

Lake-Sumter State College

**DISTRICT BOARD
OF TRUSTEES**

Board Meeting Packet
June 19, 2024



Lake-Sumter State College

DISTRICT BOARD OF TRUSTEES



Meeting Agenda

Wednesday, June 19, 2024

South Lake Campus – 4:00 pm

PUBLIC BOARD MEETING AGENDA

CALL TO ORDER – Chairman Bret Jones

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

PUBLIC COMMENT

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

CONSENT CONSIDERATIONS

- 0624-01 Approve: Minutes of May 15, 2024 Facilities Committee Meeting
- 0624-02 Approve: Minutes of May 15, 2024 Regular Board Meeting
- 0624-03 Approve: Minutes of June 5, 2024 Facilities Committee Meeting
- 0624-04 Approve: Minutes of June 5, 2024 Student Engagement Committee Meeting
- 0624-05 Acknowledge: Human Resources Staff Changes
- 0624-06 Approve: Proposed Curriculum Changes
- 0624-07 Acknowledge: Monthly Fiscal Report for May 2024
- 0624-08 Approve: Purchases over \$65,000
- 0624-09 Acknowledge: Capital Improvement Projects Report
- 0624-10 Approve: Employee Salary and Classification Schedule 24-25
- 0624-11 Approve: Dual Enrollment Agreements 2024-2025 Update

COLLEGE PRESIDENT'S REPORT

- 0624-12 President Bigard's Update
 - Strategic Plan Update

VICE PRESIDENT'S REPORTS

- 0624-13 Dr. Joseph Mews, Vice President of Enrollment and Student Affairs

BOARD ATTORNEY'S REPORT

- 0624-14 Ms. Anita Geraci-Carver's Update

COMMITTEE REPORTS

- 0624-15 Executive Committee – Chairman Bret Jones
- Facilities Committee – Vice Chair Jennifer Hooten
- Finance and Public-Private Partnerships Committee – Mr. Tim Morris
- Strategic Planning Committee – Mr. David Hidalgo
- Student Engagement Committee – Ms. Jennifer Hooten
- Foundation Liaison – Mr. David Hidalgo

Lake-Sumter State College

DISTRICT BOARD OF TRUSTEES



Meeting Agenda

Wednesday, June 19, 2024

South Lake Campus – 4:00 pm

NEW BUSINESS

- 0624-16 Approve: Tuition and Fee Schedule and Course Fee Changes FY2024-25
- 0624-17 Approve: Eustis Land Donation
- 0624-18 Approve: City of Leesburg Utility Easement
- 0624-19 Approve: A&E Services for Workforce Development Center for HuntonBrady
- 0624-20 Approve: Spot Survey for Liberal Arts Building and Library Building Razing
- 0624-21 Approve: Purchase Order Change Parking Lot B Guaranteed Max Price
- 0624-22 Approve: Pinecrest Lease Addendum 2024-2025
- 0624-23 Approve: New Program Proposals:
1. Applied Artificial Intelligence Associate in Science Degree
Artificial Intelligence Practitioner CCC
Curriculum Course Offerings
 2. Cybersecurity Associate in Science
Cybersecurity Analyst CCC
Curriculum Course Offerings
 3. Entrepreneurship and Business Building Non-Credit
 4. Bachelor of Science in Exceptional Student Education
 5. Bachelor of Science in Secondary English Education
 6. Theater Pathway Associate in Arts Degree
 7. Leesburg High School to LSSC Dual Enrollment Program
- 0624-24 Approve: Credit Program Modifications:
1. Business Administration Associate in Science Degree
Business Management CCC
Business Operations CCC
Business Specialist CCC
Curriculum Course Offerings
 2. Engineering Technology Associate in Science Degree
Advanced Manufacturing CCC
Curriculum Course Offerings
 3. Bachelor of Applied Science in Leadership
Curriculum Course Offerings
- 0624-25 Approve: Mission, Vision, Values Review
- 0624-26 Approve: District Board of Trustees Self-Evaluation
- 0624-27 Approve: 2023-2024 Board Attorney Evaluation 2023-2024
- 0624-28 Approve: President's Evaluation 2023-2024
- 0624-29 Approve: District Board of Trustees Meeting Dates 2024-2025

ADJOURNMENT

CLOSED EXECUTIVE SESSION

CONSENT CONSIDERATIONS



Lake-Sumter State College
FACILITIES COMMITTEE OF THE DISTRICT BOARD OF TRUSTEES
May 15, 2024 Minutes

In attendance: Ms. Jennifer Hooten, Committee Chair, President Heather Bigard, Mr. Thom Kieft, and Ms. Kailyn Wurm.

Ms. Jennifer Hooten, Committee Chair, called the meeting to order at 2:58 pm.

Leesburg Campus Parking Lot B Update

The project is almost complete and paving will begin next week. The parking lot is on track to finish by the June Board meeting.

Student Services Building 2nd Floor Renovation Guaranteed Max Price

The committee reviewed concept renderings of the 2nd floor renovation. The plans reflect the intentional optimization and maximization of space functionality.

Sumter Center Workforce Pavilion Guaranteed Max Price

The development of the Workforce Pavilion creates an are for students to rest out of the sun during class breaks. The Sumter Library will be receiving an update and refresh to reconfigure the space for multipurpose use. The College will add a Sumter Initiative to the 2024-2025 Year 2 Strategic Plan that focuses on students in Sumter County.

Eustis Center & Building Design Update

Reviewed renderings of the Eustis building and concept design.

Workforce Development Center Update

The agreement with architects HuntonBrady has been fully signed. The College will plan a ground breaking towards the beginning of the fall 2024 semester.

South Lake Campus Master Plan Update

The College is communicating with Jacobs/DPZ on the vision and planning of the South Lake Master Plan over the next few months. The budget has yet to be signed by the governor which includes funding for the South Lake Master Plan and Technology Innovation Building.

Ms. Jennifer Hooten adjourned the meeting at 3:48 pm.

Respectfully submitted by Ms. Kailyn Wurm, Recording Secretary.

**DISTRICT BOARD OF TRUSTEES
LAKE-SUMTER STATE COLLEGE
LEESBURG CAMPUS
May 15, 2024**

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

ABSENT: Mr. Bret Jones, Board Chair

REGULAR MEETING

CALL-TO-ORDER:

The regular meeting of the District Board of Trustees, Lake-Sumter State College, was called to order by Vice Chair Jennifer Hooten at 4:05 p.m. on May 15, 2024, at the Leesburg Campus.

PUBLIC COMMENT:

No Public Comment cards were submitted for the meeting.

PRESENTATIONS:

The Annual Information Security Program Report was presented by Vice President Kemp and Director of Information Systems Security, Dave Phillips. LSSC's Information Security Program is mandated by Federal Trade Commission's Safeguards Rule and the Gramm-Leach-Bliley Act. The LSSC program ensure security and confidentiality of covered records, protects against anticipated threats to security, and protects against the unauthorized access of records or information that could result in harm or inconvenience to customers. This presentation is for informational purposes only. The Operating and Capital budgets for 2024-2025 was presented by Vice President Michelle Matis. The presentation showed updates on student tuition and fees, State appropriations and other support, expenses, college support of the Foundation, and all funds budget. This presentation coincides with new business items 0524-16 and 0524-17 for review and approval.

CONSENT CONSIDERATIONS:

MOTION to approve, Ms. Ivy Parks, SECOND, Ms. Emily Lee, motion passed.

NEW BUSINESS:

0524-16 – OPERATIONAL BUDGET 2024-2025

The College recommends the FY 2025 Proposed Operating Budget (Fund 1) to the Board for review and approval.

MOTION to approve the FY 2025 Proposed Operating Budget (Fund 1), Mr. Tim Morris, SECOND, Ms. Emily Lee, motion passed.

0524-17 – CAPITAL BUDGET 2024-2025

The College recommends the FY 2025 Plant Fund (Capital) to the Board for review and approval.

MOTION to approve the FY 2025 Plant Fund (Capital) to the Board for review and approval, Ms. Ivy Parks, SECOND, Ms. Emily Lee, motion passed.

0524-18 – LEESBURG CAMPUS STUDENT SERVICES BUILDING 2ND FLOOR REMODEL GUARANTEED MAX PRICE

The College recommends the guaranteed maximum price for the Student Services Building 2nd Floor Remodel on the Leesburg Campus for review and approval. ***MOTION to approve the guaranteed maximum price for the Student Services Building 2nd Floor Remodel on the Leesburg Campus, Mr. Tim Morris, SECOND, Ms. Emily Lee, motion passed.***

0524-19 – SUMTER CAMPUS WORKFORCE PAVILION CONSTRUCTION

The College recommends the construction of the Sumter Center Pavilion for review and approval.

MOTION to approve the construction of the Sumter Center Pavilion, Ms. Emily Lee, SECOND, Ms. Ivy Parks, motion passed.

SCHEDULED INFORMATION REPORTS:

President Bigard presented her report.

- Successful end of year events showcasing lineworker skills, student excellence, HSCA seniors, nurse pinning, and both graduation ceremonies where Senator Dennis Baxley was conferred with a Bachelor of Applied Science degree honoris causa.
- Updated on the nearby development of the property across from College Drive with the City of Leesburg. The City granted the College a month to provide feedback of the project for the next City of Leesburg meeting.
- Plans finalized for Chairman Jones and President to visit with American College

of Building Arts next week to learn of their experience with new programs.

- Chairman Jones and President will be attending the Commissioner's Summit the following week.
- The College leadership teams will have multiple opportunities over the summer to work on professional development with Franklin Covey.

Ms. Michelle Michnoff, President of the Foundation Board, presented her quarterly report.

Vice President Dr. Laura Byrd presented her report on the Foundation capital campaign.

Ms. Jennifer Hooten 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.

No reports for the Student Engagement Committee, Finance Committee, and the Planning Committee due to not meeting within the past month.

Foundation liaison report will now be presented by Mr. David Hidalgo who will serve on the Foundation Board as the Trustee liaison.

The Board Attorney report was presented by Ms. Anita Geraci-Carver with an update on the Eustis agreement for the additional four acres and \$15,000 for scholarship dollars.

OTHER CONSIDERATIONS:

The next regular meeting is scheduled for June 19, 2024 at the South Lake Campus.

The meeting was adjourned at 5:20 p.m.

ATTEST:

Ms. Jennifer Hooten, Vice Chair

Dr. Heather Bigard, Secretary/College President

Recording Secretary: Kailyn Wurm

Lake-Sumter State College
FACILITIES COMMITTEE OF THE DISTRICT BOARD OF TRUSTEES
June 5, 2024 Minutes

In attendance: Ms. Jennifer Hooten, Committee Chair, President Heather Bigard, Mr. Thom Kieft, and Ms. Kailyn Wurm.

Ms. Jennifer Hooten, Chair, called the meeting to order at 4:34 pm.

Eustis Land Donation

This item was on the May Board meeting agenda for approval of an additional parcel of land in exchange for \$15,000 in scholarships for Eustis High School graduates. Due to not having members attend for a full quorum, this item was not voted on and deferred to the June meeting. The College committed to providing five scholarships for students coming to any program with the College.

City of Leesburg Utility Easement

The easement on College property between Autozone and Mister Car Wash on the Leesburg Campus was requested to use by the City of Leesburg for an emergency generator of their running water. This item is on the June Board agenda for approval.

A&E Services for Workforce Development Center for HuntonBrady

HuntonBrady has scheduled a kick-off meeting with the College to begin conversations of the development and plans of the Workforce Development Center on the Leesburg Campus. This item is on the June Board agenda for approval.

Spot Survey for Liberal Arts Building and Library Building Razing

The College is required to complete a spot survey after the Board previously approved a Castaldi Analysis for the demolition of the Liberal Arts Building and Library Building on the Leesburg Campus. This spot survey is required as five years ago the College did not anticipate needing to demo the building. Demolition is on track to begin early fall 2024. This item is on the June Board agenda for approval.

Purchase Order Change Parking Lot B Guaranteed Max Price

The College requested a purchase order change for parking Lot B due to tree roots entangled with electrical wiring that was not anticipated. The wiring underground connecting each light pole was replaced. This item is on the June Board agenda for approval.

Pinecrest Lease Addendum 2024-2025

Pinecrest Academy Inc. has requested 1 more year to remain on the South Lake Campus. The College has adjusted space and lease amounts for appropriate Pinecrest use of college facilities. The College and Pinecrest has openly discussed the Academy's future plans and the opportunities for their partnership with the College. This item is on the June Board agenda for approval.

Leesburg Campus Parking Lot B Update

Parking Lot B is officially open in use. There is appropriate signage on the new traffic pattern in the parking lot which includes a drive through the middle of the lot connecting both entrances. There are plans to add speed bumps throughout the new drive to detour speeding. This item is on the June Board agenda for approval.

Student Services Building 2nd Floor Renovation Update

Demolition of the 2nd floor will begin this week. Precautions were taken to block debris and hazards from employees, students, and visitors during the remodel. The project is expected to be completed by November 2024. This item is on the June Board agenda for approval.

Other

Discussed the proposed City of Leesburg plans for the development across College Drive on the Leesburg Campus.

Discussed a potential ribbon cutting ceremony for the Sumter Workforce Pavilion in fall 2024.

Ms. Jennifer Hooten adjourned the meeting at 4:58 pm.

Respectfully submitted by Kailyn Wurm, Recording Secretary.

