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Lake-Sumter State College
DISTRICT BOARD OF TRUSTEES
Wednesday, May 15, 2019
Student Services Building, Room 210-Leesburg Campus

5:00 p.m. Board Meeting

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 the Recording Secretary for a Speaker's Card.)

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

ACTIONS and ACKNOWLEDGEMENTS

- 438 Action: Minutes of April 17, 2019 Regular Meeting
- 439 Action: Curriculum Revisions
- 440 Action: Human Resources Transactions
- 441 Action: Monthly Fiscal Report for March 2019
- 442 Acknowledgement: Facilities Update
- 443 Acknowledgement: Purchases Over \$25,000
- 444 Action: Tangible Property Disposal
- 445 Action: Valic 401(a) Plan Document

SCHEDULED INFORMATION REPORTS (Tab B)

- 446 President's Update..... Dr. Sidor
 - Meetings/Activities/Misc.
 - Legislative Update
 - Vice Presidents Report
- 447 Committee Reports.....Mr. Wahl
 - Executive Committee-P. Wahl
 - Sumter Operations Committee-M. Butler
 - Foundation Liaison- E. Lee
- 448 Board Attorney's Report.....Mrs. Anita Geraci-Carver

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

- 449 Action: Beach Volleyball..... Dr. Bigard
- 450 Action: Board Attorney Evaluation..... Dr. Sidor
- 451 Action: BAS-OM Program Change..... Dr. Wymer
- 452 Information: Board Self Evaluation..... Dr. Sidor
- 453 Information: BSE Program Update..... Dr. Wymer
- 454 Action: Approval of the Capital Improvement Fee Public Notice..... Dr. Bigard

OTHER CONSIDERATIONS.....Mr. Wahl/Dr. Sidor

As Needed by Chairman/President

Appointment of Board Officers/Committees.....Mr. Wahl

ADJOURNMENTMr. Wahl

CALENDAR:

Executive Committee: Tuesday, June 11, 2019-8:30 a.m. (President's Office, Leesburg)

Next Board Meeting: Wednesday, June 19, 2019 – 5:00 p.m. (Leesburg Campus)

Tony Pace Fundraiser: Saturday, June 15, 2019 (Paul P. Williams Fine Arts Auditorium)

NO BOARD MEETING IN AUGUST

Convocation: Tuesday, August 13, 2019- 9 a.m. (LSSC Gymnasium)

Planned Giving: Friday, August 23, 2019- 8 a.m. (AdventHealth Waterman, Tavares)

Athletics Golf Invitational: Friday, September 20- 8 a.m. (Harbor Hills Golf Club)

Distinguished Alumni: Thursday, Oct. 17- 6 p.m. (Mission Inn Resort)

Employee Service Day: Friday, October 18- All Day (TBD)

Commencement: Friday, December 6, 2019 (LSSC Gymnasium)



Lake Sumter State College

OFFICE OF THE PRESIDENT

Present to the Board: May 15, 2019

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 438 – Minutes of April 17, 2019 Board Meeting

OVERVIEW:

Attached are the minutes of April 17, 2019 regular board meeting.

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
APRIL 17, 2019

The regular meeting of the District Board of Trustees, Lake-Sumter State College, was called to order at 5:00 p.m. on April 17, 2019 in the Board Room at the South Lake Campus, by Ms. Emily Lee, Board Vice Chairman. In attendance was Mrs. Marcia Butler, Jennifer Hill, Jennifer Hooten, Bret Jones, Emily Lee, and Mr. Tim Morris. Ms. Lee welcomed those in attendance and invited them to join in the Pledge of Allegiance followed by a moment of silence.

PUBLIC COMMENTS

Jeremy Norton updated the board on the LSSC Faculty update. He stated that the Faculty Senate had to be revised after the establishment of the union in October 2018. The bylaws and constitution had to be rewritten along with other items. The group wishes to work closely with college administration. He announced that he and Patrick Rader would be rolling off this year and replaced by Cynthia Nash and Chris Leibner. Last week on April 9, the bargaining process began with 13 articles and a program manager proposal. The proposals and a YouTube video of opening statements can be found at www.UFF-LSSC.org

PRESENTATIONS

Dr. Wymer recognized Phi Theta Kappa-All Academic Team

CONSENT CONSIDERATIONS- ACTIONS and ACKNOWLEDGEMENTS

Mrs. Butler moved, and Mrs. Hill seconded the motion to approve as presented agenda items number 425 through 430 as follows:

Minutes of March 27, 2019, Regular Board Meeting
2019-425

Curriculum Revisions
2019-426

Human Resources Transactions
2019-427

Appointments of:

Pamela Fletcher	(effective date 03/16/2019)
Tammy Spencer	(effective date 04/03/2019)

Resignation of:

Kristine Valentine	(effective date 04/19/2019)
Carrie Barbosa	(effective date 03/29/2019)

Benedetto Mongiovi
Vanessa Holt

(effective date 05/01/2019)
(effective date 06/07/2019)

Monthly Fiscal Report for March 2019

2019-428

Facilities Update

2019-429

Purchases over \$25,000

2019-430

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

SCHEDULED INFORMATION REPORTS

President’s Update

2019-431

Dr. Sidor reported that the Legislative session is down to its final two weeks. He reported that he is most concerned about is Dual Enrollment. This expansion of Dual Enrollment appears to be supported by the House, Senate, Commissioner, and the Governor. Proposed legislation speaks to expanding enrollment for private schools and dual enrollment students with the colleges paying for tuition, fees. He asked Dr. Brady to give a summary of the cost of dual enrollment.

She explained the difference between currently and what is being proposed- currently we absorb all cost for home education for fall, spring, and summer as well as text books and access codes. We currently have around 55-60 and are absorbing roughly \$20,000 per year in textbook costs for this small population of students. We expect home education numbers to easily jump to 100 by next fall with the college absorbing textbook costs of \$40,000.

We currently only have 30 dual enrollment private school students. Currently private school students are required to cover \$71.98 per credit hour, text book costs and access code costs. After discussions with our private school partners they indicate that over 100 students are currently tested and ready to submit applications. We have easily projected we will have over 200 private school students by next fall.

The cost of an additional 210 home and private school dual enrollment students taking an average number of credits, will increase unfunded dual enrollment from 1,400 credits to 4,800 credits with the college absorbing \$775,000 due to increased faculty costs and unfunded student educational expenses. The legislature is also considering lowering the dual enrollment qualifying GPA from 3.0 to 2.5. This will add additional unfunded expenses for tuition, fees, and textbooks.

Dr. Sidor gave an update regarding the legislative session:

- On March 22, both the house and senate voted on their respective budgets. The Senate wants to allocate \$90.3 billion, and the House wants to allocate \$89.9 billion. They are around \$400 million apart, and the next step is called the “conferencing process.” During this stage, each area of the budget will finalize a number for each silo and work through the particulars.

He will keep the board updated on all legislative issues. He encouraged everyone to reach out to the house and senate and thank them for their support.

The meeting recessed for a break at 5:30 p.m. and resumed at 5:52 p.m.

Claire Brady

Dr. Brady gave a division update. She thanked everyone for taking the time to visit the new South Lake Student Lounge. The space is a strong example of student advocacy and college-wide collaboration. We are in the last week of spring classes final exams begin next week. Summer A/AE classes begin May 6th.

Summer and fall enrollment is looking strong. The Key Player’s group, led by Jenni Kotowski, have implemented targeted initiatives that have greatly improved early registration and overall enrollment.

The 2019 Student Satisfaction Inventory (Ruffalo Noel-Levitz) was implemented in March/April. This bi-annual national survey instrument will provide a great deal of data regarding student satisfaction and will detail what is important to our students. We will bring the results of the survey to the Board and the college community this summer.

The 2019 student Commencement speakers were recently named after a rigorous selection process- Jeff Paradee Jr (Leesburg) and Nicholas Drechsler (South Lake). There are 11 nominees for the 2019 President’s award.

The 2019-20 Dual Enrollment agreements are edited and ready for our Attorney to review. We will pause and wait out the end of the Legislative season to make any changes based on new legislation. We are aiming to bring the final agreements to the Board in June.

Doug Wymer

Dr. Wymer reported that

Heather Bigard

Dr. Bigard reported that we have a new member of our team Emi, the security dog. She joined the family this week. She is trained for fire arms detection and drugs. She is approachable and friendly.

The current budget is still looking very good with a surplus of approximately \$800,000 in hopes of transferring a large part to Fund 7. She is working on the 2019-20 budget, and it should be compiled and ready by June to present to the board for approval along with the CIP and other facility items.

She reported that several projects in the facilities area are being completed such as air conditioner repairs and maintenance that has not been done in several years. We have hired a new Associate Vice President and Controller she will start on May 15, and her name is Melinda Barber.

She reported on HB5501 with significant changes coming from the Senate with SB190 this will restrict what we can request from PECO. Also, it will require about 15% match money.

Committee Reports

2019-432

Executive Committee

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

Foundation Liaison

The Foundation Scholarships closed on March 31 for the Summer Semester. We had 170 applications. Awards will be completed this week.

Don't forget to purchase your Tony Pace tickets. The show is scheduled for June 15 at 2 pm in the Paul P. Williams Auditorium. General admission tickets are \$30, and for an additional \$5.00 you can enjoy wine with Tony Pace at a meet and greet after the show. Please contact the Foundation to purchase your ticket. We will sell out! Thanks to Chairman Wahl for his help in making the introduction to Mr. Pace who is donating his time. All proceeds will benefit Veteran's programs at the College.

The LSSC Foundation Annual Campaign raised \$106,151 thanks to faculty, staff, the Board of Trustees, the Foundation Board and our community. Thank you for your support!

The 34th Annual Gala was held April 13, 2019, at the Savannah Center. It was a great time. We are working on getting all expenses calculated so we can share our total earnings. Thanks so much for your support of the gala! Thank you to Ernie Morris Enterprises for once again serving as the Presenting Sponsor. We are grateful for your continued support!

The Annual Planned Giving Seminar hosted by Lake-Sumter State College Foundation and AdventHealth Waterman is scheduled for August 23rd beginning at 7:30 am. This year's event will be held at the Waterman location.

The 21st Annual Lake-Sumter State College Athletics Golf Classic is scheduled for Friday, September 20, 2019, with a shotgun start at 8:30 am at Harbor Hills Country Club. Start working on your team!

