
Tuition	\$ 2,616,700	\$ 2,826,689	\$ 3,113,630	\$ 3,569,326	115%	3,533,633	
Technology Fees	131,000	141,344	149,300	178,484	120%	176,699	
Distance Learning	294,100	284,430	304,208	346,860	114%	343,391	
Dual Enrollment	433,500	499,037	480,000	602,257	125%	596,234	
HSCA Dual Enrollment	526,700	-	546,984	507,600	93%	502,524	
Lab Fees	117,300	169,920	176,750	202,084	114%	200,063	
Summer							
Tuition	\$ 949,300	\$ (9,148)	\$ 1,291,280	\$ (27,609)	-2%	1,420,408	
Technology Fees	45,000	(457)	62,100	(1,380)	-2%	68,310	
Distance Learning	157,000	(750)	159,405	(300)	0%	175,346	
Dual Enrollment	0	(13,028)	0	(43,485)	0%	0	
Lab Fees	9,600	(295)	33,290	(1,560)	-5%	36,619	
Miscellaneous Fees	190,300	156,446	302,639	174,940	58%	244,916	
Youth Development	252,000	2,873	250,000	7,972	3%	187,500	
Continuing Education	2,163,250	500,726	1,127,788	724,495	64%	1,086,742	
Total Student Tuition and Fees	\$ 12,266,630	\$ 9,003,366	\$ 13,020,824	\$ 11,701,220	90%	\$ 14,033,922	
General Revenue Operational Support	\$ 21,090,865	\$ 13,972,622	\$ 20,958,984	\$ 14,090,095	67%	\$ 20,958,984	
General Revenue Nursing Support	764,607	573,456	764,600	899,518	118%	899,518	
General Rev. Student Success Incentive Initiative	338,782	225,853	338,782	243,439	72%	338,782	
State Dual Enrollment Scholarship Program	370,000	293,563	400,000	340,194	85%	387,821	
Educational Enhancement Support	3,100,000	646,376	3,231,881	611,134	19%	3,231,881	
Miscellaneous State Contracts	111,800	-	26,000	(2,742)	-11%	26,000	
Federal Support Indirect Cost	75,000	2,343	75,000	72,990	97%	72,990	
Foundation Support	20,000	-	-	74,283	0%	74,283	
Other Contracts	1,121,200	371,880	586,868	458,768	78%	586,868	
Miscellaneous Revenue	23,850	34,309	24,100	134,917	560%	134,917	
Total Revenues	\$ 39,282,734	\$ 25,123,767	\$ 39,427,039	\$ 28,623,816	73%	\$ 40,745,966	
Transfers In	490,000	-	1,000,000	-	-	800,000	
Total Revenues and Transfers In	\$ 39,772,734	\$ 25,123,767	\$ 40,427,039	\$ 28,623,816	71%	\$ 41,545,966	
EXPENDITURES							
Personnel Expenditures							
Salaries and Wages	\$ 22,045,323	\$ 12,634,014	\$ 22,917,640	\$ 13,390,413	58%	\$ 22,265,075	
Benefits	7,779,971	4,807,543	7,757,893	5,349,035	69%	8,156,795	
Lapse Salary and Benefits	(1,886,000)	-	(900,000)	-	0%	-	
Current Operating Expenditures	9,450,628	5,737,181	10,098,417	5,974,805	59%	9,896,449	
Capital Outlay Expenditures	58,000	360	40,000	-	0%	40,000	
Contingency	500,000	-	500,000	-	0%	200,000	
Total Expenditures	\$ 37,947,922	\$ 23,179,098	\$ 40,413,950	\$ 24,714,253	61%	\$ 40,558,318	
Transfer to Fund Other Funds	(1,800,000)	(2,496)	-	-	-	-	
Excess of Revenues over (Expenditures)	\$ 24,812	\$ 1,942,173	\$ 13,089	\$ 3,909,563		\$ 987,648	

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 2025

Vendor: Howard Technology Solutions
Item Description: Qty 35: Newline, 27" Flex Display All-In-One
Amount: \$77,525.00
Purchase Order #: P2500502
Vendor Code: HOWTEC

Recommendation

Motion to approve the purchases over \$65,000 Part A for the month of February 2025 as written.

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 2025 as written.

Capital Improvement Projects FY 2024-2025

March 2025 Update

Project Description	CIP Budget	Expended or PO issued as of 2/28/25	Progress To Date
Safety			
Leesburg Campus William-Johnson Bldg. HR Dead-end Corridor	\$10,000	\$5,620	Faden Builders was issued a PO to install a new interior door at the wall location as needed for compliance. Work will be scheduled after the SSB 1st floor remodel completes.
Fire Safety Upgrades (DM)	\$81,000	\$80,903	Fire Safety related repairs and replacement of Fire Alarm System devices are in progress. Design is in process for an overhaul of the fire alarm system including panel, strobes, duct detectors, etc. for the Leesburg Campus Gym.
Security Upgrades	\$25,000	\$20,423	Selected security cameras are being replaced as they fail or additional coverage needed.
Roofs			
Roof Maintenance and Repairs (DM)	\$50,000	\$100,000	In progress. Deferred Maintenance FY 23 Budget allocated for maintenance/repairs.
South Lake Campus Bldg.1 New Gutters Installation (DM)	\$80,000	\$0	In planning.
Leesburg Campus William-Johnson Admin. Building Roof Restoration (DM)	\$223,000	\$222,714	The roofing restoration work completed January 30. A final walk with Garland will be scheduled.
Paving-Grounds			
South Lake Campus Irrigation	\$20,000	\$19,516	Repairs are being made by a vendor. Additional zones have been added.
South Lake Campus Drainage Pipe Break Repair	\$100,000	\$99,657	Faden/Paquette completed the project repairs early Sept. 1,800 SY of sod was also added within the basin to help stabilize the area from washout.
Sumter Center Repave, Repair and Re-stripe Parking	\$300,000	\$9,700	Springstead is near complete with civil design development for the parking lot layout. Preliminary drawings were received on Feb. 21 for review. Final drawings will be taken out for bid. Timeline is TBD.
New Structure			
Sumter Center Workforce Instruction Pavilion & Restroom Facility	\$585,000	\$600,459	The new prefabricated pavilion delivered mid January. The slab has been poured and roof should be started on March 6. Project to complete early April.
Eustis CDL Pad and Building	\$5,750,000	\$197,000	Design development with the architect, civil engineer and contractor is currently on hold. Funding through grant is pending.
Leesburg Campus Workforce Development Center	\$17,500,000	\$1,569,649	Planning and programming efforts for design development restarted Jan - Feb 2025. Schematic design phase is planned to begin in March. Final completion and owner occupancy is projected by Summer 2027.

