

Lake-Sumter State College

**DISTRICT BOARD
OF TRUSTEES**

Board Meeting Packet
October 16, 2024



Lake-Sumter State College

DISTRICT BOARD OF TRUSTEES



Meeting Agenda

Wednesday, October 16, 2024
Sumter Center

4:15 PM DISTRICT BOARD OF TRUSTEES WORKSHOP

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 10 minutes prior to the start of the meeting.

PRESENTATIONS

Student Demographics for Fall 2024 – Dr. Joseph Mews, Vice President of Enrollment & Student Affairs

CONSENT CONSIDERATIONS

- | | | |
|---------|--------------|--------------------------------------------------------------------------------------|
| 1024-01 | Approve: | Minutes of September 17, 2024 Finance & Public-Private Partnership Committee Meeting |
| 1024-02 | Approve: | Minutes of September 18, 2024 Regular Board Meeting |
| 1024-03 | Approve: | Proposed Curriculum Changes |
| 1024-04 | Acknowledge: | Personnel Staff Changes |
| 1024-05 | Acknowledge: | Monthly Fiscal Report for September 2024 |
| 1024-06 | Approve: | Purchases over \$65,000 |
| 1024-07 | Acknowledge: | Capital Improvement Projects Report |
| 1024-08 | Acknowledge: | 2024-2025 Academic Program Advisory Committee Appointments |
| 1024-09 | Information: | Health Insurance Rates for 2025 |

PRESIDENT'S REPORT

- 1024-10 Dr. Laura Byrd, Interim President

VICE PRESIDENT'S REPORTS

- 1024-11 Mr. Thom Kieft, Vice President of Facilities Planning and Operations

BOARD ATTORNEY'S REPORT

- 1024-12 Ms. Anita Geraci-Carver's Update

Lake-Sumter State College

DISTRICT BOARD OF TRUSTEES



Meeting Agenda

Wednesday, October 16, 2024

Sumter Center

COMMITTEE REPORTS

- 1024-13 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

- 1024-14 Approve: New Specialized Associate in Arts Transfer-University of Central Florida
Degrees Program Proposals:
 - 1. SAAT-UCF Biomedical Science, Biology
 - 2. SAAT-UCF Business
 - 3. SAAT-UCF Computer Science
 - 4. SAAT-UCF Engineering
 - 5. SAAT-UCF Health Sciences
- 1024-15 Approve: Awarding of Posthumous Honorary Degree – Zaria Ryan
- 1024-16 Approve: Orlando Health National Training Center Facility Use Agreement
- 1024-17 Approve: Orlando Health, Inc. Medical Services Agreement
- 1024-18 Approve: Sumter County Schools Bachelor of Arts in Education MOU
- 1024-19 Approve: Waterman SNF Operations Clinical Affiliation Agreement
- 1024-20 Approve: Edgewater at Waterman Village Clinical Affiliation Agreement
- 1024-21 Approve: Williams-Johnson Roof Restoration, Leesburg Campus
- 1024-22 Approve: Naming Transfer for Congressman Stearns
- 1024-23 Acknowledge: Naming for The Live Well Foundation of South Lake
- 1024-24 Approve: Recommendation from Dr. Byrd for November 8th Early Release
- 1024-25 Approve: Beach Volleyball Courts, Leesburg Campus
- 1024-26 Approve: Research Faculty & Staff Compression Study
- 1024-27 Approve: Employment Agreement for Interim President
- 1024-28 Acknowledge: Naming for Leesburg Campus Athletics Fields

ADJOURNMENT

CALENDAR NOTES:

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
Strategic Planning Committee	Monday, November 18, 2024 5:00 pm	TBD
Finance and Public-Private Partnership Committee	Tuesday, November 19, 2024 3:00 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
Executive Committee	Wednesday, January 8, 2025 9:00 am	Clermont
Facilities Committee	Wednesday, January 8, 2025 4:30 pm	TBD
Finance and Public-Private Partnership Committee	Tuesday, January 14, 2025 3:00 pm	Leesburg Campus
Strategic Planning Committee	Tuesday, January 14, 2025 5:00 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
Finance and Public-Private Partnership Committee	Tuesday, February 11, 2025 3:00 pm	Leesburg Campus
Facilities Committee	Wednesday, February 12, 2025 4:30 pm	TBD

Strategic Planning Committee	Monday, February 17, 2025 5:00 pm	TBD
District Board of Trustees Meeting	Wednesday, February 19, 2025 5:00 pm	Sumter Center
Foundation Shamrock Shuffle	Saturday, March 1, 2025 8:00 am	Clermont Campus
Foundation Scholarship Dinner	Thursday, March 6, 2025 5:00 pm	Leesburg Campus
Spring Break	Monday, March 10 - Friday, March 14, 2025	
Executive Committee	Tuesday, March 11, 2025 9:00 am	Clermont
Strategic Planning Committee	Monday, March 17, 2025 5:00 pm	TBD
Finance and Public-Private Partnership Committee	Tuesday, March 18, 2025 3:00 pm	Leesburg Campus
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	The Brownwood Hotel
Strategic Planning Committee	Monday, April 14, 2025 5:00 pm	TBD
Finance and Public-Private Partnership Committee	Tuesday, April 15, 2025 3:00 pm	Leesburg Campus
District Board of Trustees Meeting	Wednesday, April 16, 2025 5:00 pm	South Lake Campus Board Room
Hawkspys Athletics Banquet	Wednesday, April 23, 2025 5:00 pm	Leesburg Campus
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

Strategic Planning Committee	Monday, May 19, 2025 5:00 pm	TBD
Finance and Public-Private Partnership Committee	Tuesday, May 20, 2025 3:00 pm	Leesburg Campus
District Board of Trustees Meeting	Wednesday, May 21, 2025 4:30 pm	Leesburg Campus Magnolia Room
Executive Committee	Tuesday, June 10, 2025 9:00 am	Clermont
Facilities Committee	Wednesday, June 11, 2025 4:30 pm	TBD
Strategic Planning Committee	Monday, June 16, 2025 5:00 pm	TBD
Finance and Public-Private Partnership Committee	Tuesday, June 17, 2025 3:00 pm	Leesburg Campus
District Board of Trustees Meeting	Wednesday, June 18, 2025 5:00 pm	South Lake Campus Board Room

NO BOARD MEETING IN JULY OR DECEMBER

CONSENT CONSIDERATIONS



Lake-Sumter State College
FINANCE AND PUBLIC-PRIVATE PARTNERSHIPS COMMITTEE OF THE
DISTRICT BOARD OF TRUSTEES
September 17, 2024 Minutes

In attendance: Tim Morris, Chair, Bret Jones, Dr. Laura Byrd, Interim President, Michelle Matis, Bruce Duncan, and Ms. Kailyn Wurm.

Mr. Tim Morris, Chair, called the meeting to order at 2:00 pm.

FY24 Annual Financial Report

The Committee discussed the FY24 Annual Financial Report and reviewed high-level results for the fiscal year.

Preliminary Results of Operational Audit

The Committee discussed the recap of the Exit Conference and the final report is pending.

August 2024 Financials

The Committee reviewed the August 2024 financials set for District Board of Trustees approval at the September 18th meeting.

Mr. Tim Morris adjourned the meeting at 2:28 pm.

Respectfully submitted by Kailyn Wurm, Recording Secretary.

**DISTRICT BOARD OF TRUSTEES
LAKE-SUMTER STATE COLLEGE
SOUTH LAKE CAMPUS
September 18, 2024**

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

REGULAR MEETING

CALL-TO-ORDER:

The regular meeting of the District Board of Trustees, Lake-Sumter State College, was called to order by Board Chair Bret Jones at 5:00 p.m. on September 18, 2024, at the South Lake Campus.

PUBLIC COMMENT:

One public comment card was submitted by Jeremy Norton representing the LSSC faculty.

PRESENTATIONS:

Ms. Anita Geraci-Carver her annual presentations of the Code of Ethics to the District Board of Trustees.

CONSENT CONSIDERATIONS – Part A:

MOTION to approve, Mr. David Hidalgo, SECOND, Ms. Emily Lee, motion passed.

CONSENT CONSIDERATIONS – Part B:

MOTION to approve, Ms. Emily Lee, SECOND, Ms. Jennifer Hooten, motion passed. Mr. Tim Morris obtained from participating in the vote due to a voting conflict.

SCHEDULED INFORMATION REPORTS:

Interim President Byrd presented her report.

- Athletics locker rooms on the Leesburg Campus are complete and ready for first time use at the Women's volleyball at the end of the week.
- The Men's Golf team had their inaugural tournament against New College of

Florida.

- Enrollment numbers for Lake-Sumter State College in comparison across the state are at a 15% increase.
- Partnered with Beacon College for Lake-Sumter State College to host their basketball practices at the Leesburg Campus gym.
- The Council of Presidents are moving forward with the collective legislative budget ask of \$200 million for the Florida College System.
- The Foundation Golf Classic surpassed its fundraising goal of \$65,000 and raised \$85,000.
- Letters of Intent have been submitted to the Department of Education for bachelor's degree in Exceptional Student Education and Secondary English.
- The consultant for the capital campaign is on site this week and will begin conversations of next steps.

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

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

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

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

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

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

NEW BUSINESS:

0924-19 - BOARD PRIORITIES AND LEADERSHIP CHARACTERISTICS

The District Board of Trustees discussed characteristics they would like to see individually and collectively from the LSSC leadership. The DBOT agreed to hold a workshop on board priorities and leadership characteristics prior to the October 16th meeting and each Trustees is to bring their recommendations to the workshop.
This item is for discussion purposes only.

