

Lake-Sumter State College

**DISTRICT BOARD  
OF TRUSTEES**

---

Board Meeting Packet  
November 19, 2025



# Lake-Sumter State College

## DISTRICT BOARD OF TRUSTEES

### Meeting Agenda

Wednesday, November 19, 2025

South Lake Campus



### PUBLIC BOARD MEETING AGENDA

#### CALL TO ORDER – Board Chair

#### PUBLIC COMMENT

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

#### PRESENTATIONS

Fall Student Athletes – Dr. Joseph Mews, Vice President of Enrollment and Student Affairs  
The LSSC Foundation, Inc. – Dr. Laura Byrd, Executive Director of The LSSC Foundation, Inc.

#### CONSENT CONSIDERATIONS

1125-01	Approve:	Minutes of October 7, 2025 Student Engagement Committee Meeting
1125-02	Approve:	Minutes of October 8, 2025 Facilities Committee Meeting
1125-03	Approve:	Minutes of October 13, 2025 Finance Committee Meeting
1125-04	Approve:	Minutes of October 13, 2025 Strategic Planning Committee Meeting
1125-05	Approve:	Minutes of October 15, 2025 Regular Board Meeting
1125-06	Acknowledge:	Personnel Staff Changes
1125-07	Acknowledge:	Monthly Fiscal Report for October 2025
1125-08	Acknowledge:	Capital Improvement Projects Report
1125-09	Approve:	Proposed Curriculum Changes
1125-10	Approve:	The LSSC Foundation, Inc. 990
1125-11	Approve:	2026-2027 Early College Agreements
1125-12	Approve:	Preliminary New Program Proposal – Associate of Science in Development & Design

#### PRESIDENT'S REPORT

1125-13 Mr. John Temple, LSSC President

#### VICE PRESIDENT'S REPORTS

1125-14

#### BOARD ATTORNEY'S REPORT

1125-15 Ms. Anita Geraci-Carver's Update

#### BOARD COMMITTEE REPORTS

1125-16 Executive Committee – Chair, Bret Jones  
Facilities Committee – Mr. Steve Munz  
Finance Committee – Vice Chair, Tim Morris  
Public-Private Partnerships Committee – Chair, Bret Jones  
Strategic Planning Committee – Mr. David Hidalgo  
Student Engagement Committee – Ms. Ivy Parks  
The LSSC Foundation, Inc. – Ms. Samantha Scott

# Lake-Sumter State College

## DISTRICT BOARD OF TRUSTEES



### Meeting Agenda

Wednesday, November 19, 2025  
South Lake Campus

#### PUBLIC BOARD MEETING AGENDA

##### NEW BUSINESS

1125-17	Approve:	Annual Recertification DSO & Members – The LSSC Foundation, Inc.
1125-18	Acknowledge:	The LSSC Foundation, Inc. 2024 Audit
1125-19	Approve:	The LSSC Foundation, Inc. 2026 Budget including College Support
1125-20	Approve:	2026-2027 Personnel Calendar
1125-21	Approve:	Second Reading of Board Rule 3.09 Academic Credit Not Earned at LSSC
1125-22	Information:	First Reading of Board Rule 2.02 Non-Discrimination
1125-23	Approve:	2025-2028 Orlando Health Combined Clinical Affiliation Agreement
1125-24	Approve:	Gateway Sign Easement Termination Agreement
1125-25	Approve:	Lake Technical College & LSSC Facility Use Agreement at South Lake
1125-26	Information:	Inquiry for Leesburg Campus Property Purchase
1125-27	Approve:	Letter of Interest Partnership Proposal for Film & Media Studio with DJK-KJD
1125-28	Approve:	Demolition of the Library Building Campus Guaranteed Max Price
1125-29	Approve:	Selection Construction Management Firm – Workforce Development Center

##### ADJOURNMENT

## CALENDAR NOTES:

<b>NOVEMBER</b>		
<b>District Board of Trustees Meeting</b>	<b>Wednesday, November 19, 2025 5:00 pm</b>	<b>South Lake Campus</b>
College Closed November 26 - 28, 2025		
<b>DECEMBER</b>		
<i>Fall Nurse Pinning Ceremony</i>	<i>Monday, December 8, 2025 5:00 pm</i>	<i>Leesburg Campus</i>
Executive Committee	Tuesday, December 9, 2025 9:00 am	Clermont
Public-Private Partnership Committee	Tuesday, December 9, 2025 10:00 am	Clermont
<i>Inaugural Medical Lab Technology Ceremony</i>	<i>Tuesday, December 9, 2025 5:00 pm</i>	<i>Leesburg Campus</i>
<i>South Lake Commencement Ceremony</i>	<i>Wednesday, December 10, 2025 5:00 pm</i>	<i>Clermont</i>
<i>North Lake Commencement Ceremony</i>	<i>Thursday, December 11, 2025 5:00 pm</i>	<i>Leesburg Campus</i>
Finance Committee	Monday, December 15, 2025 3:00 pm	TBD
College Closed December 20, 2025 - January 4, 2026		
<b>NO BOARD MEETING IN DECEMBER</b>		
<b>JANUARY</b>		
Executive Committee	Wednesday, January 7, 2026 9:00 am	Clermont
Public-Private Partnership Committee	Wednesday, January 7, 2026 10:00 am	Clermont
Facilities Committee	Wednesday, January 14, 2026 3:30 pm	TBD
Finance Committee	Tuesday, January 20, 2026 3:00 pm	TBD
Strategic Planning Committee	Tuesday, January 20, 2026 5:00 pm	TBD
<b>District Board of Trustees Meeting</b>	<b>Wednesday, January 21, 2026 5:00 pm</b>	<b>South Lake Campus</b>
<b>FEBRUARY</b>		
<i>LSSC Day of Service</i>	<i>Friday, February 6, 2026</i>	<i>Lake &amp; Sumter Counties</i>
Executive Committee	Tuesday, February 10, 2025 9:00 am	Clermont
Public-Private Partnership Committee	Tuesday, February 10, 2025 10:00 am	Clermont

Facilities Committee	Wednesday, February 11, 2026 3:30 pm	TBD
Student Engagement Committee		<i>To be scheduled</i>
Finance Committee	Monday, February 16, 2026 3:00 pm	TBD
Strategic Planning Committee	Monday, February 16, 2026 5:00 pm	TBD
<b>District Board of Trustees Meeting</b>	<b>Wednesday, February 18, 2026 5:00 pm</b>	<b>Sumter Center</b>

### MARCH

<i>LSSC Foundation, Inc. Shamrock Shuffle</i>	<i>Saturday, March 7, 2025</i>	<i>South Lake Campus</i>
Executive Committee	Tuesday, March 10, 2025 9:00 am	Clermont
Public-Private Partnership Committee	Tuesday, March 10, 2025 10:00 am	Clermont
Facilities Committee	Wednesday, March 11, 2026 3:30 pm	TBD
Student Engagement Committee		<i>To be scheduled</i>
Finance Committee	Monday, March 16, 2026 3:00 pm	TBD - <i>will be moved due to spring break</i>
Strategic Planning Committee	Monday, March 16, 2026 5:00 pm	TBD - <i>will be moved due to spring break</i>
<b>District Board of Trustees Meeting</b>	<b>Wednesday, March 25, 2026 5:00 pm</b>	<b>Leesburg Campus</b>

College Closed March 16 - 20, 2026

### APRIL

Executive Committee		<i>To be scheduled</i>
Public-Private Partnership Committee		<i>To be scheduled</i>
Facilities Committee	Wednesday, April 8, 2026 3:30 pm	TBD
Student Engagement Committee		<i>To be scheduled</i>
<i>LSSC Foundation, Inc. Gala</i>	<i>Friday, April 10, 2025</i>	<i>The Villages</i>
Finance Committee	Monday, April 13, 2026 3:00 pm	TBD
Strategic Planning Committee	Monday, April 13, 2026 5:00 pm	TBD
<b>District Board of Trustees Meeting</b>	<b>Wednesday, April 15, 2026 5:00 pm</b>	<b>South Lake Campus</b>

### MAY

<i>Spring Nurse Pinning Ceremony</i>	<i>Tuesday, May 5, 2025 5:00 pm</i>	<i>Leesburg Campus</i>
<i>South Lake Commencement Ceremony</i>	<i>Thursday, May 7, 2025 5:00 pm</i>	<i>Clermont</i>
<i>North Lake Commencement Ceremony</i>	<i>Friday, May 8, 2025</i>	<i>Leesburg Campus</i>
Executive Committee	Tuesday, May 12, 2025 9:00 am	Clermont
Public-Private Partnership Committee	Tuesday, May 12, 2025 10:00 am	Clermont
Facilities Committee	Wednesday, May 13, 2026 3:30 pm	TBD
Student Engagement Committee	<i>To be scheduled</i>	
Finance Committee	Monday, May 18, 2026 3:00 pm	TBD
Strategic Planning Committee	Monday, May 18, 2026 5:00 pm	TBD
<b>District Board of Trustees Meeting</b>	<b>Wednesday, May 20, 2026 5:00 pm</b>	<b>Sumter Center</b>

**JUNE**

Executive Committee	Tuesday, June 9, 2025 9:00 am	Clermont
Public-Private Partnership Committee	Tuesday, June 9, 2025 10:00 am	Clermont
Facilities Committee	Wednesday, June 10, 2026 3:30 pm	TBD
Student Engagement Committee	<i>To be scheduled</i>	
Finance Committee	Monday, June 15, 2026 3:00 pm	TBD
Strategic Planning Committee	Monday, June 15, 2026 5:00 pm	TBD
<b>District Board of Trustees Meeting</b>	<b>Wednesday, June 17, 2026 5:00 pm</b>	<b>Leesburg Campus</b>

**NO BOARD MEETING IN JULY****AUGUST**

<b>District Board of Trustees Meeting</b>	<b>Wednesday, August 19, 2026 5:00 pm</b>	<b>Leesburg Campus</b>
---	---	------------------------

## CONSENT CONSIDERATIONS

**Lake-Sumter State College**  
**STUDENT ENGAGEMENT COMMITTEE OF THE DISTRICT BOARD OF TRUSTEES**  
**Tuesday, October 7, 2025 Minutes**

In attendance: Ivy Parks, Chair, President John Temple, Dr. Laura Byrd, Dr. Joseph Mews, and Kailyn Simone.

Ms. Ivy Parks called the meeting to order at 5:17 pm.

### **Spring Registration**

The College launched a special spring registration window for student athletes, military affiliated students, SAS students, and healthcare students could register. Registration numbers for yesterday alone were near 200. Registration will open for all students on 10/13/25.

### **Open House Recruitment Events**

The Enrollment and Student Affairs (ESA) teams will be hosting four open house events this month. These events will showcase the College's programs, meet with faculty and staff, and visit the campus. In conjunction with this event, the ESA team will offer quick enroll sessions where students can complete orientation, apply to LSSC, and enroll for classes at that moment.

### **Student Activities**

The new Collegewide Executive Student Government Association has been implemented and engaged for the 2025-26 year. The SGA and Student Life are working closely to plan and host various activities for students, including inaugural sporting events, tailgating pink out, Constitution Day, and spirit week.

### **Athletics**

Currently, all sports are active and playing throughout the semester with Baseball and Softball playing in preseason games. The Cross County teams placed 2<sup>nd</sup> in Lake City at the Alligator Lake Invite. The inaugural Women's Golf team will be competing in Alabama this month at the Snead State Invitational and Men's Golf competing in Tennessee at the Atomic City Classic. The College received the bid to host the State Regional Tournament in spring for Beach Volleyball.

Ms. Ivy Parks adjourned the meeting at 5:32 pm.

Respectfully submitted by Kailyn Simone, Recording Secretary.

**Lake-Sumter State College**  
**FACILITIES COMMITTEE OF THE DISTRICT BOARD OF TRUSTEES**  
**Wednesday, October 8, 2025 Minutes**

In attendance: Steve Munz, Chair, President John Temple, Dr. Laura Byrd, Thom Kieft, and Kailyn Simone.

Mr. Steve Munz called the meeting to order at 3:31 pm.

**South Lake Campus**

***Health and Human Performance Building***

The College will start planning for the possible development of a Health and Human Performance Building. The LSSC Foundation, Inc. is meeting with potential donors to assist with this project. Applications are underway for submission with the Florida Commerce Grant and potential matching grant with the LiveWell Foundation of South Lake.

***Science-Health Building Chiller and Pipe Insulation***

A few chillers at the South Lake Campus will be reinsulated and re-piped to improve the functionality and effectiveness of the chiller systems. This project will be completed by the end of the fall semester.

***Braille Room Signage Project***

The College received findings from the DOE Office of Civil Rights and part of the findings were updating braille signage on all campuses. This project is projected to be completed by June 2026.

**Leesburg Campus**

***Workforce Development Center Redesign***

Mr. Corey Warner met with HuntonBrady Architects to discuss a redesign of the building and possible increase in square footage to 80,000. The Architects are working on sketches to obtain possible quotes on the redesign. Mr. Corey Warner is hopeful to have a redesign by next week that would raise the cost of the project slightly. The College will be looking into the procurement process to align and comply with State guidelines.

***Office Renovations***

Some offices will be reconfigured to update and move the spaces to the appropriate department areas. The Office of Student Wellness and Office of Career Development will now be moved to the Student Center and is receiving new carpet. The Office of Career Development will eventually relocate to the Workforce Development Center once complete. A nursing office in Health Science Building will be updated to accommodate two employees. The office in the Production Studio will be converted into a large storage space and the employees will be moved to the Student Services Building next door. These relocations and updates are projected to be completed by the end of October 2025.

***Gym and Health Sciences Center Fire Safety Inspections***

The Health Science Building (HSC) and Gymnasium will need the fire safety updates. The HSC Building will replace the devices throughout the building, however the Gym will need complete rewiring and updated devices. This project is projected to be completed by December 2025.

***Fine Arts Building Renovation***

Mr. Corey Warner is assisting on the renovation of this project with reviewing budgets and financial opportunities for the Fine Arts Building. The Building will need a new roof, HVAC, extensive water damage repairs, audio/visual equipment. Mr. Corey Warner is receiving quotes for these projects and evaluating assessments.

Mr. Steve Munz adjourned the meeting at 3:54 pm.

Respectfully submitted by Kailyn Simone, Recording Secretary.

**Lake-Sumter State College**  
**FINANCE COMMITTEE OF THE DISTRICT BOARD OF TRUSTEES**  
**Monday, October 13, 2025 Minutes**

In attendance: Tim Morris, Chair, Bret Jones, Trustee, President John Temple, Dr. Laura Byrd, Bruce Duncan, Michelle Matis, and Kailyn Simone.

Mr. Tim Morris called the meeting to order at 3:03 pm.

**September Fiscal and All Funds Report**

The Committee reviewed the September 2025 fiscal and All Funds reports that will be presented to the Board for approval at the next meeting. The College anticipated for health insurance premium increases and will utilize the carryforward spending to help cover increased costs.

**Health Insurance Premiums for 2026**

Open enrollment for employees began today and will closed at the end of the month. Health insurance premiums on all plans increased on the employer side of about \$30,000 per month.

**Other**

The College is currently in the middle of an audit and will notify the Board of completion.

Mr. Tim Morris adjourned the meeting at 3:33 pm.

Respectfully submitted by Kailyn Simone, Recording Secretary.

**Lake-Sumter State College**  
**STRATEGIC PLANNING COMMITTEE OF THE DISTRICT BOARD OF TRUSTEES**  
**Monday, October 13, 2025 Minutes**

In attendance: David Hidalgo, Chair, President John Temple, Dr. Laura Byrd, and Kailyn Simone.

Mr. David Hidalgo called the meeting to order at 5:02 pm.

**Trustee Legislative Fly-In**

President John Temple shared the opportunity for Trustees to attend the join Florida College System Council of Presidents and Trustees Legislative Fly-In. Trustees will be briefed on the current legislative priorities of the System and meet with the Commissioner of Education for Florida. During this visit, both Presidents and Trustees will meet with their local delegation to discuss legislative priorities specific to the areas they serve.

**2026 Legislative Budget Requests**

The College will pursue six legislative requests for the 2026 year:

1. Campus Safety Improvements for Lockdown Readiness (\$450,000)
2. Renovation of former Library Building (\$2,000,000)
3. Creation of an Agricultural Sciences Program at Eustis Site (\$200,000)
4. HVAC Upgrades (\$430,000)
5. Creation of Early College/Youth Robotics Lab Program (\$150,000)
6. CAD Lab for Construction Management Program (\$250,000)

**Other**

President John Temple mentioned the Commissioner of Education for Florida, Anastasios Kamoutsas, will be visiting the South Lake Campus tomorrow to present a \$26,996 check from the FCS Foundation to the LSSC Foundation to support student scholarships. He will be meeting with students from Nursing, Respiratory Care, and Medical Lab Tech programs and tour the campus.

Mr. David Hidalgo adjourned the meeting at 5:14 pm.

Respectfully submitted by Kailyn Simone, Recording Secretary.

