LAKE-SUMTER STATE COLLEGE
BOARD RULE

TITLE: Powers and Duties of the District Board of Trustees NUMBER: 1.01

AUTHORITY: Florida Statutes 1001.63; 1001.64; 120
State Board of Education Rules

HISTORY: New - 8/1/68
AMENDED - 9/12/73, 10/16/80, 6/19/96, 4/20/04
REVIEWED - 5/1/09
DATE ADOPTED: 4/20/04

1. The District Board constitutes a corporation with all the powers and duties of a body corporate.

2. The District Board shall be governed by the powers and duties of state college district boards of trustees as prescribed in Florida Statutes 1001.64 and the State Board of Education Rules.

3. The District Board is authorized to establish rules in accordance with the Administrative Procedures Act [Florida Statutes 120.536 (1)] that insure the proper operation, improvement, and management of the College consistent with the rules adopted by the State Board of Education.

4. The basic function of the District Board shall be to establish policy, reflected in Rules, as opposed to implementing the day to day administration of the College.

5. The rules of the District Board may supplement the rules prescribed by the State Board of Education if they contribute to the more orderly and efficient operation of the College.

6. Hearings held on the adoption, modification, or repeal of rules shall follow procedures applicable to state colleges as set forth in Florida Statutes 120. A majority vote of the District Board is required to adopt, amend or repeal provisions within this Rules Manual.

LAKE-SUMTER STATE COLLEGE
BOARD RULE

TITLE: Meetings of the District Board of Trustees NUMBER: 1.02

AUTHORITY: Florida Statutes 1001.61; 286 PAGE: 1 of 2

HISTORY: New - 8/1/68
AMENDED - 9/12/73, 10/16/80, 6/19/96, 4120104, 9/17/13
REVIEWED - 5/1/09
DATE ADOPTED: 9/17/13

a. The District Board shall meet on regular meeting dates it schedules. The time and dates of the meetings shall be determined at the District Board's organizational meeting that takes place at its first regular meeting after July 1 of each year. The District Board may reschedule regular meetings as needed.
   1. Regular meetings, special meetings and workshops of the District Board shall be held in the Board Room on the Leesburg Campus, unless the District Board designates another location;
   2. Public notice of meetings shall be given at least ten days prior to the time of the meetings, unless an emergency situation arises that requires immediate attention;
   3. At the discretion of the District Board, items of an emergency nature may be acted upon at a regular or special meeting;
   4. Meetings of the District Board shall comply with the relevant portions of Florida Statutes 286.

b. All regular and special meetings of the District Board shall be open to the public. No formal action shall be taken by the District Board at other than regular or special meetings.

c. Being a nine-member board, five members shall constitute a quorum for any meeting of the District Board. No business may be transacted at a meeting unless a quorum is present. A majority of the quorum is sufficient to carry a vote.
   1. Voting shall be by voice;
   2. Robert's Rules of Order, Newly Revised shall constitute the parliamentary authority of the District Board, except as it may be in conflict with District Board rules, State Board of Education rules, or Florida Statutes.

d. At its organizational meeting, the District Board shall elect a Chairman whose duty it is to preside at all meetings of the District Board, and a Vice-Chairman whose duty it is to act as Chairman during the absence or disability of the Chairman. The President shall act as Secretary of the District Board.

e. The President, in consultation with the Chairman, shall prepare an agenda for all meetings of the District Board and shall insure that a copy of the agenda with supporting documentation is completed and available at least six days before the event to the District Board members and by any person in the state who requests a copy of the agenda. Items which are time sensitive and not requiring advance notice or advertising may be added to the agenda with approval by the District Board at the meeting.

f. Members of the public shall be given a reasonable opportunity to be heard on matters before the District Board except as otherwise provided by Florida Statutes. The time of this opportunity to be heard is determined by the nature of the public comment.
   1. Persons desiring to provide public comment on Board agenda items (not pertaining to Board rules) will be permitted to speak at a meeting during which the item is presented to the District Board for action, or during a meeting that is during the decision-making process and within a reasonable proximity before the meeting at which the District Board takes official action. A person wishing to speak on a particular item must complete a request form provided by the President and available at the meeting and submit it to the President or President's designee no later than ten minutes prior to the beginning of the scheduled meeting of the District Board;
   2. Persons desiring to provide public comment on proposed additions, modifications, and deletions of District Board Rules will be permitted to speak at the time of the Public Hearing on the District Board Rule being considered;
   3. Persons desiring to provide public comment on matters not part of the agenda may do so following the consideration of all agenda items during the time designated on the agenda for public comment. A person wishing to speak on a particular item must complete a request form provided by the President and available at the meeting and submit it to the President or President's designee no later than ten minutes prior to the beginning of the scheduled meeting of the District Board;
   4. Each person providing public comment will be limited to five minutes. If an organization, committee, delegation or other group desires to provide public comment, the organization, committee, delegation or group shall be represented by one spokesperson who may speak for five minutes. Other members of the organization, committee, delegation or group may then be given an opportunity to amplify the spokesperson's comments for up to two minutes each to a total of ten minutes. Additional time may be granted by unanimous consent of the District Board.

