

Lake-Sumter State College

**DISTRICT BOARD
OF TRUSTEES**

Board Meeting Packet
August 21, 2024



Lake-Sumter State College

DISTRICT BOARD OF TRUSTEES



Meeting Agenda

Wednesday, August 21, 2024
Leesburg Campus

ORGANIZATIONAL MEETING AGENDA

CALL TO ORDER – President Heather Bigard

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

ELECTION OF BOARD OFFICERS FOR 2024-2025

0824-01 Approve: Election of Board Chair
0824-02 Approve: Election of Board Vice-Chair

ADJOURNMENT

PUBLIC BOARD MEETING AGENDA

CALL TO ORDER – Chairman

PUBLIC COMMENT

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

CONSENT CONSIDERATIONS

0824-01 Approve: Minutes of June 19, 2024 Regular Board Meeting
0824-02 Acknowledge: Personnel Staff Changes
0824-03 Approve: Personnel Full-Time Faculty Changes
0824-04 Acknowledge: Monthly Fiscal Report for June & July 2024
0824-05 Approve: Purchases over \$65,000
0824-06 Acknowledge: Capital Improvement Projects Report
0824-07 Approve: 2024-2025 Annual Blanket Purchase Orders
0824-08 Information: Accreditation Update

COLLEGE PRESIDENT'S REPORT

0824-09 President Bigard's Update

VICE PRESIDENT'S REPORTS

0824-10

BOARD ATTORNEY'S REPORT

0824-11 Ms. Anita Geraci-Carver's Update

Lake-Sumter State College

DISTRICT BOARD OF TRUSTEES



Meeting Agenda

Wednesday, August 21, 2024

Leesburg Campus

NEW BUSINESS

- 0824-12 Approve: General Education Curriculum Changes
- 0824-13 Approve: Demolition of the Liberal Arts Building, Leesburg Campus
- 0824-14 Approve: City of Clermont Black Box Theater Usage Agreement

BOARD COMMITTEE ASSIGNMENTS

- 0824-15 Facilities Committee
- Finance and Public-Private Partnerships Committee
- Strategic Planning Committee
- Student Engagement Committee

ADJOURNMENT

CONSENT CONSIDERATIONS



**DISTRICT BOARD OF TRUSTEES
LAKE-SUMTER STATE COLLEGE
SOUTH LAKE CAMPUS
June 19, 2024**

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

REGULAR MEETING

CALL-TO-ORDER:

The regular meeting of the District Board of Trustees, Lake-Sumter State College, was called to order by Board Chair Bret Jones at 4:09 p.m. on June 19, 2024, at the South Lake Campus.

PUBLIC COMMENT:

No Public Comment cards were submitted for the meeting.

CONSENT CONSIDERATIONS:

MOTION to approve, Mr. Tim Morris, SECOND, Ms. Emily Lee, motion passed.

SCHEDULED INFORMATION REPORTS:

President Bigard presented her report.

- Congratulated Dr. Colleen Carter and Dr. Stephanie Luke on earning their doctoral degrees within the past year.
- Updated on the Florida College Systems joining the State's health insurance plan.
- The College did not receive additional base funding and will request operational support for workforce program development of \$5 million.
- Bookstore services with Follett have been discontinued and Akademos will be the online bookstore provider.
- Completed South Lake Master Planning sessions with future sessions scheduled for July and August.
- Provided summary of accomplishments on Year 1 of the strategic plan and priorities of focus for Year 2.
- Planned opening for the Eustis Center in early fall 2024.
- Continued campus transformations updates on all campuses.

Vice President Dr. Joseph Mews presented his report.

- Reached record enrollment numbers for fall 2023 and spring and summer 2024 with an increase of 18% over last year.
- Projected enrollment could reach 8,700-9,200 by summer 2025.
- Expanded access for youth in K-12 by continuing to offer Kids College sessions over the summer.
- Continued to provide student support and offer resources for current and newly accepted students with advising and FASFA assistance.
- Provided an update on FASFA changes and actions taken by the College to communicate and support the changes to students.

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

Ms. Jennifer Hooten presented the report for the Facilities Committee Meeting. No report for the Student Engagement Committee Meeting.

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

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

The Board Attorney report was presented by Ms. Anita Geraci-Carver with an update on the Eustis agreement and the Parker case.

NEW BUSINESS:

0624-16 – TUITION & FEE SCHEDULE & COURSE FEE CHANGES FY24/25

The College recommends the tuition & fee schedule & course fee changes FY24/25 to the Board for review and approval.

MOTION to approve the tuition & fee schedule & course fee changes FY24/25, Mr. David Hidalgo, SECOND, Ms. Jennifer Hooten, motion passed.

0624-17 – EUSTIS LAND DONATION

The College recommends the land donation from the City of Eustis for growth of additional programs in Eustis to the Board for review and approval.

MOTION to approve the City of Eustis land donation for growth of additional programs in Eustis, Mr. Tim Morris, SECOND, Mr. David Hidalgo, motion passed. Ms. Emily Lee abstained from voting due to a voting conflict.

0624-18 – CITY OF LEESBURG UTILITY EASEMENT

The College recommends the utility easement with the City of Leesburg to the Board for review and approval.

MOTION to approve the utility easement with the City of Leesburg, Ms. Ivy Parks, SECOND, Ms. Emily Lee, motion passed.

0624-19 – A&E SERVICES FOR THE WORKFORCE DEVELOPMENT CENTER FOR HUNTONBRADY

The College recommends the proposal from HuntonBrady for design and engineering of the Workforce Development Center on the Leesburg Campus to the Board for review and approval.

MOTION to approve the proposal from HuntonBrady for design and engineering of the Workforce Development Center on the Leesburg Campus, Ms. Emily Lee, SECOND, Ms. Jennifer Hooten, motion passed.

0624-20 – LEESBURG CAMPUS SPOT SURVEY RECOMMENDATION TO RAZE LIBERAL ARTS BUILDING 3 AND LIBRARY BUILDING 6

The College recommends a spot or supplement survey to raze Building 3 and Building 6 to the Board for review and approval.

MOTION to approve a spot or supplement survey to raze Building 3 and Building 6 on the Leesburg Campus, Mr. Tim Morris, SECOND, Ms. Emily Lee, motion passed.

0624-21 – PURCHASE ORDER CHANGE FOR PARKING LOT B GUARANTEED MAX PRICE

The College recommends the purchase order change with Faden Builders due to the extensive rewiring of the parking lot from tree root entanglement to the Board for review and approval.

MOTION to approve the purchase order change with Faden Builders due to the extensive rewiring of the parking lot from tree root entanglement, Mr. Tim Morris, SECOND, Ms. Jennifer Hooten, motion passed.

0624-22 – PINECREST LEASE ADDENDUM 2024-2025

The College recommends the lease addendum with Pinecrest Academy Inc. for 2024-2025 to the Board for review and approval.

MOTION to approve and execute the lease addendum with Pinecrest Academy Inc. for 2024-2025, Ms. Emily Lee, SECOND, Ms. Jennifer Hooten, motion passed.

0624-23 – NEW PROGRAM PROPOSALS

The College recommends the adding academic programs in Applied Artificial Intelligence Associate in Science degree and Artificial Intelligence Practitioner College Credit

Certificate (with associated courses), Cybersecurity Associate in Science degree and Cybersecurity Analyst College Credit Certificate (with associated courses), Bachelor of Science in Exceptional Student Education, Bachelor of Science in Secondary English Education, Entrepreneurship and Business Building non-credit program, and and Leesburg High School to LSSC Dual Enrollment Program to the Lake-Sumter State College portfolio to the Board for review and approval.

MOTION to approve adding academic programs in Applied Artificial Intelligence Associate in Science degree and Artificial Intelligence Practitioner College Credit Certificate (with associated courses), Cybersecurity Associate in Science degree and Cybersecurity Analyst College Credit Certificate (with associated courses), Bachelor of Science in Exceptional Student Education, Bachelor of Science in Secondary English Education, Entrepreneurship and Business Building non-credit program, and and Leesburg High School to LSSC Dual Enrollment Program to the Lake-Sumter State College portfolio, Mr. Tim Morris, SECOND, Mr. David Hidalgo, motion passed.

