Lake-Sumter State College

DISTRICT BOARD OF TRUSTEES

Board Meeting Packet
May 15, 2024

Lake-Sumter State College
DISTRICT BOARD OF TRUSTEES

Meeting Agenda
Wednesday, May 15, 2024
Leesburg Campus – 4:00 pm

CALL TO ORDER – Vice Chair Jennifer Hooten

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

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

PRESENTATIONS
Annual Information Security Program Report
Budget FY 24-25

CONSENT CONSIDERATIONS

0524-01	Approve:	Minutes of April 10, 2024 Finance & Public-Private Partnership Committee Meeting
0524-02	Approve:	Minutes of April 10, 2024 Regular Meeting
0524-03	Acknowledge:	Human Resources Staff Changes
0524-04	Acknowledge:	Monthly Fiscal Report for April 2024
0524-05	Approve:	Purchases over $65,000
0524-06	Approve:	Write-Off of Uncollectable Accounts
0524-07	Acknowledge:	Capital Improvement Projects Report
0524-08	Information:	Career Pathways Update
0524-09	Information:	Veteran Audit
0524-10	Approve:	Honorary Bachelor of Applied Science in Leadership (BAS-L) to Senator Dennis Baxley

COLLEGE PRESIDENT'S REPORT
0524-11 President Bigard's Update

FOUNDATION'S REPORT
0524-13 Michelle Michnoff, President
Dr. Laura Byrd, Sr. Vice President of Institutional Advancement and Executive Director of the Foundation

BOARD ATTORNEY'S REPORT
0524-14 Ms. Anita Geraci-Carver's Update

Lake-Sumter State College

DISTRICT BOARD OF TRUSTEES

Meeting Agenda

Wednesday, May 15, 2024
Leesburg Campus – 4:00 pm

BOARD COMMITTEE REPORTS

0525-15 Executive Committee – Chairman Bret Jones
Facilities Committee - Ms. Jennifer Hooten
Foundation Liaison – Mr. David Hidalgo

NEW BUSINESS

0524-16	Approve:	Operational Budget FY 24/25
0524-17	Approve:	Capital Budget FY 24/25
0524-18	Approve:	Leesburg Campus Student Services Building 2nd Floor Remodel Guaranteed Max Price
0524-19	Approve:	Sumter Center Workforce Pavilion Guaranteed Max Price

ADJOURNMENT

CALENDAR NOTES:

Facilities Committee	Wednesday, May 15, 2024 3:00 pm	Leesburg Campus Magnolia Room
District Board of Trustees Meeting	Wednesday, May 15, 2024 4:00 pm	Leesburg Campus Magnolia Room
Strategic Planning Committee	Monday, June 3, 2024 5:00 pm	TBD
Facilities Committee	Wednesday, June 5, 2024 4:30 pm	TBD
Executive Committee	Tuesday, June 11, 2024 9:30 am	Clermont
Finance Committee	Tuesday, June 18, 2024 3:00 pm	TBD
District Board of Trustees Meeting	Wednesday, June 19, 2024 5:00 pm	South Lake Campus Board Room

NO BOARD MEETING IN JULY OR DECEMBER

CONSENT CONSIDERATIONS

ITEM: 0524-01

Lake-Sumter State College
FINANCE COMMITTEE OF THE DISTRICT BOARD OF TRUSTEES
April 10, 2024 Minutes

In attendance: Mr. Tim Morris, Chair, President Heather Bigard, Mr. Bruce Duncan, Ms. Michelle Matis, and Ms. Kailyn Wurm.

Mr. Tim Morris, Chair, called the meeting to order at 1:30 pm.

Current Review of Financials

The College provided an update on the current review of financials for March 2024. Discussion led to the prioritizing of program funding and focusing on legislative funds. The College is waiting to receive information on how the 80 million for health insurance Is being allocated. The Committee discussed that the Foundation Inc. is raising enough money now to possibly pay their employees.

The items below were to be deferred to the next meeting:

Operational Audit Update
2024-2025 Budget Development
SECO Energy

Mr. Tim Morris adjourned the meeting at 1:42 pm.

Respectfully submitted by Ms. Kailyn Wurm, Recording Secretary.

ITEM: 0524-05

DISTRICT BOARD OF TRUSTEES
LAKE-SUMTER STATE COLLEGE
SOUTH LAKE CAMPUS
April, 2024

PRESENT: Mr. Bret Jones, Board Chair, Dr. Heather Bigard, President, Board Members: Ms. Jennifer Hooten, Vice-Chair, Ms. Ivy Parks, Mr. Tim Morris, Mr. David Hidalgo, Ms. Emily Lee, 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 Chairman Bret Jones at 5:13 p.m. on April 27, 2024, at the South Lake Campus.

PUBLIC COMMENT:

No Public Comment cards were submitted for the meeting.

NEW BUSINESS:

0424-01 – TUITION AND FEE SCHEDULE AND COURSE FEE CHANGES FY24/25

This item is for informational purposes only.

0424-02 – BOOKSTORE REQUEST FOR PROPOSALS SELECTION

The College recommends to award and enter contract negotiations with Akademos as the highest ranked firm to provide the College's new Online Course Materials Store.
MOTION to approve and enter contract negotiations with the highest ranked firm, Akademos, to provide the College's new Online Course Materials Store, Ms. Emily Lee, SECOND, Ms. Jennifer Hooten, motion passed.

SCHEDULED INFORMATION REPORTS – Part A:

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

PRESENTATIONS:

Vice President Dr. Joseph Mews presented four LSSC Student Life clubs: the Angler, The Odyssey, Honors Club, and Student Government Association, with special mention of a non-LSSC related Lake County Essay Contest. Each club had 4-5 students representing their respective program with information on how being involved in the club has improved their experience at LSSC.

CONSENT CONSIDERATIONS:

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

SCHEDULED INFORMATION REPORTS – Part B:

President Bigard presented her report.

- Thanked the Board of Trustees and College staff and faculty for their support and preparation of the Nursing and Respiratory Care simulation labs on the South Lake Campus.
- Notified of the passing of former Board member, Marcia Butler.
- CoARC site visit occurred earlier in the month and went well with no findings.
- Updated on American Association of Community Colleges trip.
- Updated on Higher Learning Commission trip with further information on accreditation transition in 2026.
- Faculty who were recognized at the March 2024 Board meeting were recognized and celebrated among their peers this month.
- Track & Field will be going to championships in Louisiana.
- Updated on the Faculty Office Building and Lecture Hall demolition progress.
- Brining the plans for the Student Services Building renovation project at the next Board meeting upon discussion at the Facilities Committee Meeting.
- The College was nominated for a Lake 100 Community Service Award to be recognized at their event on May 15.

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

Mr. Tim Morris presented the report for the Finance Committee Meeting and the Foundation.

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

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

Foundation liaison report will now be presented by Mr. David Hidalgo who will serve on

the Foundation Board.

OTHER CONSIDERATIONS:

The next regular meeting is scheduled for May 15, 2024 at the Leesburg Campus.

The meeting was adjourned at 6:16 p.m.

ATTEST:

_____
Mr. Bret Jones, Board Chair

_____
Dr. Heather Bigard, Secretary/College President

Recording Secretary: Kailyn Wurm

Human Resources Staff Changes Agenda Item: 0524-03

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
Christopher Harris	Facilities Technician III	4/1/2024
Winston Thu	Coordinator, Digital Engagement	4/15/2024
Jannice Pantoja	Director, Alumni Relations	4/15/2024

Staff Status Changes

Name	Title	Effective Date
Cynthia Christman - Transfer	Manager, Student Employment	4/15/2024

Departures:

Name	Title	Effective Date
Anthony Grande	Facilities Technician IV	4/30/2024

Recommendation

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

Monthly Fiscal Report for April 2024

Agenda Item: 0524-04

Background/References

Each month a report is provided to the District Board of Trustees accounting for the activity in the major operating fund (Fund 1) of the College. This report is prepared by the ffice 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

