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Lake-Sumter State College
DISTRICT BOARD OF TRUSTEES
Wednesday, January 16, 2019
Leesburg Campus

I. CALL TO ORDER.....Mr. Wahl

II. PLEDGE OF ALLEGIANCE and MOMENT OF SILENCE

III. PUBLIC COMMENT

*(If you wish to make a Public Comment at this meeting,
at least 15 minutes before the start of the meeting,
please see Recording Secretary for a Speaker's Card.)*

CONSENT CONSIDERATIONS (Tab A).....Mr. Wahl/Dr. Sidor

ACTIONS and ACKNOWLEDGEMENTS

- 379 Action: Minutes of November 28, 2018 Regular Meeting and Workshop
380 Action: Human Resources Transactions
381 Action: Curriculum Revisions
382 Action: Monthly Fiscal Report for December 2018
383 Acknowledgement: Facilities Update
384 Action: Purchases Over \$25,000
385 Action: SREF Inspection

INFORMATION UPDATES (TAB B)

- 386 Information: Infrastructure Update.....Dr. Bigard
387 Information: Student Course Fees.....Dr. Sidor

SCHEDULED INFORMATION REPORTS (Tab C)

- 388 President's Update.....Dr. Sidor
- Meetings/Activities/Misc.
- Legislative Update
- Vice Presidents Report
389 Committee Reports.....Mr. Wahl
- Executive Committee
- Foundation Liaison- E. Lee
- Facilities Committee
- Strategic Planning Committee
390 Board Attorney's Report.....Mrs. Geraci-Carver

NEW BUSINESS (Tab D)Mr. Wahl/Dr. Sidor

- 391 Action: 2019-2020 College Personnel Calendar.....Dr. Sidor
392 Action: Presidents Contract.....Mr. Wahl

OLD BUSINESS (Tab E)Mr. Wahl/Dr. Sidor

OTHER CONSIDERATIONS.....Mr. Wahl/Dr. Sidor
As Needed by Chairman/President

ADJOURNMENT.....Mr. Wahl

CALENDAR NOTES

NEXT BOARD MEETING: THURS., FEB 21, 2019 - 5:00 P.M. (BOARD ROOM, SUMTER)



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: January 16, 2019

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 379 – Minutes of November 28, 2018 Board Meeting & Workshop

OVERVIEW:

Attached are the minutes of November 28, 2018 regular board meeting and workshop.

ANALYSIS:

The minutes are for the board's approval.

RECOMMENDATION:

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

**DISTRICT BOARD OF TRUSTEES
LAKE-SUMTER STATE COLLEGE**

Leesburg, Sumterville, Clermont

November 28, 2018

The regular meeting of the District Board of Trustees, Lake-Sumter State College, was called to order at 5:00 p.m. on November 28, 2018 in Board Room 327 at the South Lake Campus, by Mr. Peter Wahl, Board Chairman. In attendance was Mr. Bryn Blaise, Mr. Bret Jones, Ms. Emily Lee, Jennifer Hill, Jennifer Hooten, and Mr. Tim Morris.

Mr. Wahl welcomed those in attendance and invited them to join in the Pledge of Allegiance followed by a moment of silence.

Mr. Jones reported he needed to leave by 5:30 p.m.

PRESENTATIONS ATHLETICS DEPARTMENT

Mike Matulia announced the Region 8, Division 2, NJCAA Champion for 2018. This is the first time in school history that one of our teams have earned their way to a national championship. The team ended 11th place in the nation.

He introduced head coach Amanda Phelps. Dr. Bigard read and presented a resolution in Amanda Phelps honor and each team member.

**DISTRICT BOARD OF TRUSTEES
RESOLUTION IN HONOR OF
THE 2018 LSSC WOMEN'S VOLLEYBALL TEAM**

November 28, 2018

WHEREAS, the 2018 Women's Volleyball Team finished the season with a record of 16-14, defeating four nationally ranked teams and winning their first regional and district championship; and

WHEREAS, the 2018 Women's Volleyball Team advanced to the NJCAA Division II National Championship, winning one of three games, and placing 11th overall in the nation; and

WHEREAS, the 2018 team included the following outstanding student-athletes: Talyn Allard, Amanda Berecz, Chloe Campbell, Katie Carpenter, Olivia Diggs, Hailey Franklin, Emma Gray, Gabriela Hernandez, Casey James, Kameron Johnson, Jasmine Kimpel, Star Lakin, Kitana Lim, Dallas Patterson, and Amber Schwartz; and

WHEREAS, Amanda Phelps, Head Women's Volleyball Coach, was recognized as the FCSAA Region VIII and NJCAA District P Coach of the Year; and

WHEREAS, Emma Gray and Gabriela Hernandez were recognized as 1st Team and Amanda Berecz as 2nd team All-Region and All-District performers; and

WHEREAS, Assistant Coaches included Nate Camnitz and Cassady Cook; and

WHEREAS, Amanda Phelps, Nate Camnitz and Cassady Cook have received the President's Achievement Award for excellence in coaching the 2018 volleyball season; and

WHEREAS, the coaching staff and athletes have consistently demonstrated a commitment to the values of scholarship, sportsmanship, teamwork and service;

THEREFORE, BE IT RESOLVED THAT, the LSSC District Board of Trustees do hereby convey special recognition to the 2018 Women's Volleyball Team, Head Coach Amanda Phelps and Assistant Coaches Nate Camnitz and Cassady Cook for achieving national ranking and congratulate them on an outstanding season. Presented this 28th day of November, 2018.

AFC PROFESSOR OF THE YEAR

Dr. Wymer announced that Brenda Skoczelas competed at the AFC Annual meeting for AFC Professor of the year. Her presentation was titled Standing Waves in Music and can be viewed on the AFC website. We are proud to announce that she has been named the 2018 AFC Professor of the Year. Dr. Wymer read a resolution on honor of Brenda.

DISTRICT BOARD OF TRUSTEES

RESOLUTION IN HONOR OF

BRENDA SKOCZELAS, 2018 AFC PROFESSOR OF THE YEAR

November 28, 2018

WHEREAS, Brenda Skoczelas has earned a Bachelor of Science degree in Mathematics with a Minor in Physics and a Master of Science degree in Physics from Ball State University in Muncie, IN; and

WHEREAS, Brenda Skoczelas has been a valued member of the faculty of Lake-Sumter State College since August 2014; and

WHEREAS, Brenda Skoczelas is a respected member of Lake-Sumter State College's Science Faculty; and

WHEREAS, Brenda Skoczelas is highly regarded by her students as a gifted teacher of Physics and Earth Science through comments such as "She is by far one of the best teachers that I have ever had. She truly cares for and respects her students and does everything she can to help us succeed.", "Ms. Skoczelas is one of the best instructors I ever had at LSSC.", and "She was always enthusiastic about our work and gave great feedback!"; and

WHEREAS, Brenda Skoczelas has embraced quality online instruction and has earned external Quality Matters certification for her online ESC1000 course; and

WHEREAS, Brenda Skoczelas has actively supported the College through service including the Community Partnership and Outreach Committee, the Honors Program workgroup, and TEDxLSSC; and

WHEREAS, Brenda Skoczelas delivered an inspirational presentation at the 2017 TEDxLSSC event entitled "Closing the Gender Gap in STEM"; and

WHEREAS, Brenda Skoczelas was named the 2018 Association of Florida Colleges Professor of the Year; and

THEREFORE, BE IT RESOLVED THAT, the LSSC District Board of Trustees do hereby convey special recognition to Brenda Skoczelas for her exceptional service to Lake-Sumter State College and the District Board of Trustees.

TRIO PROGRAM

Dr. Brady reported on the TRIO program which is federally funded by the Department of Education. She introduced Nicole Duslak to give a detailed report on TRIO.

Lake-Sumter host two of the three TRIO programs Upward Bound and Talent Search. We have had these programs for almost 20 years. Together these two programs service 677 students in Lake and Sumter County.

She reviewed some program highlights, which are detailed in the report in each packet.

She invited each trustee to the TRIO banquet on April 11 at 6 p.m. and she asked that each trustee participate in sharing their experience with their students.

LAKEHAWK SERVICE DAY

Dr. Sidor introduced Toni Upchurch and she and her committee put together the first Lakehawk Service Day. She reported that over 234 employees at Lake-Sumter employee volunteered at several different organization around Lake and Sumter County. She introduced Chris Leibner and Cynthia Nash who also assisted on the planning committee to help develop this day.

Dr. Sidor read a resolution in honor of Toni and her committee.

DISTRICT BOARD OF TRUSTEES RESOLUTION IN HONOR OF INAUGURAL 2018 LSSC DAY OF SERVICE

November 28, 2018

WHEREAS, Toni Upchurch, as chair, and Christopher Leibner and Cynthia Nash, as co-chairs, directed the inaugural LSSC Service Day on October 19, 2018; and

WHEREAS, Toni Upchurch, Christopher Leibner, and Cynthia Nash are valued members of Lake-Sumter State College's speech and science faculty; and

WHEREAS, Toni Upchurch, Christopher Leibner, and Cynthia Nash's leadership in the inaugural event produced approximately 800 hours of service; and

WHEREAS, Toni Upchurch, Christopher Leibner, and Cynthia Nash communicated with and organized 235 LSSC faculty, staff, and students participating in the LSSC Service Day; and

WHEREAS, Toni Upchurch, Christopher Leibner, and Cynthia Nash collaborated with 17 community causes or organizations that benefited from the LSSC Service Day at more than 20 event sites in Lake and Sumter counties; and

WHEREAS, Toni Upchurch, Christopher Leibner, and Cynthia Nash increased the college's presence in the community, broadening its reach and enabling it to better address the needs of LSSC's diverse student population; and

WHEREAS, Toni Upchurch, Christopher Leibner, and Cynthia Nash enriched the collegiate experience for LSSC students and enacted the college's charge to develop students who are civically engaged and prepared for their careers ahead; and

WHEREAS, Toni Upchurch, Christopher Leibner, and Cynthia Nash orchestrated an inspiring day of outreach, service, and fellowship for faculty, staff, and students; and

WHEREAS, Toni Upchurch, Christopher Leibner, and Cynthia Nash are recognized for their professional achievements in leading the college efforts in the inaugural LSSC Service Day; and

THEREFORE, BE IT RESOLVED THAT, the LSSC District Board of Trustees do hereby convey special recognition to Toni Upchurch, Christopher Leibner, and Cynthia Nash for their exceptional service to Lake-Sumter State College, the District Board of Trustees, and Lake and Sumter County communities.

She has already started preparing the 2019 day of service.

CONSENT CONSIDERATIONS- ACTIONS and ACKNOWLEDGEMENTS (Tab A)

Mr. Morris moved and Mrs. Hill seconded the motion to approve as presented agenda items number 362 through 369 as follows:

Minutes of October 17, 2018 Regular Board Meeting & Workshop **2018-362**

The motion was passed with the following vote: Voting "yea" – Blaise, Hill, Hooten, Jones, Lee, Morris, and Wahl.

Minutes of October 30, 2018 Facilities Meeting Minutes **2018-363**

The motion was passed with the following vote: Voting "yea" – Blaise, Hill, Hooten, Jones, Lee, Morris, and Wahl.