Lake-Sumter State College
STUDENT ENGAGEMENT COMMITTEE OF THE DISTRICT BOARD OF TRUSTEES
June 5, 2024 Minutes

In attendance: Ms. Jennifer Hooten, Chair, President Heather Bigard, Dr. Joseph Mews, and Ms. Kailyn Wurm.

Ms. Jennifer Hooten, Chair, called the meeting to order at 5:03 pm.

Enrollment Trends

Summer enrollment is just over 2,900 students with an increase of 23% compared to summer 2023. This increase is a record high for a summer semester. Fall 2024 enrollment is just over 2,500 students with an increase of 17% compared to fall 2023. The College is on track to achieve its goal of 10,000 students by 2026.

Accepted Student Days

These events are for students who were recently accepted to Lake-Sumter State College to visit the campus and access students resources to be best prepared for the fall semester. These events will be held over the summer for fall enrolled students.

Financial Aid Awareness and Support

Discussed the current challenges with the U.S. Department of Education's FASFA update that caused delays and issues with data collection for the Colleges. The Enrollment and Student Affairs team is proactively resolving student issues and providing support to best assist in their FASFA completion. The team is utilizing other means of communication to offer support for students and address the FASFA changes. There will be workshops held over the summer for students and families to provide further support.

Student Wellness Programming

The Director of Student Wellness is working on a wellness program to launch in fall 2024. This program will include opportunities for student engagement in educational programs focused on challenges students may face during their academic career with the College.

Other

The Student Life Skills course is undergoing a revision for students to focus on their life skills while at the College. Phase 1 will be rolled out in fall 2024 with the plans to integrate this course in high schools to engage students at the 10th, 11th, and 12th grade and be acclimated to completing college courses.

Discussed to add the topic of Sumter high school students visiting the Sumer Campus to learn what programs are offered by the College to the next committee agenda.

Ms. Jennifer Hooten adjourned the meeting at 5:27 pm.

Respectfully submitted by Kailyn Wurm, Recording Secretary.

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
Jasmine Yarbrough	Specialist, Enrollment Specialist	5/6/2024
Adriana Joglar	Specialist, Enrollment Specialist	5/6/2024
Rishabh Singh	Administrator III, Enterprise Application	5/6/2024
Bryana Harvey	Financial Aid Counselor	5/20/24

Departures:

Name	Title	Effective Date
Daniel Dodsworth	Computer Technician III	5/3/2024
Michael Sanicola	Manager, Campus Safety	5/10/2024
Brenna Broadway	Director, Clinical Operations	5/15/2024
Larry Harris	Network Administrator	5/15/2024
Queenie Thompson Morrison	Accountant	5/28/2024

Recommendation

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

Background/References

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

Description

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

Recommendation

Motion to approve the proposed curriculum changes as written.



Curriculum Proposals

No.	ACTION	COURSE	PROGRAM/COURSE TITLE
111	Informational		Elementary Education BS
111a	Credit Course Modification	EDG 4410	Classroom Management and Instructional Strategies
111b	Credit Course Modification	EDG 4942	Practicum in Elementary Education II
111c	Credit Course Modification	EDG 4943	Practicum in Elementary Education III
111d	Credit Course Modification	EEX 4070	Curriculum and Instructional Strategies for Exceptional Students
111e	Credit Course Modification	MAE 3311	Teaching Mathematics in Elementary School
111f	Credit Course Modification	SCE 3310	Integration of Science and Technology in the Elementary School
111g	Credit Course Modification	SSE 3312	Content Literacy Strategies in Elementary Social Studies
111i	Credit Course Modification	TSL 4080	ESOL Foundations: Second Language Acquisition and Culture
111j	Credit Course Modification	TSL 4240	ESOL Methods, Curriculum, and Assessment
112a	Credit Course Modification	MAC 1114	Trigonometry
112b	Credit Course Modification	MAC 1140	Precalculus Algebra
112c	Credit Course Modification	MAC 2233	Calculus for Business
112d	Credit Course Modification	STA 2023	Elementary Statistics I
117a	Credit Course Deletion	BUL 2241	Business Law
117b	Credit Course Deletion	CAP 2703	Computer Animation
117c	Credit Course Deletion	CCJ 2600	Criminal Deviant Behavior
117d	Credit Course Deletion	CJC 2002	Institutional Treatment of the Offender
117e	Credit Course Deletion	CJE 2640	Criminalistics

No.	ACTION	COURSE	PROGRAM/COURSE TITLE
117f	Credit Course Deletion	CJL 2070	Legal Rights of Inmates
117g	Credit Course Deletion	COP 2364	Object-Oriented Programming Concepts
117h	Credit Course Deletion	COP 2830	Server-Side Web Programming
117i	Credit Course Deletion	HSC 1100	Trends and Issues in Healthcare
117j	Credit Course Deletion	HSC 2017	Careers in Public Health
117k	Credit Course Deletion	HSC 2106	Contemporary Health Sciences
117l	Credit Course Deletion	HUN 1111	Foundations in Natural Medicine
117m	Credit Course Deletion	HUN 2270	Nutrition and Fitness
126	Credit Program Modification		Engineering Technology Support Specialist CCC
130	Credit Course Addition	PEO 2930	Selected Topics in Coaching
131	Credit Program Modification		Nursing RN to BSN Degree

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 May 2024 as written.

Lake-Sumter State College
Fiscal Status Report - Fund 1
General Current Fund
July 1, 2023 through May 31, 2024

ITEM: 0624-07

	FY 2022-23		FY 2023-24			
	Annual Budget	5/31/2023	Annual Budget	5/31/2024	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	\$ 3,035,834	105%	\$ 3,035,834
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	316,746	386,700	272,169	70%	272,169
HSCA Dual Enrollment	398,460	366,400	577,080	419,070	73%	419,070
Lab Fees	158,610	77,283	79,600	87,803	110%	87,803
Spring						
Tuition	\$ 2,253,800	\$ 2,544,931	\$ 2,616,700	\$ 2,803,794	107%	\$ 2,803,794
Technology Fees	113,100	127,254	131,000	140,200	107%	140,200
Distance Learning	223,800	291,255	294,100	283,680	96%	283,680
Dual Enrollment	388,700	429,793	433,500	498,821	115%	498,821
HSCA Dual Enrollment	357,240	341,210	526,700	411,492	78%	411,492
Lab Fees	134,120	116,796	117,300	169,015	144%	169,015
Summer						
Tuition	\$ 965,900	\$ 1,072,797	\$ 949,300	\$ 1,395,077	147%	1,367,723
Technology Fees	48,300	53,645	45,000	69,760	155%	68,392
Distance Learning	71,400	153,945	157,000	181,680	116%	181,680
Dual Enrollment	-	114,952	0	142,664	100%	9,024
Lab Fees	26,560	22,974	9,600	39,646	413%	39,253
Miscellaneous Fees	48,800	185,346	190,300	211,870	111%	187,495
Youth Development	282,000	56,102	252,000	96,193	38%	114,515
Continuing Education	1,189,522	811,991	2,163,250	602,788	28%	700,000
Total Student Tuition and Fees	\$ 9,859,412	\$ 10,324,115	\$ 12,266,630	\$ 11,320,181	92%	\$ 11,248,587
General Revenue Operational Support	\$ 18,725,937	\$ 17,165,435	\$ 20,958,984	\$ 19,212,394	92%	\$ 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	394,586	338,782	403,549	119%	403,549
State Dual Enrollment Scholarship Program	-	568,893	370,000	430,524	116%	430,524
Educational Enhancement Support	2,843,909	2,275,128	3,231,881	2,585,504	80%	3,231,881
Miscellaneous State Contracts	100,000	111,905	111,800	-	0%	111,800
Federal Support Indirect Cost	150,000	73,003	75,000	15,705	21%	75,000
Foundation Support	111,500	-	20,000	-	0%	20,000
Other Contracts	759,000	307,752	1,121,200	541,029	48%	601,143
Miscellaneous Revenue	17,000	22,075	23,850	88,169	370%	78,722
Uninsured Loss Recovery (HEERF)	-	220,100	-	-	0%	-
Total Revenues	\$ 33,755,872	\$ 32,293,050	\$ 39,282,734	\$ 35,361,662	90%	\$ 37,924,797
Transfers In	480,000	-	490,000	-	-	490,000
Total Revenues and Transfers In	\$ 34,235,872	\$ 32,293,050	\$ 39,772,734	\$ 35,361,662	89%	\$ 38,414,797
EXPENDITURES						
Personnel Expenditures						
Salaries and Wages	\$ 17,809,295	\$ 14,224,542	\$ 22,045,323	\$ 17,928,251	81%	\$ 20,448,916
Benefits	6,634,657	5,376,396	7,779,971	6,667,070	86%	7,770,600
Lapse Salary and Benefits	(913,250)	-	(1,886,000)	-	0%	-
Current Operating Expenditures	6,962,798	6,467,652	9,450,628	7,486,940	79%	8,750,164
Capital Outlay Expenditures	58,000	336,279	58,000	10,160	18%	58,000
Contingency	500,000	-	500,000	-	0%	-
Total Expenditures	\$ 31,051,500	\$ 26,404,869	\$ 37,947,922	\$ 32,092,420	85%	\$ 37,027,680
Transfer to Fund Other Funds	(3,000,000)	(3,000,000)	(1,800,000)	(2,496)	-	(1,350,000)
Excess of Revenues over (Expenditures)	\$ 184,372	\$ 2,888,182	\$ 24,812	\$ 3,266,745	\$	37,117

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 – May 2024

Vendor: CAE Healthcare Inc
Item Description: LearningSpace System – SL Nursing
Amount: \$81,454.69
Purchase Order #: P2400641
Vendor Code: X00116939

Vendor: CAE Healthcare Inc
Item Description: Juno Complete – SL Nursing
Amount: \$72,879.24
Purchase Order #: P2400655
Vendor Code: X00116939

Vendor: CAE Healthcare Inc
Item Description: Nursing misc. training supplies
Amount: \$65,661.40
Purchase Order #: P2400656
Vendor Code: X00116939

Vendor: WELBRO Building Corporation
Item Description: 2nd FL SSB Renovations
Amount: \$2,635,843.00
Purchase Order #: P2400670
Vendor Code: X00139865

Vendor: Faden Builders, Inc
Item Description: Sumter Pavilion
Amount: \$581,000.00
Purchase Order #: P2400669
Vendor Code: X00140059

Vendor: Pipeliner Pros
Item Description: Relining of Pipe SSB
Amount: \$83,477.00
Purchase Order #: P2400673
Vendor Code: X00145394

Recommendation

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

Capital Improvement Projects 2023-2024			
June 2024 Update			
Project Description	CIP Budget	Expended or PO issued as of 5/31/24	Progress To Date
Safety			
South Lake Campus Fire Safety Upgrade	\$5,000	\$0	Fire Alarm System repairs and replacement of devices are in progress.
Critical Life Safety Modifications	\$72,000	\$70,611	Correction work for 2021 and 2023 PDCS Life Safety Inspections continue; including emergency lighting, improving fire panels, strobe lights, exit signs and elevator emergency phone repairs.
Emergency Lighting Repairs	\$20,951	\$24,499	A comprehensive list of fixtures are in development for replacement.
Blue Light Parking Lot Phones/Cameras	\$125,000	\$0	The requisition for the Sumter Center blue light phones and cameras is currently on hold.
Leesburg Campus William-Johnson Bldg. HR Dead-end Corridor	\$10,000	\$0	In Planning. One of the Continuing Services Architects will be assigned.
Roofs			
Leesburg Facilities Roof Replacement	\$509,385	\$509,385	Completed July 31st - September 2023.
Roof Maintenance and Repairs	\$244,151	\$0	Leak mitigation continue through the Dryzone workorder process.
Roof Maintenance and Repairs	\$250,000	\$0	In Planning. Deferred Maintenance FY 22 Budget allocated for project.
Sumter Center Bldg.1 Roof/Gutter Restoration	\$250,000	\$276,295	Completed December 2023 - February 2024.
Leesburg Lake Hall Roof Restoration	\$435,000	\$440,366	Completed January - March 2024.
Sumter Center Bldg.4 Flat Roof Restoration	\$140,000	\$139,566	Completed December 2023 - February 2024.
South Lake Campus Bldg.1 New Gutters Installation	\$80,000	\$0	In planning for FY 24-25.
Leesburg Campus William-Johnson Admin. Building Roof Restoration	\$70,000	\$0	In planning for FY 24-25.
Leesburg Student Services Building Roof Replacement	\$615,000	\$618,764	Completed December 2023 - March 2024.