The Distinguished Alumni and Hall of Fame Awards Celebration is scheduled for October 17, 2019, at 6:00 pm at Mission Inn. We would love to have your support!

Board Attorney's Report

2019-433

Mrs. Geraci-Carver reported an update on the East Lake Property donation. She reported on the EOC charge that was filed in November by a former employee. The college received a request to provide information and documents to complete the investigation.

She will keep the board up to date on both of these matters. A complete report is in each packet.

NEW BUSINESS

Financial Audit

2019-434

Dr. Bigard reported that a copy of the Financial Audit was sent to each member for review. We ended the year with \$65.5 million in assets. There was one finding in the audit which was untimely reconciliation of bank statements. This issue has been resolved.

Tim Morris made a motion to accept the audit, and Bret Jones seconded, and the motion carried. The motion was passed with the following vote: Voting "yea" – Butler, Hill, Hooten, Jones, Lee, and Morris.

Naming of the Ann Dupee Simulation Lab

2019-435

Dr. Sidor asked the board to approve the naming of the Simulation Lab in the Health Sciences Building in honor of Ms. Ann Dupee. The naming is in recognition of a major gift from the estate of Ann Dupee.

Bret Jones made a motion to approve, and Marcia Butler seconded, and the motion carried. The motion was passed with the following vote: Voting "yea" – Butler, Hill, Hooten, Jones, Lee, and Morris.

Approval of the 2019-2024 Strategic Plan

2019-436

Dr. Bigard presented the 2019-2024 Strategic Plan. She has a brief explanation of how the plan was developed in the first phase with a revised mission statement. The second phase concluded with 14 objectives and 33 initiatives connected by five pillars. The next phase will be to implement with specific projects for each initiative, timelines, and development of the institutional scorecard and KPI's.

Bret Jones made a motion to approve the plan Tim Morris seconded, and the motion carried. The motion was passed with the following vote: Voting "yea" – Butler, Hill, Hooten, Jones, Lee, and Morris.

Approval of Noticing the Security Fee

2019-437

Dr. Sidor reminded the board that at the April meeting it was discussed that a \$10 per semester/student level was recommended. Dr. Sidor explained that the recommendation is for a credit hour based fee and he asked Dr. Bigard to explain how the funds would be used to improve student security and safety. She explained that we have not received sufficient funds for infrastructure repair, and have no other means of generating revenue to fund the purchase, installation, and monitoring of video surveillance cameras and access controls systems. She researched the options and a \$2 per credit hour charge to all “fee-paying” students is the best route for LSSC.

Bret Jones made a motion to approve the Public Notice statement for the \$2 Security Equipment Fee, effective fall 2019 and Marcia Butler seconded and the motion carried. The motion was passed with the following vote: Voting “yea” – Butler, Hill, Hooten, Jones, Lee, and Morris.

OTHER CONSIDERATIONS

As Needed by Chairman/President

- ✓ Vice Chairman Lee reviewed the events on the calendar. She announced that the next Board meeting will be on Wednesday, May 15, 2019, at 5 p.m. for the regularly scheduled meeting at the Leesburg Campus.

There being no further business, the meeting was adjourned at 6:33 p.m.

Respectfully submitted,

ATTEST:

Peter F. Wahl, Chairman

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

Recording Secretary: Claudia Morris



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: May 15, 2019

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 439 – Curriculum Revisions

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.



Curriculum and Instruction Committee Proposals

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

12. CPD Dental Hygiene Linkage
70. CCA CIS 2941 Internship in Computer Information Technology
71. CCA CIS 2942 Internship in Computer Information Technology
72. CCA CIS 2943 Internship in Computer Information Technology
73. CBE CET 1179C A+ Software
74. CBE CET 1485 Networking Essentials
75. CBE CET 2180 A+ Hardware
76. CBE CGS 2545 Database Concepts
77. CPM Electric Utility Lineworker Basic Certificate
78. CCM ETP 1101C Basic Electricity for Line Workers
79. CCA ETP 2930 Skilled Trades and Construction
80. CPM Electrical Distribution Technology AAS

Committee Chairperson **Kristen Chancey**

Digitally signed by Kristen
Chancey
Date: 2019.04.10 09:52:17 -04'00'

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@lssc.edu, c=US
Date: 2019.04.11 11:30:00 -04'00'

President

Digitally signed by Stanley Sidor
DN: cn=Stanley Sidor, o=Lake-Sumter State
College, ou=President,
email=nsidor@lssc.edu, c=US
Date: 2019.04.11 11:50:28 -04'00'

Curriculum and Instruction Committee

Credit Program Deletion Rationale

Dental Hygiene Linkage

Valencia College will no longer guarantee a minimum number of spots for LSSC students through this linkage agreement. Students must be in the top 50 percent of all applicants to be considered. This agreement was not considered necessary since only 28 students have benefitted from it since its inception in 1996.

Credit Program Modification Rationale

Electric Utility Lineworker Basic Certificate

Electrical Distribution Technology AAS

Industry partners and advisory committee members are requesting an introduction to the Skilled Trades and Construction (STAC) to prepare students for pre-employment testing in the electrical utility industry. A new 1-credit course, ETP 2930 (Skilled Trades and Construction), was added to fulfill this request. Due to overlap in course content with the new course, ETP 1101C (Basic Electricity for Line Workers) was reduced from 3 to 2 credits. These changes affected the curricula for both of the above programs.

Key for Curriculum and Instruction Committee Proposals

CCA – Credit Course Addition

CCD – Credit Course Deletion

CCM – Credit Course Modification

CPA – Credit Program Addition

CPD – Credit Program Deletion

CPM – Credit Program Modification



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: May 15, 2019

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor 
President

RE: 440 – 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>
Rebecca Brosky	Instructor Chemistry	F1	08/13/2019

Resignation

<u>Name</u>	<u>Position</u>	<u>Classification</u>	<u>Effective Date</u>
Daniel Marulanda	Instructor Mathematics	F1	08/08/2019

RESIGNATION.....None

OTHER.....None

ADMINISTRATOR

Appointment

<u>Name</u>	<u>Position</u>	<u>Classification</u>	<u>Effective Date</u>
Melinda Barber	AVP of Business Affairs & Controller	MA11	05/15/2019

Resignation

<u>Name</u>	<u>Position</u>	<u>Classification</u>	<u>Effective Date</u>
Robert Seigworth	Director / Prog. Mgr. Energy Tech.	MA9	06/27/2019
Dr. Scott Hopkins	Dean of Arts and Letters	MA10	06/30/2019

SEPARATION.....None

OTHER.....None

MANAGERIAL

Appointment

<u>Name</u>	<u>Position</u>	<u>Classification</u>	<u>Effective Date</u>
Justin Greathouse	Assistant Director of Admissions	MA5	04/15/2019
Cynthia Christman	Senior Accountant	MA5	05/06/2019

SEPARATION.....None

RESIGNATION.....None

OTHER.....None

PROFESSIONAL ADMINISTRATIVE

APPOINTMENT.....None

SEPARATION.....None

RESIGNATION.....None

OTHER.....None

PROFESSIONAL CRAFTS-TRADES

APPOINTMENT.....None
 SEPARATION.....None
 RESIGNATION.....None
 OTHER.....None

PROFESSIONAL TECHNICAL

Appointment

<u>Name</u>	<u>Position</u>	<u>Classification</u>	<u>Effective Date</u>
Matthew Burks	Computer Technician	T1-4	05/06/2019

Resignation

<u>Name</u>	<u>Position</u>	<u>Classification</u>	<u>Effective Date</u>
Daniel Espinoza	Master Audiovisual Technician	T2-4	04/30/2019
Vincent Phan	eLearning Instruct. Design Specialist	T2-4	05/09/2019
Kristen Cole	Finance Business Process Analyst	T1-9	06/02/2019

APPOINTMENT.....None
 SEPARATION.....None
 OTHER.....None



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: May 15, 2019

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor 
President

RE: 441 – Monthly Fiscal Report

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 Business Affairs 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.

ANALYSIS:

The General Operating Budget Fund 1 Report, Balance sheet, Statemen of Cash Flow and the Budget Reports for Funds 2,3,5 and 7 are attached to this agenda item.

RECOMMENDATION:

It is recommended that Board approve this item as written.



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

Date: May 15, 2019

Re: Monthly Fiscal Report – YTD April 2019

Each month a fiscal report is prepared to appraise your office and the District Board of Trustees on the status of the College budget. The MONTHLY FISCAL STATUS REPORT of the General Operating Fund (Fund1) 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 current balance sheet.

FUND 1 OPERATING BUDGET

We are currently ten months into our fiscal year or 83% completed.

Revenues

Total revenue booked to date is \$20,569,277, or 82% of the total budget of \$25,029,134. Year-end transfers from Auxiliary and Fund 2 will be made once posting in FY19 has completed in July of 2019.

- Tuition and fee revenue is trending above budget and is projected to be \$411,068 over the budget by 5%.
- State support revenue is received throughout the fiscal year in installments. We have received a total of \$9,541,003 in General Revenue and Performance Funding and \$1,927,221 in Lottery funds.
- Other Income and Other Support totals \$176,134 or 27% of budget. The majority of this category is support from Foundation activities and commitments.

Expenses

Total expenses encumbered to-date is \$18,622,588 or 75% of the total budget of \$24,780,233.

- Salaries and benefits represent \$ 13,991,800 or 77% of budget.
- Currently, department operating and capital expenses represent \$4,162,502 or 76% of budget.

Overall revenues are expected to exceed expensed by \$836,313.

