

Lake-Sumter State College

DISTRICT BOARD OF TRUSTEES

Board Meeting Packet
September 18, 2024



Lake-Sumter State College

DISTRICT BOARD OF TRUSTEES



Meeting Agenda

Wednesday, September 18, 2024
South Lake Campus

PUBLIC BOARD MEETING AGENDA

CALL TO ORDER - Chairman

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

PUBLIC COMMENT

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

PRESENTATIONS

Code of Ethics – Ms. Anita Geraci-Carver, Board Attorney

CONSENT CONSIDERATIONS – Part A

- 0924-01 Approve: Minutes of August 21, 2024 Regular Board Meeting
- 0924-02 Approve: Minutes of August 21, 2024 Facilities Committee Meeting
- 0924-03 Approve: Minutes of August 30, 2024 Special Board Meeting
- 0924-04 Approve: Minutes of September 9, 2024 Strategic Planning Committee Meeting
- 0924-05 Approve: Minutes of September 11, 2024 Facilities Committee Meeting
- 0924-06 Acknowledge: Personnel Staff Changes
- 0924-07 Approve: Personnel Full-Time Faculty Changes
- 0924-08 Acknowledge: Monthly Fiscal Report for August 2024
- 0924-09 Approve: Purchases over \$65,000
- 0924-10 Acknowledge: Capital Improvement Projects Report
- 0924-11 Approve: FCS Affordability Report
- 0924-12 Acknowledge: Annual Financial Report
- 0924-13 Approve: LSSC – UFF: 2024-2025 Compensation MOU

CONSENT CONSIDERATIONS – Part B

- 0924-14 Approve: Purchases over \$65,000

PRESIDENT'S REPORT

- 0924-15 Dr. Laura Byrd, Interim President

VICE PRESIDENT'S REPORTS

- 0924-16

BOARD ATTORNEY'S REPORT

- 0924-17 Ms. Anita Geraci-Carver's Update

Lake-Sumter State College

DISTRICT BOARD OF TRUSTEES



Meeting Agenda

Wednesday, September 18, 2024
South Lake Campus

COMMITTEE REPORTS

- 0924-18 Executive Committee – Chair, Bret Jones
- Facilities Committee – Vice Chair, Ms. Jennifer Hooten
- Finance and Public-Private Partnerships Committee – Mr. Tim Morris
- Strategic Planning Committee – Mr. David Hidalgo
- Student Engagement Committee – Ms. Ivy Parks
- Foundation Liaison – Mr. David Hidalgo

NEW BUSINESS

- 0924-19 Information: Board Priorities and Leadership Characteristics

ADJOURNMENT

CALENDAR NOTES:

District Board of Trustees Meeting	Wednesday, September 18, 2024 5:00 pm	South Lake Campus Board Room
Executive Committee	Tuesday, October 8, 2024 9:00 am	Clermont
Foundation Distinguished Alumni Dinner	Tuesday, October 8, 2024 6:00 pm	Leesburg Campus
Facilities Committee	Wednesday, October 9, 2024 4:30 pm	TBD
District Board of Trustees Meeting	Wednesday, October 16, 2024 5:00 pm	Sumter Center
LSSC Foundation Monster Dash	Saturday, October 26, 2024 8:00 am	Leesburg Campus
Executive Committee	Tuesday, November 12, 2024 9:00 am	Clermont
Facilities Committee	Wednesday, November 13, 2024 4:30 pm	TBD
District Board of Trustees Meeting	Wednesday, November 20, 2024 5:00 pm	Leesburg Campus Magnolia Room
Fall Nurse Pinning Ceremony	Monday, December 9, 2024 5:00 pm	Leesburg Campus
Executive Committee	Tuesday, December 10, 2024 9:00 am	Clermont
Fall Leesburg Commencement Ceremony	Tuesday, December 10, 2024 5:00 pm	Leesburg Campus
Fall Clermont Commencement Ceremony	Friday, December 13, 2024 5:00 pm	Clermont Arts & Recreation Center
Facilities Committee	Wednesday, January 8, 2025 4:30 pm	TBD
District Board of Trustees Meeting	Wednesday, January 15, 2025 5:00 pm	Leesburg Campus
LSSC Day of Service	Friday, February 7, 2025	
Executive Committee	Tuesday, February 11, 2025 9:00 am	Clermont
Facilities Committee	Wednesday, February 12, 2025 4:30 pm	TBD
District Board of Trustees Meeting	Wednesday, February 19, 2025 5:00 pm	Sumter Center

Foundation Scholarship Dinner	Thursday, March 6, 2025 5:00 pm	Leesburg Campus
Executive Committee	Tuesday, March 11, 2025 9:00 am	Clermont
District Board of Trustees Meeting	Wednesday, March 19, 2025 5:00 pm	Leesburg Campus Magnolia Room
Executive Committee	Tuesday, April 8, 2025 9:00 am	Clermont
Facilities Committee	Wednesday, April 9, 2025 4:30 pm	TBD
Foundation Gala	Friday, April 11, 2025	TBD
District Board of Trustees Meeting	Wednesday, April 16, 2025 5:00 pm	South Lake Campus Board Room
Spring Nurse Pinning Ceremony	Wednesday, May 7, 2025 5:00 pm	Leesburg Campus
Spring Clermont Commencement Ceremony	Thursday, May 8, 2025 5:00 pm	Clermont Arts & Recreation Center
Spring Leesburg Commencement Ceremony	Friday, May 9, 2025 5:00 pm	Leesburg Campus
Executive Committee	Tuesday, May 13, 2025 9:00 am	Clermont
Facilities Committee	Wednesday, May 14, 2025 4:30 pm	TBD
District Board of Trustees Meeting	Wednesday, May 21, 2025 4:30 pm	Leesburg Campus Magnolia Room
Executive Committee	Tuesday, June 10, 2025 9:00 am	Clermont
Facilities Committee	Wednesday, June 11, 2025 4:30 pm	TBD
District Board of Trustees Meeting	Wednesday, June 18, 2025 5:00 pm	South Lake Campus Board Room
District Board of Trustees Meeting	Wednesday, May 15, 2024 5:00 pm	Leesburg Campus Magnolia Room
District Board of Trustees Meeting	Wednesday, June 19, 2024 5:00 pm	South Lake Campus Board Room

NO BOARD MEETING IN JULY OR DECEMBER

CONSENT CONSIDERATIONS - Part A



**DISTRICT BOARD OF TRUSTEES
LAKE-SUMTER STATE COLLEGE
LEESBURG CAMPUS
August 21, 2024**

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

ORGANIZATIONAL MEETING

CALL-TO-ORDER:

The Organizational Meeting was called to order by Board Chair Bret Jones at 5:00 pm. He welcomed those in attendance and invited them to join in the Pledge of Allegiance followed by a moment of silence.

The election of the 2024-2025 Board members commenced with the nomination of Bret Jones for Chair and Jennifer Hooten for Vice Chair. Hearing no other nominations, **a motion was made by Mr. Tim Morris, second, Ms. Emily Lee, motion passed.**

There being no further business, the Organizational Meeting was adjourned at 5:01pm.

REGULAR MEETING

CALL-TO-ORDER:

The regular meeting of the District Board of Trustees, Lake-Sumter State College, was called to order by Board Chair Bret Jones at 5:01 p.m. on August 21, 2024, at the Leesburg Campus.

PUBLIC COMMENT:

No Public Comment cards were submitted for the meeting.

CONSENT CONSIDERATIONS:

MOTION to approve, Ms. Jennifer Hooten, SECOND, Ms. Emily Lee, motion passed.

SCHEDULED INFORMATION REPORTS:

President Bigard presented her report.