Minutes of November 5, 2018 Strategic Planning Meeting Minutes **2018-364**

The motion was passed with the following vote: Voting "yea" – Blaise, Hill, Hooten, Jones, Lee, Morris, and Wahl.

Human Resources Transactions **2018-365**

Appointments of:

| | |
|------------------|-----------------------------|
| Brandon Smith | (effective date 01/02/2019) |
| Judtih Haars | (effective date 11/11/2018) |
| Andrea Brooks | (effective date 11/16/2018) |
| Gary Jones | (effective date 10/16/2018) |
| Judith Westbrook | (effective date 11/26/2018) |

Resignation of:

| | |
|-----------------|-----------------------------|
| William Ponko | (effective date 11/14/2018) |
| Ariana Muniz | (effective date 11/02/2018) |
| Jessica Bardt | (effective date 11/01/2018) |
| Olga Betancourt | (effective date 10/10/2018) |

Retirement of:

Carol Henry (effective date 12/31/2018)

Mary Lunsford (effective date 12/31/2018)

The motion was passed with the following vote: Voting “yea” – Blaise, Hill, Hooten, Jones, Lee, Morris, and Wahl.

Curriculum Revisions

2018-366

The motion was passed with the following vote: Voting “yea” – Blaise, Blankenship, Hill, Jones, Lee, Morris, and Wahl.

Monthly Fiscal Report for October 2018

2018-367

The motion was passed with the following vote: Voting “yea” – Blaise, Blankenship, Hill, Jones, Lee, Morris, and Wahl.

Facilities Update

2018-368

The motion was passed with the following vote: Voting “yea” – Blaise, Hill, Hooten, Jones, Lee, Morris, and Wahl.

Purchases Over \$25,000

2018-369

The motion was passed with the following vote: Voting “yea” – Blaise, Hill, Hooten, Jones, Lee, Morris, and Wahl.

INFORMATION ITEMS (Tab B)

Appointments 2018-19 LSSC Academic & Community Advisory Committees **2018-370**

Mr. Wahl reported that the Community Advisory Committees are in the packet and asked the board to accept as written.

Foundation Budget & Financials

2018-371

Dr. Byrd reported that the Foundation Financials are in each packet and asked if anyone had any questions or concerns. Mr. Wahl asked that the report be accepted as written.

SCHEDULED INFORMATION REPORTS (Tab C)

President’s Update

2018-372

Dr. Sidor reported that the Association of Florida Colleges hired Southern Strategies as a consultant to represent the Florida College System as its lobbyist. After the election they put together a sketch of what they feel we may or may not expect legislatively. Given the minimal change in the Florida House and Senate the priorities still seem to be the same.

Madeline Purmariega has resigned her position as Chancellor with the Florida College system. With the election of the new governor it is not unheard of.

He spoke with Terry Yoder with T&D Concrete regarding the need for greater coordination and focus Sumter workforce providers and continuing the conversation with others in the community to look at how we can consolidate and provide a single voice for workforce growth in Sumter County.

He had a good meeting David Booth, Combat to Careers for Veterans regarding grant development. Dr. Sidor and Thom Kieft gave him a tour of our math emporium and how we can assist his people with math courses. Dr. Brady is also working with him on coordinating our advising. Mr. Booth has a direct link to Washington and needs more information to create this broader relationship.

Dr. Sidor and Dr. Culpepper are working together with Steamrollers Studio to discuss a joint program with being their educational provider for animation and game development.

Claire Brady

Dr. Brady reported that they are really focusing their attention on spring enrollment campaign. They are continuing to do the things that are working are such as auto calling campaign, emails, and social media. We are working on our current student encouraging them to enroll early by doing this our spring enrollment has increased significantly. They are also working on a Stop Out Campaign these are students who took a break and needs a reminder to come back to school. Also trying to encourage marketing through social media and geo targeting specific locations, mainly hospitals and other helath care locations for our RN to BSN program.

She announced some of the events they have visited and impacted members of the community at these events. She shared that a detailed report for the entire Student Affairs is located in each packet.

Doug Wymer

On 8 November 2018, LSSC Physics instructor Brenda Skoczelas competed for the AFC Professor of the Year award with her presentation entitled, "Standing Waves and Music". Her presentation can be viewed on LSSC's AFC Facebook page. I am pleased to announce that Ms. Skoczelas was chosen as the 2018 AFC Professor of the Year! LSSC faculty have won the statewide AFC Professor of the Year competition in back-to-back years and in 4 of the last 10 years.

Many other honors were earned by LSSC at the AFC meeting. Thom Kieft, AVP of general studies, was named first runner up for the Leadership Excellence Award and The Platinum Award was awarded to our LSSC AFC Chapter. Mary Heikkinen, Associate Professor of Business Administration, was instrumental, along with the rest of LSSC's AFC board, for our chapter earning this honor. Additionally, Kim Kidd, Title III Grant Manager, and Cynthia Nash, Instructor of Biology were named as AFC Region III unsung heroes. Finally, LSSC was represented by two faculty and two staff presenters at this statewide meeting.

Presenters and Panelists:

1. **Mark Duslak**, Director of Student Development, “The Advisor’s Edict: Caring is a Core Value”
2. **Amber Karlins**, Instructor of English (and 2017 AFC Professor of the Year), “Mastering Mastery Pathways: An Innovative Approach to Increasing Student Success”
3. **Nicole Duslak**, Director of Educational Opportunity Programs, “Leadership Lessons from a Burning Building: What was More Important Than My Stuff Was on Fire?!”
4. **Alissa Sustarsic**, Associate Professor of Mathematics, “Division of Florida Colleges Presents: Success in Math Pathways Re-Design: Lessons from the Florida College System”

A major project has been afoot in Academic Affairs regarding online courses and we have been making excellent progress. Quality Matters is a quality assurance system that includes standards that create a culture of continuous improvement that keeps students engaged in online courses

Our goal is to have all online courses meet the QM standards with an internal review process. New courses are required to be built to these standards, but we have a large number of online courses that were built before this requirement was put in place. The FLVC is moving toward a system of identifying online courses with a quality designation based on such a review, so to remain competitive we need to complete the review of these legacy courses. This semester we have completed review of six courses, have several more in the final stages, and we have identified 15 more for review in the spring. Congratulations to Kelly Cornell (Art Appreciation, Art History, Graphic Design), Dr. James Martin (Astronomy), Amber Karlins (English Composition) and Jeremy Norton (American National Government). This is a collaborative project with eLearning and we appreciate their work in support of this project.

Related to this project, Jackie Pierce, Assistant Professor of English and a QM leader among the faculty, presented at the national QM Connect Conference.

November is our Open Mic Competition month. The competition is organized by the Speech faculty and is sponsored by Student Life. The Open Mic Competition takes place in both Leesburg and Clermont. On November 14, 2018, the competition at the Leesburg campus was well attended and very lively. We had 22 students share monologues, poetry, original verse, and songs. Peter Napoles, Theater Manager and Elizabeth Terranova, Associate Dean of Arts and Letters were the judges of the competition and they were heard to remark on the difficulty of choosing winners. The South Lake open mic competition took place this afternoon.

When we last met I mentioned that the LSSC Children’s Theatre was offering *Alice in Wonderland* and I’m proud to announce that this production of *Alice in Wonderland* has earned an Excellent rating from Florida College System Activities Association as well as the FCSAA Community Service Award. Heather Elmatti, Assistant Professor of Speech, Peter Napoles, Theatre Manager and the cast and crew are to be commended for such an exemplary production! One reviewer wrote: “In all, LSSC’s production of *Alice in Wonderland* was enjoyable and well done. The surrounding community is lucky to have a Children’s Theatre program such as this to bring the joy and wonder of theatre to its young people.” Thanks are due to the cast, crew, and production team for their outstanding work on this production.

Heather Bigard

Dr. Bigard thanked the board for acknowledging the Volleyball Team for their accomplishments. She and Anita Geraci-Carver have been working on two large agreements. The SSC agreement which is our grounds and janitorial service and the other is with Career Source for the occupation of Building M.

The Lake County Commission approved the funding from the Tourism and Development Commission in support of the PFX athletics softball complex. This is our complex that PFX runs, so they approved \$62,500 in support the replacement of five new score boards.

We have been approached and are having conversations with Monteverde Academy as they are connected to the Orlando City B Team and they are working to accommodate their players and host them at the academy. They provide their facilities for the training purposes and are interested in partnering with us to provide the educational services for those who participate in the program.

She shared that a detailed report for the entire Business Affairs is located in each packet.

Committee Reports **Executive Committee**

2018-373

Pete Wahl reported that the Executive Committee met and discussed items on the agenda.

Foundation Liaison

The spring scholarship application closed October 31. Three-hundred nineteen students applied. Awards are being made this week.

The LSSC Foundation Board awarded \$25,000 for faculty and staff project grants. Some of the programs funded were Tedx, Kids College, Parent bootcamp, Lending Library, Employer Exploration and multiple science projects.

This weekend, the Foundation Performing Arts will welcome the Florida Ballet for three performances of the Nutcracker, and an additional abbreviated performance on Friday evening for families in our community.

The Foundation was approached by a donor interested in giving a gift to fund a handrail in the Paul P. Williams Auditorium. The railing was installed November 19, with the help of Andrew Bicanovsky, Director of Facilities. We are very appreciative for his help with this project and know the attendees at the Performing Arts Series will be very happy with the upgrade.

The LSSC Foundation Annual Campaign kicked off internally on October 11. It will kick-off for the community beginning at the Annual Board Meeting in January 2019. Please support the Annual Campaign with your gift. The goal is to have 100% of all Board of Trustees, Foundation Board Directors and employees. We truly appreciate all you do for our College and our students.

Gala planning for 2019 is underway. We are very excited and appreciative to Ernie Morris for once again serving as our Presenting Sponsor. You will be receiving more information soon on the Great Gatsby themed event.

The LSSC Foundation is partnering with the Community Foundation of South Lake to offer a planned giving seminar on March 1, 2019 on the South Lake Campus. This is a great opportunity for the Foundation to grow our presence in the South Lake Community. The title of the Conference is Tax Wise Giving. Please consider joining us.

The Shamrock Shuffle 5K/10K is scheduled for March 16, 2019 on the South Lake Campus. We are excited to bring new participants and sponsors to support the event.

A scholarship dinner is planned for March 28, 2019 at 6pm on the Leesburg campus. This is an opportunity for donors and students to come together and for the student to thank their donor for the investment into their lives.

Facilities Committee

The Facilities Committee met on Tuesday, October 30th and Dr. Sidor brought the committee up to date on the Lake Hall Partnership project. He is discussing a possible partnership with The City of Leesburg and Beacon College. The total project cost is \$6m.

Dr. Sidor updated the group that Mrs. Farish-Hall has decided not to change her father's original intent for the use of the Sumter Center Property. Dr. Sidor sent a letter and placed a call to her accountant whom handles her affairs to see if we can work through her concerns.

Dr. Sidor had a conversation with Michael Pittman about a partnership to bring our health programs closer to the center of the healthcare provider's network in Sumter County. He has a follow up meeting scheduled with him to see how we can make it happen. He would like to position the Sumter Center as a trades and workforce campus, keep moving forward with our line worker, and relay tech programs.