Capital Improvement Projects 2023-2024			
June 2024 Update			
Project Description	CIP Budget	Expended or PO issued as of 5/31/24	Progress To Date
Paving-Grounds			
Parking Lot Repair, Sealing & Stripe	\$124,800	\$40,567	Sumter Center Bldg. 5 drive; pot holes repairs by Bldg.1. Completed Spring Break 2024.
South Lake Campus Irrigation	\$80,000	\$0	In planning. A vendor will be onsite on June 7 to assist ABM with irrigation issues by Cooper Memorial Library.
Leesburg Campus Parking Lot A Repaving	\$575,200	\$575,200	Completed September 2023. New Sod and drainage was added to scope and installed.
Leesburg Campus Parking Lot B Repaving	\$550,000	\$644,418	Completed April 22, 2024 - May 31, 2024. Addiitonal electrical scope was added due to underground wires entagled in the tree roots.
New Structure			
South Lake Campus Facilities and Grounds Building Replacement	\$709,060	\$812,734	Construction completed March 18, 2024 . The green metal shed was removed the end of March and subsequent use for the existing concrete slab is in planning .
Sumter Center Solar-powered Workforce Instructional Pavilion & Restroom Facility	\$50,000	\$581,000	Faden Builders' updated GMP was approved May 15th by the DBOT to build-out Restroom Facilities and Shade Structure. The new structure has a 14 week lead time for fabrication. Construction timeline is currently (TBD).
Eustis CDL Pad and Building	\$2,500,000	\$313,997	In Design Development with the architect, civil engineer and contractor. Construction timeline is currently (TBD)
Leesburg Campus Workforce Development Center	\$2,000,000	\$0	In planning. The AIA Contract/PO to award design services to Hunton Brady Architects is in progress.
HVAC			
HVAC Projects (SSB, Exhaust Fan Overhaul)	\$160,035	\$574,457	Multiple HVAC projects in progress or completed FY 22-23.
South Lake Campus Building 1 HVAC Equipment and Installation	\$600,000	\$615,162	Project complete.
Leesburg Campus Building M HVAC Design and Replacement 40 Ton AHU	\$212,274	\$820,830	PO was issued to Johnson Controls August 24. Auxiliary funds will be used to make-up the difference. New AHUs and chiller are due to ship July 2024. The construction timeline is currently (TBD) due to lengthy lead time for equipment.
Leesburg Campus Student Center HVAC Design and Replacement	\$250,000	\$0	Design proposal received from Hanson. Planning to start design Summer 2024.
Leesburg Campus William Johnson Admin Building HVAC Design and Replacement	\$141,725	\$40,137	Bids received April 5th are overbudget and in review. Scope modifications are in discussion.

Capital Improvement Projects 2023-2024			
June 2024 Update			
Project Description	CIP Budget	Expended or PO issued as of 5/31/24	Progress To Date
Leesburg Campus Convocation Center HVAC Design and Replacement	\$200,000	\$0	Design proposal received from Hanson. Planning to start design Summer 2024. A new Bard unit was purchased for the Athletic Director's office.
General			
Furniture and Equipment	\$225,000	\$170,874	On going procurement as approved by leadership.
Leesburg Campus Monument Signage	\$70,000	\$0	In planning and final design phase.
Signage (All campuses)	\$23,000	\$35,599	Leesburg Campus Facilities Bldg sign was installed December 2023. New sign for Shipping & Receiving was installed November 2023.
Building Upgrades			
Leesburg Campus Faculty Office Building & Lecture Hall Demolition	\$194,800	\$242,800	Building demolition began over Spring Break and completed April 2024.
Leesburg Campus Student Services Building 2nd Floor Remodel	\$1,805,000	\$2,875,471	Welbro began mobilization on May 28th and demo started June 3rd. Construction timeline is June - October 2024.
Building Envelope DM23 (various)	\$123,281	\$242,820	Leesburg Campus Health Science Center Roof/Gutter restoration completed end of January 2024. Benard Painting completed building envelope work on the Science-Math Bldg. in Fall 2023.
Leesburg Campus Liberal Arts Building Demolition	\$200,000	\$55,740	Hunton Brady is currently in design development for architectural/engineering coordination. Anticipate demolition starting by Fall 2024.
Exterior Painting Projects	\$60,000	\$53,245	Exterior refresh painting is on-going. Sumter Center Bldg. 1 is complete.
Interior Painting	\$15,000	\$6,400	Various interior painting projects continue at all Campuses.
South Lake Campus Nursing Simulation Lab Remodel	\$600,000	\$550,170	Construction is completed December 2023. Simulation equipment and furnishing installs are near complete. Respiratory Care Program Accreditation was approved April 2024.
Leesburg Campus Student Services Building - Build ADA Restrooms	\$460,000	\$413,586	The 1st & 2nd floor ADA restrooms construction remodel are complete. The final building inspection/occupancy occurred in January 2024.
South Lake Campus Building #2 First Floor Renovation	\$55,000	\$0	Planning to start design services.
Building Envelope DM 22 (various)	\$300,000	\$0	Deferred Maintenance FY 22 Budget allocated for project.
Cagan Crossings	\$1,450,000	\$1,594,654	Construction of 4,800 sq.ft. of shell space for 2 classrooms and support space is complete. Occupancy occurred as planned, mid August.

Capital Improvement Projects 2023-2024			
June 2024 Update			
Project Description	CIP Budget	Expended or PO issued as of 5/31/24	Progress To Date
Leesburg Campus Student Services Building 1st Floor Remodel	\$1,500,000	\$67,900	The first phase of design development with Spiezle architects began Feb 2024 and is in progress.
Leesburg Campus Women's Team Locker Room	\$200,000	\$212,863	Planning and Schematic Design options are in progress with Hunton Brady architects; complete schedule (TBD). Lockers, flooring and soft seating have been purchased.
Leesburg Campus Men's Team Locker Room	\$200,000	\$10,000	Planning and Schematic Design options are in progress with Hunton Brady architects; complete schedule (TBD). Lockers, flooring and soft seating have been purchased.
South Lake Campus Buildings-1 & 2 Covered Walkway	\$80,000	\$0	In planning.
Elevator DLM Code Requirement	\$70,000	\$72,427	Installation completed over Spring break, March 2024.
Sumter Center LED Lighting Upgrades	\$40,000	\$0	In progress.
Sumter Center Building-1 Exterior Improvements	\$50,000	\$16,785	The Bldg.1 exterior has been painted and windows caulked.
Leesburg Campus Mailroom Relocation / Build-out	\$20,000	\$0	The Mailroom was relocated from Lecture Hall prior to demolition.
Sumter Center Building-4 Exterior Flooring Replacement	\$40,000	\$28,168	Scope includes the lobby, hallways and Student Lounge flooring. Replacement work began over the Christmas holiday break and has completed.
Leesburg Campus Student Center Vet Lounge Office and SGA Refresh	\$20,000	\$0	In planning.
Leesburg LED Lighting Upgrades	\$100,000	\$0	In progress.
Leesburg Campus Science-Math Building Envelope	\$250,000	\$0	Benard Painting completed work end of August 2023.
Leesburg Campus Lake Hall Renovation/Refresh	\$200,000	\$267,333	Completed Interior repairs, painting and new flooring replacement work.
Leesburg Campus Athletics Complex Upgrades	\$75,000	\$82,271	In progress. Final completion date (TBD).

Staff and Part-Time Faculty Salary and Classification Schedule 24-25

Agenda Item: 0624-10

Background/References

Per Lake-Sumter State College Board Rule 5.02, the Classification & Salary Schedule details salary ranges and compensation rates by employee classification and grade/level. Job analysis is used to establish position classifications, grades, and levels of positions with similar position responsibilities and job factor ratings using the Job Analysis Questionnaire. Ranges are assigned to the classifications and levels to ensure equitable compensation treatment for all employees.

Annually the President or designee shall present a classification and Salary Schedule to the District Board of Trustees for approval. This Schedule is not intended to create or be interpreted as a contract of employment or to give any employees any right to or expectancy of continued employment or employment in any particular job or capacity. All employees are employed at the will and pleasure of the President and may be terminated at any time. Salaries published herein are contingent upon the financial capability of the College as approved by the District Board of Trustees.

Description

Updates to Salary & Classification Schedule 2024 - 2025

The primary purpose of the Classification & Salary Schedule is to detail for the Board the salary ranges and compensation rates by employee classification and grade/level. The current document was is align with the intention of Board Rule 5.02.

Minor adjustments include:

- A more robust Table of Contents for easier reference
- Additional Position Titles under the classifications of Administrative Student Support and Administrative Managerial to include Coordinators and Specialists
- A new template for Part-time Special Pay Plan for Select Positions on page 4

Recommendation

Motion to approve the Staff and Part-Time Faculty Salary and Classification Scheduled for 2024-2025 as written.

Dual Enrollment Agreements 2024-2025 Agenda Item: 0624-11

Background/References

Lake-Sumter State College partners with local schools to offer college courses to eligible students in grades 6-12. The dual enrollment program is an acceleration program where students can take college courses on a part time basis while still in secondary school, creditable toward high school completion and an associate or baccalaureate degree. Credits earned in the program count for both high school and college credit. The stipulations of the Dual Enrollment program are covered under annual agreements. The agreements are due to the FLDOE by August 1, 2024.

Description

The attached dual enrollment agreements include a standard template with details regarding our partnerships with Lake County School District, Sumter County Schools, Private Schools, Home Education, Charter Schools, and The Villages High School. The following are notable changes from the previous year:

- Agreement timelines were adjusted from July 1 to August 1 to align with the state deadlines.
- Career Dual Enrollment was further clarified with a definition aligning to Statute.
- Test scores and program eligibility parameters were updated.
- Student data-sharing parameters were broadened to ease the process for requests.
- Eligibility parameters for local students enrolled in virtual schools were defined.
- Notification procedures for dual enrollment students taken into custody were added.

Recommendation

Motion to approve the Dual Enrollment Agreements for 2024-2025 with incorporated changes as written.

PRESIDENT'S REPORT





ITEM: 0624-12

Office of the President

Dr. Heather Bigard

Media and Community Events

Kevin Yurasek, Executive Director Strategic Communications

- Recent media coverage and mentions:
 - Community champions celebrated for their service at Lake 100 gala
 - Eustis High Senior Syria Williams Determined to Build a Future Focused on Perfecting Smiles
 - LSSC announces course fee modifications for 2024-2025 academic year
 - VHS celebrates its first graduation in Middleton
 - 31 VHS graduates also earn college degrees
- Published Article:
 - LSSC pays tribute to Senator Dennis Baxley with honorary degree in leadership
 - Lake-Sumter State College Celebrates Graduating Class in Historic Commencement Ceremonies
 - LSSC announces course fee modifications for 2024-2025 academic year

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VICE PRESIDENT'S REPORTS



Division of Academic Affairs
Report to the President and District Board of Trustees
June 2024
Ms. Karen Hogans, Vice President of Academic Affairs

Access

- Vice President Hogans attended the South Sumter High School Senior scholarship event to represent Lake-Sumter State College. LSSC provided 11 scholarships totaling just under \$20,000 to graduating high school seniors.

Workforce Development

- Stephanie Luke joined President Bigard for the Commissioner's Summit on May 31, 2024, uniting education leaders from across the state to strategize on growing our teacher pipeline. This summit builds upon @EducationFL mission to remain number one in education.

Learning & Work Environment

- Associate Dean Kevin Arms has released the Game of Knowledge Student Assistant Program into the beta testing phase. The game focuses on internal training processes, student wellness, and information literacy skills necessary to be a productive member of the library environment. Congratulations to Marisa Krishnadatt, our first student to gain a level in the Game of Knowledge.
- Testing Services staff attended the Florida Association of College Testing Administrators (FACTA) Regional 3 Meeting Thursday, May 16, 2024, at the UCF - Orlando Campus. Staff were very engaged in the best practices that UCF Testing Center uses to service students and gained tips on providing customer service.
- The College continues to lead the FCS institutions in overall success on the Florida Civic Literacy Exam (two-year and four-year degree graduation requirement).
 - 87% total best attempt pass rate 2023-24 at the end of the 2nd quarter. Other FCS institutions have a success rate between 49% and 77%.
 - 93% cumulative total best attempt pass rate 2021 – 2nd quarter 2023-24. Other FCS institutions have a success rate between 67% and 87%.
 - Ranked 3rd taking into consideration all SUS and FCS institutions in total best attempt pass rate 2023-24 and FIRST in total best attempt pass rate 2021-2nd quarter 2023-24.
- Librarian Ana Diamand has begun her tenure as President of the Florida Association of College and Research Libraries (FACRL) and her term will last through 2026.

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

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

Enrollment Summary

As of June 9, Summer 2024 enrollment stands at 2,923 headcount in our credit programs, an increase of 23.2% (+550) compared to this time last year. This total represents a record high for a summer semester, surpassing our previous high of 2,590 from 2010. Fall 2024 enrollment stands at 2,602 headcount, trending ahead of last year by 15.0% (+340). The Enrollment and Student Affairs Division will continue to support students with enrollment throughout the summer in preparation for the second seven-week summer term and the start of the fall semester, which begin June 24 and August 19, respectively.

Access

- Fall 2024 applications for admission continue to trend well ahead of last year, including an overall increase of 34.9% (+727) compared to this time last year. First-time-in-college applicants are up by 30.4%, Transfers by 24.2%, Dual Enrollment by 48.6%, and 164% for Bachelor's programs.
- **The College has now enrolled more than 8,500 total students across our credit and non-credit programs for Academic Year 2023-24 (Fall 2023, Spring 2024, Summer 2024). This total is on track with the goal of 10,000 students by 2026.**
- The Financial Aid Office have loaded over 3,000 FAFSAs so far for this fall, following significant delays from the US Department of Education. The team is hosting a series of FAFSA workshops in addition to availability throughout the week.
- Hosting three more Accepted Student Days for our incoming students (June 14 and August 2 in South Lake; July 11 in Leesburg). These are fun on-campus events for incoming students, including opportunities to learn more about our programs and services and address any remaining requirements, such as registration and financial aid.