OTHER CONSIDERATIONS:

The District Board of Trustees briefly discussed and agreed to review the compensation for Dr. Laura Byrd as both Interim President and Senior Vice President of Institutional Advancement and Executive Director of the Foundation. Mr. Bret Jones, Board Chair,

asked Michelle Matis to research her compensation compared with the Florida College System and report to the Trustees.

The next regular meeting is scheduled for October 16, 2024 at the Sumter Center.

The meeting was adjourned at 5:55 p.m.

ATTEST:

Mr. Bret Jones, Chair

Dr. Laura Byrd, Secretary/Interim College President

Recording Secretary: Kailyn Wurm

Background/References

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

Description

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

Recommendation

Motion to approve the proposed curriculum changes as written.



Curriculum and Instruction Committee Proposals

The following items have been approved by the Curriculum and Instruction committee:

ACTION	COURSE	PROGRAM/COURSE TITLE
Credit Course Addition	SPC 1017	Interpersonal Communication
Credit Course Addition	CET 2664	Encryption and Cryptography
Credit Course Modification	RET 2930	Respiratory Care Seminar
Credit Course Deletion	RET 1007	Respiratory Pharmacology
Credit Course Deletion	TPA 2000	Basic Design
Credit Course Deletion	THE 2051	Children's Theatre
Credit Course Deletion	TPA 2200	Stagecraft I
Credit Course Deletion	TPA 2204	Stagecraft II
Credit Program Deletion		Cybersecurity (Digital Forensics) CCC
Credit Program Deletion		Internet of Things CCC
Credit Program Modification		Respiratory Care AS
Credit Program Modification		Cybersecurity AS
Credit Program Modification		Computer Information Technology AS
Credit Program Modification		Help Desk Support Technician CCC
Credit Program Modification		Information Technology Analysis CCC
Credit Program Modification		Information Technology Support Specialist CCC

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
Aspacia Lindstrom	Program Director, Digital and Performing Arts	09/03/2024
Yolanda Ortiz	Coordinator, Enrollment & Student Services - 4 Corners	09/03/2024
Victoria Yslas-Bindl	Executive Assistant, Chief Information Officer & Chief Financial Officer	09/16/2024
Alexa Burno	Counselor, Financial Aid	09/16/2024
Jacequelyn Bostick	Director, Financial Aid	09/16/2024
Brianna Snow	Acting Accountant	09/30/2024

Staff Status Changes

Name	Title	Effective Date
Audrey Cheatham	Prior Learning Assessment Coordinator I	09/16/2024
Laura Koga	Director, Prior Learning Assessment	9/17/2024
Brad Avans	Transcript & Prior Learning Assessment Coordinator II	09/17/2024
Keith LeBeau	Assistant Registrar	09/17/2024

Departures:

Name	Title	Effective Date
Dr. Elizabeth Johnson	Interim Director, BAS-Leadership	09/17/2024
Deborah Dunlap	Director, Nursing Operations	09/12/2024

Recommendation

Motion to acknowledge the Human Resource Staff Changes for September 1 – September 30, 2024 as written.

Monthly Fiscal Report for September 2024

Agenda Item: 1024-05

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 September 2024 as written.

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

	FY 2023-24		FY 2024-25			
	Annual Budget	9/30/2023	Annual Budget	9/30/2024	Percent of Budget Earned/Spent	Projected 6/30/2025
REVENUES & BUDGETED FUND BALANCE						
Student Fees						
Fall						
Tuition	\$ 2,883,900	\$ 3,175,155	\$ 3,451,420	\$ 4,033,580	117%	\$ 3,623,991
Technology Fees	144,300	158,766	166,300	201,690	121%	174,615
Distance Learning	309,300	311,880	340,551	359,145	105%	347,362
Dual Enrollment	386,700	489,968	389,000	543,640	140%	700,200
HSCA Dual Enrollment	577,080	-	577,093	-	0%	565,551
Lab Fees	79,600	92,894	99,086	95,908	97%	105,031
Spring						
Tuition	\$ 2,616,700	\$ -	\$ 3,113,630	\$ -	0%	3,261,592
Technology Fees	131,000	-	149,300	-	0%	157,154
Distance Learning	294,100	-	304,208	45	0%	312,626
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	(12,165)	0	(43,053)	0%	0
Lab Fees	9,600	(205)	33,290	(1,505)	-5%	33,956
Miscellaneous Fees	190,300	109,607	302,639	116,848	39%	142,240
Youth Development	252,000	1,711	250,000	4,432	2%	187,500
Continuing Education	2,163,250	242,168	1,127,788	342,101	30%	1,163,143
Total Student Tuition and Fees	\$ 12,266,630	\$ 4,559,208	\$ 13,020,824	\$ 5,621,276	43%	\$ 13,551,705
General Revenue Operational Support	\$ 21,090,865	\$ 5,239,746	\$ 20,958,984	\$ 5,283,799	25%	\$ 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	84,695	338,782	104,196	31%	338,782
State Dual Enrollment Scholarship Program	370,000	136,880	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	(2,742)	-11%	26,000
Federal Support Indirect Cost	75,000	2,343	75,000	65,738	88%	65,738
Foundation Support	20,000	-	-	1,560	0%	1,560
Other Contracts	1,121,200	120,101	586,868	134,992	23%	586,868
Miscellaneous Revenue	23,850	22,380	24,100	29,258	121%	29,258
Total Revenues	\$ 39,282,734	\$ 10,356,505	\$ 39,427,039	\$ 11,768,356	30%	\$ 39,955,376
Transfers In	490,000	-	1,000,000	-	-	1,000,000
Total Revenues and Transfers In	\$ 39,772,734	\$ 10,356,505	\$ 40,427,039	\$ 11,768,356	29%	\$ 40,955,376
EXPENDITURES						
Personnel Expenditures						
Salaries and Wages	\$ 22,045,323	\$ 4,013,148	\$ 22,917,640	\$ 4,211,292	18%	\$ 22,468,415
Benefits	7,779,971	1,692,251	7,757,893	1,742,174	22%	7,617,580
Lapse Salary and Benefits	(1,886,000)	-	(900,000)	-	0%	-
Current Operating Expenditures	9,450,628	2,276,315	10,098,417	2,523,911	25%	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	\$ 7,981,714	\$ 40,413,950	\$ 8,477,377	21%	\$ 40,522,444
Transfer to Fund Other Funds	(1,800,000)	(2,496)	-	-	-	-
Excess of Revenues over (Expenditures)	\$ 24,812	\$ 2,372,296	\$ 13,089	\$ 3,290,979		\$ 432,932

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 – September 2024

Vendor: Oracle America Inc
Item Description: Oracle Software Bundle
Amount: \$96,124.77
Purchase Order #: P2500160
Vendor Code: ORAAME

Vendor: Faden Builders, Inc
Item Description: LA Building Demolition
Amount: \$267,494.00
Purchase Order #: P2500159
Vendor Code: X00140059

Vendor: SimX, Inc
Item Description: SimX Software License
Amount: \$138,900.00
Purchase Order #: P2500156
Vendor Code: X00148902

Recommendation

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

Capital Improvement Projects FY 2024-2025			
October 2024 Update			
Project Description	CIP Budget	Expended or PO issued as of 9/30/24	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. Design is in process for an overhaul of the fire alarm system including panel, strobes, duct detectors, etc. for the Leesburg Campus Gym.
Security Upgrades	\$25,000	\$0	Selected security cameras are being replaced as they fail.
Roofs			
Roof Maintenance and Repairs (DM)	\$50,000	\$0	In progress. Deferred Maintenance FY 23 Budget allocated for maintenance/repairs.
South Lake Campus Bldg.1 New Gutters Installation (DM)	\$80,000	\$0	In planning.
Leesburg Campus William-Johnson Admin. Building Roof Restoration (DM)	\$420,000	\$3,933	The Pre-bid meeting was held Sept. 19 with Garland and roofing contractors. The bid proposal will be based on a roof restoration vs. replacement and anticipated in time for the October DBOT meeting agenda.
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	\$100,000	\$99,657	Faden/Paquette completed the project repairs early Sept. 1,800 SY of sod was also added within the basin to help stabilize the area from washout.
Sumter Center Repave, Repair and Re-stripe Parking	\$300,000	\$0	In planning. A design proposal was received Sept 30 from Springstead Engineering to create 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			
October 2024 Update			
Project Description	CIP Budget	Expended or PO issued as of 9/30/24	Progress To Date
HVAC			
HVAC Projects (exhaust fans, air handler units, coil overhaul, etc.) (DM)	\$225,000	\$268,795	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. The temporary air cooling was installed Oct 1. Construction is scheduled Oct 7 thru early November.
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	\$21,231	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.

Capital Improvement Projects FY 2024-2025

October 2024 Update

Project Description	CIP Budget	Expended or PO issued as of 9/30/24	Progress To Date
Building Upgrades			
South Lake Campus Building-2 1st and 3rd Floors Redesign	\$180,000	\$3,762	Planning to start design services. Some refresh work for the Lobby has started.
Leesburg Campus Student Services Building 2nd Floor Remodel	\$3,300,000	\$3,056,083	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	\$296,161	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 Spiezle architects began Feb. 2024 and is in progress.
Leesburg Campus Team Locker Room	\$300,000	\$222,588	Contractor refresh work began July 10. New lockers, flooring and soft seating was installed in September. Some mechanical & electrical repairs were also completed.
Leesburg Campus Student Center Vet Lounge Office and SGA Refresh	\$20,000	\$0	In planning.
Leesburg Campus Athletics Complex Upgrades	\$50,000	\$25,599	In progress. Improved netting for batting cage and around dugouts, fencing for the bullpen and curbing for east side of gym between mulch and parking lot; are on order. 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	\$57,850	In design planning with Spiezle 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.