**DISTRICT BOARD OF TRUSTEES  
LAKE-SUMTER STATE COLLEGE  
SUMTER CENTER  
October 15, 2025**

**PRESENT:** Mr. Bret Jones, Board Chair, Board Members: David Hidalgo, Mr. Tim Morris, Mr. Steve Munz, Ms. Samantha Scott, Ms. Anita Geraci-Carver, Board Attorney, Mr. John Temple, LSSC President.

**ABSENT:** Mr. Roger Croft, Ms. Ivy Parks, Board Members.

**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 October 15, 2025, at the Sumter Center.

**PUBLIC COMMENT:**

No public comment cards were submitted.

**CONSENT CONSIDERATIONS:**

1025-01 Minutes of September 10, 2025 Facilities Committee  
1025-02 Minutes of September 15, 2025 Finance Committee  
1025-03 Minutes of September 16, 2025 Strategic Planning Committee  
1025-04 Minutes of September 16, 2025 Student Engagement Committee  
1025-05 Minutes of September 17, 2025 Regular Board Meeting  
1025-06 Personnel Staff Changes  
1025-07 Personnel Full-Time Faculty Changes  
1025-08 Monthly Fiscal Report for September 2025  
1025-09 Purchases over \$65,000 for September 2025  
1025-10 Capital Improvement Projects Report  
1025-11 Proposed Curriculum Changes  
1025-12 2025-2026 Marion County Career Pathways Agreement  
1025-13 Health Insurance Rates for 2026

***MOTION to approve the consent considerations 1025-01 through 1025-13, Mr. David Hidalgo SECOND, Ms. Samantha Scott, motion passed unanimously.***

**SCHEDULED INFORMATION REPORTS:**

LSSC President, Mr. John Temple, presented his report.

- Shared updates on the various Town Hall sessions with faculty, staff, and

students that all appeared to have similar comments and questions regarding current and future college growth, new programs, and spacing needs.

- Student enrollment number continue to increase with over 7,300 students enrolled.
- Launched CourseLeaf Path that modernized the student registration system and improves ease of use and responsiveness.
- Phi Theta Kappa inducted over 20 new students into the chapter this month.
- Welcomed 20 new full-time faculty this fall at the New Faculty Reception on the Leesburg Campus.
- Lakehawks athletics are still highly ranked with Volleyball currently ranked 19<sup>th</sup> in the nation and Men's Cross Country also ranked 19<sup>th</sup> in the country.
- The Workforce Development Center design is under review with HuntonBrady and the assistance of Mr. Corey Warner. The College is looking into procurement and State guidelines to be compliant with this project. The plan is still in place for a proposal to be shared at the November Board meeting for review.
- Attended the State University System and Florida College System Annual Safety Summit.
- Shared Council of Presidents updates and their work on a proposed nursing bill.

Vice President Karen Hogans and Executive Director of B.S. in Elementary Education, Dr. Stephanie Luke, shared a brief update on the Education programs. There are now 71 students enrolled in the Elementary Education program and the 1st cohort of the Exceptional Student Education program is scheduled for fall 2026. A small, pilot cohort of current paraprofessionals from Lake County Schools will start in Spring 2026 as part of a teacher apprenticeship program.

The Board Attorney presented an update report related to the agreement between Orlando Health South Lake and the College, along with updates on the ProctorU contract.

Mr. Bret Jones presented the reports for the Executive Committee and the Public-Private Partnership Committee.

Mr. Steve Munz presented the report for the Facilities Committee.

Mr. Tim Morris presented the report for the Finance Committee.

Mr. David Hidalgo presented the report for the Strategic Planning Committee.

Vice President Dr. Joseph Mews presented the report for the Student Engagement Committee on behalf of Ms. Ivy Parks absence.

Ms. Samantha Scott presented the report for the Foundation Liaison.

**NEW BUSINESS:****1025-18 FIRST READING OF BOARD RULE 3.09 ACADEMIC CREDIT NOT EARNED AT LSSC**

Due to changes in how accreditors are recognized by the U.S. Department of Education (USDOE), references to “regionally accredited institutions” needs to be updated to match current policy and practice. The reference section was updated to a more appropriate Florida Statute to reference support of Rule.

***This item is for informational purposes only and will be brought back at the next meeting for a vote.***

**1025-19 NEW PROGRAM PROPOSAL – BACHELOR OF APPLIED SCIENCE IN CYBERSECURITY**

The College is seeking approval to move forward with developing and adding a Bachelor of Applied Science in Cybersecurity. Upon approval, this will move forward with establishing and seeking state and accreditor approval, as needed, to add the academic program with an anticipated program launch fall 2027.

***MOTION to approve developing and adding a Bachelor's of Applied Science in Cybersecurity, Mr. Tim Morris, SECOND, Mr. David Hidalgo, motion passed unanimously.***

**1025-20 PRELIMINARY NEW PROGRAM PROPOSAL – ASSOCIATE IN SCIENCE IN CITY/URBAN PLANNING**

The College is seeking approval to move forward with exploring, developing, and adding an Associate in Science (or other applicable academic program) focused on City/Urban Planning. Upon approval, this will move forward with establishing and seeking state and accreditor approval, as needed, to add the academic program with an anticipated program launch fall 2026.

***MOTION to approve exploring, developing, and adding an Associate in Science (or other applicable academic program) focused on City/Urban Planning, Mr. Tim Morris, SECOND, Ms. Samantha Scott, motion passed unanimously.***

**1025-21 A.A. TO B.S./B.A. CRIMINAL JUSTICE ARTICULATION AGREEMENT WITH UCF**

In accordance with Florida Statute 1007.23(8), the A.A. to B.S./B.A. Criminal Justice Articulation Agreement between Lake-Sumter State College and the University of Central Florida has been revised to ensure compliance. The agreement has been updated and reviewed.

***MOTION to approve A.A. TO B.S./B.A. Criminal Justice Articulation Agreement between Lake-Sumter State College and University of Central Florida as written, Mr. David Hidalgo, SECOND, Mr. Steve Munz, motion passed unanimously.***

**OTHER CONSIDERATIONS:**

The next regular meeting is scheduled for November 19, 2025 at the South Lake Campus.

The meeting was adjourned at 5:33 p.m.

**ATTEST:**

---

Mr. Bret Jones, Chair

---

Mr. John Temple, Secretary/ College President

Recording Secretary: Kailyn Simone

## Personnel Staff Changes

## Agenda Item: 1125-06

---

### 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

#### Staff New Hires:

Name	Title	Effective Date
Anna Schutzler	Specialist, Athletics Operations	10/06/2025
Christian Sosa	Analyst, Student Information Systems	10/20/2025
Manuel Rodriguez	Facilities Technician II	10/20/2025
Elizabeth Reinemund	Academic Advisor I	10/20/2025
Elizabeth Stinnett	Specialist, Enrollment Services	10/21/2025

#### Staff Status Changes:

Name	Title	Status	Effective Date
Amy Fleck	Executive Assistant, AVP Workforce	Promotion	07/01/2025
Jennifer Stills	Coordinator, Marketing	Promotion	08/15/2025
Julie Rheinecker	Executive Director of Recruitment and Enrollment	Promotion	10/01/2025
Christopher Sargent	Associate Vice President, Workforce	Promotion	10/01/2025
Beckie Weaver	Enrollment Counselor and Recruiter	Title Change	10/01/2025
Melinda Skeete	Director HR Operations & Organizational Development	Promotion	10/16/2025
Cynthia Christman	Director Payroll Operations	Promotion	10/16/2025

#### Departures:

Name	Title	Status	Effective Date
Felicia Shelton	Director, Educational Opportunity Programs	Separation	10/01/2025
Nia Hannon	Developer II, Enterprise Application	Resignation	10/10/2025
Joanna Presy	Coordinator, Educational Opportunity Program	Resignation	10/15/2025
Carol Rabenstine	CDL Examiner	Resignation	10/21/2025
Shirley Bazemore	Academic Advisor I	Retirement	10/31/2025

### Recommendation

Motion to acknowledge the Human Resource Staff Changes for October 1 – October 31, 2025 as written.

## **Monthly Fiscal Report for October 2025**

## **Agenda Item: 1125-07**

---

### **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 October 2025 as written.

**Lake-Sumter State College**  
**Fiscal Status Report - Fund 1**  
**General Current Fund**  
**July 1, 2025 through October 31, 2025**

	FY 2024-25			FY 2025-26			Percent of Budget Earned/ Spent	Projected 6/30/2026
	Annual Budget		10/31/2024	Annual Budget		10/31/2025		
<b>REVENUES &amp; BUDGETED FUND BALANCE</b>								
Student Fees								
Fall								
Tuition	\$ 3,451,420	\$ 3,843,317		\$ 4,843,912	\$ 4,646,017	96%	\$ 4,599,556	
Technology Fees	166,300	192,180		196,556	232,324	118%	230,001	
Distance Learning	340,551	357,345		392,336	459,630	117%	455,034	
Dual Enrollment	389,000	451,255		391,287	567,850	145%	477,400	
HSCA Dual Enrollment	577,093	-		658,000	618,050	94%	644,840	
Lab Fees	99,086	94,531		100,000	246,386	246%	243,922	
Spring								
Tuition	\$ 3,113,630	\$ 30,379		\$ 4,410,782	\$ 27,910	1%	4,322,566	
Technology Fees	149,300	1,519		184,622	1,395	1%	180,929	
Distance Learning	304,208	45		374,469	-	0%	366,980	
Dual Enrollment	480,000	(648)		564,200	1,728	0%	546,700	
HSCA Dual Enrollment	546,984	-		587,500	-	0%	575,750	
Lab Fees	176,750	75,152		198,500	120,547	61%	194,530	
Summer								
Tuition	\$ 1,291,280	\$ (27,609)		\$ 2,005,155	\$ (31,714)	-2%	1,965,052	
Technology Fees	62,100	(1,380)		89,263	(1,586)	-2%	87,478	
Distance Learning	159,405	(300)		235,851	(2,055)	-1%	231,134	
Dual Enrollment	0	(43,485)		-	(3,095)	0%	-	
Lab Fees	33,290	(1,505)		40,300	19	0%	39,494	
Miscellaneous Fees	302,639	130,045		338,167	186,748	55%	331,403	
Youth Development	250,000	7,494		110,000	12,686	12%	104,500	
Continuing Education	1,127,788	396,600		1,054,150	223,250	21%	1,033,067	
<b>Total Student Tuition and Fees</b>	<b>\$ 13,020,824</b>	<b>\$ 5,504,934</b>		<b>\$ 16,775,050</b>	<b>\$ 7,306,090</b>	<b>44%</b>	<b>\$ 16,630,337</b>	
General Revenue Operational Support	\$ 20,958,984	\$ 7,045,048		\$ 21,135,196	\$ 7,273,061	34%	\$ 21,819,237	
General Revenue Nursing Support	764,600	598,676		1,004,755	499,864	50%	1,004,755	
General Rev. Student Success Incentive Initiative	338,782	132,045		404,104	128,035	32%	384,104	
State Dual Enrollment Scholarship Program	400,000	229,437		387,083	136,630	35%	387,083	
Educational Enhancement Support	3,231,881	-		3,055,669	-	0%	3,006,439	
Miscellaneous State Contracts	26,000	(2,742)		26,000	-	0%	26,000	
Federal Support Indirect Cost	75,000	54,282		75,000	3,208	4%	75,000	
Foundation Support	-	1,560		75,000	40,128	0%	75,000	
Other Contracts	586,868	199,146		683,248	217,685	32%	683,248	
Miscellaneous Revenue	24,100	31,068		124,350	62,783	50%	121,863	
<b>Total Revenues</b>	<b>\$ 39,427,039</b>	<b>\$ 13,793,453</b>		<b>\$ 43,745,455</b>	<b>\$ 15,667,485</b>	<b>36%</b>	<b>\$ 44,213,065</b>	
Transfers In	1,000,000	-		422,000	-	-	422,000	
<b>Total Revenues and Transfers In</b>	<b>\$ 40,427,039</b>	<b>\$ 13,793,453</b>		<b>\$ 44,167,455</b>	<b>\$ 15,667,485</b>	<b>35%</b>	<b>\$ 44,635,065</b>	
<b>EXPENDITURES</b>								
Personnel Expenditures								
Salaries and Wages	\$ 22,917,640	\$ 6,240,918		\$ 24,742,852	\$ 7,100,403	29%	\$ 24,247,995	
Benefits	7,757,893	2,412,268		8,445,398	2,614,938	31%	8,585,398	
Lapse Salary and Benefits	(900,000)	-		(900,000)	-	0%	-	
Current Operating Expenditures	10,098,417	3,364,580		11,831,612	3,465,554	29%	11,713,296	
Capital Outlay Expenditures	40,000	-		36,000	(34,389)	-96%	32,400	
Contingency	500,000	-		-	-	-	-	
<b>Total Expenditures</b>	<b>\$ 40,413,950</b>	<b>\$ 12,017,766</b>		<b>\$ 44,155,862</b>	<b>\$ 13,146,506</b>	<b>30%</b>	<b>\$ 44,579,089</b>	
<b>Transfer to Fund Other Funds</b>	<b>1,000,000</b>	<b>-</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Excess of Revenues over (Expenditures)</b>	<b>\$ 1,013,089</b>	<b>\$ 1,775,687</b>		<b>\$ 11,593</b>	<b>\$ 2,520,979</b>		<b>\$ 55,977</b>	

## Capital Improvement Projects Report

## Agenda Item: 1125-08

---

### 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 October 2025 as written.

<b>Capital Improvement Projects FY 2025-2026</b>			
<b>November 2025 Update</b>			
<b>Project Description</b>	<b>CIP Budget</b>	<b>Expended or PO issued as of 10/31/25</b>	<b>Progress To Date</b>
<b>Safety</b>			
Fire Safety Upgrades	\$75,000	\$124,519	Field coordination to overhaul the fire alarm system including panel, strobes, duct detectors for the Leesburg Campus Gym, are underway. Installations are planned to start mid Nov - December 2025.
Safety Upgrades	\$100,000	\$86,652	In planning.
<b>Roofs and Building Envelope</b>			
Building Envelope	\$45,000	\$0	Building exterior maintenance and repairs as needed for all Campuses.
Leesburg Campus Building M Exterior Wall Refurbishment	\$30,000	\$9,258	A PO was issued to Faden for the restoration of the west exterior wall of Bldg. M. Scope to include cleaning, repairs to cracks, regrouting, painting and gutter repair. The project work will be scheduled this Fall.
Leesburg Campus Science-Math Roof Refurbishment	\$120,000	\$5,130	Met with Garland early Aug. A roof scan was performed to verify the condition and confirmed that the roof will require replacement in lieu of refurbishment when the condition worsens. This work will need to be delayed at least until the next Fiscal Year due to the unbudgeted cost.
Roof Maintenance and Repairs	\$25,000	\$0	Roof maintenance and repairs as needed for all Campuses.
<b>Paving-Grounds</b>			
Sumter Center Repave, Repair, and Re-stripe Parking	\$230,000	\$220,115	Repaving and modifications to Parking Lots B, C & D completed end of July. Additional improvements are in planning.
Irrigation Improvements	\$20,000	\$7,705	On going as needed.
Parking Lot Repairs and Sealing/Striping	\$280,000	\$7,000	Several concrete repairs were completed at the Leesburg Campus late Sept., including Lake Hall sidewalk, Science-Math handicap areas, and pot-holes. A PO is in process for Paquette to resurface and restripe at the South Lake Campus, primarily around CML and Bldg.1 parking lots. This work is proposed over spring break or June.

<b>Capital Improvement Projects FY 2025-2026</b>			
<b>November 2025 Update</b>			
<b>Project Description</b>	<b>CIP Budget</b>	<b>Expended or PO issued as of 10/31/25</b>	<b>Progress To Date</b>
South Lake Campus Concrete Slab Refresh	\$8,000	\$0	In planning.
<b>New Structure</b>			
Eustis CDL Pad and Building	\$5,750,000	\$112,002	Design Development at 60% is on hold. The SJRWMD permit application is currently in process to meet a December 2025 deadline. Funding through grant is pending.
Leesburg Campus Workforce Development Center	\$17,070,000	\$1,089,420	Design Development efforts completed Aug. 13, 2025. Construction Documents and recommendation for CMAR services to award are pending. Owner occupancy is projected by Fall 2027.
<b>HVAC</b>			
HVAC Controls	\$120,000	\$57,168	PO issued for Automated Logic to retrofit controls for the Leesburg Campus Student Services Building 1st floor. A proposal is also in review for the Health Science Center.
HVAC Projects (exhaust fans, air handler units, coil overhaul, etc.)	\$300,000	\$94,650	On going maintenance, repairs and replacements for all Campuses.
South Lake Campus Chiller Pipe Insulation	\$60,000	\$0	Three bids were received in October for re-insulating chiller piping and equipment in the South Lake Campus Chiller Bldg. A PO is in process to award the most qualified bid.
South Lake Campus Bldg. 2 Transformers	\$50,000	\$0	In planning to replace three transformers inside SL Bldg.2. Quotes are currently in review.
<b>General</b>			
Furniture and Equipment (All Campuses)	\$75,000	\$10,011	On going procurement as approved by leadership.
ADA Braille Room Signage	\$30,000	\$15,000	Currently reviewing design proposals from the sign vendor and prioritizing across multiple buildings; including Sumter Bldgs. 1&5 and Leesburg Campus SSB & Lake Hall.
Signage (All Campuses)	\$40,000	\$1,295	In planning and programming.