Student Learning & Success

- Spring 2024 graduation conferrals are complete. The College awarded 686 credentials to 536 students, an increase of 21.2% and 19.9%, respectively, over last year. There is significant growth in Associate in Arts (+12.5%), AS in Nursing (+62.8%), and Workforce Program Certificates (+46.6%).
- Kids' College began on June 10 on our Leesburg and South Lake Campuses and will continue through the end of July.
- Our Health Sciences Camp started on June 10 at the South Lake with 21 students in attendance. This camp is a collaboration between Lake-Sumter State College, Lake Tech, UCF, Orlando Health, AdventHealth, and UF Health.
- Held two Early College Leadership Summits in South Lake (6/3) and Leesburg (6/5) for LSSC's Leaders-in-Training and Emerging Lakehawks, where they toured the campuses and engaged in hands-on leadership activities with LSSC faculty and staff.

Facilities Planning and Operations Division
Update for the President and District Board of Trustees
June 2024
Thom Kieft, Vice President, 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 waiting on the results of the Governors Job Growth grant application of \$5.75 million for this project.

Learning & Work Environment

Leesburg Campus

- Faden Builders and Paquette Paving completed the refurbishment of Parking Lot B near the Student Services Building and Williams-Johnson Bldg. The project includes creating a center through road connecting the two existing parking lot entrances as well as clearing the lot of trees, their roots, and parking stops. The new design allows for easier access and egress of the parking lot as it provides two-way traffic along the exterior of the lot. The project completed on time.
- WELBRO has started the Student Services Building 2nd floor renovation demolition. They have constructed temporary walls in the lobby to reduce sound and dust disruptions to the first-floor occupants. This project will conclude in the late fall of 2024.
- The Health Sciences Center metal roof has been cleaned of dirt and bacteria and now looks almost as good as it did when it was new.
- The plans for the Liberal Arts demo have been completed by HuntonBrady and Faden will soon be acquiring bids for the work on that project.

Sumter Center

- Faden Builders has ordered the pavilion from RCP Shelters and is currently working with their subcontractors to begin the planning process for the Sumter Workforce Pavilion. The Sumter Pavilion will be a 30 ft by 68 ft covered area having two restrooms, a drinking fountain, and a storage room with an ice machine.

South Lake Campus

- LSSC vendor Westbrook was on campus to repair the blower fan assembly in the Bldg. 2 auditorium, exhaust fan bearings on the Science-Health Bldg., and cleaning the blower wheel on an air handler in Building 2.
- Campus Transformations and Facilities are working together to refresh the 3rd floor Boardroom in Bldg. 2 as well as add some character to the new Facilities and Grounds Bldg. with some brickwork around the exterior that matches existing buildings.
- The South Lake Campus Master Plan process began on June 10 and 11 with Jacobs Engineering and DPZ on campus conducting meetings with the LSSC leadership team and community stakeholders.

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

Student Learning and Success:

- Campus bookstores previously run by Follett have temporarily closed as part of the transition to being managed by the College. A timeline is being developed to reopen as Campus Stores. Recruitment for a Store Manager to begin shortly.

Learning and Work Environment:

- Financial Services is participating in numerous training sessions and town hall discussions about the FCS transition to the state health insurance program to take effect Jan 1, 2025. This transition requires close collaboration with IT and HR so an internal task group has been created.
- Coordinating with HR and Career Development Services to improve the student worker hiring process.
- Accounting staff continues to work with the state auditors to complete the operational audit which is expected to finish in June. Florida Statute 11.45 requires the Auditor General to conduct an operational audit of the college at least once every 3 years.
- Attended the Spring Council of Business Affairs Conference in Tallahassee, FL April 29-May 1.

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

Dr. Laura Byrd, Senior Vice President, Institutional Advancement

Access

- The Fall 2024 LSSC Foundation Scholarship Application is open June 1–30. The Foundation plans to award \$550,000 in scholarships to eligible students. All high school graduates with a 2.0 grade point average are encouraged to apply.
- The 25th Annual Planned Giving Seminar hosted by the LSSC Foundation and AdventHealth Waterman is scheduled for Friday, August 23 from 7:30am to 1:30pm on the AdventHealth Waterman Campus.
- **Charles & Mary McLin Trust** awarded the Foundation \$50,000 to support student scholarships for the Digital Media Certificate Program.
- **Community Foundation of South Lake** – submitted a grant application for \$25,000 to support the Student Emergency Assistance program.
- **Orlando Health Community Grant** – submitted a letter of intent for a \$50,000 grant to support equipment for the Medical Lab Tech program.

Workforce Development

- Lakehawk Career Connect continues to increase in the number of employers seeking to hire LSSC students. There are currently 214 active job postings, with an increase in student application activity and over 250 job views.
- The Engagement team has identified over 250 employers expressing interest in internships and other experiential learning opportunities for students.
- Internships -
 - Forty students are engaged in internships or micro-internships for the **summer semester**.
 - As of June 1, 2024, forty students have registered for a **fall semester** internship and students continue to show interest and sign up.

Technology Innovation Division
Report for the President and District Board of Trustees
June 2024
Nick Kemp, Vice President of Technology Innovation/CIO

Learning and Work Environment

Process Improvement and Institutional Research (PIIR):

- Developed a proof-of-concept data model integrating Canvas and Banner systems. Combining these data streams, equips the College to pinpoint students possibly facing academic challenges, as indicated by performance metrics in Canvas and track record of incomplete assignments.
- Enhanced TargetX CRM with integrated data for proactive student support. This will have a significant impact on improving student retention, increasing tuition revenue, and better workforce outcomes.

Enterprise Systems:

- FCS/State Group Insurance File: Transition from FBMC to People First for benefit management, with high priority compliance required by all FCS colleges.
- Application Auto Acceptance Testing & Same-Day Registration: Automating application acceptance to expedite student registration and account access.
- Akademos Bookstore: Transition from Follett to Akademos is underway as the single source for textbooks, aiming for full implementation before Fall term.
- CourseLeaf PATH: Implementation in progress, with a go-live date set for 2/1/2025.
- Automate Canvas Data: Current manual data extraction process from Canvas to be automated for institutional reporting and innovative early intervention capabilities.
- IT Audit - Banner Access: Data owners reviewing employee access for compliance.
- Develop Ellucian Experience (myLSSC) Mobile App: Apple store and Google Play store access obtained; app completion targeted for 8/30/2024.

Cybersecurity:

- Enhanced DNS security protocols to block email spoofing, meeting GLBA and State Auditor compliance.
- Achieved a 1.7% response rate in phishing simulations, below the industry average of 5.2%.

Technology Infrastructure:

- Ocelot: Training program for Swoopbot through student engagement with Ocelot.
- Wireless: Added 39 access points, improving connectivity and doubling download speeds on the 6 GHz spectrum.
- Network Reliability: Adopted Auvik for proactive monitoring and updating core infrastructure switches for enhanced performance.

Division of Workforce Programs
Report to the President and District Board of Trustees
June 2024
Rep. John Temple, Vice President of Workforce Programs

Access

- RN-BSN Accreditation Commission for Education in Nursing (ACEN) site visit is scheduled for February 4-6, 2025. The self-study report is due by December 24, 2024.
- We continue to make progress in launching our ESPORT program this fall. The makeover of the room has begun on the South Lake Campus Room 101 in Building 2. We are currently discussing the options for providing internet for the room.

Workforce Development

- The Cybersecurity and Artificial Intelligence AS degrees and associated certificate program plans continue to move forward. Dr. Sargent has been working steadily on developing the courses for CAI 1000 Intro to AI and CAI 2220 Intro to Prompt Engineering for AI, to offer these courses on the fall 2024 schedule. These courses will lead the way for the new AS degree in AI that is expected to begin in Spring 2025.
- In an effort to increase industry certifications, Dr. Sargent is in the process of updating CTS 2134 Network+ Concepts with the latest materials and incorporating industry certification practice exercises throughout the course to prepare students for the CompTIA Network+ exam as their final.

Student & Learning Success

- 100% (41 out of 41) of our student nurses who graduated in December have taken and passed their NCLEX. The remaining student is set to take the exam later this month.
- Building Construction Management, Jared Fullerton, has created a credit-by exam for BCN 1001 and will submit it for review at the September Curriculum and Instruction meeting. Once approved, we may begin allowing students and potential students to take the CBE for course credit.

Learning and Work Environment

- Respiratory Care researching the option of offering CEUs to adjuncts as an additional incentive. The initial cost is \$249 for the first 2-year period.

BOARD ATTORNEY REPORT





June 5, 2024

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

Re: Board Attorney Report for June 19, 2024

Dear Trustees:

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

Karen Parker v. Lake-Sumter State College and Leadership Lake County, Inc., Lake County Case No. 2019-CA-001641. Ms. Parker alleges the College was negligent surrounding an alleged incident on August 18, 2016 where Ms. Parker claims she was injured when she tripped and fell while attending an event on the Leesburg campus. Attorney Dylan Hall, who is defending the College advised that discovery is ongoing. Leadership Lake County Inc. filed a Motion to Compel Answers to Expert Interrogatories and Response to Expert Request to Produce because the Plaintiff failed to submit answer. A hearing on the Motion is not currently scheduled. Plaintiff filed a Notice for Trial requesting a five-day trial period. Judge Takac scheduled a Case Management Conference to take place on June 7, 2024.

Notice of Charge of Discrimination; EEOC Charge No. 510-2023-04052 The College received in a letter dated June 27, 2023 notice of former employee's charge of discrimination alleging discrimination based on the ADA and age discrimination under ADEA. Employment counsel, Shannon Kelly of Ford Harrison, has been engaged to defend the College in this matter and filed a position statement with the U.S Equal Employment Opportunity Commission on August 28, 2023. The EEOC issued a right to sue letter at the former employee's request. The right to sue letter allows the former employee to file a lawsuit in federal court within 90 days of receipt of the letter. The time period for a federal claim has passed. If a state claim is filed an update to this report will be provided. Otherwise, this matter is being removed from future reports.

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

submitted to the insurance company. No further action as occurred since. Unless there is a development this matter is being removed from future reports.

Notice of Charge of Discrimination; EEOC Charge No. 510-2024-04478. A former employee filed a charge of discrimination with the Florida Commission on Human Resources alleging the College was discriminated against “based upon disability in violation of both the Americans with Disabilities Act and the Florida Civil Rights Act of 1992.” The Notice alleges the former employee has severe allergies, the College knew of this condition and was nevertheless terminated on or about November 1, 2023. Attorney Brian Koji is representing the College in this matter.

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

Respectfully submitted,



Anita Geraci-Carver

cc: Dr. Bigard, President



BOARD COMMITTEE REPORTS



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

NEW BUSINESS



Tuition and Fee Schedule and Course Fee Changes FY 2024-25

Agenda Item: 0624-16

Background/References

In accordance with Florida Statutes 1009.23(20), Lake-Sumter State College is required to notify the community of any proposed changes in tuition and fees. The District Board of Trustees approves the tuition and fee schedule for each fiscal year. In accordance with Florida Statutes 1009.23(20), Lake-Sumter State College is notifying the community of proposed changes in institutional student fees before their consideration at the District Board of Trustees of Lake-Sumter State College meeting on June 19, 2024.

Description

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

Course Fees –The recommended changes to course fees are attached to this form. Affidavit of Publication and Press Release for fee increase notice is at: LSSC proposing student fee modifications for 2024-25 year - Lake-Sumter State College.

Recommendation

Motion to approve the Tuition and Fee Schedule and Course Fee Changes for FY 24/25 as written.

Lake-Sumter State College
Tuition and Fees Per Credit Hour

	<u>FY 23/24</u>	<u>FY 24/25</u>	<u>Change</u>
Associate in Arts/Associate in Science Degree			
Tuition	81.20	81.20	-
Financial Aid Fee	5.03	5.03	-
Activity Fee	7.56	7.56	-
Capital Improvement Fee	11.88	11.88	-
Technology Fee	4.06	4.06	-
Total	109.73	109.73	-
Associate in Arts/Associate in Science Degree Non-Resident			
Tuition	81.20	81.20	-
Out-Of-State Fee	248.33	248.33	-
Financial Aid Fee	23.06	23.06	-
Activity Fee	7.56	7.56	-
Capital Improvement Fee	65.91	65.91	-
Technology Fee	16.48	16.48	-
Total	442.54	442.54	-
Baccalaureate Degree			
Tuition	91.79	91.79	-
Financial Aid Fee	6.43	6.43	-
Activity Fee	7.56	7.56	-
Capital Improvement Fee	11.88	11.88	-
Technology Fee	4.59	4.59	-
Total	122.25	122.25	-
Baccalaureate Degree Non-Resident			
Tuition	91.79	91.79	-
Out-Of-State Fee	275.37	275.37	-
Financial Aid Fee	25.70	25.70	-
Activity Fee	7.56	7.56	-
Capital Improvement Fee	41.52	41.52	-
Technology Fee	18.36	18.36	-
Total	460.30	460.30	-
Career Certificate			
Tuition	73.40	73.40	-
Financial Aid Fee	7.34	7.34	-
Capital Improvement Fee	3.67	3.67	-
Technology Fee	3.67	3.67	-
Total	88.08	88.08	-
Vocational/Adult General Education Per Term			
Tuition	31.50	31.50	-