Dr. Sidor updated the group that Mrs. Farish-Hall has decided not to change her father's original intent for the use of the Sumter Center Property. Dr. Sidor sent a letter and placed a call to her accountant whom handles her affairs to see if we can work through her concerns.

He had a conversation with Michael Pittman about a partnership to bring our health programs closer to the center of the healthcare provider's network in Sumter County. He has a follow up meeting scheduled with him to see how we can make it happen. He would like to position the Sumter Center as a trades and workforce campus, keep moving forward with our line worker, and relay tech programs.

Dr. Sidor met with Abel Biri and discussed ways in which the college and Advent Hospital could enhance our partnerships. The committee decided to schedule another Facilities meeting inviting Abel Biri to discuss opportunities.

Dr. Sidor is also speaking with LRMC about a potential simulation center partnership. Currently, this is only in a discussion phase.

Dr. Sidor has been meeting with Pastor Jose Elias Gonzales and Commissioner Sean Parks to use the second floor of the Cagan Crossing Library to develop Lake-Sumter courses in the Four Corners Area.

Strategic Planning Committee

Dr. Sidor reported that the committee met and a status report of where we are with the Strategic Plan is located in the packet.

Board Attorney's Report

2018-374

Mrs. Carver reported that the her full report is in the packet and she would be happy to answer any questions.

NEW BUSINESS (Tab D)

Approval of Foundation Board Members/Officers

2018-375

Tim Morris made a motion to accept the names being presented by the Foundation Director for new directors and officers for the LSSC Foundation Jennifer Hill seconded and motion carried.

The motion was passed with the following vote: Voting "yea" – Blaise, Hill, Hooten, Jones, Lee, Morris and Wahl.

Health Science Collegiate Academy Amendment

2018-376

Dr. Wymer reported that the modification of the agreement will allow the governance committee to step back and let the operations committee run the day to day business. Emily Lee made a motion to accept the changes and Jennifer Hill seconded and motion carried.

The motion was passed with the following vote: Voting "yea" – Blaise, Hill, Hooten, Jones, Lee, Morris and Wahl.

Cross Country

2018-377

Mike Matulia reported that he submitted a survey to all public high schools in Lake and Sumter County. Basically the team makeup is evenly divided ten boys and ten girls. He also had a workshop with the coaches to work together to promote sports in our area. All result and comments are positive for starting this team. Mr. Matulia reported that he will base the Cross Country from South Lake, which will prompt more support from that end of our county. Mike Matulia asked if approved could he hire a coach immediately in order to complete the recruiting process. The first year the Athletics Department will pay for scholarships for two males and two females.

A motion was made by Bryn Blaise and seconded by Tim Morris to approve the Cross Country Request and the motion carried.

The motion was passed with the following vote: Voting "yea" – Blaise, Hill, Hooten, Jones, Lee, Morris and Wahl.

Presidents Evaluation

2018-378

Mr. Wahl reported that in each packet is the compulation of the metric for the Presidents Evaluation. The remarks reported by the Board of Trustees are excellent.

A motion was made by Tim Morris to accept the three year contract, rollover of vacation hours, and the increase of deferred compensation Bryn Blaise seconded and motion carried.

The motion was passed with the following vote: Voting “yea” – Blaise, Hill, Hooten, Jones, Lee, Morris and Wahl.

OTHER CONSIDERATIONS

As Needed by Chairman/President

- ✓ Chairman Wahl reviewed the events on the calendar. He announced that the next Board meeting will be on January 16, 2019 at 5 p.m. for the regularly scheduled meeting at the Leesburg Campus.

There being no further business, the meeting was adjourned at 6:50 p.m.

Respectfully submitted,

ATTEST:

Peter F. Wahl, Chairman

Stanley M. Sidor, Ed. D.
Secretary/College President

Recording Secretary: Claudia Morris



OFFICE OF THE PRESIDENT

Present to the Board: January 16, 2019

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 380 – Human Resource Transactions

OVERVIEW:

Human Resource personnel transactions including New Hires, Resignations, Retirements and Separations presented to the District Board of Trustees for approval.

ANALYSIS:

Attached is a list of employee appointments, separations, retirements and resignations for this period.

RECOMMENDATION:

It is recommended that Board approve this item as written.

FACULTY

Appointment

| <u>Name</u> | <u>Position</u> | <u>Classification</u> | <u>Effective Date</u> |
|-----------------|---------------------------------|-----------------------|-----------------------|
| Michelle Rudden | Instructor, English | F1-1 | 01/07/2019 |
| Jasmine Simmons | Reference/Instruction Librarian | F3-1 | 01/09/2019 |

Separation

| <u>Name</u> | <u>Position</u> | <u>Classification</u> | <u>Effective Date</u> |
|--------------|---------------------|-----------------------|-----------------------|
| Kelly Parker | Instructor, Nursing | F1-1 | 01/16/2019 |

Resignation

| <u>Name</u> | <u>Position</u> | <u>Classification</u> | <u>Effective Date</u> |
|---------------|----------------------------------|-----------------------|-----------------------|
| Nicole Osborn | Assistant Professor, Mathematics | F1-2 | 01/01/2019 |

OTHER.....None

ADMINISTRATOR

APPOINTMENT.....None

SEPARATION.....None

RESIGNATION.....None

OTHER.....None

MANAGERIAL

Appointment

| <u>Name</u> | <u>Position</u> | <u>Classification</u> | <u>Effective Date</u> |
|----------------|-------------------------------------|-----------------------|-----------------------|
| Mike Nathanson | Exec Dir, Strat Innov & Digital Edu | MA10 | 01/01/2019 |
| Ariadna Peña | Coordinator of Financial Aid | MA2 | 01/07/2019 |
| Jennifer Leudo | Director, Student Life | MA7 | 01/22/2019 |

Separation

| <u>Name</u> | <u>Position</u> | <u>Classification</u> | <u>Effective Date</u> |
|----------------|-----------------|-----------------------|-----------------------|
| Jessyca Medina | Accountant | MA4 | 12/07/2018 |

RESIGNATION.....None

OTHER.....None

PROFESSIONAL ADMINISTRATIVE

Appointment

| <u>Name</u> | <u>Position</u> | <u>Classification</u> | <u>Effective Date</u> |
|--------------|--|-----------------------|-----------------------|
| Esther Fagan | Sr. Staff Specialist, Enrollment Serv. | A1-7 | 01/01/2019 |
| Ebony Neal | Staff Assistant to Dean WF Dev. | A1-8 | 01/08/2019 |

SEPARATION.....None

| | |
|------------------|------|
| RESIGNATION..... | None |
| OTHER..... | None |

PROFESSIONAL CRAFTS-TRADES

| | |
|------------------|------|
| APPOINTMENT..... | None |
| SEPARATION..... | None |
| RESIGNATION..... | None |
| OTHER..... | None |

PROFESSIONAL TECHNICAL

| | |
|------------------|------|
| APPOINTMENT..... | None |
| SEPARATION..... | None |
| RESIGNATION..... | None |
| OTHER..... | None |



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: January 16, 2019

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 381 – Curriculum Revision

OVERVIEW:

For the purpose of complete institutional review, curriculum changes are submitted monthly to the District Board of Trustees for approval.

ANALYSIS:

The attached curriculum changes are for credit course modifications, credit course deletions, credit program additions, and credit program deletions.

RECOMMENDATION:

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



Lake Sumter
State College

Date: November 2018

Curriculum and Instruction Committee Proposals

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

- 18. CCA CJL 2060 Legal Aspects of Corrections
- 32. CCA NUR 2463L Maternal Child Health
Clinical

Committee Chairperson Kristen Chancey

Digitally signed by Kristen
Chancey
Date: 2018.11.15 11:58:02 -05'00'

Sign below to approve these proposals

Vice-President, Academic Affairs Douglas A. Wymer

Digitally signed by Douglas A. Wymer
DN: cn=Douglas A. Wymer, o=Lake-Sumter
State College, ou=Academic Affairs,
email=wymerd@lsscc.edu, c=US
Date: 2018.11.26 07:40:32 -05'00'

President

Digitally signed by Stanley Sidor
DN: cn=Stanley Sidor, o=Lake-Sumter State
College, ou=President,
email=msidor@lsscc.edu, c=US
Date: 2018.11.29 09:55:40 -05'00'



OFFICE OF THE PRESIDENT

Present to the Board: January 16, 2019

TO: Lake-Sumter State College
District Board of Trustees

FROM: Dr. Stanley Sidor
President

RE: 382 – Monthly Fiscal Report December 2018

OVERVIEW

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 offices of the Vice President of Administrative and Financial Services and the Controller, and is intended to keep the Board apprised of the financial condition of budget and the operating funds of the College. On a quarterly basis, a budget report for funds 2, 3 and 7 are also provided.

STATUS

The General Operating Budget Fund 1 Report, Balance Sheet, and Budget Reports for Funds 2, 3 and 7 are attached to this agenda item.

RECOMMENDATION

Accept the December 31, 2018 monthly fiscal reports.



Lake Sumter State College

Division of Business Affairs

MEMORANDUM

To: Dr. Sidor, President
District Board of Trustees

From: Dr. Bigard, Vice President for Administration and Financial Services
Diana Billingham, Controller

Date: January 16, 2019

Re: Monthly Fiscal Report – YTD December 2018

Each month a financial report is prepared to appraise your office and the Board of Trustees on the status of the College budget. The MONTHLY FISCAL STATUS REPORT of the General Operating Fund (Fund 1) provides a comparative summary of budget-to-actual revenues and expenses for the current period.

In addition to the Fund 1 Operating Budget report, provided on a monthly basis, this month includes a quarterly report of the fund balance activity in Funds 2, 3 and 7, and the current balance sheet.

FUND 1 OPERATING BUDGET

We are currently six months into our fiscal year or 50% completed.

Revenue

- Total revenue booked to date is \$7,878,085, or 31% of the total budget of \$25,029,134.
- Year-end transfers from Auxiliary and Fund 2 to cover Advisor salaries and benefits will be made once posting in FY19 has completed in July of 2019.
- Tuition and fee revenue budget for fall is \$3,786,273. Actual revenue booked up to 12/31/2018 was \$3,899,492.
- Tuition and revenue budget for spring is \$3,397,820. Actual revenue booked up to 12/31/2018 was \$3,416,174
- State support revenue is received throughout the fiscal year in installments. We have received a total of \$5,724,588 in General Revenue and Performance Funding. Lottery funds will be disbursed from February 2019 onwards.

- Other Income and Other Support totals \$50,766 or 7.1% of budget. The majority of this category is support from Foundation activities and commitments.

Expenses

- Total expenses encumbered to-date is \$13,081,138 or 53% of the total budget of \$24,828,566.
- Salaries and benefits represent \$ 9,218,594 or 49% of budget.
- Currently, department operating and capital expenses represent \$2,691,307 or 46% of budget.

FUND 2 GRANTS

- Fund 2 includes 5 grants and the student activities budget.
- Each grant has a separate budget, based upon the objectives and intended use of the funds.