Attachment: April 2019 Operating Fund 1 Budget Report, Balance Sheet, Budget Reports for Funds 2, 3, 5 and 7

Lake-Sumter State College
Statement of Net Assets
As of April 30 2019

	Total
ASSETS	
Current assets:	
Cash and Cash Equivalents	7,446,184.42
Accounts Receivable, Net	2,261,242.07
Due from Other Governmental Agencies	81,985.55
Due from Component Unit	181,948.01
Prepaid Expenses	232,759.23
Total Current assets	10,204,119.28
Noncurrent assets:	
Capital Assets, Net	60,738,022.03
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	73,256,977.33
Total ASSETS	<u>83,461,096.61</u>

LIABILITIES	
Current liabilities:	
Accounts Payable	276,186.24
Salary and Payroll Taxes Payable	343,056.31
Due to Other Governmental Agencies	(514.66)
Unearned Revenue	20,253.00
Deposits Held of Others	(2,080,032.44)
Compensated Absences Payable	215,879.15
Total Current liabilities	(1,225,172.40)
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
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Total LIABILITIES	14,105,045.76
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FUND BALANCE

Fund Balance:

Invested in Capital Assets	67,243,015.11
Expendable - Grants and Contracts	102,203.28
Unrestricted	2,010,832.46

Total Fund balance	69,356,050.85
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Total LIABILITES and FUND BALANCE	<u>83,461,096.61</u>
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LAKE-SUMTER STATE COLLEGE
FISCAL STATUS REPORT-FUND 1
GENERAL CURRENT FUND
7/1/18 TO 4/30/19

	FY 2017-18		FY 2018-2019			
	Annual Budget	YTD Actual 4/30/2018	Annual Budget	YTD Actual 4/30/2019	Percent of Budget Earned	Projected 6/30/19
REVENUES & BUDGETED FUND BALANCE						
Student Fees						
Fall						
Tuition	\$ 2,670,319	\$ 2,840,772	\$ 2,788,927	\$ 2,893,097	104%	\$ 2,893,097
Technology Fees	137,105	142,042	161,613	144,677	90%	144,677
Distance Learning	136,400	143,671	165,035	173,190	105%	173,190
Dual Enrollment	255,500	261,773	265,910	229,256	86%	229,256
HSCA Dual Enrollment	161,700	161,720	338,368	212,970	63%	338,368
Lab Fees	67,953	66,706	66,420	72,519		51,771
Spring						
Tuition	\$ 2,670,319	\$ 2,488,455	\$ 2,424,793	\$ 2,491,487	103%	\$ 2,496,780
Technology Fees	137,105	124,430	138,700	124,582	90%	124,847
Distance Learning	136,400	141,630	160,343	151,830	95%	151,890
Dual Enrollment	255,500	304,259	299,853	278,275	93%	249,483
HSCA Dual Enrollment	161,700	161,720	338,368	212,970	63%	338,368
Lab Fees	67,953	42,623	35,763	39,479	110%	39,509
Summer						
Tuition	\$ 728,269	\$ 1,029,850	\$ 925,680	\$ 1,216,167	131%	\$ 1,216,167
Technology Fees	37,392	51,497	36,308	60,804	167%	60,804
Distance Learning	37,200	107,145	79,933	125,685	157%	125,685
Dual Enrollment	-	63,630	-	66,725	0%	-
HSCA Dual Enrollment	-	-	-	-	0%	-
Lab Fees	18,532	12,893	5,083	14,319		14,319
Miscellaneous Fees	139,390	127,092	121,827	143,261	118%	165,781
Continuing Education	418,025	249,754	478,414	273,626	57%	428,414
Total Student Tuition and Fees	\$ 8,236,762	\$ 8,521,663	\$ 8,831,338	\$ 8,924,919	101%	\$ 9,242,406
State CCPF Support	\$ 10,853,152	\$ 9,048,983	\$ 10,730,454	\$ 8,942,037	83%	\$ 10,730,454
State Performance Funding	\$ 691,564	\$ 594,390	\$ 713,266	\$ 598,966	84%	\$ 713,266
State Lottery	2,727,807	1,636,683	3,212,033	1,927,221	60%	3,212,033
Miscellaneous State Support	165,836	-	219,836	-	0%	200,987
Federal Support Indirect Cost	80,000	61,359	80,000	64,995	81%	80,000
Foundation Support	191,314	12,945	425,633	12,593	3%	425,633
Contracts	84,576	21,486	87,800	66,353		87,800
Miscellaneous Revenue	121,976	735	121,977	32,193	26%	40,193
Total Revenues	\$ 23,152,987	\$ 19,898,243	\$ 24,422,337	\$ 20,569,277	84%	\$ 24,732,772
Transfers In	563,472	-	606,797	-	0%	606,797
Board Reserves-HSCA	184,485	-	-	-		
Total Revenues and Transfers In	\$ 23,900,944	\$ 19,898,243	\$ 25,029,134	\$ 20,569,277	82%	\$ 25,339,569
EXPENDITURES						
Personnel Expenditures						
Salaries and Wages	14,119,119.50	11,273,595.84	13,991,800	10,725,948	77%	13,721,800
Benefits	4,741,303	3,371,942	4,935,810	3,734,138	76%	4,877,919
Current Operating Expenditures	5,040,521	4,037,518	5,455,129	4,156,460	76%	5,500,000
Capital Outlay Expenditures	0	7,841	0	6,042	0%	6,042
Contingency			397,494		0%	397,494
Total Expenditures	\$23,900,944	\$18,690,897	\$24,780,233	\$18,622,588	75%	\$ 24,503,256
Transfer to Fund 7						
Excess of Revenues over (Expenditures)	\$1	\$1,207,346	\$ 248,901	\$1,946,689		\$ 836,313

Lake-Sumter State College
Statement of Cash Flow
as of April 30, 2019

Tuition and Fees, Net	8,246,476
Grants and Contracts	11,171,435
Payments to Employees	(14,460,086)
Payments for Scholarships	(26,855)
Payments for Utilities and Communications	(1,044,536)
Payments to Suppliers	(2,059,578)
Sales and Services of Educational Departments	4,810
Other Receipts	26,388
	<u><u>1,858,054</u></u>

Operating Gain	2,052,534
Receivables, Net	51,399
Due from Other Governmental Agencies	6,700
Due from Component Unit	13,276
Due to Other Governmental Agencies	(1,091)
Unearned Revenue	0
Prepaid Expenses	(2,379)
Accounts Payable	(262,385)
Salaries and Payroll Taxes Payable	0
Net Cash Provided by Operating Activities	<u><u>1,858,054</u></u>

Lake-Sumter State College
FY 2019 Fund 2 Revenue-Expenditures
As of April 30, 2019

	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														
Total Tuition and Fee Revenue														
County														
State														
Federal Upward Bound/Talent Search			151,425	29,596	760,917	486,789		582,005					554,000	582,005
Federal NSF								582,005					554,000	582,005
Federal Title III	577,613	390,174												
Federal Title III	577,613	390,174	151,425	29,596	760,917	486,789								
Total Grants and Contracts														
Miscellaneous														
Transfer to Fd. 1								(411,000)						
Total Revenue and Transfers	577,613	390,174	151,425	29,596	760,917	486,789	554,000	171,005	127,032	80,090	142,697	39,409	2,313,685	1,197,063
Personnel Expenses														
Staff														
Open Positions	241,275	165,375	9,000		315,754	205,725	7,800	7,200	44,533	34,300	18,105	10,105	698,467	482,704
Other Pooled Positions	131,054	98,481			67,961	19,667		400			7,000		206,015	118,748
Total Faculty and Staff	372,329	263,855	9,000		383,715	225,392	7,800	7,600	44,533	34,300	25,105	10,105	842,482	601,452
Benefits Staff	86,199	57,231	975		132,658	92,635	1,271	1,236	15,563	13,779	3,015	2,024	242,661	166,905
Benefits Open Positions														
Pooled Personnel Benefits	1,900	4,432			884	288					102		2,885	4,720
Total Benefits	91,099	61,663	975		133,542	92,923	1,271	1,236	15,563	13,779	3,116	2,024	245,546	171,625
Contingency	3,729				3,965		10,000		496		17,062		35,251	
Total Personnel Expenses	487,156	325,518	9,975		521,222	378,515	19,071	8,838	60,592	48,079	45,283	12,128	1,123,239	773,077
Operating Expense														
Travel Staff	8,009	7,069	29,000	9,319	13,339	8,868	2,475	52	3,072	3,484	18,697	5,776	74,592	34,595
Participant Cost (Travel, Subsistence, Other)					161,198	64,202			38,990	11,427	34,839	2,827	235,027	78,456
Printing	230		1,000		1,986	947	8,750	4,638		31	1,707	252	13,655	5,888
Materials & Supplies	34,818	8,754	34,633	14,915	5,151	3,323	41,600	28,916	808	373	2,437	2,062	119,447	59,344
Software	4,400	4,400	11,000		2,518	2,518							17,918	6,918
Food							20,200	13,585			39,634		20,200	13,606
Miscellaneous	15,360	4,360	20,317	5,362	48,442	28,397	125,075	86,211	23,570	16,697			276,388	157,390
Equipment	47,640	40,043	45,500					2,448					93,140	42,481
Total Supplies and Services	110,457	64,656	141,450	29,596	232,616	108,274	202,100	135,849	66,440	32,012	97,314	27,281	850,377	397,668
Contingency for Current Expense														
Total Supplies and Service Expenses	110,457	64,656	141,450	29,596	232,616	108,274	224,100	135,849	66,440	32,012	97,314	27,281	879,457	397,668
Capital Expense														
Refresh of Year 2 Computers														
Total Capital Outlay Expense														
TOTAL Personnel, Supplies and Service Expense	577,613	390,174	151,425	29,596	760,917	486,790	243,171	144,685	127,032	80,090	142,697	39,409	2,002,756	1,170,745
Increase (Decrease) to Fund Balance	0	(0)	-	(0)	-	(0)	310,829	28,320	-	(0)	-	(0)	310,829	28,318

Lake-Sumter State College
FY 2019 Fund 3 Revenue -Expenditures
As of March 31, 2019

	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	935,760
Revenue	160,000	150,821	14,000	11,912	10,000	2,543					184,000	165,276
Commission	(151,000)										0	0
Transfer to Fd. 1											(151,000)	
Total Revenue and Transfers	9,000	150,821	14,000	11,912	10,000	2,543	0	0	0	0	33,000	1,101,055
Expenditures												
Travel											0	0
Freight & Postage											0	0
Printing												
Food						560	600		1,760	1,306	1,760	1,306
Materials/Supplies						53	1,750		5,190	2,994	5,790	3,554
Repairs/Maintenance					10,000	12,486			14,250	9,187	16,000	9,240
Miscellaneous						3,550			1,600	391	10,000	12,486
											1,600	3,940
											0	0
											0	0
Total Current Expense	-	-	-	-	10,000	16,650	2,350	0	22,800	13,877	35,150	30,527
TOTAL Expenses	-	-	-	-	10,000	16,650	2,350	0	22,800	13,877	35,150	30,527
Increase (Decrease) to Fund Balance	9,000	150,821	14,000	11,912	-	(14,107)	(2,350)	0	(22,800)	(13,877)	(2,150)	1,070,528