- Fall semester enrollment is progressing towards the goal of 6,000 students.
- The inaugural Bachelor of Elementary education class will start this fall.
- The Cabinet attended the Alliance for Innovation and Transformation conference in Arizona to learn about advancing technology in the classroom.
- The South Lake Master Plan charrette is scheduled to begin next week.
- The College welcomed back faculty and kicked-off the fall semester last week.
- Celebrated the retirement of faculty member, Minerva Haugabrooks, for her 30+ years at the College.
- Held the Workforce Development Center groundbreaking last week with numerous community members and college personnel in attendance.
- Collaborated and presented with Lake Technical College and Lake County Schools on educational partnership at the South Lake Chamber.
- Working on employing a survey to faculty and staff to assess the culture of the College.

Vice President Michelle Matis presented her report.

- Presented the Year-End report for FY24.

Vice President Dr. Joseph Mews presented his report.

- Provided a fall 2024 update with significant increase in enrollment from fall 2023.

Vice President John Temple presented his report.

- Presented enrollment growth in all workforce programs.

The Board Attorney report was presented by Ms. Anita Geraci-Carver.

NEW BUSINESS:

0824-12 – GENERAL EDUCATION CURRICULUM CHANGES

The College recommends the general education curriculum modifications in compliance with Sections (ss.) 1007.25 and 1007.55, Florida Statutes (F.S.) to the Board for review and approval.

MOTION to approve the College's General Education course offerings in compliance with Sections (ss.) 1007.25 and 1007.55, Florida Statutes (F.S.), Mr. Tim Morris, SECOND, Ms. Ivy Parks, motion passed.

0824-13 – DEMOLITION OF LIBERAL ARTS BUILDING, LEESBURG CAMPUS

The College recommends the guaranteed max price with Faden Builders, Inc. for the

demolition of the Liberal Arts Building on the Leesburg Campus to the Board for review and approval.

MOTION to approve the guaranteed max price for the demolition of the Liberal Arts Building 3, Ms. Emily Lee, SECOND, Ms. Jennifer Hooten, motion passed.

0824-14 – CITY OF CLERMONT BLACK BOX THEATER USAGE AGREEMENT

The College recommends the Black Box Theater lease easement with the City of Clermont to the Board for review and approval.

MOTION to approve the City of Clermont Arts & Recreation Center Black Box Theater Usage Lease Agreement, Ms. Ivy Parks, SECOND, Ms. Emily Lee, motion passed.

BOARD COMMITTEE ASSIGNMENTS

Mr. Bret Jones nominated the current Board Committee Chairs to continuing serving in their role for the 2024-2025 year as follows:

- Facilities Committee – Ms. Jennifer Hooten
- Finance and Public-Private Partnership Committee – Mr. Tim Morris
- Strategic Planning Committee – Mr. David Hidalgo
- Student Engagement Committee – Ms. Ivy Parks
- Foundation Liaison – Mr. David Hidalgo

Mr. David Hidalgo presented his report on the Foundation.

OTHER CONSIDERATIONS:

The next regular meeting is scheduled for September 18, 2024 at the South Lake Campus.

The meeting was adjourned at 5:43 p.m.

ATTEST:

Mr. Bret Jones, Chair

Dr. Laura Byrd, Secretary/Interim College President

Recording Secretary: Kailyn Wurm

Lake-Sumter State College
FACILITIES COMMITTEE OF THE DISTRICT BOARD OF TRUSTEES
September 11, 2024 Minutes

In attendance: Ms. Jennifer Hooten, Chair, Dr. Laura Byrd, Interim President, Bret Jones, Ivy Parks, David Hidalgo (virtual), Emily Lee, Board Members, Thom Kieft, and Ms. Kailyn Wurm.

Ms. Jennifer Hooten, Chair, called the meeting to order at 6:32 pm.

Workforce Development Center Presentation – HuntonBrady

Representatives from the HuntonBrady presented the first initial concept renderings of the Workforce Development Center. HuntonBrady showcased different models of building size options for the Center site. The Trustees provided feedback to have the focus of the internal design of the building be all workforce program related. The Trustees were asked to provide photos to HuntonBrady of architectural building design ideas for further inspiration.

Ms. Jennifer Hooten adjourned the meeting at 7:34 pm.

Respectfully submitted by Kailyn Wurm, Recording Secretary.

**DISTRICT BOARD OF TRUSTEES
LAKE-SUMTER STATE COLLEGE
CLERMONT
August 30, 2024**

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

SPECIAL MEETING

CALL-TO-ORDER:

The special meeting of the District Board of Trustees, Lake-Sumter State College, was called to order by Board Chair Bret Jones at 5:00 p.m. on August 30, 2024, at 700 Almond St., Clermont, FL.

PUBLIC COMMENT:

No Public Comment cards were submitted for the meeting.

NEW BUSINESS:

PRESIDENT RESIGNATION

The District Board of Trustees received the resignation letter of college president, Dr. Heather Bigard, on August 29, 2024.

MOTION to accept the resignation of Dr. Heather Bigard as college president effective immediately with six months of health insurance coverage and twenty weeks pay.

MOTION BY Mr. David Hidalgo, SECOND, Mr. Tim Morris, motion passed unanimously.

INTERIM PRESIDENT APPOINTMENT

The District Board of Trustees recommended Dr. Laura Byrd, Senior Vice President of Institutional Advancement, to serve as Interim President.

MOTION to appoint Dr. Laura Byrd as Interim President effective immediately.

MOTION BY Mr. David Hidalgo, SECOND, Ms. Jennifer Hooten, motion passed unanimously.

OTHER CONSIDERATIONS:

The District Board of Trustees discussed the process of a presidential transition and effective communication with employees.

The meeting was adjourned at 5:37 p.m.

ATTEST:

Mr. Bret Jones, Chair

Dr. Laura Byrd, Secretary/Interim College President

Recording Secretary: Kailyn Wurm

Lake-Sumter State College
STRATEGIC PLANNING COMMITTEE OF THE DISTRICT BOARD OF TRUSTEES
September 9, 2024 Minutes

In attendance: Mr. David Hidalgo, Chair, Dr. Laura Byrd, Interim President, Bret Jones, Ivy Parks, Tim Morris, Jennifer Hooten, Emily Lee, Board Members, and Ms. Kailyn Wurm.

Mr. David Hidalgo, Chair, called the meeting to order at 5:06 pm.

The Committee briefly recapped and further discussed the special Board meeting on August 30, 2024. Each member provided their suggestions on processes for next steps for a president search and proactive measures for intervening on any issues if necessary.

Strategic Search for New President

The Committee discussed the start of a search for a new president. Mr. Bret Jones suggested the Board members to look at the other 27 FCS institutions of their successes and failures during a president search to learn of the best process and practices for the College's search.

Board Unification in Search

The Committee discussed the opportunity to expand on the conversations of a president search at the upcoming Board meeting. Mr. Bret Jones suggested the option of having a Board workshop for each Board member to further discuss the search for a new president.

Strategies to Improve Relationship with Faculty and Staff & Image of LSSC to Community

Dr. Laura Byrd stated the Vice Presidents and the Trustees are supportive in taking this time for mending internal and external relationships.

Mr. David Hidalgo adjourned the meeting at 5:59 pm.

Respectfully submitted by Kailyn Wurm, Recording Secretary.

Lake-Sumter State College
FACILITIES COMMITTEE OF THE DISTRICT BOARD OF TRUSTEES
September 11, 2024 Minutes

In attendance: Ms. Jennifer Hooten, Chair, Dr. Laura Byrd, Interim President, Bret Jones, Ivy Parks, Tim Morris, Board Members, Thom Kieft, and Ms. Kailyn Wurm.

Ms. Jennifer Hooten, Chair, called the meeting to order at 5:00 pm.