<b>Capital Improvement Projects FY 2025-2026</b>			
<b>November 2025 Update</b>			
<b>Project Description</b>	<b>CIP Budget</b>	<b>Expended or PO issued as of 10/31/25</b>	<b>Progress To Date</b>
College Vehicles	\$110,000	\$99,135	Acquired two vans end of July 2025. College logo have been installed on the vans.
<b>Building Upgrades</b>			
Athletic Complex Upgrades	\$50,000	\$20,490	A new lawn mower was purchased for the athletic fields. In planning to install electrical for Hud1 outfield cameras.
Leesburg Campus Library Demolition	\$375,000	\$7,500	Faden Builders' GMP proposal approval to demo the Library is pending.
Leesburg Campus Safety Office Renovations	\$20,000	\$14,847	New flooring and painting was completed in September.
Leesburg Campus Facilities Main Office Renovations	\$15,000	\$12,946	New flooring for the Lobby and Admin offices was completed in September.
Leesburg Campus STEM Center Flooring	\$20,000	\$0	New flooring installed August 2025 with Foundation donation funds.
Painting Projects	\$20,000	\$0	In planning.
Restroom Refresh	\$55,000	\$35,422	Leesburg Campus Lake Hall and Student Services Building single use unisex restrooms flooring restoration completed early October. The main Men's and Women's restrooms in Lake Hall will receive epoxy flooring and recoating of the walls and partitions mid November. Additional restrooms are also in planning.
South Lake Campus Building-2, 1st Floor Remodel	\$160,000	\$9,884	Planning to start design services. Some refresh work for the Lobby has started.
South Lake Campus Simulation Lab Cameras and Microphones	\$45,000	\$40,191	In planning with the Nursing and IT Teams. A PO was issued to Elevate Healthcare to install additional cameras and microphones. IT cabling will need to be installed first. All work is anticipated to complete this fall.

## Proposed Curriculum Changes

## Agenda Item: 1125-09

---

### 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 Executive Cabinet is attached.

### Recommendation

Motion to approve the proposed curriculum changes as written.



No.	ACTION	COURSE	PROGRAM/COURSE TITLE
12	Credit Program Deletion		Help Desk Support Technician CCC
16	Credit Program Deletion		Building Construction Specialist CCC
18a	Credit Course Modification	MGF 1130	Mathematical Thinking
19	Credit Course Addition	EGN 1007	Engineering Concepts and Methods
20	Credit Course Addition	EGN 2210C	Engineering Analysis and Computation
21	Credit Course Addition	EGN 2312	Engineering Analysis-Statics
22	Credit Course Addition	EGN 2322	Engineering Analysis-Dynamics
23	Credit Course Addition	EGN 2332C	Mechanics of Materials
24	Credit Course Addition	EGN 2421	Engineering Analysis
25	Credit Course Addition	EGN 2440	Probability and Statistics for Engineers
26	Credit Course Addition	EGS 1006C	Introduction to the Engineering Profession
27	Credit Course Addition	EGS 2004C	Electrical Networks
28	Credit Course Addition	EGS 2373	Principles of Electrical Engineering
29	Credit Program Modification		Medical Laboratory Technology AS
29a	Credit Course Addition	MLT 1040C	Phlebotomy
29b	Credit Course Modification	MLT 1022C	Introduction to Medical Laboratory Technology
29c	Credit Course Modification	MLT 1221C	Urinalysis and Body Fluids
29d	Credit Course Modification	MLT 1300C	Hematology I
29e	Credit Course Modification	MLT 1302C	Hematology II
29f	Credit Course Modification	MLT 1401C	Medical Microbiology
29g	Credit Course Modification	MLT 1500C	Immunology & Serology
29h	Credit Course Modification	MLT 1525C	Immunohematology
29i	Credit Course Modification	MLT 1610C	Clinical Chemistry
29j	Credit Course Modification	MLT 2800L	Clinical Practicum I-Core Laboratory
29k	Credit Course Modification	MLT 2807L	Clinical Practicum II-Blood Banking



No.	ACTION	COURSE	PROGRAM/COURSE TITLE
29l	Credit Course Modification	MLT 2811L	Clinical Practicum III-Microbiology
29m	Credit Course Modification	MLT 2930	Capstone
30a	Credit Course Addition	CHM 2210C	Organic Chemistry I with Lab
30b	Credit Course Addition	CHM 2211C	Organic Chemistry II with Lab
31b	Credit Course Modification	CHM 2046C	General Chemistry II with Lab
32	Credit Program Modification		RN-BSN
32a	Credit Course Addition	NUR 3145	Pharmacology

## **The LSSC Foundation, Inc. 990**

## **Agenda Item: 1125-10**

---

### **Background/References**

Per Florida Statute 1004. 70, each direct-support organization shall submit to the board of trustees its federal Internal Revenue Service Return of Organization Exempt from Income Tax form (Form 990).

### **Description**

The Lake-Sumter State College Foundation Board accepted the LSSC Foundation audit and the 990 and presents for review by the LSSC District Board of Trustees.

The LSSC Foundation, Inc. 990 was provided to the Trustees by email.

### **Recommendation**

Motion to acknowledge the LSSC Foundation, Inc. 990 as written.

## 2026-2027 Early College Agreements

## Agenda Item: 1125-11

---

### 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.

In accordance with Florida Statute 1007.273 (1), each Florida College System institution shall work with each district school board in its designated service area to establish one or more early college programs. As used in this section, the term “early college program” means a structured high school acceleration program in which a cohort of students is enrolled full time in postsecondary courses toward an associate degree. The contract must be executed by January 1 of each school year for implementation of the program during the next school year.

### Description

The 2026-2027 Early College Agreements provide access to students in Lake and Sumter Counties to the following full-time opportunities.

- Lake County
  - Lake County Early College Academy
  - Health Sciences Collegiate Academy
- Sumter County
  - Sumter County Early College Academy
  - The Villages Early College Academy

The following changes were implemented between last year and the upcoming year.

- The previous school-specific academies, which include the Criminal Justice Academy at Mount Dora High School and the AICE-to-AA Academy at Leesburg High School, have been merged into one county-wide academy where any Lake County School can participate.
- Adjusted verbiage of specific positions and timeframes to include more general language to allow for more flexibility (i.e. HSCA advisor changed to LSSC advisor).
- Updated dates on agreements to reflect the 26-27 academic year

The 2026-2027 Early College Agreement template is in supplemental documents found [here](#).

### Recommendation

Motion to approve the 2026-2027 Early College Agreements as written.

## **2026-2027 Early College Agreements Updates**

### **Differences Between HSCA, Lake County, Sumter County, and Villages Early College Agreements.**

#### **1. Grade level enrollment eligibility of the program**

Incoming freshman or junior for HSCA; incoming junior for all other programs.

#### **2. Description of the program**

Dual enrollment initial requirements the same across all programs.

HSCA, Lake County, and Sumter County has program tracks. The Villages does not.

All other sections are the same across all programs.

#### **3. Description of the methods, medium and process by which students and parents are informed of the option to participate**

The same across all programs.

#### **4. Delivery methods for instruction**

The same across all programs.

#### **5. Student advising and progress monitoring**

The same across all programs.

#### **6. Program review and reporting**

The same across all programs.

#### **7. Funding arrangements for early college programs**

All programs mention statute requirements for tuition payments.

HSCA adds additional program fees that are elaborated in HSCA operational agreement.

The Villages adds the site coordinator position, including responsibilities and payment.

#### **8. Miscellaneous**

The same across all programs.

The Villages has additional legal language at the beginning and end of the full agreement that was put in when the original MOU was set.

#### **9. Appendix**

HSCA, Lake County, and Sumter County have an appendix showing curriculum of courses.

The Villages does not include this appendix.

## **Preliminary New Program Proposal: Associate of Science in Development and Design (FKA - City/Urban Planning)**

---

## **Agenda Item: 1125-12**

### **Background/References**

Per the Florida Statute 1001.64 (6), each Board of Trustees has the responsibility for the establishment and discontinuance of program and course offerings in accordance with law and rule; provision for instructional and noninstructional community services, location of classes, and services provided; and dissemination of information concerning such programs and services. New programs must be approved pursuant to s. 1004.03.

### **Description**

During the October 15, 2025 meeting, LSSC's Board of trustees approved moving forward with exploring, developing, and adding an Associate in Science (or other applicable academic program) focused on City/Urban Planning. The planning group determined the program would be the Development and Design Associate in Science degree. As this will be a new degree in the state, a request form and accompanying documentation to add the program was submitted to the Division of Florida Colleges October 31, 2025.

### **Recommendation**

Motion to approve the continued development and implementation of the Development and Design Associate in Science degree focused on City/Urban Planning with the expectation it will begin in the 2026-27 academic year.

## PRESIDENT'S REPORT



## VICE PRESIDENT'S REPORTS

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

**Dr. Laura Byrd, Executive Vice President, Operations, Institutional Advancement**

**Access:**

- The LSSC Foundation received 1,288 scholarship applications for Spring 2026 and plans to award \$500,000 in scholarships.
- The 2026 Annual Campaign has raised \$147,900, of which \$44,132 has been donated by 40% of the LSSC Faculty & Staff. The Foundation has reached 54% of the overall campaign goal of \$275,000.
- The LSSC Foundation hosted the 2025 Monster Dash on Saturday, October 25, 2025. This years' event had the largest group of registrants & volunteers to date with more than 400 supporters! The fundraising goal was exceeded by 3%, raising a total of \$21,714.
- Giving Tuesday is coming soon, 12/2/25! Help make an impact on Student Success by donating!
- The Annual Shamrock Shuffle is scheduled for Saturday, March 7, 2026 on the South Lake Campus. Please help support this event by participating, volunteering, or sponsoring. See a Foundation staff member for more info.
- The 40<sup>th</sup> Annual Gala: *Ruby Ball* will be on Friday, April 10, 2026, at the Brownwood Hotel & Spa. Sponsorships are available but will sell out soon! The LSSC Foundation is also accepting silent and live auction items. The Foundation is planning for the best Gala yet!

**Student Learning & Success:**

- The Production team produced a video titled "This is Why We Give" to spotlight the Foundation's 2026 Annual Campaign.
- The Production Team is also currently working on interviews with South Lake Cares, Lake Cares and the Wildwood Soup Kitchen for an episode of "Heart of Lake and Sumter" to discuss food insecurity.
- The Foundation will celebrate the past year of scholarship recipients and the donors that made it possible at the Annual Scholarship Dinner on Tuesday, February 24, 2026. Please plan to attend.
- The LSSC Foundation received \$15,000 from the Florida Blue Foundation to help fund the Lake Hawk Harvest Food Pantry.

**Workforce Development:**

- Welbro Construction hosted an annual employee and vendor benefit event and has directed the proceeds of \$17,215 to the Construction Management program to support students through a scholarship.

**GIFTS AND CONTRIBUTIONS RECEIVED**

September 1, 2025 – September 30, 2025	\$179,520.78
October 1, 2025 – October 31, 2025	\$170,593.84

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

**Ms. Karen Hogans, Vice President, Academic Affairs**

**Access:**

- Dr. Roland Nuñez led a dual enrollment training for Lake County Middle and High School counselors to instruct them on LSSC organizational changes, updates to dual enrollment policy, and best practices for working with dual enrollment students and families.
- President Temple submitted two Specialized Associate in Arts Transfer to UCF degree proposals (one for Biology and one for Health Sciences) to the Division of Florida colleges on October 17, 2025. The proposals are scheduled to be considered by the State Board of Education during their March or April 2026 meeting.
- A request was submitted to the Division of Florida Colleges on October 31, 2025, to offer the Associate in Science Development and Design degree next academic year (the working title of the program was "City/Urban Planning"; development and implementation of the program was approved by the LSSC Board of Trustees October 15, 2025).

**Student Learning & Success:**

- Student Accessibility Services staff sponsored two College transition fairs on September 30 and October 2. There were 22 vendors for the fairs and they highlighted services to students with disabilities.
- The Learning Centers have completed their application for recertification for the College Reading and Learning Association (CRLA). The International Tutor Training Program Certification (ITTPC) certifies the training program, allowing the center to then certify its peer tutors.
- On October 15, 2025, Communications Department faculty Courtney Green and Kristine Walsworth assisted Beverly Gibson from LSSC Learning Services in hosting a Peer Review Workshop at the South Lake Writing Center in Cooper Memorial Library.

**Workforce Development:**

- HSCA held an Orlando-Health hosted summit where students had the opportunity to engage with Orlando Health representatives from Urology, EMS, Air Care Team, Lake County Fire Crew, and the hospital foundation.

**Learning & Work Environment:**

- Dr. Megan Cavanah, Dean of Math and Dr. Deep Kundu, Lecturer of Mathematics attended UCF's Fall 2025 Engineering Curriculum Alignment meeting on Friday, October 31.
- On November 5, the Speech Department, Heather Elmatti, Amy Schwab, Toni Upchurch, and Brandon Thigpen, hosted Open Mic events at both the Leesburg campus (Science-Math Pavilion) and South Lake campus (Sails Pavilion). The event was open to all faculty, staff, and students, and attendees were encouraged to perform original music, poetry, or readings, or to read other works during the open mic.
- The Department of Teaching and Learning (DTL) established a DTL-LSSC YouTube Channel and has begun to host all faculty training videos on that site.
- The Department of Teaching and Learning hosted Adjunct Academy training (attended by 43 faculty real-time and 10 faculty asynchronously) focused on NotebookLM, a tool used to facilitate instruction.
- Academic Affairs leaders attended the first convening of the FranklinCovey program *Change: How to Turn Uncertainty into Opportunity*, a three-part course that allows participants to explore practical strategies for responding to uncertainty with confidence, supporting employees through transitions, and modeling the mindset needed to help the College continue to thrive.

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

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

**Enrollment Summary:**

As of November 7, Fall 2025 enrollment stands at a record-high 7,288 student headcount, an increase of 19.5% (+1,189) compared to this time last year. Full-time equivalency (FTE) is trending ahead by 21.6%. Spring 2026 enrollment stands at 4,067 headcount, representing a 25.9% increase (+837) over this time last year. Admission application windows for Spring 2026, Summer 2026, and Fall 2026 terms are open.

**Access:**

**New Student Recruitment & Enrollment:**

- Spring 2026 applications are ahead by 81.4% (+616).
- Hosted Open House events at all four locations in October and November (Four Corners on 10/29, Leesburg on 11/6, South Lake on 11/12, and Sumter on 11/13).

**Financial Aid:**

- Completed Financial Aid Fee State reporting for the 24-25 Fiscal Year
- 25-26 FAFSA submissions are up to 6,958 – an increase of 23.1% over last year (+1,304). Seventy-four percent of students are Pell eligible.

**Student Learning & Success:**

**Advising, Retention, & Graduation:**

- Fall-to-spring retention is up to 47.7%, trending ahead of last year by 2.4 percentage points.
- Will hold two Fall 2025 graduation commencement ceremonies: December 10 at the Clermont ARC, and December 11 at the Leesburg Campus (both start at 5 PM). Received 435 graduation applications, and so far, 149 have RSVP'd to attend the ceremonies (expected to grow to over 250).

**Athletics:**

- Volleyball finished with an all-time program best 23-5 record in the regular season and ranked 23rd in the nation in the latest NJCAA poll. They finished runner-up in the FCSAA/Region tournament, which took place Nov. 7-8 in Ft Pierce.
- The Men's and Women's Cross Country teams finished the season ranked 14<sup>th</sup> and 25<sup>th</sup> in the national polls, respectively. They competed in the NJCAA National Championships in Iowa on Nov. 8. The Men's team finished 21<sup>st</sup> and the Women's team 29<sup>th</sup> overall.

**Student & Career Engagement:**

- Spirit Week ran Oct. 25-31 and drew over 600 participants across campuses and online.
- SGA officers will attend a statewide conference in Miami, Nov. 13-15, including training and certification; Activities Specialist Michael Worden will present on ethical leadership.
- New career center is set to open in Leesburg next to the food pantry. The Career Development team hosts weekly workshops and provides career readiness support to prepare students.
- This fall, 43 students have completed internships, and 64 students are working at the college.

**Student Support & Wellbeing:**

- Responding to Students in Distress presentation and open forum discussion was facilitated by Dean of Students, Carolyn Scott, and Director of Student Wellness, Dr. Maureen Miller, as a part of the Faculty Learning Network on October 17.
- Fall candidates for the prestigious Order of the Lakehawk award completed their application and interview process this month.