**Lake-Sumter State College
Other Fees**

Fee Type	FY 23/24	FY 24/25	Change
Accuplacer	20.00	20.00	-
Admissions Application Fee	30.00	30.00	-
Advanced Math Placement Test	20.00	20.00	-
CLEP	25.00	25.00	-
Competency Based Credit	30.00	30.00	-
Distance Learning Fee	15.00	15.00	-
Distance Testing Fee	25.00	25.00	-
Duplicate Diploma Fee	30.00	30.00	-
FCLE Retake	20.00	20.00	-
HESI Test	49.00	50.00	1.00
International Student Application	75.00	75.00	-
Ordering Official LSSC Transcripts	30.00	30.00	-
PERT Test	25.00	25.00	-
Return Check Fee	25.00	35.00	10.00
Transcript Fee	5.00	5.00	-
Parking Fine (if issued ticket by security)	20.00	20.00	-
Security Equipment Fee	2.00	2.00	-
Parking Fee	2.00	2.00	-
Credit Card Convenience Fee	3.00 or 2.85%	3.00 or 2.85%	-
Tuition Installment Plan Fee	25.00	25.00	-
TEAS Test	70.00	70.00	-

**Lake-Sumter State College
Lab Fee Changes**

Subject	Course	<u>FY 23/24</u>	<u>FY 24/25</u>	<u>Change</u>
Fee Deletions				
Nursing	2214C	9.00	-	(9.00)
Fee Additions				
Nursing	1006C	-	9.50	9.50
Nursing	2213C	-	392.00	392.00
Fee Reductions				
Biology	1010C	30.00	19.00	(11.00)
Biology	1011C	50.00	27.00	(23.00)
Biology	2085C	40.00	21.00	(19.00)
Biology	2086C	60.00	51.00	(9.00)
Chemistry	1025C	20.00	15.00	(5.00)
Chemistry	2045C	50.00	27.00	(23.00)
Chemistry	2046C	205.00	75.00	(130.00)
Nursing	2213C	385.00	380.00	(5.00)
Physical Science	1020C	70.00	50.00	(20.00)
Physical Science	1020CH	70.00	50.00	(20.00)
Fee Increases				
Art	1202C	19.84	20.00	0.16
Art	2750C	35.00	50.00	15.00
Art	2751C	35.00	50.00	15.00
Biology	2010C	75.00	107.00	32.00
Graphic Design	1190C	10.97	20.00	9.03
Nursing	1006C	608.00	677.00	69.00
Nursing	1021C	558.00	627.50	69.50
Nursing	1052C	615.00	626.50	11.50
Nursing	2213C	309.00	315.50	6.50
Nursing	2214C	302.00	304.00	2.00
Physical Science	1053C	20.00	75.00	55.00
Physical Science	1054C	15.00	50.00	35.00
Physical Science	2048C	35.00	120.00	85.00
Physical Science	2049C	25.00	100.00	75.00

Background/References

Per State Statute 1001.65, each District Board of Trustee can approve, execute, and administer contracts for and on behalf of the Florida College System institution board of trustees for licenses; the acquisition or provision of commodities, goods, equipment, and services; leases of real and personal property; and planning and construction to be rendered to or by the Florida College System institution.

Previously, the City of Eustis donated 4 acres +/- of land to LSSC for the purposes of locating a CDL/Lineman campus on the property. It was determined that additional land was required for the CDL pad. The College approached the City of Eustis with a request for an additional half acre of land. The City suggested that we take the remaining 4 +/- acres to square off the property and to allow for growth of additional programs on the site.

Description

The City of Eustis has offered to donate four additional acres of property in exchange for the College providing \$15,000 in scholarships to students from Eustis.

Recommendation

Motion to approve the City of Eustis land donation for growth of additional programs in Eustis as written.

Background/References

The City of Leesburg has approached LSSC about utilizing a piece of LSSC property for a generator for the lift station adjacent to the AutoZone store in front of the LSSC Facilities Bldg. at 10005 US Highway 441.

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

The City of Leesburg has grant funding to place back-up generators at some of their most highly used sanitary sewer lift stations. They have identified the one adjacent to AutoZone as one that would be suitable for such generator. With the creation of the neighboring car wash, the City of Leesburg has reduced access to this lift station and no property to place the generator. They are requesting a utility easement so they may place a generator at the location to power the lift station in case of power outage.

Recommendation

Motion to approve the City of Leesburg Utility Easement as written.

A&E Services for the Workforce Development Center for HuntonBrady

Agenda Item: 0624-19

Background/References

LSSC was awarded \$17.5 million by the State of Florida to construct a Workforce Development Center on the Leesburg Campus.

HuntonBrady was previously selected by the LSSC District Board of Trustees to perform Architecture and Engineering Services for the Workforce Development Center.

Per Florida Statute 1001.64 (37) the 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

HuntonBrady's proposal is for design and engineering fees for the Workforce Development Center for a total of \$1,453,399.

This includes the architecture design fees as well as various design consultants for structural engineering, MEP/FP engineering, civil engineering, landscape architecture, cost estimating, building envelope consultants, Geotech, and green certification administration.

Recommendation

Motion to approve the proposal from HuntonBrady for design and engineering of the Workforce Development Center on the Leesburg Campus as written.

Leesburg Campus Spot Survey Recommendation to Raze Liberal Arts Building 3 and Library Building 6

Agenda Item: 0624-20

Background/References

The Florida Department of Education Office of Educational Facilities (OEF) requires the College's District Board of Trustees approval prior to submitting the Room Condition Change - Building Replacement/Raze Form, which occurred in March 2023.

At this time, a spot or survey recommendation needs to be submitted and approved in order to proceed with razing of Building 3 (Liberal Arts Bldg.) and Building 6 (Library).

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

Based on previously submitted Castaldi analyses and building assessments, the OEF has concurred with the architects and LSSC District Board of Trustees that it is more cost effective to replace rather than remodel these buildings. In order to continue to plan for razing of this building, a spot or supplement survey recommendation needs to be approved by the LSSC District Board of Trustees to raze Building 3 and Bldg. 6.

Recommendation

Motion to approve a spot or supplement survey to raze Building 3 and Building 6 as written.

Purchase Order Change Order Parking Lot B Guaranteed Maximum Price

Agenda Item: 0624-21

Background/References

The District Board of Trustees previously awarded the Parking Lot B renovations to Faden Builders for \$618,825 at the March 2024 meeting.

Summary

During the removal of the two dozen trees in Parking Lot B the tree roots were entangled in the wires for the parking lot lots. This created the need for the City of Leesburg to conduct more extensive rewiring of the whole parking lot due to this unforeseen condition. Using the \$26,375 that was planned for contingency in the project, this left \$15,893.32 as the amount of the change order in order to cover the \$42,268.32 expense to the City of Leesburg Electric.

Recommendation

Motion to approve the purchase order change with Faden Builders due to the extensive rewiring of the parking lot from tree root entanglement as written.

Pinecrest Academy Inc. Lease Addendum Agenda Item: 0624-22

Background/References

Pinecrest Academy Inc. has been leasing space in classrooms in the Cooper Memorial Library and Building 1 on the South Lake Campus for the last three school years and have been paying based on the mutually agreed upon space usage. Pinecrest currently has about 250 9th-12th grade students on the LSSC South Lake Campus.

Per Florida Statute 1001.64 (37) the 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

Pinecrest Academy Inc. has requested an extension of the Facility Use and Lease Agreement for one more academic year as they construct a high school.

The 2024-2025 lease is for 16,796 sq. ft. in Bldg. 1, Cooper Memorial Library, and the outdoor basketball court at \$35.00 sq. ft. for a total amount of \$587,860.

Recommendation

Motion to approve and execute a lease addendum with Pinecrest Academy Inc. for 2024-2025 as written.

Background/References

Per the Florida Statute 1001.64, each Board of Trustees Florida 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.

Description

The following programs will provide academic preparation for students to meet Workforce demands: 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 Leesburg High School to LSSC Dual Enrollment Program.

Recommendation

Motion to approve adding academic programs 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 as written.

Credit Program Title: Applied Artificial Intelligence Associate in Science

Length: 60 credit hours

CIP: 11.0102 Artificial Intelligence and Robotics

Program Start Date (upon Board of Trustees approval): Spring 2025

Program Description:

The Applied Artificial Intelligence AS degree is designed to prepare students to apply AI skills to the growing number of careers that will utilize this technology. Students will discover core AI applications and explore the ethical considerations involved in their design and implementation. They will develop a strong foundation in machine learning fundamentals and gain insights into the functions of AI virtual assistants. The degree contains an 18-credit stackable Artificial Intelligence Practitioner College Credit Certificate.

Justification:

According to CNBC (2023) 1.5% of all jobs in any state are AI-related. High-population states, such as Florida, are higher. Data scientists develop algorithms and models to support programs for machine learning. According to the Bureau of Labor Statistics, this field will grow by 36% in the next eight years. According to data from FloridaJobs.org, Workforce Development area 12, which encompasses Lake, Orange, Osceola, Seminole, and Sumter Counties, will experience a 38.9% increase in demand by 2030 for Data Scientists who develop algorithms and models to support programs for machine learning. This data does not include the various existing careers that will begin to incorporate AI, as skillset that can be the deciding factor for many employees to be able to keep their current jobs.

AI in agriculture is growing in demand. Artificial Intelligence, IoT, and Machine Learning are becoming part of the manner in which we monitor soil, crops, and increase food production. Lake County is 10th in the state in agriculture with \$216M market value as of 2017, while Sumter County ranks 33rd with \$54M market value. Polk County, which is nearby our new Four Corners location, ranks 6th with \$297M market value (<https://www.fdacs.gov/Agriculture-Industry/Florida-Agriculture-Overview-and-Statistics>).

Disney is near our Four Corners location as well, and they are an industry leader in Artificial Intelligence in the entertainment and theme park industries. This new market for students increases our enrollment potential and provides crucial training opportunities for students interested in Artificial Intelligence. They regularly post high-paying jobs in AI and machine learning at their career site, many of them for their Imagineering Team (<https://jobs.disneycareers.com/search-jobs/Artificial%20intelligence/391-28648/1?glat=37.70869827270508&glon=-121.87799835205078>).

The fastest growing AI career that permeates all markets and all academic areas is the “Prompt Engineer”. According to Time magazine, this is a growing field and can yield 6-figure salaries (<https://time.com/6272103/ai-prompt-engineer-job/>). This role does not require technical skills such as coding. Instead, it requires the ability to write and tweak questions that give generative AI systems what they need to create the desired output. People with technical writing experience, and even creative writing experience, can excel in this field with the proper training.

Current IT program advisory board members, such as Redd Ash Technologies and Rubicon5, utilize AI in their day-to-day operations and products.

Alignment with LSSC's Mission

The mission of LSSC is to provide affordable, accessible, and quality educational programs that meet the community's workforce needs. An Applied Artificial Intelligence AS program directly aligns with this mission by:

- Offering a program in a high-demand field.
- Providing an affordable pathway for students to enter the workforce with Artificial Intelligence skills.
- Preparing graduates with the skills and knowledge required by local employers.

Programmatic Advantages

- Experienced Faculty: LSSC can leverage existing adjunct faculty and recruit new full-time faculty with expertise in computer science, information technology, technical writing, and related fields to develop and teach artificial intelligence courses.
- Industry Partnerships: Collaboration with local technology, healthcare, and public utility firms can provide guest speakers, internship opportunities, and real-world project experiences for students.
- Affordable Education: An AS degree program at LSSC is a cost-effective way for students to gain the necessary artificial intelligence skills close to home.

Conclusion

Establishing an Applied Artificial Intelligence AS degree program at Lake-Sumter State College is a strategic investment that will benefit the college, the community, and the region. This program will address the growing demand for AI-skilled professionals, provide students with career opportunities in a high-growth field, and align with LSSC's workforce development mission.

Statewide Labor Market Demand:

SOC Title	2023	2031	Growth	Percent Growth	Total Job Openings
Computer and Information Research Scientists (15-1221)	2,287	2,824	537	23.5%	1,953
Information Security Analyst (15-1212)	12,471	16,693	4,222	33.9%	12,650
Computer Systems Analyst (15-1211)	32,368	35,782	3,414	10.5%	22,450

Florida Statewide Employment Projections, retrieved from <https://www.floridajobs.org/workforce-statistics/data-center/statistical-programs/employment-projections> on April 4, 2024.

Because AI permeates all industries, it is impossible to list all of the SOC titles that may benefit from this skillset as it evolves. The above are just a few that currently employ AI skills. Region 12 data for these SOC titles were not available. However, considering that Sumter and Lake counties are growing exponentially, and many new jobs will be in IT (cybersecurity), healthcare, and public utility, we expect increased demand. Local businesses that serve in the Computer Information Technology, Engineering Technology, and Health Services Management workforce program advisories all support this direction and can

confirm the potential demand for employees with Artificial Intelligence skills.