0624-24 – CREDIT PROGRAM MODIFICATIONS

The College recommends the modifying academic programs in Business Administration Associate in Science degree, Business Management College Credit Certificate, Business Operations College Credit Certificate, Business Specialist College Credit Certificate, Engineering Technology Associate in Science degree, Advanced Manufacturing College Credit Certificate, and Bachelor of Applied Science in Leadership to modernize the curriculum to meet local Workforce needs to the Board for review and approval.

MOTION to approve modifying academic programs in Business Administration Associate in Science degree, Business Management College Credit Certificate, Business Operations College Credit Certificate, Business Specialist College Credit Certificate, Engineering Technology Associate in Science degree, Advanced Manufacturing College Credit Certificate, and Bachelor of Applied Science in Leadership to modernize the curriculum to meet local Workforce needs, Ms. Ivy Parks, SECOND, Mr. David Hidalgo, motion passed.

0624-25 – MISSION, VISION, VALUES

The College recommends the periodical review of the College's mission, vision, and values to the Board for review and approval.

MOTION to approve the College's mission, vision, and values, Ms. Jennifer Hooten, SECOND, Ms. Emily Lee, motion passed.

0624-26 – DISTRICT BOARD OF TRUSTEES SELF-EVALUATION 2023-2024

The College recommends the District Board of Trustees self-evaluation for 2023-2024 to the Board for review and approval.

MOTION to approve the District Board of Trustees self-evaluation for 2023-2024, Mr. Tim Morris, SECOND, Ms. Emily Lee, motion passed.

0624-27 – BOARD ATTORNEY EVALUATION 2023-2024

The College recommends the Board Attorney evaluation for 2023-2024 to the Board for review and approval.

MOTION to approve the Board Attorney evaluation for 2023-2024, Ms. Emily Lee, SECOND, Ms. Ivy Parks, motion passed.

0624-28 – PRESIDENT BIGARD’S EVALUATION 2023-2024

The College recommends President Bigard’s evaluation for 2023-2024 to the Board for review and approval.

MOTION to approve President Bigard’s evaluation for 2023-2024, Ms. Emily Lee, SECOND, Ms. Jennifer Hooten, motion passed.

0624-29 – DISTRICT BOARD OF TRUSTEES MEETING DATES 2024-2025

The College recommends the District Board of Trustees meeting dates for 2024-2025 to the Board for review and approval.

MOTION to approve the District Board of Trustees meeting dates for 2024-2025, Ms. Emily Lee, SECOND, Ms. Jennifer Hooten, motion passed.

OTHER CONSIDERATIONS:

The next regular meeting is scheduled for August 21, 2024 at the Leesburg Campus.

The meeting was adjourned at 5:57 p.m.

ATTEST:

Mr. Bret Jones, Chair

Dr. Heather Bigard, Secretary/College President

Recording Secretary: Kailyn Wurm

Background/References

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

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

Description

New Hires:

Name	Title	Effective Date
Kelly Marcal	Enrollment Counselor and Recruiter	07/15/24
Ryan Godwin	Academic Advisor I	07/15/24
Jennifer Stills	Coordinator, Marketing and Events	07/15/24
Robert Buescher	Coach, Strength and Conditioning	07/22/24
Maria Guterrez-Serrano	Coordinator, Student Activities	07/29/24

Staff Status Changes

Name	Title	Effective Date
Daniel Weber	Dean, Arts/Humanities/SBS	07/01/24
Greg Craig	Dean, Communications	07/01/24
Colleen Carter	Dean, ASN Program	06/03/24
Deborah Dunlap	Operations Specialist, Health Professions	06/01/24
Julie Murray	Administrative Assistant, Health Professions	06/01/24

Departures:

Name	Title	Effective Date
Angela Hymer	Continuing Education Program Manager	07/10/24
Kairise Conwell	Career Advisor	07/11/24
Francine Costa	ECC Manager/Academic Advisor	07/12/24
Betsy Billings	Athletic Trainer	07/03/24
Nicole Liljegren	Athletics Academic Advisor	07/12/24
Asha Raghunauth	CTL Manager	07/25/24
Julia Rogers	Administrative Assistant	06/28/24
Judith Haars	CTL Manager	06/30/24
Dennis Bucker	Foundation Event Coordinator	06/23/24
Michael Nathanson	Executive Director, Technology Innovation Operations	06/27/24
Jennifer Leudo	Director, Student Life - South Lake & Four Corners	06/27/24
Cynthia Lackey	Director, Student Life - Leesburg & Sumter Campus	06/27/24

Recommendation

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

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

Faculty Resignations:

Name	Title	Effective Date
J Rader	Assistant Professor English	07/31/24

Recommendation

Motion to acknowledge the Human Resource Faculty Changes for June 1 – July 31, 2024 as written.

Monthly Fiscal Report for June & July 2024

Agenda Item: 0824-04

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 June & July 2024 as written.

Lake-Sumter State College
Fiscal Status Report - Fund 1
General Current Fund
July 1, 2023 through June 30, 2024

	FY 2022-23		FY 2023-24			
	Annual Budget	6/30/2023	Annual Budget	6/30/2024	Percent of Budget Earned/Spent	Projected 6/30/2024
REVENUES & BUDGETED FUND BALANCE						
Student Fees						
Fall						
Tuition	\$ 2,520,100	\$ 2,800,356	\$ 2,883,900	\$ 3,033,350	105%	\$ 3,033,350
Technology Fees	127,100	140,025	144,300	151,801	105%	151,801
Distance Learning	236,600	300,315	309,300	306,825	99%	306,825
Dual Enrollment	315,300	316,280	386,700	272,385	70%	272,385
HSCA Dual Enrollment	398,460	366,400	577,080	459,165	80%	459,165
Lab Fees	158,610	77,283	79,600	87,708	110%	87,708
Spring						
Tuition	\$ 2,253,800	\$ 2,541,965	\$ 2,616,700	\$ 2,797,852	107%	\$ 2,797,852
Technology Fees	113,100	127,106	131,000	139,903	107%	139,903
Distance Learning	223,800	291,165	294,100	283,500	96%	283,500
Dual Enrollment	388,700	428,785	433,500	513,073	118%	513,073
HSCA Dual Enrollment	357,240	341,210	526,700	411,492	78%	411,492
Lab Fees	134,120	116,751	117,300	169,015	144%	169,015
Summer						
Tuition	\$ 965,900	\$ 1,055,882	\$ 949,300	\$ 1,347,723	142%	1,347,723
Technology Fees	48,300	52,800	45,000	67,268	149%	67,268
Distance Learning	71,400	154,590	157,000	179,835	115%	179,835
Dual Enrollment	-	7,270	0	23,322	100%	23,322
Lab Fees	26,560	22,779	9,600	37,921	395%	37,921
Miscellaneous Fees	48,800	190,616	190,300	231,398	122%	231,398
Youth Development	282,000	66,559	252,000	111,128	44%	111,128
Continuing Education	1,189,522	925,730	2,163,250	805,049	37%	805,049
Total Student Tuition and Fees	\$ 9,859,412	\$ 10,323,866	\$ 12,266,630	\$ 11,429,714	93%	\$ 11,429,714
General Revenue Operational Support	\$ 18,725,937	\$ 18,725,937	\$ 20,958,984	\$ 20,958,985	100%	\$ 20,958,984
General Revenue Nursing Support	830,059	830,059	764,607	764,607	100%	764,607
General Rev. Student Success Incentive Initiative	359,055	424,795	338,782	431,782	127%	431,782
State Dual Enrollment Scholarship Program	-	568,893	370,000	334,143	90%	334,143
Educational Enhancement Support	2,843,909	2,843,909	3,231,881	3,231,880	100%	3,231,880
Miscellaneous State Contracts	100,000	113,309	111,800	2,016	2%	2,016
Federal Support Indirect Cost	150,000	74,645	75,000	15,705	21%	15,705
Foundation Support	111,500	14,731	20,000	-	0%	-
Other Contracts	759,000	355,634	1,121,200	590,204	53%	590,204
Miscellaneous Revenue	17,000	64,301	23,850	88,105	369%	88,105
Uninsured Loss Recovery (HEERF)	-	257,363	-	-	0%	-
Total Revenues	\$ 33,755,872	\$ 34,597,442	\$ 39,282,734	\$ 37,847,141	96%	\$ 37,847,140
Transfers In	480,000	947,710	490,000	600,523	1.23	600,523
Total Revenues and Transfers In	\$ 34,235,872	\$ 35,545,152	\$ 39,772,734	\$ 38,447,663	97%	\$ 38,447,662
EXPENDITURES						
Personnel Expenditures						
Salaries and Wages	\$ 17,809,295	\$ 16,366,012	\$ 22,045,323	\$ 19,982,688	91%	\$ 19,982,688
Benefits	6,634,657	6,247,930	7,779,971	7,666,899	99%	7,666,899
Lapse Salary and Benefits	(913,250)	-	(1,886,000)	-	0%	-
Current Operating Expenditures	6,962,798	7,601,175	9,450,628	8,802,341	93%	8,802,341
Capital Outlay Expenditures	58,000	336,699	58,000	92,585	160%	92,585
Contingency	500,000	-	500,000	-	0%	-
Total Expenditures	\$ 31,051,500	\$30,551,816	\$ 37,947,922	\$ 36,544,513	96%	\$ 36,544,513
Transfer to Fund Other Funds	(3,000,000)	(5,127,452)	(1,800,000)	(1,500,000)	-	(1,500,000)
Excess of Revenues over (Expenditures)	\$ 184,372	\$ (134,115)	\$ 24,812	\$ 403,150		\$ 403,149