FUND 3 AUXILIARY

- Fund 3 includes revenue from the bookstore, vending and dining programs, which are used, in part, to support the BASOM and College Promotion budgets.

FUND 7 CAPITAL PROJECTS

- Fund 7 includes capital project funding. The current report includes the beginning balances of each sub-fund, the appropriated budget for the current year, current and projected expenses and the projected year-end balance.

Attachments: Balance Sheet, December Operating Fund 1 Budget Report, Fund 2 Budget Report, Fund 3 Budget Report, Fund 7 Budget Report

Lake-Sumter State College
Fund 7 Balance Report
December 31, 2018

| Available Funds | Beginning Balance FY19 | Additions | Total | Budget FY18/19 | Projected YE Balance | YTD Expenses/Encumbrance | Adjusted Projected Balance June 30, 2019 |
|--------------------------------------|------------------------|--------------|--------------|----------------|----------------------|--------------------------|--|
| SYD | \$ 415,140 | \$ 499,224 | \$ 914,364 | \$ 525,000 | \$ 389,364 | \$ (481,863) | \$ 432,500 |
| Local | \$ 622,991 | \$ 562,404 | \$ 1,185,395 | \$ 375,000 | \$ 810,395 | \$ (415,341) | \$ 770,054 |
| Hurricane | \$ - | \$ 18,639 | \$ 18,639 | \$ - | \$ 18,639 | \$ (82,920) | \$ (64,281) |
| Infrastructure | \$ 1,217,283 | \$ - | \$ 1,217,283 | \$ 1,103,000 | \$ 114,283 | \$ (74,000) | \$ 1,143,283 |
| Capital Improvement Fee - Technology | \$ 551,566 | \$ 698,252 | \$ 1,249,817 | \$ 872,179 | \$ 377,638 | \$ (634,049) | \$ 615,768 |
| Tech Refresh | | | \$ - | \$ 588,000 | \$ - | \$ (387,365) | \$ (387,365) |
| Tech Plan | | | \$ - | \$ 284,179 | \$ - | \$ (198,432) | \$ (198,432) |
| Distance Learning Software | | | \$ - | \$ - | \$ - | \$ (48,252) | \$ (48,252) |
| Equipment Match | \$ 59,011 | | \$ 59,011 | \$ - | \$ 59,011 | \$ - | \$ 59,011 |
| CO&DS | \$ 154,863 | \$ 83,065 | \$ 237,928 | \$ 83,065 | \$ 154,863 | \$ (44,965) | \$ 192,963 |
| HSCA Construction | \$ - | | \$ - | \$ - | \$ - | \$ (210) | \$ (210) |
| TV Station | \$ 55,573 | | \$ 55,573 | \$ - | \$ 55,573 | \$ - | \$ 55,573 |
| SL Library Match | \$ 18,180 | | \$ 18,180 | \$ - | \$ 18,180 | \$ - | \$ 18,180 |
| Total | \$ 3,094,606 | \$ 1,861,584 | \$ 4,956,189 | \$ 2,958,244 | \$ 1,997,945 | \$ (1,733,348) | \$ 3,222,842 |

**Lake-Sumter State College
Statement of Net Assets
As of December 31 2018**

ASSETS

Current assets:

| | |
|--------------------------------------|--------------|
| Cash and Cash Equivalents | 5,874,181.09 |
| Accounts Receivable, Net | 4,386,906.35 |
| Due from Other Governmental Agencies | 685,324.14 |
| Due from Component Unit | 111,985.56 |
| Prepaid Expenses | 71,257.83 |

| | |
|-----------------------------|----------------------|
| Total Current assets | 11,129,654.97 |
|-----------------------------|----------------------|

Noncurrent assets:

| | |
|---------------------------------|---------------|
| Capital Assets, Net | 60,667,061.28 |
| Nondepreciable Capital Assets | 6,516,993.08 |
| Other Noncurrent Assets | 2,397.22 |
| Deferred Outflows - Pension FRS | 4,985,832.99 |
| Deferred Outflows - Pension HIS | 1,013,732.01 |

| | |
|--------------------------------|----------------------|
| Total Noncurrent assets | 73,186,016.58 |
|--------------------------------|----------------------|

| | |
|---------------------|----------------------|
| Total ASSETS | 84,315,671.55 |
|---------------------|----------------------|

LIABILITIES

Current liabilities:

| | |
|------------------------------------|--------------|
| Accounts Payable | 24,991.23 |
| Salary and Payroll Taxes Payable | 1,823,196.67 |
| Due to Other Governmental Agencies | 65.42 |
| Deposits Held of Others | (957,910.86) |
| Compensated Absences Payable | 215,879.15 |

| | |
|----------------------------------|---------------------|
| Total Current liabilities | 1,106,221.61 |
|----------------------------------|---------------------|

Noncurrent liabilities:

| | |
|---------------------------------|--------------|
| Bonds Payable | 12,000.00 |
| Loans Payable | 32,203.00 |
| Compensated Absences Payable | 1,227,245.16 |
| FRS Net Pension Liability | 8,265,408.00 |
| HIS Pension Liability | 4,053,685.00 |
| Postemployment Benefits Payable | 836,250.00 |
| Deferred Inflows - Pension FRS | 398,969.00 |

| | |
|---|----------------------|
| Deferred Inflows - Pension HIS | 504,458.00 |
| Total Noncurrent liabilities | 15,330,218.16 |
| Total LIABILITIES | 16,436,439.77 |
| FUND BALANCE | |
| Fund Balance: | |
| Invested in Capital Assets | 67,172,054.36 |
| Expendable - Grants and Contracts | 102,203.28 |
| Unrestricted | 604,974.14 |
| Total Fund Balance | 67,879,231.78 |
| TOTAL LIAIBILTIES AND FUND BALANCE | 84,315,671.55 |

LAKE-SUMTER STATE COLLEGE
FISCAL STATUS REPORT-FUND 1
GENERAL CURRENT FUND
7/1/18 TO 12/31/18

| | FY 2017-18 | | FY 2018-2019 | | | |
|---|----------------------|-----------------------|----------------------|-----------------------|--------------------------|----------------------|
| | Annual Budget | YTD Actual 12/31/2017 | Annual Budget | YTD Actual 12/31/2018 | Percent of Budget Earned | Projected 6/30/19 |
| REVENUES & BUDGETED FUND BALANCE | | | | | | |
| Student Fees | | | | | | |
| Fall | | | | | | |
| Tuition | \$ 2,670,319 | \$ 2,841,260 | \$ 2,788,927 | \$ 2,842,637 | 102% | \$ 2,842,637 |
| Technology Fees | 137,105 | 142,067 | 161,613 | 144,205 | 89% | 144,205 |
| Distance Learning | 136,400 | 143,716 | 165,035 | 172,605 | 105% | 172,605 |
| Dual Enrollment | 255,500 | 280,424 | 265,910 | 244,660 | 92% | 244,660 |
| HSCA Dual Enrollment | 161,700 | | 338,368 | 425,940 | 126% | 338,368 |
| Lab Fees | 67,953 | 66,540 | 66,420 | 69,445 | | 51,771 |
| Spring | | | | | | |
| Tuition | \$ 2,670,319 | \$ 2,690,769 | \$ 2,424,793 | \$ 2,759,053 | 114% | \$ 2,424,793 |
| Technology Fees | 137,105 | 134,554 | 138,700 | 137,969 | 99% | 138,700 |
| Distance Learning | 136,400 | 142,230 | 160,343 | 158,610 | 99% | 160,343 |
| Dual Enrollment | 255,500 | 290,943.00 | 299,853 | 319,591 | 107% | 299,853 |
| HSCA Dual Enrollment | 161,700 | | 338,368 | - | 0% | 338,368 |
| Lab Fees | 67,953 | 43,237 | 35,763 | 40,951 | 115% | 35,763 |
| Summer | | | | | | |
| Tuition | \$ 728,269 | \$ - | \$ 925,680 | \$ - | 0% | \$ 925,680 |
| Technology Fees | 37,392 | - | 36,308 | - | 0% | 36,308 |
| Distance Learning | 37,200 | - | 79,933 | - | 0% | 79,933 |
| Dual Enrollment | - | - | - | - | 0% | - |
| HSCA Dual Enrollment | - | - | - | - | 0% | - |
| Lab Fees | 18,532 | - | 5,083 | - | | 5,083 |
| Miscellaneous Fees | 139,390 | 98,982 | 121,827 | 105,813 | 87% | 121,827 |
| Continuing Education | 418,025 | 49,457 | 478,414 | 63,110 | 13% | 478,414 |
| Total Student Tuition and Fees | \$ 8,236,762 | \$ 6,924,179 | \$ 8,831,338 | \$ 7,484,589 | 85% | \$ 8,839,311 |
| State CCPF Support | \$ 10,853,152 | \$ - | \$ 10,730,454 | \$ 5,365,198 | 50% | \$ 10,730,454 |
| State Performance Funding | \$ 691,564 | \$ 5,426,576 | \$ 713,266 | \$ 359,390 | 50% | \$ 713,266 |
| State Lottery | 165,836 | - | 3,212,033 | - | 0% | 3,212,033 |
| Miscellaneous State Support | 2,727,807 | - | 219,836 | - | 0% | 219,836 |
| Federal Support Indirect Cost | 80,000 | 21,522 | 80,000 | 29,632 | 37% | 80,000 |
| Foundation Support | 191,314 | (23,108) | 425,633 | 300 | 0% | 425,633 |
| Contracts | 84,576 | | 87,800 | 10,400 | | 87,800 |
| Miscellaneous Revenue | 121,976 | 17,236 | 121,977 | 10,434 | 9% | 121,977 |
| Total Revenues | \$ 23,152,987 | \$ 12,366,405 | \$ 24,422,337 | \$ 13,259,943 | 54% | \$ 24,430,310 |
| Transfers In | 563,472 | - | 606,797 | - | 0% | 606,797 |
| Board Reserves-HSCA | 184,485 | - | - | - | | |
| Total Revenues and Transfers In | \$ 23,900,944 | \$ 12,366,405 | \$ 25,029,134 | \$ 13,259,943 | 53% | \$ 25,037,107 |
| EXPENDITURES | | | | | | |
| Personnel Expenditures | | | | | | |
| Salaries and Wages | 14,119,119.50 | 6,884,783.99 | 14,041,337.00 | 6,967,401 | 50% | 14,403,416 |
| Benefits | 4,741,303 | 1,873,293 | 4,934,606 | 2,251,193 | 46% | 5,002,081 |
| Current Operating Expenditures | 5,040,521 | 2,576,165 | 5,455,129 | 2,685,265 | 49% | 5,455,129 |
| Capital Outlay Expenditures | 0 | 2,168 | 0 | 6,042 | 0% | \$0 |
| Contingency | | | 397,494 | | 0% | \$0 |
| Total Expenditures | \$23,900,944 | \$11,336,410 | \$24,828,566 | \$11,909,901 | 48% | \$ 24,860,626 |
| Transfer to Fund 7 | | | | | | |
| Excess of Revenues over (Expenditures) | \$1 | \$1,029,995 | \$200,568 | \$1,350,042 | | \$ 176,481 |