ITEM:0624-23

Program GenEd Courses (15 credits):

<u>ENC 1101</u>	College Composition I	3
<u>Area II</u>	Humanities State Core	3
<u>Area III</u>	Civic Literacy or Social Sciences State Core	3
<u>STA 2023</u>	Elementary Statistics I	3
<u>Area V</u>	Natural Science State Core	3

Program Core Courses (42 credits):

<u>CAI 2000</u>	Introduction to Artificial Intelligence ^{1,3}	3
<u>CAI 2100</u>	Machine Learning Foundations ^{1,3}	3
<u>CGS 1000</u>	Introduction to Information Technology ^{2,3}	3
<u>CAI 1020</u>	Artificial Intelligence Ethics ^{1,3}	3
<u>CAI 2840</u>	Intro to Computer Vision ^{1,3}	3
<u>CAI 2300</u>	Intro to Natural Language Processing ^{1,3}	3
<u>COP 1000</u>	Introduction to Programming ²	3
<u>COP 2700</u>	Database and SQL Concepts ²	3
<u>CAI 2800</u>	AI for Business Solutions ¹	3
<u>CAI 2220</u>	Introduction to Prompt Engineering for AI ¹	3
<u>CTS 1138C</u>	PC Hardware & Operating Systems (A+) ¹	3
<u>CTS 2145</u>	Cloud Essentials ¹	3
<u>GEB 2214</u>	Business Communications ²	3
<u>CIS 2941</u>	Internship in Computer Information Tech ²	3

¹ *New Courses*

² *Current Inventory*

³ *CCC core*

Program Elective Courses (3 credits):

<u>Elective</u>	MAC 1105, MAC 1105C, MAC 1106, MGF 1130, or MGF 1131 or approved elective	3
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Marketing and Recruitment Plan:

The marketing and recruitment plan for the program will include a video vignette highlighting the program. Participants will learn about the program through multiple outreach efforts. These efforts include online marketing, information sessions with employers, and adding the program to the CareerSource Eligible Training Provider List. Adding the program to local school district articulation agreements and the LakeWorks partnership will provide ample opportunities for LSSC to advertise the program to high school and Lake Technical College students and provide credit articulation opportunities.

Credit Program Title: Cybersecurity Associate in Science

Length: 60 credit hours

CIP: 11.1003 Computer and Information Systems Security

Program Start Date (upon Board of Trustees approval): Spring 2025

Program Description:

The Cybersecurity Associate in Science (AS) degree program equips students with the foundational knowledge and practical skills to thrive in the ever-growing field of cybersecurity. This program focuses on building a solid understanding of network security, ethical hacking techniques, and computer forensics, preparing graduates for entry-level information security positions and industry certifications. Additionally, the program serves as a springboard for pursuing bachelor's and master's degrees in cybersecurity. This AS degree includes a 24-credit stackable college credit certificate, Cybersecurity Analyst.

Justification:

Increasing dependence on technology and the internet has made cybersecurity a critical field. Cyber-attacks are becoming more frequent and sophisticated, posing a significant threat to individuals, businesses, and government institutions. To combat these threats, there is a rising demand for cybersecurity professionals with the skills and knowledge to protect sensitive data and systems.

Lake-Sumter State College (LSSC) is well-positioned to address this growing need by establishing an Associate in Science (AS) degree program in Cybersecurity. This program will equip students with the foundational knowledge and practical skills necessary to pursue careers in cybersecurity and position the college to develop a related bachelor's degree program. Demand for these skills is a common theme among the Computer Information Technology, Health Services Management, and Engineering Relay advisory boards hosted by LSSC.

Community Need

- Increasing cyber threats: Leesburg, Clermont, and surrounding areas in Florida are not immune to cyberattacks. Local businesses, organizations, and residents all face the risk of data breaches, malware infections, and other cyber threats. An LSSC Cybersecurity AS program will help address this growing concern by developing a local talent pool to safeguard critical systems and data.
- Workforce development: The Bureau of Labor Statistics projects a 33% growth nationally in information security and cybersecurity jobs between 2022 and 2032 (<https://www.bls.gov/ooh/computer-and-information-technology/information-security-analysts.htm>). More importantly, Florida Commerce (<https://www.floridajobs.org/workforce-statistics/data-center/statistical-programs/employment-projections>) lists information security analysis as the second fastest-growing occupation in the state between 2023 and 2031 at 33.9%. Currently, the median hourly wage for information security analysts in the state is \$51.17. This indicates a substantial demand for cybersecurity professionals in the coming years. An LSSC AS program will provide local residents with the education and training needed to fill these in-demand positions.

Alignment with LSSC's Mission

The mission of LSSC is to provide affordable, accessible, and quality educational programs that meet the workforce needs of the community. A Cybersecurity AS program directly aligns with this mission by:

- Offering a program in a high-demand field.
- Providing an affordable pathway for students to enter the cybersecurity workforce.
- Preparing graduates with the skills and knowledge required by local employers.

Programmatic Advantages

- Experienced Faculty: LSSC can leverage existing adjunct faculty and recruit new full-time faculty with expertise in computer science, information technology, and related fields to develop and teach cybersecurity courses.
- Industry Partnerships: Collaboration with local technology, healthcare, and public utility firms can provide guest speakers, internship opportunities, and real-world project experiences for students.
- Affordable Education: An AS degree program at LSSC is a cost-effective way for students to gain the necessary cybersecurity skills close to home.

Conclusion

Establishing a Cybersecurity AS degree program at Lake-Sumter State College is a strategic investment that will benefit the college, the community, and the region. This program will address the growing demand for cybersecurity professionals, provide students with career opportunities in a high-growth field, and align with LSSC's workforce development mission.

Statewide Labor Market Demand:

SOC Title	2023	2031	Growth	Percent Growth	Total Job Openings
Information Security Analysts (15-1212)	12,471	16,693	4,222	33.9%	12,650

Florida Statewide Employment Projections, retrieved from <https://www.floridajobs.org/workforce-statistics/data-center/statistical-programs/employment-projections> on April 4, 2024.

Region 12 data for this SOC was not available. However, considering that Sumter and Lake counties are growing exponentially, and many new jobs will be in healthcare and public utility, we expect increased demand. Local businesses that serve in the Computer Information Technology, Engineering Technology, and Health Services Management workforce program advisories all support this direction and can confirm the demand for employees with Cybersecurity training.

Program GenEd Courses (15 credits):

<u>ENC 1101</u>	College Composition I	3
<u>Area II</u>	Humanities State Core	3
<u>Area III</u>	Civic Literacy or Social Sciences State Core	3
<u>MAC 1105</u>	College Algebra	3
<u>Area V</u>	Natural Science State Core	3

Program Core Courses (42 credits):

<u>CTS 2134</u>	Network+ Concepts ^{2,3}	3
<u>CTS 2655</u>	Routing and Switching Fundamentals ^{2,3}	3
<u>CET 2660</u>	Network Security Fundamentals ^{2,3}	3
<u>CTS 2334</u>	Server Administration ^{2,3}	3
<u>CGS 1820</u>	Web Programming ^{2,3}	3

<u>COP 1000</u>	Introduction to Programming ^{2,3}	3	ITEM: 0624-23
<u>CIS 2530</u>	Introduction to Cybersecurity ^{2,3}	3	
<u>CGS 1000</u>	Introduction to Information Technology ^{2,3}	3	
<u>COP 2700</u>	Database and SQL Concepts ²	3	
<u>CTS 2142</u>	Project Management Concepts ²	3	
<u>MAD 2470</u>	Introduction to Cryptography ¹	3	
<u>CET 2880</u>	Digital Forensics ²	3	
<u>CIS 2252</u>	Computer Ethics ¹	3	
<u>CIS 2941</u>	Internship in Computer Information Tech ²	3	

¹ *New Courses*

² *Current Inventory*

³ *CCC core*

Program Elective Courses (3 credits):

<u>Elective</u>	MAT 1033 or approved elective	3
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Marketing and Recruitment Plan:

The marketing and recruitment plan for the program will include a video vignette highlighting the program. Participants will learn about the program through multiple outreach efforts. These efforts include online marketing, information sessions with employers, and adding the program to the CareerSource Eligible Training Provider List. Adding the program to local school district articulation agreements and the LakeWorks partnership will provide ample opportunities for LSSC to advertise the program to high school and Lake Technical College students and provide credit articulation opportunities.

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

Credit Program Title: Exceptional Student Education

Length: 60 credit hours

CIP: 13.1001 Special Education and Teaching, General

Program Start Date (upon Board of Trustees approval): Fall 2025

Program Description:

Lake-Sumter State College has committed to exploring opportunities to provide trained educators to meet the critical shortage of teachers, including pre-school through secondary Special Education Teachers. The Exceptional Student Education Bachelor of Science Program is a state-approved educator preparation program that prepares undergraduate students to teach Exceptional Education students in Kindergarten through twelfth grade. Students in the program will develop an understanding of theory and pedagogy, while using clinical experiences to apply theory to practice using research-based best practices. Students will graduate with state required Reading and ESOL Endorsements and be eligible to obtain the Grades K-12 Exceptional Student Education Teacher Certification.

Justification:

According to the Florida Commerce Bureau of Workforce Statistics and Economic Research, there were approximately 4,233 individuals employed as Exceptional Student Education (ESE) teachers in 2023 in Lake and Sumter Counties. The demand is expected to increase to 4846 by 2031; with a need for 3,417 new ESE teachers by 2031 due to retirement and attrition. Furthermore, The Florida Department of Education annually identifies which certification areas represent the greatest need among teachers statewide. The recommended High Demand Teacher Needs Areas for the 2024-2025 school includes ESE as the *most* needed teacher certification in the state of Florida. The nearest university that offers a Bachelors of Exceptional Student Education degree program reported that only 30 of their current students (accounting for 1.32%) reside in Lake-Sumter's geographic region (based on active student mailing address postal code data) (retrieved from UCF IKM Active Student Information File). This indicates an untapped potential pool of ESE teachers within our community.

Community Need

The need for certified ESE teachers is further demonstrated locally by the current advertisement of 38 ESE teacher vacancies for Lake County Schools and one for Sumter County Schools. Both Superintendents from Lake and Sumter Counties have indicated a growing demand for certified ESE teachers. This program would allow Lake-Sumter State College to help meet the growing demand for Lake and Sumter Counties geographic region with certified ESE teacher candidates.

Alignment with LSSC's Mission

The mission of LSSC is to provide affordable, accessible, and quality educational programs that meet the workforce needs of the community. A Bachelor of Science in Exceptional Student

Education directly aligns with this mission by:

- Offering a program in a high-demand field.
- Providing an affordable pathway for students to enter the education workforce.
- Preparing graduates with the skills and knowledge required by local employers.

Programmatic Advantages

- Experienced Faculty: LSSC can leverage existing adjunct faculty and recruit new full-time faculty with expertise in ESE education.
- The existing BS in Elementary Education program has created 42-45 credit hours that overlap with the proposed BS in Exceptional Education degree.
- Affordable Education: A BS degree program at LSSC is a cost-effective way for students to gain the necessary teaching content and pedagogy close to home.

Conclusion

Establishing a BS in Exceptional Student Education degree program at Lake-Sumter State College is a strategic investment that will benefit the college, the community, and the region. This program will address the growing demand for certified ESE teachers for our local K-12 schools, provide students with career opportunities in a high-needs area (which also makes them eligible for additional compensation), and align with LSSC's workforce development mission.

Regional Demand Occupations List (by SOC):

Table 1

SOC Title	SOC Code	Annual % Growth	Annual Openings	2021 Hourly Wage (mean)
Special Education Teachers, Kindergarten and Elementary School (HSHW)	25-2031	1.66%	646	\$30.45

Florida Commerce Regional Demand Occupations List, retrieved from rdol_all_2324.xlsx (live.com) on May 2, 2024.

Jobs by Occupation – Lake and Sumter Counties (by SOC)

Table 2

SOC Title	Employment (2023)	Employment (2031)	Percent Growth	Total Job Openings
Preschool, Elementary, Middle, Secondary, and Special Education Teachers (25-2000)	4233	4846	14.5%	3417

Florida Department of Economic Opportunity: State Colleges Projections Portal, retrieved from [lakesumter.xlsx \(live.com\)](#) on May 2, 2024

Region 12 data suggests that there is an average increase in the Central Florida region of 1.66% in job openings annually, and that does not include the number of teachers who are not certified who are currently teaching in Lake and Sumter County Schools, or account for attrition.

Program Core Courses

Course work for the program is being developed in partnership with Faculty and Administration from Lake Hills School and Lake-Sumter State College to design a curriculum embedded in theory and clinical experiences. The Lake Hills School's Mission is to provide students opportunities to reach their full potential by providing a comprehensive education designed to meet their individual needs through personalized learning experiences. The school is a center school, containing three schools for ESE students. The staff are experienced, Master level ESE teachers who will work alongside Lake-Sumter to create the curriculum for the ESE program during Thursdays in the month of June.

Marketing and Recruitment Plan:

The marketing and recruitment plan for the program will include a video vignette highlighting the program. Participants will learn about the program through multiple outreach efforts. These efforts include online marketing and information sessions with local school district personnel and community organizations. Adding the program to local school district articulation agreements will provide ample opportunities for LSSC to advertise the program to local area high schools and provide credit articulation opportunities. We will also market directly to our current students who are on the AA pathway.

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

Credit Program Title: Secondary English Education

Length: 60 credit hours

CIP: 13.1305 English/Language Arts Teacher Education

Program Start Date (upon Board of Trustees approval): Fall 2025

Program Description:

Lake-Sumter State College has committed to exploring opportunities to provide trained educators to meet the critical shortage of teachers, including Secondary English Teachers. The Bachelor of Science English Education Program is a state-approved educator preparation program that prepares undergraduate students to teach secondary students English Language Arts in sixth through twelfth grade. Students in the program will develop an understanding of theory and pedagogy, while using clinical experiences to apply theory to practice using research-based best practices. Students will graduate with state required Reading and ESOL Endorsements and be eligible to obtain the Grades 6-12 English Teacher Certification.