g. The President, as Secretary of the District Board, shall keep and disseminate official copies of the minutes from each District Board meeting in accordance with the provisions of the State Board of Education Rules.

LAKE-SUMTER STATE COLLEGE
BOARD RULE

TITLE: Appointment/Dismissal of The President and Terms of Office NUMBER: 1.03

AUTHORITY: Florida Statutes 1001.64 (18) (19) SBE 6A-14.026 PAGE: 1 of 1

HISTORY: New - 8/1/68
AMENDED: 9/12/73, 6/19/96, 4/15/98, 4/20/04, 4/21/09
DATE ADOPTED: 4/21/09

a. In accordance with Florida Statues 1001.64 (19), the District Board shall select a President qualified for the position and competent to perform the duties and responsibilities of the position.

b. The President shall be entitled to a written contract for a term of at least one year but not more than four years.

c. The District Board shall delegate to the President administrative authority over the College and hold him/her responsible for the efficient direction and day-to-day operation of the College under the rules adopted by the District Board.
   1. Such delegation shall include authorization for the College President or designee to sign contracts, agreements, reports, or any other documents necessary for the conduct of College operations.

d. The District Board shall conduct an annual evaluation of the President in accordance with SBE 6A-14.026 and submit the findings to the Chancellor of the Florida College System for review.

e. The District Board and the President shall extend to each other the fullest cooperation and recognition of their respective responsibilities.

f. In the event of a vacancy or anticipated vacancy in the President's Office:
   1. The District Board shall seek qualified candidates for the position;
   2. The District Board may appoint an acting President for a term of six months and for an additional term of six months.

g. The District Board has the power to suspend or dismiss the President in accordance with Florida Statutes and State Board of Education Rules at which time a hearing pursuant to the provisions of Florida Statutes 120 shall be provided, if requested by the President in writing within 15 days of notice of the suspension or dismissal.

LAKE-SUMTER STATE COLLEGE
BOARD RULE

TITLE: Powers and Duties of The President NUMBER: 1.04

AUTHORITY: Florida Statutes 1001.65
State Board of Education Rules

HISTORY: New - 8/1/68
AMENDED: 6/19/96, 6/17/98, 4/20/04 Reviewed - 5/1/09
DATE ADOPTED: 4/20/04

I. GENERAL

a. The President is required to meet and fully comply with all statutory and regulatory requirements of the State of Florida as related to his/her office.

b. The President shall assume the specific powers and duties as listed in the Florida Statutes 1001.65 and the State Board of Education Rules.

c. The President is responsible for carrying out the rules of the District Board in the daily operation of the College.

d. The President shall fulfill additional duties as assigned by the District Board.

LAKE-SUMTER STATE COLLEGE
BOARD RULE

TITLE: Facsimile Signatures of Board Chairman and President NUMBER: 1.06

AUTHORITY: Florida Statutes 116.34 PAGE: 1 of 1

HISTORY: New - 718170
AMENDED: 6/19/96 Reviewed - 8/28/08 Reviewed - 4/16/09
DATE ADOPTED: 6/19/96

The District Board authorizes the Board Chairman and the President to file a notarized, manual signature with the Secretary of State for the purpose of establishing a facsimile signature which may be used according to Statute.

LAKE-SUMTER STATE COLLEGE
BOARD RULE

TITLE: Direct Support Organizations NUMBER: 1.07

AUTHORITY: Florida Statutes 1001.64 (39); 1004.70 PAGE 1 of 1

HISTORY: New - 3/19/86
AMENDED: 6/19/96, 1/16/07 Reviewed Authority - 4120104 Reviewed - 5/1/09
ADOPTED: 1/16/07
REFERS TO PROCEDURE NUMBER: PRO 1-05

Annually, the District Board shall name the organizations it certifies as "Lake-Sumter State College Direct Support Organizations."

Any organization wishing to be so certified must be a non-profit Florida corporation organized and operated exclusively to receive, hold, invest and administer property and to make expenditures to, or for the benefit of, Lake-Sumter State College.