Capital Improvement Projects FY 2024-2025

March 2025 Update

Project Description	CIP Budget	Expended or PO issued as of 2/28/25	Progress To Date
HVAC			
HVAC Projects (exhaust fans, air handler units, coil overhaul, etc.) (DM)	\$225,000	\$434,142	Multiple HVAC projects are in progress or completed FY 24-25. Reinsulating of the Leesburg Campus Chillers 1&2 completed end of January. Waiting on equipment to replace AHUs for the Gym Weight Room. The Leesburg Science-Math Bldg. Roof Top Exhaust Fan replacement is anticipated in April 2025.
Leesburg Campus Building M HVAC Replacement	\$820,000	\$756,319	The new AHUs and chillers are installed. The controls integration work is in progress. Final completion for the controls work and final equipment testing and balance is in March.
Leesburg Campus William Johnson Admin Building HVAC Design and Replacement	\$90,000	\$28,597	Bids received April 2024 were overbudget and on hold. Scope modifications are in planning.
Leesburg Campus New Chiller	\$650,000	\$0	In planning.
General			
Furniture and Equipment (All campuses)	\$135,000	\$125,358	On going procurement as approved by leadership.
Leesburg Campus Monument Signage	\$115,000	\$91,520	The main Monumental Sign replacement is in planning with Sign Crafters. The new location for the sign footprint confirmed in February. Anticipate installation in May.
Signage (All Campuses)	\$31,500	\$26,789	In planning or completed FY 24-25.
Building Upgrades			
South Lake Campus Building-2 1st and 3rd Floors Redesign	\$180,000	\$3,762	Planning to start design services. Some refresh work for the Lobby has started.
Leesburg Campus Student Services Building 2nd Floor Remodel	\$3,240,000	\$3,230,033	A temporary occupancy permit (TCO) was issued to Welbro on 11/15/24. Punch work and installation of furnishings continue through March. Moves completed January.
Building Envelope DM23 (various)	\$300,000	\$148,852	The exterior building façade repairs for the South Lake Campus Science-Health Building is scheduled to start on March 5th with a 3 - 4 week project duration.
Leesburg Campus Liberal Arts Building Demolition	\$318,500	\$326,146	The Liberal Arts building demo completed in November. Some exterior repair including stucco finishes for the IT Network Bldg is scheduled in March.
Exterior Painting Projects	\$10,000	\$0	Exterior refresh painting is on-going. Sumter Center Bldg.1 is complete.
Interior Painting (All Campuses)	\$10,000	\$8,385	Various interior painting projects continue at all Campuses.

Capital Improvement Projects FY 2024-2025

March 2025 Update

Project Description	CIP Budget	Expended or PO issued as of 2/28/25	Progress To Date
Leesburg Campus Student Services Building 1st Floor Remodel	\$1,420,000	\$1,223,698	The GMP was approved by the District Board of Trustees in February. Construction to begin early March and continue through May.
Leesburg Campus Team Locker Room	\$220,000	\$211,093	Contractor refresh work began July 10 2024. New lockers, flooring and soft seating was installed in September. Some mechanical & electrical repairs were also completed.
Leesburg Campus Athletics Complex Upgrades	\$65,000	\$55,742	In progress. Scope of work includes; Improved netting for batting cage and around dugouts, new roofs for dugouts, fencing for the bullpen, curbing for east side of gym between mulch and parking lot. Donor funded construction for the new Beach Volleyball courts completed early March.
Leesburg Campus Center for Teaching and Learning Front Entrance Door Replacement	\$30,000	\$26,719	Faden Builders is scheduled to install the new doors during Spring Break week.
Leesburg Campus Center for Teaching and Learning Remodel/Convert 116 to Offices	\$80,000	\$68,166	Faden Builders completed in February.
Leesburg Campus Student Services Building Elevator ADA Upgrade/Replacement	\$350,000	\$72,826	In design development with Spiezle Architects and Welbro Builders.
South Lake Campus E-Sports Room Refresh	\$30,000	\$29,642	E-Sports Room in SL Bldg.2 101 is complete and in use by the students. New lights, ceiling tiles, equipment and furnishings were provided.
South Lake Campus Masterplan	\$457,500	\$457,350	Completed with Jacobs Engineering/DPZ. Final presentations were presented in November.
South Lake Campus Testing Services Remodel	\$1,500	\$1,358	On Hold

Background/References

Per the Florida Statute 1001.64 (6), Each Board of Trustees has responsibility for the establishment and discontinuance of program and course offerings in accordance with law and rule.

Description

The College currently has an articulation agreement in place with Lake Technical College until June 30, 2026. This agreement is being brought forward for updates that include eliminating the 2.0 GPA requirement, adding information required for licensure for specific programs, and clarifying language on when the agreement needs to be reviewed.

Recommendation

Motion to approve the updated changes of the articulation agreement between LSSC and Lake Technical College as written.

CONSENT CONSIDERATIONS - Part B



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 2025

Vendor: Ernie Morris Enterprises
Item Description: SSB 2nd Floor Furniture
Amount: \$65,521.86
Purchase Order #: P2500503
Vendor Code: ERNMOR

Recommendation

Motion to approve the purchases over \$65,000 Part B for the month of February 2025 as written.

PRESIDENT'S REPORT



VICE PRESIDENT'S REPORTS



**Institutional Advancement Division
Update for the President and District Board of Trustees
March 2025**

Dr. Laura Byrd, Interim President | Senior Vice President, Institutional Advancement

Access:

- The LSSC Foundation will accept applications from March 1 -March 31 for the Summer 2025 semester. The Foundation plans to award \$400,000 in scholarships. Additional Scholarship Committee members are needed to assist in the application review. Please contact the Foundation for more information.
- The 2025 Shamrock Shuffle was held on Saturday, March 1, at 8:00 am. More than 290 walkers & runners participated in the event and 60 volunteers. The Shamrock Shuffle raised over \$18,655.
- The 39th Annual Gala is sold out. Thank you to Ernie Morris Enterprises for serving as the Presenting Sponsor! Items are needed for both the silent and live auctions.
- The production studio is preparing videos for advertising in EPIC movie theaters. The videos include the Construction Management Program, the Performing Arts program, and a spotlight on the need for instructors.
- The LSSC production studio produced a documentary “From Graduation to the Grove”. This documentary was a labor of love and took two years to produce, in the midst of their everyday work. The film premiered with the Central Florida Film Festival in February and then internally with faculty and staff. The film was nominated for best short documentary.
- The marketing team promoted Citrus Champs Carnival in Clermont. This was a first- time event and had an attendance of over 4,000.

Student Learning & Success:

- Thank you for supporting the 8th Annual Scholarship Dinner on Thursday, March 6, 2025. More than 200 donors and students connect uniquely for an evening of gratitude and celebration.
- The marketing team highlighted the Bachelor of Leadership Speaker Series, with an outstanding local Panel, Donna Kirtland with The Live Well Foundation of South Lake, Chantel Buck with New Vision and Jeremy Elliot from New Beginnings.

Learning & Work Environment:

- The Foundation is hiring! We are searching for an Advancement Services and Stewardship Manager to move the Foundation mission forward. Please share this opportunity with those who may be a good fit for this role.

GIFTS AND CONTRIBUTIONS RECEIVED

February 1, 2025 – February 28, 2025

\$99,426.00

**Division of Academic Affairs
Update for the President and District Board of Trustees
March 2025**

Ms. Karen Hogans, Vice President of Academic Affairs

Access:

- Associate Professor Amber Karlins joined the Triangle Community Alliance board, partnering with Dolly Parton's Imagination Library to provide 12 books a year to children under 5 in low-income Lake County areas.