South Lake Campus

eSports

The room has been finished and attracting a lot of student traffic. Students seem very pleased about the new space and excited about the eSports program.

Parking Lot Drainage Break

A drainage pipe in the bowl broke and caused major erosion on the hill. The College worked with Faden Builders to rebuild the broken pipe and fill in the hole caused by the damage.

Facilities and Grounds Building

Brick has started to be added to the Facilities and Grounds Building to match the aesthetic of the other campus buildings. Completion of this project should be within the next week or two.

Master Plan Update

Mr. Bret Jones, Mr. Thom Kieft, and Dr. Laura Byrd met with the architects who facilitated the past charrettes over the last couple months. The College provided feedback from the final presentation and plans provided and scheduled follow up meetings for the coming month. The architects will work on a final reveal to the Board of Trustees at a workshop later in the year. The College hopes to include the master plan in the 2025 legislative budget request.

Leesburg Campus

Gym Locker Rooms

The gym locker rooms have been finalized this week to have an unveiling next week for the women's volleyball game. Carpet and furniture has been installed and this week athletic graphics will be added.

Student Services Building 2nd Floor

Progress is on track and set to complete by the beginning of November with plans to move personnel into the new space after Thanksgiving.

Liberal Arts Razing

Mr. Thom Kieft will hold a pre-construction meeting to collaborate with the construction company on a timeline of events to best prepare for the razing of the building.

Workforce Development Center

HuntonBrady presented very early drafts of building designs at the August Trustee meeting. After their presentation, the Trustees provided example photos to HuntonBrady

of exterior building ideas. The Committee decided to pause on further concept designs to reevaluate the function of the space and location on campus. The Committee agreed to possibly have a mini-charrette for this building design with the focus on workforce programs. HuntonBrady would possibly have the opportunity to present at a Board workshop in the coming weeks.

Building M

Two new chillers and air handler units will be installed within the next three weeks.

Sumter Center

SR 471 LSSC Signage

New green marquee signage will be added on SR 471 to help better direct the public to the Sumter Center. This signage is planned to be installed in the next few weeks.

Workforce Pavilion

The final colors for the pavilion have been selected and ordered, which will take 14-16 weeks to begin construction. The construction should begin by January 2025 with completion aimed for summer 2025.

Other

4-Day Class Schedule

Mr. Bret Jones inquired of when classes are typically held and if Fridays usually have fewer classes offered. He suggested that offering more classes on Friday could add to the amount of space being used on campus.

Student Housing

Mr. Tim Morris suggested to begin the process of a partnership towards student housing. The Committee suggested to have some conversation with community partners on housing opportunities and bring back their feedback to a future Board meeting.

Naming of Athletic Field

Mr. Tim Morris proposed discussing naming the athletics fields. Mr. Thom Kieft will look into the details for signage at the fields and bring back the information to the Board.

Naming for Congressman Stearns

Dr. Laura Byrd proposed the naming of another building on campus for Congressman Stearns. The Committee agreed to the naming of another building on campus.

Eustis Site USED A Grant

Dr. Laura Byrd inquired of the Board's direction for the possibility of pursuing the USED A Grant regarding the Eustis Site. The Committee are open to Dr. Byrd exploring further the options for the College regarding the grant.

Ms. Jennifer Hooten adjourned the meeting at 5:58 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
Robert Buescher	Coach, Strength and Conditioning	08/01/2024
Cheryl Areias	Executive Assistant, Vice President of Academic Affairs	08/05/2024
Nancy Cummings	Program Director, Sports Leadership and Coaching	08/05/2024
Marni Kay-Martinez	Program Director, ELA & Reading Education	08/05/2024
Brittany Morange	Assistant Professor, RN to BSN	08/05/2024
Kitania McKinnon	Clinical Coordinator, Health Professions Programs	08/19/2024
Anna Rohrbacher	Assistant Director, Dual Enrollment	08/19/2024

Staff Status Changes

Name	Title	Effective Date
Jasmine Yarbrough	Assistant Director, Enrollment Service Center	08/07/2024
Dr. Amy Albee-Levine	Associate Vice President, Institutional Effectiveness	08/16/2024
Christopher McGuire	Director of Student Leadership & Development	08/19/2024
Jay Miller	Interim Director of Athletics and Head Softball Coach	08/27/2024

Departures:

Name	Title	Effective Date
Bryanna Harvey	Counselor, Financial Aid	08/01/2024
Alexis Bigard	Acting Grants Manager	08/23/2024
Isabelle Medlin	Specialist, Enrollment Services	08/29/2024
Michael Baran	Web Developer	08/13/2024
Padriac McMeel	Executive Director, Athletics	08/16/2024
Sandra Stephenson	Executive Director, Campus Transformation	08/23/2024
Robert Buescher	Coach, Strength and Conditioning	08/28/2024

Recommendation

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

Background/References

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

Description

New Hires:

Name	Title	Effective Date
Jasmine Yarbrough	Assistant Director, Enrollment Service Center	08/07/2024
Tanya Richardson-Belgrave	Instructor, Nursing Skills Lab	08/14/2024
Amber Lithila	Instructor, Nursing	08/14/2024
Alyssa Boatright	Instructor, Biological Sciences	08/14/2024
Janna Wickham	Assistant Professor, ASN	08/14/2024
Kristine Walsworth	Lecturer English	08/19/2024
Marc Roberts	Assistant Professor, English	08/19/2024
Janice Girard	Lecturer, Mathematics	08/19/2024
Sandra Sullivan	Lecturer, Mathematics	08/19/2024

Status Changes:

Name	Change/Title	Effective Date
Brenda Skoczelas	Associate Professor, Physics	8/14/2024
Heather Elmatti	Professor, Speech	8/14/2024
Nora Rackley	Senior Librarian	8/14/2024
Amber Karlins	Assistant Professor, English/Humanities	8/14/2024
Alissa Sustarsic	Senior Professor, Mathematics	8/14/2024

Resignations:

Name	Title	Effective Date
Amber Laster	Instructor, Mathematics	08/09/2024
Dr. Peter Olen	Assistant Professor, Philosophy	08/12/2024
Kailey Sangster	Instructor, Nursing	08/13/2024
Dr. Laura O'Riorden	Assistant Professor, Biology	08/15/2024

Faculty Retirements:

Name	Title	Effective Date
Minerva Haugabrooks	Associate Professor, Nutrition	8/13/2024