**Lake-Sumter State College
Fiscal Status Report - Fund 1
General Current Fund
July 1, 2024 through July 31, 2024**

	FY 2023-24			FY 2024-25			
	Annual Budget	7/31/2023	6/30/2024	Annual Budget	7/31/2024	Percent of Budget Earned/Spent	Projected 6/30/2025
REVENUES & BUDGETED FUND BALANCE							
Student Fees							
Fall							
Tuition	\$ 2,883,900	\$ 2,926,627	\$ 3,033,350	\$ 3,451,420	\$ 3,761,565	109%	\$ 3,595,229
Technology Fees	144,300	146,333	151,801	166,300	188,080	113%	173,229
Distance Learning	309,300	249,450	306,825	340,551	275,595	81%	420,433
Dual Enrollment	386,700	402,296	272,385	389,000	483,887	124%	262,838
HSCA Dual Enrollment	577,080	-	459,165	577,093	-	0%	577,093
Lab Fees	79,600	75,209	87,708	99,086	81,326	82%	115,216
Spring							
Tuition	\$ 2,616,700	\$ -	\$ 2,797,852	\$ 3,113,630	\$ -	0%	3,235,706
Technology Fees	131,000	-	139,903	149,300	-	0%	155,906
Distance Learning	294,100	-	283,500	304,208	45	0%	378,390
Dual Enrollment	433,500	(216)	513,073	480,000	(216)	0%	236,554
HSCA Dual Enrollment	526,700	-	411,492	546,984	-	0%	546,984
Lab Fees	117,300	-	169,015	176,750	(3,875)	-2%	103,694
Summer							
Tuition	\$ 949,300	\$ (6,087)	\$ 1,347,723	\$ 1,291,280	\$ (22,728)	-2%	1,317,106
Technology Fees	45,000	(304)	67,268	62,100	(1,136)	-2%	63,342
Distance Learning	157,000	(840)	179,835	159,405	(270)	0%	162,593
Dual Enrollment	0	(8,062)	23,322	0	(25,490)	0%	0
Lab Fees	9,600	(100)	37,921	33,290	(1,505)	-5%	33,956
Miscellaneous Fees	190,300	80,083	231,398	302,639	89,978	30%	302,639
Youth Development	252,000	50	111,128	250,000	1,825	1%	250,000
Continuing Education	2,163,250	70,228	805,049	1,127,788	157,914	14%	1,127,788
Total Student Tuition and Fees	\$ 12,266,630	\$ 3,934,667	\$ 11,429,714	\$ 13,020,824	\$ 4,984,994	38%	\$ 13,058,696
General Revenue Operational Support	\$ 21,090,865	\$ 1,746,582	\$ 20,958,985	\$ 20,958,984	\$ 1,761,266	8%	\$ 20,958,984
General Revenue Nursing Support	764,607	-	764,607	764,600	-	0%	764,600
General Rev. Student Success Incentive Initiative	338,782	28,232	431,782	338,782	27,849	8%	338,782
State Dual Enrollment Scholarship Program	370,000	-	334,143	400,000	-	0%	400,000
Educational Enhancement Support	3,100,000	-	3,231,880	3,231,881	-	0%	3,231,881
Miscellaneous State Contracts	111,800	-	2,016	26,000	-	0%	26,000
Federal Support Indirect Cost	75,000	1,509	15,705	75,000	22,490	30%	15,000
Foundation Support	20,000	-	-	-	-	0%	-
Other Contracts	1,121,200	29,084	590,204	586,868	50,892	9%	586,868
Miscellaneous Revenue	23,850	19,590	88,105	24,100	1,776	7%	24,100
Total Revenues	\$ 39,282,734	\$ 5,759,665	\$ 37,847,141	\$ 39,427,039	\$ 6,849,267	17%	\$ 39,404,911
Transfers In	490,000	-	600,523	1,000,000	-	-	1,000,000
Total Revenues and Transfers In	\$ 39,772,734	\$ 5,759,665	\$ 38,447,664	\$ 40,427,039	\$ 6,849,267	17%	\$ 40,404,911
EXPENDITURES							
Personnel Expenditures							
Salaries and Wages	\$ 22,045,323	\$ 876,543	\$ 19,982,688	\$ 22,917,640	\$ 1,322,153	6%	\$ 21,542,582
Benefits	7,779,971	444,974	7,666,899	7,757,893	571,973	7%	7,292,419
Lapse Salary and Benefits	(1,886,000)	-	-	(900,000)	-	0%	-
Current Operating Expenditures	9,450,628	967,409	8,802,341	10,098,417	222,653	2%	10,098,417
Capital Outlay Expenditures	58,000	-	92,585	40,000	-	0%	40,000
Contingency	500,000	-	-	500,000	-	0%	500,000
Total Expenditures	\$ 37,947,922	\$2,288,926	\$ 36,544,513	\$ 40,413,950	\$ 2,116,779	5%	\$ 39,473,418
Transfer to Fund Other Funds	(1,800,000)	(2,496)	(1,500,000)	-	-	-	-
Excess of Revenues over (Expenditures)	\$ 24,812	\$ 3,468,243	\$ 403,151	\$ 13,089	\$ 4,732,488		\$ 931,493

Background/References

Each month a report is provided to the District Board of Trustees accounting for any purchases that have been approved by the President which fall between \$65,000 and \$195,000. This report is prepared by the Office of the Vice President of Finance and Chief Financial Officer, and is intended to apprise the Board of purchases that fall under the authority of the President to approve. The authorization requiring the President’s approval of such purchases is guided by Board Rule 6.09, Purchasing.

Description

Purchase Orders Over \$65,000 – June & July 2024

Vendor: Ellucian Company LP
Item Description: Degree Works Maintenance Renewal
Amount: \$ 70,927.00
Purchase Order #: P2400731
Vendor Code: ELLCOMLP

Vendor: Jacobs Engineering Group Inc
Item Description: South Lake Master Plan
Amount: \$ 449,400.00
Purchase Order #: P2500026
Vendor Code: X00148263

Vendor: Siemens Industry Inc
Item Description: Siemens Maintenance Agreement (Yr 2)
Amount: \$ 96,366.00
Purchase Order #: P2500027
Vendor Code: SIEIND

Vendor: Faden Builders, Inc
Item Description: Erosion Control SL
Amount: \$ 99,657.19
Purchase Order #: P2400744
Vendor Code: X00140059

Vendor: McAllister and Quinn, LLC
Item Description: Consultant Fees Retainer/Admin Fee
Amount: \$ 169,800.00
Purchase Order #: P2500034
Vendor Code: X00136049

Vendor: Frank Gay Commercial Service
Item Description: Plumbing for Locker Rooms
Amount: \$ 68,658.67
Purchase Order #: P2400748
Vendor Code: X00148119

Vendor: HuntonBrady Architects, P.A.
Item Description: Design Leesburg Campus Workforce Building
Amount: \$ 1,453,399.00
Purchase Order #: P2400740
Vendor Code: X00142563

Recommendation

Motion to approve the purchases over \$65,000 for the month of June & July 2024 as written.

Background/References

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

Description

A report on the status on projects is attached.

Recommendation

Motion to acknowledge the Capital Improvement Projects Report for June & July 2024 as written.