Capital Improvement Projects FY 2024-2025

October 2024 Update

Project Description	CIP Budget	Expended or PO issued as of 9/30/24	Progress To Date
South Lake Campus E-Sports Room Refresh	\$20,000	\$29,642	E-Sports Room in SL Bldg.2 101 is complete and in use by the students. New lights, ceiling tiles, equipment and furnishings were provided.
South Lake Campus Masterplan	\$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.

2024-2025 LSSC Academic Program Advisory Committee Appointments

Agenda Item: 1024-08

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. The District Board of Trustees is required to review the Advisory Board/Business and Industry Leadership Team Listing on an annual basis. Per section 1004.92, Florida Statutes and State Board of Education Rule 6A-6.0571, the College must meet with industry partners a minimum of twice a year to assess program learning outcomes.

Description

The role of advisory committee in career & technical education is to advise those charged with the responsibility for developing and maintaining career and technical education programs. Each committee member is a rich source of information for College administrators and faculty whose mission it is to teach and develop employable graduates. Committees should include college faculty and staff along with the community's industry and technology leaders with a special knowledge and interest in the area's occupational growth and development.

Recommendation

Motion to acknowledge the 2024-2025 LSSC Academic Program Advisory Committee Appointments as written.



Lake-Sumter State College Academic Program Advisory Handbook 2024-2025

ADVISORY COMMITTEE HANDBOOK

Advisory committees provide several key functions in the operation of Career and Technical Education (CTE) Programs at Lake-Sumter State College (LSSC). Most importantly, they serve as the college connection to the region, to industry trends, to local workforce needs and to future resource support.

The Advisory Committee Handbook provides guidelines for the operation of advisory committees for use by LSSC program leaders when recruiting members for the advisory committees. The handbook summarizes committee structure, function and roles. Most importantly, advisory committees exist to provide needs assessment, academic program review, curriculum planning, experiential learning options and resource development.

INTRODUCTION

These guidelines have been developed to assist advisory committees to better understand the purpose, membership, and activities of advisory committees.

Advisory committees are essential for the success of the Lake-Sumter State College (LSSC) Certificate, Advanced Technical Certificate and Associate of Science degree programs. These committees, comprised of knowledgeable representatives from the workplace, provide timely advice and consultation regarding curriculum planning, ultimately assisting students with career directions and career decisions.

PURPOSE

Career and Technical Education (CTE) programs offered by LSSC are a vital part of LSSC's mission to meet community workforce needs. CTE programs are designed to prepare students for employment in rapidly changing business and industrial environments. Therefore, it is essential that LSSC partner with employers and organizations in the local community. The success of LSSC's programs is incumbent upon the activity of advisory committees.

Advisory committees are designed to ensure that the knowledge and skills students receive in our programs are up to date with those needed in the current workforce.

Advisory committees are important resources in helping LSSC make wise decisions, resulting in the best education programs for the residents of our communities.

Advisory committees for CTE programs are mandated by the Educational Amendment of 1976 and the requirement is included in the Florida State Plan for Vocational Education. They are also required for grant administration and LSSC reaccreditation.

ROLE OF THE ADVISORY COMMITTEE

Advisory committees make recommendations to faculty and staff on issues such as curriculum development, student recruitment, assessment, instructional equipment and supplies. Their

primary function is to assist LSSC in ensuring that ultimately our students when completing programs are meeting the current needs of business and industry.

Advisory Committee Functions May Include:

- Needs assessment
- Academic program review/curriculum planning
- Facilities/Technology equipment/resource upgrading
- Recruitment of students Identification of trending certifications
- Experiential learning options

Needs Assessment

- Conduct labor force surveys
 - Identify entry level salaries related to program area
 - Identify job titles related to program area Identify job openings in the labor market
 - Survey the community at regular intervals for job opportunities
 - Coordinate surveys with other workforce related entities such as CareerSource Central Florida
 - Assist with task inventories to determine job skills needed in the local labor market

Academic Program Review/Curriculum Planning

- Review and recommend updates in program curriculum
 - Provide input for quality and performance standards
 - Evaluate relevance and effectiveness of program in terms of meeting community needs and suggest revisions if needed
 - Analyze course content and sequence o Suggest program updates and enhancements
- Research current and future trends affecting the program and then, recommend the knowledge, skills and competencies required for successful career entry or re-entry
- Contribute to program reviews, accreditations or re-accreditations, curriculum improvement initiatives and quality of learning outcomes
- Assist in faculty recruitment via recommendations and/or interview participation

Facilities/Technology Upgrading Recommendations

- Review and recommend facility and/or equipment improvements:
 - Review and evaluate facilities and equipment
 - Evaluate and recommend space, equipment and/or laboratory design o Identify new technology relevant to curriculum
 - Provide advice on technology, software and equipment changes and then, advocate on behalf of the program and college for those resources.
- Donate resources such as but not limited to equipment, software and other instructional materials when appropriate

Recruitment of Students

- Serve as a communication link/advocate between LSSC and prospective students
 - Serve as an advocate for CTE
 - Communicate information to the LSSC communities about advisory committees and their functions as a means of promoting LSSC, the programs and encouraging others to become involved
- Stimulate awareness of CTE needs and contributions to the world of work
 - Serve as guest lecturers in classes and/or host field trips/tours

- Participate in job fairs and open houses
- Disseminate program related information to workplace, professional associations, and the LSSC communities

Recruitment

- Assist in marketing the LSSC programs and recruiting students through presentations and expos, etc.
- Sponsor scholarships and recognition awards for outstanding students in CTE

Internships

- Host internships
- Provide other on-the-job training opportunities and work-based learning experiences such as shadowing days, career fairs and mentorships

ORGANIZATION AND STRUCTURE

The membership of an advisory committee will be representative of CTE programs, the faculty, and the communities which LSSC serves. The membership will provide a bridge between LSSC and business, industry, and government resources. The advisory committee membership list for each CTE program are included in the following pages.

Each committee chair will be selected during the fall organizational meeting. The chair will organize and facilitate the meeting, supported by the LSSC liaison. The LSSC liaison will act as scribe for each meeting and follow up with committee members regarding assigned tasks as needed between meetings.

Associate in Science in Business Administration

Committee Chair: TBA

College Liaison: Dr. Christopher Sargent, Associate Dean of Workforce Development

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Associate in Science in Computer Information Technology, Cybersecurity, and Artificial Intelligence

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Bachelor of Applied Science in Strategic Leadership

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Associate in Science in Nursing AND Bachelor of Science in Nursing

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Associate in Science in Engineering Technology

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Associate in Science in Medical Lab Technology

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Bachelor of Science in Elementary Education

Committee Chair: TBA

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Associate in Science in Respiratory Care

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Associate in Science in Building Construction Management 2024-25 Advisory Membership

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Soplinski, Matthew <SoplinsM@LSSC.EDU>	Senior Construction Manager Walt Disney Imagineering	Walt Disney Imagineering 1365 Avenue of the Stars Orlando, FL 32830

Background/References

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

Each 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

Beginning January 2025, the Florida Dept of Management Services (DMS) will broker insurance for participating Florida Colleges System Institutions and the results are attached for review.

Recommendation

Motion to acknowledge the Health Insurance Rates for 2025 as written.

Annual Health Insurance Premiums and Projections for 2025

2025 Plan Types		2025 Plan Costs			Enrollment Scenarios					
Coverage Level	Plan Type	Employee Annual Premium	LSSC Annual Premium	Total Premium	Current Enrollment	Projected 1-yr Cost	Enrollment Scenario 1	Projected 1-yr Cost	Enrollment Scenario 2	Projected 1-yr Cost
Single	PPO/HMO Standard	\$ 600.00	\$ 10,138	\$ 10,738	168	\$ 1,703,157	79	\$ 800,889	57	\$ 577,857
Family	PPO/HMO Standard	\$ 2,160.00	\$ 22,010	\$ 24,170	49	\$ 1,078,510	130	\$ 2,861,352	152	\$ 3,345,581
Spouse Program	PPO/HMO Standard	\$ 180.00	\$ 11,905	\$ 12,085			8	\$ 95,242	8	\$ 95,242
Single	PPO/HMO High Deductible	\$ 180.00	\$ 10,138	\$ 10,318	32	\$ 324,411	17	\$ 172,343	13	\$ 131,792
Family	PPO/HMO High Deductible	\$ 771.60	\$ 22,010	\$ 22,782	11	\$ 242,114	26	\$ 572,270	30	\$ 660,312
Spouse Program	PPO/HMO High Deductible	\$ 180.00	\$ 11,211	\$ 11,391						
					268	\$ 3,472,812	268	\$ 4,626,717	268	\$ 4,974,921

FY25 Estimated Costs:

6 mo's FCSRMC (Jul-Dec)	\$ 1,741,422	\$ 1,741,422	\$ 1,741,422
6 mo's DMS (Jan-Jul)	\$ 1,736,406	\$ 2,313,358	\$ 2,487,461
	\$ 3,477,828	\$ 4,054,780	\$ 4,228,883
FY25 Budget	\$ 3,896,835	\$ 3,896,835	\$ 3,896,835
Over/(Under) Budget	\$ (419,007)	\$ 157,945	\$ 332,048

Current Enrollment: Single coverage 76%, Employee + coverage 24%

Potential Enrollment Scenario 1: Single coverage 40%, Family coverage 60%

Potential Enrollment Scenario 2: Single coverage 30%, Family coverage 70%

PRESIDENT'S REPORT



VICE PRESIDENT'S REPORTS



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

Dr. Laura Byrd, Senior Vice President, Institutional Advancement

Access

- The LSSC Foundation accepts Scholarship applications for Spring 2025 from October 1-October 31 and plans to award \$500,000 in scholarships.
- The 12th Annual Monster Dash 5K/10K is scheduled for Saturday, October 26, 2024, at the Leesburg Campus. 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.
- College Social media statistics for September 2024:
 - Lineworker National Anthem Facebook Post – Achieved 90.1k reach with 1.3k shares and 10.4% engagement rate.
 - South Lake Welcome Back Bash Reel – Achieved 2.26k reach with 12.4% engagement rate.
 - Hispanic Heritage Month Instagram Post– Achieved 1.18k reach with 14.5% engagement rate.
 - Bachelor’s in Elementary Education Instagram Post – Achieved 1.7k reach with 9.2% engagement rate.