Recommendation

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

Monthly Fiscal Report for August 2024

Agenda Item: 0924-08

Background/References

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

Description

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

Recommendation

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

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

	FY 2023-24		FY 2024-25				
	Annual Budget	8/31/2023	Annual Budget	8/31/2024	Percent of Budget Earned/Spent	Projected 6/30/2025	
REVENUES & BUDGETED FUND BALANCE							
Student Fees							
Fall							
Tuition	\$ 2,883,900	\$ 3,143,447	\$ 3,451,420	\$ 4,069,523	118%	\$ 3,589,477	
Technology Fees	144,300	157,180	166,300	203,486	122%	172,952	
Distance Learning	309,300	302,775	340,551	354,585	104%	337,145	
Dual Enrollment	386,700	491,048	389,000	633,389	163%	700,200	
HSCA Dual Enrollment	577,080	-	577,093	-	0%	565,551	
Lab Fees	79,600	92,594	99,086	94,865	96%	105,031	
Spring							
Tuition	\$ 2,616,700	\$ -	\$ 3,113,630	\$ -	0%	3,230,529	
Technology Fees	131,000	-	149,300	-	0%	155,657	
Distance Learning	294,100	-	304,208	45	0%	303,431	
Dual Enrollment	433,500	(216)	480,000	(216)	0%	630,180	
HSCA Dual Enrollment	526,700	-	546,984	-	0%	508,996	
Lab Fees	117,300	-	176,750	(3,875)	-2%	94,528	
Summer							
Tuition	\$ 949,300	\$ (9,148)	\$ 1,291,280	\$ (25,871)	-2%	1,317,106	
Technology Fees	45,000	(457)	62,100	(1,293)	-2%	63,342	
Distance Learning	157,000	(750)	159,405	(300)	0%	162,593	
Dual Enrollment	0	(8,062)	0	(43,053)	0%	0	
Lab Fees	9,600	(205)	33,290	(1,505)	-5%	33,956	
Miscellaneous Fees	190,300	100,480	302,639	108,671	36%	272,375	
Youth Development	252,000	1,696	250,000	4,259	2%	187,500	
Continuing Education	2,163,250	179,150	1,127,788	260,186	23%	1,015,009	
Total Student Tuition and Fees	\$ 12,266,630	\$ 4,449,533	\$ 13,020,824	\$ 5,652,896	43%	\$ 13,445,558	
General Revenue Operational Support	\$ 21,090,865	\$ 3,493,164	\$ 20,958,984	\$ 3,522,532	17%	\$ 20,958,984	
General Revenue Nursing Support	764,607	191,152	764,600	300,842	39%	764,600	
General Rev. Student Success Incentive Initiative	338,782	56,464	338,782	76,348	23%	338,782	
State Dual Enrollment Scholarship Program	370,000	111,687	400,000	229,437	57%	400,000	
Educational Enhancement Support	3,100,000	-	3,231,881	-	0%	3,231,881	
Miscellaneous State Contracts	111,800	-	26,000	-	0%	26,000	
Federal Support Indirect Cost	75,000	2,343	75,000	22,490	30%	22,490	
Foundation Support	20,000	-	-	1,560	0%	1,560	
Other Contracts	1,121,200	59,419	586,868	94,597	16%	586,868	
Miscellaneous Revenue	23,850	21,298	24,100	28,543	118%	28,543	
Total Revenues	\$ 39,282,734	\$ 8,385,060	\$ 39,427,039	\$ 9,929,245	25%	\$ 39,805,266	
Transfers In	490,000	-	1,000,000	-	-	1,000,000	
Total Revenues and Transfers In	\$ 39,772,734	\$ 8,385,060	\$ 40,427,039	\$ 9,929,245	25%	\$ 40,805,266	
EXPENDITURES							
Personnel Expenditures							
Salaries and Wages	\$ 22,045,323	\$ 2,386,187	\$ 22,917,640	\$ 2,954,313	13%	\$ 22,459,287	
Benefits	7,779,971	1,108,804	7,757,893	1,214,420	16%	7,602,735	
Lapse Salary and Benefits	(1,886,000)	-	(900,000)	-	0%	-	
Current Operating Expenditures	9,450,628	1,670,286	10,098,417	1,915,441	19%	9,896,449	
Capital Outlay Expenditures	58,000	-	40,000	-	0%	40,000	
Contingency	500,000	-	500,000	-	0%	500,000	
Total Expenditures	\$ 37,947,922	\$ 5,165,277	\$ 40,413,950	\$ 6,084,173	15%	\$ 40,498,471	
Transfer to Fund Other Funds	(1,800,000)	(2,496)	-	-	-	-	
Excess of Revenues over (Expenditures)	\$ 24,812	\$ 3,217,288	\$ 13,089	\$ 3,845,072		\$ 306,795	

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 – August 2024

Vendor: Miller and Miller Investigative and Sec
Item Description: Campus Security FY25
Amount: \$ 480,090.35
Purchase Order #: P2500046
Vendor Code: MILMIL

Vendor: Johnson Controls Inc
Item Description: Building M Temp Cooling
Amount: \$ 67,417.00
Purchase Order #: P2500052
Vendor Code: JOHCON

Vendor: RoomReady
Item Description: SSB 2nd Floor Conference Room
Amount: \$ 226,991.53
Purchase Order #: P2500084
Vendor Code: X00148567

Recommendation

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

Capital Improvement Projects FY 2024-2025			
September 2024 Update			
Project Description	CIP Budget	Expended or PO issued as of 8/31/24	Progress To Date
Safety			
Leesburg Campus William-Johnson Bldg. HR Dead-end Corridor	\$10,000	\$0	In Planning. One of the Continuing Services CMARs will be assigned.
Fire Safety Upgrades (DM)	\$75,000	\$0	Fire Safety related repairs and replacement of Fire Alarm System devices are in progress. A PO is in process for an overhaul of the fire alarm system including panel, strobes, duct detectors, etc. for the Leesburg Campus Gym.
Security Upgrades	\$25,000	\$0	Select security cameras are being replaced as they fail.
Roofs			
Roof Maintenance and Repairs (DM)	\$50,000	\$0	In progress. Deferred Maintenance FY23 Budget allocated for maintenance/repairs.
South Lake Campus Bldg.1 New Gutters Installation (DM)	\$80,000	\$0	In planning.
Leesburg Campus William-Johnson Admin. Building Roof Restoration (DM)	\$420,000	\$3,933	Garland is currently updating the roof bid proposal based on the roof scan report received on Aug. 26. Bids will be based on a roof restoration vs. replacement.
Paving-Grounds			
South Lake Campus Irrigation	\$20,000	\$0	In planning. Repairs are being made by a vendor.
South Lake Campus Drainage Pipe Break Repair	\$75,000	\$99,657	Faden/Paquette base scope of work completed end of August. 1,800 SY of sod will be added within the basin to help stabilize the area from washout.
Sumter Center Repave, Repair and Re-stripe Parking	\$300,000	\$0	In planning. Springstead Engineering has been tasked with creating a parking lot layout which will be taken out for bid.
New Structure			
Sumter Center Workforce Instruction Pavilion & Restroom Facility	\$585,000	\$585,780	PO issued to Faden on 5/29/24. The new structure is prefabricated with a 14 week lead time. Engineering services were secured for the civil, mechanical and electrical scope. Construction installation is anticipated to start in December and complete January 2025.
Eustis CDL Pad and Building	\$5,750,000	\$197,000	In Design Development with the architect, civil engineer and contractor. Construction timeline is currently (TBD). Funding through grant is pending.
Leesburg Campus Workforce Development Center	\$18,500,000	\$1,453,399	PO issued to Hunton Brady on 7/7/24. Schematic Design in progress.

Capital Improvement Projects FY 2024-2025			
September 2024 Update			
Project Description	CIP Budget	Expended or PO issued as of 8/31/24	Progress To Date
HVAC			
HVAC Projects (exhaust fans, air handler units, coil overhaul, etc.) (DM)	\$225,000	\$204,524	Multiple HVAC projects in progress or completed FY 24-25.
Leesburg Campus Building M HVAC Replacement	\$820,000	\$752,243	New AHUs and chillers were received in August 2024. A preconstruction meeting was held Aug 22. Temporary air cooling will be connected prior to removal of existing equipment. Construction is planned to start early October and complete Nov. 2024.
Leesburg Campus William Johnson Admin Building HVAC Design and Replacement	\$100,000	\$28,597	Bids received April 5 are overbudget and on hold. Scope modifications are in discussion.
Leesburg Campus New Chiller	\$650,000	\$0	In planning.
General			
Furniture and Equipment (All campuses)	\$40,000	\$21,560	On going procurement as approved by leadership.
Leesburg Campus Monument Signage	\$75,000	\$0	In planning.
Signage (All Campuses)	\$10,000	\$12,387	In planning.
Building Upgrades			
South Lake Campus Building-2 1st and 3rd Floors Redesign	\$180,000	\$1,210	Planning to start design services. Some refresh work for the Lobby has started.
Leesburg Campus Student Services Building 2nd Floor Remodel	\$3,300,000	\$3,013,638	Welbro began mobilization on May 28 and demo started June 3rd. Construction timeline is June - November 2024, including installation of new furniture.
Building Envelope DM23 (various)	\$300,000	\$0	In planning.
Leesburg Campus Liberal Arts Building Demolition	\$450,000	\$25,487	Hunton Brady delivered 100% Construction Docs. June 20. Faden's GMP was approved by the DBOT on August 21. Demo is planned to start in the Fall.
Exterior Painting Projects	\$10,000	\$0	Exterior refresh painting is on-going. Sumter Center Bldg.1 is complete.
Interior Painting (All Campuses)	\$8,000	\$8,385	Various interior painting projects continue at all Campuses.
Leesburg Campus Student Services Building 1st Floor Remodel	\$700,000	\$51,889	The first phase of Design Development with Spiegle architects began Feb 2024 and is in progress.