Estimated Ending Fund Balance

1,001,036 2,073,714

Lake-Sumter State College
FY 2019 Fund 5 Revenue -Expenditures
As of March 31, 2019

	Student Financial Aid YTD Actual	PELL YTD Actual	SEOG YTD Actual	Federal Workstudy YTD Actual	Federal Subsidized Direct Loans YTD Actual	Federal UnSubsidized Direct Loans Actual	Bright Futures YTD Actual	Florida Student Assistance Grant YTD Actual	Foundation YTD Actual	Total Fund 5 YTD Actual
Revenue	412,817									412,817
Student Financial Aid Fees										-
Federal Aid		5,191,089	104,688	74,997	1,183,767	1,136,918	338,846			7,691,459
State Aid										-
Bright Futures										338,846
FSAG								304,117		304,117
Foundation Student Support										-
Transfer										-
Total Revenue	412,817	5,191,089	104,688	74,997	1,183,767	1,136,918	338,846	304,117	-	8,747,238
Operating Expense										
Scholarships	382,433	5,191,089	104,688	74,997	1,183,767	1,136,918	338,846	304,117		8,716,854
Waivers										-
Dual Enrollment Waivers										-
Admin Fee										-
Transfer										-
Total Current Expense	382,433	5,191,089	104,688	74,997	1,183,767	1,136,918	338,846	304,117	-	8,716,854
TOTAL Expenses	382,433	5,191,089	104,688	74,997	1,183,767	1,136,918	338,846	304,117	-	8,716,854
Estimated Ending Fund Balance	30,384	-	-	0	-	-	-	-	-	30,384

Lake-Sumter State College
Fund 7 Budget Report
April 25, 2019

Available Funds	Beginning Balance FY19	Additions	Total	Budget FY18/19	Projected YE Balance	YTD Expenses/Encumbrance	Adjusted Projected Balance June 30, 2019
Sum of the Year Digits/PECO	\$ 415,140	\$ 584,971	\$ 1,000,111	\$ 525,000	\$ 475,111	\$ (565,115)	\$ 434,996
Local	\$ 1,122,991	\$ 71,516	\$ 1,194,506	\$ 415,000	\$ 779,508	\$ (496,999)	\$ 697,508
Hurricane	\$ 142,371	\$ 18,639	\$ 161,010	\$ -	\$ 161,010	\$ (82,920)	\$ 78,090
Infrastructure	\$ 1,217,283	\$ -	\$ 1,217,283	\$ 1,103,000	\$ 114,283	\$ (96,893)	\$ 1,120,391
Capital Improvement Fee - Technology	\$ 551,566	\$ 650,000	\$ 1,201,566	\$ 872,179	\$ 329,387	\$ (562,312)	\$ 639,254
Tech Refresh			\$ -	\$ 588,000	\$ -	\$ (286,610)	\$ (286,610)
Tech Plan			\$ -	\$ 284,179	\$ -	\$ (275,702)	\$ (275,702)
Distance Learning Software			\$ -	\$ -	\$ -	\$ -	\$ -
Equipment Match	\$ 59,008		\$ 59,008	\$ -	\$ 59,008	\$ -	\$ 59,008
CO&DS	\$ 154,863	\$ 83,065	\$ 237,928	\$ 83,065	\$ 154,863	\$ (75,379)	\$ 162,549
HSCA Construction	\$ -		\$ -	\$ -	\$ -	\$ (210)	\$ (210)
TV Station	\$ 55,570		\$ 55,570	\$ -	\$ 55,570	\$ -	\$ 55,570
Scoreboard	\$ -	\$ 15,625	\$ 15,625	\$ -	\$ 15,625	\$ (15,625)	\$ -
SL Library Match	\$ 18,179		\$ 18,179	\$ -	\$ 18,179	\$ -	\$ 18,179
Total	\$ 3,736,970	\$ 1,423,816	\$ 5,160,786	\$ 2,998,244	\$ 2,162,542	\$ (1,895,452)	\$ 3,265,334



OFFICE OF THE PRESIDENT

Present to the Board: May 15, 2019

TO: Lake-Sumter State College
District Board of Trustees

FROM: Dr. Stanley Sidor
President

RE: 442-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 Project Update

May 2019

<u>PROJECT</u>	<u>BUDGET</u>	<u>FUNDING</u>	<u>STATUS</u>	<u>COMMENTS</u>
Infrastructure Project Phase II (Leesburg)	\$687,000	PECO	In Progress	Progress to date: Contract will be awarded to Hartman Civil Contractors, Inc. Project kick-off meeting to be scheduled.
Exterior Lighting and LED Lighting Upgrades (All campuses)	\$40,000	LOCAL	In Progress	Progress to date: Project continues with exterior lighting upgrades being installed on the South Lake and Leesburg Campus. Leesburg North Parking Lot Lights will be converted to LED. Duke Energy is replacing old fixtures in South Lake with new LED fixtures as needed.
Signs and Branding (All campuses)	\$65,000	LOCAL	Design	Progress to date: Final phase of design for South Lake. Waiting on quote. Leesburg to have modifications to existing signs and additional signs installed.
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: Phase I of project has started. Awaiting on quote for materials.
Grounds Beautification	\$150,000	LOCAL	In Progress	Progress to date: Progress continues on irrigation repairs. South Lake irrigation is working, Leesburg well pump controllers are in repair status. Sumter irrigation needs much work. Working with landscape contractor to determine best needs. New outdoor table umbrellas have been ordered to replace existing fixtures on the Leesburg campus.
South Lake Building #1 Cooling Unit Replacement	\$160,000	LOCAL	Design/Scope	Progress to date: Multiple compressors have been replaced in this unit over the past years. Need to determine the root cause of the compressor failures. Engineer surveys to be completed prior to replacing the unit. Unit has a coil leak under the concrete slab. Replacement is necessary as unit is an R-22 unit over 20 years old.
LE Building M Parking Lot	\$65,000	PECO	Bidding	Progress to date: Reviewing bids submitted. This project will repair and restripe existing Building M parking areas and pave gravel area on North side of building.



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: May 15, 2019

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 443 – 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 greater than \$25,000 25,000 for the period 04/01/2019 - 04/30/2019 are attached.

RECOMMENDATION:

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


Vendor:	ScholarBuys
Item Description:	Software Campus Agreement/March 2019-March 2020
Amount:	\$63,717.49
Purchase Order #:	P1900456
Vendor Code:	SCHBUY



OFFICE OF THE PRESIDENT

Present to the Board: 5/15/2019

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor 
President

RE: 444 – Write-Off of Tangible Personal Property

OVERVIEW:

The District Board of Trustees is required to approve the write-off of equipment that is no longer of use to the College. Authorizing and recording the disposal of the property is mandated in Florida Statute 274.07 which states “the disposal of property shall be recorded in the minutes of the government unit.”

The last write-off of tangible personal property was submitted October 2017.

Note: The equipment on the attached list is not functional for current use due to age/depreciation but many of the parts are still usable by the College. These parts have been separated out and removed as the equipment was prepared for disposal.

Admin Pro 7-13 Tangible Property Disposal and Admin Pro 7-11 Disposal of Technical Equipment are attached for your reference.

ANALYSIS:

The attached list of 82 tangible personal property items is being recommended for write-off. Most of the items are no longer of use to the College and have been considered cannibalized and/or obsolete and ready for disposal.

The original cost of all items is \$256,256.45. All items are fully depreciated therefore the total carrying value is \$0.

The smaller portion of this (\$198,240.13) is made up of obsolete IT equipment and old computers that have been replaced as part of the ongoing technology refresh program. \$58,016.32 represents non-IT equipment. All items have been thoroughly reviewed to ensure that no useful value to the College remains for each item's continued use.

RECOMMENDATION:

It is recommended that Board approve this item as written.

**LAKE-SUMTER STATE COLLEGE
ADMINISTRATIVE PROCEDURE**

TITLE: TANGIBLE PROPERTY DISPOSAL

NUMBER: PRO 7-13

REFERENCE: Board Rule 6.12, College Property F.S. 274.05-0.7

PAGE 1 OF 4

HISTORY: New 1/31/19

This procedure is to ensure that Lake-Sumter State College take responsible actions in the handling of surplus and disposal property. Property within this procedure does not include technological equipment which is addressed under Admin Pro 7-12.

I. DEFINITIONS

- a. Property Manager - The individual delegated authority for ensuring the proper use, care and preservation of the accountable property assigned to his/her program(s).
- b. Property Records Specialist – The individual responsibility for maintaining the individual property records and the control accounts for the College.
- c. Property - Fixtures and other tangible personal property of a non-consumable nature, the normal expected life of which is one year or more.
- d. Accountable Property - Property, the value of which is \$1,000.00 or more.
- e. Minor Property - Property, the value of which is less than \$1,000.00.
- f. Unusable Property- Property which is no longer of use due to safety, obsolete, or has no useful purpose. Once unusable property is approved, said property will be defined as dispose property.
- g. Usable Property- Property in with has no use to the program of which it is assigned, however may have useful life and value to other programs or external parties.
- h. Disposed Property-Property that has been deemed as unusable and has no real value to the College.
- i. Surplus Property-Property that has been deemed as usable but meets one of any of the following conditions:
 - 1. Property is unclaimed after 24 months or (two inventory cycles).
 - 2. Property that has no value to the College due to needs and/or repair to make the unit functional and useful.
 - 3. Usable property that could be of value to external partners or to the public.

II. PROCEDURE FOR TRANSFER OF USABLE PROPERTY

- a. Property that is determined by the program Property Manager to be still useable, but not by the current department, will be made available to other departments before formal surplus/disposal procedures are implemented.
- b. The Property Manager must prepare and submit a Property Disposition Form to the Property Specialist.
- c. The Property Records Specialist will utilize appropriate campus communication methods to notify departments of any usable items to be claimed by other programs.
- d. Usable property will be set aside for future claiming for up to 24 months (two inventory cycles).
- e. If a Property Manager from another department expresses interest in the property, they should make arrangements to view the item. The releasing Property Manager will accept the first offer for relocation and use by another department. The releasing Property Manager will notify the Property Records Specialist of the acquiring Property Manager (Department).
- f. The acquiring Property Manager is responsible for preparing a facility work order to have the item relocated.