LAKE-SUMTER STATE COLLEGE
FISCAL STATUS REPORT-FUND 1
GENERAL CURRENT FUND
7/1/18 TO 12/31/18

| | FY 2017-18 | | FY 2018-2019 | | | |
|---|----------------------|-----------------------|----------------------|-----------------------|--------------------------|----------------------|
| | Annual Budget | YTD Actual 12/31/2017 | Annual Budget | YTD Actual 12/31/2018 | Percent of Budget Earned | Projected 6/30/19 |
| REVENUES & BUDGETED FUND BALANCE | | | | | | |
| Student Fees | | | | | | |
| Fall | | | | | | |
| Tuition | \$ 2,670,319 | \$ 2,841,260 | \$ 2,788,927 | \$ 2,842,637 | 102% | \$ 2,842,637 |
| Technology Fees | 137,105 | 142,067 | 161,613 | 144,205 | 89% | 144,205 |
| Distance Learning | 136,400 | 143,716 | 165,035 | 172,605 | 105% | 172,605 |
| Dual Enrollment | 255,500 | 280,424 | 265,910 | 244,660 | 92% | 244,660 |
| HSCA Dual Enrollment | 161,700 | | 338,368 | 425,940 | 126% | 338,368 |
| Lab Fees | 67,953 | 66,540 | 66,420 | 69,445 | | 51,771 |
| Spring | | | | | | |
| Tuition | \$ 2,670,319 | \$ 2,690,769 | \$ 2,424,793 | \$ 2,759,053 | 114% | \$ 2,424,793 |
| Technology Fees | 137,105 | 134,554 | 138,700 | 137,969 | 99% | 138,700 |
| Distance Learning | 136,400 | 142,230 | 160,343 | 158,610 | 99% | 160,343 |
| Dual Enrollment | 255,500 | 290,943.00 | 299,853 | 319,591 | 107% | 299,853 |
| HSCA Dual Enrollment | 161,700 | | 338,368 | - | 0% | 338,368 |
| Lab Fees | 67,953 | 43,237 | 35,763 | 40,951 | 115% | 35,763 |
| Summer | | | | | | |
| Tuition | \$ 728,269 | \$ - | \$ 925,680 | \$ - | 0% | \$ 925,680 |
| Technology Fees | 37,392 | - | 36,308 | - | 0% | 36,308 |
| Distance Learning | 37,200 | - | 79,933 | - | 0% | 79,933 |
| Dual Enrollment | - | - | - | - | 0% | - |
| HSCA Dual Enrollment | - | - | - | - | 0% | - |
| Lab Fees | 18,532 | - | 5,083 | - | | 5,083 |
| Miscellaneous Fees | 139,390 | 98,982 | 121,827 | 105,813 | 87% | 121,827 |
| Continuing Education | 418,025 | 49,457 | 478,414 | 63,110 | 13% | 478,414 |
| Total Student Tuition and Fees | \$ 8,236,762 | \$ 6,924,179 | \$ 8,831,338 | \$ 7,484,589 | 85% | \$ 8,839,311 |
| State CCPF Support | \$ 10,853,152 | \$ - | \$ 10,730,454 | \$ 5,365,198 | 50% | \$ 10,730,454 |
| State Performance Funding | \$ 691,564 | \$ 5,426,576 | \$ 713,266 | \$ 359,390 | 50% | \$ 713,266 |
| State Lottery | 165,836 | - | 3,212,033 | - | 0% | 3,212,033 |
| Miscellaneous State Support | 2,727,807 | - | 219,836 | - | 0% | 219,836 |
| Federal Support Indirect Cost | 80,000 | 21,522 | 80,000 | 29,632 | 37% | 80,000 |
| Foundation Support | 191,314 | (23,108) | 425,633 | 300 | 0% | 425,633 |
| Contracts | 84,576 | | 87,800 | 10,400 | | 87,800 |
| Miscellaneous Revenue | 121,976 | 17,236 | 121,977 | 10,434 | 9% | 121,977 |
| Total Revenues | \$ 23,152,987 | \$ 12,366,405 | \$ 24,422,337 | \$ 13,259,943 | 54% | \$ 24,430,310 |
| Transfers In | 563,472 | - | 606,797 | - | 0% | 606,797 |
| Board Reserves-HSCA | 184,485 | - | - | - | | |
| Total Revenues and Transfers In | \$ 23,900,944 | \$ 12,366,405 | \$ 25,029,134 | \$ 13,259,943 | 53% | \$ 25,037,107 |
| EXPENDITURES | | | | | | |
| Personnel Expenditures | | | | | | |
| Salaries and Wages | 14,119,119.50 | 6,884,783.99 | 14,041,337.00 | 6,967,401 | 50% | 14,403,416 |
| Benefits | 4,741,303 | 1,873,293 | 4,934,606 | 2,251,193 | 46% | 5,002,081 |
| Current Operating Expenditures | 5,040,521 | 2,576,165 | 5,455,129 | 2,685,265 | 49% | 5,455,129 |
| Capital Outlay Expenditures | 0 | 2,168 | 0 | 6,042 | 0% | \$0 |
| Contingency | | | 397,494 | | 0% | \$0 |
| Total Expenditures | \$23,900,944 | \$11,336,410 | \$24,828,566 | \$11,909,901 | 48% | \$ 24,860,626 |
| Transfer to Fund 7 | | | | | | |
| Excess of Revenues over (Expenditures) | \$1 | \$1,029,995 | \$200,568 | \$1,350,042 | | \$ 176,481 |

CASH FLOW AS OF DECEMBER 31, 2018

| | |
|---|----------------|
| Tuition and Fees, Net | 6,829,428.88 |
| Grants and Contracts | 5,052,379.09 |
| Payments to Employees | (8,368,593.24) |
| Payments for Scholarships | (17,394.91) |
| Payments for Utilities and Communications | (643,734.43) |
| Payments to Suppliers | 963,657.28 |
| Sales and Services of Educational Departments | 125.00 |
| Other Receipts | 9,631.12 |

3,825,498.79

| | |
|---|--------------|
| Operating Gain | 954,582.89 |
| Receivables, Net | 2,821,529.92 |
| Due from Other Governmental Agencies | 0.00 |
| Due from Component Unit | (1,882.05) |
| Due to Other Governmental Agencies | 0.00 |
| Prepaid Expenses | 52,466.73 |
| Other Assets | 0.00 |
| Accounts Payable | 5,587.37 |
| Salaries and Payroll Taxes Payable | (6,811.07) |
| Deposits Held for Others | 25.00 |
| Compensated Absences Payable | 0.00 |
| Other Postemployment Benefits Payable | 0.00 |
| Net Pension Liability | 0.00 |
| Deferred Inflows of Resources Related to Pensions | 0.00 |

Net Cash Provided by Operating Activities

3,825,498.79

Lake-Sumter State College
FY 2019 Fund 2 Revenue-Expenditures
Through the Month of December 2018

| | Title III Budget | Title III YTD Actuals | Perkins Budget | Perkins YTD Actuals | Talent Search/Upward Bound Budget | TSUB YTD Actuals | Student Activities Budget | Student Activities YTD Actuals | NSF STEM II Budget | NSF STEM II YTD Actuals | NSF ATE Budget | NSF ATE Actuals | Total Fd. 2 Budget | Total Fd. 2 YTD Actual |
|--|---------------------|--------------------------|-------------------|------------------------|---|---------------------|------------------------------|--------------------------------------|-----------------------|----------------------------|-------------------|--------------------|-----------------------|---------------------------|
| Revenue | | | | | | | | | | | | | | |
| Student Activity Fees | | | | | | | 554,000 | 484,534 | | | | | 554,000 | 484,534 |
| County | | | | | | | 554,000 | 484,534 | | | | | 554,000 | 484,534 |
| State | | | 135,226 | 6,681 | 760,917 | 251,001 | | | | | | | 135,226 | 6,681 |
| Federal Upward Bound/Talent Search | | | | | | | | | | | | | 760,917 | 251,001 |
| Federal NSF | | | | | | | | | | | | | 66,719 | 269,630 |
| Federal Title III | 577,513 | 254,582 | | | | | | | 127,032 | 43,958 | 142,597 | 22,761 | 577,513 | 254,582 |
| Total Grants and Contracts | 577,513 | 254,582 | 135,226 | 6,681 | 760,917 | 251,001 | | | 127,032 | 43,958 | 142,597 | 22,761 | 1,743,286 | 578,983 |
| Miscellaneous | | | | | | | | | | | | | | |
| Transfer to Fd. 1 | | | | | | | | | | | | | | |
| Total Revenue and Transfers | 577,513 | 254,582 | 135,226 | 6,681 | 760,917 | 251,001 | 554,000 | 484,534 | 127,032 | 43,958 | 142,597 | 22,761 | 2,297,286 | 1,063,517 |
| Personnel Expenses | | | | | | | 5,800 | 3,600 | 44,533 | 20,566 | 18,105 | 10,105 | 640,467 | 274,993 |
| Staff | 241,275 | 103,940 | 15,000 | | 315,754 | 136,783 | | | | | | | | |
| Open Positions | | | | | | | | | | | | | | |
| Other Pooled Positions | 131,054 | 62,277 | | | 67,961 | 12,974 | | | | | 7,000 | | 206,015 | 75,251 |
| Total Faculty and Staff | 372,329 | 166,216 | 15,000 | | 383,715 | 149,757 | 5,800 | 3,600 | 44,533 | 20,566 | 25,105 | 10,105 | 846,482 | 350,244 |
| Benefits Staff | 92,607 | 36,859 | 2,335 | | 132,557 | 54,866 | 1,271 | 620 | 15,563 | 8,138 | 3,015 | 2,024 | 247,347 | 102,507 |
| Benefits Open Positions | | | | | | | | | | | | | | |
| Pooled Personnel Benefits | 1,886 | 903 | | | 985 | 188 | | | | | 102 | | 2,973 | 1,091 |
| Total Benefits | 94,493 | 37,762 | 2,335 | | 133,542 | 55,054 | 1,271 | 620 | 15,563 | 8,138 | 3,116 | 2,024 | 250,320 | 103,598 |
| Contingency | 535 | | | | 3,965 | | 10,000 | | 496 | | 17,062 | | 32,058 | |
| Total Personnel Expenses | 467,357 | 203,978 | 17,335 | | 521,222 | 204,811 | 17,071 | 4,220 | 60,592 | 28,704 | 45,283 | 12,128 | 1,128,860 | 453,842 |
| Operating Expense | | | | | | | 54,950 | 7,682 | 1,572 | 1,328 | 18,697 | 2,296 | 111,467 | 19,122 |
| Travel Staff | 7,909 | 2,526 | 15,000 | 1,588 | 13,339 | 3,701 | | | | | | | | |
| Participant Cost (Travel, Subsistence, Other) | | | | | 161,198 | 20,684 | | | 38,990 | 4,991 | 34,839 | 2,827 | 235,027 | 28,502 |
| Printing | 30 | | 1,050 | | 1,968 | 497 | 8,750 | 4,617 | | | 1,707 | | 13,505 | 5,114 |
| Materials & Supplies | 5,990 | 3,968 | 11,000 | | 3,869 | 1,384 | 33,750 | 15,139 | 2,308 | 206 | 2,437 | (198) | 59,373 | 20,498 |
| Software | 4,400 | 4,400 | 500 | | 2,518 | 2,518 | | | | | | | 7,418 | 6,918 |
| Food | | | | | | | 20,200 | 5,175 | | | | | 20,200 | 5,175 |
| Miscellaneous | 19,188 | 4,360 | 90,341 | 5,093 | 45,954 | 17,407 | 62,450 | 28,209 | 23,570 | 8,728 | 39,634 | 5,707 | 281,136 | 69,504 |
| Equipment | 72,640 | 35,350 | | | | | | 2,448 | | | | | 72,640 | 37,798 |
| Total Supplies and Services | 110,157 | 50,604 | 117,891 | 6,681 | 228,867 | 46,190 | 180,100 | 63,269 | 66,440 | 15,254 | 97,314 | 10,633 | 800,768 | 192,631 |
| Contingency for Current Expense | | | | | | | | | | | | | | |
| Total Supplies and Service Expenses | 110,157 | 50,604 | 117,891 | 6,681 | 239,897 | 46,190 | 202,100 | 63,269 | 66,440 | 15,254 | 97,314 | 10,633 | 833,598 | 192,631 |
| Capital Expense | | | | | | | | | | | | | | |
| Refresh of Year 2 Computers | | | | | | | | | | | | | | |
| Total Capital Outlay Expense | | | | | | | | | | | | | | |
| TOTAL Personnel, Supplies and Service Expenses | 577,513 | 254,582 | 135,226 | 6,681 | 760,917 | 251,001 | 219,171 | 67,490 | 127,032 | 43,958 | 142,597 | 22,761 | 1,962,458 | 646,473 |
| Increase (Decrease) to Fund Balance | (0) | | | | 0 | | 334,829 | 417,045 | | | | | 334,828 | 417,044 |