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

**Thom Kieft, Vice President, Facilities Planning and Operations**

**Learning & Work Environment:**

***Leesburg Campus***

- Renovations have commenced in the Lake Hall restrooms. These renovations include new epoxy floors and modifications to the wall tile color. Sinks will get replaced as well with new LED lighting.
- Renovations in the Health Sciences Center to accommodate office space for two new clinical coordinators have been completed.
- Repairs to a metal section of the Lake Hall roof have been completed.
- Plans are underway to switch vendors to service the chiller plant including the three chillers, four cooling towers, eight chiller pumps, and three secondary pumps.
- The Executive Director of Campus Safety attended an Active Shooter Response webinar
- Bear, the Campus Safety therapy dog, provided two Paws and Relax events and attended Halloween events.

***South Lake Campus***

- Some old valves at the Science-Health Building chiller plant have been replaced.
- In Bldg. 2, HVAC controls are being replaced for the chiller and 1<sup>st</sup> floor air handler unit.
- Roof repairs have been made on the roof in Bldg. 2 above classroom 301.
- Irrigation time clocks were replaced due to a lightning strike.
- Multiple offices had walls painted in between staff leaving the college and new staff commencing work at LSSC.

***Sumter Center***

- Renovations to the former biology lab 1114 in Bldg. 1 are underway. This project included the removal of cabinetry and water lines/drains for the sinks. Data drops will be completed for the computer connection and new computers are being purchased. The floor in the room will be stripped and waxed prior to computer tables being moved into the AutoCAD lab.

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

**Michelle Matis, Vice President, Finance and Chief Financial Officer**

**Learning and Work Environment:**

- Work continues on the financial audit of FY25.
- Accounting continues to participate in workshops through COBA on implementing GASB changes that will be implemented in FY26. This includes changes in how revenues will be presented and changes to the MD&A report.
- Participated in COBA Steering Committee meetings to plan Winter COBA meeting in January in Orlando.
- Payroll is updating health insurance rates and preparing for changes employees elected during benefits open enrollment. New rates/plans take effect Jan 2026 with payroll deductions taking effect in December.
- Student Accounts is monitoring 464 students who are enrolled in Fall and still have balances due for tuition. Total unpaid tuition is \$523,828.
- Working on changes to the credit card training course for all cardholders. Changes will include making the training required on an annual basis instead of biennial.

**Student Learning and Success:**

- Campus store sales for the month of October totaled \$9,520.
- Finalized and published RFQ 26-02 for Architectural and Engineering Services for Health & Human Performance Building at SL. The question period ended Oct 28 and answers were provided online Oct 30. Deadline for submissions is Nov 18 at 2pm. The selection committee will meet in December with the goal of bringing a recommendation to the DBOT in January 2026.

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

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

**Learning and Work Environment:**

- LSSC selected as a Top 200 institution in the Aspen Prize for Community College Excellence; Aspen student success data pulled and validated, maintaining competitiveness, reinforcing a college-wide data quality culture, and ensuring on-time delivery required to advance in the process.
- Delivered hands-on assessment workshops linking assignments to PSLOs/ISLOs, aligning rubrics, and leveraging BI dashboards, resulting in faculty improvements that boosted assignment-to-outcome links from 42% to 80% and increased the reliability of student learning outcome data.
- Over 45,000 phishing emails and cyberattack attempts intercepted and processed in the month of October alone, contributing to more than 1 million mitigated threats since program inception.
- Ongoing investment in security protocols and awareness training has established a strong cybersecurity culture, with increased reporting of suspicious emails resulting in reduced organizational risk.
- Completed, reviewed, and submitted cyberinsurance application, securing comprehensive coverage and strengthening operational resilience through clear processes and alignment with security protocols
- PantrySoft implemented college-wide, streamlining campus food pantry access, enhancing privacy, improving inventory management, and supporting faster service for increased student participation and satisfaction.
- Successfully launched CourseLeaf PATH—a next-generation student registration platform—delivering modern, intuitive tools for class planning and enrollment, reducing barriers to student success, and earning positive early feedback for ease of use and responsiveness.
- Advanced student classification categories implemented within PowerBI, enhancing enrollment reporting accuracy and enabling precise retention and compliance analysis through refined categorization logic and script updates aligned with ERP Banner coding.
- Apex Admissions application fully deployed and in active use, supporting record-setting student onboarding; ongoing development and support for Dual Enrollment application maintain momentum, address user feedback, and ensure operational readiness for the next cycle.
- Ubiquiti antennas, switch, wireless access points, and security cameras installed at the Sumter Pavilion providing wireless internet and enhanced security, eliminating the need for ground excavation for fiber and saving several thousand dollars in project costs.
- InformaCast IP speaker rollout advancing on all campuses with 30 CAT6 drops installed and tested; 30 outdoor speakers supplied. 90% of this project is complete.

# BOARD ATTORNEY'S REPORT



November 11, 2025

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

Re: Board Attorney Report for November 19, 2025

Dear Trustees:

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

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. The EEOC dismissed the charge. This item will be removed from future reports.

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. Attorney Rick Mitchell of GrayRobinson, P.A. is assigned to defend the College. Plaintiff filed an amended complaint on August 24, 2025 adding additional parties. On September 5, 2025 attorney Mitchell filed an Answer and Affirmative Defenses on behalf of the College. Other named defendants are in the process of filing responsive pleadings. On October 22, 2025 the Plaintiff served the College with Interrogatories to answer. Attorney Mitchell will coordinate with the College to respond.

Kelly McLean v. Lake Sumter State College Foundation, Inc., Board of Trustees, a/k/a Lake-Sumter College, Lake County Case No. 2024-CA-002270. A former employee filed an action under the Florida Civil Rights Act for claims of discrimination based on her disability and retaliation claims of Family Medical Leave Act interference and retaliation. The Consortium assigned attorneys Mark E. Levitt and Howard M. Waldman to represent the College. On July 3, 2025 attorney Levitt filed an Answer and Affirmative Defenses on behalf of the College.

Lake Sumter State College  
November 11, 2025  
Page 2 of 2

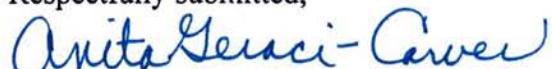
Mediation is scheduled on January 13, 2026 at 1:00 pm with mediator Michelle Jernigan, Esq. A closed session meeting with the Board of Trustees can be scheduled to occur prior to mediation.

Sheila Williams v. Lake Sumter State College, Lake County Case No. 35-2025-CA-001358-A. A former employee filed a complaint alleging disability discrimination and failure to accommodate, both under the Florida Civil Rights Act of 1992. A Case Management Order was entered on August 26, 2025. The Consortium did not assign the case to attorney Koji until after a clerk's default was entered. On October 30, 2025 attorney Koji filed a Motion to Set Aside Clerk's Entry of Default, and also filed an Answer and Affirmative Defenses. A hearing is scheduled on December 15, 2025 before the Honorable Judge Baxley on the College's motion to set aside.

Notice of Charge of Discrimination: EEOC: 15D-2025-01049; An employee filed a complaint of employment discrimination with the Florida Commission on Human Relations for alleged violations "on the basis and issues of ADA, failure to accommodate, harassment and intimidation. The claim has been filed with the Consortium and the College consulted with attorney Brian Koji. Attorney Koji filed a response on August 25, 2025 on behalf of the College stating that the charges are without merit and requesting the Commission dismiss the charges. The employee resigned September 19, 2025. This charge remains pending before the FCHR.

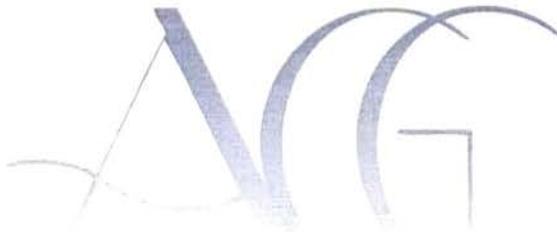
If you have any questions, please feel free to call me. I look forward to seeing you at the Board meeting.

Respectfully submitted,



Anita Geraci-Carver

cc: John Temple, President



## BOARD COMMITTEE REPORTS

## Board Committee Reports

## Agenda Item: 1125-16

---

- I. Executive Committee – Mr. Bret Jones**
- II. Facilities Committee – Mr. Steve Munz**
- III. Finance Committee – Mr. Tim Morris**
- IV. Private-Public Partnerships Committee – Mr. Bret Jones**
- V. Strategic Planning Committee – Mr. David Hidalgo**
- VI. Student Engagement Committee – Ms. Ivy Parks**
- VII. The LSSC Foundation, Inc. Liaison – Ms. Samantha Scott**

**NEW BUSINESS**



## **Annual Recertification of DSO and Approval of Officers and Directors**

## **Agenda Item: 1125-17**

### **Background/References**

Per Florida Statute 1004.70, a “Florida College System institution direct-support organization” is an organization that is:

1. A Florida corporation not for profit, incorporated under the provisions of chapter 617 and approved by the Department of State.
2. Organized and operated exclusively to receive, hold, invest, and administer property and to make expenditures to, or for the benefit of, a Florida College System institution in this state.
3. An organization that the Florida College System institution board of trustees, after review, has certified to be operating in a manner consistent with the goals of the Florida College System institution and in the best interest of the state.

LSSC Board Rule 1.07 states the District Board of Trustees shall annually approve all direct support organizations (DSO).

### **Description**

Annual re-certification of The LSSC Foundation, Inc. as a direct support organization for Lake-Sumter State College.

At the July 23, 2025 Lake-Sumter State College Foundation Quarterly Board meeting, the Board approved and recommends to the District Board of Trustees the 2026 slate of Foundation Officers and Directors:

#### **Officers:**

Michelle Michnoff, President  
Deputy Chief Michael McMaster, President-Elect  
John George, Vice-President  
Sheri Olson, Treasurer  
Josh Gonzales, Past President  
Samantha Scott, Trustee Liaison  
Dr. Laura Byrd, Secretary  
John Temple, LSSC President  
Sybil Brown, Faculty Liaison

#### **Directors:**

Shayna Grunewald  
Kandy Medlen  
Stacie Price  
John Smith  
Carl Specci

### **Recommendation**

Motion to approve the re-certification of The LSSC Foundation, Inc. and 2026 Foundation Board Officers and Directors as written.

## **The LSSC Foundation, Inc. Audit 2024**

## **Agenda Item: 1125-18**

---

### **Background/References**

Per Florida Statute 1004.70, each direct-support organization shall provide for an annual financial audit in accordance with rules adopted by the Auditor General pursuant to s. [11.45](#)(8). The annual audit report must be submitted, within 9 months after the end of the fiscal year, to the Auditor General, the State Board of Education, and the board of trustees for review.

### **Description**

The Lake-Sumter State College Foundation Board accepted the 2024 LSSC Foundation audit and is presented to the LSSC District Board of Trustees for review.

The audit was provided to the Trustees by email.

### **Recommendation**

Motion to acknowledge the LSSC Foundation, Inc. Audit 2024 as written.

## **The LSSC Foundation, Inc. 2026 Budget      Agenda Item: 1125-19**

---

### **Background/References**

Per Florida Statute 1004.70, each district board of trustees is authorized to manage and oversee direct support organizations that are organized and operated exclusively to receive, hold, invest, and administer property and to make expenditures to, or for the benefit of, a Florida College System institution in this state.

### **Description**

The Lake-Sumter State College Foundation, Inc. Board approved the 2026 budget to include in-kind contributions from the College. It is now being presented to the LSSC District Board of Trustees for approval.

### **Recommendation**

Motion to approve the LSSC Foundation, Inc. 2026 Budget as written.

## Lake-Sumter State College Foundation 2026 Operating Budget

General Operating Budget		
	2025	2026
<b>Revenues</b>		
Contributions	\$ 50,000	\$ 50,000
Fundraising Activities (Transfer at year-end)	100,000	100,000
In-Kind Support	438,155	758,589
Administrative Fees (Transfer at year-end)	5,000	5,000
Bank and Investment Income	14,000	14,000
<b>Total Revenues</b>	<b>\$ 607,155</b>	<b>\$ 927,589</b>
<b>Expenditures</b>		
Bank Fees	\$ 10,000	\$ 10,000
Travel Expenses	3,000	3,000
Special Events Expenses	6,500	6,500
Fund Raising Expenses	-	-
Food and Food Products	25,000	25,000
Staff Development	3,500	3,500
Contractual Services	160,500	160,500
Other Services and Expenses	9,500	9,500
Community Relation Expenses	12,000	12,000
College Program Support	-	-
Materials and Supplies	8,500	8,500
Postage and Printing	6,000	8,000
Software Agreements	15,000	15,000
Alumni Event Expense	10,000	10,000
Alumni Operating Expense	5,000	5,000
Alumni Materials and Supplies	2,000	2,000
Alumni Postage and Printing	2,000	2,000
In-Kind Support Personnel	410,000	730,434
In-Kind Support Facility Use	28,155	28,155
<b>Total Expenditures</b>	<b>\$ 716,655</b>	<b>\$ 1,039,089</b>
<b>Investment Activity</b>		
Bank and Investment Income	\$ 30,000	\$ 30,000
Realized Market Gain (Loss)	-	-
Unrealized Market Gain (Loss)	-	-
Management Fees	(15,000)	(15,000)
<b>Total Investment Activity</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>
<b>Surplus/(Deficit)</b>	<b>-\$ 94,500</b>	<b>-\$ 96,500</b>

## Personnel Calendar 2026-2027

## Agenda Item: 1125-20

---

### Background/References

Florida Statute 1001.64 (18) states that Florida College System Board of Trustees has authority for the establishment of the personnel program for all employees, including hours of work.

### Description

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 days 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 2026, beginning May 11 through July 31, staff employees will still work a total of 37.5 hours for four days. The same will apply for Summer 2027 from May 10 through July 30. The proposed personnel calendar for year 2026-27 is presented for review and approval.

### Recommendation

Motion to approve the 2026-2027 Personnel Calendar as written.



# 2026-2027 PERSONNEL CALENDAR

## College Closures

Thursday, July 2, 2026	Independence Day
Monday, September 7, 2026	Labor Day
Wednesday, November 11, 2026	Veterans Day
Wednesday, November 25 – Sunday, November 29, 2026	Thanksgiving Break
Saturday, December 19, 2026 – Sunday, January 3, 2027	Winter Break
Monday, January 18, 2027	Martin Luther King, Jr., Birthday
Friday, February 5, 2027 (workday)	LSSC Day of Service
Sunday, March 21, 2027 – Sunday, March 28, 2027	Spring Break
Monday, May 31, 2027	Memorial Day
Monday, July 5, 2027	Independence Day

## Work Periods

Period	Academic Calendar Dates	Duty Dates
Staff/Non-Instructional Faculty		Wed, July 1, 2026 – Wed, June 30, 2027
Fall 2026 Instructional Faculty	Mon, Aug 17 – Sat, Nov 28 Final Exams Mon, Nov 30 – Sat, Dec 5	Tues, Aug 11 – Fri, Dec 11 (84)
Spring 2027 Instructional Faculty	Mon, Jan 11 – Sat, April 24 Final Exams Mon, April 26 – Sat, May 1	Tues, Jan 5 – Fri, May 7(83)
Summer A 2027 – 11 - month Instructional Faculty	Mon, May 10 – Sat, June 26	Mon, May 10 – Mon, June 28 (35)
Summer AE 2027 – 12 - month Instructional Faculty	Mon, May 10 – Sat, Aug 7	Mon, May 10 – Mon, Aug 9 (65)
Summer B 2027 – 11 - month Instructional Faculty	Mon, June 28 – Sat, Aug 7	Mon, June 28 – Mon, Aug 9 (30)
Summer 2027 Four Day Work Week (Monday – Thursday)		Monday through Friday Mon, May 10 through Fri, July 30

\*July 5<sup>th</sup>, 2027 is excluded from duty days.

**Fall 2026** grades due Monday, Dec 7 by noon, **Spring 2027** grades due Monday, May 3 by noon, **Summer A** grades due Monday, June 28 by noon, **Summer AE & B** grades due Monday, Aug 9 by noon

## Academic Calendar

Please refer to the Academic Calendar published at <https://www.lssc.edu/academics/academic-calendar/> for dates and deadlines related to instruction, including exam schedules and final grade submissions.

**Questions?** Contact Human Resources [hr@lssc.edu](mailto:hr@lssc.edu) or Payroll with any questions.

## **Second Reading of Board Rule 3.09 Academic Credit Not Earned at LSSC**

---

## **Agenda Item: 1125-21**

### **Background/References**

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

### **Description**

Due to changes in how accreditors are recognized by the U.S. Department of Education (USDOE), references to “regionally accredited institutions” needs to be updated to match current policy and practice.

The reference section was updated to a more appropriate Florida Statute to reference support of Rule.

### **Recommendation**

Motion to approve the updated Board Rule 3.09 Academic Credit Not Earned at LSSC as written.