Capital Improvement Projects FY 2024-2025			
August 2024 Update			
Project Description	CIP Budget	Expended or PO issued as of 7/31/24	Progress To Date
Safety			
Leesburg Campus William-Johnson Bldg. HR Dead-end Corridor	\$10,000	\$0	In Planning. One of the Continuing Services Architects will be assigned.
Fire Safety Upgrades (DM)	\$75,000	\$0	Fire Safety related repairs and replacement of Fire Alarm System devices are in progress in the Student Services Bldg. and the Gym.
Security Upgrades	\$25,000	\$0	In Planning.
Roofs			
Roof Maintenance and Repairs	\$50,000	\$0	In progress. Budget allocated for maintenance/repairs.
South Lake Campus Bldg.1 New Gutters Installation (DM)	\$80,000	\$0	In planning.
Leesburg Campus William-Johnson Admin. Building Roof Restoration (DM)	\$420,000	\$3,933	In planning. A roof scan is being scheduled with Garland to confirm the extent of work for Bids.
Paving-Grounds			
South Lake Campus Irrigation	\$20,000	\$0	In planning.
South Lake Campus Drainage Pipe Break Repair	\$75,000	\$99,657	Faden/Paquette are scheduled to start work the 2nd week of August. Duration is approximately 3-weeks, weather permitting.
Sumter Center Repave, Repair and Re-stripe Parking	\$300,000	\$0	In planning.
New Structure			
Sumter Center Workforce Instruction Pavilion & Restroom Facility	\$585,000	\$581,000	Faden Builders' updated GMP was approved May 15 by the DBOT. The new structure is prefabricated and has a 14-week lead time. Construction installation is anticipated to start in the Fall and complete December 2024.
Eustis CDL Pad and Building	\$5,750,000	\$197,000	In Design Development with the architect, civil engineer and contractor. Construction timeline is currently (TBD). Funding through grant is pending.
Leesburg Campus Workforce Development Center	\$18,500,000	\$1,453,399	PO issued to Hunton Brady Architects on 7/7/24. Schematic Design in progress.
HVAC			
HVAC Projects (exhaust fans, air handler units, coil overhaul, etc.) (DM)	\$225,000	\$156,391	Multiple HVAC projects in progress or completed FY 24-25.

Capital Improvement Projects FY 2024-2025			
August 2024 Update			
Project Description	CIP Budget	Expended or PO issued as of 7/31/24	Progress To Date
Leesburg Campus Building M HVAC Replacement	\$820,000	\$749,993	New AHUs and chiller are due to ship August 2024. Temporary air criteria is in coordination. Construction is planned to start in the Fall.
Leesburg Campus William Johnson Admin Building HVAC Design and Replacement	\$100,000	\$28,597	Bids received April 5 are overbudget and on hold. Scope modifications are in discussion.
Leesburg Campus New Chiller	\$650,000	\$0	In planning.
General			
Furniture and Equipment (All campuses)	\$40,000	\$21,560	On going procurement as approved by leadership.
Leesburg Campus Monument Signage	\$75,000	\$0	In planning.
Signage (All Campuses)	\$10,000	\$12,387	Leesburg Campus Facilities Bldg. sign was installed December 2023. New sign for Shipping & Receiving was installed November 2023.
Building Upgrades			
South Lake Campus Building-2 1st and 3rd Floors Redesign	\$180,000	\$1,210	Planning to start design services. Some refresh work for the Lobby is in planning.
Leesburg Campus Student Services Building 2nd Floor Remodel	\$3,300,000	\$2,783,033	Welbro began mobilization on May 28th and demo started June 3rd. Construction timeline is June - October 2024.
Building Envelope DM23 (various)	\$300,000	\$0	In planning.
Leesburg Campus Liberal Arts Building Demolition	\$450,000	\$25,487	Hunton Brady delivered 100% Construction Docs. June 20th. The GMP received from Faden is in review for DBOT to approve in August. Demo is planned to start in the Fall.
Exterior Painting Projects	\$10,000	\$0	Exterior refresh painting is on-going. Sumter Center Bldg.1 is complete.
Interior Painting (All Campuses)	\$8,000	\$8,385	Various interior painting projects continue at all Campuses.
Leesburg Campus Student Services Building 1st Floor Remodel	\$700,000	\$51,889	The first phase of Design Development with Spiegle architects began Feb 2024 and is in progress.
Leesburg Campus Team Locker Room	\$300,000	\$172,574	Contractor refresh work began July 10th. New lockers, flooring and soft seating have been purchased. Some mechanical & electrical repairs are included. Anticipate completion by end of September
Leesburg Campus Student Center Vet Lounge Office and SGA Refresh	\$20,000	\$0	In planning.
Leesburg Campus Athletics Complex Upgrades	\$50,000	\$2,025	In progress. Final completion date (TBD).

Capital Improvement Projects FY 2024-2025			
August 2024 Update			
Project Description	CIP Budget	Expended or PO issued as of 7/31/24	Progress To Date
Leesburg Campus Center for Teaching and Learning Front Entrance Door Replacement	\$30,000	\$0	In planning.
Leesburg Campus Center for Teaching and Learning Remodel/Convert 116 to Offices	\$80,000	\$0	In planning.
South Lake Campus Pavilion	\$90,000	\$0	In planning.
Leesburg Campus Student Services Building Brick Paved Exterior Entrance Rework for ADA	\$125,000	\$0	In planning.
Leesburg Campus Student Services Building Elevator ADA Upgrade/Replacement	\$650,000	\$0	In planning with Spiezle Architects and Welbro Builders.
Leesburg Campus Student Services Building Pipe Repairs	\$75,000	\$0	On hold. Modified flush valves installed first since the new ones had very little water flow. The vendor indicates the pipes are not in poor condition.
South Lake Campus Building-2 Boardroom 327 Refresh	\$30,000	\$0	Refresh work completed early July.
South Lake Campus E-Sports Room Refresh	\$20,000	\$21,923	E-Sports Room in SL Bldg. 2, room 101 is in progress with installation of new lights, ceiling tiles, equipment, and furniture. Scheduled to complete by Fall.
South Lake Campus Masterplan	\$450,000	\$449,400	In planning with Jacobs Engineering/DPZ. Anticipate completion by November.
South Lake Campus Testing Services Remodel	\$40,000	\$0	In planning.

Background/References

Each year the college issues a number of "blanket" or "open" purchase orders with a variety of vendors to facilitate the purchase of regular supplies and payment for repair services. The purchase orders are assigned a maximum amount under which a number of individual orders will be invoiced. This report is prepared by the Offices of Financial Services and Controller, and is intended to keep the Board apprised of annual blanket purchases that have been entered into through the bidding process or by exception as outlined in the LSSC Administrative Procedure 6-09. Exceptions to the bidding requirements include certain educational materials, IT resources as defined in Section 282.303 of Florida Statute, professional services listed in Section 287.055 of Florida Statute, sole source items and items on specific state and local contracts. Purchases up to \$195,000 (Category IV in Section 287.017 of Florida Statute) fall under the authority of the President to be approved.

Purchases up to \$195,000 (Category IV in Section 287.017 of Florida Statute) fall under the authority of the President to be approved. Purchases on the list that exceed that amount are contracts that were previously approved by the Board.

Description

Below is the list of blanket and annual purchase orders for 2024-2025.

Vendor: City of Leesburg
Item Description: Utilities/ July 2024-June 2025
Amount: \$ 725,000.00
Purchase Order #: PB25FC26
Vendor Code: LEECIT

Vendor: RingCentral, Inc
Item Description: SOW Phone Related Services
Amount: \$ 105,600.00
Purchase Order #: PB25IT15
Vendor Code: X00139940

Vendor: Duke Energy
Item Description: Utilities/ July 2024-June 2025
Amount: \$ 465,000.00
Purchase Order #: PB25FC25
Vendor Code: DUKENE

Vendor: The Glen at Cagan Crossings
Item Description: Lease Expenses Cagan Crossing
Amount: \$ 96,474.00
Purchase Order #: P2400739
Vendor Code: X00143450

Recommendation

Motion to approve the annual blanket purchase orders for 2024-2025 as written.

Background/References

Section (s.) 1008.47, Florida Statutes (F. S.), was updated July 1, 2023, requiring Florida College System institutions to seek and obtain updated accreditation from an accrediting agency identified by the State Board of Education before its next reaffirmation or fifth-year review date. This requirement was updated to a one time change in accreditation.