Student Learning & Success:

- Dean Megan Cavanah and Math Instructor Daniel Levin represented LSSC at the DirectConnect to UCF curriculum alignment meeting on February 28, 2025.
- PTK inducted 24 students into LSSC's Rho Eta Chapter on February 13, 2025, with Prof. Heather Elmatti and Asst. Librarian Alison Norton.
- Biology Instructor Raymond Wright, Prof. Heather Elmatti, and Honors Club/PTK members removed invasive ferns from Pete's Preserve on February 26, 2025, with about a dozen students participating.
- Practicum 3 & 2 Professional Learning Days at Sawgrass Bay Elementary and Aurelia Cole Academy included instructional rounds, small group lessons, and debriefs. "Late Night Study" at Cooper Memorial Library on February 26, 2025, provided evening study support for 24 students. LSSC student Grace Henson was named FCSA Theatre Student of the Month for February.

Learning & Work Environment:

- Academic Affairs deans and Vice President Hogans attended the Florida College System Council virtual meeting on February 13, 2025, and the Transfer Student Success conference on February 14, 2025. Vice President Hogans later presented at the National Student Success conference on February 24, 2025.
- LSSC math faculty joined the ALEKS Spring Summit on February 20-21, 2025, coordinated by Dean Cavanah.
- Associate Professor Sybil Brown attended and led the Annual Business Meeting at the FTYCMA/MAA Joint Spring Meeting on February 21-22, 2025.

Enrollment & Student Affairs Division Update for the President and District Board of Trustees March 2025

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

Enrollment Summary

As of March 8, Spring 2025 enrollment stands at 6,007 headcount in credit programs, an increase of 19.7% (+988) compared to final Spring 2024 total. Full-time equivalency (FTE) is trending ahead of last year by 25.3%. This headcount total represents a record high for a spring semester. Summer 2025 and Fall 2025 registration windows began opening on March 3 for current students and will open for all new and returning students on March 20. Currently accepting applications for all Summer 2025 and Fall 2025 terms.

Access

- The Recruitment team has generated 739 admissions applications for the Summer 2025 semester and 1,480 for the Fall 2025 semester thus far. These totals represent increases of 92.9% (+356) and 33.8% (+374) compared to this time last year, respectively.
- Early College Programs hosted two dual enrollment conferences in January and February, one for local district staff and one state conference with dual enrollment staff from across the state
- Marketing and implementation plans have been developed with Wildwood and South Sumter to launch the Sumter County Early College Academy for Fall 2025.

Student Learning & Success

- Fall-to-Spring retention of first-time students stands at 83.3%, an increase of three percentage points over last year.
- Advising has engaged with over 500 students through appointments and walk-ins since February 15 and completed over 1,000 intervention and referral contacts to support at-risk students.
- The Advising team held a Spring 2025 Virtual Grad Check event before the February 15 graduation application deadline to support potential graduates.
- The Registrar's Office launched Spring 2025 Commencement RSVP form for students to capture their attendance plans across four ceremonies. Graduates are allowed up to five guests with an option to request additional tickets.
- The Dual Enrollment team implemented regular dual enrollment grade reports for school counselors in a new initiative to increase student support through real-time data sharing.
- Two students in the inaugural Engineering Technology Early Career Academy applied for graduation with their Engineering Technology Specialist College Credit certificate and plan to walk at LSSC commencement.
- Lakehawk softball moved into the NJCAA top 25 National Poll after upsetting the No. 3 team in the nation.
- Savannah Ellis earned Region 8 Pitcher of the Week in softball.
- Indoor track competed at Nationals in Texas March 7-10.
- Beach Volleyball hosted their first match at the new complex on Friday, March 7.
- Max Widham became the second pitcher for baseball this season to earn Pitcher of the Week honors during the final week of February.
- Golf competed in their first match of the spring season in the last week of February in Knoxville, TN.

Learning & Work Environment

- 75 students, faculty, and staff participated in a "send-off" event for the Track team to Nationals on March 5.
- 25 students participated in the Voices of Leadership -panel discussion event on March 6.
- 25 students attended the SEE-UCF event on Friday, March 7. This is a student exposure event for potential transfer students interested in UCF.
- Currently, there are 131 student employees across all divisions/departments of the College.
- 43 students participated in the Relay Tech Career Fair on February 28.
- Recent Student Wellness messaging focused on body positivity, alcohol safety, bystander intervention, water and sun safety, and travel safety to help students prepare for a safe spring break.

**Facilities Planning and Operations Division
Update for the President and District Board of Trustees
March 2025**

Thom Kieft, Vice President, Facilities Planning and Operations

Learning & Work Environment

Leesburg Campus

- The Stearns Library and Learning Success Center remodeling has created four group study rooms as well as three additional staff offices. Furniture is in the procurement phase for the center.
- The Stearns Library and Learning Success Center has had a new westward facing exterior storefront entrance installed.
- The beach volleyball complex construction is complete with over 175 truckloads of beach sand. The complex consists of 6 certified beach volleyball courts and is being funded by partners in the community, including Mr. Corey Warner and Lake Jem Farms. The Lakehawks held their first home beach volleyball match on March 7.
- WELBRO is beginning the remodeling of the first floor of the Student Services Building. This project required relocating over 20 staff to other locations on campus.
- Bldg. 8 is having building envelope and stucco repairs on the east end of the building.
- Exterior windows have been replaced in the Health Sciences Center stairwells.

Sumter Center

- The Workforce Pavilion has begun construction with the slab poured the week of March 3. Roof construction will commence on March 11. This new construction facility should be completed by April.
- Springstead Engineering has prepared the design documents for Parking Lots B-D around Buildings 1-3 to take out to bid for repaving the parking lots.

South Lake Campus

- The exterior brick and stucco repair project for the Science-Health Partnership Building commenced on March 5. This project will last 3-4 weeks and repair cracks and broken bricks on the exterior of the building.
- The basketball court, formerly the foundation of the temporary science building, has been repaired and resurfaced to accommodate both basketball and pickleball.

Financial Services Division
Update for the President and District Board of Trustees
March 2025

Michelle Matis, Vice President, Finance and Chief Financial Officer

Learning and Work Environment:

- The FY25-26 Budget Development is underway with the Professional and Organizational Development team hosting trainings for budget managers. Requested department budget proposals will be reviewed for alignment with the College Strategic Plan and priorities. Upon heavy revisions and review, the FY25-26 Budget will be presented to the Board for review and approval.
- Payroll, Human Resources and Technology Innovation staff met with representatives of the Division of Management Services (DMS), the state department that administers the health insurance plan. This was an opportunity for us to meet with them and discuss issues specific to us related to processing premium payments and benefit deductions. Significant impact has been made in terms of reducing the number of overpayment/underpayment variances and continuing to refine procedures to be in alignment with the requirements of the state plan.
- The Human Resources Department is communicating with the College on the new state health benefits and updates.
- Human Resources is coordinating report and data compilation with multiple departments to prepare for the Civil Rights Compliance Review. This review is required by the state every 10 years. Formal review set to begin March 24.
- Human Resources is collaborating with Early College Programs staff on establishing new and improved process for hiring with Kid's College.
- The Professional and Organizational Development team has facilitated various trainings and professional development sessions across the College for new employees, student employees, and adjuncts. The team continues to develop and provide opportunities for employees to enhance their professional development at the College.