III. PROCEDURE FOR PROPERTY DISPOSAL REQUEST

- a. The Property Manager must prepare and submit a Property Disposition Form to the Property Records Specialist.
- b. The Property Records Specialist will determine a final condition status of the property, and classify it as usable or unusable.
- c. Property determined to be unusable with no value will be declared as disposal property.
- d. The Property Records Specialist will prepare a facility work order request to have the unusable property immediately set aside pending Board action.
- e. The Property Records Specialist will report and obtain District Board of Trustees approval to dispose of property.
- f. All property tags must be removed from property only upon District Board of Trustees approval and at the time of disposal.

IV. SURPLUS PROPERTY PROCEDURES

- a. Unclaimed usable property must be disposed of (surplus) upon District Board of Trustees approval using the following sequential methods (per F.S.274.05):
 - 1. Property to be offered to other government agencies or county/district programs.
 - 2. Property to be donated or sold to private nonprofit agencies as defined by

F.S. 273.01(3).

3. Property to be sold at an auction (either publicly announced or online auction) describing the property's current condition (i.e. for parts only, non-operational unit, unknown conditions exist, or other reasonable description to meet the condition).
 4. Property will be destroyed or abandon, or recycled as scrap materials.
- b. All property that has a present day value of \$5,000.00 or more must be sold at a public or online auction to the highest bidder. (F.S. 274.06)
 - c. If property is auctioned off or donated, it is the sole responsibility of the acquiring agency or public party to arrange for pick up in an announced time frame and desired location. No mailing of property will be permitted.
 - d. Identification of representative from acquiring party will be obtained and remain on file, non-profit agencies (public and private) must show 501 C status form, only approved method of payment by the College will be accepted.
 - e. College will review and, if acceptable, will agree to auctioneer agreements in the form of a formal contract, reviewed and signed by the VP of Administrative and Financial Affairs or designee.

V. DOCUMENTATION SURPLUS/DISPOSED PROPERTY

- a. All surplus or disposed property shall be accompanied by written District Board of Trustees approval (Board minutes are acceptable), accompanied with the following information:
- b. Photo of item.
- c. Final Disposition Form (FDF) signed by a representative of the College and a representative of the acquiring party.
 1. If the property is scrapped for material, two College representatives must sign the FDF, ensuring that the property was scrapped.
 2. Receipts, if applicable, must be attached.
 3. If property is determined to be part of an insurance claim, evidence of disposal must be maintained and turned into the College Risk Manager.

New:

LAKE-SUMTER STATE COLLEGE
ADMINISTRATIVE PROCEDURE

TITLE: DISPOSAL OF TECHNICAL EQUIPMENT

NUMBER: PRO 7-11

REFERENCE:

PAGE: 1 OF 3

I. PURPOSE

This procedure covers the proper disposal of LSSC technical equipment that is either broken or has reached the end of its useful life (obsolete) . It includes, but is not limited to, equipment such as laptops, desktops, servers, switches, and AV equipment.

II. INTRODUCTION

- a. The College annually reviews its inventory of technical equipment and assess it for continued viability and use. Three primary factors taken into consideration during this assessment are:
 1. Obsolescence;
 2. Supportability;
 3. Reliability.
- b. Computer equipment determined to have reached the end of its useful life will have its data backed up and archived, its hard drives securely erased, and any salvageable components removed. Similar processes are used for every other piece of disposed technical equipment.
- c. Since refurbishment costs always exceed the equipment's value, it is typically disposed of through a specialized recycler, instead of donating it to another non-profit organization. Occasionally small amounts of equipment are donated to the college's computer hardware classes, and used for training purposes only, when requested.

III. PROCEDURE

Under no circumstances shall an item of college technical equipment be moved, discarded or stored until proper approval to do so has been obtained from all parties concerned.

- a. Computers.
 - 1. If it has a Property Control number , PC Support emails the Inventory Clerk informing them of the location change of the computer, a Property Relocation/Storage/Disposal Request Form is completed, and the Property Control number sticker removed.
 - 2. PC Support removes the computer from its own database, and removes the IT asset tag sticker, if appropriate .
 - 3. Any salvageable components are removed.
 - 4. Hard drive is backed up (if necessary) and then securely erased or severely damaged to make it unreadable.
 - 5. Unit is disposed of with a recycling company, temporarily stored in a secured area on campus until retrieval.
- b. Routers, Switches, Firewall appliances, etc.
 - 1. If it has a Property Control number, PC Support emails the Inventory Clerk informing them of the location change of the unit, a Property Relocation/Storage/Disposal Request Form is completed, and the Property Control number sticker removed.
 - 2. PC Support removes the device from its own database, and removes the IT asset tag sticker, if appropriate.
 - 3. All data is wiped from the device.
 - 4. Any salvageable components are removed.
 - 5. Unit is disposed of with a recycling company, temporarily stored in a secured area on campus until retrieval.
- c. AV Equipment
 - 1. If it has a Property Control number, the Master AV Technician emails the Inventory Clerk informing them of the location change of the equipment, a Property Relocation/Storage/Disposal Request Form is completed, and the Property Control number sticker removed.
 - 2. Master AV Technician removes the equipment from their own database, if appropriate.
 - 3. Any salvageable components are removed.
 - 4. Unit is disposed of with a recycling company, temporarily stored in a secured area on campus until retrieval.
- d. ALL Other Equipment
 - 1. If it has a Property Control number, an Information Technology (IT) Department employee emails the Inventory Clerk informing them of the location change of the equipment, a Property Relocation/Storage/Disposal Request Form is completed, and the Property Control number sticker removed.
 - 2. IT employees removes the equipment from their database, if appropriate.
 - 3. Any salvageable components are removed.
 - 4. Unit is disposed of with a recycling company, temporarily stored in a secured area on campus until retrieval.

IV. REPURPOSING OF OBSOLETE EQUIPMENT

Faculty, Staff, and Students are strictly prohibited from salvaging or repurposing equipment designated as obsolete. Violation of this restriction may lead to punitive action taken by the college.

New: 2/12/2019

P-Tag	Description	Date Purchased	Original Price	Carrying Value	Disposal Code
P-Tag Code	Asset Description	Acquired Date	Amount		Condition
7723	Auto-Van-8-passenger-Silver	11-Oct-99	\$19,500.00	\$0.00	Discarded
8689	Cart-Golf Cart-Double	30-Jun-01	\$7,999.67	\$0.00	Discarded
8691	Cart-Golf Cart-maintenance-2 seats	30-Jun-01	\$7,999.66	\$0.00	Discarded
11077	Server	7-Jun-12	\$9,997.90	\$0.00	Discarded
11078	Server	7-Jun-12	\$9,997.90	\$0.00	Discarded
10695	Wireless Mic System	4-Jan-08	\$9,154.51	\$0.00	Discarded
8279	Remote Control sys	10-Apr-01	\$8,667.00	\$0.00	Discarded
10456	Router-Sumter Campus	30-Jun-07	\$7,144.00	\$0.00	Discarded
8274	Cameraman sys	10-Apr-01	\$6,996.00	\$0.00	Discarded
10597	Projector-Ceiling Mounted	10-Jun-08	\$6,404.61	\$0.00	Discarded
10455	Router-Leesburg Campus	30-Jun-07	\$6,164.00	\$0.00	Discarded
10277	Optical Mark Reader	16-May-06	\$5,900.00	\$0.00	Discarded
8280	Router S-VIDEO	10-Apr-01	\$5,350.00	\$0.00	Discarded
10859	A/V System-Whole Room	18-Jun-09	\$5,239.78	\$0.00	Discarded
10860	A/V System-Whole Room	18-Jun-09	\$5,239.78	\$0.00	Discarded
10861	A/V System-Whole Room	18-Jun-09	\$5,239.78	\$0.00	Discarded
11041	Switch	11-May-09	\$3,799.00	\$0.00	Discarded
10907	Projector-ceiling mount	12-Feb-10	\$3,373.63	\$0.00	Discarded
10125	UPS	30-Jun-07	\$2,962.50	\$0.00	Discarded
10126	UPS	30-Jun-07	\$2,962.50	\$0.00	Discarded
11654	Panasonic-LCD Projector	1-Feb-08	\$2,352.91	\$0.00	Discarded
11237	Computer-laptop-Campman	1-Oct-13	\$2,349.74	\$0.00	Discarded
11238	Computer-laptop	1-Oct-13	\$2,349.74	\$0.00	Discarded
11311	Computer-Elitebook Revolve-Triolo	5-Nov-13	\$2,349.74	\$0.00	Discarded
11107	Computer-Laptop	14-Mar-13	\$1,928.39	\$0.00	Discarded
10104	Computer-Tablet	4-Jun-07	\$1,883.08	\$0.00	Discarded
11028	Computer-Laptop	26-Sep-11	\$1,823.32	\$0.00	Discarded
10924	AMP/Mixer-Magnolia Room	16-Sep-10	\$1,773.50	\$0.00	Discarded
11108	Computer-Laptop	14-Mar-13	\$1,740.43	\$0.00	Discarded