---

LAKE-SUMTER STATE COLLEGE  
BOARD RULE

---

TITLE: Academic Credit Not Earned at Lake-Sumter State College

NUMBER: 3.09

---

AUTHORITY: Florida Statutes ~~1007.263~~; 1007.27

PAGE: 1 of 1

---

HISTORY: New - 5/19/99

AMENDED: 3/22/05, 10/20/09

---

REFERS TO ADMINISTRATIVE PROCEDURE NUMBER 4-17

---

a. The District Board and the President have determined that the award of college credit shall be based on the standards of good practice in accordance with the following organizations:

1. Southern Association of Colleges and Schools;
2. American Council on Education;
3. American Association of Collegiate Registrars;

b.a. Admissions Officers Florida Association of College Registrars and Admissions Officers, and in alignment with the Florida and U.S. Department of Education regulations.

c.b. Credit for coursework taken on a noncredit basis or from a non-regionally accredited at another institution may be awarded when there is documentation that the noncredit coursework is equivalent to a credit course(s) offered by Lake-Sumter State College.

c.c. The President or designee shall establish the procedures to evaluate and award college credit for all types of transfer work.

## **First Reading of Board Rule 2.02 Non-Discrimination**

---

## **Agenda Item: 1125-22**

### **Background/References**

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

### **Description**

Board Rule 2.02 needs to be updated to comply with findings from a 2025 On-Site Civil Rights Compliance Review by the Florida Department of Education. This update reflects the updated non-discrimination statement and removes any reference to gender.

### **Recommendation**

This item is for informational purposes only.

**LAKE-SUMTER STATE COLLEGE  
BOARD RULE**

---

**TITLE:** Non-Discrimination **NUMBER 2.02**

---

**AUTHORITY:** Title VII, Civil Rights Acts of 1964,  
Title IX of the Education Amendments of 1972,  
The Florida Civil Rights Act, The Clery Act,  
The Violence Against Women Act, F.S. 1000.05. **PAGE 1 of 1**

---

**HISTORY:** New - 04/15/87  
Amended- 06/19/96, 06/20/01, 09/20/05, 06/24/13, 09/16/15  
Reviewed-09108109

---

**DATE ADOPTED:** **9/16/15**

---

**REFERS TO PROCEDURE NUMBER:** **PRO 2-07**

---

1. The District Board of Trustees affirms adherence to equal access/equal opportunity in accordance with the provisions of the Florida Educational Equity Act (FS1000.05), Title IX and all other relevant state and federal laws, rules, regulations and executive orders.
2. Lake Sumter State College is committed to non-discrimination based on race, color, sex, ethnicity, gender, national origin, age, disability, genetic information, marital status, veteran status, religion, sexual orientation, political affiliation and pregnancy. This commitment applies in all areas to applicants, visitors, students, faculty, administrators, staff, and others affiliated with the College. Lake-Sumter State College assures civil rights for its students, employees, visitors, and contractors. LSSC prohibits discrimination on the basis of race, color, national origin, ethnicity, sex, age, disability, marital status, pregnancy, veteran status, religion, sexual orientation, or genetic information in any of its programs, activities, employment, and contracts.
3. The President shall provide equal access and equal opportunity for all services made available by the College and to conduct all employment programs, policies and practices, educational programs, training and activities in a non-discriminatory manner.
4. The President or designee shall provide for hearing and responding to complaints dealing with alleged misconduct and/or discrimination made by an employee, a student, an outside contractor, an applicant for employment, admission to the College and all others affiliated with the College.
5. The President or designee shall ensure that College rules and procedures are established and implemented that identify specific actions to ensure the safety and security of all affiliated with and/or in attendance at any College sponsored, College-affiliated and College sanctioned activities and events in accordance with all relevant state and federal laws, rules, regulations and executive orders.
6. The District Board of Trustees intends that a prompt and equitable resolution of any allegation be reached through a procedure (process) that is free of coercion, interference, restraint, discrimination, retaliation, harassment or reprisal and that affords the complainant adequate opportunity to resolve the complaint.

## **2025-2028 Orlando Health South Lake Combined Clinical Agreement**

---

## **Agenda Item: 1125-23**

### **Background/References**

Per the Florida Statute 1001.64, each 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.

### **Description**

The College currently has two clinical affiliation agreements with Orlando Health South Lake that are set to expire in fall 2025. These agreements allow students in healthcare programs to complete clinicals at Orlando Health facilities. Overtime, these agreements have been amended to extend the terms and add additional information.

The agreement proposed will combine both agreements to compile current and all amended information while also extending the terms to 2028.

The agreement can be found in supplemental documents [here](#).

### **Recommendation**

Motion to approve the 2025-2028 Orlando Health South Lake Clinical Affiliation Agreement as written.

## Termination of Gateway Sign Easement Agreement

---

## Agenda Item: 1125-24

### Background/References

Per the Florida Statute 1001.64, each 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

At the Leesburg Campus, there were two signs located within the U.S. Hwy 441 Right of Way. The signs were permitted through an easement that allowed the College to build and maintain the signs within the right of way. After the College built the new digital sign, the signs in the right of way were no longer appropriate. The signs were removed at the expense of the developer of the adjacent property across College Drive, pursuant to an agreement negotiated through the Contract Administrator's Office. There is no longer a need for the easement and it should be terminated. There are no other college owned or maintained items such as water lines, sewer lines or electrical conduits located within the easement. This is merely cleaning up an issue in order to prevent it from causing a concern in the future.

The agreement can be found in supplemental documents [here](#).

### Recommendation

Motion to approve the Termination of the Gateway Sign Agreement as written.

# **Lake Technical College Facility Use of the South Lake Campus Extension Agreement**

---

**Agenda Item: 1125-25**

## **Background/References**

Per Florida Statute 1001.64 states that Florida College System Board of Trustees may purchase, acquire, receive, hold, own, manage, lease, sell, dispose of, and convey title to real property, in the best interests of the Florida College System institution.

## **Description**

Lake Technical College has utilized classroom and lab space on LSSC's South Lake Campus for about six years to offer their LPN, ESOL/GED, and Paramedic programs to residents of south Lake County. The previous Facilities Use Agreement between LSSC and Lake Tech College ended on June 30, 2024. This Extension prolongs the previous Agreement for the use of facilities on LSSC's South Lake Campus to June 30, 2026 and retroactively takes effect on July 1, 2024.

All prior terms and conditions contained in the Agreement of July 1, 2021 shall remain in full force and effect.

The agreement can be found in supplemental documents [here](#).

## **Recommendation**

Motion to approve the Lake Technical College Facility Use of the South Lake Campus Extension Agreement as written.

## **Inquiry for Leesburg Property Purchase**

---

## **Agenda Item: 1125-26**

### **Background/References**

The District Board of Trustees is vested with the responsibility for cost-effective policy decisions appropriate to the Florida College System institution's mission and the implementation and maintenance of high-quality education programs within law and rules of the State Board of Education.

Per Florida Statutes 1001.64, each District Board of Trustees may purchase, acquire, receive, hold, own, manage, lease, sell, dispose of, and convey title to real property, in the best interests of the Florida College System institution.

### **Description**

The College has received an unsolicited inquiry 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.

### **Recommendation**

This item is for informational purposes only.

## **Letter of Interest Partnership Proposal for Film & Media Studio with DJK-KJD**

## **Agenda Item: 1125-27**

---

### **Background/References**

Per Florida Statute 1001.64, each 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.

### **Description**

DJK-KJD seeks to build a state-of-the-art virtual production studio that operates both as a professional creative facility and as an educational innovation hub, allowing students to be immersed in the same workflows and technologies as leading global media companies. These opportunities would align with the College's AS in Digital Media Creative Video Production program.

DJK-KJD is ready to contribute significant resources to bring this vision to life. The company is in the midst of a \$10m fundraising campaign and their investors require a Memorandum of Understanding (MOU) with LSSC. They propose a non-binding MOU that outlines the partnership and agreements between DJK-KJD and Lake-Sumter State College, including their rights to utilize 3 acres of the Leesburg Campus in phase one of the partnership to create the studio complex, with more acreage in further phases that will include a backlot, theater and other tourist attractions. The MOU will give DJK-KJD an exclusive window to develop and officially green-light the project and allow us to express to our investors secured interest from LSSC.

The Letter of Interest was provided to the Trustees by email.

### **Recommendation**

A motion to approve moving forward and enter into negotiation of a non-binding MOU with DJK-KJD.

## **Leesburg Campus Former Library Building 6 Demolition Guaranteed Max Price**

---

## **Agenda Item: 1125-28**

### **Background/References**

Section 1001.64, Florida Statutes vests responsibility for the administration of the facilities program with the District Board of Trustees.

The former Library (Bldg #6) on the Leesburg Campus was constructed in 1965 and is 60 years old. The Florida Department of Education considers the useful life of a facility to be 50 years.

In March 2023, the District Board of Trustees approved demolition following the report from SchenkelShultz Architecture and Matern Engineering who performed building assessments and calculations for Buildings 3, 6, and 13 on the Leesburg Campus with the conclusion that it is more cost effective for the three buildings to be razed and replaced, instead of being renovated or remodeled. Following this approval, the Florida Department of Education (FLDOE) approved the change in building condition to "to be razed".

During the same time period, remodeling plans for the Library building were not pursued by the DBOT who instead focused on the construction of the new Workforce Development Center.

The DBOT approved a spot survey recommendation to raze the building in June 2024. FLDOE approved this submission, allowing the building to be demolished.

The approval Fiscal Year 2025-26 Capital Projects spending plan includes \$375,000 for the building demolition.

### **Description**

This project amount exceeds \$195,000 requiring prior approval of the District Board of Trustees. Faden Builders, Inc., one of the two approved firms to be contracted with as Construction Manager At Risk on continuing contract, has submitted the guaranteed maximum price (GMP) of \$368,000.

This GMP includes major abatement of asbestos containing materials (ACM) which needs to be removed by specially trained vendors. There is over 12,000 sq. ft. of ACM in the building primarily from the black mastic in the flooring but also ACM in window caulking and ductwork. This GMP also covers replacing 400 ft of sidewalk from the former library to parking lot A as well as sod installation and irrigation system expansion once the building is removed. Supporting documentation includes additional information.

It is recommended to award the project to Faden Builders, Inc. for \$368,000.

This item is being brought back from the September District Board of Trustees meeting for consideration.

### **Recommendation**

Motion to approve the Leesburg Campus Former Library Building 6 Demolition Guaranteed Max Price as written.

	B	C	D	E	F	G	J	K	N	O
1	<b>BID BREAK OUT</b>									
2	<b>LSSC Building #6 Demolition</b>									
3	Architect:	0	Job Location:	Leesburg, Florida	7% Sales Tax if applicable				\$ 368,004	\$ 368,000
4	Estimate Number	25-440						Bid Tab Row		64
5	Bid Tab	Description	Major Subcontractor From Tab	Contact	Phone	Data	Base + Options	Item #1		
6	Assig.					\$/GSF	%	Project Total		Base Bid
7	1	General Conditions	Faden Builders	Howard	123-456-7890	3.92	18.87%	\$ 69,459	\$ 69,459	
10	2	Abatement	Florida Abatement & Demo	Jose	(407) 433-3136	4.24	20.41%	\$ 75,100	\$ 75,100	
11	3	Demolition	JMC Demolition	Thomas Johnson	(407) 656-8100	4.97	23.88%	\$ 87,897	\$ 87,897	
12	4	Concrete	Velco Construction	Ricardo E	(863) 624-9627	2.14	10.28%	\$ 37,840	\$ 37,840	
41	5	Fire Protection	Aztec Fire	Jim Malloy	(352) 728-1448	0.20	0.95%	\$ 3,500	\$ 3,500	
42	6	Plumbing	The Plumber	Vic V.	(352) 735-6600	0.33	1.60%	\$ 5,889	\$ 5,889	
44	7	Electrical/Communications	Bumgarner Electric	Travis B.	(407) 414-5130	0.71	3.42%	\$ 12,600	\$ 12,600	
51	8	Landscaping	Yard Stop	Chris Gordon	(353) 357-9964	0.97	4.67%	\$ 17,200	\$ 17,200	
58	<b>TOTALS</b>					17.49	84%	\$ 309,485.08	\$ 309,485	
59										
60	General Condition Percentage				18.87%	<b>Subtotal:</b>		\$ 309,485	\$ 309,485	
61						17.49	84%			
62					GL	1.30%	0.23	1.1%	\$ 4,023	\$ 4,023
63					Builders Risk	1.00%	0.17	0.8%	\$ 3,095	\$ 3,095
64	Amendments Issued:				Contingency	5.00%	0.89	4.3%	\$ 15,830	\$ 15,830
65					Contractor's Fee:	8.00%	1.50	7.2%	\$ 26,595	\$ 26,595
66					<b>Subtotal:</b>		20.28	97.6%	\$ 359,028	\$ 359,028
67					Bond	2.50%	0.51	2.4%	\$ 8,976	\$ 8,976
68					<b>Total</b>		20.79	100.0%	\$ 368,004	\$ 368,004
69					Building Permit	0.0%	-	0.0%	\$ -	\$ -
70					<b>Grand Total</b>		20.79	100.0%	\$ 368,004	\$ 368,004
71					Total GSF = 17,700	COST / GSF			AS-BID	\$ 368,000
72								\$ 20.79		Base
73										
74										

# Leesburg Campus Workforce Development Center RFQ 26-01 CMAR Selection

---

## Agenda Item: 1125-29

### Background/References

Florida Statutes 1013.45, 287.055, and the State Requirements for Educational Facilities speak to the advertising, awarding contracts, and prequalification of contractors.

Progress continues on the Leesburg Campus Workforce Development Center project. HuntonBrady has begun architectural and engineering design development. The next phase of this project is the solicitation of construction management services for facility construction.

### Description

LSSC issued RFQ 26-01, Request for Qualifications for Construction Manager at Risk & Preconstruction Services for the Workforce Development Center. LSSC received five responses to the RFQ. The submission packages were reviewed by a committee in a two-step process which combined the scores of the written material submitted with the scores from the subsequent presentation/interviews conducted to arrive at a ranked short-list of the applicants. The short-listed contractors in rank order were determined to be the best for meeting the needs for this project. The following short-listed contractors are:

1. Skanska
2. Pirtle
3. Welbro

It is recommended that the ranked short-list of contractors be approved and authority delegated to the president and president's designees to enter into contract negotiations with the highest ranked contractor for the preconstruction and construction of the Workforce Development Center. Should negotiations be unsuccessful with the top ranked contractor, negotiations will be terminated and shall progress in rank order of the contractors until successful contract negotiations are accomplished.

This item is being brought back from the September District Board of Trustees meeting for consideration.

### Recommendation

Motion to approve the ranked short-list of contractors and authority delegated to the president and president's designees to enter into contract negotiations with the highest ranked contractor for the preconstruction and construction of the Workforce Development Center as written.

## LSSC RFQ 26-01 CMAR Workforce Development Center Score Summary

[Back to agenda](#)

ITEM: 1125-29

		APPLICANTS					
		MAX	1	2	3	4	5
<b>ROUND 1 - SUBMITTAL REVIEW</b>							
1	Introduction and References - Tab 1	15	13.667	13	13.667	13.333	13.667
2	Qualifications and Staffing - Tab 2	25	21.667	22	24	23.667	24
3	Methodology – Tab 3	30	26.667	27	28.333	29	29
4	Financial Strength – Tab 4	5	5	5	5	5	5
5	Experience Building Dynamic Learning & Multi-Media Environments – Tab 5	20	17	17.667	18.667	17.333	17.667
6	Required Documents – Tab 6	5	5	4.6667	4.6667	4.6667	5
<b>SUB- TOTAL SUBMITTAL SCORE</b>		<b>100</b>	<b>89</b>	<b>89.333</b>	<b>94.333</b>	<b>93</b>	<b>94.333</b>
<b>ROUND 2 - INTERVIEW &amp; PRESENTATION</b>							
1	Introductions/Qualifications/Staffing	30	29	24.667	29.667	28.333	29.667
2	Alignment with Vision & Strategy	25	24	23	23	23.333	25
3	Methodology	45	41	36.667	44	43.333	43.333
<b>SUB-TOTAL INTERVIEW SCORE</b>		<b>100</b>	<b>94</b>	<b>84.333</b>	<b>96.667</b>	<b>95</b>	<b>98</b>
<b>TOTAL CUMULATIVE SCORE AND RANKING</b>							
<b>GRAND TOTAL CUMULATIVE SCORE</b>			<b>200</b>	<b>183</b>	<b>173.67</b>	<b>191</b>	<b>188</b>
<b>RANKING</b>			<b>4</b>	<b>5</b>	<b>2</b>	<b>3</b>	<b>1</b>

# Lake-Sumter State College DISTRICT BOARD OF TRUSTEES

---

**Mr. Bret Jones, Chair**

**Mr. Roger Croft**

**Ms. Anita Geraci-Carver, Board Attorney**

**Mr. David Hidalgo**

**Mr. Timothy Morris, Vice Chair**

**Mr. Steven Munz**

**Ms. Ivy Parks**

**Ms. Samantha Scott**

**Mr. John Temple, LSSC President**

Transforming **lives** and **futures**  
throughout our community

## **SUPPLEMENTAL DOCUMENTS**

**ITEM: 1125-11**



## Table of Contents

I. GRADE LEVEL ENROLLMENT ELIGIBILITY OF THE PROGRAM .....	3
II. DESCRIPTION OF THE PROGRAM .....	3
Overview of the EARLY COLLEGE ACADEMY Program.....	3
Initial EARLY COLLEGE ACADEMY eligibility requirements .....	3
Program Tracks .....	4
Application Process.....	4
Process by which students register for courses.....	4
Maximum course loads.....	4
Short-Term Courses .....	4
Initial Attendance .....	4
Process by which students withdraw from courses .....	4
III. DESCRIPTION OF THE METHODS, MEDIUM AND PROCESS BY WHICH STUDENTS AND PARENTS ARE INFORMED OF THE OPTION TO PARTICIPATE .....	5
IV. DELIVERY METHODS FOR INSTRUCTION.....	6
V. STUDENT ADVISING AND PROGRESS MONITORING.....	6
Academic and Student Support Services.....	6
Academic Advising .....	6
Student Performance Contract .....	7
Ongoing monitoring for continued participation .....	7
VI. PROGRAM REVIEW AND REPORTING .....	7
Student Grades .....	7
Transmission of student grades to the School District .....	8
VII. FUNDING ARRANGEMENTS FOR EARLY COLLEGE PROGRAMS .....	8
Textbook, electronic access codes and other course materials.....	8
Instructional cost arrangements .....	9
VIII. MISCELLANEOUS .....	9
Waivers & Changes to Law.....	9

**EARLY COLLEGE AGREEMENT BETWEEN SCHOOL AND THE DISTRICT BOARD OF TRUSTEES,  
LAKE-SUMTER STATE COLLEGE**

The Early College Agreement is entered into by and between the SCHOOL, ("PARTNER SCHOOL") and the Lake-Sumter State College District Board of Trustees (LSSC) concerning the **EARLY COLLEGE ACADEMY**. The Agreement shall govern the eligibility and enrollment of the students and the administration of the high school-based and college-based courses offered via this Early College Agreement effective July 1, 2026, and ending June 30, 2027.