Description

Lake-Sumter State College is currently accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Due to the passage of s. 1008.47, F. S., Florida College System (FCS) institutions are permitted to seek institutional accreditation from a State Board of Education (SBOE)-identified accreditor in the year following reaffirmation or fifth-year review by their current accrediting agency. LSSC's fifth-year report is due September 1, 2026. The FCS of the Department of Education provided information on regional accrediting bodies, recommending the Higher Learning Commission (HLC) to FCS institutions.

The HLC accrediting body maintains a specified focus on student success and continuous improvement, aligning with LSSC's strategic priorities of student learning and success, as well as learning and work environment.

Timeline to Transition

September 1, 2026 – SACSCOC Fifth Year Report Due

Late 2026, Early 2027 – HLC Accreditation Possible

Early 2031 – Completion of Transition to HLC

Recommendation

This item is for information purposes only.

PRESIDENT'S REPORT





Athletics

Padraic McMeel, Executive Director

- The men's and women's track and field team welcomes nearly 40 new student-athletes for the 2024-25 season.
- Welcomed Alisha Wintersdorf, former LSSC volleyball student athlete, as the new Head Volleyball Coach.
- Welcomed Meredith Yaun as the new Men's and Women's Golf Coach. The men's team will have six student athletes starting the inaugural season.
- Welcomed Rober Buescher as the new Head Strength and Conditioning Coach.

Campus Transformation and Events

Sandra Stephenson, Executive Director

Leesburg

- Athletic locker rooms refreshed with carpet, tile, and lockers ordered and remaining tasks on plumbing, electrical, and demolition.
- Student Service Building second story remodel is almost complete.

South Lake

- Adding additional brick to exterior of Facilities & Grounds Building.
- The Enrollment Services Center space refresh to make it a functional and inviting center for students.
- Developing E-Sports space.

Sumter

- Library refresh to convert into a student workforce innovation space for multi-use.

Assisted in coordinating, planning, developing, and celebrating the College's Accepted Student Days and Welcome Back Bashes.

Government Relations

Bruce Duncan, Contracts Administrator

- Tracking 2024 Legislative Session activity.
- Collaborated on the agreement with Akademos as the College's Bookstore Vendor.
- Reviewed agreements between external partners and the College.

Human Resources

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

- Human Resources reviewed relevant LSSC Board Rules and Administrative Procedures to maintain compliance with updated Florida Statutes and State Board of Education Rules.
- Members of the Human Resources team in tandem with IT and Finance are continuing to work on the new state insurance plan.

Professional and Organizational Development

Deborah Snellen, Executive Director

- Implemented initial FranklinCovey workshop – The 6 Critical Practices for Leading a Team for 21 managers led by a FranklinCovey facilitator. This workshop was followed up by 3 subsequent Learning Labs where the practices were applied and reinforced.
- Preparing to support all new faculty and adjunct faculty in August beginning with orientation sessions and revised online courses.
- Fielding a variety of requests for professional development at the department level and working to prioritize training in alignment with college goals and identified needs.
- Conducted five New Horizons sessions attended by 8 full time staff, 2 part time staff, 6 full time faculty, 24 adjunct faculty, and 1 student employee.

Strategic Communications

Kevin Yurasek, Executive Director

- Recent media coverage and mentions:
 - Lake County Schools Superintendent Kornegay mentions LSSC partnership for teacher education programs during interview on WFTV
 - WESH 2 mentions Lincoln Park Education Center and partnership with Lake County Schools, LSSC and Lake Tech
 - Lakhawk Softball places 7 athletes on the National Fastpitch Coaches Association All-America Scholar-Athlete List (LSSC Athletics)
 - Obituary of John Ray Neal
 - Alisha Wintersdorf Named Lakehawk Volleyball Head Coach (Lake and Sumter Style)
 - Rich Billings Named 2024 Florida Collegiate Summer League Coach Of The Year (Lake and Sumter Style)
 - Teen’s Tale of Academic Excellence, Musical Mastery and a Passion for Medicine(Lake and Sumter Style)
 - Jordan Mekhi Parker is a graduate of Eustis HS and will attend LSSC
 - Lake Minneola High Students Headed To Junior Olympics for Water Polo (Lake and Sumter Style)
 - Augustine “Augie” Wladyczka, sophomore at Lake Minneola HS and in the HSCA program
 - Duke Energy Celebrates Florida Lineworkers Of The Past, Present And Future Ahead Of National Lineworker Appreciation Day
 - Florida’s top nursing schools turn away students amid ongoing nurse shortage
 - Interview with Dr. Ramos about LSSC’s program and mentions our added and growing capacity
- Published Articles:
 - Lake-Sumter State College receives LINE funds to support nursing students and strengthen local healthcare pathways
 - Lakehawk student-athletes achieve personal bests at Puerto Rican Championships
 - LSSC and Lake County Schools partner to offer ‘earn while you learn’ opportunity in elementary education degree



VICE PRESIDENT'S REPORTS

**Division of Institutional Advancement
Update for the President and Board of Trustees
August 2024**

Dr. Laura Byrd, Senior Vice President of Institutional Advancement

Access

- The LSSC Foundation received 958 Fall 2024 Scholarship applications. The Foundation awarded each student a scholarship for a total of over \$600,000 in scholarship awards.
- The 25th Annual Golf Classic is scheduled for Friday, September 13, 2024, at Harbor Hills Country Club. The goal of \$66,000 is to help support student-athlete scholarships for the upcoming academic year.
- The LSSC Foundation's 2024 Distinguished Alumni & Hall of Fame Celebration is scheduled for Tuesday, October 8, 2024 on the Leesburg Campus.
- The 12th Annual Monster Dash 5K/10K is scheduled for Saturday, October 26, 2024 at the Leesburg Campus.
- The 2025 Annual Campaign will kick-off internally to Faculty & Staff beginning in September. The goal approved by the Foundation Board is \$242,000.
- **June H. Jones Foundation** – awarded the Foundation \$50,000 to support Student Emergency Assistance.
- **Community Foundation of South Lake** – approved a grant to support Student Emergency Assistance in the amount of \$10,000.
- **Perkins Grant** – approved for \$134,000 for the 24/25 academic year to support Career Technical Programs.
- **Talent Search Grant** – awarded for the 24/25 academic year in the amount of \$350,000. The grant provides academic, career, and financial counseling to its middle school and high school participants encouraging them to graduate from high school and continue on to and complete their postsecondary education.
- **TRIO Student Support Services** – submitted for \$275,000 to help underserved students.

Workforce Development

- Career Development Services introduced the Student Employment & Development Program that aims to empower students to achieve their goals while fostering their personal and professional growth.
- Lakehawk Career Connect continues to increase in the number of employers seeking to hire LSSC students. There were 232 active job postings in July.
- Nearly 300 out of 740 employers have expressed interest in providing internships.
- Seventy-two students have signed up for internships or micro-internships for the fall semester.

LSSC Foundation GIFTS AND CONTRIBUTIONS RECEIVED June 1, 2024 – July 31, 2024

June 1 – June 30, 2024

\$36,318.56

July 1 – July 31, 2024

\$644,065.28

Division of Academic Affairs
Update for the President and District Board of Trustees
August 2024
Ms. Karen Hogans, Vice President of Academic Affairs

Access

- Dean Steve Clark met with Dr. Tanya Armstrong, UCF, to discuss the next iteration of LSSC's Honors Program. There are two tracks possible for students: the Honors major thesis as well as an interdisciplinary option. Either track will provide opportunities for more students to transfer to UCF and enter their Honors program.

Learning & Work Environment

- Dr. Amy Albee, Dean of Accreditation and Articulation attended the Southern Association of College and Schools Commission on Colleges summer institute July 2024. Dr. Amy Albee also attended the Florida Career Pathways Network conference as part of the Florida Association of Career and Technical Education conference in July 2024. She was chosen as the Vice President of the Florida Career Pathways Network.
- LSSC's financial profile annual report was successfully submitted to the Southern Association of College and Schools Commission on Colleges.
- Dr. Amy Albee and Dean Daniel Weber attended the June 2024 Florida College System Joint Council of Instructional Affairs and Council of Workforce Education conference.
- Academic Affairs deans have been attending Franklin Covey Leadership professional development sessions in order to grow as leaders.