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ITEM: 0524-04

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

	FY 2022-23		FY 2023-24			
	Annual Budget	4/30/2023	Annual Budget	4/30/2024	Percent of Budget Earned/ Spent	Projected 6/30/2024
REVENUES & BUDGETED FUND BALANCE						
Student Fees						
Fall						
Tuition	$ 2,520,100	$ 2,800,356	$ 2,883,900	$ 3,119,374	108%	$ 3,119,374
Technology Fees	127,100	140,025	144,300	155,978	108%	155,978
Distance Learning	236,600	300,315	309,300	312,330	101%	312,330
Dual Enrollment	315,300	363,715	386,700	273,609	71%	273,609
HSCA Dual Enrollment	398,460	345,790	577,080	419,070	73%	419,070
Lab Fees	158,610	77,283	79,600	88,391	111%	88,391
Spring						
Tuition	$ 2,253,800	$ 2,544,931	$ 2,616,700	$ 2,808,560	107%	$ 2,808,560
Technology Fees	113,100	127,254	131,000	140,438	107%	140,438
Distance Learning	223,800	291,255	294,100	283,920	97%	283,920
Dual Enrollment	388,700	428,414	433,500	498,533	115%	498,533
HSCA Dual Enrollment	357,240	-	526,700	411,492	78%	382,700
Lab Fees	134,120	116,827	117,300	169,120	144%	169,120
Summer						
Tuition	$ 965,900	$ 1,062,875	$ 949,300	$ 1,314,857	139%	$ 1,166,620
Technology Fees	48,300	53,148	45,000	65,748	146%	58,338
Distance Learning	71,400	147,885	157,000	168,405	107%	150,743
Dual Enrollment	-	98,685	0	137,338	100%	-
Lab Fees	26,560	21,779	9,600	36,615	381%	25,549
Miscellaneous Fees	48,800	167,984	190,300	191,359	101%	185,785
Youth Development	282,000	22,047	252,000	45,515	18%	228,500
Continuing Education	1,189,522	703,915	2,163,250	577,314	27%	900,000
Total Student Tuition and Fees	**$ 9,859,412**	**$ 9,814,483**	**$ 12,266,630**	**$ 11,217,968**	**91%**	**$ 11,367,558**
General Revenue Operational Support	$ 18,725,937	$ 15,604,932	$ 20,958,984	$ 17,494,035	83%	$ 20,958,984
General Revenue Nursing Support	830,059	830,059	764,607	764,607	100%	764,607
General Rev. Student Success Incentive Initiative	359,055	308,093	338,782	254,085	75%	338,782
State Dual Enrollment Scholarship Program	-	462,273	370,000	430,524	116%	370,000
Educational Enhancement Support	2,843,909	1,706,346	3,231,881	1,939,128	60%	3,231,881
Miscellaneous State Contracts	100,000	-	111,800	-	0%	111,800
Federal Support Indirect Cost	150,000	71,769	75,000	2,343	3%	75,000
Foundation Support	111,500	-	20,000	-	0%	20,000
Other Contracts	759,000	274,417	1,121,200	456,893	41%	564,065
Miscellaneous Revenue	17,000	16,253	23,850	25,603	107%	31,224
Uninsured Loss Recovery (HEERF)	-	220,100	-	-	0%	-
Total Revenues	**$ 33,755,872**	**$ 29,308,724**	**$ 39,282,734**	**$ 32,585,187**	**83%**	**$ 37,833,901**
Transfers In	480,000	-	490,000	-	-	490,000
Total Revenues and Transfers In	**$ 34,235,872**	**$ 29,308,724**	**$ 39,772,734**	**$ 32,585,187**	**82%**	**$ 38,323,901**
EXPENDITURES						
Personnel Expenditures						
Salaries and Wages	$ 17,809,295	$ 12,814,481	$ 22,045,323	$ 16,169,518	73%	$ 20,503,124
Benefits	6,634,657	4,838,465	7,779,971	6,043,826	78%	7,791,200
Lapse Salary and Benefits	(913,250)	-	(1,886,000)	-	0%	-
Current Operating Expenditures	6,962,798	6,219,867	9,450,628	6,783,480	72%	8,214,537
Capital Outlay Expenditures	58,000	307,504	58,000	9,000	16%	58,000
Contingency	500,000	-	500,000	-	0%	-
Total Expenditures	**$ 31,051,500**	**$ 24,180,317**	**$ 37,947,922**	**$ 29,005,825**	**76%**	**$ 36,566,861**
Transfer to Fund Other Funds	**(3,000,000)**	**(3,000,000)**	**(1,800,000)**	**(2,496)**	**-**	**(1,650,000)**
Excess of Revenues over (Expenditures)	**$ 184,372**	**$ 2,128,407**	**$ 24,812**	**$ 3,576,866**		**$ 107,040**

Purchases Over $65,000 Agenda Item: 0524-05

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 – April 2024

Vendor: Faden Builders, Inc
Item Description: Parking Lot B
Amount: $618,825.00
Purchase Order #: P2400573
Vendor Code: X00140059

Vendor: Dell Marketing LP
Item Description: IT - Admin Laptops
Amount: $155,200.65
Purchase Order #: P2400604
Vendor Code: DELMARLP

Vendor: ScholarBuys
Item Description: IT - Software/Campus Agreement
Amount: $89,236.77
Purchase Order #: P2400581
Vendor Code: SCHBUY

Vendor: Dell Marketing LP
Item Description: IT - Student Laptop REFR
Amount: $67,027.54
Purchase Order #: P2400607
Vendor Code: DELMARLP

Vendor: Leepfrog Technologies, Inc
Item Description: CourseLeaf Path Platform
Amount: $95,609.00
Purchase Order #: P2400603
Vendor Code: X00140039

Recommendation

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

Write-Off of Uncollectable Accounts Agenda Item: 0524-06

Background/References

Florida Statue 1010.03 Delinquent Accounts permits the District Board of Trustees to charge off delinquent accounts. Even then, holds will be maintained on students' records to prohibit students from registering for future classes or release of transcripts, until amounts due to the College are paid.

Description

The College has an agreement with Conserve and Williams and Fudge collection agencies on past-due accounts. The attached Accounts Receivable list includes: returned checks, outstanding fee deferments, Pell repayments, and Return to Title IV repayments for a total write-off of $120,645.62. The largest amount comes from Pell repayments and Return to Title IV loan repayments totaling $58,864.24 (48.8%). The next largest delinquent accounts are from Tuition and Fees totaling $56,989.58 (47.2%). For FY2021-2022*, total revenue from tuition and fees was $9,359,418.30 therefore the $120,645.62 in write-offs represents only 1.3% of total tuition and fees that were due for that fiscal year.

A total of $10,283.05 or 7.8% was collected during the 2023-2024 fiscal year against the previous bad debt expense.

The collection agencies automatically list past due uncollected accounts with TRW Credit Bureau, Trans Union Credit and Equifax, Inc. National Credit Bureau.

*Accounts are written off as bad debt or uncollectible two years after they become due.

Recommendation

Motion to approve the write-off of uncollectable accounts as written.

ITEM: 0524-06

Lake-Sumter State College
Uncollectible Accounts from FY 2021-22

Description	Count	Fall 2021	Spring 2022	Summer 2022	Balance
Tuition/Fees	63	$ 27,632.84	$ 17,519.39	$ 11,837.35	$ 56,989.58
Loan Repayment/R2T4	35	$ 10,066.38	$ 12,889.00	$ 9,329.62	$ 32,285.00
Pell Repayment/R2T4	40	$ 10,684.00	$ 13,664.24	$ 2,231.00	$ 26,579.24
FA Repayment	1	$ 250.00	$ -		$ 250.00
VA Repayment	3	$ 2,744.06	$ -		$ 2,744.06
Bookstore Charges	3	$ 537.61	$ -		$ 537.61
Returned ACH	2	$ -	$ 374.19	$ 181.94	$ 556.13
Chapter 7 discharge				$ 654.00	$ 654.00
Fines	2	$ -	$ 25.00	$ 25.00	$ 50.00
Total	**149**	**$ 51,914.89**	**$ 44,471.82**	**$ 24,258.91**	**$ 120,645.62**

Capital Improvement Projects Report Agenda Item: 0524-07

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

Capital Improvement Projects 2023-2024

May 2024 Update

Project Description	CIP Budget	Expended or PO issued as of 4/30/24	Progress To Date
Safety			
South Lake Campus Fire Safety Upgrade	$5,000	$0	Fire Alarm System repairs and replacement of devices are in progress.
Critical Life Safety Modifications	$72,000	$70,611	Correction work for 2021 and 2023 PDCS Life Safety Inspections continue; including emergency lighting, improving fire panels, strobe lights, exit signs and elevator emergency phone repairs.
Emergency Lighting Repairs	$20,951	$24,499	A comprehensive list of fixtures are in development for replacement.
Blue Light Parking Lot Phones/Cameras	$125,000	$0	The requisition for the Sumter Center blue light phones and cameras is currently on hold.
Leesburg Campus William-Johnson Bldg. HR Dead-end Corridor	$10,000	$0	In Planning. One of the Continuing Services Architects will be assigned.
Roofs			
Leesburg Facilities Roof Replacement	$509,385	$509,385	Completed July 31 - September 2023.
Roof Maintenance and Repairs	$244,151	$0	Leak mitigation continue through the Dryzone workorder process.
Roof Maintenance and Repairs	$250,000	$0	In Planning. Deferred Maintenance FY 22 Budget allocated for project.
Sumter Center Bldg.1 Roof/Gutter Restoration	$250,000	$276,295	Completed December 2023 - February 2024.
Leesburg Lake Hall Roof Restoration	$435,000	$440,366	Completed January - March 2024.
Sumter Center Bldg.4 Flat Roof Restoration	$140,000	$139,566	Completed December 2023 - February 2024.
South Lake Campus Bldg.1 New Gutters Installation	$80,000	$0	In planning.
Leesburg Campus William-Johnson Admin. Building Roof Restoration	$70,000	$0	In planning.
Leesburg Student Services Building Roof Replacement	$615,000	$618,764	Completed December 2023 - March 2024.