PTag Code	Asset Description	Acquired Date	Amount	Condition
10971	Projector-ceiling mount	24-Jan-11	\$1,636.97	Discarded
10978	Projector-ceiling mount	24-Jan-11	\$1,636.97	Discarded
11254	Computer-Notebook	1-Oct-13	\$1,579.34	Discarded
10929	Computer-Laptop	27-Jan-11	\$1,552.51	Discarded
10946	Computer-Laptop	27-Jan-11	\$1,552.51	Discarded
10905	Scanner	17-Jun-10	\$1,513.98	Discarded
11030	Wireless LAN Controller	21-Sep-11	\$1,455.69	Discarded
8278	scan converter	10-Apr-01	\$1,433.00	Discarded
8327	Printer-laserjet-storage	5-Jul-01	\$1,355.45	Discarded
10856	A/V System-Whole Room	30-Jul-09	\$1,292.86	Discarded
10857	A/V System-Whole Room	30-Jul-09	\$1,292.86	Discarded
10719	Computer-Laptop-Muenzmay	5-May-09	\$1,234.79	Discarded
9350	Printer-Laserjet	11-Sep-03	\$1,230.73	Discarded
10877	Switch	5-Mar-10	\$1,164.00	Discarded
8286	Telephone Hybrid Audio	10-Apr-01	\$1,025.00	Discarded
8282	microphone/mixer	10-Apr-01	\$3,996.00	Discarded
8283	Microphone Receiver	10-Apr-01	\$3,996.00	Discarded
8284	microphone/mixer	10-Apr-01	\$3,996.00	Discarded
8285	Audio Conference System	10-Apr-01	\$3,996.00	Discarded
8277	Camera Document-Magnolia Room	10-Apr-01	\$3,253.00	Discarded
8281	audio processor/amp	10-Apr-01	\$1,723.00	Discarded
8271	camera color vc-c3	10-Apr-01	\$1,327.00	Discarded
8272	camera color VC-C3	10-Apr-01	\$1,327.00	Discarded
8273	camera color VC-C3	10-Apr-01	\$1,327.00	Discarded
11085	Computer-Laptop-Pizarro	5-Sep-12	\$1,896.00	Discarded
11102	Computer-Laptop-Al Williams	6-Dec-12	\$1,850.72	Discarded
11082	Computer-Laptop	30-Jun-12	\$1,820.83	Discarded
11158	Computer-Tablet-Kieft	12-Apr-13	\$2,490.54	Discarded
11165	Computer-Elitebook	16-May-13	\$2,407.19	Discarded
11307	Computer-Elitebook Revolve-Card	5-Nov-13	\$2,349.74	Discarded
11309	Computer-Elitebook Revolve-Brown	5-Nov-13	\$2,349.74	Discarded
11379	Computer-Laptop-Cole	14-Jan-14	\$1,676.99	Discarded
9519	Computer-Laptop	5-Jun-06	\$1,408.31	Discarded

PTag Code	Asset Description	Acquired Date	Amount		Condition
10645	Computer-Laptop	25-Nov-08	\$1,505.46	\$0.00	Discarded
11129	Computer-Laptop	27-Feb-13	\$1,437.08	\$0.00	Discarded
11359	Computer-Desktop	18-Dec-13	\$1,026.00	\$0.00	Discarded
11365	Computer-Desktop	18-Dec-13	\$1,026.00	\$0.00	Discarded
11456	Computer-Desktop-Math Emporium	18-Mar-14	\$1,188.44	\$0.00	Canibalized
11269	Computer-Laptop	10-Oct-13	\$1,366.61	\$0.00	Discarded
11352	Computer-laptop-Costa	30-Oct-13	\$1,579.34	\$0.00	Discarded
11027	Computer-laptop-Meier	27-Sep-11	\$1,819.74	\$0.00	Discarded
10214	Cart-Golf Cart-Security	5-Oct-07	\$2,588.00	\$0.00	Discarded
10215	Cart-Golf Cart-Security	5-Oct-07	\$2,588.00	\$0.00	Discarded
9212	Camcorder-MINI-DV 3-CCD w/ 2.5" LCD	17-May-04	\$2,423.50	\$0.00	Discarded
9339	Scanner	30-Jun-03	\$1,695.00	\$0.00	Discarded
11038	Shredder-Financial Aid	17-Nov-11	\$1,399.99	\$0.00	Discarded
10354	TLC-Freezer-Upright	19-Oct-09	\$1,398.75	\$0.00	Discarded
9644	Subwoofer system	28-Jun-04	\$1,361.60	\$0.00	Discarded
10358	TLC-Fryer-Electric Counter Unit	3-Jan-08	\$1,297.59	\$0.00	Discarded
9645	Aerobics audio System	28-Jun-04	\$1,294.07	\$0.00	Discarded
8424	Cybex Recumbent Cardio Bike (2 of 4)	11-Dec-01	\$1,199.99	\$0.00	Discarded
11508	Tent-Pop up-White	16-Jul-14	\$1,186.50	\$0.00	Discarded
8308	Cart-Golf Cart-Sixto	24-Apr-01	\$3,008.00	\$0.00	Discarded
7798	remote focus unit	1-Dec-99	\$1,076.00	\$0.00	Discarded
			\$256,256.45	\$0.00	

Total Carrying Value for Write-off:

\$0.00



OFFICE OF THE PRESIDENT

Present to the Board: May 15, 2019

TO: Lake-Sumter State College
District Board of Trustees

FROM: Dr. Stanley Sidor, President

RE: 445: VALIC 401(a) Plan Document

OVERVIEW

The College provides three primary retirement plan options for employees: FRS Pension, FRS Investment, and 403(b) plans through several vendors, including VALIC, and desires to add a 401(a) plan.

ANALYSIS

VALIC requires the accompanying board resolution to establish the 401(a) plan.

RECOMMENDATION

Approve the resolution, as written by VALIC.

VALIC Retirement Services Company
Retirement Plan for Governmental Employers
Adoption Agreement #001 – Profit Sharing Plan
Advisory Letter Number: J593778a

The undersigned, Lake-Sumter State College ("Employer"), by executing this Adoption Agreement, elects to establish (or restate) a retirement plan (and trust, if applicable) (hereinafter, the "Plan") under the VALIC Retirement Services Company Retirement Plan for Governmental Employers (the "Basic Plan Document"). The Employer, subject to the Employer's elections in this Adoption Agreement, adopts fully the Plan provisions (and if applicable, the Trust provisions). The Adoption Agreement and the Basic Plan Document together constitute the Employer's entire Plan (and Trust, if applicable) document. All section references within this Adoption Agreement are Adoption Agreement section references unless the Adoption Agreement or the context indicates otherwise. All "Article" references, and all "Plan Section" references, are references to the applicable article or section of the Basic Plan Document.

The Employer makes the following elections, as permitted under the corresponding provisions of the Basic Plan Document:

A. VOLUME SUBMITTER PRACTITIONER INFORMATION.

VALIC Retirement Services Company
Attn: Institutional Services
2929 Allen Parkway, L8-10
Houston, Texas 77019
888-478-7020

B. PLAN INFORMATION.

1. Plan Name: Lake-Sumter State College 401(a) Plan
2. Plan Number (e.g., 001, 002, etc.): 004
3. Effective Date: *(Note: The Effective Date for a new Plan or the Restated Effective Date for a restated Plan generally cannot be earlier than the first day of the Plan Year in which this plan or restatement is adopted. If this is a restatement to comply with the Pension Protection Act of 2006 ("PPA"), the Restated Effective Date may be the first day of the current Plan Year as the Plan contains applicable retroactive effective dates with respect to provisions affected by PPA and subsequent legislation/guidance. Section 414(h) pick-up contributions must relate solely to Compensation for services rendered after the later of the adoption or effective date of this Plan or restatement.)*
 - a. ☒ This is a new Plan effective as of May 1, 2019 (hereinafter "Effective Date").
 - b. ☐ This amendment is a restatement of a previously established qualified plan which was originally effective _____ (hereinafter "Effective Date"). The effective date of this restatement is _____ (hereinafter "Restated Effective Date").
4. Plan Year/Limitation Year means the 12-consecutive month period (except for Short Plan Years) ending every (Check a. or b., and c., if applicable).
 - a. ☒ December 31
 - b. ☐ Other: _____
 - c. ☐ Short Plan Year commencing on _____ and ending on _____.
5. Anniversary Date (annual Valuation Date):
 - a. ☒ last day of the Plan Year
 - b. ☐ first day of the Plan Year

C. EMPLOYER INFORMATION.

1. Name of Employer: Lake-Sumter State College
2. Address: 9501 U.S. Highway 441
(Number and Street)
- Leesburg Florida 34788
(City) (State) (Zip Code)
3. Telephone Number: (352) 787-3747
4. Employer Identification Number: 59 - 1210132

5. By signing this Adoption Agreement, the Employer represents and affirms that it is a state or local governmental entity, as defined in Code section 414(d), and is a:

- a. ☐ K-12 educational organization
- b. ☒ higher educational organization
- c. ☐ city or county government
- d. ☐ state government
- e. ☐ other governmental entity (specify) _____

6. Employer's Fiscal Year: July 1- June 30

D. TRUST ELECTION.

1. All or a portion of this Plan shall be Trusteed pursuant to Article V of the Plan.

- a. ☒ No, this Plan shall be funded exclusively with annuity contracts pursuant to Article X.
- b. ☐ Yes, this Plan shall have a nondiscretionary Trustee (as described in Article V).
- c. ☐ Yes, this Plan shall have a discretionary Trustee (as described in Article V).

E. SERVICE.

1. PREDECESSOR EMPLOYER OR OTHER EMPLOYER.

This Plan shall recognize service with a predecessor Employer or other entity.

- a. ☒ No
- b. ☐ Yes, service with _____ shall be recognized for purposes of (check all that apply):
 - (i) ☐ eligibility
 - (ii) ☐ vesting
 - (iii) ☐ contribution accrual
 - (iv) ☐ early retirement
 - (v) ☐ normal retirement
 - (vi) ☐ other: _____

2. SERVICE CREDITING METHODS.

If this Plan requires an annual service requirement to receive an Employer contribution as selected in Section G, the Hours of Service crediting method shall be used for this purpose, and the applicable computation period shall be the Plan Year (or Short Plan Year). The service crediting method for all other purposes shall be as follows:

- a. SERVICE CREDITING METHOD (select one)
 - (i) ☒ Hours of Service crediting method
 - (ii) ☐ elapsed time crediting method
- b. If the Hours of Service crediting method is selected in Section E.2.a.(i) above, then the following must be completed, and shall apply to all Employees:
 - (i) Hours of Service crediting method (select one of the following):
 - (a) ☒ actual hours
 - (b) ☐ days worked
 - (c) ☐ months worked
 - (d) ☐ other: _____
 - (ii) Year of Service means the applicable computation period during which an Employee has completed (select one of the following):
 - (a) ☐ at least _____ Hours of Service. (May not exceed 2000 hours.)
 - (b) ☐ other: _____
- c. Break in service rules (described in Plan Section 6.04(e)) will be applied under this Plan.
 - (i) ☒ No
 - (ii) ☐ Yes

d. If the Hours of Service Crediting Method is selected in E.2.a.(i) above, then the following computation period elections must be completed, and shall apply to all Employees (select all applicable):

- (i) If service is required for eligibility, the computation period for eligibility shall begin on the date an Employee first performs an Hour of Service and
 - (a) ☐ each anniversary thereof.
 - (b) ☒ shift to the Plan Year which includes the first anniversary of the date on which the Employee first performed an Hour of Service.
- (ii) If service is required for vesting, early retirement or normal retirement, the computation period for such purposes shall begin on the date an Employee first performs an Hour of Service and:
 - (a) ☐ each anniversary thereof.
 - (b) ☐ shift to the Plan Year which includes the first anniversary of the date on which the Employee first performed an Hour of Service.
 - (c) ☒ end on the last day of each Plan Year.