Student & Learning Success

- Ms. Taralyn Pierce, Assistant Professor, has completed the development of the new student life skills course, SLS 1122 Strategies for Student Success, which will be implemented fall 2024 to our Educational Opportunity Program students in Lake and Sumter Counties high schools. The course will provide students who may not have thought they could go to college the opportunity to earn college credit.

Workforce Development

- A notification was submitted and accepted by the Southern Association of College and Schools Commission on Colleges for LSSC to offer the Associate in Science in Cybersecurity degree as well as the corresponding College Credit Certificate.
- The request for approval to offer the Associate in Science in Artificial Intelligence and related College Credit Certificate was submitted to the Southern Association of College and Schools Commission on Colleges for consideration.
- The Bachelor of Science in Secondary English Education and Bachelor of Science in Exceptional Student Education were submitted in the Florida Department of Education (FLDOE) and area institutions were notified about the College's desire to offer the two degrees.

**Division of Enrollment & Student Affairs
Update for the President and Board of Trustees
August 2024**

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

Enrollment Summary

As of August 12, Fall 2024 enrollment stands at 5,649 headcount, an increase of 17.8% (+855) compared to this time last year. The headcount total will continue to fluctuate leading up to the first day of the fall semester on August 19 as process drops for nonpayment and support students through the first week, where students can continue to add and drop classes without penalty. The Division continues to engage students throughout the fall semester, including enrollment in the B session that begins on October 14. The Spring 2025 application for admission will open on September 1 for classes that begin on January 13.

Access

- Finished the 2023-24 Academic Year with a record headcount of 8,602 students. This total represents an increase of 10.9% (+842) compared to our final total of 7,760 in 2022-23. This past year's record total includes 6,855 students in our traditional credit and dual enrollment programs and 1,747 in our non-credit youth and workforce programs.
- Fall 2024 applications for admission are trending ahead of last year by 26% (+891). Highlights from this applicant growth include increases of 25% (+312) for first-time in college, 25% (+142) for transfers, 24% (+196) for high school dual enrollment, and 146% (+174) for bachelor's programs.
- The Financial Aid Office continues to promote FAFSA completion and is actively engaged with incoming and returning students to ensure they have access to aid.
- The Enrollment Service Center maintains office hours until 7:00 PM on Mondays and Tuesdays throughout August to add extended support for enrollment, academic advising, and financial aid assistance.
- Recently piloted and launched a 'Quick Enroll' option for prospective students, allowing all steps to enrollment—from application to registration—to be completed within a single visit in roughly 40 minutes.

Student Learning & Success

- The Kids' College program served nearly 400 young Lakehawks in grades 1-12 between our Leesburg and South Lake Campuses this summer.
- During the week of August 12, hosted orientation and kick-off sessions for our Early College Health Sciences Collegiate Academy, Criminal Justice, and Engineering Technology academies.
- Two full Welcome Weeks planned for students, starting with activities on August 19, 2024. These activities will be host across all campuses and online to build community within the student body and promote a stronger connection to LSSC.
- A revamped student intervention and holistic support model will be implemented this semester with a focus on early-term engagement based on academic and behavioral indicators.
- The inaugural Student Wellness Plan will launch as we begin the fall semester, including 24/7 access to counseling.

Division of Facilities Planning and Operations
Update for the President and Board of Trustees
August 2024

Thom Kieft, Vice President of Facilities Planning and Operations

Access

Eustis Center Planning

- Work is continuing on the site plan and building layout of the Eustis Center based on feedback from community partners. LSSC is resubmitting a grant submission for funding for the new Eustis Center instructional building and CDL pad.

Learning & Work Environment

Leesburg Campus

- WELBRO has continued the Student Services Building 2nd floor renovation. Demolition was complete at the end of June and currently the metal wall frames are constructed, electrical conduit is in place, and HVAC ductwork is now being completed. This project will conclude in the late fall of 2024.
- The design phase for the new Workforce Development Center has begun and the ceremonial groundbreaking will occur on Thursday, August 15.
- The GMP, guaranteed maximum price, for the razing of the Liberal Arts Building has been provided by Faden Builders. This project will occur in the Fall 2024 semester to prepare for the construction of the Workforce Development Center.

Sumter Center

- LSSC Facilities and the Family Church Sumter removed the furniture in the Bldg. 4 library to prepare the area for a refresh. Some of the furniture items were moved to the LSSC Leesburg and South Lake Campuses while others were donated to local Sumter County Schools.
- LSSC Facilities and Westbrook worked on the air handler unit and ductwork in Bldg. 4 and have ordered a new motor for Bldg. 1-1103 classroom AC unit.

South Lake Campus

- Repairs have been made to the automated logic controls in Bldg. 2 damaged from a recent weather event.
- In Cooper Memorial Library, a condenser coil was replaced on the 1.5-year-old chiller under warranty.
- The South Lake Campus Master Plan process continued with preparations for Jacobs Engineering and DPZ to be on campus in late August for charrettes with the LSSC leadership team, Board of Trustees, students, and community stakeholders.

Division Of Financial Services
Update for the President and Board of Trustees
August 2024
Michelle Matis, Vice President of Finance and Chief Financial Officer

Access:

- Worked with external auditors to complete annual audit of LSSC Foundation financial statements and preparation of Form 990.

Learning and Work Environment:

- Financial Services continues to work closely with IT and HR on the FCS transition to the state health insurance program. An internal task force meets weekly to ensure we are completing progress steps on time. Soon we will access the state portal and can begin testing in preparation for open enrollment in the Fall.
- Accounting staff continues to work with the state auditors to complete the operational audit as well as preparing the Annual Financial Report due to the state later this month.
- Attended the NACUBO's New Chief Business Officer Program and Annual Meeting in July. Participated in a panel discussion for those aspiring to be a CBO/CFO.

Student Learning and Success:

- Worked with Akademos to get the online course materials website ready for Fall semester. Currently recruiting for a Store Manager for the campus retail stores.

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

August 2024

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

Learning and Work Environment

Process Improvement and Institutional Research (PIIR)

- Developed Smartsheet application to streamline yearly recruitment planning for 36 programs, enhancing organizational efficiency and strategic oversight.
- Compiled and analyzed critical student and community data to support South Lake Master Plan and Convocation, driving informed decision-making.
- Implemented Canvas data import process into TargetX CRM, integrating student grades and activity information for improved tracking and engagement metrics.

Enterprise Systems

- Implemented Akademos Bookstore, providing students a single source for textbooks and materials.
- Transitioning to People First benefit management portal, meeting all task deadlines to date.
- Automating Canvas data extraction to replace Starfish early alert system by Fall semester.
- Launched auto-acceptance process, expediting student onboarding and same-day registration.
- Overhauling admissions application to improve efficiency for prospective students.
- Implementing CourseLeaf PATH to create more intuitive registration experience.
- Conducted IT audit of Banner access, addressing state auditor requirements.
- Preparing rollout of myLSSC 2.0 with updated interface and new features.
- Integrating ERP System with Ocelot chatbot to provide AI-powered student support.

Technology Infrastructure / Cybersecurity / Instructional Technology

- Exploring VR technology for science and nursing education.
- Developing innovative technology discovery lab space for hands-on experience.
- Updating classrooms based on faculty feedback.
- Enhancing email security measures, processing 330K phishing emails year-to-date.
- Standardized IT career progression through Progressive Career Training program, incorporating online courses, workshops, and hands-on labs.
- Implemented annual training and performance evaluations, with records maintained in NeoEd system.
- Developed specific training paths for various IT roles, recognizing achievements at quarterly meetings.
- Implementing chiller plant technology enhancement plan designed to streamline monitoring and maintenance, ensuring consistent and reliable plant operations.
- Integrated new technologies, secured UPS units, and established backup network connections to minimize downtime.
- Replaced five MLS access switches on Leesburg campus during off-hours, minimizing disruption to operations.
- Leveraged warranty agreement with CXTEC for three switch replacements, saving over \$12,000
- Ongoing efforts to update outdated laptop equipment and renew Math Emporium computer hardware.
- Prepared Lineman computers with updates for new semester.
- Set up six eSports computers in new Clermont lab area.