This Agreement is being entered into between the parties in accordance with Florida Statute 1007.273 that outlines a requirement to establish one or more early college programs. This Agreement shall be revised and reviewed on an annual basis. The PARTNER SCHOOL Superintendent or designee, and the LSSC President or designee, shall conduct the annual renewal by presenting any revisions for the adoption to the respective boards.

This Agreement provides details specific to the early college program referenced in Florida Statute 1007.273. For details related to general dual enrollment requirements referenced in Florida Statute 1007.271, please refer to the dual enrollment Agreement between PARTNER SCHOOL and LSSC found at the [Florida Department of Education website](https://www.fl DOE.org/schools/higher-ed/fl-college-system/dual-enroll-transfer/) (<https://www.fl DOE.org/schools/higher-ed/fl-college-system/dual-enroll-transfer/>).

**I. GRADE LEVEL ENROLLMENT ELIGIBILITY OF THE PROGRAM**

The Early College Academy shall be available for initial enrollment to all students classified as a full-time PARTNER SCHOOL junior in secondary coursework on or before the first day of the college semester for which they are enrolling.

**II. DESCRIPTION OF THE PROGRAM**

**Overview of the EARLY COLLEGE ACADEMY Program**

The LSSC Early College Academy allows for a structured high school acceleration program in which a cohort of students is enrolled full-time in postsecondary courses toward an associate degree. Similar to the Dual Enrollment program, this program provides eligible secondary students the opportunity to take LSSC courses while concurrently enrolled in high school. The EARLY COLLEGE ACADEMY program must prioritize courses applicable as general education core courses under s. 1007.25 for an associate degree or a baccalaureate degree.

**Initial EARLY COLLEGE ACADEMY eligibility requirements**

- Entering 11<sup>th</sup> grader
- College credit: 3.0 unweighted high school GPA.
- Demonstrated readiness for college coursework as demonstrated through scores on a common placement test as established in State Board of Education Rule 6A-10.0315 and as outlined in the annual Dual Enrollment Agreement.
- Conduct must be in good standing at both the PARTNER SCHOOL high school of record and LSSC.
- For students entering the AICE track, they must be enrolled in their high school's AICE program and be on-track to earn their AICE diploma.

**ITEM: 1125-11****Program Tracks**

The EARLY COLLEGE ACADEMY will offer two program tracks: a general track and an AICE track. The general track is available for students interested in completing an associate degree while in high school. They may choose a specific area of concentration with their LSSC advisor. The AICE track will include a curriculum of courses that align with a student's AICE schedule at each high school for the purpose of achieving both the Cambridge AICE diploma and LSSC AA degree. Students in the AICE track will only be eligible for the general studies AA degree, since most electives will be fulfilled with AICE courses upon achieving the appropriate score on the AICE exam.

**Application Process**

Interested students must submit the EARLY COLLEGE ACADEMY application before the posted deadline. The EARLY COLLEGE ACADEMY application is available on the LSSC website through the EARLY COLLEGE ACADEMY webpage.

Shortly before classes begin, students are scheduled for an orientation that introduces them to program requirements and college success strategies.

**Process by which students register for courses**

EARLY COLLEGE ACADEMY students must meet with an LSSC advisor for guidance on course registration based on program track. After the initial meeting, students register themselves for courses online using myLSSC, LSSC's online course management system.

Once registered, EARLY COLLEGE ACADEMY students must seek course approval through their school counselor by the posted early college registration deadline. Course approvals are granted by the school counselor using LSSC's Dual Enrollment Portal. After school counselor Approval, the LSSC advisor approves courses using the Dual Enrollment Portal.

Students may register through the posted early college registration deadline. Courses not approved by the established deadline may be administratively dropped. Students are solely responsible for adding and dropping courses via myLSSC by the add/drop deadline.

**Maximum course loads**

EARLY COLLEGE ACADEMY students must enroll in a minimum of twelve (12) credits and may enroll in a maximum of eighteen (18) credits each fall and spring semester. Exceptions to the credit hour enrollment must be requested through the LSSC appeal process and are reviewed on a case-by-case basis by LSSC staff.

**Short-Term Courses**

EARLY COLLEGE ACADEMY students will be allowed to take short-term courses with advanced permission from their HS counselor and LSSC advisor.

**Initial Attendance**

Students must attend the courses for which they are registered at least once during the first two weeks of any semester. Students enrolled in fully online courses must participate in an academic related activity in order to satisfy initial attendance verification.

**Process by which students withdraw from courses**

Students must comply with the withdrawal policies, processes, and deadlines published in the [LSSC Catalog & Student Handbook \(www.lssc.edu/catalog\)](http://www.lssc.edu/catalog).

Students withdrawing from a course during the LSSC withdrawal period will earn a "W" on the high

**ITEM: 1125-11**

school and college transcripts. All grades, including "W" for withdrawal, become a permanent part of a student's high school and college transcripts and may affect subsequent postsecondary admissions and program eligibility.

To withdraw from a course after the posted add/drop deadline, a student must submit a completed LSSC course withdrawal form which is available in their student portal at MyLSSC under "Workflow". The form must be signed by the student, LSSC staff, and submitted to the LSSC Admissions & Records Office/Enrollment Services by LSSC's posted withdrawal deadline.

**Second attempts**

Students who earn a "D," "F," "W," or "WN" in an LSSC course, must meet with their LSSC advisor to develop a remedial plan that includes retaking the course while maintaining progress towards academy completion. Their academy schedule may be adjusted to accommodate the course that must be repeated and maximize student success the following semester.

**Curriculum**

The curriculum offered through the program is identified by LSSC to meet accreditation requirements. The sequence of courses taken in the program can be found in Appendix A.

If LSSC decides to make any changes to the curriculum or schedule, then LSSC agrees to notify PARTNER SCHOOL of the proposed changes within a reasonable timeframe to make any necessary changes to student schedules. Any changes that occur at the high school must be communicated with LSSC within a reasonable timeframe to make any necessary adjustments to the program.

**Qualifications and selection of instructors**

All faculty teaching LSSC courses, regardless of delivery location, must meet the proper higher education accreditor's requirements/guidelines for postsecondary instructors and LSSC's credentialing standards. LSSC is responsible for vetting all faculty prior to assigning them to teach LSSC courses.

**Reporting structure of instructors**

All faculty teaching LSSC courses, regardless of delivery location, report to an LSSC Dean for all matters pertaining to a dual enrollment or early college course. The LSSC Dean will be responsible for all training, supervision, professional development, and evaluation of instructors that teach any dual enrollment or early college courses for LSSC. This includes that all instructors follow LSSC's posted [Policies and Procedures](#) (lssc.edu/about-us/policy).

**Assessment of instructors**

All LSSC courses are taught according to the approved Master Course Outline and course syllabus template. The evaluation process, including the use of LSSC's standard evaluation instruments and any follow-up with the instructor, will be conducted in the same manner as would be the case for any LSSC adjunct faculty member.

**III. DESCRIPTION OF THE METHODS, MEDIUM AND PROCESS BY WHICH STUDENTS AND PARENTS ARE INFORMED OF THE OPTION TO PARTICIPATE**

Students and parents are notified of the option to participate in the EARLY COLLEGE ACADEMY Program during annual academic planning in high school. Students and parents also receive information concerning the EARLY COLLEGE ACADEMY Program opportunities through the following: individual student advisement with the school counselor, the Student Progression Plan, school

**ITEM: 1125-11**

websites, and other district communications.

LSSC notifies students of the option to participate in the EARLY COLLEGE ACADEMY Program during college informational events. LSSC staff regularly visit local schools to share college and career programs and enrollment information. LSSC also produces and distributes program eligibility and enrollment materials to school counselors and students. EARLY COLLEGE ACADEMY Program information and resources are also available on the [LSSC Early College Programs website](http://lssc.edu/ecp) (lssc.edu/ecp). The information disseminated in these materials and at these events include the description of the program, eligibility criteria of the program, and the return on investment associated with participation in the program.

#### **IV. DELIVERY METHODS FOR INSTRUCTION**

Eligible students may complete up to an Associate degree through the EARLY COLLEGE ACADEMY Program by taking courses offered on the high school campus, at the LSSC campus, through online LSSC courses, at a partner site, or any combination thereof.

EARLY COLLEGE ACADEMY students are eligible to enroll in fully online, hybrid and technology enhanced courses provided that these courses are approved by the high school counselor and LSSC advisor.

Each year, LSSC and PARTNER SCHOOL will collaboratively develop a class schedule available to PARTNER SCHOOL students for the EARLY COLLEGE ACADEMY program. These classes must adhere to the [Dual Enrollment Course-High School Subject Area Equivalency List](#). New high-school campus-based course offerings must be negotiated each year through the established LSSC process in Academic Affairs. LSSC does not offer all courses on the equivalency list and not all LSSC courses are offered each semester. Students will be advised by their high school counselors and LSSC Advisor to enroll in classes identified in their LSSC Academic Advising Guide and the mandated EARLY COLLEGE ACADEMY Program Student Expectations Contract.

#### **V. STUDENT ADVISING AND PROGRESS MONITORING**

##### **Academic and Student Support Services**

The College will provide orientation, advisement, and registration services to early college students. The orientation will include information on policies and procedures, including information regarding filing appeals or grievances.

##### **Academic Advising**

School counselors and LSSC advisors provide academic advisement and guidance services to EARLY COLLEGE ACADEMY program students. These services may include but are not limited to: individual and/or classroom guidance, college workshops and college transition resources, college majors and prerequisite information, and weighting systems.

Students are advised of the expectations for continued EARLY COLLEGE ACADEMY Program eligibility during individual advising sessions with the school counselors and with the LSSC advisors. EARLY COLLEGE ACADEMY students are encouraged to meet with their LSSC advisors prior to initial registration and at least once per subsequent semester. The LSSC advisors will reach out to the student at scheduled intervals throughout the semester as a proactive measure to provide student

**ITEM: 1125-11**

support.

**Library and Learning Resources**

LSSC will ensure that students have electronic access to the same resources and library support that campus-based students have. The school will assure access to existing resources that supplement the college's efforts.

**Student Performance Contract**

Each student participating in the EARLY COLLEGE ACADEMY Program must enter into a student performance contract which must be signed by the student, and the parent or guardian, a representative from the school district, and a representative from LSSC. The performance contract must include the expectations of being a student in the EARLY COLLEGE ACADEMY Program, the schedule of courses, by semester; student attendance requirements, course grade requirements, along with an agreement and an acknowledgement that the student will adhere to the performance expectations. The performance contract will be completed at the time of admission into the EARLY COLLEGE ACADEMY Program with LSSC staff. After submission of the student performance contract, the student will be provided a schedule of courses and advisement for course registration.

**Ongoing monitoring for continued participation**

Students seeking to continue taking LSSC academic credit through the EARLY COLLEGE ACADEMY Program must maintain a minimum 3.0 unweighted cumulative high school GPA and a 3.0 cumulative LSSC GPA.

School counselors and LSSC advisors monitor student GPA's and collaboratively review and maintain student records to ensure continued EARLY COLLEGE ACADEMY Program eligibility each semester. Students who do not meet either the high school or college GPA requirement will not be eligible to continue the EARLY COLLEGE ACADEMY Program unless they are put on a probationary status, which is determined on a case-by-case basis. A student that no longer meets the EARLY COLLEGE ACADEMY or college GPA requirements may apply to the LSSC dual enrollment program as long as the student meets the dual enrollment criteria. The LSSC advisor will alert students and school counselors of student GPA changes resulting in a loss of EARLY COLLEGE ACADEMY eligibility.

**VI. PROGRAM REVIEW AND REPORTING****Student Grades**

LSSC faculty members assign letter grades (A, B, C, D, and F) to all LSSC courses available for the EARLY COLLEGE ACADEMY Program. The EARLY COLLEGE ACADEMY students access final grades via LSSC's course management system. All decisions and actions related to final course grades must be consistent with LSSC's Standards of Academic Progress, rules, and procedures posted in the LSSC Catalog & Student Handbook ([lssc.edu/catalog](http://lssc.edu/catalog)). Once LSSC assigns grades, neither the school district nor the school of record can make any grade changes when recording or posting grades to the high school transcript. The school of record records the EARLY COLLEGE ACADEMY credit and letter grade on the school transcript. In rare cases, a student may appeal after final grades have posted for a late withdrawal or administrative drop. In these cases, LSSC will work directly with the school of record to provide necessary documentation for the requested change to the secondary school transcript.

A grade of "C" or higher proves satisfactory completion of a course fulfilling LSSC dual enrollment requirements. A grade of "D" or lower will not be considered a passing grade for this program and will require a retake of the course. A grade of "I" may be assigned in extreme circumstances.

**ITEM: 1125-11**

Incomplete “I” grades not completed within LSSC’s designated timeframe automatically convert to an “F” grade on both the high school and college transcripts and calculate as “F” in computing both the high school and the college GPAs. Withdrawals (“W”) are not included in calculating the high school or college GPA.

Students wishing to appeal a course grade must follow LSSC’s grade grievance procedures as described in the [LSSC Catalog & Student Handbook \(lssc.edu/catalog\)](http://lssc.edu/catalog).

EARLY COLLEGE ACADEMY students who believe it necessary to withdraw from a course or who failed a course due to extenuating circumstances may submit an appeal using LSSC’s administrative appeal process outlined in the [LSSC Catalog & Student Handbook \(lssc.edu/catalog\)](http://lssc.edu/catalog).

**Transmission of student grades to the School District**

LSSC collects and shares grade data with the PARTNER SCHOOL using a secure online system. The PARTNER SCHOOL will distribute LSSC grades to the school of record. The school of record inputs the LSSC course letter grade on the high school transcript. In addition to end of the semester grade reporting, LSSC will provide PARTNER SCHOOL with student academic progress feedback from the LSSC student management system at designated points in the semester (fall, spring, and summer).

**Early College Program reporting of enrollments and completions**

Program enrollments and program completions will be reported annually to the FLDOE using established procedures. PARTNER SCHOOL and LSSC will collaborate to ensure that information is shared in a timely manner to submit reports by the published deadlines.

**Student privacy of records**

FERPA (Family Educational Rights and Privacy Act) is a federal law that protects the privacy of student educational records. Even though dual enrollment and early college students may be considered “dependent minors”, under FERPA they have rights to privacy in all matters relating to their collegiate educational record. Generally, LSSC, including the faculty members, will not release information relating to protected student information to non-LSSC officials without the student’s written consent. The practice of not releasing information extends to the release of information to parents and guardians. Information may not be released to parents or guardians unless the student has signed the LSSC FERPA waiver form.

FERPA allows for the sharing of a student’s educational records between educational institutions without a FERPA waiver on file. This agreement allows LSSC to share early college student data with PARTNER SCHOOL and vice versa. Once the information has been shared with PARTNER SCHOOL, K-12 FERPA rules apply, and PARTNER SCHOOL may share the information with a student’s parent or guardian, regardless of whether the student has a FERPA waiver on file. However, LSSC may not share student information with a parent or guardian unless they can verify that there is a FERPA waiver on file.