F. ELIGIBILITY REQUIREMENTS; INITIAL PLAN ENTRY; PLAN ENTRY DATE.

NOTE: This Section F must not be completed in a manner which restricts an Employee's participation to the Plan Year in which that Employee terminates employment.

1. EXCLUDED CLASSIFICATIONS OF EMPLOYEES shall mean all Employees of the Employer checked below: (**NOTE:** Any classification under "other" must be objectively determinable and free from Employer discretion, and may not identify specific individuals (other than by eligible position or title). In addition, any classification under "other" must not exclude all employees other than a closed or finite group of individuals. Exclusions shall not apply to contributions under Section G.3.b. of this Adoption Agreement.)

<u>For all purposes of the Plan (Do not check items in additional columns if this column selected):</u>	<u>For purposes of Employee nonelective (414(h) pick-up) contributions:</u>	<u>For purposes of Employer matching contributions:</u>	<u>For purposes of Special Pay contributions and Employer contributions, other than Employer matching contributions:</u>
<input type="checkbox"/> N/A. No exclusions	<input type="checkbox"/> N/A. No exclusions	<input type="checkbox"/> N/A. No exclusions	<input type="checkbox"/> N/A. No exclusions
<input type="checkbox"/> hourly paid	<input type="checkbox"/> hourly paid	<input type="checkbox"/> hourly paid	<input type="checkbox"/> hourly paid
<input type="checkbox"/> salaried	<input type="checkbox"/> salaried	<input type="checkbox"/> salaried	<input type="checkbox"/> salaried
<input type="checkbox"/> union employees	<input type="checkbox"/> union employees	<input type="checkbox"/> union employees	<input type="checkbox"/> union employees
<input type="checkbox"/> non-resident aliens	<input type="checkbox"/> non-resident aliens	<input type="checkbox"/> non-resident aliens	<input type="checkbox"/> non-resident aliens
<input type="checkbox"/> Leased Employees	<input type="checkbox"/> Leased Employees	<input type="checkbox"/> Leased Employees	<input type="checkbox"/> Leased Employees
<input type="checkbox"/> Reclassified Employees (as defined in the basic plan document)	<input type="checkbox"/> Reclassified Employees (as defined in the basic plan document)	<input type="checkbox"/> Reclassified Employees (as defined in the basic plan document)	<input type="checkbox"/> Reclassified Employees (as defined in the basic plan document)
<input type="checkbox"/> employees who have not accumulated at least _____ Special Pay days.	<input type="checkbox"/> employees who have not accumulated at least _____ Special Pay days.	<input type="checkbox"/> employees who have not accumulated at least _____ Special Pay days.	<input type="checkbox"/> employees who have not accumulated at least _____ Special Pay days.
<input checked="" type="checkbox"/> other (see limitations in "Note" above) <u>All</u> <u>Employees not</u> <u>classified as</u> <u>President.</u>	<input type="checkbox"/> other (see limitations in "Note" above) _____	<input type="checkbox"/> other (see limitations in "Note" above) _____	<input type="checkbox"/> other (see limitations in "Note" above) _____

2. CONDITIONS OF ELIGIBILITY (Plan Section 3.01).

Any Employee who is not a member of an excluded classification (Section F.1.) must satisfy the following minimum age and service requirements, if any, for participation in the Plan (other than contributions described in G.3.b.):
(Check one of a. – e. May also check f., if applicable).

- a. ☒ No age or service required.
- b. ☐ Attainment of age _____ (not to exceed 26).
- c. ☐ Completion of _____ (not to exceed 5) Year(s) of Service.
- d. ☐ Completion of _____ (not to exceed 60) Month(s) of Service.

- e. ☐ Other age or service requirement (not to exceed the parameters in b.- d. above): _____
- f. ☐ FOR NEW PLANS ONLY – Regardless of any of the above age or service requirements, any Employee who was employed on the Effective Date of the Plan shall be eligible to participate in Employer contributions as of such date. (Must also elect 3.f. below.)

3. EFFECTIVE DATE OF PARTICIPATION (Plan Section 3.02).

An Employee who has satisfied the requirements, if any, of Section F shall become a Participant as of: (Check one of a. – e.; check f. if applicable.)

- a. ☒ such Employee's first Hour of Service (no age or service requirements).
- b. ☐ the first day of the first payroll period coinciding with or next following the date the eligibility requirements are satisfied.
- c. ☐ the earlier of the first day of the Plan Year or the first day of the seventh month of the Plan Year coinciding with or next following the date on which the eligibility requirements are satisfied.
- d. ☐ the first day of the Plan Year next following the date the eligibility requirements are satisfied.
- e. ☐ other: _____
- f. ☐ FOR NEW PLANS ONLY – Any Employee who was employed on the Effective Date of the Plan shall become a Participant on the Effective Date of the Plan. All other Employees shall become Participants as of the date selected in 3.a. through 3.e. above. (Must also elect 2.f. above.)

G. CONTRIBUTIONS AND FORFEITURES.

1. EMPLOYEE NONELECTIVE CONTRIBUTIONS (414(h) pick-up; Plan Section 4.01(c)):

- a. ☒ N/A. No Employee nonelective contributions are allowed.
- b. ☐ Employee nonelective contributions in the amount of _____ (must be greater than zero if selected) percent of Compensation shall be made to the Plan.

2. EMPLOYER MATCHING CONTRIBUTIONS:

a. Formulas (select all that apply):

- (i) ☒ N/A. No Employer matching contributions in this Plan.
- (ii) ☐ A discretionary percentage of a Participant's elective deferral contributions.
- (iii) ☐ _____% of a Participant's elective deferral contributions. Elective deferral contributions in excess of _____% of a Participant's Compensation for the year shall not be matched. (Must also complete G.2.b. below.)
- (iv) ☐ Equals the percentage of elective deferral contributions determined under the following schedule:
(Must also complete G.2.b. below.)

Years of Service	Matching Percentage
_____	_____%
_____	_____%
_____	_____%
_____	_____%
_____	_____%

Elective deferral contributions in excess of _____% of a Participant's Compensation for the year shall not be matched.

- (v) ☐ Other: _____

- b. Employer matching contributions shall be made based on elective deferral (pre-tax) contributions to the following plan(s) of the Employer (insert name of plan(s) to which the elective deferral contributions being matched will be made):

3. EMPLOYER CONTRIBUTIONS (other than Employer matching contributions):

The Employer profit sharing contribution is:

- a. ☒ EMPLOYER CONTRIBUTIONS GENERALLY (choose all that apply): (Note: Contributions under this Section G.3.a. must be "substantial and recurring" in accordance with Treasury Regulation Sections 1.401-1(a)(3) and – 1(b)(2), and must be for the exclusive benefit of Employees or their Beneficiaries. The applicable dollar amount or percentage of Compensation in options (ii) through (v) below must be greater than zero.)
- (i) ☒ A discretionary amount to be allocated to each Participant's Account in the same proportion that each such Participant's Compensation for the Plan Year bears to the total Compensation of all Participants for such Plan Year.

(i) [X] No minimum number of hours is required.
 (ii) [] Yes, a Participant must work a minimum of _____ Hours of Service during the Plan Year. (May not exceed 2000 hours. This option not available if Special Pay contributions are elected in Section G.3.c. This option also not available if Employer contributions are remitted to the Plan each pay period, or if an allocation period other than the Plan Year is selected in Section G.3.a.(ii).)

b. Employer contributions described in Section G.3.a.
 (i) [] No minimum number of hours is required.
 (ii) [] Yes, a Participant must work a minimum of _____ Hours of Service during such year. (May not exceed 2000 hours. This option not available if matching contributions are remitted to the Plan each pay period.)

a. Employer matching contributions.
 4. HOURS REQUIRED TO SHARE IN ALLOCATION: An active Participant must work a specified number of Hours of Service in order to share in:

(i) [] for any Employee who is terminating employment during such Plan Year and who has accumulated Special Pay Days described in this Section G.3.c.
 (ii) [] for any active or terminating Employee with accumulated Special Pay Days described in this Section G.3.c.
 Such contributions shall be made for a Plan Year:
 (i) [] accumulated Vacation Pay Days
 (ii) [] accumulated Sick Leave Days
 (iii) [] both accumulated Vacation Pay and accumulated Sick Leave Days

Special Pay contributions shall be made with respect to:
 (i) [] accumulated Vacation Pay Days
 (ii) [] accumulated Sick Leave Days
 (iii) [] both accumulated Vacation Pay and accumulated Sick Leave Days
 Special Pay contributions shall be made with respect to:
 (i) [] accumulated Vacation Pay Days
 (ii) [] accumulated Sick Leave Days
 (iii) [] both accumulated Vacation Pay and accumulated Sick Leave Days

c. [] SPECIAL PAY CONTRIBUTIONS: An amount equal to the Employee's current daily rate of pay, multiplied by the Participant's number of unused accumulated Special Pay Days in excess of _____ days (enter N/A if no upper limit).
 31.3121(b)(7)-2.
 covered by another qualifying public retirement system as defined for purposes of Treasury Regulation Section 31.3121(b)(7)-2.

b. [] CONTRIBUTIONS FOR PART-TIME, SEASONAL AND TEMPORARY EMPLOYEES: An amount equal to 7.5% of the Participant's Compensation for the entire Plan Year, reduced by the Employee Nonelective Contributions described in Section G.1, actually contributed to the Participant's account during such Plan Year, provided that such Contribution shall be made solely for Part-time, Seasonal, or Temporary Employees who are not otherwise covered by another qualifying public retirement system as defined for purposes of Treasury Regulation Section 31.3121(b)(7)-2.

Note: Must describe classifications by objective, determinable business criteria.