Student Learning & Success

- Marketing collaborated with the Enrollment Services to redesign the South Lake Building 2 Lobby, creating vibrant wall graphics.
- Communications Published Article:
 - Future Educators gain real-world insights at Aurelia M. Cole Academy

Workforce Development

- We will celebrate the award winners for the Distinguished Alumni and Hall of Fame celebration on Monday, October 28, 2024. The winners are as follows.
 - **Distinguished Alumni 2024**
 - *Professional Achievement*: Judge Jason Nimeth 2004
 - *Valor*: Captain Michael McMaster 1992
 - *Scholar*: Gregory Craig 2008
 - *GOLD* (Graduate of the last decade): Robert Weller 2020 & 2021
 - *Heart of a Volunteer*: Imre Hocker 2018 & 2021
 - **Hall of Fame 2024**
 - *Faculty*: Heather Elmatti
 - *Staff*: Rob Johnson 1995 & 2014
 - *Trustee*: Bret Jones
 - *Athletics*: Jennifer Bryant 2020
 - *Community Partner*: Charles B & Mary M. McLin Foundation

Learning and Work Environment

- Health Benefit Transition – Marketing worked with HR to launch a dedicated website and sent out mailers to all employees, reminding them of upcoming benefits workshops and the new state health benefits.
- Marq Training -We're excited to announce training for the college's Marq platform. This system allows users to easily create flyers, social media content, and more with preset templates.
- Marketing is focused on promoting faculty hiring for all disciplines, especially made a push on all platforms to recruit Math full-time faculty.
- Communications Published Articles:
 - LSSC to close on Thursday, Sept. 26 due to Tropical Storm Helene
 - LSSC to reopen on Friday, Sept. 27 after Hurricane Helene
 - LSSC launches donation drive to support Florida College System Schools impacted by Hurricane Helene
 - LSSC to close for Hurricane Milton
- Recent media coverage and mentions:
 - Forward-path leader Ken Bragg honored with street name at Lake Tech (Daily Commercial)
 - Hurricane Helene
 - On air updates on WFTV & WESH, WMFE
 - Yahoo News
 - Orlando Sentinel
 - Daily Commercial
 - FCS Hurricane Relief Drive
 - Lake sheriffs, police and other local volunteers assist hurricane victims in Big Bend area (Daily Commercial)
 - LSSC Launches Donation Drive to Support Florida Colleges Impacted By Hurricane Helene (Lake and Sumter Style)
 - LSSC launches drive to support Florida College System Schools impacted by Hurricane Helene (Leesburg News)
 - Governor DeSantis: State fund one way to help Floridians after Helene (Central Florida Public Media/WMFE/WUSF/WFSU)
 - Hurricane Milton Coverage
 - On air updates on WMFE
 - Yahoo News
 - Orlando Sentinel
 - Daily Commercial

GIFTS AND CONTRIBUTIONS

RECEIVED September 1, 2024 – September 30, 2024

September 1 – September 30, 2024

\$138,649.22

Division of Academic Affairs
Update for the President and District Board of Trustees
October 2024

Ms. Karen Hogans, Vice President of Academic Affairs

Access

- Student Accessibility Services hosted the Transition Fair for Students with Disabilities in the Magnolia Room of the Everette A Kelly Convocation Center at the Leesburg campus. There were 20 vendors in attendance, including partners at Beacon College and UCF. The students from the Transition program at Tavares High School provided refreshments from their coffee cart and we were able to serve more families this year than last year. There will be another transition fair on Wednesday, October 9th at the Cooper Memorial Library in Clermont.

Student Learning & Success

- Dr. Stephanie Luke, Executive Director of Bachelor's in Education, and Ms. Marni Kay-Martinez, Program Director of ELA and Reading Education, facilitated a professional development day at Aurelia Cole Academy. The event was a collaboration between Lake County Schools and LSSC to highlight components of current course theory in the Bachelor's of Elementary Education program with current practice in developing Early Literacy Skills in grades K-2. ALL 31 current bachelor's degree students participated in the day's professional development sessions.

Learning & Work Environment

- Associate Dean Kevin Arms was a panelist for a nationwide webinar entitled "Artificial Intelligence: Helpful Tool in Scholarly Publishing or Ethical Troublemaker?" on September 18, 2024. 600 academic professionals attended the webinar, and an additional 400 attendees joined asynchronously through the recording of the webinar.
- Hawkapella auditions were held by Dr. Charise Conant on Tuesday, September 10th. Five students joined the group. Members of Hawkapella performed the National Anthem at the October 4th LSSC Lineworker Graduation.

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

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

Enrollment Summary

As of September October 7, Fall 2024 enrollment stands at a record-high 6,110 headcount in credit programs, an increase of 17% (+886) compared to previous record and final total of 5,224 last fall. Full-time equivalency (FTE) is trending ahead of last year by more than 19%. The College continues to engage students throughout the fall semester, including enrollment in B session that begins on October 14. The Spring 2025 registration windows began opening on October 7 for classes that begin on January 13, and our Fall 2025 application opened on October 1.

Access

- The Recruitment and Enrollment teams have implemented revised communication plans and procedures to support new and prospective students, including a same-day registration option.
- The SLS Pilot program launched this fall with 65 low-income, first-generation students enrolled.
- The Early College Programs team held a PERT Prep workshop on October 2 at the South Lake Campus to prepare students for the PERT Reading, Writing, and Math assessments. Additional workshops are scheduled for this semester at various locations.
- AdventHealth is leading a workshop for 11th-grade HSCA students on October 11 in Leesburg.
- The College is hosting a Criminal Justice Early College Academy Summit on October 18 in Leesburg.
- The Financial Aid team completed the end of the academic year reporting for 2023-24.

Student Learning & Success

- OTheur Academic Advising team hosted a fall graduation check event virtually on October 7.
- The College is preparing for Spring 2025 admits with the first orientation scheduled for October 17.
- South Lake and Leesburg SGAs hosted Constitution Day activities on September 16 and 17.
- The SGAs collaborated with student-athletes to help send donations to St. Petersburg College.
- Hired two Student Assistants (South Lake and Leesburg) who will work with SGA and Athletics to develop a schedule of events for students on both South Lake and Leesburg campuses.
- Students decorated the Student Lounges with flags from Latin American countries to celebrate Hispanic Heritage Month. In collaboration with faculty and staff, students are leading a Hispanic Heritage Month Movie and Heritage Expo.
- Men's Half Marathon ran its inaugural race over the weekend. The team took home first place and occupied 4 of the top 5 individual spots.
- Volleyball had three matches canceled due to Hurricane Helene and is currently 7-8 on the season.

Workforce Development

- Seventeen new businesses requested interns for the upcoming spring and summer semesters, bringing the total number of companies to 123.
- The Criminal Justice, Business Administration, and Engineering Technology programs are adding micro-internships into their curriculum.
- The new student employment plan launched in September, and so far, 88 students have been hired this fiscal year.
- Lakehawk CareerConnect posted 186 jobs for students and alumni within the last month.

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

Thom Kieft, Vice President of Facilities Planning and Operations

Learning & Work Environment

Leesburg Campus

- WELBRO has continued the Student Services Building 2nd floor renovation. Currently, storefront glass is being installed as it is delivered to the site. Work continues on the lighting fixtures and ceiling grid. Furniture will be delivered the week of November 18. This project will conclude in the late fall of 2024.
- A preconstruction meeting for the razing of the Liberal Arts Building has been occurred with Faden Builders and their subcontractors. Quality Moving Services has moved the last of the desirable furniture from the Liberal Arts Building. Faden Builders has created a draft timeline which has the project concluding by December 2024.
- The locker rooms in the gymnasium are being used by women's volleyball. Additional wall graphics were installed by Hunter Signs and Wraps. Painting of interior gym doors was completed by LSSC Facilities staff.

Sumter Center

- LSSC Facilities and Westbrook worked on the air handler unit and ductwork in Bldg. 4. A new pulley is being installed on the air handler in Bldg. 4 to produce more CFM in the library area which is rented on Sundays to the Family Church Sumter.
- The Workforce Pavilion is on order and anticipated to be delivered and constructed onsite in mid-January. Work with the concrete pad and utilities will commence prior to this date.
- Springstead Engineering is preparing the design documents for Parking Lots B-D to take out to bid for repaving the lots.

South Lake Campus

- 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 Board Chair and LSSC leadership met with Jacobs on P3 possibilities for various types of buildings.
- The new Facilities and Grounds Building had brick veneer installed on the bottom 4 feet of the building that matches the brick on the neighboring buildings.