Capital Improvement Projects 2023-2024

May 2024 Update

Project Description	CIP Budget	Expended or PO issued as of 4/30/24	Progress To Date
Paving-Grounds			
Parking Lot Repair, Sealing & Stripe	$124,800	$40,567	Sumter Center Bldg. 5 drive; pot holes repairs by Bldg.1. Completed Spring Break 2024.
South Lake Campus Irrigation	$80,000	$0	In planning.
Leesburg Campus Parking Lot A Repaving	$575,200	$575,200	Completed September 2023. New Sod and drainage was added to scope and installed.
Leesburg Campus Parking Lot B Repaving	$550,000	$635,199	In progress April 22, 2024 - early June 2024
New Structure			
South Lake Campus Facilities and Grounds Building Replacement	$709,060	$812,734	Construction completed March 18, 2024 . The green metal shed was removed the end of March and subsequent use for the existing concrete slab is in planning .
Sumter Center Solar-powered Workforce Instructional Pavilion & Restroom Facility	$50,000	$0	Cost for initial design is overbudget. Currently reviewing alternative options with Faden Builders to build-out Restroom Facilities and Shade Structure within budget.
Eustis CDL Pad and Building	$2,500,000	$313,997	In design development with the architect, civil engineer and contractor. Construction timeline (TBD)
Leesburg Campus Workforce Development Center	$2,000,000	$0	In planning. Recommendation to award design services is in progress.
HVAC			
HVAC Projects (SSB, Exhaust Fan Overhaul)	$160,035	$559,427	Multiple HVAC projects in progress or completed FY 22-23. Deferred Maintenance funds cover these expenses.
South Lake Campus Building 1 HVAC Equipment and Installation	$600,000	$615,162	Project complete.
Leesburg Campus Building M HVAC Design and Replacement 40 Ton AHU	$212,274	$819,414	PO was issued to Johnson Controls August 24. Auxiliary funds will be used to make-up the difference. New AHUs and chiller are due to ship by July 2024. The construction timeline is currently (TBD) due to lengthy lead time for equipment.
Leesburg Campus Student Center HVAC Design and Replacement	$250,000	$0	Design proposal received from Hanson. Planning to start design Summer 2024.
Leesburg Campus William Johnson Admin Building HVAC Design and Replacement	$141,725	$36,975	Bids received April 5th are currently in review. Construction timeline is currently TBD.
Leesburg Campus Convocation Center HVAC Design and Replacement	$200,000	$0	Design proposal received from Hanson. Planning to start design Summer 2024. A new Bard unit was purchased for the Athletic Director's office.

Capital Improvement Projects 2023-2024

May 2024 Update

Project Description	CIP Budget	Expended or PO issued as of 4/30/24	Progress To Date
General			
Furniture and Equipment	$225,000	$170,874	On going procurement as approved by leadership.
Leesburg Campus Monument Signage	$70,000	$0	In planning and final design phase. Waiting for brick color selection for the base of the sign.
Signage (All campuses)	$23,000	$34,759	Leesburg Campus Facilities Bldg sign was installed December 2023. New sign for Shipping & Receiving was installed November 2023.
Building Upgrades			
Leesburg Campus Faculty Office Building & Lecture Hall Demolition	$194,800	$245,697	Building demolition began over Spring break and completed April 2024. Landscaping, new fencing, and partial walkway restoration has also been finished.
Leesburg Campus Student Services Building 2nd Floor Remodel	$1,805,000	$208,497	Bids were received March 28 and are currently in review to establish the GMP. The anticipated construction timeline is June - October 2024.
Building Envelope DM23 (various)	$123,281	$242,820	Leesburg Campus Health Science Center Roof/Gutter restoration completed end of January 2024. Benard Painting completed building envelope work on the Science-Math Bldg. in Fall 2023.
Leesburg Campus Liberal Arts Building Demolition	$200,000	$52,040	Hunton Brady is currently in design development for architectural/engineering coordination. Anticipate demolition starting by Fall 2024.
Exterior Painting Projects	$60,000	$53,245	Exterior refresh painting is on-going. Sumter Center Bldg.1 is complete.
Interior Painting	$15,000	$6,400	Various interior painting projects continue at all Campuses.
South Lake Campus Nursing Simulation Lab Remodel	$600,000	$550,170	Construction is completed December 2023. Simulation equipment and furnishing installs are near complete. Respiratory Care Program Accreditation was approved April 2024.
Leesburg Campus Student Services Building - Build ADA Restrooms	$460,000	$537,284	The 1st & 2nd floor ADA restrooms construction remodel are complete. The final building inspection/occupancy occurred in January 2024.
South Lake Campus Building #2 First Floor Renovation	$55,000	$0	Planning to start design services.
Building Envelope DM 22 (various)	$300,000	$0	Deferred Maintenance FY 22 Budget allocated for project.
Cagan Crossings	$1,450,000	$1,594,144	Construction of 4,800 sq.ft. of shell space for 2 classrooms and support space is complete. Occupancy occurred as planned, mid August.

Capital Improvement Projects 2023-2024

May 2024 Update

Project Description	CIP Budget	Expended or PO issued as of 4/30/24	Progress To Date
Leesburg Campus Student Services Building 1st Floor Remodel	$1,500,000	$67,900	The first phase of design development with Spiezle architects began Feb 2024. Schematic options received March 8th are currently in review.
Leesburg Campus Women's Team Locker Room	$200,000	$179,125	Planning and Schematic Design options are in progress with Hunton Brady architects; complete schedule (TBD). Lockers, flooring, and soft seating have been purchased.
Leesburg Campus Men's Team Locker Room	$200,000	$10,000	Planning and Schematic Design options are in progress with Hunton Brady architects; complete schedule (TBD). Lockers, flooring, and soft seating have been purchased.
South Lake Campus Buildings-1 & 2 Covered Walkway	$80,000	$0	In planning.
Elevator DLM Code Requirement	$70,000	$72,427	Installation completed over Spring B Break in March 2024.
Sumter Center LED Lighting Upgrades	$40,000	$0	In progress.
Sumter Center Building-1 Exterior Improvements	$50,000	$16,785	The Bldg.1 exterior has been painted and windows caulked.
Leesburg Campus Mailroom Relocation / Build-out	$20,000	$0	The Mailroom was relocated from Lecture Hall prior to demolition.
Sumter Center Building-4 Exterior Flooring Replacement	$40,000	$28,168	Scope includes the lobby, hallways and Student Lounge flooring. Replacement work began over the Christmas holiday break and has completed.
Leesburg Campus Student Center Vet Lounge Office and SGA Refresh	$20,000	$0	In planning.
Leesburg LED Lighting Upgrades	$100,000	$0	In progress.
Leesburg Campus Science-Math Building Envelope	$250,000	$0	Benard Painting completed work end of August 2023. Billed to Building Envelope DM 23 CIP 23-11.
Leesburg Campus Lake Hall Renovation/Refresh	$200,000	$267,333	Completed Interior repairs, painting and new flooring replacement work.
Leesburg Campus Athletics Complex Upgrades	$75,000	$82,271	In progress. These upgrades include fencing, marketing graphics, and landscaping.

Career Pathways Agreements Compliance Agenda Item: 0524-08

Background/References

Section 1007.233, Florida Statutes, requires Florida College System (FCS) institutions to submit a regional career pathways agreement for each certificate program offered by the district career center(s) in its service area that is aligned with an associate degree offered by the FCS institution(s) by May 1, 2024.

Description

The District Board of Trustees previously approved regional career pathways agreements effective July 1, 2023 through June 30, 2026

Based on these agreements, the College has fulfilled the statutory submission requirement for the 2023-2024 academic year.

Recommendation

This item is for informational purposes only.

Veteran Affairs Compliance Survey Agenda Item: 0524-09

Background/References

Per Florida Statute 1001.43, each Board of Trustees has responsibility for compliance with state and federal laws, rules, regulations, and requirements.