Capital Improvement Projects FY 2024-2025			
September 2024 Update			
Project Description	CIP Budget	Expended or PO issued as of 8/31/24	Progress To Date
Leesburg Campus Team Locker Room	\$300,000	\$205,618	Contractor refresh work began July 10. New lockers, flooring and soft seating have been purchased. Some mechanical & electrical repairs are included. Anticipate completion by end of September
Leesburg Campus Student Center Vet Lounge Office and SGA Refresh	\$20,000	\$0	In planning.
Leesburg Campus Athletics Complex Upgrades	\$50,000	\$2,025	In progress. Final completion date (TBD).
Leesburg Campus Center for Teaching and Learning Front Entrance Door Replacement	\$30,000	\$0	In planning.
Leesburg Campus Center for Teaching and Learning Remodel/Convert 116 to Offices	\$80,000	\$0	In planning.
Leesburg Campus Student Services Building Elevator ADA Upgrade/Replacement	\$650,000	\$0	In planning with Spieziele Architects and Welbro Builders.
Leesburg Campus Student Services Building Pipe Repairs	\$75,000	\$0	In planning.
South Lake Campus Building-2 Boardroom 327 Refresh	\$30,000	\$0	Refresh work completed early July.
South Lake Campus E-Sports Room Refresh	\$20,000	\$21,923	E-Sports Room in SL Bldg.2 101 is complete and in use by the students. New lights, ceiling tiles, equipment and furnishings were provided.
South Lake Campus Masterplan	\$450,000	\$457,350	In planning with Jacobs Engineering/DPZ. Charrette presentations were conducted during the entire week of August 26. Anticipate completion by November.
South Lake Campus Testing Services Remodel	\$40,000	\$1,358	In planning.

Background/References

The Affordability report is submitted in accordance with section (s.) 1004.084, Florida Statutes (F.S.) by identifying and sharing institutional strategies that promote college affordability for all FCS students. In addition, this report includes sections on current practices for the selection of textbooks and cost-saving innovations in accordance with s. 1004.085(8), F.S.

Description

The FCS provides a cost-effective and efficient avenue for raising the state's educational level and economic status of Florida citizens, consistent with Executive Order 19-31 that aims at making Florida the number one state in the country for workforce education by 2030. To keep college affordable, FCS institutions developed multiple initiatives to reduce costs and increased strategies that promote affordability. The Affordability report is submitted in accordance with section (s.) 1004.084, Florida Statutes (F.S.) by identifying and sharing institutional strategies that promote college affordability for all FCS students. In addition, this report includes sections on current practices for the selection of textbooks and cost-saving innovations in accordance with s. 1004.085(8), F.S. The report merged the college and textbook affordability requirements, which was done to increase efficiencies and streamline college reporting and is submitted each year by September 30.

Report components

The report contains three main areas each institution must address to denote its efforts to make college affordable for students: tuition and fees, textbook affordability, and financial aid.

Reports comparison 2023 to 2024

The 2023 and 2024 reports were similar regarding tuition and fees, and financial aid. In both years, we reported no increase in tuition, and some course fees were increased while others decreased based on the consumable expenses budgeted.

In the textbook affordability section (some parts were similar in both years), we reported compliance with posting class textbook requirements within 45 days of the start of classes. The 2023 report was expanded to include new requirements: posting of syllabi for general education courses at least 45 days prior to the start of classes, inclusion of a zero-cost notification to students on our website and in our course book list on the LSSC website, and posting a five-year, searchable list of textbook requirements on our website. The expansion of the report contained the same categories as the 2023 report template.

Recommendation

Motion to accept the 2024 FCS Affordability Report as written.

Background/References

Each year, the College prepares and submits an Annual Financial Report (AFR) to the State of Florida. The report includes both a narrative and consolidated summary of the institution's and direct support organization's financial activity.

Description

The College's financial position increased by \$12.3 million, or 18% from the prior year. Operating Revenue totaled \$11.6 million which is an increase of 24% from the 2022-2023 fiscal year. This increase is due to an increase in non-governmental grants and an increase in net student tuition and fees from growth in enrollment. Operating Expenses for the year totaled \$54.3 million compared to \$44 million the prior year. The increase in expenses resulted from an increase in personnel costs and an increase in scholarship awards. Nonoperating Revenues includes \$17.5 million in State appropriated PECO funding for the construction of the Workforce Development Center. The unrestricted fund balance is 5% of available funds which is the minimum requirement. The Condensed 2023-24 Financial Statements from the AFR are attached.

Recommendation

This item is for informational purposes only.

Lake-Sumter State College
Condensed Statement of Net Position at June 30
(In Thousands)

	<u>2024</u>	<u>2023</u>
Assets		
Current Assets	\$ 27,211	\$ 12,463
Capital Assets, Net	59,137	63,208
Other Noncurrent Assets	<u>13,998</u>	<u>8,414</u>
Total Assets	<u>100,346</u>	<u>84,085</u>
Deferred Outflows of Resources	<u>5,090</u>	<u>4,079</u>
Liabilities		
Current Liabilities	4,874	2,651
Noncurrent Liabilities	<u>18,953</u>	<u>16,085</u>
Total Liabilities	<u>23,827</u>	<u>18,736</u>
Deferred Inflows of Resources	<u>2,302</u>	<u>2,440</u>
Net Position		
Net Investment in Capital Assets	66,933	63,006
Restricted	24,132	14,660
Unrestricted	<u>(11,758)</u>	<u>(10,678)</u>
Total Net Position	<u>\$ 79,307</u>	<u>\$ 66,988</u>

Lake-Sumter State College
Condensed Statement of Revenues, Expenses, and Changes in Net Position
For the Fiscal Years
(In Thousands)

	<u>2023-24</u>	<u>2022-23</u>
Operating Revenues	\$ 11,588	\$ 9,342
Less, Operating Expenses	<u>54,312</u>	<u>43,950</u>
Operating Loss	(42,724)	(34,608)
Net Nonoperating Revenues	<u>36,441</u>	<u>34,038</u>
Loss Before Other Revenues	(6,283)	(570)
Other Revenues	<u>18,602</u>	<u>8,248</u>
Net Increase In Net Position	<u>12,319</u>	<u>7,678</u>
Net Position, Beginning of Year	61,641	59,310
Adjustment to Beginning Net Position ⁽¹⁾	<u>5,347</u>	<u>-</u>
Net Position, Beginning of Year	<u>66,988</u>	<u>59,310</u>
Net Position, End of Year	<u><u>\$ 79,307</u></u>	<u><u>\$ 66,988</u></u>

Lake-Sumter State College
Condensed Statement of Cash Flows
For the Fiscal Years
(In Thousands)

	<u>2023-24</u>	<u>2022-23</u>
Cash Provided (Used) by:		
Operating Activities	\$ (36,139)	\$ (32,644)
Noncapital Financing Activities	35,784	33,816
Capital and Related Financing Activities	(2,132)	(651)
Investing Activities	<u>327</u>	<u>237</u>
Net Increase (Decrease) in Cash and Cash Equivalents	(2,160)	758
Cash and Cash Equivalents, Beginning of Year	<u>10,304</u>	<u>9,546</u>
Cash and Cash Equivalents, End of Year	<u><u>\$ 8,144</u></u>	<u><u>\$ 10,304</u></u>

LSSC UFF MOU Compensation for 2024-2025

Agenda Item: 0924-13

Background/References

All agreements between the College and the United Faculty of Florida must be ratified by the LSSC District Board of Trustees.