Student Learning and Success:

- Preparations are underway to get the Leesburg Campus Store opened early April. Once a final open date is set, communications will go out to students and staff. The store will be temporarily housed in part of the space previously occupied by Follett and will carry supplies, snacks and branded merchandise.
- Foundation and Finance staff are working together to finalize the Foundation's FY24 financials and prepare for their annual audit.

Technology Innovation Division
Update for the President and District Board of Trustees
March 2025

Nick Kemp, Vice President of Technology Innovation and Chief Information Officer

Learning and Work Environment

Cybersecurity

- Providing 24/7 monitoring to intercept threats and ensure legitimate communications. Reducing frequent cyberattack risks and minimizing impact through proactive updates and threat neutralization.
- Collaborating with the Production Studio to create engaging videos for refreshed annual training. This initiative streamlines training from 10 to 6 videos, fostering a cybersecurity culture that boosts video engagement and phishing email reporting.
- Implementing new security protocols to protect access to Microsoft resources and safeguard trade secrets. This action impacts by securing vulnerable accounts and system resources, aligning with NIST standards to improve overall security.

Enterprise Systems

- Enhancing security classes in LSSC's ERP system through cross-departmental collaboration, emphasizing the importance of GLBA compliance. This initiative impacts by defining precise security permissions for each role, aligning with GLBA standards for safeguarding student financial records. As a result, the institution strengthens data protection, reduces breach risks, and enhances its cybersecurity posture, fostering trust and demonstrating a commitment to protecting sensitive student information.
- Launching the new Oracle APEX Admissions application, successfully onboarding record numbers of prospective students. Focusing on developing a new Kid's College application for a March deadline, with plans to transition to a new Dual Enrollment application. This initiative impacts by advancing the student onboarding process and maintaining operational efficiency through responsive issue resolution. As a result, the institution enhances its admissions capabilities, improves the student experience, and maintains technological competitiveness in higher education.
- Course Evaluation Setup: Configured evaluation surveys for Spring 2025 courses, including full-term and end-of-program assessments.
- FY26 Budget Load: Loaded the FY26 budget into Workflow, updated the annual budget form, and enabled Budget Managers to access and submit budget requests for the upcoming fiscal year.

Institutional Effectiveness

- Attended the virtual Florida Association for Institutional Research Conference to gain insights on institutional research, student success strategies, and compliance. Key takeaways are being applied to ongoing projects.
- Enrollment Dashboard Launch: Developed an internal enrollment dashboard for LSSC employees, increasing transparency and accessibility of enrollment data. As a result, multiple employees have accessed the dashboard since its launch.

**Workforce Programs Division
Update for the President and District Board of Trustees
March 2025**

Rep. John Temple, Vice President of Workforce Programs

Workforce Development:

- The ASN program continues to grow. With the past graduating class 35 out of 45 December graduates already passed NCLEX-RN. The team is working hard on Fall enrollment. Ninety seats will open and conversations to handle increased capacity have already begun. Also, working on Summer bridge enrollment with 30 open seats. With the RN to BSN program, interest and enrollment continue to grow as well. Interviews are ongoing for additional FT faculty (9-month) to begin Fall 2025.
- Respiratory Care's first cohort is doing well with only 1 NON-academic withdrawal. The director is meeting with interested potential students for Spring 2026.
- Medical Lab Tech December graduates have already passed the MLT certification exam. The current cohort of 15 students is gearing up for the fall 2025 practicum and graduation. The director has been working with clinical affiliates regarding commitments for clinical placements. Discussions are occurring to work through any potential challenges. Dr. Ramos is setting up a second meeting, as requested, with the Advent Health Minneola Hospital team.
- Health Programs are grateful for the South Lake student study area in SH 243.
- There is continued interest in the potential English Workforce program in Four Corners.
- SCANS has approved all of the digital media courses and can now start putting those on the schedule.
- Lineworker Showcase was held successfully on Feb 28th.
- Program Reviews and Budget work has begun for the 25-26 year.

BOARD ATTORNEY'S REPORT





ITEM: 0325-13

March 4, 2025

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

Re: Board Attorney Report for March 19, 2025

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. Attorney Dylan Hall is defending the College. The Court ordered the parties to endeavor to work toward a trial date no later than July 14, 2025. A closed session meeting with attorney Hall and the Board will be scheduled to occur in the next few months.

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 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. Attorney Brian Koji is representing the College in this matter. The former employee’s attorney relayed a demand of \$55,000 from the College in exchange for a general release.

Notice of Charge of Discrimination; EEOC Charge No. 510-2024-04846. A former employee filed a charge of discrimination with the U.S. Equal Employment Opportunity Commission alleging discrimination based on National Origin, and involve issues of terms/conditions, promotion, discharge that are alleged to have occurred on or about January 29, 2024. Attorney Brian Koji is representing the College in this matter.

Brittany Whittemore as parent and natural guardian of L M, a minor v. PFXA Inc. and Independent Sports Association LLC ISA, Lake County Case No. 35-2024-CA-001404. This case was filed in July of 2024 against PFXA Inc. and Independent Sports Association LLC ISA. The complaint alleges Negligence against PFXA, Inc. for negligently designing, placing, and

maintain the practice pitch area without adequate protective measures and alleges as a result L.M. was struck by a wild-practice pitch while walking to a designated spectator area causing L.M. to suffer injuries and damages. On January 9, 2025 Plaintiff filed a Motion to For Leave to Amend Complaint. The Motion has not been scheduled for a hearing. The Plaintiff seeks Court approval to allow Plaintiff to amend its complaint to add the College as a party defendant. Although the College previously notified the College insurance of the matter, the College again notified insurance of the pending Motion to add the College as a party.

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. Byrd, Interim President



BOARD COMMITTEE REPORTS



- I. Executive Committee – Chair, Mr. Bret Jones**
- II. Facilities Committee – Vice Chair, 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. Ivy Parks**
- VI. Foundation Liaison – Mr. David Hidalgo**

NEW BUSINESS



Naming of the Leesburg Campus Beach Volleyball Complex

Agenda Item: 0325-15

Background/References

Per Florida Statute 1001.64, the District Board of Trustees shall be responsible for cost-effective policy decisions appropriate to the Florida College System institution's mission, the implementation and maintenance of high-quality education programs within law and rules of the State Board of Education, the measurement of performance, the reporting of information, and the provision of input regarding state policy, budgeting, and education standards.

In accordance with Board Rule 1.08, in order to recognize gifts to Lake-Sumter State College and the Lake-Sumter State College Foundation, Inc. given for college facilities, scholarships, endowed chairs and any other part or program of LSCC, the donor's name may be used on the entity for which the gift was given. Naming must be done in accordance with guidelines adopted by the District Board and must be approved by the District Board and have the consent of the donor.

Description

In recognition of a in-kind gift to the LSSC Foundation, Inc. to support the athletics programs, the LSSC Foundation, Inc. recommends naming the Beach Volleyball Complex at the Leesburg Campus Lake Jem Farms Beach Court Complex.

This item is being brought back for final approval.

Recommendation

Motion to approved the naming of the Beach Volleyball Complex at the Leesburg Campus for Lake Jem Farms Beach Court Complex.

New Non-Credit Program Request - English for Workforce Success

Agenda Item: 0325-16

Background/References

Per the Florida Statute 1001.64 (6), Each Board of Trustees has responsibility for the establishment and discontinuance of program and course offerings in accordance with law and rule.