The purpose of a Compliance Survey is to ensure that approved programs are compliant with all applicable provisions of Title 38, United States Code (USC) § 3693 administered by VA.

Description

The Department of Veterans Affairs recently conducted a compliance survey of the College on April 18, 2024. The survey included a sample of our students who received VA benefits through LSSC to evaluate practices and student account details.

The Compliance Survey resulted in no discrepancies or findings. The survey findings were previously sent to the District Board of Trustees via email.

Recommendation

This item is for informational purposes only.

Conferral of Honorary Bachelor's Degree Agenda Item: 0524-10

Background/References

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Description

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Recommendation

Motion to approve the

PRESIDENT'S REPORT

Athletics
Padraic McMeel, Executive Director

- Interviewing candidates for the Head Men's and Women's Golf Coach and Head Volleyball Coach positions.
- Hired a Head Strength and Conditioning Coach; Robert Buescher starts in July 2024.

Baseball

- Finished the 2024 season 26-26-1; Tied for 4th in Conference.
- Ranked nationally for 1st time in program history - #20 and then #18.
- Currently have nine (9) young men who have signed to continue playing at a four-year school and several others that continue their recruiting to play at the next level.

Softball

- Finished the regular season 29-27 and 15-15 in Conference, tied for 2nd place.
- Earned the #6 seed in the 2024 NJCAA South District Softball Championships and play May 8-12 in Alabaster, AL.

Track and Field

- Several student-athletes continue hitting Personal Records (PR's) throughout each meet and are working towards meeting qualifying times for the 2024 NJCAA Track and Field Championships May 16-18.

Beach Volleyball

- Finished season #4 in the nation.
- Competed in the Region 8 championships where they finished runner-up to Palm Beach State College.
- Competed at the 2024 NJCAA National Championships going 4-3 and finished #4 in the country

Campus Transformation and Events
Sandra Stephenson, Executive Director

Leesburg

- Athletic locker rooms refreshed with carpet, tile, and lockers ordered and remaining tasks on plumbing, electrical, and demolition
- Student Service Building single-use restroom refresh
- Lake Hall bathroom refresh

South Lake

- Finished Nursing and Respiratory Care Simulation labs
- Adding additional brick to exterior of Facilities & Grounds Building
- Developing E-Sports space

Sumter

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

Assisted in coordinating, planning, developing, and celebrating the College's Spring 2024 Commencement ceremonies, along with Nurse Pinning Ceremony and Athletic Awards Banquet.

Government Relations
Bruce Duncan, Contracts Administrator

- Tracking 2024 Legislative Session activity.
- Collaborating on RFP for Bookstore Vendor and RFQ for South Lake Master Plan.

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

- Human Resources has worked together to review the LSSC Assessment Goals set in 2022-2023 and also polished the goals and provided evidence for our goals for 2023-2024.
- Collaborating with departments in developing a comprehensive recruitment plan for Summer 2024.

Professional and Organizational Development
Deborah Snellen, Executive Director

- Launched a revised and realigned performance appraisal program for staff. Competencies were revised to align with core values and productivity is now appropriately rated at 50% of the total score. This change allows staff performance appraisal program to be a key component of the overall performance management program to ensure the College is identifying and investing in internal talent.
- Launched a revised and realigned 90-day performance appraisal document for full time staff new hires, promotions, and transfers. This document is a simplified version of the staff annual appraisal, thereby creating better alignment between the two appraisal programs.
- Held the final activity for our chapter of the ACE Women's Network, an event presented by a member of our faculty that celebrated innovation and professional development in the area of creativity as members of the College team explored their propensity to be creative though a new way of expressing viewpoints.
- The AI Taskforce drafted a proposed set of guidelines that are malleable enough to accommodate future innovation while also structured enough to protect privacy and data at the College.
- Completed the final session of First Year Faculty Experience and saw 24 first and second-year faculty present their project outlines as they continue to prepare for continuing contract.
- Planning for faculty professional development in 2024-25 with the theme of "Engaging Our Students by Understanding Our Students".

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Strategic Communications
Kevin Yurasek, Executive Director

- Recent media coverage and mentions:
  - Athletic Director Padraic McMeel featured guest on SportsHub podcast
  - Softball Coach Jay Miller featured guest on SportsHub podcast
  - 'A fresh Chick-fil-A prototype' opens in Leesburg this week
  - Umatilla High Softball Celebrate Senior Night (Danika Jones softball commit)
  - Carson Logan: Balancing Academics and Athletics at Umatilla High (attending LSSC)
- Published Article:
  - Lake-Sumter State College mourns the loss of Trustee Marcia Butler
- Supported the implementation and messaging for 8 year-end events recognizing over 725 students and 3,300 families, including two Commencement ceremonies and Nurse Pinning

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VICE PRESIDENT'S REPORTS

ITEM: 0524-12

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

Access

- The LSSC Math department held the 37th annual Mathlympics event Friday, April 5, 2024 on the LSSC Leesburg Campus. 104 high school students from 14 Lake County and Sumter County schools competed. This annual event brings many students, teachers, and other community members to our campus.

Student & Learning Success

- Biology professor Raymond Wright provided a unique ability for faculty and students to safely view the solar eclipse using a sun-spotter device the week of April 8 outside of Leesburg Science-Math building.
- Honors student, Iratze Rodriguez - Jauregui mentored Dean Steve Clark finished their semester project analyzing blood spatter patterns. The experiment was set up with two principal components: the impactor (blue cylinder) sitting on top of the base (while cylinder). Very simply a blood sample was placed on the white base component, the blue impactor was drawn up 1m and let fall. Surrounding this was an apparatus to collect the spattering of blood on various materials. Both impactors were designed and manufactured utilizing LSSC software and 3D printer under the instruction and guidance of Wes Redman to which is owed a great deal of appreciation. Ms. Rodriguez – Jauregui hopes to work in forensic pathology someday. Her project was as fascinating to me as it was to her and I think we both had fun. I know I learned far more about how blood splatters at a murder scene than I ever anticipated I would in my life.
- Honors student Elan Barrett received the Lakehawk Academic Excellence Award, and Honors student Jeremy Scouten was honored with the award for Future Leader of the Profession.
- Former Honors Program student and current Stetson student, Stephen Bratcher – Following an intense interview process and rigorous competition, Stephen was selected from hundreds of nominees nationwide to join the Governmental Accounting Standards Boards (GASB) as a Postgraduate Technical Assistant where he will have an opportunity to directly influence accounting standards that are followed by thousands of governmental entities across the nation and contribute to meaningful change.

Learning & Work Environment

- The Natural Sciences biology faculty hosted the UCF Biology Curriculum Alignment Meeting on Friday, April 19, 2024, on the LSSC South Lake Campus. There were approximately 20 attendees and the issues of discussion included revisiting learning outcomes and highlighting resources for the General Biology II w/Lab (BSC x011C) course, the effect of modality modes on enrollment and student success, and of course, AI in the biology classroom and lab.
- Honors Program Coordinator Amber Karlins received the NISOD (National Institute for Staff and Organizational Development) Excellence Award for her work with the honors program.
- Faculty donated items for a basket for the Foundation Gala Silent Auction. The basket theme was 'See you in September' and contained items for enjoying a summer break. Thank you to all the faculty that contributed towards the basket and thank you to Dr. Michele Rudden, Asst. Prof. English and History for organizing and arranging the basket.
- Speech Faculty led by Assoc. Prof. Heather Elmatti and Asst. Prof. Toni Upchurch held open mic poetry events this month on the Leesburg campus on Wednesday, April 3rd and at South Lake on Thursday, April 4th and a Black Out Poetry event was held on April 30th in honor of National Poetry Month.

ITEM: 0524-12

Enrollment & Student Affairs Division
Update for the President and Board of Trustees
May 15, 2024

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

Enrollment Summary

As of May 6, the first day of the summer semester, Summer 2024 enrollment stands at 2,729 headcount in our credit programs, an increase of 23.1% (+512) compared to this time last year. This total represents a record high for a summer semester, surpassing our previous high of 2,590 from 2010. Fall 2024 enrollment stands at 1,815 headcount, trending ahead of last year by 14.4% (+228). The College continues to support students with enrollment throughout the summer in preparation for our second seven-week summer term and the start of the fall semester, which begin June 24 and August 19, respectively.