LAKE-SUMTER STATE COLLEGE
BOARD RULE

TITLE: Naming of Facilities NUMBER: 1.08

AUTHORITY: Florida Statutes 1001.64 PAGE 1 of 2

HISTORY: New - 10/18/00
DATE ADOPTED: 10/18/00

I. GENERAL

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.

a. Campuses/centers shall bear the name of the geographic area wherein they are located. Campuses/ centers shall not bear the name of any person living or deceased.

b. College buildings, auditoriums, roads, walkways, recreational complexes, or similar facilities may, with the approval of the District Board, be named for living or deceased individual(s) who have made a significant contribution to the community and/or the college. Criteria for naming facilities, scholarships or endowed chairs shall include, but are not limited to:
    1. The individual's significant contribution to education within the nation, state, and/or local community;
    2. The individual's years of meritorious service to the college;
    3. The individual's long-standing and dedicated commitment to the improvement of the quality of life within the college service district;
    4. The individual's monetary contribution to the college, guidelines for which have been developed in conjunction with the Lake-Sumter State College Foundation, Inc.

c. The decision to name a facility (or portion thereof), scholarship or endowed chair shall be made only after the proposal has been lodged with the District Board at a regularly scheduled meeting and brought back to the next regularly scheduled meeting for further consideration and a vote. The District Board may ask its Facilities Committee or other committee to study the matter before it is proposed for acceptance by the District Board.

d. It is the intent of the District Board that, once naming a facility (or portion thereof), the name shall be permanently attached to the facility.

e. This Rule 1.08 applies only to the naming of college facilities (or portions thereof), scholarships or endowed chairs named after October 18, 2000.

LAKE-SUMTER STATE COLLEGE
BOARD RULE

TITLE: Acceptance of Gifts NUMBER: 1.09

AUTHORITY: Florida Statutes 1001.64, 1004.70 PAGE 1 of 1

HISTORY: New - 10/18/05
REVIEWED - 5/1/09
DATE ADOPTED: 10/18/05

REFERS TO PROCEDURE NUMBER: PRO 1-01, 1-02, 1-03, 1-04

I. GENERAL

a. On behalf of the College and through the LSSC Foundation, Inc., the District Board may accept gifts of real estate, securities, or gifts of assets other than cash, securities, or real estate.

b. The gifts must be consistent with the mission and goals of the College.

c. The offer, acceptance, and transactions involving the gifts must not damage the College's reputation or produce a substantial administrative burden on the College or Foundation staff.

d. The District Board shall authorize the President to establish procedures for evaluating the value of the gifts and the legal and financial implications of accepting the gifts.

e. The District Board shall authorize the President to establish the procedures required to transfer the gifts to the College.

LAKE-SUMTER STATE COLLEGE
BOARD RULE

TITLE: Ethics for Public Officers/Conflicts of Interest NUMBER: 1.10

AUTHORITY: Florida Statutes 112.311; 112.313; 112.3143; 286.012 PAGE: 1 of 1
HISTORY: New 2/19/09

I. GENERAL

Members of the District Board shall be governed at all times by the applicable provisions of the Code of Ethics for Public Officers and Employees, as may be amended from time to time, with regard to matters including:

a. Solicitation or acceptance of gifts.

b. Doing business with one's agency.

c. Unauthorized compensation.

d. Misuse of public position.

e. Conflicting employment or contractual relationship f. Disclosure or use of certain information.

f. Voting conflicts.

g. Filing statement of financial interests.

h. Members of the District Board shall be governed at all times by the applicable provisions of:
   1. Florida Government in the Sunshine Law;
   2. Florida Statutes, Chapter 119 (Public Records Act) and related statutes and rules, all as may be amended from time to time.

i. Members of the District Board will be provided on an annual basis copies of 2a and 2b; and each year in September, the Board Attorney will update the District Board on the Code of Ethics for Public Officers and Employees.

LAKE-SUMTER STATE COLLEGE
BOARD RULE

TITLE: Removal of Member of the District Board of Trustees NUMBER: 1.11

AUTHORITY: Florida Statutes 1001.61; Florida Constitution, Article IV, Section 7 PAGE 1 OF 1

HISTORY: New - 5/19/09
DATE ADOPTED: 5/19/09

1. The members of the District Board of Trustees of Lake-Sumter State College may be dismissed only by the Florida Governor for cause and by due process.

2. Florida law provides for dismissal and the process for dismissal for malfeasance, misfeasance, neglect of duty, drunkenness, incompetence, permanent inability to perform official duties, commission of a felony, or failure to attend three consecutive meetings in a fiscal year.