Description

For the 2024-2025 Academic Year commencing on August 14, 2024, bargaining unit members employed prior to January 1, 2024 will receive a 3% Cost-of-Living increase to their base compensation. The agreement has been ratified by the the United Faculty of Florida and now needs to be considered by the District Board of Trustees.

Recommendation


It is recommended that the District Board of Trustees approve this item as written.

Memorandum of Understanding Between the Lake-Sumter State
College District Board of Trustees and the United Faculty of
Florida – Lake- Sumter State College

Subject: Compensation for Academic Year 2024-2025

The Lake-Sumter State College District Board of Trustees (LSSC) and the United Faculty of Florida – Lake-Sumter State College (UFF-LSSC) agree as follows:

1. **Compensation for 2024-2025 Academic Year** - For the 2024-2025 Academic Year commencing on August 14, 2024, bargaining unit members employed prior to January 1, 2024 will receive a 3% Cost-of-Living increase to their base compensation.
2. Nothing in this Memorandum of Understanding shall be construed as prohibiting either party from making proposals and negotiating over any tentative agreement as part of the parties' continuing negotiations toward a complete agreement.



Chief Negotiator – LSSC
Aug. 29, 2024

Date



Chief Negotiator – UFF LSSC
8-29-2024

Date

CONSENT CONSIDERATIONS - Part B



Background/References

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

Description

Purchase Orders Over \$65,000 – August 2024

Vendor: Ernie Morris Enterprises
Item Description: SSB 2nd Floor Furniture
Amount: \$ 276,996.29
Purchase Order #: P2500051
Vendor Code: ERNMOR

Recommendation

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

PRESIDENT'S REPORT



VICE PRESIDENT'S REPORTS



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

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

Access

- The LSSC Foundation will accept Spring 2025 Scholarship applications from October 1-October 31 and plans to award \$500,000 in scholarships. Please share this opportunity with students.
- The 25th Annual Golf Classic was held on Friday, September 13, 2024, at Harbor Hills Country Club. This year, the fundraising goal was set at \$66,000 and, to date, has raised \$85,000, thanks to our local community. Funds raised support student-athlete scholarships for the upcoming academic year.
- The 12th Annual Monster Dash 5K/10K is scheduled for Saturday, October 26, 2024 at the Leesburg Campus and includes a light trek around Silver Lake. Participants may choose to compete in the costume contest. Volunteers are needed and sponsorship opportunities are available.
- The 2025 Annual Campaign will kick-off internally with Faculty & Staff beginning in October. The goal approved by the Foundation Board is \$242,000 and will begin meeting with each department over the Fall season. We appreciate your participation and support!
- College Social media statistics for August 2024:
 - LSSC social media posts had 136,510 impressions with 2,266 engagements for a rate of 5%.
 - All social posts reached a total of 148,560 people over the month.

Student Learning & Success

- Thank you for your nominations of LSSC Alumni who have helped make a difference in the local community and current or former LSSC faculty and staff whose noteworthy accomplishments impacted the advancement of the College. The nominees will be celebrated at the Distinguished Alumni and Hall of Fame Celebration on Tuesday, October 8, 2024, at 6PM at the Leesburg Campus. It will be an exciting time to share how LSSC has impacted our former students, faculty, and staff!
- The College is developing a partnership with Beacon College Athletics Department to allow the Beacon basketball team to use the LSSC gym.
- The Phi Theta Kappa induction ceremony is scheduled for October 21 on the Leesburg Campus.
- The Bachelor of Strategic Leadership will hold a speaker series on the Leesburg Campus beginning on September 17 at 5pm. The keynote speaker is Robbie Shoemaker and he will be sharing a leadership perspective. Please join us to welcome Robbie and engage in the conversation.

Learning and Work Environment

- Marketing is excited to welcome Jennifer Stills, Coordinator, Marketing and Events.
- Marketing was excited to introduce our Start to Finish campaign up for an exciting academic year and providing our support for many year-end events to celebrate our students and their experience
- The Production Studio continues to support marketing efforts for the College and the LSSC Foundation in the production aspect of events. The Studio is working on projects for student scholarship fundraising such as the Golf Classic and Distinguished Alumni. Along with working on faculty projects such as the South Lake Art Show and CDL program course videos. The Production Studio also works on staff projects like Cybersecurity Training for insurance purposes, as well as student projects on tackling test anxiety for the Student Wellness Department and Student Worker Orientation Videos for Professional & Organizational Development.
- Lake County Supervisors of Elections will hold their training program on the LSSC Campus in October.

GIFTS AND CONTRIBUTIONS RECEIVED

August 1, 2024 - August 31, 2024

August 1 - August 31, 2024

\$111,116.68

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

Access

- Teacher workshops were held for The Villages Charter High School Dual Enrollment and for Lake County teachers of LSSC's new SLS 1122 course. There were a number of answered posed to questions, clarifications, and messages of support for teachers and students. The workshop with Lake County schools included a presentation by Professor Taralyn Pierce on the objective and structure of the course.
- Aspacia Lindstrom has joined Academic Affairs as the Digital and Performing Arts Program Director! Acting I class relocated to the Clermont Arts & Recreation Center Black Box beginning Thursday, August 22nd. The LSSC theater season will kick-off on October 11th and 12th with the *LSSC Showcase* featuring monologues, song, dance, and instrumental performances. Auditions for the December production will be held on Tuesday, September 17th.

Workforce Development

- Dr. Stephanie Luke has been working to develop a prospectus to provide teachers in exceptional student education at a Lake County school.

Student & Learning Success

- Biology professor James Jackson engaged students during this first week of classes by staging a student help desk reminiscent of Lucy Van Pelt of Peanuts. He believes this will become more academic as the semester progresses as students may begin to feel the pressure.
- Senior Professor, Alissa Sustarsic and Assistant Professor Amber Laster created 2 courses mandated by the State (MGF 1130 and MGF 1131) to align with one of the new math pathways. Assistant Professor Jeff Stephens and Professor Sybil Brown created 2 courses (MAC 1105c and MAC1106) to give students an accelerated path to Calculus.
- Embedded Librarian Program (ELP): Data finalized Aug. 2024, which covered 23-24 AY. The librarians serviced 94 sections of ENC 1101, which included 2007 students. From the Assessment data, the ELP translated into a 9.08% increase to documentation scores from 22-23; 91.5% of students met or exceeded expectations for research; and a 39% increase in student population serviced over 22-23. The ELP documentation score met the expectation benchmark and exceeded the goal by 2.89%.

Learning & Work Environment

- The collaborative book project *Navigating AI in Academic Libraries: Implications for Academic Research* (<https://www.igi-global.com/book/navigating-academic-libraries/334856>) went to publication this month including chapters from a few LSSC faculty, including Jeremy Norton, Beverly Gibson and Courtney Green. The book was edited by Kathleen Sacco, Kevin Arms and Alison Norton.
- Associate Professor Amber Karlins is the writer, producer, and co-creator of the series, *Chatham*, which was recently greenlit to be filmed in Fall 2024.