**Financial Services Division
Update for the President and Board of Trustees
October 2024**

Michelle Matis, Vice President of Finance and Chief Financial Officer

Learning and Work Environment

- Finalized and submitted required reporting to the FDOE:
 - FY24 Technology Expenditure Analysis
 - FY24 Exemptions and Waivers Report
 - FY24 Cost Analysis
 - FY24 Services and Expenditures for Students with Disabilities Report
- State auditors have started their work on the audit of FY24 AFR
- Still awaiting draft report on the Operational Audit. The state has asked for additional information related to credit cards.
- Procurement and Accounts Payable are enhancing forms and training documents for staff on how to enter a Requisition in Banner and then process invoices for payment in Workflow.
- The Financial Services Division in collaboration with IT are preparing for the FCS transition to the state health insurance program.
- Human Resources is preparing for benefits fairs to be held October 17 and 23 and have collaborated with Marketing to create a webpage and postcards to provide communications on the new health insurance plans and LSSC open enrollment time period. The webpage has an embedded survey for HR to track completion of employee enrollment.
- Working to collect Level 2 background screenings on all employees hired prior to October 1, 2023, as required by the state. The timeline for this project is through the end of October 2024.
- Academic Year 2024-25 contracts have been prepared and uploaded to PERFORM for each faculty member which includes the 3% COLA for those who qualified.
- Professional and Organizational Development planned and organized Feathered Pathways, LSSC day of personal and professional development. Originally scheduled for Friday, October 11, this event has been postponed due to Hurricane Milton.
- Required annual employee training on FERPA, Cybersecurity and Campus Safety is being rolled out in October through LMS, Canvas. Staff must annually complete these trainings.

Student Learning and Success

- The search for a Store Manager for the campus retail stores did not yield a final candidate to bring forth for hiring recommendation. The position requirements are being reviewed and revised so the position can be re-advertised.
- Initial inventory has been ordered to stock the stores.

Technology Innovation Division
Update for the President and District Board of Trustees
October 2024

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

Learning and Work Environment

Cybersecurity

- Created draft of annual mandatory cybersecurity training for October. Recent phishing campaign saw 1.7% response rate, below 5.2% industry average.
- Intercepted 50,000 phishing emails in September, primarily targeting students. Swiftly removed threats while processing legitimate emails promptly.

Enterprise Systems

- Implemented new State Group Insurance system, meeting all production deadlines. Employees gain access to more affordable family insurance plans during upcoming open enrollment.
- Built an internal early alert system using Canvas data, replacing Starfish. Advisors can now intervene immediately when student grades indicate poor performance.
- Developed custom DegreeWorks (degree audit tool) reporting dashboard. Enables viewing individual student progress toward completion and remaining course requirements.
- Testing myLSSC 2.0 portal updates for imminent launch. Will provide students and employees with a modernized interface to access services.

Technology Infrastructure & Education Technology

- Implementing Team Dynamix helpdesk system by November. Will offer comprehensive support, including solutions for common issues.
- Preparing innovative lab with VR/AR technology and 3D printing. Final setup underway in SM 104.
- Overhauling classroom technology in SM 117. Installing new projector, ClickShare device, and Newline Flex screen for enhanced instruction.
- Launching SimX virtual reality software for nursing program. Assist students in preparing for patient care scenarios.

Institutional Effectiveness

- Conducted faculty academic assessment workshops. Increased engagement in assessment process and revision of action plans.
- Developed comprehensive institutional dashboard. Enables real-time data access for informed decision-making across departments.
- Created timeline for SACSCOC 5th Year Interim Report. Ensures accountability and collaboration for timely submission.
- Developed framework for general education program review by pathways. Provides a structured approach to assess student success metrics.

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

Rep. John Temple, Vice President of Workforce Programs

Access

- On October 3rd and 4th, the College had the accreditation visit by NAACLS for the MLT program. Program Director Vahn Lithila, Associate Vice President Dr. Christine Ramos, and the Health Professions team did an amazing job getting ready for the visit. The review team had a lot of wonderful things to say about the MLT program and the College. The review team provided a few items for the College to improve upon. The Health Professionals team is currently working on the request.

Workforce Development

- Another lineworker graduation was held on October 4th in Sumterville. Mark your calendars for December 6th at 9:00 for the next graduation. Efforts are in place to continue to incorporate more aspects of other programs in the graduation. During the past graduation, the student acapella group, The Hawkapellas, sang the national anthem, and SGA representatives came to congratulate the students on their accomplishments.

Learning and Work Environment

- Dr. Chris Sargent and Dr. Sumathi Hariharan are headed to the 2024 National Advance Technical Education Principal Investigator's Conference on October 22nd through the 26th in Washington, DC. They will be presenting advancements in our Advanced Manufacturing Program. The American Association of Community Colleges and the National Science Foundation (NSF) host the conference.

BOARD ATTORNEY'S REPORT





October 7, 2024

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

Re: Board Attorney Report for October 16, 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. A Case Management Conference was held October 1, 2024. Leadership Lake County, Inc. filed Notice of Compulsory Medical Examination providing notice for the Plaintiff to submit to a medical examination on December 13, 2024 by Dr. Michael V. Jablonski. Leadership Lake County, Inc. also filed a Motion for Final Summary Judgment. A hearing is scheduled November 26, 2024 on several motions, including Motion to Compel Expert Answers to Interrogatories and Request to Produce, Motion to Compel Two Compulsory Medical Examinations of Plaintiff, and Motion to Compel Answers to Interrogatories and Response to Supplemental Request to Produce.

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.

Lake Sumter State College
October 7, 2024
Page 2 of 2

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



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 Specialized Associate in Arts Transfer – University of Central Florida (SAAT-UCF) degrees will provide students the opportunity to complete their prerequisites at Lake-Sumter State College prior to transferring to the University of Central Florida to complete a bachelor's degree in each of these areas:

- SAAT-UCF Biomedical Science, Biology
- SAAT-UCF Business
- SAAT-UCF Computer Science
- SAAT-UCF Engineering (three pathways: 1. mechanical, aerospace, industrial; 2. computer and electrical; 3. civil)
- SAAT-UCF Health Sciences

Recommendation

Motion to approve moving forward with adding the SAAT-UCF in Biomedical Science/Biology, Business, Computer Science, Engineering (3 pathways), and Health Science degrees to the Lake-Sumter State College portfolio.

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

Credit Program Title:

Specialized Associate in Arts Transfer- University of Central Florida (SAAT-UCF)
Degrees (seven separate degrees):

- SAAT-UCF Business
- SAAT-UCF Biomedical Sciences/Biology
- SAAT-UCF Engineering (mechanical, aerospace, industrial)
- SAAT-UCF Engineering (computer and electrical)
- SAAT-UCF Engineering (civil)
- SAAT-UCF Computer Science
- SAAT-UCF Health Sciences

Length:

- SAAT-UCF Business (proposed 60 credits at present, but may exceed 60 after full vetting of the curriculum plan)
- SAAT-UCF Biomedical Sciences/Biology (proposed 67 credits)
- SAAT-UCF Engineering (mechanical, aerospace, industrial) (proposed 74 credits)
- SAAT-UCF Engineering (computer and electrical) (proposed 71 credits)
- SAAT-UCF Engineering (civil) (proposed 68 credits)
- SAAT-UCF Computer Science (proposed 72 credits)
- SAAT-UCF Health Sciences (proposed 61 credits)

CIP: To be assigned by FLDOE

Programs Start Date: Fall 2025

Overall Program Description:

A student who completes a Specialized Associate in Arts Transfer to UCF degree will be prepared to transfer to the University of Central Florida with their program prerequisites completed at Lake-Sumter State College and be provided a seamless path into a UCF college to pursue their bachelor's degree in one of the areas listed above.

Justification:

Lake-Sumter State College (LSSC) is committed to providing local post-secondary educational opportunities for its community members that lead to improving their socio-economic status. LSSC currently offers a 60-credit associate in arts (AA) degree that prepares students for a bachelor's degree. Typically, students who complete the AA transfer to a university to continue their educational path toward completing their bachelor's degree. An ongoing issue for our transfer students is the need to complete more than 60 credits to meet university program prerequisite requirements. Financial aid is no longer available to students who complete their AA degree yet still need to complete course prerequisites in their chosen major.

A law was passed July 2024 permitting Florida College System institutions to offer a specialized AA degree designed to exceed 60 credits to mitigate this ongoing issue. Section (s.) 1007.25(9), Florida Statutes (F.S.), and Rule 6A-14.094, Florida Administrative Code (F.A.C.), outline the requirements for Florida College System institution specialized associate in arts transfer (SAAT) degree program proposals.

The SAAT-UCF degrees listed above lead to careers in high demand, high wage occupations once a student successfully completes their bachelor's degree. Each of these degrees requires students to complete more than 60 credits to meet the prerequisite bachelor's degree requirements for acceptance into the program at the University of Central Florida (UCF). It would be ideal for LSSC to enter into an articulation agreement with UCF (a required part of the SAAT approval process) considering the majority of our current students choose to transfer to that university upon completion of their AA degree.

Alignment with LSSC's Mission, Vision, and Strategic Goals

The SAAT-UCF degrees will help solidify LSSC as the community's college of choice for quality education by maximizing access to programs in services locally and providing an affordable option for students to complete their bachelor's degree prerequisites.

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

See relevant section in attached NOIs

Marketing and Recruitment Plan:

The marketing and recruitment plan for the program will include a video vignette highlighting the new SAAT-UCF pathways. Participants will learn about the program through multiple outreach efforts. These efforts include online marketing, information sessions with high school departments, and outreach to current and prospective students.