Division of Workforce Programs
Update for the President and Board of Trustees
August 2024
Rep. John Temple, Vice President of Workforce Programs

Access

- Building Construction Management Intro to BCM and OSHA courses show encouraging enrollment of approximately 20 students in each class. Continue to focus on building the program and partnering with the recruitment team.
- On August 15th, LSSC held the groundbreaking ceremony for the Workforce Development Center, which was well attended by faculty, staff, local dignitaries, and community partners.

Learning and Work Environment

- ESPORTs Room is finishing up the final touches to launch this fall. The program has been registered for competition, and an open house is scheduled for August 20th and 21st.

Student & Learning Success

- On September 17th, at the Leesburg campus, the first of three Leadership Speaker Series with Alum Robbie Shoemaker to speak to our BAS students about effective business communication.

Workforce Development

- SACSCOC approved the new program for College Credit Certificate in Emerging Media.
- The substantive changes to the College Credit Certificate in Cybersecurity and Associate of Science in Cybersecurity were approved by SACSCOC.



BOARD ATTORNEY'S REPORT

NEW BUSINESS



General Education Changes

Background/References

In accordance with statutory requirements from Sections (ss.) 1007.25 and 1007.55, Florida Statutes (F.S.), all public postsecondary institutions must annually review their general education course offerings to ensure compliance with the content, principles and standards required for general education courses in the state of Florida. Guidance regarding implementation of the statutes is provided in Florida Administrative Rule 6A-14.0303 General Education Core Course Options. Upon completion of their reviews, each institution's Board of Trustees must approve their institution's general education course list. Those lists along with the certification form signed by the college President and Board Chair must then be submitted to the Articulation Coordinating Committee by September 1, 2024.

Description

LSSC faculty and staff have reviewed the General Education course offerings for academic year 2024-25 as required by Florida Statute and made modifications as described in the attached summary. The state core general education courses match those required in Florida Administrative Rule 6A-14.0303 General Education Core Course Options. The institutional core course offerings will be as listed in the attached documentation for academic year 2024-25 but may change for academic year 2025-26 based on State Board of Education review. The attached summary provides the details of the review process.

Recommendation

Motion to approve the College's General Education course offerings in compliance with Sections (ss.) 1007.25 and 1007.55, Florida Statutes (F.S.), as written.

Executive Summary: LSSC 2024 General Education Review

In accordance with statutory requirements from Sections (ss.) [1007.25](#) and [1007.55](#), Florida Statutes (F.S.), all public postsecondary institutions must annually review their general education course offerings to ensure compliance with the content, principles and standards required for general education courses in the state of Florida. Guidance regarding implementation of the statutes is provided in Florida Administrative Rule 6A-14.0303 General Education Core Course Options. Each institution's Board of Trustees must approve their institution's general education course list annually. The general education course offerings along with the certification form signed by the College President and Board Chair must be submitted to the Articulation Coordinating Committee by **September 1**.

Review process

Work began in January 2024 to make the necessary changes per statutory requirements to the 2024-25 General Education course requirements. The following modifications were made to the general education areas for students completing an Associate in Arts Degree or a Bachelor's degree. Students seeking an Associate in Science degree must complete one course from each of the first five general education areas in order to complete their degree requirements.

- Area I: Communications:
 - Offers courses as state core options in compliance with the statute.
 - Created a section to include SPC 2608 Public Speaking and SPC 2608 Public Speaking Honors as institutional core credit within this general education area.
- Area II: Humanities:
 - Offers courses as state core options in compliance with the statute.
 - Removed ENL 2022 British Literature 1000 to Present and added FIL 2112 Screenwriting Workshop in the institutional core course section.
- Area III: Social and Behavioral Sciences
 - Moved AMH 2010 US History to 1877 from institutional core to the state core and removed SYG 2000 Introduction to Sociology from core to be in compliance with state statute. NOTE: ANT 2000 Introduction to Anthropology is in the state core but LSSC does not currently offer the course therefore it was excluded from the list.
 - Removed GEO 1000 Introduction to Geography from the institutional core because LSSC does not offer the course.
- Area IV: Mathematics
 - Replaced MGF 1106 Liberal Arts Math and MGF 1107 Explorations in Math with MGF 1130 Mathematical Thinking and added MAC 1105C College Algebra with Integrated Review to the state core to be in compliance with the statute. Discontinue offerings in MGF 1106 and MGF 1107 after summer 2024.
 - Created a section to include MGF 1131 Mathematics in Context, MAC 1106 Combined College Algebra/Precalculus, MAC 2313 Calculus w/Analytical Geometry III, and MAP 2302 Differential Equations as institutional core credit within this general education area.
- Area V: Natural Sciences
 - Offers courses as state core course options in compliance with the statute except GLY x010 Introduction to Geology and OCE x001 Introduction to Oceanography as LSSC does not currently offer these courses.
 - No changes were made to the institutional core.
- Area VI: Personal Growth and Development
 - LSSC has not changed the course offerings in this section for the upcoming academic year.

Review Approval and Submission

Upon approval from President Bigard and the District Board of Trustees, the completed spreadsheet and signed certification form will be sent to the state Articulation Coordinating Committee for review.

After submission

The Articulation Coordinating Committee shall annually submit each institution's completed list of general education courses to the State Board of Education, along with the statewide data elements required in s. 1007.55, F.S., no later than December 1 of each year.

If the State Board of Education rejects an institution's list of courses, the reason(s) for the rejection will be provided in writing to the institution, including any specific courses that were found to be not in compliance with the statute.

An institution whose list is rejected must resubmit its list to the State Board of Education for reconsideration within sixty (60) days. Until the new list is approved, the institution must continue to offer courses from the prior approved list.

If an institution whose list is rejected does not submit a revised list within sixty (60) days, or if the resubmitted list is rejected by the State Board of Education, the Commissioner may withhold performance funding payments for that institution until it submits a course list that meets requirements and is approved by the State Board of Education.

Leesburg Campus Liberal Arts Building 3 Demo Guaranteed Max Price

Agenda Item: 0824-13

Background/References

The Leesburg Campus has the Liberal Arts Bldg. (Bldg. #3) that needs to be razed due to its age and current condition. The College has followed the Florida DOE processes to obtain approvals to begin the removal of the building. The Liberal Arts Bldg. is primarily a classroom building that was constructed in 1965 and is 59 years old. The new Workforce Development Center will be located in the same general area of the Liberal Arts Bldg.

This project amount exceeds \$195,000 requiring prior approval of the District Board of Trustees.

Description

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 \$267,494.

Please see the supporting document for further information. This GMP includes the minor abatement of the LA Bldg. prior to demolition as well as repairing the landscaping around the current building once it is demolished.

It is recommended to award the project to Faden Builders, Inc. for \$267,494.

Recommendation

Motion to approve the guaranteed max price for the demolition of the Liberal Arts Building 3 as written.



08/06/2025

Faden Proposal No. 24-419

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

RE: LSSC CMAR Building Demolition #3

Scope Summary: Provide labor and materials to demo buildings #3 on the Lake Sumter State College Leesburg Campus.

Exhibit A: Scope of Work

1. General Conditions
 - a. Project Management and Supervision
 - b. Mobilization/Demobilization
2. Demolition
 - a. Abatement and removal of items per the Terson report of buildings #3 provided by LSSC
 - b. Installation of welded angle joists and L-angle with anchors per S120 drawings. Will require IT space to be cleared to complete work
 - c. Electrical demolition to include disconnection of all electrical panels and equipment to keep IT Building operational. Will require coordination with LSSC and IT Department (All Low Voltage work to be completed by LSSC)
 - d. New electrical include asphalt cut and patch to install new electrical feed to existing transfer switch, new conduit and wire from existing transformer to existing transfer switch (utilizing existing conduit thru the building) and transformer outage and entry is included (Does not include an power company fees by City of Leesburg)
 - e. Plumbing demolition includes capping off water service just outside building #3, capping off gas line going int building #3 and chill water lines at ground level with blind flanges (Does not include removal of the chill water pump by LSSC)
 - f. New ¾" PVC cold water line to be routed to building #3 to keep building #3 operational. Will require a shutdown to make tie (to be coordinated)
 - g. Fire protection to be demoed and equipment to be salvaged by Aztec Fire
 - h. Demolition and complete removal of (1) building approx. 14,354 sqft to include concrete pads, footers, under pad piping and foundations up to 3'x 4'x 2' deep. Includes selective demolition to maintain the IT building in place. Demolition at west canopy to selective to keep canopy in place
 - i. Demolition of and complete removal of (1) and Aluminum canopy approx. 1846 sqft
 - j. Demolition of any organic underbrush or landscape next to building
 - k. Include removal and replacement of 3 sections of new PVC Tan Fence to access site
 - l. All materials to be load out, haul off and disposal of debris off site
 - m. Demolition company to retain all salvage rights
 - n. Existing masonry/brick wall that stays in place to be furred out with hat channel, sheathed with exterior board, and stucco per details S A231 and A261
 - o. Include roofing work of modified bitumen roofing, new coping cap, gutters and downspouts per A120, A231 and A261
 - p. Includes a budget of to repair existing sprinkler heads within site and added heads to cover new sod
 - q. Installation of new Bahia sod at distributed areas only approx. 24,200 sqft
 - r. Existing utility plan required to assist before mobilization of demolition crew