Access

- Summer 2024 applications for admission are trending ahead of last year by 30.2% (+332) overall. Highlights from this applicant growth include population increases of 62% for Dual Enrollment, 119% for Bachelor's programs, and 21% for First-Time in College.
- Fall 2024 applications for admission are also up over last year, including an overall increase of 38.9% (+587) compared to this time last year. First-Time in College applicants are up by 40%, Transfers by 23%, and 281% for Bachelor's programs.
- Our annual Department of Veterans Affairs audit was conducted on April 18 to assess compliance with the administration of VA benefits. The audit resulted in no findings.

Student Learning & Success

- Of 600+ Spring 2024 graduates, 350 participated in our 69th Commencement Ceremonies held in Clermont and Leesburg on May 1 and 3, respectively. Final degree audits will be completed throughout May. It's expected to award a record number of credentials for a spring semester, with over 660 certificates and degrees.
- Celebrated the success of over 150 graduating seniors who participated in one of the Early College Programs at the Early College Senior Ceremony on April 30.
- Celebrated the success of graduating Health Sciences Collegiate Academy students at the Senior Send-off event on April 24.
- The Florida College System Student Government Association (FCSSGA) Year-End Conference for our SGA Executive Board Members took pace April 19-20. Six SGA officers completed the Florida Leadership Academy. Leesburg SGA won 3 awards from FCSSGA, including Region 3 Advisor of the Year, Region 3 Leadership Award, and Region 3 Rookie Award. SL.
- The LSSC Student Excellence Awards were held on April 16 to recognize the highest achieving and most engaged students.
- On April 11, LSSC proudly inducted 30 students into the National Society of Leadership & Success (NSLS). With 812 Chapters, NSLS is the nation's largest leadership honor society.
- Phi Theta Kappa Honors Society students attended their International Conference April 4-6.

Learning & Work Environment

- Cindy Lackey, Director of Student Life, was recognized by the Florida College System Student Government Association (FCSSGA) as the Region 3 Advisor of the Year.

ITEM: 0524-12

Facilities Planning and Operations Division
Update for the President and District Board of Trustees
May 15, 2024

Thom Kieft, Vice President, Facilities Planning and Operations

Learning & Work Environment

Leesburg Campus

- The Faculty Office Building and Lecture Hall Building have been razed. This project was completed successfully and the team's focus is now on the razing and modifications of the Liberal Arts Building.
- Faden Builders and Paquette Paving started the refurbishment of Parking Lot B near the Student Services Building and Williams-Johnson Bldg. The project is on track to date and plans to be completed by June 3.
- WELBRO held a bid opening for the subcontractor proposals for the 2nd floor of the Student Services Bldg. WELBRO has submitted a guaranteed maximum price for the demolition and build-out of the 2nd floor. This project has a tentative start date on the first week of June upon completion of the Parking Lot B resurfacing.
- A section of the Facilities Bldg. parking lot has been reconfigured and resurfaced by Chick-fila. Beginning Thursday, April 25, customers and employees have started to use the lot during their business hours.

Sumter Center

- RCP Shelters and Faden Builders have provided LSSC with a concept rendering for the Sumter Pavilion which will be a large covered area having two restrooms, a drinking fountain, and a storage room with an ice machine. Faden is obtaining quotes for site development, concrete, plumbing, and electrical work, then they will provide LSSC a guaranteed maximum price.

South Lake Campus

- LSSC staff is obtaining bids for resurfacing of the outdoor basketball court and finishing the slab where the green shed was located behind Bldg. 2.
- The RFQ 24-02 South Lake Campus Master Plan architect selection has concluded and the Board Chair Jones, President Bigard, and VP Kieft have met with the architect team. Jacobs Engineering/DPZ has submitted a proposal for President Bigard and the Board of Trustees to review.

Access

Eustis Center Planning

- Vice President Kieft met with two Duke Energy administrators to discuss the layout at the Eustis site as well as positioning of the truck pole barn and pole farm. Furthermore, President Bigard and Vice Presidents Kieft and Temple met with two Eustis business leaders to discuss the draft layout of the center as well as business partnerships.

Division of Institutional Advancement
Update for the President and Board of Trustees
May 15, 2024

Dr. Laura Byrd, Senior Vice President, Institutional Advancement

Access

- The 2024 Annual Campaign has come to a close! We raised $52,790 on behalf of faculty and staff, which accounts for 60% of employee giving, and we've received $162,975 from community members for a current total raised of $215,765.
- The LSSC Foundation awarded $300,000 in scholarships to 510 students for the summer semester. The total award amount for the 2023-2024 Academic Year is $1,250,000 to more than 2,100 students. This represents an increase of 18% in dollars awarded.
- The 2024 Gala was held at the Brownwood Hotel and Spa on Friday, April 12, 2024. The event raised $300,500 and was sold out two months in advance of the event. We appreciate your support! Thank you to Ernie Morris Enterprises for serving as the presenting sponsor for 23 years.
- Director of Alumni, Jannice Pantoja celebrated with the new alum at both Commencement Ceremonies by handing out LSSC Alumni gifts.
- **Charles & Mary McLin Trust** – the Foundation submitted a grant for $50,000 to support student scholarships in the Digital Media Certificate program starting in the Fall.
- **Perkins Grant** – the College submitted a grant for $134,000 for workforce programs.

Workforce Development

- Lakehawk Career Connect continues to increase in the number of employers seeking to hire LSSC students. There are currently 297 active job postings representing 731 employers. We continue to see an increase in student application activity.
- Internships - Forty-one students are engaged in internships or micro-internships for the **Summer semester.**

ITEM: 0524-12

FINANCIAL SERVICES DIVISION
Update for the President and Board of Trustees
May 15, 2024

Michelle Matis, Vice President, Finance and Chief Financial Officer

Learning and Work Environment:

- Collaborated with the different divisions of the College to develop a draft of the operating budget for FY25.
- Accounting staff continues to work with the state auditors to complete the operational audit which is expected to finish in June. Florida Statute 11.45 requires the Auditor General to conduct an operational audit of the college at least once every 3 years.
- Financial Services Division is working on setting priorities for next fiscal year which will focus on improving efficiencies and cross training.
- Attended Capital Improvement Projects Workshop April 4-5 at Valencia College.
- Participated in meetings with representatives from the State Department of Management Services which is responsible for state group health insurance administration. A timeline for getting FCS employees enrolled in the state group health insurance plan by Jan 1, 2025 was shared. Coordination between IT, Finance, and Human Resources will be necessary.

Student Learning and Success:

- Working with current bookstore vendor and new recommended vendor on the course materials transition. The stores at Leesburg and South Lake will transition to being managed by the College. Students will also work at the stores, giving them valuable real-world experience.

ITEM: 0524-12

Technology Innovation Division
Report for the President and District Board of Trustees
May 15th, 2024
Nick Kemp, Vice President of Technology Innovation/CIO

Learning and Work Environment

- Process Improvement & Institutional Research has successfully piloted a cost-effective project management software called Smartsheet and is now implementing it across the organization. Smartsheet automates numerous follow-up tasks, ensuring projects are completed efficiently. Since its introduction, PIIR has observed notable enhancements in communication and feedback among team members. The continued use of Smartsheet will boost productivity not only within the TI departments but also throughout the college.

- In Year 1 of the Strategic Plan, over 60 projects were accounted for. A year-one wrap-up was hosted, and an exercise was facilitated to begin generating projects for year two. With the help of Smartsheet, greater accountability was achieved for every project and insights were provided relating to KPIs and resource allocations.

- It is time for the annual review of employee access to systems. Data owners at the college have received Banner Access Employee Review files, which contain a list of all employees with access to screens under each department's purview. Data owners are responsible for informing Enterprise Systems of any access revocations. This must be completed by the end of May to comply with State Auditors.

- The integration of Ocelot, Lake-Sumter's chatbot designed to provide personalized support and assistance to students throughout their academic journey using AI and natural language processing, with the ERP system Ellucian Banner has begun. This integration can support a modern and personalized student experience, as well as help reduce manual data entry, duplication of work, and wasted time.

- Argos is an institutional reporting tool that delivers insights that the college needs to make timely, informed decisions. Since its implementation, over 135 dashboards have been published. Almost 100 users at the college are utilizing the tool and there are over 200 automated schedules that provide end users with reports such as the Daily Enrollment Report. Argos is used by various departments including Academics, Athletics, Cabinet, Finance, Financial Aid, Foundation, Human Resources, Math Emporium, and Student Services. Currently, there are 27 additional reports that are in development.

- Improvements have been made to expedite the creation of student accounts post-admissions application acceptance. Currently, the admissions team is required to manually review and approve individual student applications for a large portion of programs, including AA. These manual reviews are not necessary and can be automated. The process of automating the application acceptance process is still in progress. This will expedite the process of students registering for classes and will immediately grant them access to their email and LSSC account(s) post-acceptance. This will have a positive impact on the action items.