DRAFT curriculum plans and labor market demand

AA Specialized Transfer Degree – updated proposed requirements of [HB1285](#) (January 2024)

Criteria found in HB1285 ([section 6(b) – line 380 – page 16])

- Must include 36 semester hours of general education coursework
- Must require 60 semester hours or more of college credit
- Designed for FCS institution students who need supplemental coursework in preparation for transfer
- The State Board of Education shall establish criteria for the review and approval of new specialized transfer degrees. The process must require:
 - Notice of Intent (NOI) to the Division of Florida Colleges
 - NOI includes
 - Recommended credit hours
 - Rationale for the specialization
 - Demand for students entering the field
 - Coursework being proposed to be included beyond the 60 semester hours required for the general transfer degree if applicable
 - Proposal at a minimum includes
 - Evidence that the coursework for the associate in arts specialized transfer degree includes demonstration of competency in a foreign language pursuant to

s.1007.262 and demonstration of civic literacy competency as provided in subsection (5).

- Demonstration that all required coursework will count toward the associate in arts degree or the baccalaureate degree
- An analysis of demand and unmet need for students entering the specialized field of study at the baccalaureate level.
- Justification for the program length if it exceeds 60 credit hours, including references to the common prerequisite manual or other requirements for the baccalaureate degree. This includes documentation of alignment between the exit requirements of a FCS institution and the admissions requirements of a baccalaureate program at a state university to which students would typically transfer.
- Articulation agreements for graduates of the associate in arts specialized transfer degrees.

Sample AA Specialized Transfer Degree – Business

Common Program Prerequisites (CPP) & Core Courses – NOTE: [UCF](#) requires a “C” or higher for CPPs

- **ACG X021C** *+^
- **ACG X071C** *+^
- **CGS X100C** +^
- **ECO X013** +^
- **ECO X023** +^
- Choose one of the two following options:
 - **MAC X233** *+^ & **STA X023** +^
 - **MAC X311** *+^ & **MAC X312** *+^

Coursework for Bus. Calc. & Stats Pathway Credits (Applicable for the following BSBA degrees: Accounting; Economics; Economics, Business Analytics Track; Finance; Integrative Business; Management; Marketing; & Real Estate)

SLS X122 – New Student Experience	3	
ENC X101 – Freshman Composition I*+	3	
Civic Literacy Social Science Core	3	
MAC X105 – College Algebra*+	3	
ENC X102 – Freshman Composition II*+	3	
MAC X233 – Calculus for Business and Social Science *+^	3	
ACG X021C – Principles of Financial Accounting *+^	3	
SPC X608 – Speech or SPC X017 – Communication	3	
Humanities Core	3	
ACG X071C – Principles of Managerial Accounting *+^	3	
Humanities Institutional*+	3	
ECO X013 – Principles of Economics - Macro +^	3	
Science Core	3	
ECO X023 – Principles of Economics - Micro +^	3	
CGS X100C – Computer Fundamentals and applications +^	3	
Social Science Institutional*+	3	
Science Core or Institutional	3	
STA X023 – Statistical Methods +^	3	
Electives	6	60

Coursework for Calculus Pathway (not a popular pathway for typical business majors students) - (Applicable for the following BSBA degrees: Accounting; Finance; Integrative Business; Management; Marketing; & Real Estate)

Coursework	Credit Hrs.	
SLS X122 – New Student Experience	3	
ENC X101 – Freshman Composition I*+	3	
Civic Literacy Social Science Core	3	
ENC X102 – Freshman Composition II*+	3	
ACG X021C – Principles of Financial Accounting *+^	3	

SPC X608 – Speech or SPC X017 – Communication	3	
Humanities Core	3	
Humanities Institutional*+	3	
Science Core	3	
ECO X013 – Principles of Economics - Macro +^	3	
Social Science Institutional*+	3	
Science Core or Institutional	3	
ACG X071C – Principles of Managerial Accounting *+^	3	
ECO X023 – Principles of Economics - Micro +^	3	
CGS X100C – Computer Fundamentals and applications +^	3	
MAC X311 Calculus with Analytic Geo. I *+^	4	
MAC X312 – Calc. w/Analytic Geom. II*+^	4	
Electives	7	
Total degree requirements		60

Key:

* Class has a prerequisite

+ Class requires “C” grade or higher.

^ Course may require a specific grade for transfer institution

~ Must be paired with MUL 1010 to earn Humanities credit.

Bold – Common Program Prerequisite (included in sample plan)

DEMAND: FLORIDA DEPARTMENT OF COMMERCE EMPLOYMENT PROJECTIONS								
Occupation			Number of Jobs				Education Level	
Name/Title	SOC Code	Workforce Area	2023	2031	**Level Change	***Total Job Openings	FL	BL5
Chief Executives	11-1011	12	4280	4207	-1.7	2382/8=298	B	B
General and Operations Managers	11-1021	12	2575	2854	10.8	2161/8=270	B	B
Administrative Services Managers	11-3012	12	1667	1,831	9.8	1318/8=165	B	B
Facilities Managers	11-3013	12	950	1054	10.9	754/8=94	B	B
Transportation, Storage, and Distribution Managers	11-3071	12	1295	1409	8.8	1002/8=125	B	B
Construction Managers	11-9151	12	48,684	54,406	11.8	41,005/8=5126	B	B
Managers, all others	11-9199	12	9219	9928	7.7	6702/8=838	B	B
Project Management Specialists	13-1082	12	10,239	11,472	12	8182/8=1023	B	B
Management Analysts	13-1111	12	11,050	12,373	12	9815/8=1227	B	B
Accountants and Auditors	13-2011	12	15,265	16,972	11.2	12799/8=1560	B	B
Advertising, Marketing, Promotions, Public Relations, and Sales Managers	11-2000	12	7806	8670	11.1	6387/8=798	B	B
					Total	(8-year annual average) =11,524		

Sample AA Specialized Transfer Degree - Biomedical Sciences/Biology

Common Program Prerequisites (CPP) & Core Courses- NOTE: [UCF](#) requires a "C" or higher for CPPs

- **BSC X010C** *+^
- **BSC X011C***^
- **CHM X045C** *+^
- **CHM X046C** *+^
- **CHM X210C** *+^
- **CHM X211C** *+^
- **STA X023***+^
- **MAC X311***+^ (Biomedical or Biology) or **MAC X233** *+^ (Biology)
- **PHY X053C***+^ and **PHY X054C***+^

Coursework	Credit Hrs.	
SLS X122 - New Student Experience	3	
ENC X101 - Freshman Composition I*+	3	
BSC X010C - General Biology I *^	4	
BSC X011C *^ General Biology II	4	
CHM X025C - Intro. to General Chemistry	4	
ENC X102 - Freshman Composition II*+	3	
Humanities Institutional*+	3	
CHM X045C - Gen. Chem. w/ Qual Analysis I *^	4	
Humanities Core	3	
MAC X311 - Calculus with Analytic Geo. I *+^	4	
OR		
MAC X233 - Calculus for Business *+^		
Civic Literacy Social Science Core	3	
CHM X046C - Gen. Chem. w/ Qual Analysis II *^	4	
CHM X210C - Organic Chemistry I *^	4	
PHY X053C College Physics I *+^ and	8	
PHY X054C College Physics II *+^		
SPC X608 - Speech or SPC X017 - Communication	3	
Social Science Institutional*+	3	60
Additional CPPs beyond 60 for Biomedical Sciences		
CHM X211C *+^ Organic Chemistry II	4	
STA X023 *+^ Statistical Methods	3	7
Total degree requirements		67

Key:

* Class has a prerequisite

+ Class requires "C" grade or higher.

^ Course may require a specific grade for transfer institution

~ Must be paired with MUL 1010 to earn Humanities credit.

Bold – Common Program Prerequisite (included in sample plan) and should be completed for admission into the major.

DEMAND: FLORIDA DEPARTMENT OF COMMERCE EMPLOYMENT PROJECTIONS								
Occupation			Number of Jobs				Education Level	
Name/Title	SOC Code	Workforce Area	2023	2031	**Level Change	***Total Job Openings	FL	BLS
19-1022	Microbiologists	12	60	69	15	53/8=7	M	B
19-1000	Life Scientists	12	998	1131	13.3	771/8=96	-	-
19-4000	Life, Physical, and Social Science Technicians	12	1788	2023	13.1	2032/8=254		
					Total	(8 year annual average) =44		

Sample AA Specialized Transfer Degree – Engineering

Common Program Prerequisites (CPP) & Core Courses – NOTE: [UCF](#), [UF](#), [USF](#) [UNF](#) requires a “C” or higher for CPPs

- **MAC X311*+^**
- **MAC X312*+^**
- **MAC X313*+^**
- **MAP X302*^**
- **PHY X048C*+^**
- **PHY X049C*^**
- **CHM X045C*^**

Coursework	Credit Hrs.	
SLS X122 – New Student Experience	3	
ENC X101 – Freshman Composition I*+	3	
Civic Literacy Social Science Core	3	
CHM X025C – Intro. to General Chemistry	4	
ENC X102 – Freshman Composition II*+	3	
SPC X608 – Speech or SPC X017 – Communication	3	
Humanities Core	3	
Humanities Institutional*+	3	
CHM X045C – Gen. Chem. w/ Qual Analysis I*^	4	
MAC X311 – Calculus with Analytic Geo. I*+^	4	
Social Science Institutional*+	3	
PHY X048C*+^ and PHY X049C*+^ General Physics with Calculus I and II	10	
MAC X312 – Calc. w/Analytic Geom. II*+^	4	
MAC X313 – Calc. w/Analytic Geom. III*+^	4	
MAP X302 – Differential Equations*^	3	
EGN X007C – Engineering Concepts and Methods	1	
EGN X440 Probability and Statistics for Engineers	3	
EGS X006C Introduction to the Engineering Profession	1	62
Additional Courses which must be completed prior to enrolling		

in the following degree programs: Mechanical, Aerospace, Industrial Engineering.			
EGN X312 Engineering Analysis – Statics*+^		3	
EGN X322 Engineering Analysis – Dynamics*+^		3	
EGN X373 Principles of Electrical Engineering*+^		3	
COP 2220 C Programming *+^or COP 3275#*+^		3	
			12
Total degree requirements			74

Additional Courses which must be completed prior to enrolling in the following degree programs: Computer & Electrical Engineering.			
EGN 2421 Engineering Analysis +^		3	
EGS 2004C Electrical Networks*+^		3	
COP 3275C C/C++ Programming for Engineers+^		3	
			9
Total degree requirements			71

Additional Courses which must be completed prior to enrolling in the following degree program: Civil Engineering			
EGN X312 Engineering Analysis – Statics*+^		3	
EGN X322 Engineering Analysis – Dynamics*+^		3	
			6
Total degree requirements			68

Key:

* Class has a prerequisite

+ Class requires “C” grade or higher.