**VII. FUNDING ARRANGEMENTS FOR EARLY COLLEGE PROGRAMS****Textbook, electronic access codes and other course materials**

The PARTNER SCHOOL loans EARLY COLLEGE ACADEMY students the required textbooks and provides electronic access codes, free of charge. EARLY COLLEGE ACADEMY Program textbooks are the property of the PARTNER SCHOOL and all PARTNER SCHOOL textbook policies apply. EARLY COLLEGE ACADEMY Program students registering in courses requiring additional materials such as

**ITEM: 1125-11**

calculators, safety glasses, clickers, uniforms, safety shoes, kits, etc. such ancillary materials are purchased at the student's expense.

**Instructional cost arrangements**

The EARLY COLLEGE ACADEMY Program will be funded pursuant to ss. 1007.273, ss. 1007.271, and ss. 1011.62, including the standard tuition rate per credit hour from funds provided in the Florida Education Finance Program.

Per §1007.271 (21) (n) (1), School Districts shall pay the standard tuition rate per credit hour (\$71.98) in the fall and spring semesters from funds provided in the Florida Education Finance Program to LSSC for any courses taught at an LSSC campus or online with an LSSC instructor. LSSC will charge no tuition or fees for classes when instruction is paid for and provided by the PARTNER SCHOOL on PARTNER SCHOOL property. When courses are provided on a PARTNER SCHOOL High School campus by LSSC faculty, the PARTNER SCHOOL shall reimburse the cost associated with LSSC's proportion of salary and benefits and actual costs to provide the instruction.

The PARTNER SCHOOL will not be invoiced for any student tuition during the summer semester. LSSC shall provide the PARTNER SCHOOL itemized tuition invoices following established LSSC billing procedures and timelines. Per §1007.271, F.S., LSSC or PARTNER SCHOOL cannot accept payment for courses from students or their parents.

**Facility Space**

The school or district agrees to provide, as necessary, adequate physical facilities, subject to an agreed-upon inspection schedule coordinated by the high school and the college.

**VIII. MISCELLANEOUS****Waivers & Changes to Law**

Pursuant to Florida statute, the President of LSSC (or designee) and the PARTNER SCHOOL Superintendent (or designee) may jointly waive EARLY COLLEGE ACADEMY eligibility and participation criteria through a student appeal process. The decision is final and cannot be appealed.

The parties agree this contract is governed by Florida law, including, but not limited to, executive orders by the Florida Governor, and executive orders by local governmental officials. In the event provisions of this agreement are modified on a temporary basis due to the issuance of an executive order, the parties agree to comply with the order until the order is rescinded.

Changes in legislation or appropriations related to EARLY COLLEGE ACADEMY that occur throughout the term of this agreement will be addressed in an addendum.

**ITEM: 1125-11****Early College Academy Signature Page**

The signatories below acknowledge and agree to the terms and conditions set forth in this agreement.

**SCHOOL BOARD**

---

Superintendent

---

Chair, School Board

---

DATE**LAKE-SUMTER STATE COLLEGE**

---

John Temple, President

---

DATE

**ITEM: 1125-11**

**APPENDIX A:**

[Individual program pathways are included here for each Academy]

**ITEM: 1125-23**



## **AFFILIATION AGREEMENT (Public Institution with Instructor)**

### **I. PARTIES**

THIS AGREEMENT (the "Agreement") is entered into by and between **LAKE-SUMTER STATE COLLEGE** a part of Florida College System of the State of Florida (hereinafter referred to as "Agency"), and **ORLANDO HEALTH, INC.**, a Florida not-for-profit corporation, (hereinafter referred to as "OHI"), this 9<sup>th</sup> day of June 2025.

### **II. PURPOSE OF AGREEMENT**

It is mutually agreed that the purpose of this Agreement is to provide a learning experience within a clinical setting (hereafter "Rotation") for participants from the Agency (hereafter "Participants"). Therefore, in consideration of the mutual promises contained herein, the parties agree as set forth herein.

### **III. GENERAL PROVISIONS OF AGREEMENT**

A. The Agency's programs included in this Agreement (the "Programs") are set out on Schedule A, which is attached hereto and made a part hereof.

B. Both parties agree that there will be no distinction in placement of Participants because of race, color, religion, sex, national origin, age, handicap, or marital status and agree to adhere to the provisions of applicable Federal and State Laws regarding discrimination.

C. The term of this Agreement shall be three years, commencing September 22, 2025 and ending September 22, 2028. The term of this Agreement may be extended by a written agreement signed by both parties.

D. This Agreement may be terminated by either party upon ninety (90) days written notice to the other party, such notice to be provided in accordance with Section X. H. of this Agreement. In the event this Agreement is terminated pursuant to this paragraph, OHI agrees that no Participants currently participating in a Rotation will be denied the opportunity to complete the Rotation, even if the effective date of termination occurs prior to the completion date of the Rotation. In such event, all applicable provisions of this Agreement, including the right to request withdrawal of any Participant or Instructor pursuant to Section VIII, shall remain in force during the period from the effective date of termination, until the Rotation is completed.

#### IV. SPECIFIC RESPONSIBILITIES OF THE AGENCY

A. Agency shall provide one or more instructors (“Instructors”) who are employed by Agency who will possess all necessary professional qualifications, including applicable Florida licensure and/or certifications, to instruct and supervise Participants in the hospital setting. Instructors must also meet the requirements set out on Schedule B, attached hereto and made a part hereof.

B. Agency shall designate a person or persons to coordinate and act as liaison with the appropriate OHI personnel.

C. Agency shall provide the Clinical Learning Department of OHI with a list of Participants and Instructors at least ten (10) days before each Rotation is to start.

D. Agency shall ensure that Participants have the necessary didactic prerequisites to maximize the learning experience at OHI and that Participants meet all requirements specified on Schedule C, attached hereto and made a part hereof.

E. Agency shall ensure that the Participants are advised of the provisions of Section VI of this Agreement and shall require Participants to comply with those provisions as a condition of participating in the Rotation(s).

F. Agency agrees to communicate with OHI’s preceptor (or coordinator) and Participant to assess Participant’s progress as necessary.

G. Agency agrees to maintain insurance coverage of the types and in the amounts specified on Schedule D, attached hereto and made a part hereof. Agency and OHI agree that nothing contained in this Agreement shall be construed or interpreted as (a) denying any remedy or defense available under the laws of the State of Florida, (b) the consent to be sued, or (c) a waiver of sovereign immunity of the Agency beyond the waiver provided in Section 768.28, Florida Statutes.

H. Agency shall require each Participant in any clinical Program to procure and maintain for the duration of participation in the Rotation professional liability insurance in the amounts specified on Schedule D, attached hereto and made a part hereof, covering such Participant for claims, damages, or injuries to persons or property arising out of the activities of such Participant carried out under this Agreement. Agency shall require each Participant to submit certificates of insurance to OHI evidencing such coverage prior to commencement of the Rotation and to provide OHI no less than thirty (30) days written notice prior to cancellation.

I. Agency will cooperate fully with OHI and its counsel in the defense of any claims against OHI in any way arising out of or connected with OHI’s affiliation with Agency pursuant to this Agreement. Such cooperation, including attendance at depositions, trials, conferences, and the rendering of written reports, will be at no expense to OHI.

## V. SPECIFIC RESPONSIBILITIES OF OHI

It shall be the responsibility of OHI to:

- A. Provide an appropriate orientation of Participants and Instructors to its facilities and its policies and procedures.
- B. Provide opportunities for a Participant learning experience with appropriate supervision; such supervision to be provided by the qualified Instructors provided by Agency or qualified OHI employees designated by Instructors.
- C. Retain ultimate responsibility for patient care even if that care is given by a Participant and/or Instructor.
- D. Allow Participants and Instructors, at their own expense, to use its cafeteria.
- E. Designate a preceptor (or coordinator) from its staff to act as the liaison with Agency in connection with this Agreement.

## VI. SPECIFIC RESPONSIBILITIES OF THE PARTICIPANT

It shall be the responsibility of the Participant(s) assigned through this Agreement to:

- A. Comply with the policies and procedures of OHI.
- B. Comply with the applicable dress code while on duty in OHI.
- C. Obtain prior written approval of both parties to this Agreement before publishing any material related to the learning experience provided under the terms of this Agreement.
- D. Maintain the confidentiality of all records or information obtained in the course of the Rotation, including but not limited to, patient information. Each Participant will be required to sign OHI's "Agreement for Participation in Scholarly Activities and Confidentiality Agreement."
- E. Each Participant will be responsible for maintaining or acquiring comprehensive health and accident insurance that will provide continuous coverage of the Participant during his or her participation in the education program at the Participant's own expense. The Agency will inform Participants that they are responsible for their own health needs, health care costs, and health insurance coverage. If a Participant is injured while in OHI, he/she may go to the Emergency Room, but will be charged for the services rendered.
- F. Each Participant in a clinical Rotation must procure and maintain for the duration of participation in the Rotation, professional liability insurance covering such Participant for claims, damages, or injuries to persons or property arising out of the activities of such Participant

carried out under this Agreement in the amounts specified on Schedule D, attached hereto and made a part hereof. Participant will submit certificates of insurance to OHI evidencing such coverage prior to commencement of the Rotation, and will provide OHI no less than thirty (30) days written notice prior to cancellation.

## **VII. SPECIFIC RESPONSIBILITIES OF INSTRUCTOR**

It shall be the responsibility of the Instructor provided by Agency to:

- A. Comply with the policies and procedures of OHI.
- B. Comply with the applicable dress code while on duty in OHI.
- C. Maintain the confidentiality of all records or information obtained in the course of the Rotation, including but not limited to, patient information. Each Instructor will be required to sign OHI's "Agreement for Participation in Scholarly Activities and Confidentiality Agreement."
- D. Directly supervise the Participants while the Participants are on duty at OHI and permit Participants to do only those tasks which Participants are trained and qualified to perform and which Instructors are qualified to supervise; or designate a qualified OHI employee to supervise Participants.
- E. Report to OHI any events and/or incidents which should be included in patient medical records or OHI records.
- F. Each Instructor will carry health insurance. If an Instructor is injured while in OHI, he/she may go to the Emergency Room, but will be charged for services rendered.

## **VIII. REQUEST FOR WITHDRAWAL OF PARTICIPANT OR INSTRUCTOR**

OHI may request the Agency to withdraw any Participant or Instructor from its facilities whose conduct or work with patients, personnel, or medical staff is not in accordance with the policies and procedures of OHI or is detrimental to patients or others, and Agency agrees to immediately withdraw such Participant or Instructor.

## **IX. FERPA**

- A. The parties acknowledge that many student education records are protected by the Family Educational Rights and Privacy Act ("FERPA") (20 USC Sections 1232g, 1232h, and 1232i) and federal regulations issued pursuant to such act, and by Florida law (Section 1002.22, F.S.) and that generally, the student's written consent must be obtained before releasing personally identifiable student education records to anyone other than Agency. Agency agrees to provide guidance to OHI with respect to complying with the provisions of FERPA and Section 1002.22, F.S.

B. OHI agrees to treat records that are specifically identified by the parties as student education records covered by FERPA as confidential and will not disclose such student education records except to Agency and those agents and employees of OHI who need the information to fulfill their professional responsibilities, or as required or permitted by law.

C. The parties acknowledge that the fact that a Participant is mentioned in a record or report that is generated and/or maintained by OHI in the normal course and scope of its operations, and which is not created or maintained by Agency, will not cause such record or report to be considered a “student education record” for purposes of this section.

## X. MISCELLANEOUS

A. The relationship of the parties hereunder shall be an independent contractor relationship, and not an agency, employment, joint venture, or partnership relationship. Neither party shall have the power to bind the other party or contract in the name of the other party. All persons employed by a party in connection with operations under this Agreement shall be considered employees of that party and shall in no way, either directly or indirectly, be considered employees or agents of the other party. Participants and Instructors shall not be considered employees of OHI and are not entitled to any of the benefits accorded to OHI employees, including, but not limited to participation in employee benefit plans, unemployment compensation, and workers’ compensation. Participants will receive academic and/or practicum credit for participation in the Rotation and will not receive compensation from OHI. Participants shall not at any time replace or substitute for the services of any OHI employee. Nor shall Participants perform any of the duties normally performed by an OHI employee except such duties as are a part of their training and are performed by the Participants under the direct supervision of an OHI employee. Instructors will receive their normal wages or salaries from Agency and will not receive compensation from OHI.

B. This Agreement represents the entire understanding and agreement between the parties with respect to the subject matter hereof, and supersedes all of the negotiations, understandings and representations (if any) made by and between such parties. This Agreement terminates and replaces the Affiliation Agreement between the parties dated February 20, 2019, and any amendments thereto, and replaces the Academic Clinical Affiliation Agreement between the parties dated September 22, 2022, and any amendments thereto. None of the terms and provisions hereof may be amended, supplemented, waived or changed orally, but only by a writing signed by each of the parties hereto.

C. This Agreement shall be construed and enforced in accordance with the laws of the State of Florida. The parties further agree that in any dispute between them relating to this Agreement, exclusive jurisdiction shall be in the courts of appropriate jurisdiction located in Orange County, Florida, any objections as to jurisdiction or venue in such courts being expressly waived.

D. In the event any litigation or controversy arises out of or in connection with this Agreement between the parties hereto, the prevailing party in such litigation or controversy shall be entitled to recover from the other party or parties all reasonable attorneys' fees, expenses and

suit costs, including those associated with any appellate or post-judgment collection proceedings, provided that this shall not be construed as a waiver of sovereign immunity beyond the waiver provided in Section 768.28, Florida Statutes.

E. In the event that OHI incurs any liability, loss, or damage of any kind (including but not limited to costs, expenses, and attorneys' fees) by reason of claims, demands, suits, actions, judgments, and/or executions arising out of or relating to the intentional or negligent acts or omissions of Agency or any Instructor(s) or Participant(s) assigned by Agency pursuant to this Agreement, OHI reserves the right to seek contribution from Agency. Agency's maximum liability for such contribution shall be limited to the amount of Agency's insurance policy required under this Agreement. Each party hereto agrees that it shall be solely responsible for its own negligent or wrongful acts and for the negligent or wrongful acts of its employees. However nothing herein shall constitute a waiver by Agency of sovereign immunity or statutory limitations on liability, including, but not limited to, sovereign immunity of the State of Florida beyond the waiver provided for in Section 768.28, Florida Statute.

F. This Agreement may not be assigned, in whole or in part, by Agency without the prior written consent of OHI, to be exercised or not exercised in OHI's sole discretion.

G. Copies of this signed Agreement shall be placed on file and be available at the Clinical Learning Department of OHI.

H. Any notice to be given hereunder by either party to the other, unless otherwise provided for, must be in writing and may be effected either by personal delivery or by United States certified mail, return receipt requested, postage prepaid. Mailed notices shall be addressed to the parties at the addresses appearing below, but each party may change its address by written notice to the other.

To OHI: Orlando Health, Inc.  
1515 Sligh Blvd, Suite 106  
Orlando, Florida 32806  
Attn: Patty Genday  
Title: AVP, Academic Partnerships

To Agency Lake-Sumter State College  
9501 U.S. Hwy 441  
Leesburg, FL 34788  
Attn:  
Title: Mr. John Temple, LSSC President \_\_\_\_\_

Agency shall have the right to terminate this Agreement at any time for refusal by OHI to allow public access to all documents, papers, letters, or other materials subject to the provisions of Chapter 119, Florida Statutes, and made or received by OHI in conjunction with this Agreement, unless said documents, papers, letters, or other materials may be properly withheld by OHI pursuant to a legal or statutory exception to the provisions of Chapter 119, Florida Statutes.

I. Agency is a political subdivision of the State of Florida subject to the public records laws contained in Article I, Section 24 of the Florida Constitution and Chapter 119 of the Florida Statutes. In the event that section 119.0701, Florida Statutes applies to OHI, OHI agrees that the terms of that statute shall be treated as incorporated by reference into this Agreement. In the event a public records request is received that requires OHI to allow public inspection or copying of public records relating to this Agreement, OHI and Agency shall cooperate in good faith and provide reasonable assistance to the other, including providing access to relevant public records needed to respond in accordance with Chapter 119, Florida Statutes. If OHI refuses to allow public access to all documents, papers, letters, or other materials subject to the provisions of Chapter 119, Florida Statutes, and made or received by OHI in conjunction with this Agreement, unless said documents, papers, letters, or other materials may be properly withheld by OHI pursuant to a legal or statutory exemption to the provisions of Chapter 119, Florida Statutes, Agency must provide written notice to OHI detailing the specific assistance needed from OHI in order to respond to the public records request (the "Cure Notice"). OHI shall have ten (10) business days to provide the required assistance ("Cure Period"). If OHI fails to cure the non-compliance within the Cure Period, Agency may terminate this Agreement with thirty (30) days written notice. ALL REQUESTS FOR PUBLIC RECORDS RECEIVED BY OHI MUST BE IMMEDIATELY REFERRED / FORWARDED TO Agency.