ITEM: 0524-12

Division of Workforce Programs
Report to the President and District Board of Trustees
May 2024

Rep. John Temple, Vice President of Workforce Programs

Access

- Esports progress continues to move forward. A temporary space has been identified on the South Lake Campus. Mr. Alex Keeler is reaching out to contacts in the industry of LSSC's intent of an Esports program.
- CoARC accreditation for Respiratory Care preliminary report is ready to be presented to the CoARC board in mid-July 2024.
- RN-BSN Accreditation Commission for Education in Nursing (ACEN) site visit is scheduled for February 6, 2025.
- Program Director, Vahn Lithila, was approved as Program Official for the National Accreditation Agency for Clinical Laboratory Sciences (NAACLS) and the American Society of Clinical Pathology BOC. MLT expects an accreditation visit in the Fall of 2024.

Workforce Development

- The Cybersecurity and Artificial Intelligence AS degrees and associated certificate program plans continue to move forward. The curriculum for these programs is being updated to ensure proper alignment with General Education requirements.
- Recruitment continues for all Workforce Program including panel discussions with industry experts.

Student & Learning Success

- Fall 2024 courses for the Engineering Technology program are projected to have 30 students enrolled.
- 40 student nurses who graduated in December have taken and passed their NCLEX.

Learning and Work Environment

- Discussions are ongoing to reimagine the existing library at the Sumter Center focused on innovation, imagination, and workforce opportunities.

FOUNDATION'S REPORT

BOARD ATTORNEY'S REPORT

ITEM: 0524-14

Anita Geraci-Carver
ESQUIRE
LAW OFFICE OF ANITA GERACI-CARVER, PA

May 9, 2024

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

Re: Board Attorney Report for May 15, 2024

Dear Trustees:

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

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

Notice of Charge of Discrimination; EEOC Charge No. 510-2023-04052 The College received in a letter dated June 27, 2023 notice of former employee's charge of discrimination alleging discrimination based on the ADA and age discrimination under ADEA. Employment counsel, Shannon Kelly of Ford Harrison, has been engaged to defend the College in this matter and filed a position statement with the U.S Equal Employment Opportunity Commission on August 28, 2023. The Claim is still pending before the EEOC; however, the former employee requested a right to sue letter. A right to sue letter will allow the former employee to file a lawsuit in court.

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

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

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anita@agclaw.net

ITEM: 0524-14

Americans with Disabilities Act and the Florida Civil Rights Act of 1992." The Notice alleges the former employee has severe allergies, the College knew of this condition and was nevertheless terminated on or about November 1, 2023. Attorney Brian Koji is representing the College in this matter.

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

Respectfully submitted,

Anita Geraci-Carver

Anita Geraci-Carver

cc: Dr. Bigard, President

BOARD COMMITTEE REPORTS

Board Committee Reports Agenda Item: 0524-15

I. **Executive Committee – Mr. Bret Jones**

II. **Facilities Committee – Ms. Jennifer Hooten**

III. **Foundation Liaison – Mr. David Hidalgo**

NEW BUSINESS

FY 24/25 Operational Budget Agenda Item: 0524-16

Background/References

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Description

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Recommendation

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Lake-Sumter State College FY 2025 Current Unrestricted Fund 1 - Operating Budget

	Description	Option 1 FY 2024-25 Proposed Budget	FY 2023-24 Budget	FY 2023-24 Projected	Option 2 FY 2024-25 Proposed Budget	Option 3 FY 2024-25 Proposed Budget
1	**REVENUES**					
2	***Student Tuition and Fees***					
3	Fall					
4	Tuition	3,451,420	2,883,900	3,119,374	3,278,849	3,623,991
5	Technology Fees	166,300	144,300	155,978	157,985	174,615
6	Distance Learning Fees	340,551	309,300	312,330	323,523	357,579
7	Dual Enrollment	389,000	386,700	273,609	369,550	408,450
8	HSCA	577,093	577,080	419,070	548,238	605,948
9	Lab Fees	99,086	79,600	88,391	94,132	104,040
10	Spring					
11	Tuition	3,113,630	2,616,700	2,808,560	2,957,949	3,269,312
12	Technology Fees	149,300	131,000	140,438	141,835	156,765
13	Distance Learning Fees	304,208	294,100	283,920	288,997	319,418
14	Dual Enrollment	480,000	433,500	498,533	456,000	504,000
15	HSCA	546,984	526,700	382,700	519,635	574,333
16	Lab Fees	176,750	117,300	169,120	167,913	185,588
17	Summer					
18	Tuition	1,291,280	949,300	1,166,620	1,226,716	1,355,844
19	Technology Fees	62,100	45,000	58,338	58,995	65,205
20	Distance Learning Fees	159,405	157,000	150,743	151,435	167,375
21	Dual Enrollment	-	-	-	-	-
22	Lab Fees	33,290	9,600	25,549	31,626	34,955
23	Youth Development	250,000	252,000	228,500	250,000	250,000
24	Cont. Ed	1,127,788	2,163,250	900,000	1,071,399	1,184,177
25	Miscellaneous Fees	302,639	190,300	185,785	302,639	302,639
26	***Total Student Tuition and Fees***	***13,020,824***	***12,266,630***	***11,367,558***	***12,397,415***	***13,644,233***
27	General Revenue Operational Support	20,958,984	20,958,984	20,958,984	20,958,984	20,958,984
28	General Revenue Nursing Support	764,600	764,607	764,607	764,600	764,600
29	General Rev. Student Success Incentive Initiative	338,782	338,782	338,782	338,782	338,782
30	State Dual Enrollment Scholarship Program	400,000	370,000	370,000	370,000	400,000
31	Educational Enhancement Support	3,231,881	3,231,881	3,231,881	3,231,881	3,231,881
32	***Total State Appropriations***	***25,694,247***	***25,664,254***	***25,664,254***	**25,664,247**	**25,694,247**
33	Indirect Cost Recovery	75,000	75,000	75,000	75,000	75,000
34	State Grants/Contracts	26,000	111,800	111,800	26,000	26,000
35	Other Contracts	586,868	1,121,200	564,065	586,868	586,868
36	Miscellaneous Revenue	24,100	23,850	31,224	24,100	24,100
37	Foundation Support	-	20,000	20,000	-	-
38	***Total Grants, Contracts, and Other Support***	***711,968***	***1,351,850***	***802,089***	***711,968***	***711,968***
39	**TOTAL REVENUES**	**39,427,039**	**39,282,734**	**37,833,901**	**38,773,630**	**40,050,448**
40	Transfer from Auxiliary Fund	150,000	90,000	90,000	150,000	150,000
41	Transfer from Student Activity Fees	400,000	400,000	400,000	400,000	400,000
42	Transfer from Grants	450,000			450,000	450,000
43	***Total Transfers In***	***1,000,000***	***490,000***	***490,000***	***1,000,000***	***1,000,000***
44						
45	**TOTAL REVENUES AND TRANSFERS IN**	**40,427,039**	**39,772,734**	**38,323,901**	**39,773,630**	**41,050,448**
46						
47	**EXPENDITURES**					
48	Salaries and Wages	22,017,640	20,645,323	20,503,123	21,390,158	22,172,122
49	Benefits	7,757,893	7,293,971	7,791,200	7,727,408	7,788,377
50	Utilities	1,487,320	1,316,875	1,300,000	1,487,320	1,487,320
51	Custodial & Grounds Contract	1,300,000	1,230,000	1,230,000	1,300,000	1,300,000
52	Security Contract	450,000	382,000	380,000	450,000	450,000
53	Insurance	811,713	832,500	830,000	811,713	811,713
54	Telecommunications	252,100	253,900	250,000	252,100	252,100
55	Copier Rental	66,400	93,300	65,000	66,400	66,400
56	Major Software maintenance	1,526,400	1,271,800	1,271,800	1,526,400	1,626,400
57	Legal Fees	100,000	100,000	57,883	100,000	100,000
58	Travel	371,780	356,175	200,000	371,780	381,780
59	Base Budget-Other	3,772,704	3,172,078	2,687,854	3,772,704	3,847,704
60	Support of Strategic Initiatives/New Programs		500,000	-	0	0
61	Contingency	500,000	500,000	0	500,000	500,000
62	**TOTAL EXPENDITURES**	**40,413,950**	**37,947,922**	**36,566,860**	**39,755,983**	**40,783,916**
63						
64	***Transfer to Other Funds***	***(0)***	***(1,800,000)***	***(1,650,000)***	***(0)***	***(250,000)***
65						
66	**INCREASE (DECREASE) TO FUND BALANCE**	**13,089**	**24,812**	**107,041**	**17,646**	**16,532**

Option 1:

- Tuition and Fees based on enrollment of approx 5,900 students
- Assumes no increases to State Appropriations
- Includes 3% COLA for FT Faculty and Staff
- No transfer of funds to Fund 7

Option 2:

- Tuition and Fees based 5% reduced enrollment from Option 1
- No COLA for FT Faculty and Staff
- Reduced instructional costs in line with lowered enrollment

Option 3:

- Tuition and Fees based 5% increased enrollment from Option 1
- Includes 3% COLA for FT Faculty and Staff
- Increases instructional costs in line with increased enrollment
- Inclued transfer of funds to Fund 7

FY 24/25 Capital Budget

Agenda Item: 0524-17

Background/References

6 4 7 6

Description

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Recommendation

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Lake-Sumter State College
Plant Fund (Capital) - Fund 7
FY 2024-25 Spending Plan

	FY 2024-25
Projected FY24 Before Transfers (includes WF Center Approp.)	23,146,000
FY24 Transfer from Fund 1 Operating - Estimated	1,400,000
FY24 Transfer from Fund 3 Auxilliary	700,000
Projected FY25 Revenues	
FY25 Fee Revenue (Local)	1,350,000
FY25 Budgeted Transfer	-
FY25 Eustis CDL grant	5,750,000
FY25 State Appropriation for Technology & Innovation Center	2,000,000
FY25 Transfer from Fund 3 Auxilliary	100,000
Fund balance set-aside for Workforce Development Center	(17,500,000)
Other set-asides (CIP Escrow, Hurricane Fund, etc.)	(500,000)
Available Funding	**16,446,000**
Proposed FY25 Projects (see attached list)	17,121,000
Proposed Technology & Innovation Center Center	2,000,000
Lapse for Project Delays	(5,000,000)
Projected FY 2024-25 Ending Fund Balance	**2,325,000**

Fiscal Year 2024-2025 - Fund 7 Capital Improvement Spending Plan							
Description	**Fund Source**	**DM line**	**Fund**	**Banner Fund Name**	**FY 25-26 Total Budget**	**FY24-25 Budget**	**FY25-26 Budget**
Athletic Complex Upgrades	Local		713210	Local Funds	$ 50,000.00	$ 50,000.00	
Building Envelope DM 23	Local/DM23	Envelope	700064	Infrastructure Restore-Collegewide	$ 300,000.00	$ 300,000.00	
Building M HVAC Design and Replace	Local		713210	Local Funds	$ 820,000.00	$ 820,000.00	
Eustis CDL Pad and Bldg.	Grant/Local		711102	Eustis CDL Pad & Building	$ 5,750,000.00	$ 5,750,000.00	
Fire Safety Upgrade	DM23	Life	700064	Infrastructure Restore-Collegewide	$ 75,000.00	$ 75,000.00	
Furniture and Equipment	Local		713210	Local Funds	$ 40,000.00	$ 40,000.00	
HVAC projects (exhaust fans, air handler units, coil overhaul, etc.)	DM23	HVAC	700064	Infrastructure Restore-Collegewide	$ 225,000.00	$ 225,000.00	
Interior Painting	Local		713210	Local Funds	$ 8,000.00	$ 8,000.00	
Leesburg Campus CTL Front Entrance Door Replacement	Local		713210	Local Funds	$ 30,000.00	$ 30,000.00	
Leesburg Campus CTL remodel/convert 116 to offices	Local		713210	Local Funds	$ 80,000.00	$ 80,000.00	
Leesburg Campus Exterior Painting Project	Local		713210	Local Funds	$ 10,000.00	$ 10,000.00	
Leesburg Campus Liberal Arts Demo	Local		713210	Local Funds	$ 450,000.00	$ 450,000.00	
Leesburg Campus Lake Hall Restrooms Refresh	Local		713210	Local Funds	$ 325,000.00		$ 325,000.00
Leesburg Campus Lake Hall Windows Replacement	Local		713210	Local Funds	$ 75,000.00		$ 75,000.00
Leesburg Campus Library Demolition	Local		713210	Local Funds	$ 450,000.00		$ 450,000.00
Leesburg Campus Monument Signage	Local		713210	Local Funds	$ 75,000.00	$ 75,000.00	
Leesburg Campus New Chiller	DM23	HVAC	700064	Infrastructure Restore-Collegewide	$ 650,000.00	$ 650,000.00	
Leesburg Campus Softball bleachers/sail	Local		713210	Local Funds	$ 20,000.00		$ 20,000.00
Leesburg Campus SSB 1st Floor Remodel	Local		713210	Local Funds	$ 700,000.00	$ 700,000.00	
Leesburg Campus SSB Brick Paved Exterior Entrance Rework for A	Local		713210	Local Funds	$ 125,000.00		$ 125,000.00
Leesburg Campus SSB Elevator ADA Upgrade/Replacement	New Capital Improv Fee		713115	New Capital Improvement Fee	$ 650,000.00	$ 650,000.00	
Leesburg Campus SSB Pipe Repairs	Local		713210	Local Funds	$ 75,000.00	$ 75,000.00	
Leesburg Campus SSB Remodeling 2nd Floor	Local		713210	Local Funds	$ 3,300,000.00	$ 3,300,000.00	
Leesburg Campus SSB Single Use Restroom refresh	Local		713210	Local Funds	$ 20,000.00		$ 20,000.00
Leesburg Campus Student Ctr. Vet Lounge office and SGA refresh	Local		713210	Local Funds	$ 20,000.00	$ 20,000.00	
Leesburg Campus Team Locker Room	Local		713210	Local Funds	$ 300,000.00	$ 300,000.00	
Leesburg Campus W-J Admin Bldg. HR Deadend Corridor (Life Safe	DM23	Life	700064	Infrastructure Restore-Collegewide	$ 10,000.00	$ 10,000.00	
Leesburg Campus WJ Admin Roof	DM23	Roof	700064	Infrastructure Restore-Collegewide	$ 420,000.00	$ 420,000.00	
Leesburg Campus WJ Bld HVAC Design and replace	DM23	HVAC	700064	Infrastructure Restore-Collegewide	$ 100,000.00	$ 100,000.00	
Leesburg Campus Workforce Development Center	St Approp/Local		712733	LE Workforce Development Center	$ 18,500,000.00	$ 17,500,000.00	$ 1,000,000.00
Payroll	Local		713210	Local Funds	$ 120,000.00	$ 120,000.00	
Roof Maint and Repairs	Local		713210	Local Funds	$ 200,000.00	$ 50,000.00	$ 150,000.00
Security Upgrades	Security Fee		713114	Security Equipment	$ 25,000.00	$ 25,000.00	
Signage (LE, SL, SU, Four Corners)	Local		713210	Local Funds	$ 10,000.00	$ 10,000.00	
South Lake Campus 2-327 Boardroom Refresh	Local		713210	Local Funds	$ 30,000.00	$ 30,000.00	
South Lake Campus Bldg. 1 New Gutters Installation	DM23	Roof	700064	Infrastructure Restore-Collegewide	$ 80,000.00	$ 80,000.00	
South Lake Campus Bldgs. 1-2 Covered Walkway	Local		713210	Local Funds	$ 75,000.00		$ 75,000.00
South Lake Campus Building 2, 1st and 3rd Floor Redesign	New Capital Improv Fee		713115	New Capital Improvement Fee	$ 180,000.00	$ 180,000.00	
South Lake Campus Drainage Pipe Break Repair	Local		713210	Local Funds	$ 75,000.00	$ 75,000.00	
South Lake Campus Esports room refresh	Local		713210	Local Funds	$ 20,000.00	$ 20,000.00	
South Lake Campus Irrigation	Local		713210	Local Funds	$ 70,000.00	$ 20,000.00	$ 50,000.00
South Lake Campus Master Plan	Local		713210	Local Funds	$ 450,000.00	$ 450,000.00	
South Lake Campus Testing Services Remodel	Local		713210	Local Funds	$ 40,000.00	$ 40,000.00	
South Lake Campus Transformer Loop Tie-in	Local		713210	Local Funds	$ 75,000.00		$ 75,000.00
Sumter Center Repave, Repair, and Re-stripe Parking	Local		713210	Local Funds	$ 300,000.00	$ 300,000.00	
Sumter Center Workforce Instruction Restroom Facility	Local		713210	Local Funds	$ 585,000.00	$ 585,000.00	
Tech Plan Projects	Capital Improv Fee		713112	Tech Plan CIF	$ 223,000.00	$ 223,000.00	
Tech Refresh	Capital Improv Fee		713111	Tech Refresh CIF	$ 775,000.00	$ 775,000.00	

ITEM: 0524-17

Fiscal Year 2024-2025 - Fund 7 Capital Improvement Spending Plan							
Description	Fund Source	DM line	Fund	Banner Fund Name	FY 25-26 Total Budget	FY24-25 Budget	FY25-26 Budget

Total:	$	34,621,000.00	$ 2,365,000.00
WF Development center	$	(17,500,000.00)	
All other projects	$	17,121,000.00	

Leesburg Campus Student Services Building 2nd Floor Remodel Guaranteed Max Price

Agenda Item: 0524-18

Background/References

The Leesburg Campus Student Services Building was built in 1986 and has been through a previous remodel removing computer classrooms and other spaces from the 2nd floor and incorporating meeting spaces and other offices. It is now showing its age and it is a less functional space than needed.