Description

The English for Workforce Success program empowers non-English speaking learners with the essential language skills needed for career advancement and upward mobility. The program focuses on building a strong foundation in reading, writing, and speaking English while addressing workplace communication and professional growth needs. Through an interactive and hands-on approach, learners will engage in real-world scenarios and develop practical skills that can be immediately applied in everyday life and professional environments.

Recommendation

Motion to approve the new program request for English for Workforce Success.

NEW PROGRAM APPROVAL REQUEST
Lake-Sumter State College Academic
Programs ()

ITEM: 0352-16

Credit Program Title: English for Workforce Success

Length: credits OR 360 non-credit contact hours

CIP number and title: 16.1701 English as a Second Language

Program Start Date (upon Board of Trustees approval): 03/24/2025

Program Description:

The English for Workforce Success program empowers non-English speaking learners with the essential language skills needed for career advancement and upward mobility. The program focuses on building a strong foundation in reading, writing, and speaking English while addressing workplace communication and professional growth needs. Through an interactive and hands-on approach, learners will engage in real-world scenarios and develop practical skills that can be immediately applied in everyday life and professional environments.

Course Objectives:

- Develop essential writing skills for clear and effective communication in the workforce.
- Enhance reading comprehension through engaging and relevant professional materials.
- Improve speaking abilities for confident and articulate expression.
- Foster interaction with real-life scenarios to build practical language skills.
- Equip learners with the tools needed for career advancement and upward mobility.

Upon completion of the program, learners will receive a certificate recognizing their level of proficiency in English and their readiness to excel in both personal and professional settings. This certification will enhance their resumes and propel their careers forward, opening new opportunities for growth and success.

Justification:

This program will be offered at the LSSC Four Corners location, geared toward the underserved yet growing population in that area. Proficiency in English through the EWS program at Lake-Sumter State College offers significant career and financial advantages for non-English speakers. Career-wise, it expands job opportunities, increases earning potential, improves workplace communication, and enhances professional development. Financially, this translates to higher income, greater economic opportunities, improved access to services, and increased financial literacy. Beyond these tangible benefits, English proficiency facilitates social integration and personal growth. Ultimately, the EWS program empowers individuals to achieve greater economic stability, participate more fully in society, and improve their overall quality of life in Central Florida and beyond.

Alignment with LSSC's Mission

Lake-Sumter State College's new "English for Workforce Success" program strongly aligns with its mission of "Transforming lives and futures throughout our community." The program directly transforms lives by equipping non-English speaking learners with essential language skills, empowering them to pursue better job opportunities, increase their earning potential, and achieve greater economic self-sufficiency. By enhancing their career prospects, the program helps these learners build more secure and promising futures for themselves and their families. Furthermore, the program specifically targets the growing Spanish and Portuguese-speaking population in the Four Corners area, directly serving a vital segment of the community. This initiative increases access to education and workforce development for a population that may face language barriers within the community. By equipping individuals with English language skills, the program contributes to a more skilled and competitive workforce in the region, benefiting local businesses and the overall economy. The program demonstrates the college's commitment to actively addressing the needs of its community.

The "English for Workforce Success" program is a tangible manifestation of Lake-Sumter State **ITEM: 0352-16**

College's mission, empowering individuals, strengthening the community, and promoting economic growth by providing essential language skills to a growing segment of the population.

Programmatic Advantages

Unlike most ESOL programs in the area, which focus mostly on speaking, the Lake-Sumter State College EWS program provides equal instruction in reading, writing, and conversational skills. Materials for learners working in specific workforce areas are provided with industry-specific vocabulary and communication skills.

Built within the program, learners receive instruction in job interview skills, resume writing, and "mock" business interactions in which to practice their newly acquired skills.

While the program starts at the beginner level, students with some English skills may elect to start in later courses instead of paying for and sitting through training that does not build upon their existing skills.

Labor Market Demand:

Labor market demand is not calculable as this program does not prepare learners for any specific career or job. Instead, learners are prepared to speak English proficiently in any job or career.

SOC Title	2024	2032	Growth	Percent	Total Job
N/A	N/A	N/A	N/A	N/A	N/A

DRAFT Program Course List:

1. Writing Skills:

- Introduction to basic grammar and sentence structure.
- Practice in writing emails, reports, and other professional documents.
- Creative writing exercises to develop vocabulary and expression.

2. Reading Comprehension:

- Reading diverse texts, including articles, short stories, and professional documents.
- Activities to enhance understanding, analysis, and critical thinking.
- Strategies for identifying main ideas, supporting details, and making inferences.

3. Speaking and Listening:

- Conversational practice through role-playing and group discussions.
- Pronunciation and intonation exercises to improve clarity and fluency.
- Listening activities using real-life audio and video materials.

4. Interactive Real-Life Applications:

- Simulated scenarios such as job interviews, presentations, and meetings.
- Practical exercises in customer service and workplace communication.
- Field trips and guest speakers to expose students to real-world language use.

5. Career-Focused Learning:

- Guidance on writing resumes, cover letters, and job applications.
- Techniques for effective networking and professional communication.
- Workshops on leadership, teamwork, and problem-solving skills.

Marketing and Recruitment Plan:**ITEM: 0352-16**

The LSSC Marketing department is working closely with the program staff and leadership to develop handouts, web pages, social media spots, and videos to advertise the program in the Four Corners area. The LSSC recruitment team has a dedicated bilingual staff member who visits local businesses and social gathering places to provide programming information to the local population. This outreach has already generated over 100 inquiries of interest.

Background/References

The District Board of Trustees maintains an agreement with the Law Office of Anita Geraci-Carver for legal services.

Description

The term of the agreement will end June 30, 2025. An amendment follows to extend the term of the agreement to June 30, 2026.

Recommendation

Motion to approve Board Attorney Contract for services with Anita Geraci-Carver, PA. as written.

Tuition and Fee Schedule and Course Fee Changes FY 2025-26

Agenda Item: 0325-18

Background/References

In accordance with Florida Statutes 1009.23(20), Lake-Sumter State College is required to notify the community of any proposed changes in tuition and fees. The District Board of Trustees approves the tuition and fee schedule for each fiscal year in accordance with Florida Statutes 1009.23(23). Lake-Sumter State College is notifying the community of proposed changes in institutional student tuition and fees before their consideration at the District Board of Trustees of Lake-Sumter State College meeting on April 16, 2025.

Description

Tuition and Fees – The tuition and fee schedule was not changed from the prior year. Schedule attached.

Other Fees – The recommended changes to other fees are attached to this form.

Course Fees – The recommended changes to course fees are attached to this form. Affidavit of Publication and Press Release for tuition and fee change notice is at: LSSC proposing student fee modifications for 2025-26 year - Lake-Sumter State College.

Recommendation

This item is for informational purposes only.