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

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

Enrollment Summary

As of September 10, Fall 2024 enrollment stands at a record-high 6,071 headcount in credit programs, an increase of 17.7% (+912) compared to this time last year and 16.2% (+847) compared to the final total of 5,224 last fall. We will continue to engage students throughout the fall semester, including enrollment in B session that begins on October 14. The Spring 2025 application for admission opened on September 1 for classes that begin on January 13 and Fall 2025 applications will open on October 1.

Access

- Within the Fall 2024 enrollment growth, there are several key indicators of expanded access throughout Lake and Sumter Counties:
 - 1,108: Record number of students classified as first-time-in-college
 - 364: Highest number of students enrolled in bachelor's programs
 - 91%: Percentage of students that reside in Lake or Sumter County
 - 69%: Students who are 21 and under
 - 27.7%: Record Hispanic student population
 - Double-digit enrollment growth in all areas served – North Lake, South Lake, North Sumter, and South Sumter
 - Seated course enrollment is growing in Leesburg and South Lake by over 20% compared to last fall
 - Fastest growing age demographics are 15-18 and 25-34 age groups
- The AICE-to-AA Academy started this fall at Leesburg High School with over 30 students. This unique program allows LHS students to work towards their AICE Diploma and LSSC AA degree simultaneously, graduating with both by the end of high school.

Student Learning & Success

- Through the Student Assistance Program (SAP), we now offer two counseling support options with the addition of BetterMynd, a 24/7 online platform connected to a network of licensed mental health counselors within Florida. Students can select a counselor based on their demographics, identities, lived experiences, and specialties. There is also an option for in-person counseling through local arrangement with LifeStream.
- Jay Miller has accepted the position of Interim Athletic Director.
- Men's Golf opened their inaugural season with a match against New College of Florida on September 9. Nate Williams led the team with a score of 77, followed closely behind by Kasen Schlichenmaier, who shot 79.
- Men's and Women's Cross Country have competed in two meets so far. In their latest competition, Spencer Palmer was the men's top finisher for the Lakehawks. On the women's side, Alexis Hume came in first for LSSC.
- Volleyball opened up their season 4-0, giving first-year Head Coach Alisha Wintersdorf her first collegiate victories. The team fell in back-to-back matches against the No. 10 and No. 8 ranked NJCAA programs in the country and are currently 4-2.

**Facilities Planning and Operations Division
Update for the President and District Board of Trustees
September 2024**

Thom Kieft, Vice President, Facilities Planning and Operations

Learning & Work Environment

Leesburg Campus

- WELBRO has continued the Student Services Building 2nd floor renovation. Currently, walls are being painted and HVAC work is completing. The storefront glass will be delivered and installed in the next week. Furniture will be delivered the week of November 18. This project will conclude in the late fall of 2024.
- The design phase for the new Workforce Development Center has begun and the ceremonial groundbreaking occurred on Thursday, August 15. HuntonBrady and LSSC representatives will continue to meet on the programming of the space and exterior elevations.
- The GMP, guaranteed maximum price, for the razing of the Liberal Arts Building has been provided by Faden Builders and approved by the District Board of Trustees. The purchase order was created and the work will be scheduled for the Fall 2024 semester to prepare for the construction of the Workforce Development Center.

Sumter Center

- LSSC Facilities and Westbrook worked on the air handler unit and ductwork in Bldg. 4 and installed a new motor for the Bldg. 1- room1103 classroom AC unit. A new pulley is being installed on the air handler in Bldg. 4 to produce more CFM in the library area.
- Color selection is complete for the various components of the Workforce Pavilion and the order has been submitted. The lead time is about 16 weeks.

South Lake Campus

- Faden Builders and Paquette corrected a long-standing issue with the drainage pipe west of the Cooper Memorial Library parking lot. This included over 80 truckloads of sand being brought into the site and reconfiguring the pipe and rocks to resolve the washout issue.
- The South Lake Campus Master Plan process continued with Jacobs Engineering and DPZ CoDesign being on-campus from August 26 to August 30 for charrettes with the LSSC leadership team, Board of Trustees members, students, and community stakeholders.
- The new Facilities and Grounds Building is having brick veneer that matches the brick on the neighboring buildings installed on the bottom of the building.

Access

Eustis Center Planning

- Work is continuing on the design development of the Eustis Center based on feedback from community partners and LSSC leadership. LSSC has resubmitted a grant submission for funding for the new Eustis Center instructional building and CDL pad.

FINANCIAL SERVICES DIVISION
Update for the President and Board of Trustees
September 2024

Michelle Matis, Vice President, Finance and Chief Financial Officer

Access:

- Finalized the annual audit of LSSC Foundation financial statements and Form 990.

Learning and Work Environment:

- Finalized and submitted the Annual Financial Report (AFR) to the State along with the Management Discussion & Analysis and Notes to the AFR.
- Annual Schedule of Expenditures of Federal Awards completed and submitted to the State.
- Met with state auditors to review tentative results of Operational Audit.
- Worked with Cabinet to keep day to day operations of the College going during Presidential transition. This included realigning Professional and Organizational Development to report under Human Resources and Human Resources to report under Financial Services. Bank signatories and internal workflow processes were also updated.
- Payroll, HR and IT continue to meet weekly in preparation for the FCS transition to the state health insurance program.
- State Health Benefits representative visited both Leesburg and South Lake campuses to answer questions and provide information about the new health plans. HR had representatives from Allstate and AFLAC visit the campuses as well to address employee questions about how to maintain those benefits after the transition.
- Since June 1, 2024, 296 employees of all job types have been hired.
- Professional and Organizational Development convened a second cohort of staff to participate in a Franklin Covey workshop on the 6 Critical Practices for Leading a Team.

Student Learning and Success:

- Held interviews for Store Manager for campus retail stores.
- Point of Sale equipment ordered for stores and vendor accounts set up to be ready to order new apparel and other branded items for stores.

Technology Innovation Division
Report for the President and District Board of Trustees
September 2024

Nick Kemp, Vice President of Technology Innovation/CIO

Learning and Work Environment

Cybersecurity

- Streamlined State Auditor Requests: Overhauled financial data handling and record retention processes through collaboration between IT and departments. Resulted in prompt responses to auditor inquiries and enhanced institutional transparency.
- Enhanced Cybersecurity Training: Developed a new Canvas course in partnership with Kristopher King, focusing on phishing attack identification. Students will gain essential skills, serving as a model for upcoming mandatory training.
- Strengthened Email Security: Intercepted over 33,000 phishing emails in one month with 24/7 monitoring. This proactive approach significantly reduced the risk of security breaches while ensuring legitimate emails were delivered.

Enterprise Systems

- Improved Benefits Management System: Transitioning from FBMC to People First, meeting all deadlines and facilitating informational sessions. Employees will access a user-friendly portal with expanded, cost-effective insurance options during the next open enrollment.
- Advanced Early Alert System: Developed an internal solution to replace Starfish, utilizing real-time Canvas data for tracking student performance. Enables immediate interventions for struggling students, enhancing retention efforts.
- Custom Degree Audit Reporting: Created a dashboard for DegreeWorks to track student progress and course completion. This empowers data-informed decision-making to improve student completion rates.

Technology Infrastructure

- New Helpdesk System Implementation: Leading the rollout of Team Dynamix (TDX) with a target completion by November. This will provide comprehensive support resources and reduce helpdesk ticket volume.
- Staff Development Initiative: Crafting a tailored training program with diverse learning formats. The draft plan is under HR review, aiming for adoption by October 2024 to enhance staff competencies.
- Campus Technology Infrastructure Upgrade: Evaluating options for a network upgrade and improving climate control systems based on recent assessments. This will enhance network performance and reliability across campus.