Justification:

According to the Florida Commerce Bureau of Workforce Statistics and Economic Research, there were approximately 1,063 individuals employed as secondary school teachers in 2023 in Lake and Sumter Counties. The demand is expected to increase to 1,220 by 2031; with a need for 773 new secondary teachers by 2031 due to retirement and attrition (this includes all subject areas). Furthermore, The Florida Department of Education annually identifies which certification areas represent the greatest need among teachers statewide. The recommended High Demand Teacher Needs Areas for the 2024-2025 school includes English as the 2nd most needed teacher certification in the state of Florida. The nearest university that offers a secondary English education major reported that only 30 of their current students (accounting for 1.32%) reside in Lake-Sumter's geographic region (based on active student mailing address postal code data) (retrieved from UCF IKM Active Student Information File). This indicates an untapped potential pool of secondary English education teachers within our community.

Community Need

The need for secondary English certified teachers is further demonstrated locally by the current advertisement of 16 English middle or high school vacancies for Lake County Schools and three for Sumter County Schools. Both Superintendents from Lake and Sumter Counties have indicated a growing demand for certified secondary English teachers.

Workforce development: The Florida Commerce Bureau of Workforce Statistics and Economic Research indicated a 14.8% growth in the need for secondary teachers and a 15.1% increase for middle school teachers (not including exceptional education or career/technical education) in Lake and Sumter Counties over the next ten years (Table 2). The median annual salary for secondary teachers is \$75,845. This program would allow Lake-Sumter State College to help meet the demand for Lake and Sumter Counties geographic region with certified teacher candidates.

Alignment with LSSC's Mission

The mission of LSSC is to provide affordable, accessible, and quality educational programs that meet the workforce needs of the community. A Bachelor of Science in English Education program directly aligns with this mission by:

- Offering a program in a high-demand field.
- Providing an affordable pathway for students to enter the education workforce.
- Preparing graduates with the skills and knowledge required by local employers.

Programmatic Advantages

- Experienced Faculty: LSSC can leverage existing adjunct faculty and recruit new full-time faculty with expertise in secondary English education.
- The existing BS in Elementary Education program has created 39 credit hours that overlap with the proposed secondary English degree.
- Affordable Education: A BS degree program at LSSC is a cost-effective way for students to gain the necessary teaching content and pedagogy close to home.

Conclusion

Establishing a BS in English Education degree program at Lake-Sumter State College is a strategic investment that will benefit the college, the community, and the region. This program will address the growing demand for certified English teachers for our local middle and high schools, provide students with career opportunities in a high-needs area (which also makes them eligible for additional compensation), and align with LSSC's workforce development mission.

Regional Demand Occupations List (by SOC):

Table 1

SOC Title	SOC Code	Annual % Growth	Annual Openings	2021 Hourly Wage (mean)
Secondary School Teachers (except Special and Career/Tech Ed)	25-2031	1.66%	646	\$30.45
Middle School Teachers (except Special and Career/Tech Ed)	25-2022	1.63%	529	\$26.52

Florida Commerce Regional Demand Occupations List, retrieved from [rdol_all_2324.xlsx \(live.com\)](#) on May 2, 2024.

Jobs by Occupation – Lake and Sumter Counties (by SOC)

Table 2

SOC Title	Employment (2023)	Employment (2031)	Percent Growth	Total Job Openings
Secondary School Teachers (except Special and Career/Tech Ed)	1063	1220	14.8%	773
Middle School Teachers (except Special and Career/Tech Ed)	563	648	15.1%	436

Florida Department of Economic Opportunity: State Colleges Projections Portal, retrieved from [State Colleges Projections Portal - FloridaJobs.org](https://www.floridajobs.org) on May 1, 2024

Region 12 data suggests that there is an average increase in the Central Florida region of 1.66% in job openings annually, and that does not include the number of teachers who are not certified who are currently teaching in Lake and Sumter County Schools in a middle or high school English Class, or account for attrition.

Coursework for the program was vetted by Lake County Schools District Secondary English Education staff, current Secondary English Teachers and Associate Instructors with a Reading Endorsement. It also adheres to the Uniform Core Curriculum requirements by the State Board of Education and the FCTE Competencies for state certification. The following courses will comprise the Secondary English Education BS Degree program for Lake-Sumter State College.

Program Core Courses

<u>EDG 4410</u> ²	Classroom Management and Instructional Strategies	3
<u>TSL 4080</u> ²	ESOL Foundations: Second Language Acquisition	3
<u>EDF 4467</u> ²	Measurement, Evaluation, and Assessment in Education	3
<u>TSL 4240</u> ²	ESOL Methods, Curriculum, and Assessment	3
<u>RED 4519</u> ²	Diagnostic and Corrective Reading Strategies	3
<u>RED 4942</u> ²	Practicum for Assessment and Instruction of Reading	3
<u>EEX 4070</u> ²	Curriculum and Instructional Strategies for Exceptional Students	3
<u>LAE 4945</u> ¹	Internship in English Education	9

<u>LAE 4936</u> ¹	Capstone in English Education	3
<u>LAE 4941</u> ¹	Practicum in English Education I	3
<u>LAE 4942</u> ¹	Practicum in English Education II	3
<u>LAE 4335</u> ¹	Methods in Teaching English in Middle and High School	3
<u>LAE 4361</u> ¹	Literacy Strategies in a Digital Age for Middle and High School	3
<u>LAE 4464</u> ¹	Theories and Techniques of a Literature Study	3
<u>LIT 3103</u> ¹	Literature of the World	3
<u>AML 3682</u> ¹	American Literature	
<u>LAE 4???</u> ¹	Methods in Teaching Writing in Middle and High School	3
<u>RED 4???</u> ¹	Diagnostic, Corrective, and Assessment Strategies for Reading in Middle and High School	3

¹ *New Courses*

² *Current Inventory*

Marketing and Recruitment Plan:

The marketing and recruitment plan for the program will include a video vignette highlighting the program. Participants will learn about the program through multiple outreach efforts. These efforts include online marketing and information sessions with local school district personnel and community organizations. Adding the program to local school district articulation agreements will provide ample opportunities for LSSC to advertise the program to local area high schools and provide credit articulation opportunities. We will also market directly to our current students who are on the AA pathway.

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

Non-Credit Program Title: Entrepreneurship and Business Building

Length: 72 Hours/ 12 weeks

CIP: 52.0799 Entrepreneurial and Small Business Operations

Program Start Date (upon Board of Trustees approval): 09/17/2024

Program Description:

The program's mission is to prepare candidates to begin their journey in starting a business. The program will include content focused on entrepreneurship; public speaking; introductory business topics; introductory tax and financial services in regard to business registration and creation; leadership and management skills; business registration requirements; business management; scaling and business growth. Students completing the program will be able to identify business concepts common in management and leadership roles in business, be able to articulate the requirements to register and create a business entity, understand the differences and requirements of becoming a leader and owner from manager or worker in the industry, demonstrate a clear understanding of next steps to take action on creating their business, and demonstrate the core concepts of business administration and entrepreneurship introductory courses. The program aligns with the strategic goal of programs and partnership development by providing a program designed to be responsive to community needs. The Entrepreneurship and Business Building program will respond to an emerging labor market need, enhance existing partnerships, and develop new reciprocal partnerships in the local community. These opportunities will extend future partnerships for student jobs, internships, and program partnerships.

Justification:

The purpose of this program is to provide instruction in the fundamental principles involved in operating and growing a successful business. The Entrepreneurship and Business Building non-credit program is designed to provide students with knowledge and skills to meet the challenges of starting a new business or working with a company to build and grow their current business. This program excels in its ability to provide a substantial foundation in business and entrepreneurship needs to elevate our community's ability to grow local business leaders. As wide and varied the business world is, this program provides a detailed and organized approach to understanding all the requirements and baseline knowledge one would need to transition in a role they currently have into a business in that field. The program deals with both theoretical and practical aspects of these processes and is intended to provide the basic knowledge necessary for you to begin your career as a business owner. This program will prepare the participants by providing the opportunity to receive the equivalence of 3 college business credits in Introduction to Entrepreneurship by an end-of-course competency portfolio to be reviewed by the program manager, and the opportunity to earn 3 credits for Introduction to Business as a completion of the program that outlines the required teachings for that course, as well as preparing them for an optional credit-by-exam for 3 more college credits. This program has partnered with one of Lake County's largest employers, RoMac, and has received financial assistance and long-term commitment to continue the growth and maturation of this program.

Community/Labor Market Need

SOC Code	SOC Title	Number of new Openings through the next 5 years	Average Hourly Wage	Median Annual Salary
111021	General and operations Management	500	\$25/Hr	60,000

Alignment with LSSC's Mission

The mission of LSSC is to provide affordable, accessible, and quality educational programs that meet the workforce needs of the community. An Entrepreneurship & Business Building 12-week non-credit program directly aligns with the college's mission by:

- Offering a program in a high-demand field.
- Providing an affordable pathway for students to enter the small business workforce.
- Preparing graduates with the skills and knowledge required by local employers.

Marketing and Recruitment Plan:

The marketing and recruitment plan for the program will include a video vignette highlighting the program. Participants will learn about the program through multiple outreach efforts. These efforts include online marketing, information sessions with employers, as well as adding the program to the CareerSource Eligible Training Provider List.

For the pilot and in addition to, RoMac will be conducting their own funded and sourced marketing efforts to fill these seats for this program.

Articulation Efforts

This program is being built with the award of college credit opportunities for the participating students. These options can include capstone projects, credit by exam, and competency-based credit. We will be pursuing these options for a maximum of 9 credit hours.

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

Credit Program Title: AA Pathway - Theatre Arts

Length: 60 credit hours

CIP: 50.0501 Drama and Dramatic Theatre Arts

Program Start Date: Fall 2024

Program Description:

The Associate in Arts – Theatre Arts pathway provides students with the foundational knowledge of both the dramatic and technical skills required of those pursuing careers in theatre and entertainment. This pathway focuses on supplementing the acting, theatre history, and script analysis classroom curriculum with experiential learning (on-stage productions). This AA degree pathway includes a 12-credit stackable college credit certificate, Digital Media Video Production.

Justification:

The region of Central Florida surrounding Orlando is renowned for its vibrant entertainment scene, including theme parks, live performances, and cultural events. As such, there is a consistent demand for skilled professionals in various facets of theater, including acting, stage management, technical production, and more. Whether students aim to work in theme park productions, community theater, film and television, or other related fields, a solid foundation in theater arts combined with digital media/video production can significantly enhance their prospects and skill set.

Further, the AA Theatre Arts would provide Lake-Sumter State College (LSSC) students a pathway to transfer to a BA or BFA degree program at universities within the Florida College System. The University of Central Florida notes that students completing a BA Theatre Studies degree are far from limited to being employed in the entertainment industry. ([Theatre Studies - UCF School of Performing Arts](#)) Career paths include:

- Producer | Finance, Business or Marketing
- Arts Administrator | Non-Profit Management, Marketing, Business
- Playwright or Dramaturg | Creative Writing
- Theatre Historian or Dramaturg | History
- Theatre Educator | Education
- Entertainment Lawyer | Pre-Law
- Arts Reporter or Critic | Journalism

As shown below, the number of students pursuing a BA or BFA in theatre has grown overall at UCF since 2019 (data provided by LSSC Process Improvement and Institutional Research Compliance department):

Degree	2019	2023
Theatre BFA	122	189
Theatre Studies BA	120	99
Totals:	242	288

Community Need:

According to the Florida Department of Economic Opportunity (FDEO), the number of entertainers and performers needed to serve the media industry in the local area is expected to grow by 10% through 2031. Similarly, the number of media and communication workers needed to serve the media industry in the local area is expected to grow by 10% through 2031.

Labor Market Demand: Lake-Sumter State College Service Region

SOC Title	2023	2031	Growth	Percent Growth	Total Job Openings
Art and Design Workers (27-1000)	770	827	57	7.4%	709
Entertainers and Performers, Sports and Related Workers (27-2000)	558	616	58	10%	594
Media and Communication Workers/Specialists (27-3000)	591	648	57	10%	535
Media and Communication Equipment Workers/Specialists (27-4000)	354	396	42	12%	325
Total:					2,163

Labor Market Demand: Workforce Region 12 (Lake, Orange, Osceola, Seminole, Sumter)

SOC Title	2023	2031	Growth	Percent Growth	Total Job Openings
Art and Design Workers (27-1000)	10,063	10,385	772	7.7%	9,077
Entertainers and Performers, Sports and Related Workers (27-2000)	8,659	9,593	934	10.8%	9,245
Media and Communication Workers/Specialists (27-3000)	7,424	8,315	891	12%	6,934
Media and Communication Equipment Workers/Specialists (27-4000)	6,029	6,953	924	15.3%	5,705
Total:					30,961

[2023 – 2031 Employment Projections Data Statewide -](#)

[FloridaJobs.org](#) Program Core Courses (60 credits):

First Semester (15 credits)

SLS1122: Strategies for Student Success
 ENC1101: College Composition I MGF1130:
 Mathematical Thinking *THE1000: Theater
 Appreciation OR THE2020: Introduction to
 Western Theatre Arts TPP2110: Acting 1*

Second Semester (15 credits)

HUM2020: Introduction to Humanities
 MGF1131: Mathematics in Context
 ENC1102: Composition: Literature *TPP2111:
 Acting II*
*THE1304: Introduction to Script Analysis OR
 FIL2112: Screenwriting Workshop*
*Note: Courses noted with an * are part of the
 College Credit Certificate in Digital Media.*

Third Semester (16 credits)

TPA1380: Survey of Entertainment Technology*
 DIG2000C: Intro to Digital Media & Design*
 BSC1005: Introduction to Life Science
 AMH2020: U.S. History Since 1877 OR
 POS2041: American National Government
 SPC2608: Public Speaking
THE2925: Theatre Practicum I (1 credit)

Fourth Semester (14 credits)

PSY2012: Intro to Psychology
 DIG2030C: Digital Video and Sound* DIG2430C:
 Digital Storytelling*
 ESC1000: Earth Science Survey
THE2926: Theatre Practicum II (2 credits)

Marketing and Recruitment Plan:

The marketing and recruitment plan for the program will include a video vignette highlighting the new AA pathway and off-site production location. Participants will learn about the program through multiple outreach efforts. These efforts include online marketing, information sessions with high school theater departments, outreach to the various student clubs on our campuses, and the productions themselves (the best marketing!).