Lake-Sumter State College
Tuition and Fees Per Credit Hour

	<u>FY 24/25</u>	<u>FY 25/26</u>	<u>Change</u>
Associate in Arts/Associate in Science Degree			
Tuition	81.20	81.20	-
Financial Aid Fee	5.03	5.03	-
Activity Fee	7.56	7.56	-
Capital Improvement Fee	11.88	11.88	-
Technology Fee	4.06	4.06	-
Total	109.73	109.73	-
Associate in Arts/Associate in Science Degree Non-Resident			
Tuition	81.20	81.20	-
Out-Of-State Fee	248.33	248.33	-
Financial Aid Fee	23.06	23.06	-
Activity Fee	7.56	7.56	-
Capital Improvement Fee	65.91	65.91	-
Technology Fee	16.48	16.48	-
Total	442.54	442.54	-
Baccalaureate Degree			
Tuition	91.79	91.79	-
Financial Aid Fee	6.43	6.43	-
Activity Fee	7.56	7.56	-
Capital Improvement Fee	11.88	11.88	-
Technology Fee	4.59	4.59	-
Total	122.25	122.25	-
Baccalaureate Degree Non-Resident			
Tuition	91.79	91.79	-
Out-Of-State Fee	275.37	275.37	-
Financial Aid Fee	25.70	25.70	-
Activity Fee	7.56	7.56	-
Capital Improvement Fee	41.52	41.52	-
Technology Fee	18.36	18.36	-
Total	460.30	460.30	-
Career Certificate			
Tuition	73.40	73.40	-
Financial Aid Fee	7.34	7.34	-
Capital Improvement Fee	3.67	3.67	-
Technology Fee	3.67	3.67	-
Total	88.08	88.08	-

Lake-Sumter State College
Other Fees

FEE TYPE	FREQUENCY	FY 24/25	FY 25/26	CHANGE
Accuplacer	Per test	\$ 20.00	\$ 20.00	-
Admissions Application Fee	Once	\$ 30.00	\$ 30.00	-
Advanced Math Placement Test	Per test	\$ 20.00	\$ 20.00	-
CLEP	Per test	\$ 25.00	\$ 25.00	-
Competency Based Credit	Per Credit Hour	\$ 30.00	\$ 30.00	-
Credit Card Convenience Fee	Per payment	\$3.00 minimum or 2.85% of total	\$3.00 minimum or 2.95% - 3% of total	-
Credit Card Convenience Fee for Testing Payments	Per test	-	\$ 3.50	\$ 3.50
Distance Learning Fee	Per Credit Hour	\$ 15.00	\$ 15.00	-
Distance Testing Fee	Per test	\$ 25.00	\$ 25.00	-
Duplicate Diploma Fee	Each	\$ 30.00	\$ 30.00	-
FCLE Retake	Per test	\$ 20.00	\$ 20.00	-
HESI Test	Per test	\$ 50.00	\$ 51.00	\$ 1.00
International Student Application	Once	\$ 75.00	\$ 75.00	-
Ordering Official LSSC Transcripts	Each	\$ 30.00	\$ 30.00	-
Parking Fee	Per On-campus Credit Hour	\$ 2.00	\$ 2.00	-
Parking Fine (if issued ticket by security)	Each	\$ 20.00	\$ 20.00	-
PERT Test	Per test	\$ 25.00	\$ 25.00	-
Return Check Fee	Each	\$ 35.00	\$ 35.00	-
Security Equipment Fee	Per On-campus Credit Hour	\$ 2.00	\$ 2.00	-
TEAS Test	Each	\$ 70.00	\$ 70.00	-
Transcript Fee	Each	\$ 5.00	\$ 5.00	-
Transient Application Fee	Per Course	\$ 5.00	\$ 5.00	-

**Lake-Sumter State College
Lab and Course Fees**

Subject	Course	FY 24/25	FY 25/26	Change	Purpose of Change	Justification for Change
ART	1202C	\$ 20.00	\$ 20.00	\$ -	No Change in Fee	
ART	1300C	\$ 15.00	\$ 15.00	\$ -	No Change in Fee	
ART	1301C	\$ 15.00	\$ 15.00	\$ -	No Change in Fee	
ART	2540C	\$ 15.00	\$ 15.00	\$ -	No Change in Fee	
ART	2750C	\$ 35.00	\$ 35.00	\$ -	No Change in Fee	
ART	2751C	\$ 35.00	\$ 35.00	\$ -	No Change in Fee	
BSC	1010C	\$ 30.00	\$ 20.00	\$ (10.00)	Decrease Fee	Lower cost of consumables
BSC	1011C	\$ 50.00	\$ 30.00	\$ (20.00)	Decrease Fee	Lower cost of consumables
BSC	2085C	\$ 40.00	\$ 15.00	\$ (25.00)	Decrease Fee	Lower cost of consumables
BSC	2086C	\$ 60.00	\$ 30.00	\$ (30.00)	Decrease Fee	Lower cost of consumables
CHM	1025C	\$ 20.00	\$ 15.00	\$ (5.00)	Decrease Fee	Lower cost of consumables
CHM	2045C	\$ 50.00	\$ 25.00	\$ (25.00)	Decrease Fee	Lower cost of consumables
CHM	2046C	\$ 95.00	\$ 70.00	\$ (25.00)	Decrease Fee	Lower cost of consumables
EDG	4942	\$ -	\$ 50.00	\$ 50.00	New Fee	Cost for course materials
EDG	4943	\$ -	\$ 50.00	\$ 50.00	New Fee	Cost for course materials
EET	1084C	\$ 120.00	\$ 120.00	\$ -	No Change in Fee	
ETI	1084C	\$ 30.00	\$ -	\$ (30.00)	Decrease Fee	Course no longer offered
ETP	1138C	\$ 25.00	\$ 25.00	\$ -	No Change in Fee	
ETP	1700C	\$ -	\$ 45.00	\$ 45.00	New Fee	Cost of consumables
ETP	2931C	\$ 30.00	\$ 35.00	\$ 5.00	Increase Fee	Higher cost of consumables
GRA	1190C	\$ 20.00	\$ 20.00	\$ -	No Change in Fee	
MAC	1105	\$ 55.00	\$ -	\$ (55.00)	Delete Fee	Beginning fall 2025, there will be merged services to provide academic support to all students instead of a subset of math students.
MAN	4900	\$ 20.00	\$ 20.00	\$ -	No Change in Fee	

Lake-Sumter State College
Lab and Course Fees

Subject	Course	FY 24/25	FY 25/26	Change	Purpose of Change	Justification for Change
MAT	0018	\$ 75.00	\$ -	\$ (75.00)	Delete Fee	Beginning fall 2025, there will be merged services to provide academic support to all students instead of a subset of math students.
MAT	0028	\$ 75.00	\$ -	\$ (75.00)	Delete Fee	Beginning fall 2025, there will be merged services to provide academic support to all students instead of a subset of math students.
MAT	0055	\$ 20.00	\$ -	\$ (20.00)	Delete Fee	Beginning fall 2025, there will be merged services to provide academic support to all students instead of a subset of math students.
MAT	1033	\$ 55.00	\$ -	\$ (55.00)	Delete Fee	Beginning fall 2025, there will be merged services to provide academic support to all students instead of a subset of math students.
MCB	2010C	\$ 75.00	\$ 45.00	\$ (30.00)	Decrease Fee	Lower cost of consumables
MLT	2930	\$ -	\$ 28.00	\$ 28.00	New Fee	Cost of supplies
MLT	1022C	\$ -	\$ 150.00	\$ 150.00	New Fee	Cost of supplies and Drug Screen for 1st Semester
MLT	1221C	\$ -	\$ 134.00	\$ 134.00	New Fee	Cost of supplies
MLT	1300C	\$ -	\$ 137.00	\$ 137.00	New Fee	Cost of supplies
MLT	1302C	\$ -	\$ 154.00	\$ 154.00	New Fee	Cost of supplies and Drug Screen for 2nd Semester
MLT	1401C	\$ -	\$ 220.00	\$ 220.00	New Fee	Cost of supplies
MLT	1500C	\$ -	\$ 182.00	\$ 182.00	New Fee	Cost of supplies
MLT	1525C	\$ -	\$ 911.00	\$ 911.00	New Fee	Cost of supplies