^ Course may require a specific grade for transfer institution

~ Must be paired with MUL 1010 to earn Humanities credit.

Bold – Common Program Prerequisite (included in sample plan) and should be completed for admission into the major.

Footnote -

Any course(s) **required** for the intended major which are not offered at the student’s home institution must be completed as a transient student at different State College/Institution prior to enrolling at UCF

DEMAND: FLORIDA DEPARTMENT OF COMMERCE EMPLOYMENT PROJECTIONS								
Occupation			Number of Jobs				Education Level	
Name/Title	SOC Code	Workforce Area	2023	2031	**Level Change	***Total Job Openings	FL	BLS
Architectural and Engineering Managers	11-9041	12	1396	1592	14	1036/8=129	B	B
Mechanical Engineers	17-2141	12	1103	1244	12.8	703/8=88	B	B
Industrial Production Managers	11-3051	12	936	1024	9.4	644/8=80	B	B
Engineers	17-2000	12	12,738	14,474	13.6	8597/8=1071	B	B
					Total	(8year annual average)=171		

Sample AA Specialized Transfer Degree – Computer Science

Common Program Prerequisites (CPP) & Core Courses – NOTE: [UCF](#) requires a “C” or higher for CPPs

- **COP X220C** *+^
- **MAC X311** *+^
- **MAC X312** *+^
- **PHY X048C** *+^
- **PHY X049C** *+^
- Choose 2 of the following:
 - **BSC X010C** +^
 - **BSC X011C** *+^
 - **CHM X045C** *+^
 - **CHM X046C** *+^
- **Additional Core Requirements**
- COP2800C &
 - COP2805C

Coursework	Credit Hrs.	
SLS X122 – New Student Experience	3	
ENC X101 – Freshman Composition I*+	3	
Civic Literacy Social Science Core	3	
ENC X102 – Freshman Composition II*+	3	
SPC X608 – Speech or SPC X017 – Communication	3	
Humanities Core	3	
MAC X311 & X312 Calculus I and II*+^	8	
Humanities Institutional*+	3	
Social Science Institutional*+	3	
COP X000C Introduction to Programming Concepts	3	
COP X220C C Programming*+^	3	

COPX800C Java Programming	3	
COPX805C Advanced Java Programming	3	
PHYX048C General Physics with Calc I*+^	4	
PHYX049C General Physics with Calc II*+^	4	
Choose 2 of the following Science courses:		
CHM X045C - Gen. Chem. w/ Qual Analysis I & II*^	4	
CHM X046C - Gen. Chem. w/ Qual Analysis II*^	4	
BSC X010C General Biology I*+^	4	
BSC X011C General Biology II*+^	4	60
Additional Core Requirements beyond 60 hrs.		
STA2023 Statistical Methods I^	3	
MAC X313 Calculus III*+^	4	
MAP X302 - Differential Equations*+^	3	
Total degree requirements		72

Key:

* Class has a prerequisite

+ Class requires "C" grade or higher.

^ Course may require a specific grade for transfer institution

~ Must be paired with MUL 1010 to earn Humanities credit.

Bold - Common Program Prerequisite (included in sample plan)

Footnote -

Student will be admitted as Computer Science (CS) major but will still need to pass COP 3502 and the Foundation Examination before continuing with the major.

DEMAND: FLORIDA DEPARTMENT OF COMMERCE EMPLOYMENT PROJECTIONS								
Occupation			Number of Jobs				Education Level	
Name/Title	SOC Code	Workforce Area	2023	2031	**Level Change	***Total Job Openings	FL	BLS
Computer Systems Analysts	15-1211	12	5167	5612	8.6	3456/8=432	B	B
Network and Computer Systems Administrators	15-1244	12	4497	4988	10.9	3038/8=379	B	B
					Total	811		

Sample AA Specialized Transfer Degree – Health Sciences

Common Program Prerequisites (CPP) & Core Courses – NOTE: [UCF](#) requires a “C” or higher for CPPs

- **BSC X010C+^**
- **BSC X011C*+^**
- **BSC X093C*+^**
- **BSC X094C*+^**
- **CHM X045C*+^**
- **CHM X046C*+^**
- **PSY X012+^**
- **STA X023*+^**
- Pick one:
 - **MAC X114*+^ *or***
 - **MAC X233*+^ *or***
 - **MAC X311*+^**
- Pick one sequence:
 - **PHY X053C & PHY X054C*+^ (8 hrs.) *or***
 - **PHY X048C*+^ & PHY X049C*+^ (8 hrs.)**

Coursework	Credit Hrs.	
SLS X122 – New Student Experience	3	
ENC X101 – Freshman Composition I*+	3	
Civic Literacy Social Science Core	3	
CHM X025C – Intro. to General Chemistry	4	

ENC X102 – Freshman Composition II*+	3	
SPC X608 – Speech or SPC X017 – Communication	3	
Humanities Core	3	
STA X023 Statistical Methods	3	
Humanities Institutional*+	3	
PSY X012 General Psychology*+	3	
CHM X045C & CHM X046C – Gen. Chem. w/ Qual Analysis I & II*+^	8	
BSC X010C & BSC 1011C *+^ General Biology I & II	8	
Social Science Institutional*+	3	
Physics Sequence ○ PHY X053C & PHY X054C*+^ (8 hrs.)	8	
Choose one math course*+^:		
MAC X114 College Trigonometry	3	
MAC X233 – Calculus for Business and Social Science *+^	3	
MAC X311 Calculus I*+^	4	
BSC X085C & 2086C Human Anatomy & Physiology I and II*+^	8	
Total degree requirements		61

Key:

* Class has a prerequisite

+ Class requires “C” grade or higher.

^ Course may require a specific grade for transfer institution

~ Must be paired with MUL 1010 to earn Humanities credit.

Bold – Common Program Prerequisite (included in sample plan)

Notes: This AA specialized pathway is applicable to Health Sciences Pre-Clinical Track and Health Sciences, Health Promotion Track. See the Health Informatics and Information Management degree for an alternate pathway using similar pre-requisites.

DEMAND: FLORIDA DEPARTMENT OF COMMERCE EMPLOYMENT PROJECTIONS								
Occupation			Number of Jobs				Education Level	
Name/Title	SOC Code	Workforce Area	2023	2031	**Level Change	***Total Job Openings	FL	BLS
11-9111	Medical and Health Services Managers	12	5078	6478	27.6	5017/8 =627	B	B
					Total	(8 year annual average) =627		

Awarding of Posthumous Honorary Degree – Zaria Amanda Ryan

Agenda Item: 1024-15

Background/References

In accordance with F.S. 1005.22 and Florida Department of Education Rule 6E-1.0041, eligible postsecondary institutions may award honorary degrees and certificates. Lake-Sumter State College Administrative Procedure 4-22 outlines the process by which the College President can present a candidate to the District Board of Trustees for approval of the award of an honorary degree.

Description

Lake-Sumter State College may award an honorary degree to individuals who have an association with LSSC and/or the State of Florida by virtue of birth, education or direct contribution to the well-being of the state's citizens, or have distinguished themselves in such a manner, and at such a level, as to have won recognition in their respective areas of endeavor at the state, regional or national levels, or will reflect favorably on LSSC, Florida, and the State of Florida. LSSC may also award a posthumous honorary degree to former students upon consideration of an official request and review of degree progress.

Student Zaria Amanda Ryan passed away unexpectedly on September 10, 2024. She was pursuing an Associate in Arts degree at LSSC and on track to graduate this academic year. It has been requested that the College award her with an honorary A.A. degree in the upcoming December Commencement Ceremony.

Recommendation

Motion to approve the conferral of an Associate in Arts degree honoris causa to Zaria Amanda Ryan as written.

Background/References

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

Description

The agreement between the College and Orlando Health National Training Center provides permission for the College's Student/Athletes to utilize their facilities for training and competition.

This agreement was provided to the District Board of Trustees by email.

Recommendation

Motion to approve the Orlando Health National Training Center Facility Use Agreement as written.

Background/References

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

Description

The agreement between the College and Orlando Health, Inc. allows for medical services to be provided for student athletes during all home game events.
This agreement was provided to the District Board of Trustees by email.

Recommendation

Motion to approve the Orlando Health, Inc. Medical Services Agreement as written

Sumter County Schools “Pathways to Becoming a Certified Teacher” MOU

Agenda Item: 1024-18

Background/References

Per Florida statute 1001.64, each Board of Trustees has responsibility for the establishment and discontinuance of program and course offerings.