Institutional Effectiveness

- Strengthened Institutional Effectiveness: Established clear priorities and objectives for the Institutional Effectiveness unit. Team collaboration will improve alignment with strategic goals.
- Academic Assessment Dashboard Launch: Developed a dashboard for real-time tracking of academic assessment targets. This facilitates data-driven decision-making and targeted improvement strategies.
- Innovation Laboratory with VR Technology: Acquired new VR equipment to create a lab for faculty, staff, and students. This initiative fosters technological literacy and explores VR applications in education.
- Classroom Technology Enhancements: Collaborating with faculty to upgrade classroom equipment, focusing on technology that improves the student learning experience and prepares them for modern workplaces.

**Division of Workforce Programs
Update for the President and District Board of Trustees
September 2024**

Rep. John Temple, Vice President of Workforce Programs

Access

- Workforce Directors and the recruitment team met on September 9th to discuss programs and identify areas to improve the student informational experience. A second meeting has been set to continue to explore best practices in promoting opportunities for students and how to partner together best as the College continues to grow in offerings and enrollment.

Workforce Development

- Artificial Intelligence AS and CCC for Spring 2025 continue to progress. Information is being added to applications and made available for students to sign up.
- Cybersecurity AS and CCC for Spring 2025 start continues to move forward. Students can already enroll, and those numbers increase as promotion efforts for the programs continue.

Student & Learning Success

- On September 17th, at the Leesburg campus, the first of three Leadership Speaker Series were held with Alum Robbie Shoemaker to speak to BAS students about effective business communication. The next Leadership Speaker Series event will be held on October 15th on the South Lake Campus in CML 108.

Learning and Work Environment

- ESPORTs program has over 150 students interested in the student club, with 40-50 students interested in trying out for the competitive teams. The process has begun in identifying a part-time coach to lead the students during the inaugural year.

BOARD ATTORNEY'S REPORT





September 9, 2024

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

Re: Board Attorney Report for September 18, 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 is defending the College. Plaintiff filed a Notice for Trial requesting a five-day trial period. On August 20, 2024, Leadership Lake County, Inc. filed a second Motion to Compel Plaintiff to respond to discovery. Judge Takac scheduled a Case Management Conference for October 1, 2024 at 10:00 a.m.

Notice of Charge of Discrimination; EEOC Charge No. 510-2024-04478. A former employee filed a charge of discrimination with the Florida Commission on Human Resources alleging the College was discriminated against "based upon disability in violation of both the Americans with Disabilities Act and the Florida Civil Rights Act of 1992." The Notice alleges the former employee has severe allergies, the College knew of this condition and was nevertheless terminated on or about November 1, 2023. Attorney Brian Koji is representing the College in this matter. The former employee's attorney relayed a demand of \$55,000 from the College in exchange for a general release.

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

Respectfully submitted,

Anita Geraci-Carver

cc: Dr. Byrd, Interim President

BOARD COMMITTEE REPORTS



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

NEW BUSINESS



Board Priorities and Leadership Characteristics

Agenda Item: 0924-19

Background/References

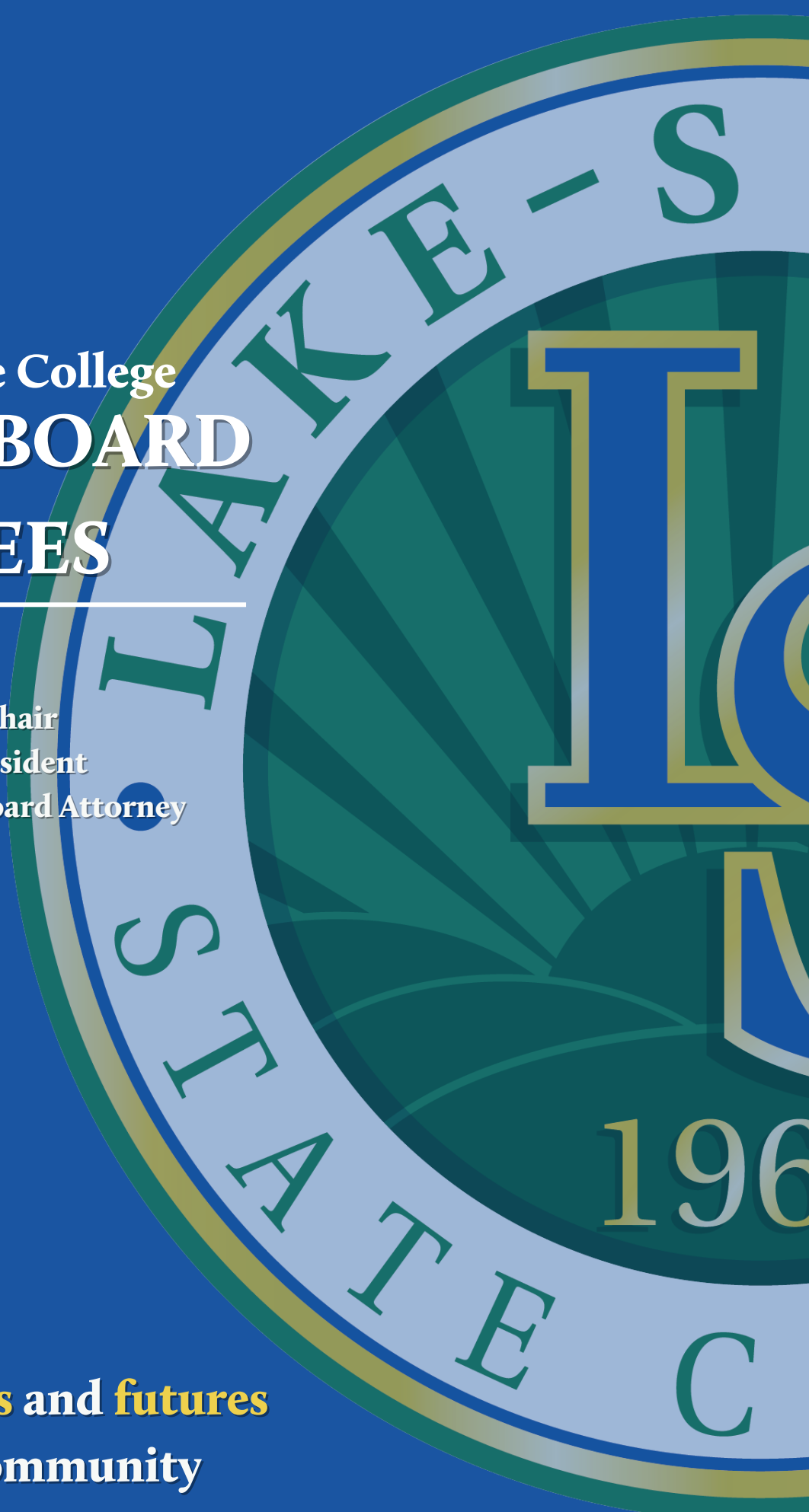
Per Florida Statutes 1001.64, each Florida College System Board of Trustees is vested with the responsibility to govern its respective Florida College System institution and with such necessary authority as is needed for the proper operation and improvement thereof in accordance with rules of the State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

Description

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

Recommendation

This item is for informational purposes only.

The logo of Lake-Sumter State College is a circular seal. The outer ring contains the text "LAKE-SUMTER STATE COLLEGE" in a serif font. The inner circle features a stylized sunburst or fan-like pattern. In the center, there is a large, blue, serif letter "L" with a yellow outline. Below the "L", the year "1966" is visible in a smaller, yellow, serif font. The entire logo is set against a dark blue background.

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

Mr. Bret Jones, Chair

Ms. Jennifer Hooten, Vice Chair

Dr. Laura Byrd, Interim President

Ms. Anita Geraci-Carver, Board Attorney

Mr. David Hidalgo

Ms. Emily Lee

Mr. Timothy Morris

Ms. Ivy Parks

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