**Lake-Sumter State College
Lab and Course Fees**

Subject	Course	FY 24/25	FY 25/26	Change	Purpose of Change	Justification for Change
MLT	1610C	\$ -	\$ 122.00	\$ 122.00	New Fee	Cost of supplies and Drug Screen for 3rd Semester
MLT	2800L	\$ -	\$ 47.00	\$ 47.00	New Fee	Cost of supplies and Drug Screen for 4th Semester
MLT	2807L	\$ -	\$ 28.00	\$ 28.00	New Fee	Cost of supplies
MLT	2811L	\$ -	\$ 28.00	\$ 28.00	New Fee	Cost of supplies
MLT	1022C	\$ -	\$ 13.00	\$ 13.00	New Fee	New program - INS is billed at \$13 per yr per student in the first MLT course.
MLT	2800L	\$ -	\$ 13.00	\$ 13.00	New Fee	New program - INS is billed at \$13 per yr per student in this second year course.
NUR	1006C	\$ 13.00	\$ 13.00	\$ -	No Change in Fee	Insurance is \$13 per year per student. Insurance fee charged first course each year.
NUR	1006C	\$ -	\$ 24.00	\$ 24.00	New Fee	Drug Screening Plus Supplies 1st Semester Bridge Track
NUR	1006C	\$ 386.00	\$ 323.00	\$ (63.00)	Decrease Fee	Current Exam cost for Sim Chart - ELSEVIER - Charged per Semester per Student - Bridge Track
NUR	1006C	\$ -	\$ 193.00	\$ 193.00	New Fee	Current Exam cost for Exam Soft - Charged per Semester per Student - Bridge Track
NUR	1006C	\$ -	\$ 308.00	\$ 308.00	New Fee	Current Exam cost for HESI - ELSEVIER - Charged per Semester per Student - Bridge Track
NUR	1006C	\$ 222.00	\$ 218.00	\$ (4.00)	Decrease Fee	Represents current cost of Lab Totes given to each student for the Bridge Track
NUR	1006C	\$ 9.00	\$ -	\$ (9.00)	Delete Fee	Captured in Other Nursing Fees

**Lake-Sumter State College
Lab and Course Fees**

Subject	Course	<u>FY 24/25</u>	<u>FY 25/26</u>	<u>Change</u>	<u>Purpose of Change</u>	<u>Justification for Change</u>
NUR	1021C	\$ 13.00	\$ 13.00	\$ -	No Change in Fee	Insurance is \$13 per year per student. Insurance fee charged first course each year. This course is year one of General track Drug Screening Plus Supplies 1st Semester
NUR	1021C	\$ 9.00	\$ 217.00	\$ 208.00	Increase Fee	General Track Current Exam cost for HESI - ELSEVIER - Charged per Semester per Student - General
NUR	1021C	\$ 306.00	\$ 308.00	\$ 2.00	Increase Fee	Track Current Exam cost for Exam Soft - Charged per
NUR	1021C	\$ -	\$ 193.00	\$ 193.00	New Fee	Semester per Student - General Track Current Exam cost for Sim Chart - ELSEVIER - Charged per Semester per Student - General
NUR	1021C	\$ -	\$ 323.00	\$ 323.00	New Fee	Track Represents current cost of Lab Totes given to
NUR	1021C	\$ 243.00	\$ 218.00	\$ (25.00)	Decrease Fee	each student for the General Track Current Cost of Supplies plus Drug screening for
NUR	1052C	\$ 9.00	\$ 61.00	\$ 52.00	Increase Fee	3rd semester General Track Current Exam cost for HESI - ELSEVIER - Charged per Semester per Student - General
NUR	1052C	\$ 300.00	\$ 308.00	\$ 8.00	Increase Fee	Track Current Exam cost for Exam Soft - Charged per
NUR	1052C	\$ -	\$ 193.00	\$ 193.00	New Fee	Semester per Student - General Track Current Exam cost for Sim Chart - ELSEVIER - Charged per Semester per Student - General
NUR	1052C	\$ -	\$ 323.00	\$ 323.00	New Fee	Track Depending on track, total Lab Tote fees are
NUR	1052C	\$ 62.00	\$ -	\$ (62.00)	Delete Fee	charged in 1006C or 1021C

**Lake-Sumter State College
Lab and Course Fees**

Subject	Course	FY 24/25	FY 25/26	Change	Purpose of Change	Justification for Change
NUR	1520C - B	\$ -	\$ 5.00	\$ 5.00	New Fee	Cost of supplies
NUR	1520C - G	\$ -	\$ 22.00	\$ 22.00	New Fee	Cost of supplies
NUR	2213C	\$ 13.00	\$ -	\$ (13.00)	No Change in Fee	Insurance is \$13 per year per student.
NUR	2213C	\$ 9.00	\$ 40.00	\$ 31.00	Increase Fee	Current Cost of Supplies plus Drug Screening
NUR	2213C	\$ 300.00	\$ 308.00	\$ 8.00	Increase Fee	Current Exam cost for HESI - ELSEVIER - Charged per Semester per Student
NUR	2213C	\$ 385.00	\$ 323.00	\$ (62.00)	Decrease Fee	Current Exam cost for Sim Chart - ELSEVIER - Charged per Semester per Student
NUR	2213C	\$ -	\$ 193.00	\$ 193.00	New Fee	Current Exam cost for Exam Soft - Charged per Semester per Student
NUR	2213C	\$ 42.00	\$ -	\$ (42.00)	Delete Fee	Depending on track, total Lab Tote fees are charged in 1006C or 1021C
NUR	2213C	\$ 62.00	\$ -	\$ (62.00)	Delete Fee	Depending on track, total Lab Tote fees are charged in 1006C or 1021C
NUR	2214C	\$ 9.00	\$ 36.00	\$ 27.00	Increase Fee	Current Cost of Supplies plus drug screening for new semester
NUR	2214C	\$ 302.00	\$ 308.00	\$ 6.00	Increase Fee	Current Exam cost for HESI - ELSEVIER - Charged per Semester per Student
NUR	2214C	\$ 386.00	\$ 323.00	\$ (63.00)	Decrease Fee	Current Exam cost for Sim Chart - ELSEVIER - Charged per Semester per Student
NUR	2214C	\$ -	\$ 193.00	\$ 193.00	New Fee	Current Exam cost for Exam Soft - Charged per Semester per Student
NUR	2214C	\$ 42.00	\$ -	\$ (42.00)	Delete Fee	Depending on track, total Lab Tote fees are charged in 1006C or 1021C
NUR	2214C	\$ 62.00	\$ -	\$ (62.00)	Delete Fee	Depending on track, total Lab Tote fees are charged in 1006C or 1021C
NUR	2440C	\$ -	\$ 9.00	\$ 9.00	New Fee	Cost of Supplies