Qualifications and Exclusions:

1. Work to be completed 1st shift, M-F, no overtime is included.
2. The scope is limited to the items listed in Exhibit A. Any other added scope items or items required by the AHJ for permitting are excluded and will be charged as a change order.
3. Pest management is not included
4. Repairs to the existing parking lots (Asphalt), roads, fencing is not included
5. Chilled water pump work is by others
6. Removal or relocation of any items within the buildings is by others
7. Geotechnical testing/reports are excluded.
8. Dewatering is excluded.
9. Civil engineering is excluded.

Exhibit B: Price/GMP Breakdown

1. General Conditions	\$ 45,056.00
2. Abatement	\$ 13,650.00
3. Demolition	\$ 70,930.00
4. Metals	\$ 4,723.00
5. Stucco	\$ 10,322.00
6. Roofing	\$ 10,225.00
7. Fire Protection	\$ 3,500.00
8. Plumbing	\$ 8,776.00
9. Electrical	\$ 22,400.00
10. Landscaping	\$ 18,747.00
11. Fencing	\$ 2,500.00
Subtotal	\$ 210,828.00
General Liability Insurance	\$ 2,741.00
Builder's Risk	\$ 2,108.00
Contingency (10%)	\$21,568 .00
Contractor's Fee	\$ 23,724.00
Permit Fee (By The Owner)	\$ 0.00
Performance and Payment Bond	\$ 6,524.00
Gross Maximum Price (GMP):	\$ 267,494.00

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



Exhibit C: Basic Schedule

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

Proposed duration schedule:

2 weeks for material procurement and submittals

1 month for mobilization and demolition

Approx. 15 shifts to complete abatement

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

Exhibit D: Construction Team

Owner's Representative: Thom Kieft (Lake-Sumter State College)

Construction Manager: Todd Faden (Faden Builders)

Exhibit E: Construction Manager's Staff

Principal: Todd Faden

Project Manager: Shawn Howard

Project Engineer: Andre Harris

Site Superintendent: Rob Bennett

Staff Accountant: Helen Johnson

Safety Director: Jes Pedersen

Administrative Assistant: Nicole Rake

Exhibit F: Sub-Contractors

Florida Abatement and Demolition (Abatement)

JMC Demolition

Yard Stop (Irrigation/ Landscaping)

Ark Plumbing

Bumgarner Electric

Hercules Fence

Eustis Roofing

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

Best regards,

Shawn Howard
Faden Builders, Inc.

City of Clermont Arts & Recreation Center Agenda Item: 0824-14 Black Box Theater Usage Lease Agreement

Background/References

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

As the College evolves its Technical & Performing Arts programs, the need for a more modern and robust facility to host performances has arisen. In collaboration with the City of Clermont, the Black Box Theater in the Arts & Recreation Center provides an excellent opportunity for experiential learning for LSSC students through courses and performances.

Recommendation

Motion to approve the City of Clermont Arts & Recreation Center Black Box Theater Usage Lease Agreement as written.

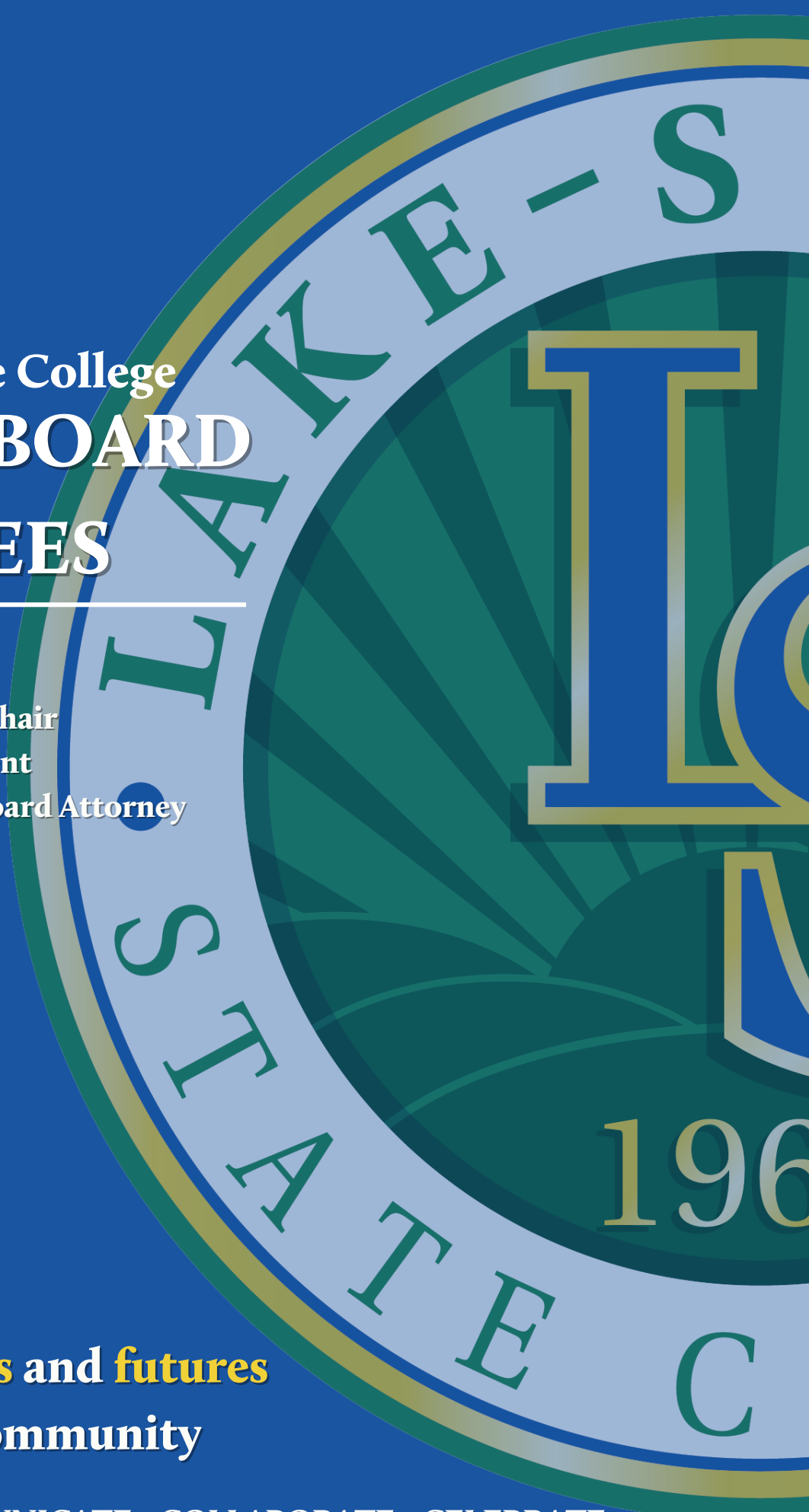


BOARD COMMITTEE ASSIGNMENTS

2024-2025 Board Committee Assignments

Agenda Item: 0824-15

- I. Facilities Committee**
- II. Finance and Private-Public Partnerships Committee**
- III. Strategic Planning Committee**
- IV. Student Engagement Committee**

The logo of Lake-Sumter State College is a circular seal. The outer ring contains the text 'LAKE-SUMTER STATE COLLEGE' in a serif font. Inside the ring, there is a large, stylized 'L' and 'S' in blue and gold. Below the letters, the year '1966' is visible. The background of the seal features a sunburst pattern.

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

Mr. Bret Jones, Chair

Ms. Jennifer Hooten, Vice Chair

Dr. Heather Bigard, President

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