Balance for Payroll for Counselors sitting

Lake-Sumter State College
FY 2019 Fund 3 Revenue -Expenditures
Through the Month of December 2018

| | Bookstore Budget | Bookstore YTD Actual | Vending Budget | Vending YTD Actual | Food Service Budget | Food Service YTD Actual | Baccalaureate Budget | Baccalaureate YTD Actual | College Promotion Budget | College Promotion YTD Actual | Total Fund 3 Budget | Total Fund 3 YTD Actual |
|--|---------------------|-------------------------|-------------------|-----------------------|------------------------|----------------------------|-------------------------|-----------------------------|--------------------------------|------------------------------------|------------------------|----------------------------|
| Beginning Fund Balance | | | | | | | | | | | 1,005,000 | 935,780 |
| Revenue | | | | | | | | | | | | |
| Commission | 160,000 | 76,211 | 14,000 | 7,673 | 10,000 | 2,400 | | | | | 184,000 | 86,284 |
| Transfer to Fd. 1 | (151,000) | | | | | | | | | | 0 | 0 |
| | | | | | | | | | | | (151,000) | |
| Total Revenue and Transfers | 9,000 | 76,211 | 14,000 | 7,673 | 10,000 | 2,400 | 0 | 0 | 0 | 0 | 33,000 | 86,284 |
| Expenditures | | | | | | | | | | | | |
| Travel | | | | | | | | | | | 0 | 0 |
| Freight & Postage | | | | | | | | | | | 0 | 0 |
| Printing | | | | | | | | | 4,110 | | 4,110 | 0 |
| Food | | | | | | 560 | 600 | | 6,890 | 831 | 7,290 | 1,391 |
| Materials/Supplies | | | | | | 53 | 1,750 | | 7,000 | 93 | 8,750 | 146 |
| Repairs/Maintenance | | | | | 10,000 | 6,251 | | | | | 10,000 | 6,251 |
| Miscellaneous | | | | | | 665 | | | 5,000 | | 5,000 | 665 |
| | | | | | | | | | | | 0 | 0 |
| | | | | | | | | | | | 0 | 0 |
| Total Current Expense | - | - | - | - | 10,000 | 7,529 | 2,350 | 0 | 22,800 | 924 | 35,150 | 8,453 |
| TOTAL Expenses | - | - | - | - | 10,000 | 7,529 | 2,350 | 0 | 22,800 | 924 | 35,150 | 8,453 |
| Increase (Decrease) to Fund Balan | 9,000 | 76,211 | 14,000 | 7,673 | - | (5,129) | (2,350) | 0 | (22,800) | (924) | (2,150) | 77,830 |

Estimated Ending Fund Balance

1,001,036 1,081,016

Lake-Sumter State College
FY 2019 Fund 6 Revenue -Expenditures
Through the Month of December 2018

| | | Student Financial Aid YTD Actual | PELL Budget | PELL YTD Actual | SEOG Budget | SEOG YTD Actual | Federal Workstudy Budget | Federal Workstudy YTD Actual | Federal Subsidized Direct Loans Budget | Federal Subsidized Direct Loans YTD Actual | Federal Unsubsidized Direct Loans Budget | Federal Unsubsidized Direct Loans Actual | Bright Futures Budget | Bright Futures YTD Actual | Florida Student Assistance Grant Budget | Florida Student Assistance Grant YTD Actual | Foundation Budget | Foundation YTD Actual | Total Fund 6 Budget | Total Fund 6 YTD Actual |
|--------------------------------------|--|----------------------------------|------------------|------------------|----------------|-----------------|--------------------------|------------------------------|--|--|--|--|-----------------------|---------------------------|---|---|-------------------|-----------------------|---------------------|-------------------------|
| Revenue | | | | | | | | | | | | | | | | | | | | |
| Student Financial Aid Fees | | 395,505 | | | | | | | | | | | | | | | | | 395,505 | 395,505 |
| Federal Aid | | | | | | | | | | | | | | | | | | | | |
| State Aid | | | 5,048,555 | 2,666,027 | 101,453 | 66,651 | 89,415 | 31,170 | 1,131,225 | 590,990 | 829,897 | 601,517 | 239,356 | 191,483 | 310,000 | 151,406 | 391,310 | 219,477 | 7,200,545 | 3,956,354 |
| Bright Futures FSAID | | | | | | | | | | | | | | | | | | | | |
| Foundation Student Support Transfer | | | | | | | | | | | | | | | | | | | 239,356 | 197,474 |
| | | | | | | | | | | | | | | | | | | | 310,000 | 197,474 |
| | | | | | | | | | | | | | | | | | | | 310,000 | 151,406 |
| | | | | | | | | | | | | | | | | | | | 391,310 | 219,477 |
| Total Revenue | | 395,505 | 5,048,555 | 2,666,027 | 101,453 | 66,651 | 89,415 | 31,170 | 1,131,225 | 590,990 | 829,897 | 601,517 | 239,356 | 191,483 | 310,000 | 151,406 | 391,310 | 219,477 | 8,524,074 | 4,696,308 |
| Operating Expense | | | | | | | | | | | | | | | | | | | | |
| Scholarships | | | | | | | | | | | | | | | | | | | | |
| Waivers: | | | | | | | | | | | | | | | | | | | | |
| Dual Enrollment Waivers | | | | | | | | | | | | | | | | | | | | |
| Admin Fee | | | | | | | | | | | | | | | | | | | | |
| Transfer | | | | | | | | | | | | | | | | | | | | |
| Total Current Expense | | 210,444 | 5,048,555 | 2,666,027 | 101,453 | 66,651 | 89,415 | 31,170 | 1,131,225 | 590,990 | 829,897 | 601,517 | 239,356 | 191,483 | 310,000 | 118,560 | 391,310 | 219,467 | 8,524,074 | 4,696,308 |
| TOTAL EXPENSES | | 210,444 | 5,048,555 | 2,666,027 | 101,453 | 66,651 | 89,415 | 31,170 | 1,131,225 | 590,990 | 829,897 | 601,517 | 239,356 | 191,483 | 310,000 | 118,560 | 391,310 | 219,467 | 8,524,074 | 4,696,308 |
| Estimated Ending Fund Balance | | 145,121 | - | - | - | - | (0) | - | - | - | - | - | - | (4,009) | - | 32,846 | - | 10 | - | 173,863 |



OFFICE OF THE PRESIDENT

Present to the Board: January 16, 2019

TO: Lake-Sumter State College
District Board of Trustees

FROM: Dr. Stanley Sidor
President

RE: 383-Facilities Report

OVERVIEW

The Facilities Department prepares a monthly report on the status of capital projects and major repairs.

ANALYSIS

A report on the status on facility projects is attached.

RECOMMENDATION

Approve the current facilities project report.

Facilities Report

January 2019

| <u>PROJECT</u> | <u>BUDGET</u> | <u>FUNDING</u> | <u>STATUS</u> | <u>COMMENTS</u> |
|--|---------------|----------------|----------------------------------|--|
| Infrastructure Project Phase II (Leesburg) | \$600,000 | PECO | Permitting & Bid Preparations | Progress to date: Continuation of Phase I of the replacement of domestic and waste water piping around the campus. Project will commence at point where it ended in Phase I and continue around the campus back to the William Johnson building. Domestic supply water lines will be set in place, as well as sewage waste lines. Six new backflow preventors will be installed as part of the project. Conduit for future fiber optic installation will be installed. All concrete and parking lot patching is included in project. At this time Springstead Engineering is in permitting phase with City of Leesburg and the FDEP. Preparations are being made to start bid process. |
| Exterior Lighting and LED Lighting Upgrades (All campuses) | \$40,000 | LOCAL | In Progress | Progress to date: Concerns from the Student Government over the safety of the Clermont and Leesburg campus exterior lighting resulted in a lighting assessment conducted to address safety concerns. Additional lighting to be added in areas where no lighting exists. Modifications to existing lighting are included in assessment to expand footprint of current fixtures. All new and modified lights will be LED. Work will be completed by Facility in-house staff. All new renovation spaces will receive upgraded LED lighting where feasible. Gymnasium high bay lighting was completed in this project. Currently working on South Lake exterior lights. |
| Signs and Branding (All campuses) | \$65,000 | LOCAL | Production | Progress to date: Eleven (11) new Wayfinding Signs have been installed on the Leesburg Campus. Working to follow up with new signage on the South Lake Campus. Second phase of project includes refresh and possible redesign of monument signs at the Leesburg and South Lake campuses. |
| Athletic Coaches and Trainers Room Renovations | \$82,000 | CODS | Final Stages of Completion | Progress to date: Project is in final stages of completing floor work in training spaces. Local vendors have failed to provide materials in a timely manner, resulting in delaying the completion of project. |
| ADA Civil Rights Survey (All campuses) | \$5,000 | LOCAL | Planning | Progress to date: Continuing to correct the findings of the Office of Civil Rights survey on the Leesburg campus. South Lake and Sumter campuses are complete. The corrections include items such as restroom fixtures, signage and building access. The project is 95% complete. |
| SSB Second Floor HVAC Replacement (Leesburg) | \$300,000 | PECO | Planning | Progress to date: System is over 30 years old and is pass its current life span. Building renovations have required additional devices be installed, modifications to ventilation, as well as building |

| | | | | |
|------------------------|-----------|-------|-------------|--|
| | | | | automation controls changes. Scope of work is being reviewed. Invitation to bid are being created to be distributed to local mechanical contractors. |
| Grounds Beautification | \$150,000 | LOCAL | In Progress | <p>Progress to date:</p> <p>The Director of Facilities and SSC Grounds Supervisor conducted irrigation walk thru on all campuses. Work continues to improve campus irrigation systems. Grass is showing indications of recovering from last summer. New mulch and flowers have been installed on all campuses.</p> <p>Tree trimming and removal: Working on final two phases of the project which includes parking lot areas and Disc Golf area clean up.</p> <p>Inventory of traffic and general signage on all campuses is underway. Improvements to signage, sign poles, and replacement signage will be conducted. Annual inspections will be implemented to maintain appearance.</p> |



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: 1/16/2019

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: Agenda Item 384 – Purchases Over \$25,000

OVERVIEW:

Each month a report is provided to the Board of Trustees accounting for any purchases that have been approved by the President which fall between \$25,000 and \$150,000. This report is prepared by the Office of the Vice President of Finance and Administration and is intended to keep the Board apprised of these purchases which fall under the authority of the President to be approved.