**Lake-Sumter State College
Lab and Course Fees**

Subject	Course	FY 24/25	FY 25/26	Change	Purpose of Change	Justification for Change
NUR	2832L	\$ -	\$ 8.00	\$ 8.00	New Fee	Cost of Supplies
PGY	1401C	\$ 10.97	\$ 10.97	\$ -	No Change in Fee	
PHY	1020C	\$ 70.00	\$ 30.00	\$ (40.00)	Decrease Fee	Lower cost of consumables
PHY	1057C	\$ 5.00	\$ -	\$ (5.00)	Delete Fee	
PHY	2048C	\$ 35.00	\$ 35.00	\$ -	No Change in Fee	
PHY	2049C	\$ 25.00	\$ 25.00	\$ -	No Change in Fee	
RET	1485	\$ -	\$ 119.00	\$ 119.00	New Fee	New program - ECG certification
RET	2930	\$ -	\$ 399.00	\$ 399.00	New Fee	New program - NBRC Board Prep plus drug screening for new semester
RET	1025C	\$ -	\$ 296.00	\$ 296.00	New Fee	Cost of consumables and Drug Screen for 1st Semester
RET	1265C	\$ -	\$ 244.00	\$ 244.00	New Fee	Cost of consumables and Drug Screen for 2nd Semester
RET	1265C	\$ -	\$ 10.00	\$ 10.00	New Fee	New program - ACLS certification
RET	1274C	\$ -	\$ 117.00	\$ 117.00	New Fee	Cost of consumables
RET	1875L	\$ -	\$ 19.00	\$ 19.00	New Fee	Cost of Drug Screen for 3rd Semester
RET	1450C	\$ -	\$ 117.00	\$ 117.00	New Fee	Cost of consumables
RET	1450C	\$ -	\$ 10.00	\$ 10.00	New Fee	New program - BLS certified
RET	2714C	\$ -	\$ 401.00	\$ 401.00	New Fee	Cost of consumables
RET	2714C	\$ -	\$ 10.00	\$ 10.00	New Fee	New program - PALS certified
RET	1025C	\$ -	\$ 13.00	\$ 13.00	New Fee	New program - INS is billed at \$13 per yr per student. Year one insurance billed to this course as the first RET course.
RET	2714C	\$ -	\$ 13.00	\$ 13.00	New Fee	New program - INS is billed at \$13 per yr per student. Year two insurance billed to this course.
RN-BSN	3634C	\$ -	\$ 189.00	\$ 189.00	New Fee	New Shadow Health software

Background/References

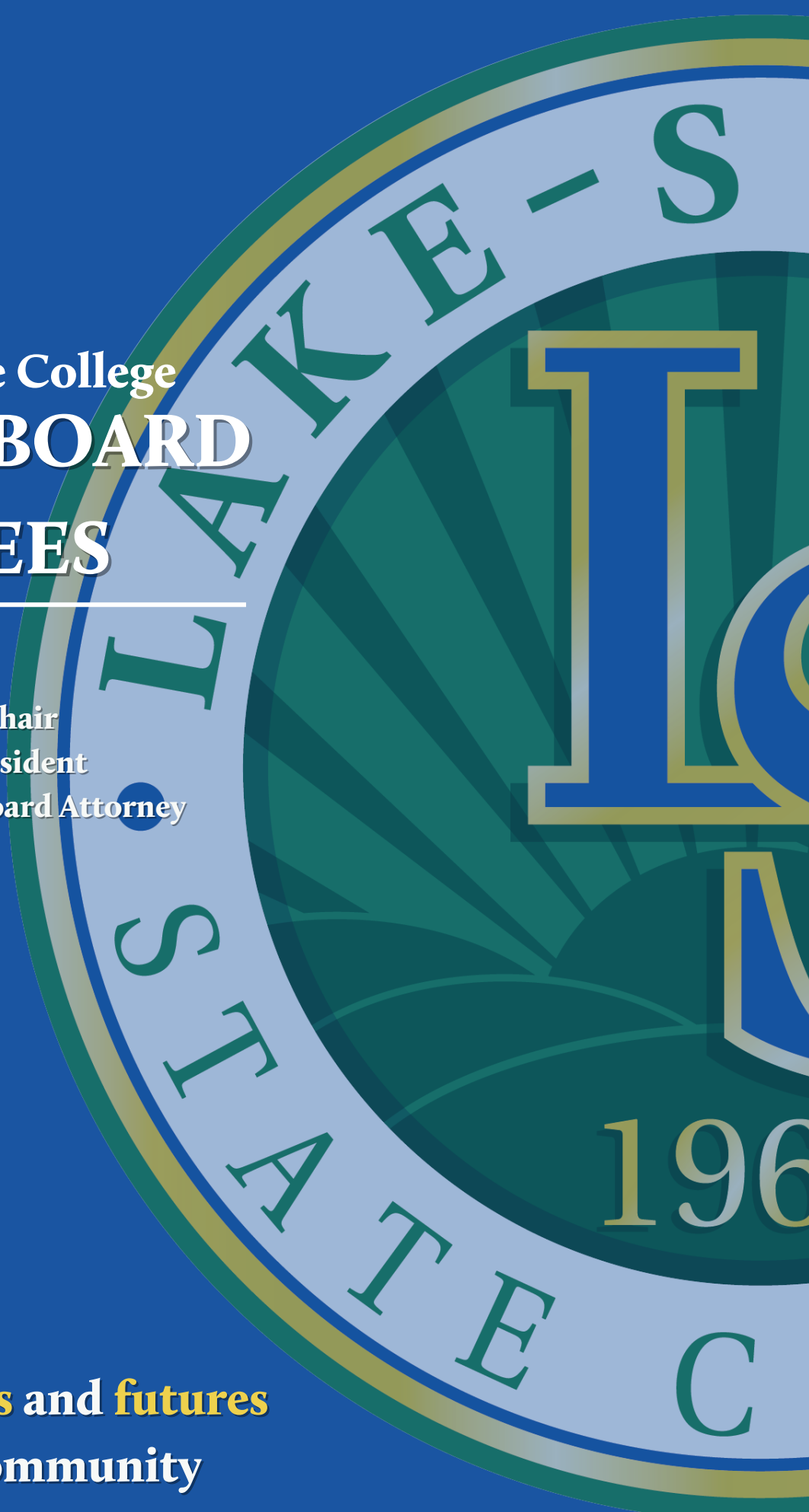
Per Florida Statutes 1001.64, each Florida College System Board of Trustees is vested with the responsibility to govern its respective Florida College System institution and with such necessary authority as is needed for the proper operation and improvement thereof in accordance with rules of the State Board of Education.

Description

Discussion of priorities and leadership characteristics related to the Board's statutory role and fiduciary responsibility.

Recommendation

This item is for informational purposes only.

The logo of Lake-Sumter State College is a circular emblem. It features a central sunburst design with rays emanating from the center. The words "LAKE-SUMTER STATE COLLEGE" are written in a circular path around the sunburst. The year "1966" is positioned at the bottom right of the emblem. The colors used in the logo are shades of blue, green, and gold.

Lake-Sumter State College
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OF TRUSTEES**

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