**IF OHI HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (352-365-3524), [publicrecordsrequest@lssc.edu](mailto:publicrecordsrequest@lssc.edu), 9501 U.S. Highway 441, Leesburg, FL 34788.**

J. This Agreement may be executed in any number of counterparts, each of which when so executed and delivered, shall be an original; but such counterparts shall together constitute but one and the same instrument.

## **XI. SIGNATURES TO AGREEMENT**

IN WITNESS WHEREOF, the undersigned have executed this Agreement the day and year first above written.

Orlando Health, Inc.

Signature: \_\_\_\_\_

Print Name: Kelly Edmondson

Title: Vice President

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

Agency:

Signature: \_\_\_\_\_

Print Name: Mr. John Temple

Title: LSSC President

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

## SCHEDULE A

### Agency's Program(s) Included

The following Program(s) of Agency are included under this Agreement:

#### CLINICAL PROGRAMS

- Medical Lab Technology
- Respiratory Therapy
- RN/ASN
- Physical Therapy Assistant
- Health Science Collegiate Academy (South Lake Hospital only)
- RN to BSN (*Exclusively for Orlando Health Team Members*)

#### NON-CLINICAL PROGRAMS

- A.S. Business Administration
- A.S. Computer Information Technology
- A.S. Management Technology
- Advanced Technical Certificate Health Services Administration
- Advanced Technical Certificate Organizational Management
- Advanced Technical Certificate Project Management
- Bachelors Applied Science Strategic Leadership
- Medical Coder Biller College Credit Certificate

## SCHEDULE B

### Requirements for Instructors

Agency will ensure that all Instructors provided by Agency meet the following requirements, in addition to all necessary professional qualifications (including all applicable licensure and/or certification requirements):

1. Health Status: All Instructors must have current immunizations as follows:

- Hepatitis B
- MMR
- Tdap

Agency will maintain required immunization records and provide copies to OHI upon request. All Instructors must have a current TST or QuantiFERON blood test. Agency will notify OHI of any abnormal results.

2. Criminal Background Check:

A. Agency shall cause a criminal background check to be conducted on all instructors, prior to sending instructors to OHI's facility. The criminal background check must include all cities, counties, and states in which the instructor has resided and in which the instructor has worked at any time during the preceding ten (10) years.

B. OHI will provide Agency with a list of convictions and/or pending charges that OHI has determined will disqualify an instructor from supervising Participants in a Rotation at OHI (See "Student Disqualification Guidelines – Criminal Background" attached hereto-Schedule E, hereafter "Disqualification Guidelines," which shall also apply to Instructors). Agency will not send any instructor who is disqualified to OHI's facility to supervise Participants.

C. Agency must certify to OHI that a criminal background check has been conducted on each instructor in compliance with this requirement and that no disqualified instructor has been sent to OHI's facility to supervise Participants.

D. In the event Agency is unable to determine whether a particular instructor is disqualified pursuant to the Disqualification Guidelines, Agency will consult OHI for OHI's evaluation and determination.

E. OHI reserves the right to require the removal of an instructor at any time if it determines that the instructor is disqualified in accordance with the Disqualification Guidelines.

F. OHI reserves the right to conduct or to require Agency to conduct a Florida Level 2 screening on any instructor when Level 2 screening is required pursuant to applicable law.

.

## SCHEDULE C

### Requirements for Participants

Agency will assure that all Participants meet the following requirements:

2. Health Status – All Participants must have current immunizations as follows:

- Hepatitis B
- MMR
- Tdap

Agency will maintain required immunization records and provide copies to OHI upon request. All Participants must have a current TST. Agency will notify OHI of any abnormal results.

3. Criminal Background Check –

A. Agency shall cause a criminal background check to be conducted on all Participants over the age of 18 years, prior to sending Participants to OHI's facility to participate in a Rotation. The criminal background check must include all cities, counties, and states in which the Participant has resided and in which the Participant has worked at any time during the preceding ten (10) years.

B. OHI will provide Agency with a list of convictions and/or pending charges that OHI has determined will disqualify a Participant from Rotation participation ("Student Disqualification Guidelines – Criminal Background" attached hereto; hereafter "Disqualification Guidelines"). Agency will not send any Participant who is disqualified to OHI's facility to participate in a Rotation.

C. Agency must certify to OHI that a criminal background check has been conducted on each Participant in compliance with this requirement and that no disqualified Participant has been sent to OHI's facility to participate in a Rotation.

D. In the event Agency is unable to determine whether a particular Participant is disqualified pursuant to the Disqualification Guidelines, Agency will consult OHI for evaluation and determination.

E. OHI reserves the right to require the removal of a Participant at any time if it determines that the Participant is disqualified in accordance with the Disqualification Guidelines.

F. OHI reserves the right to conduct, or to require Agency to conduct, a Florida Level 2 screening on any Participant when Level 2 screening is required pursuant to applicable law.

**SCHEDULE D****Insurance Requirements****AGENCY**

Agency shall maintain insurance coverage to pay any claims against Agency and/or Instructor, including any claims in excess of any statutory limitations on Agency's liability.

Agency shall submit proof to OHI evidencing such coverage at the time of the execution of this Agreement, at any renewals thereafter, and upon request of OHI. Agency agrees that OHI will receive no less than thirty (30) days written notice prior to cancellation, modification, or non-renewal of any of the coverage described herein.

**PARTICIPANT/CLINICAL ROTATION**

During the term of this Agreement and any renewals, each Participant in a clinical Program shall procure and maintain the following insurance coverage:

Professional liability insurance covering such Participant for claims, damages, or injuries to persons or property arising out of the activities of such Participant carried out under this Agreement. Such insurance shall be in the minimum amounts of One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) annual aggregate.

**Schedule E**

**Student Disqualification Guidelines -Criminal Background**

A student will be disqualified from placement at any Orlando Health facility if the student admits to, or a criminal background check reveals, an arrest awaiting final disposition of, or entered a plea of nolo contendre or guilty to, a conviction or any disposition other than a finding of "not guilty" or a complete dismissal of the charges for one or more of the following generic crimes or their equivalents:

- Murder
- Manslaughter
- Carjacking
- Use of a weapon in the commission of a crime
- Robbery
- Theft (including, misdemeanor or felony but not limited to, theft by falsification of financial records or embezzlement)
- Credit card fraud/fraudulent use of a credit card
- Passing worthless checks
- Forgery
- Identity theft
- Burglary
- Arson
- Kidnapping
- False Imprisonment
- Home invasion
- Assault
- Aggravated assault
- Battery
- Aggravated battery
- Resisting arrest with violence
- Domestic violence
- Any stalking offense
- Rape
- Sexual battery
- Trespass for sexual purposes (e.g., peeping)
- Lewd and lascivious behavior
- Lewd and lascivious act upon a child
- Lewd act in the presence of a child
- Child abuse
- Child abandonment
- Child neglect
- Any other crime involving physical violence or a crime against a child
- Possession of child pornography
- Sale, delivery or trafficking in child pornography
- Exploitation, neglect, or abuse of a disabled adult or elderly person
- Sale, delivery or trafficking in narcotics (drugs)

- Felony possession of a controlled substance Any other felony level offense involving violation of a drug abuse prevention and control law (including but not limited to felony level possession, sale, purchase, manufacture, or use of controlled substance in violation of applicable law
- Falsification of prescription records
- Felony driving while intoxicated or under the influence of drugs or alcohol
- Terrorism
- Escape or attempted Escape from incarceration
- Prostitution
- Hate crimes
- Abuse, neglect, or exploitation of aged persons, disabled persons, or minor children.
- Any offense prohibited by any federal or state statutes or regulations relating to healthcare compliance.
- Any listing of debarment, exclusion, or ineligibility for participation in a federal healthcare program.

A student who admits to, or whose criminal background check reveals, a criminal conviction or any disposition other than a finding of "not guilty" or a complete dismissal of the charges relating to crimes other than those listed above is not automatically disqualified and may be considered for placement at an Orlando Health facility based on a case-by-case evaluation, including, but not limited to, the following factors: nature of the offense(s); criminal history (pattern/recidivism); remoteness in time of the offense; relevance of offense to position being offered; age at time of offense; and evidence of rehabilitation.

**ITEM: 1125-24**



**PREPARED BY AND AFTER RECORDING, RETURN TO:**

Hartman Simons & Wood LLP  
400 Interstate North Parkway, SE  
Suite 600  
Atlanta, Georgia 30339  
Attn: Ben D. Gordon, Esq.

**CROSS REFERENCE:**

O.R. Book 3998, Page 838-842, Public  
Records of Lake County, Florida

**TERMINATION OF PERMANENT GATEWAY SIGN EASEMENT AGREEMENT**

**THIS TERMINATION OF PERMANENT GATEWAY SIGN EASEMENT AGREEMENT** (this “**Agreement**”), is made this \_\_\_\_\_ day of June, 2025 (“**Effective Date**”) by and between **SILVER LAKE COMMONS LLC**, a Florida limited liability company (“**Grantor**”), and **DISTRICT BOARD OF TRUSTEES OF LAKE-SUMTER COMMUNITY COLLEGE**, a political subdivision of the State of Florida created under the laws of the State of Florida (“**Grantee**”).

**WITNESSETH:**

**WHEREAS**, City of Leesburg, as predecessor-in-title to Grantor as owner of the Sign Easement Property (as defined in the Easement) and Grantee entered into that certain Permanent Gateway Sign Easement Agreement dated October 25, 2010, and recorded in Official Records Book 3998, Page 838, Public Records of Lake County, Florida (the “**Easement**”), whereby, Grantee was granted perpetual, non-exclusive easement and ingress and egress rights, under, over and across a portion of certain property for signage purposes, with full authority to enter upon construct, repair, replace and maintain a gateway sign for Lake-Sumter Community College; and

**WHEREAS**, Grantor and Grantee have agreed to terminate the Easement and are entering into this Agreement to memorialize the same.

**NOW, THEREFORE**, for and in consideration of the sum of Ten and No/100 Dollars (\$10.00), the mutual covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto hereby agree as follows:

1. **Terms and Recitals.** Capitalized terms herein, not otherwise defined herein, shall have the same meaning ascribed to them in the Easement. The recitals set forth above are accurate and hereby incorporated into the substantive body of this Agreement.

2. **Termination of Easement.** Effective as of the Effective Date, Grantor and Grantee hereby acknowledge and agree that: (i) the Easement is terminated in its entirely; (ii) the Easement shall be of no further force and effect; and (iii) no person shall have any further rights or obligations under the Easement.

3. **Miscellaneous.** This Agreement shall be governed by and construed in accordance with the laws of the State of Florida. Wherever possible, each provision of this Agreement will be interpreted in such manner as to be effective and valid under applicable law, but if any provision of this Agreement shall be prohibited by or invalid under such law, such provision is ineffective to the extent of such prohibition or invalidity, without invalidating the remainder of such provision or the remaining provisions of this Agreement. Neither this Agreement nor any provision hereof may be changed, waived, discharged, modified, or terminated orally, but only by an instrument in writing signed by the party against whom enforcement of the change, waiver, discharge, modification, or termination is sought. This Agreement may be executed in several counterparts, each of which may be deemed an original, and all of such counterparts together shall constitute one and the same Agreement.

[Remainder of the page intentionally blank. Signatures on following pages.]

**IN WITNESS WHEREOF**, Grantor and Grantee have caused this Agreement to be executed by its duly authorized representatives as of the day and year first above written.

**WITNESSES:**

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

Address: \_\_\_\_\_  
\_\_\_\_\_

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

Address: \_\_\_\_\_  
\_\_\_\_\_

STATE OF \_\_\_\_\_ )

COUNTY OF \_\_\_\_\_ )

**GRANTOR:****SILVER LAKE COMMONS LLC**, a Florida limited liability companyBy \_\_\_\_\_ (SEAL)  
Joseph N. Schuemann, its Manager

On this \_\_\_\_\_ day of \_\_\_\_\_, 2025, before me, the undersigned Notary Public in and for said County and State, personally appeared Joseph N. Schuemann, as Manager for SILVER LAKE COMMONS LLC, a Florida limited liability company, who executed the foregoing instrument on behalf of said entity for the purposes therein expressed; s/he is personally known to me and did not take an oath. In witness whereof, I have hereunto set my hand and official seal the day and year last above written.

Type Name: \_\_\_\_\_

My commission expires: \_\_\_\_\_

[AFFIX NOTARIAL SEAL]

*[SIGNATURES CONTINUED ON NEXT PAGE]*

**WITNESSES:**

**GRANTEE:**

---

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

Address: \_\_\_\_\_

---

Name:

Address: \_\_\_\_\_

STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ )

On this \_\_\_\_\_ day of \_\_\_\_\_, 2025, before me, the undersigned Notary Public in and for said County and State, personally appeared \_\_\_\_\_, as Chairperson of the DISTRICT BOARD OF TRUSTEES OF LAKE-SUMTER COMMUNITY COLLEGE, a political subdivision of the State of Florida created under the laws of the State of Florida, who executed the foregoing instrument on behalf of said entity for the purposes therein expressed; s/he is personally known to me and did not take an oath. In witness whereof, I have hereunto set my hand and official seal the day and year last above written.

---

Type Name:

My commission expires:

[AFFIX NOTARIAL SEAL]

STATE OF \_\_\_\_\_ )  
 )  
COUNTY OF \_\_\_\_\_ ) SS: \_\_\_\_\_

On this \_\_\_\_ day of \_\_\_\_\_, 2025, before me, the undersigned Notary Public in and for said County and State, personally appeared \_\_\_\_\_, as President of the DISTRICT BOARD OF TRUSTEES OF LAKE-SUMTER COMMUNITY COLLEGE, a political subdivision of the State of Florida created under the laws of the State of Florida, who executed the foregoing instrument on behalf of said entity for the purposes therein expressed; s/he is personally known to me and did not take an oath. In witness whereof, I have hereunto set my hand and official seal the day and year last above written.

---

Type Name: \_\_\_\_\_

My commission expires:

[AFFIX NOTARIAL SEAL]

**ITEM: 1125-25**



**EXTENSION OF AGREEMENT BETWEEN THE DISTRICT  
BOARD OF TRUSTEES OF LAKE-SUMTER STATE COLLEGE AND  
LAKE TECHNICAL COLLEGE RELATING TO THE USE  
OF SOUTH LAKE FACILITIES**

This Extension of the Agreement ("Extension") made and entered into by and between **The District Board of Trustees of Lake-Sumter State College**, a political subdivision of the State of Florida (LSSC), and **Lake Technical College** ("LTC"). Collectively, LSSC and LTC may be referred to as the "PARTIES."

**RECITALS**

**Whereas**, the PARTIES entered into an agreement on July 1, 2021 that allowed LTC ~~to utilize space on the campus of LSSC~~ that permitted them to offer technical and adult education programs on the campus of LSSC; and

**Whereas**, the Agreement was extended pursuant to that Extension of Agreement between the District Board of Trustees of Lake-Sumter State College and Lake Technical College Relating to the Use of South Lake Facilities dated April 17, 2023; and

**Whereas**, that extension of the Agreement expired on June 30, 2024; and

**Whereas**, the PARTIES ~~are desirous of extending~~ desire to extend that Agreement retroactively from July 1, 2024 through June 30, 2026 to allow LTC to continue using the classrooms ~~for the purposes authorized in the Agreement as provided through June 30, 2026~~.

**NOW THEREFORE, IN CONSIDERATION** of mutual covenants set forth in the prior Agreement and, contained in this Extension of that Agreement, and for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the PARTIES agree as follows:

- 1. RECITALS.** \_\_\_\_\_ The Recitals set forth above are true and correct, form a material part of this Extension and are incorporated herein by reference.
- 2. TERM OF EXTENSION TO THE AGREEMENT.** This Extension, upon full execution of the PARTIES, shall be deemed to have retroactively taken effect on July 1, 2024 and extend through June 30, 2026.
- 3. PRIOR TERMS.** All prior terms and conditions contained in the Agreement of July 1, 2021 shall remain in full force and effect ~~through June 30, 2026~~, and it is further agreed that the terms and conditions of that original Agreement have been

~~continuously in effect since July 1, 2021, up to the date this Extension is fully executed.~~

**3.4. RENT.** ~~LSSC agrees to waive its right to collect rent during the term of this Agreement.~~

**IN WITNESS WHEREOF**, the PARTIES have caused this Extension to be executed by their duly authorized representatives on the date ~~first above last~~ written below.

**RENTAL**

~~The College agrees to waive monetization of rent during the term of this agreement.~~

**ON BEHALF OF THE DISTRICT BOARD OF TRUSTEES OF LAKE-SUMTER STATE COLLEGE**

---

**Mr. John Temple, President**

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

**LAKE TECHNICAL COLLEGE**

---

**Ms. DeAnna D. Thomas, Exec Dir**

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

**APPROVED AS TO FORM AND LEGALITY**

---

**LEGAL COUNSEL**

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