ANALYSIS:

The purchases between \$25,000 - \$150,000 threshold for the period of November 1, 2018 through December 31st, 2018 are attached.

RECOMMENDATION:

It is recommended that the Board acknowledge or accept this item as written.

Vendor: Dell Marketing LP
Item Description: Computer, Desktop, OptiPlex 3060 MFF XCTO, Tech Refresh
Amount: \$153,860
Purchase Order #: P1900221
Vendor Code: DELMARLP

Vendor: Greyson Technologies Inc.
Item Description: Cisco SmartNet Maintenance, End Date 10/31/19
Amount: \$54,008.42
Purchase Order #: P1900226
Vendor Code: GRETEC

Vendor: N. Smith Asphalt
Item Description: Tree Stumps and Roots Removal
Amount: \$30,000.00
Purchase Order #: P1900254
Vendor Code: X00121991

Vendor: Phillip's Buick GMC Inc.
Item Description: 2016 Buick Enclave (Replacement for Buick LaCrosse totaled in accident)
Amount: \$30,651.00
Purchase Order #: P1900260
Vendor Code: PHIBUI



OFFICE OF THE PRESIDENT

Present to the Board: January 16, 2019

TO: Lake-Sumter State College
District Board of Trustees

FROM: Dr. Stanley Sidor
President

RE: 385-Facilities Informational Report- State Requirements for Educational
Facilities (SREF).

OVERVIEW

Report of annual SREF report for Lake Sumter State College

ANALYSIS

Full inspection of each campus is attached.

RECOMMENDATION

Board acknowledgement of inspection

[illegible]

ANNUAL COMPREHENSIVE SAFETY INSPECTION REPORT
STATE BOARD OF EDUCATION
ADMINISTRATIVE RULE - SREF 2014 & F.A.C. 69A-58
FISCAL YEAR 2018-2019

College Facility: Lake Sumter State College FIRE DISTRICT: Leesburg
SCHOOL / FACILITY: Leesburg Campus
ADDRESS: 9501 US Highway 441, Leesburg, FL 34788

OF SERIOUS FIRE SAFETY VIOLATIONS 0
OF NON-SERIOUS FIRE SAFETY VIOLATIONS 17

| | |
|---|--|
| FIRE DISTRICT FIRE SAFETY INSPECTOR NAME PRINTED (IF JOINT INSPECTION) FIRE DISTRICT FIRE SAFETY INSPECTOR SIGNATURE (IF JOINT INSPECTION) SIGNATURE DATE | Jeb W. Bynum (Municipal Fire Safety Inspector) COLLEGE FIRE SAFETY INSPECTOR NAME PRINTED Fire Prevention Specialists, Inc., 609 Gina Lane, Melbourne, FL 32940 321-757-7205 INSPECTOR ADDRESS & PHONE NUMBER 10/22/2018 COLLEGE BOARD FIRE SAFETY INSPECTOR SIGNATURE / DATE October 15, 2018 INSPECTION DATE 133209 FIRE INSPECTOR CERTIFICATION NUMBER |
|---|--|

LOCATION:
Deficiency locations will be identified by a building number followed by the room number (e.g. 2-505 or 1-133A). These numbers are usually affixed above the door leading into that particular room. Or if the deficiency in an area other than an identifiable room number, the area in question will be specifically identified. For example: Pressbox, Field House, Pavillion, etc.

Lake Sumter State College has met the requirements of F.S.S. 1013.12(2)(d): X YES NO

Approval of Reports by Board (Including Letter) YES NO

THE UNDERSIGNED ATTESTS TO THE REVIEW OF THIS REPORT IN ITS ENTIRETY AND ACKNOWLEDGES AWARENESS OF THE DISCOVERED DEFICIENCIES.

| | |
|---|--|
| FACILITY ADMINISTRATOR NAME PRINTED FACILITY ADMINISTRATOR TITLE | FACILITY ADMINISTRATOR SIGNATURE SIGNATURE DATE |
|---|--|

ANNUAL COMPREHENSIVE SAFETY INSPECTION REPORT
STATE BOARD OF EDUCATION
ADMINISTRATIVE RULE - SREF 2014 & F.A.C. 69A-58
FISCAL YEAR 2018-2019

College Facility: Lake Sumter State College FIRE DISTRICT: Sumter County
SCHOOL / FACILITY: Sumter Campus
ADDRESS: 1405 County Road 526A, Sumterville, FL 33585
OF SERIOUS FIRE SAFETY VIOLATIONS 0
OF NON-SERIOUS FIRE SAFETY VIOLATIONS 0

FIRE DISTRICT FIRE SAFETY INSPECTOR NAME PRINTED (IF JOINT INSPECTION) Jeb W. Bynum (Municipal Fire Safety Inspector) October 16, 2018
COLLEGE FIRE SAFETY INSPECTOR NAME PRINTED
FIRE DISTRICT FIRE SAFETY INSPECTOR SIGNATURE (IF JOINT INSPECTION) Fire Prevention Specialists, Inc., 609 Gina Lane, Melbourne, FL 32940 321-757-7205
INSPECTOR ADDRESS & PHONE NUMBER
SIGNATURE DATE 10/22/2018
FIRE INSPECTOR CERTIFICATION NUMBER 133209
FIRE INSPECTOR CERTIFICATION NUMBER

LOCATION:

Deficiency locations will be identified by a building number followed by the room number (e.g. 2-505 or 1-133A). These numbers are affixed above the door leading into that particular room. Or if the deficiency in an area other than an identifiable room number, the area in question will be specifically identified. For example: Pressbox, Field House, Pavillion, etc.

Lake Sumter State College has met the requirements of F.S.S. 1013.12(2)(d): X YES ___ NO

Approval of Reports by Board (Including Letter) ___ YES ___ NO

THE UNDERSIGNED ATTESTS TO THE REVIEW OF THIS REPORT IN ITS ENTIRETY AND ACKNOWLEDGES AWARENESS OF THE DISCOVERED DEFICIENCIES.

FACILITY ADMINISTRATOR NAME PRINTED
FACILITY ADMINISTRATOR SIGNATURE
FACILITY ADMINISTRATOR TITLE
SIGNATURE DATE



OFFICE OF THE PRESIDENT

Present to the Board: January 16, 2019

TO: Lake-Sumter State College
District Board of Trustees

FROM: Dr. Stanley Sidor
President

RE: 386-Facilities Informational Report- Leesburg Infrastructure Project

OVERVIEW

Scope of work for Phase II of water and sanitary lines for the Leesburg Campus

ANALYSIS

Scope and overview of project is included.

RECOMMENDATION

Information Item

LAKE-SUMTER STATE COLLEGE 2019 INFRASTRUCTURE IMPROVEMENT PROJECT

January 16, 2019

OVERVIEW

1. Project Background

This project is Phase 2 of the replacement of water and sanitary water lines fully completing the Leesburg campus. The project will include extensions of the previously constructed Phase 1 project.

2. Project Scope

The scope of the project includes new install of consist domestic water supply lines and sewer mains. Water connections to the existing fire services and fire hydrants, backflow preventors, and gravity collection system connections to existing sanitary sewer service manholes. Fiber optic cable runs will be installed as determined by the College for future connection capability. Springstead Engineering Inc. will prepare a preliminary utility plan and support documents for locating the proposed Phase 2 water and sewer improvements. This plan will be based on the previously designed master infrastructure improvement plan in conjunction with the Phase 1 as-built records.

3. Timeline

The project is scheduled for a duration of six months to complete commencing on the awarding of the contract. Springstead Engineering is committed to scheduling work to prevent interruptions of major College events such as College Commencements. Traffic patterns, access roads, and directional signage will be established to provide adequate transportation.

4. Invitation to Bid /Sub-contractor requirements

Springstead Engineering Inc. will prepare bid documents for advertisement to prospective bidders, provide administration of the bid process, assist with bid reviews, and the award to contractor (as needed). Springstead Engineering will prepare construction contract documents for execution.

Bid information is available through Demand Star for purchase at www.DemandStar.com. There is a cost of \$5.00 to download the documents. A listing of all contractors whom downloaded the documents will be maintained and provided to the College. Invitation to bid and DemandStar.com information will be listed in the Ocala Star Banner, Orlando Sentinel, and the Leesburg Chamber of Commerce and Sumter County Chamber of Commerce.

Tentative dates for Bid Opening is February 13, 2019 with bid recommendation presented to the Lake-Sumter State College Board of Trustees at the monthly board meeting on February 20, 2019.

5. Funding Source

Funding source for the project will derive from the College PECO funds. The cost of Construction Management is \$74,000.00. Cost of construction is estimated at \$600,000.00



OFFICE OF THE PRESIDENT

Present to the Board: January 16, 2019

TO: Lake-Sumter State College
District Board of Trustees

FROM: Dr. Stanley Sidor
President

RE: 387-Student Course Fees

OVERVIEW

A full review of course and other fees have been conducted to evaluate the sufficiency of each fee. The District Board of Trustees must review and approve all fee increases.

ANALYSIS

The following draft outlines the financial analysis of each fee and justification for each fee adjustment.

RECOMMENDATION

This is an information item at this time. A formal recommendation will be submitted for consideration at the February Board Meeting, following the statutory requirements for providing notice of the changes.




Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: January 16, 2019

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor 
President

RE: 388 – Scheduled Reports/Time Reserved/President

OVERVIEW:

Each month Dr. Stanley Sidor presents the District Board of Trustees with an updated report on Lake-Sumter State College business and events surrounding the college.

ANALYSIS:

The report contains information in reference to Legislative Updates, meetings, and other miscellaneous items.

RECOMMENDATION:

It is recommended that the Board acknowledge or accept this item as written.



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: January 16, 2019

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 389 – Committee Reports

OVERVIEW:

The District Board of Trustees serve on Committees that address different areas of the college. Currently, there are six committees: Ececutive Committee, Health Science Collegiate Academy Governance Committee, Strategic Planning Committee, Sumter Partnership, and the LSSC Foundation, Inc. Liaison.