Description

The Memorandum of Understanding between the College and Sumter County School District allows Sumter County to take advantage of the "Pathway to Becoming a Certified Teacher" program.

This agreement was provided to the District Board of Trustees by email.

Recommendation

Motion to approve the Sumter County Schools “Pathways to Becoming a Certified Teacher” MOU as written.

Background/References

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

Description

This agreement between the College and Waterman SNF Operations, LLC. provides nursing students the opportunity to perform clinical practicums at the Solaris facility of Waterman Village in Mount Dora.

This agreement was provided to the District Board of Trustees by email.

Recommendation

Motion to approve the Waterman SNF Operations Clinical Affiliation Agreement as written.

The Edgewater at Waterman Village Clinical Affiliation Agreement

Agenda Item: 1024-20

Background/References

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

Description

This agreement between the College and The Edgewater at Waterman Village provides nursing students the opportunity to perform clinical practicums at the Edgewater facility at Waterman Village in Mount Dora.

This agreement was provided to the District Board of Trustees by email.

Recommendation

Motion to approve the Edgewater at Waterman Village Clinical Affiliation Agreement as written.

Williams-Johnson Roof Restoration, Leesburg Campus

Agenda Item: 1024-21

Background/References

The Williams-Johnson (WJ) Building on the Leesburg Campus was built in 1964 and is Bldg. #1 on campus meaning it is the oldest building. The WJ Building has some roof leaks and is the home of Technology Innovation, Human Resources, and the Finance Departments. The college has collaborated with Garland/DBS, Inc. to manage the roofing project and receive bids on the roof energizer restoration.

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

Description

Garland/DBS used pricing according to the pricing in the Master Intergovernmental Cooperative Purchasing Agreement (MICPA) and OMNIA Partners, Public Sector (U.S. Communities). Due to less than 25% of the roof having wet insulation, it is recommended to complete a roof restoration instead of a complete roof replacement. They received at least four from roofing contractors for the roof energizer restoration. Four of the roofing contractors have completed a roof restoration or roof replacement on the Leesburg Campus in the last 3 years.

It is recommended to award the WJ roofing restoration project to Garland/DBS, Inc. with the lowest bidding roofing contractor.

Recommendation

Motion to approve the Williams-Johnson Roof Restoration at the Leesburg Campus as written.

Background/References

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

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

Description

The library on the LSSC Leesburg Campus was approved by the District Board of Trustees for naming recognition for Congress Clifford Stearns on May 2021. Since that time, the library has been deemed uninhabitable and was not renovated as planned. In order to honor the naming for Congressman Stearns, the LSSC Foundation, Inc. recommends transferring the naming for Congressman Stearns to the Center for Teaching and Learning on the Leesburg Campus.

Recommendation

Motion to approve the naming transfer for Congressman Stearns at the Leesburg Campus as written.

Naming for The Live Well Foundation at South Lake, South Lake Campus

Agenda Item: 1024-23

Background/References

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

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

Description

In recognition of monetary contributions to the LSSC Foundation, Inc. to support Health Professions, the LSSC Foundation, Inc. recommends naming the Respiratory Care Lab at the South Lake Campus for The Live Well at South Lake.

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

Recommendation

Motion to acknowledge the naming for The Live Well Foundation at South Lake, South Lake Campus as written.

Recommendation from Dr. Byrd for November 8, 2024 Early Release

Agenda Item: 1024-24

Background/References

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

Description

Interim President Byrd is recommending the District Board of Trustees approve an early release of College employees on November 8, 2024 in recognition of their collective contributions to supporting students and achieving the Fall 2024 enrollment goals. If approved, notifications and announcements would be made in advance to mitigate any student impacts prior to the existing holiday weekend.

Recommendation

Motion to approve the recommendation from Dr. Byrd for early release on November 8, 2024 as written.

Leesburg Campus Beach Volleyball Courts

Agenda Item: 1024-25

Background/References

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

Description

The LSSC Foundation, Inc. recommends the acceptance of an in-kind gift to upgrade the current practice outdoor volleyball courts to competition level beach volleyball courts. This will allow our beach volleyball players to compete on our campus.

Recommendation

Motion to approve the Beach Volleyball Courts at the Leesburg Campus as written.

Conducting a Compression Study of Faculty and Staff Salaries

Agenda Item: 1024-26

Background/References

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

Description

A faculty and staff compression study would assess the current pay structure, identifying potential areas where salary compression may exist, particularly between newly hired employees and long-serving staff members in similar roles. The College believes this analysis is crucial for fostering a fair and equitable compensation structure, ensuring it attracts and retains top talent, and maintaining employee morale and satisfaction. This study would also recommend solutions to address any identified issues, including recommendations for salary adjustments or long-term strategies to prevent future compression. The College recommends allocating the necessary resources to commission this study and ask the District Board of Trustees for approval moving forward with this initiative.

Recommendation

Motion to approve research on a faculty and staff compression study as written.

Employment Agreement for Interim President

Agenda Item: 1024-27

Background/References

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

Description

The District Board of Trustees requested the College to review the employment agreement for Dr. Laura Byrd since serving as Interim President beginning August 30, 2024 and to provide compensation recommendations for Board consideration and approval. The employment agreement for Interim President, Dr. Laura Byrd, was provided to the District Board of Trustees by email.

Recommendation

Motion to approve employment agreement for Interim President, Dr, Laura Byrd, as written.

Background/References

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

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

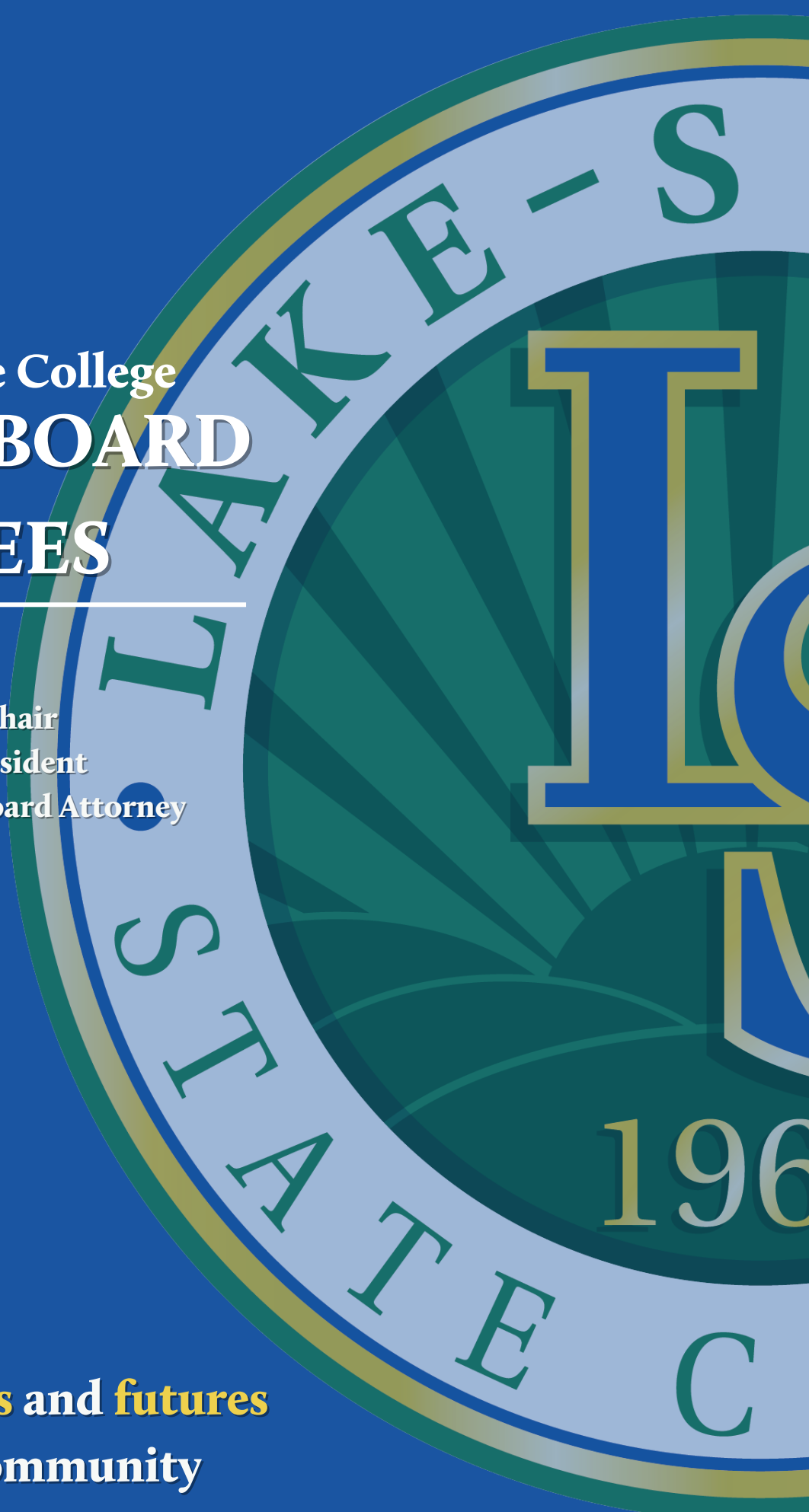
Description

In recognition of a monetary gift to the LSSC Foundation, Inc. – consisting of the baseball field, softball field, and concession stand – will be renamed.

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

Recommendation

Motion to acknowledge the naming for the Leesburg Campus Athletics Fields as written.

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

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

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Ms. Jennifer Hooten, Vice Chair

Dr. Laura Byrd, Interim President

Ms. Anita Geraci-Carver, Board Attorney

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