New Academy Initiative Recommendations

Leesburg High School Program

Description

The Leesburg High School Dual Enrollment Program is a proposed partnership between Leesburg High School and LSSC to provide students a pathway to an AA by completing their Cambridge AICE diploma and enrolling in LSSC's Early Admission program. The program spans four years (grades 9-12), including 38 articulated college credits through the Cambridge AICE program and 22 college credits through Early Admission credits at LSSC.

Current status

Leesburg High School and LSSC staff have agreed on the course sequencing and are prepared to start the initial cohort of ninth grade students this coming academic year, starting in Fall 2024.

Resources Needed

- Resource allocation to accommodate a 75+ annual student caseload for college preparation activities, experiential learning, advisement, and progression monitoring.
- Provide the needed dual enrollment courses.

Background/References

Per the Florida Statute 1001.64, each Board of Trustees Florida 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.

Description

The following programs have been modified to modernize the curriculum to meet local Workforce needs: 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.

Recommendation

Motion to approve modifying academic programs 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.



Lake Sumter
State College

Credit Program Modification: Associate in Science in Business Administration

The existing AS degree was restructured in alignment with the Florida State Frameworks to offer two concentrations: Small Business Management (SBM) and Entrepreneurship & Innovation. No changes were made to the SBM concentration, but 12 core credits vary depending on the pathway, with the addition of four new courses that align with the entrepreneurship concentration.

Credit Program Modification: Business Management College Credit Certificate, Business Operations College Credit Certificate, Business Specialist College Credit Certificate

To remain stackable within the Business Admin AS degree, the Business Management CCC now provides two pathways: Small Business Management and Entrepreneurship & Innovation.

Curriculum Offerings:

ACTION	COURSE	PROGRAM/COURSE TITLE
Credit Program Modification		Business Administration AS
Credit Program Modification		Business Management CCC
Credit Program Modification		Business Operations CCC
Credit Program Modification		Business Specialist CCC
Credit Course Addition	CGS 1105	Fundamentals of Project Management
Credit Course Addition	ENT 1021	Innovation in Business & Entrepreneurship
Credit Course Addition	ENT 1612	Creativity and Innovation in a Business Environment
Credit Course Addition	MAN 1048	Team Project Management



Lake Sumter
State College

Credit Program Modification: Engineering Technology Associate in Science Degree

LSSC will now add the Advanced Manufacturing Specialization which will expand the stacked Advanced Manufacturing CCC and offer students with two paths in our engineering program.

Credit Program Modification: Advanced Manufacturing College Credit Certificate

Modifications to this CCC are made after a careful review of the current state framework and guidance from FLATE. This ensures that the CCC may stand alone and also be embedded in the new Advanced Manufacturing Specialization.

Curriculum Offerings:

ACTION	COURSE	PROGRAM/COURSE TITLE
Credit Program Modification		Engineering Technology AS
Credit Program Modification		Advanced Manufacturing CCC
Credit Course Addition	ETI 1949	Engineering Technology Internship
Credit Course Addition	ETI 2950C	Capstone in Manufacturing
Credit Course Addition	ETS 1603C	Fundamentals of Robotics and Simulation
Credit Course Addition	ETS 2424C	Electro-Mechanical Systems
Credit Course Addition	ETS 2544C	Advanced PLCs
Credit Course Modification	ETI 1084C	Introduction to Electronics
Credit Course Modification	ETI 1843C	Motors and Controls
Credit Course Modification	ETI 1540C	Industrial Applications Using PLCs and Robotics



Lake Sumter
State College

Credit Program Modification: Engineering Technology Associate in Science Degree

The Bachelor of Applied Science in Leadership program is undergoing an update that focuses more on leadership and less on management. This includes new courses, modifications to existing courses, and a more simplified pathway for students to better understand the program and concentrations.

Curriculum Offerings:

ACTION	COURSE	PROGRAM/COURSE TITLE
Credit Program Modification		Bachelor of Applied Science in Leadership
Credit Course Addition	LDR 3362	Leading Teams & Groups Dynamics
Credit Course Addition	LDR 3371	Communication for Leaders
Credit Course Addition	MAN 3930	Selected Topics in Leadership & Management I
Credit Course Addition	MAN 4930	Selected Topics in Leadership & Management II
Credit Course Addition	QMB 3302	Business Analytics & Data Decision-Making
Credit Course Modification	ENT 4004	Entrepreneurship
Credit Course Modification	FIN 3400	Financial Management
Credit Course Modification	GEB 3452	Legal & Ethical Environment of Business
Credit Course Modification	GEB 4525	Organizational Development
Credit Course Modification	MAN 3240	Organizational Behavior
Credit Course Modification	MAN 3860	Management of Not-for-Profit Organizations
Credit Course Modification	MAN 4301	Human Resource Management
Credit Course Modification	MAN 4303	Leadership & Management Practices
Credit Course Modification	MAN 4720	Strategic Management
Credit Course Modification	MAN 4900	Strategic Leadership Capstone
Credit Course Modification	MAN 4940	Internship in Organizational Management
Credit Course Modification	MAR 3802	Marketing for Managers
Credit Course Modification	SPM 4114	Coaching Theory & Methods in Sport Leadership

Background/References

Per Florida Statute 1001.64, each District Board of Trustees shall develop a plan specifying institutional goals and objectives for the College. Per the College's accrediting body, the District Board of Trustees formally approves and periodically reviews the institution's mission statement.

Description

The mission statement, vision, and values are a comprehensive framework addressing all aspects of the College's functions and is the foundation for planning and effectiveness processes. The College's Mission, Vision, and Values, last updated and approved in June 2023, are presented for review and confirmation by the District Board of Trustees.

Mission - Transforming lives and futures throughout our community

Vision - Be the community's college of choice for quality education and career training

Values - Communicate, Collaborate, Care Celebrate

Recommendation

Motion to approve the Mission, Vision, and Values as presented.

District Board of Trustees Self-Evaluation 2023-2024

Agenda Item: 0624-26

Background/References

On an annual basis, the District Board of Trustees take part in a self-evaluation to determine their overall satisfaction with how well the board manages and oversees their responsibilities.

Description

The District Board of Trustees completed the evaluations and have submitted their results for review and approval.

Recommendation

Motion to approve the 2023-2024 District Board of Trustees self-evaluation as written.

Board Attorney's Evaluation 2023-2024 Agenda Item: 0624-27

Background/References

The LSSC Board of Trustees has retained legal counsel of Anita Geraci-Carver, Attorney at Law, through June 30, 2025. On an annual basis, the Board may administer an evaluation to determine their overall satisfaction with the legal services that have been provided. If the results are "outstanding performance" or "performance unacceptable", the Board may choose to terminate their agreement.

Description

The District Board of Trustees completed the evaluations and have submitted their results for review and approval.

Recommendation

Motion to approve the 2023-2024 Board Attorney evaluation as written.

Background/References

Per Florida Statute 1001.64 (19), The District Board of Trustees shall conduct annual evaluations of the president in accordance with rules of the State Board of Education and submit such evaluations to the State Board of Education for review. The evaluation must address the achievement of the performance goals established by the accountability process implemented pursuant to s. 1008.45 and the performance of the president in achieving the annual and long-term goals and objectives established in the Florida College System institution's employment accountability program implemented pursuant to s. 1012.86.

Description

The District Board of Trustees completed the evaluations and have submitted their results for review and approval.

Recommendation

Motion to approve the 2023-2024 President's evaluation as written.

District Board of Trustees 2024-2025 Meeting Dates

Agenda Item: 0624-29

Background/References

Each year the schedule for the District Board of Trustees meetings are proposed for the upcoming fiscal year.

Description

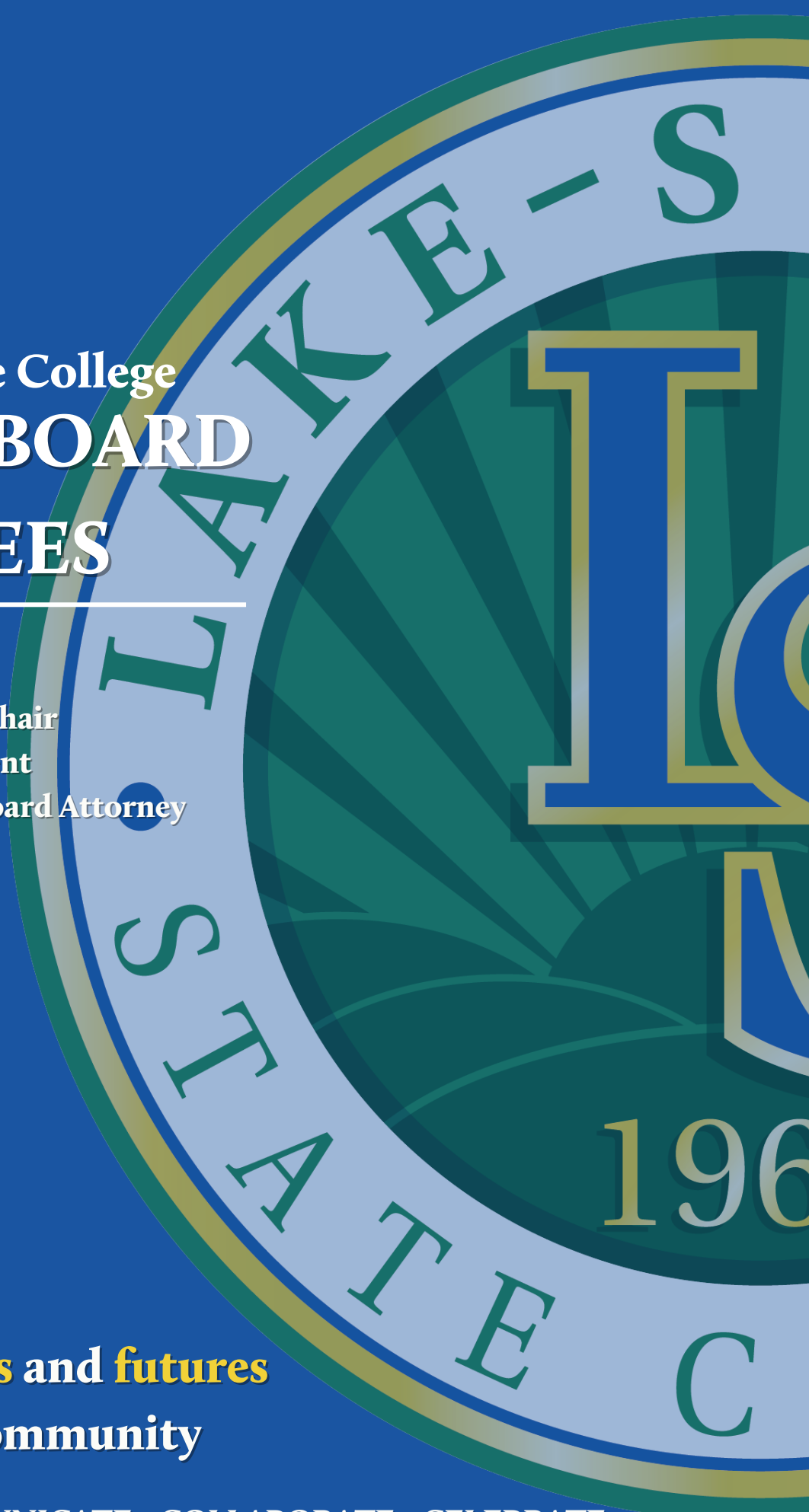
The proposed dates for the 2024-2025 District Board of Trustees meetings are attached.

Recommendation

Motion to approve the 2024-2025 District Board of Trustees meeting dates as written.

PROPOSED 2024-2025 DISTRICT BOARD OF TRUSTEES MEETING DATES AND LOCATIONS

August 21st, 2024	Leesburg
September 18th, 2024	South Lake
October 16th, 2024	Sumter
November 20th, 2024	Leesburg
January 15th, 2025	South Lake
February 19th, 2025	Sumter
March 19th, 2025	Leesburg
April 16th, 2025	South Lake
May 21st, 2025	Leesburg
June 18th, 2025	South Lake

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. The inner circle features a stylized sunburst design with rays emanating from the top. In the center of the seal, the letters "L S C" are prominently displayed in a large, blue, serif font with a gold outline. The year "1966" is visible at the bottom of the inner circle.

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

Mr. Bret Jones, Chair

Ms. Jennifer Hooten, Vice Chair

Dr. Heather Bigard, President

Ms. Anita Geraci-Carver, Board Attorney

Mr. David Hidalgo

Ms. Emily Lee

Mr. Timothy Morris

Ms. Ivy Parks

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