ANALYSIS:

The Board Chairman will appoint each Trustee to a committee and select a chairperson for each one. Once a meeting has occurred the chair of each committee will update the full Trustee Board at the monthly DBOT meeting.

RECOMMENDATION:

It is recommended that the Board acknowledge or accept this item as written.



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: January 16, 2019

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 390 – Scheduled Reports/Board Attorney

OVERVIEW:

Each month the college attorney Anita Geraci-Carver presents the District Board of Trustees with an updated report on any legal matters on behalf of Lake-Sumter State College.

ANALYSIS:

The report contains information in reference to legal matters, and other miscellaneous items.

RECOMMENDATION:

It is recommended that the Board acknowledge or accept this item as written.



OFFICE OF THE PRESIDENT

Present to the Board: January 16, 2019

TO: Lake-Sumter State College
District Board of Trustees

FROM: Dr. Stanley Sidor
President

RE: 391: 2019-2020, 2020-2021, and 2021-2022 College Personnel Calendars

OVERVIEW

The 2019-2020, 2020-2021, and 2021-2022 College Personnel Calendars are attached for the District Board of Trustees to review and approve. This is with understanding that only the 2019-2020 College Personnel Calendar will be submitted to the state in March of 2019. The other calendars may have certain dates modified, such as spring break, depending on external factors, yet would be brought back to the District Board of Trustees for approval if such a need exists.

ANALYSIS

The college is asking the Board of Trustees to review the calendar and approve the personnel calendars 2019-2020, 2020-2021, and 2021-2022.

RECOMMENDATION

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

| COLLEGE PERSONNEL DATES 2019-2020 as of 1/9/19 | | | | | |
|--|---|------------------------------|----------------------------|-------------------------------|---|
| SEMESTER | PROFESSIONAL, MANAGERIAL, AND ADMINISTRATOR | FACULTY DUTY DATES | FACULTY DUTY DAYS TOTAL | INSTRUCTIONAL DATES | EXAMINATION DATES |
| FALL 2019 | July 1 (M) thru Dec. 13 (F) | Aug. 13 (T) thru Dec. 11 (W) | 82 | Aug. 19 (M) thru Nov. 26 (T) | Eve: Dec. 2 (M) - Dec. 5 (R) Day: Dec. 2 (M) - Dec. 6 (F) Sat: Dec. 7 |
| SPRING 2020 | Jan. 2 (R) thru June 30 (T) | Jan. 2 (R) thru May 1 (F) | 81 | Jan. 6 (M) thru April 18 (S) | Eve: April 20 (M) - April 23 (R) Day: April 20 (M) - April 24 (F) Sat: April 25 |
| SUMMER A 2020 | | May 4 (M) thru June 19 (F) | | May 4 (M) thru June 17 (W) | Twice a week class: June 17 (W) or June 18 (R) Four days a week class: June 18 (R) |
| SUMMER B 2020 | | June 22 (M) thru Aug. 7 (F) | | June 22 (M) thru Aug. 5 (W) | Twice a week class: Aug. 5 (W) or Aug. 6 (R) Four days a week class: Aug. 6 (R) |
| SUMMER AE 2020 | | May 4 (M) thru Aug. 7 (F) | | May 4 (M) thru July 30 (R) | Eve: Aug. 3 (M) - Aug. 6 (R) Day: Aug. 5 (W) or Aug. 6 (R) |
| | | | * FT Faculty 163 duty days | | |

HOLIDAYS - COLLEGE CLOSED:

| | | | |
|------------------------------------|------------------------|---|---------------------------|
| July 4, 2019 (Thurs.) | Independence Day | Duty dates for faculty do not include summer semesters. | <u>GRADES DUE:</u> |
| Sept. 2, 2019 (Mon.) | Labor Day | | |
| Nov. 11, 2019 (Mon.) | Veterans Day | | |
| Nov. 27, 2019 (Wed.) | Board Holiday | | |
| Nov. 28-Dec. 1, 2019 (Thurs.-Sun.) | Thanksgiving Break | | |
| Dec. 14, 2019 - Jan. 1, 2020 | Winter Break | Fall | |
| Jan. 20, 2020 (Mon.) | M.L. King Jr. Birthday | Spring | Mon., April 27, 12 pm |
| March 15-22, 2020 (Sun. - Sun.) | Spring Break | Summer A | Mon., June 22, 12 pm |
| | Memorial Day | Summer B | Mon., Aug. 10, 12 pm |
| | | Summer AE | Mon., Aug. 10, 12 pm |

COMMENCEMENT:

Fri., Dec. 6, 2019
Fri., May 1, 2020

Lakehawk Community Service Day

Fri., October 18, 2019

| COLLEGE PERSONNEL DATES 2021-2022 as of 1/9/19 | | | | | |
|--|---|------------------------------|----------------------------|-------------------------------|---|
| SEMESTER | PROFESSIONAL, MANAGERIAL, AND ADMINISTRATOR | FACULTY DUTY DATES | FACULTY DUTY DAYS TOTAL | INSTRUCTIONAL DATES | EXAMINATION DATES |
| FALL 2021 | July 1 (R) thru Dec. 17 (F) | Aug. 17 (T) thru Dec. 14 (T) | 81 | Aug. 23 (M) thru Dec. 4 (S) | Eve: Dec. 6 (M) - Dec. 9 (R) Day: Dec. 6 (M) - Dec. 10 (F) Sat: Dec. 11 |
| SPRING 2022 | Jan. 3 (M) thru June 30 (R) | Jan. 5 (W) thru May 6 (F) | 82 | Jan. 10 (M) thru April 23 (S) | Eve: April 25 (M) - April 28 (R) Day: April 25 (M) - April 29 (F) Sat: April 30 |
| SUMMER A 2022 | | May 9 (M) thru June 24 (F) | | May 9 (M) thru June 22 (W) | Twice a week class: June 22 (W) or June 23 (R) Four days a week class: June 23 (R) |
| SUMMER B 2022 | | June 27 (M) thru Aug. 12 (F) | | June 27 (M) thru Aug. 10 (W) | Twice a week class: Aug. 10 (W) or Aug. 11 (R) Four days a week class: Aug. 11 (R) |
| SUMMER AE 2022 | | May 9 (M) thru Aug. 12 (F) | | May 9 (M) thru August 4 (R) | Eve: Aug. 8 (M) - Aug. 11 (R) Day: Aug. 10 (W) or Aug. 11 (R) |
| | | | * FT Faculty 163 duty days | | |

HOLIDAYS - COLLEGE CLOSED:

| | | |
|-------------------------------------|----------------------------------|---|
| July 5, 2021 (Mon.) | Independence Day Observed | Duty dates for faculty do not include summer semesters. |
| Sept. 6, 2021 (Mon.) | Labor Day | |
| Nov. 11, 2021 (Thurs.) | Veterans Day | |
| Nov. 24, 2021 (Wed.) | Board Holiday | |
| Nov. 25-Nov. 28, 2021 (Thurs.-Sun.) | Thanksgiving Break | |
| Dec. 18, 2021 - Jan. 2, 2022 | Winter Break | |
| Jan. 17, 2022 (Mon.) | M.L. King Jr. Birthday | |
| March 13-20, 2022 (Sun. - Sun.) | Spring Break *subject to change* | |
| May 30, 2022 (Mon.) | Memorial Day | |

FACULTY:

GRADES DUE:

| | |
|-----------|----------------------|
| Fall | Mon., Dec. 13, 12 pm |
| Spring | Mon., May 2, 12 pm |
| Summer A | Mon., June 27, 12 pm |
| Summer B | Mon., Aug. 15, 12 pm |
| Summer AE | Mon., Aug. 15, 12 pm |

COMMENCEMENT:

Fri., Dec. 10, 2021
Fri., May 6, 2022

Lakehawk Community Day

Fri., Oct. 22, 2021

| COLLEGE PERSONNEL DATES 2020-2021 as of 1/9/19 | | | | | |
|--|---|------------------------------|----------------------------|--------------------------------|---|
| SEMESTER | PROFESSIONAL, MANAGERIAL, AND ADMINISTRATOR | FACULTY DUTY DATES | FACULTY DUTY DAYS TOTAL | INSTRUCTIONAL DATES | EXAMINATION DATES |
| FALL 2020 | July 1 (W) thru Dec. 18 (F) | Aug. 18 (T) thru Dec. 15 (T) | 81 | Aug. 24 (M) thru Dec. 5 (S) | Eve: Dec. 7 (M) - Dec. 10 (R) Day: Dec. 7 (M) - Dec. 11 (F) Sat: Dec. 12 |
| SPRING 2021 | Jan. 4 (M) thru June 30 (W) | Jan. 6 (W) thru May 7 (F) | 82 | Jan. 11 (M) thru April 24 (S) | Eve: April 26 (M) - April 29 (R) Day: April 26 (M) - April 30 (F) Sat: May 1 |
| SUMMER A 2021 | | May 10 (M) thru June 25 (F) | | May 10 (M) thru June 23 (W) | Twice a week class: June 23 (W) or June 24 (R) Four days a week class: June 24 (R) |
| SUMMER B 2021 | | June 28 (M) thru Aug. 13 (F) | | June 28 (M) thru Aug. 11 (W) | Twice a week class: Aug. 11 (W) or Aug. 12 (R) Four days a week class: Aug. 12 (R) |
| SUMMER AE 2021 | | May 10 (M) thru Aug. 13 (F) | | May 10 (M) thru August 5 (R) | Eve: Aug. 9 (M) - Aug. 12 (R) Day: Aug. 11 (W) or Aug. 12 (R) |
| | | | * FT Faculty 163 duty days | | |

HOLIDAYS - COLLEGE CLOSED:

July 2, 2020 (Thurs.)
Sept. 7, 2020 (Mon.)
Nov. 11, 2020 (Wed.)
Nov. 25, 2020 (Wed.)
Nov. 26-Nov. 29, 2020 (Thurs.-Sun.)
Dec. 19, 2020 - Jan. 3, 2021
Jan. 18, 2021 (Mon.)
March 14-21, 2021 (Sun. - Sun.)
May 31, 2021 (Mon.)

Independence Day Observed

Labor Day

Veterans Day

Board Holiday

Thanksgiving Break

Winter Break

M.L. King Jr. Birthday

Spring Break *subject to change*

Memorial Day

Duty dates for faculty do not include summer semesters.

FACULTY:

GRADES DUE:

Mon., Dec. 14, 12 pm
Mon., May 3, 12 pm
Mon., June 28, 12 pm
Mon., Aug. 16, 12 pm
Mon., Aug. 16, 12 pm
Fall
Spring
Summer A
Summer B
Summer AE

COMMENCEMENT:

Fri., Dec. 11, 2020
Fri., May 7, 2021

Lakehawk Community Day

Fri., Oct. 23, 2020



Lake-Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: January 16, 2019

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor 
President

RE: 392 – Presidents Contract

OVERVIEW:

The President's Contract of Employment for Lake-Sumter State College, Dr. Stanley M. Sidor is reviewed annually and amended, if necessary. The amendments brought before the District Board of Trustees are for the 2018-2019 fiscal year.

ANALYSIS:

The contract is for the Board's Review.

RECOMMENDATION:

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