The District Board of Trustees has selected WELBRO Building Corporation to be on construction management continuing services for projects up to $4 million, yet this project exceeds $195,000 so approval of the District Board of Trustees is requested.

Summary

Spiezle Architects have designed a more usable space that includes a larger Board Room than currently on the 2nd floor as well as offices for Human Resources and staff reporting directly to the President. It will also include a conference room as well as an interview room for job candidates in Human Resources. An ADA single use restroom will be included in proximity to the new Board Room. The LSSC Foundation will have an office suite for their Leesburg staff to all be in one area.

This remodel will be over 10,000 sq. ft. and not include the Vice President or President's offices. The guaranteed maximum price is $2,660,156 which includes $60,000 Contractor Contingency and $40,000 Owner Contingency. The cost per square foot is a little higher ($256 vs. $237) than the Cagan Crossings remodel due to the amount of demolition involved and logistics to remove and bring in materials for the 2nd floor of the Student Services Building.

Recommendation

Motion to approve the guaranteed maximum price for the Student Services Building 2nd Floor Remodel on the Leesburg Campus.

LSSC Student Services Building 2nd Floor Renovation

WELBRO Building Corporation

GMP

April 19, 2024

Schedule of Values

BID PACK	BID PACKAGE DESCRIPTION		TOTAL COST	$ / SQFT ON TOTAL	% OF TOTAL
AREA TOTAL(S):				10,386	
01.1	Allowance #1 for ASI #2		18,300	1.76	0.69%
01.2	Allowance #2 for Site Repair		43,000	4.14	1.62%
01.3	Allowance #3 for Patching Floor Boxes		21,000	2.02	0.79%
01.4	Allowance #4 for 1st Floor Above Ceiling Repair		54,150	5.21	2.04%
01A	Final Clean		8,683	0.84	0.33%
02B	Selective Demolition		56,500	5.44	2.12%
06A	Finish Carpentry/Millwork		41,981	4.04	1.58%
07A	Waterproofing/Joint Sealants		5,100	0.49	0.19%
08A	Doors & Hardware - Material		89,259	8.59	3.36%
08B	Doors & Hardware - Installation		7,900	0.76	0.30%
08F	Interior Glass		104,850	10.10	3.94%
09A	Gypsum Board Assemblies		230,681	22.21	8.67%
09B	Acoustical Ceilings		87,650	8.44	3.29%
09C	Tile		0	0.00	0.00%
09F	Resilient Flooring/Carpet		80,533	7.75	3.03%
09L	Painting		31,509	3.03	1.18%
10A	Specialties Package		2,761	0.27	0.10%
10E	Fire Protection Specialties		0	0.00	0.00%
21A	Fire Protection		8,950	0.86	0.34%
22A	Plumbing		98,500	9.48	3.70%
23A	HVAC		431,500	41.55	16.22%
26A	Electrical		516,484	49.73	19.42%
			0	0.00	0.00%
TOTAL COST OF WORK			1,939,291	186.72	72.90%
Escalation		0.000%	0	0.00	0.00%
Total Cost Of Work With Escalation			1,939,291	186.72	72.90%
General Conditions		LUMP SUM	357,729	34.44	13.45%
Subtotal			2,297,020	221.17	86.35%
Insurance		0.587%	14,061	1.35	0.53%
Builder's Risk Insurance		BY OWNER	0	0.00	0.00%
Building Permit		BY OWNER	0	0.00	0.00%

LSSC Student Services Building 2nd Floor Renovation

WELBRO Building Corporation

GMP

April 19, 2024

Schedule of Values

BID PACK	BID PACKAGE DESCRIPTION		TOTAL COST	$ / SQFT ON TOTAL	% OF TOTAL
AREA TOTAL(S):				10,386	
Subcontractor Default Insurance (SDI)		1.494%	27,639	2.66	1.04%
Performance Bond			26,338	2.54	0.99%
Subtotal			2,365,059	227.72	88.91%
Contractor Contingency			60,000	5.78	2.26%
Owner Contingency			40,000	3.85	1.50%
Subtotal			2,465,059	237.34	92.67%
Fee		8.000%	195,098	18.78	7.33%
TOTAL COST			2,660,156	256.13	100.00%
GRAND TOTAL COST			$2,660,156	$256.13	100.00%

Sumter Center Workforce Pavilion Agenda Item: 0524-19

Background/References

The Sumter Center has been in need of restrooms, shade, and cold water closer to the CDL driving pad and Line Worker pole farm. Through the years, we have tried to provide shade umbrellas for the CDL group and have been working on a proposal for a pavilion for those programs far away from other buildings, especially in the summer months.

The District Board of Trustees has selected Faden Builders to be on construction management continuing services for projects up to $4 million, yet this project exceeds $195,000 so approval of the District Board of Trustees is requested.

Summary

Faden Builders has worked with RCP Shelters and other subcontractors to design a covered shelter that will have two single use ADA restrooms, drinking fountain, ice machine, and a shaded structure with ceiling fans to support instruction to our Workforce Programs, such as CDL and Line Worker. This 30 ft by 68 ft pavilion will have a 26-gauge metal roof wooden beams and deck columns. It will have a storage area that will house an ice machine and small item storage area.

Faden has submitted a bid of $581, 000 for the concrete foundation, shelter with restrooms, construction of the shelter, and all utilities that would need to be installed from across campus.

Recommendation

Motion to approve the construction of the Sumter Center Pavilion as written.

BID BREAK OUT

LSSC Sumter Campus Shleter

Architect:		None	Job Location:	Sumterville, Florida	Tax Rate:		$ 580,714	$ 581,000
Estimate Number		23-407					Bid Tab Row	64
Bid Tab		Description	Major Subcontractor From Tab	Contact	Phone	**Data**	**Base + Options**	Item #1
	Assign					**%**	**Project Total**	Base Bid
- G.C."S'!		General Conditions	Self-Performed By Faden			13.4%	$ 77,801	$ 77,801
2		Materials Testing	Faden Builders	Howard	(352) 227-1460	0.3%	$ 2,000	$ 2,000
3		Survey	Faden Builders	Howard	(352) 227-1460	0.4%	$ 2,600	$ 2,600
4		Concrete	Archtype Construction	Butch K.	(352) 267-1536	3.7%	$ 21,300	$ 21,300
5		Metals	RCP Shleters	Bryce	(772) 288-3600	41.3%	$ 239,702	$ 239,702
6		Plumbing	Imaxx Plumbing	Jerrie	(407) 726-1838	2.2%	$ 12,800	$ 12,800
7		Electrical/Communications	Bumgraner Electric	Travis B.	(352) 343-0215	4.9%	$ 28,350	$ 28,350
8		Earthwork	Paquette	Matt K	(352) 365-0006	15.1%	$ 87,588	$ 87,588
9		Landscaping	Faden Builders (Allowance)	Howard	(352) 227-1460	0.9%	$ 5,500	$ 5,500
		TOTALS				82%	$ 477,641.12	$ 477,641

General Condition Percentage	13.40%	Subtotal:		82%	$ 477,641	$ 477,641
		GL	1.30%	1.1%	$ 6,209	$ 6,209
		Builders Risk	1.00%	0.8%	$ 4,776	$ 4,776
Amendments Issued:	0	Contingency	5.00%	4.2%	$ 24,431	$ 24,431
		Contractor's Fee:	9.00%	8.0%	$ 46,175	$ 46,175
		Subtotal:		96.3%	$ 559,233	$ 559,233
		Bond	2.50%	2.4%	$13,981	$ 13,981
		Total		98.7%	**$ 573,214**	$ 573,214
		Building Permit	0.0%	1.3%	**7,500**	$ 7,500
		Grand Total		**100.0%**	**$ 580,714**	**$ 580,714**
					AS-BID	**$ 581,000**
		Total GSF = 2,040	COST / GSF		$ 284.66	
						Base

Bid Award Date (End of Acceptance): Friday, May 24, 2024

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Lake-Sumter State College

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