(iii) [] A discretionary amount equal to \$ _____ on behalf of each Participant per period indicated below:
 (a) [] calendar quarter
 (b) [] month
 (c) [] pay period
 (d) [] week
 (e) [] plan year
 (iv) [] A discretionary amount equal to \$ _____ per Hour of Service up to _____ hours per Plan Year.
 (v) [] A discretionary amount equal to _____% of each Participant's Compensation for the Plan Year, plus _____% of such Compensation in excess of \$ _____ (Must be an amount which is less than the applicable "annual compensation limit" as specified in Plan Section 1.08).
 (vi) [] The Employer will make a separate discretionary contribution on behalf of each of the following classifications of Employees. Such contribution will be allocated in the following manner:
 (a) [] in the same ratio that each Participant's Compensation in that classification bears to the total Compensation of all Participants in that classification for the Plan Year.
 (b) [] in the same dollar amount for each Participant in that classification for the Plan Year.

5. FORFEITURES (Plan Section 4.03(e)):

Forfeitures of Employer contributions under Sections G.2. and G.3.a. shall be:

- a. ☒ N/A. Employer contributions are 100% Vested.
- b. ☐ used to reduce future Employer contributions under this Plan.
- c. ☐ allocated to all Participants eligible to share in the allocations in the same proportion that each Participant's Compensation for the Plan Year bears to the Compensation of all Participants for the year.
- d. ☐ Other (must require use/exhaustion of forfeitures as soon as administratively feasible): _____

6. CONTRIBUTIONS AND FORFEITURES ALLOCATED TO TERMINATED PARTICIPANTS (Plan Section 4.03(e)):

For contributions described in Section G.2. only, a Terminated Participant shall share in the allocation of Employer matching contributions and forfeitures for the Plan Year as follows:

- a. ☐ A Participant must be employed on the last day of the Plan Year in order to share in the allocation.
- b. ☐ A Participant must be employed on the last day of the Plan Year in order to share in the allocation, unless termination was for reason of death, Total and Permanent Disability, early retirement or normal retirement.
- c. ☐ A Participant must be employed on the last day of the Plan Year in order to share in the allocation, unless such Participant worked at least _____ Hours of Service during such year. (May not exceed 2000 hours.)
- d. ☐ A Participant must be employed on the last day of the Plan Year in order to share in the allocation, unless termination was for reason of death, Total and Permanent Disability, early retirement or normal retirement, and such Participant worked at least _____ Hours of Service during such year. (May not exceed 2000 hours.)
- e. ☐ A Participant is not required to be employed on the last day of the Plan Year or work a minimum number of hours in order to share in the allocation.

For contributions described in Section G.3.a. only, a Terminated Participant shall share in the allocation of Employer contributions (other than Employer matching contributions) for the Plan Year or other allocation period as follows. Notwithstanding the period selected in Section G.3.a.(ii), forfeitures shall be allocated based on the Plan Year.

- a. ☐ A Participant must be employed on the last day of such Plan Year (or other applicable period as selected in Section G.3.a.(ii)) to share in the allocation of Employer contributions.
- b. ☐ A Participant must be employed on the last day of the Plan Year (or other allocation period as selected in Section G.3.a.(ii)) in order to share in the allocation, unless termination was for reason of death, Total and Permanent Disability, early retirement or normal retirement. Notwithstanding the period selected in Section G.3.a.(ii), forfeitures shall be allocated to any Participant employed on the last day of the Plan Year, unless termination was for reason of death, Total and Permanent Disability, early retirement or normal retirement.
- c. ☐ A Participant must be employed on the last day of the Plan Year (or other applicable period as selected in Section G.3.a.(ii)) in order to share in the allocation, unless such Participant worked at least _____ Hours of Service during such year. (May not exceed 2000 hours.) If Section G.3.a.(ii) is selected, then the Hours of Service requirement is applicable to allocation of forfeitures only.
- d. ☐ A Participant must be employed on the last day of the Plan Year (or other applicable period as selected in Section G.3.a.(ii)) in order to share in the allocation, unless termination was for reason of death, Total and Permanent Disability, early retirement or normal retirement, and such Participant worked at least _____ Hours of Service during such year. (May not exceed 2000 hours.) If Section G.3.a.(ii) is selected, then the Hours of Service requirement is applicable to allocation of forfeitures only.
- e. ☒ A Participant is not required to be employed on the last day of the Plan Year (or other applicable period as selected in Section G.3.a.(ii)) or work a minimum number of hours in order to share in the allocation.

7. FROZEN PLAN:

- a. ☒ N/A. Plan is not frozen.
- b. ☐ This Plan is a frozen plan effective _____. No contributions will be made to the Plan with respect to any period following the stated date.

8. CONTINUED BENEFIT ACCRUALS FOR PARTICIPANTS ON MILITARY LEAVE (Plan Section 12.02). Continued benefit accruals for the HEART Act will not apply unless elected below:

- a. ☐ The provisions of Plan Section 12.02 apply effective as of: (select one)
 - (i) ☐ the first day of the 2007 Plan Year
 - (ii) ☐ _____ (may not be earlier than first day of the 2007 Plan Year)

However, the provisions no longer apply effective as of: (select if applicable)

(iii) ☐ _____

H. COMPENSATION.

1. COMPENSATION with respect to any Participant means:

- a. ☐ Wages, tips and other Compensation on Form W-2.
- b. ☒ 415 safe-harbor compensation.
- c. ☐ Code section 3401 wages (wages for Federal income tax withholding).

However, Compensation shall exclude:

- (i) ☒ N/A. No exclusions
- (ii) ☐ overtime
- (iii) ☐ bonuses
- (iv) ☐ commissions
- (v) ☐ shift differential pay
- (vi) ☐ other _____
(Must be objectively determinable and applied in a uniform, nondiscriminatory basis, e.g., taxable reimbursements or other fringe benefits.)

2. Compensation shall be based on:

- a. ☒ the Plan Year.
- b. ☐ the Fiscal Year ending with or within the Plan Year.
- c. ☐ the calendar year ending with or within the Plan Year.

3. However, for an Employee's first year of participation, Compensation shall be recognized as of:

- a. ☒ the first day of the period selected in 2. above.
- b. ☐ the Participant's Effective Date of Participation (Section F.3.).

4. In addition, Compensation shall include compensation that is not currently includible in the Participant's gross income (salary reduction amounts) by reason of the application of Code Sections 125, 402(g)(3) or 457, and 132(f)(4).

a. ☒ Yes

- (i) ☒ Code Section 125 elective deferrals will include deemed Code Section 125 compensation.
- (ii) ☐ Code Section 125 elective deferrals will not include deemed Code Section 125 compensation.

b. ☐ No

5. Compensation for purposes of calculating contributions to the Plan will be determined:

- a. ☐ on an annual basis.
- b. ☒ on a payroll period basis (must also check (i) or (ii) below).
 - (i) ☒ Contributions will be adjusted, if necessary, to meet the Plan formula on an annual basis.
 - (ii) ☐ Contributions will not be adjusted to meet the Plan formula on an annual basis.

6. Differential wage payments (as described in Plan Section 12.03) will be treated, for Plan Years beginning after December 31, 2008, as Compensation for all Plan benefit purposes unless a. is elected below:

- a. ☐ In lieu of the above default provision, the Employer elects the following (select all that apply):
 - (i) ☐ The inclusion is effective for Plan Years beginning after _____ (may not be earlier than December 31, 2008).
 - (ii) ☐ The inclusion only applies to Compensation for purposes of Employee nonelective contributions.
 - (iii) ☐ Differential wage payments shall not be treated as Compensation for purposes of any Plan benefit accruals.

7. Compensation paid after severance from employment (Plan Section 4.04). Note: The Employer only needs to complete Section H.7.b. in order to override the default provisions set forth in H.7.a., below. If the Plan will use all of the default provisions, then Section H.7.b. should be skipped.

- a. **Default provisions.** Unless the Employer elects otherwise in Section H.7.b. below, the following defaults will apply:
 - (i) The provisions of the Plan setting forth the definition of compensation for purposes of Code § 415 (hereinafter referred to as "415 Compensation") shall be modified (with respect to amounts paid after Severance from Employment) by (1) including payments for unused sick, vacation or other leave and payments from nonqualified unfunded deferred compensation plans (Plan Section 4.04(d)(2)(ii)), (2) excluding salary continuation payments for participants on military leave (Plan Section 4.04(d)(2)(iii)), and (3) excluding salary continuation payments for disabled participants (Plan Section 4.04(d)(2)(iv)).
 - (ii) The "first few weeks rule" does not apply for purposes of 415 Compensation (Plan Section 4.04(d)(2)).

(iii) The Plan's definition of compensation for allocation purposes (hereinafter referred to as "Plan Compensation") shall be modified to provide for the same adjustments to Plan Compensation (for all contribution types) that are made to 415 Compensation pursuant to this Section H.7.

b. In lieu of the default provisions in H.7.a., above, the following apply (select all that apply; if no selections are made, then the defaults apply):

415 Compensation (select all that apply):

- (i) ☒ Exclude leave cashouts and deferred compensation (Plan Section 4.04(d)(2)(ii))
- (ii) ☐ Include military continuation payments (Plan Section 4.04(d)(2)(iii))
- (iii) ☐ Include disability continuation payments (Plan Section 4.04(d)(2)(iv)) for all participants, and the salary continuation will continue for the following fixed or determinable period: _____
- (iv) ☐ Apply the administrative delay ("first few weeks") rule (Plan Section 4.04(d)(2))

Plan Compensation (select all that apply):

- (v) ☐ No change from existing Plan provisions
- (vi) ☐ Exclude all post-severance compensation
- (vii) ☐ Exclude post-severance regular pay
- (viii) ☐ Exclude leave cashouts and deferred compensation
- (ix) ☐ Include post-severance military continuation payments
- (x) ☐ Include post-severance disability continuation payments for all participants, and the salary continuation will continue for the following fixed or determinable period: _____
- (xi) ☐ Other: _____

Plan Compensation Special Effective Date. The definition of Plan Compensation is modified as set forth herein effective as of the same date as the 415 Compensation change is effective unless otherwise specified:

(xii) ☐ _____ (enter the effective date)

I. TRANSFERS AND ROLLOVERS FROM OTHER EMPLOYER PLANS (Plan Section 4.06) will be allowed:

- 1. ☒ No.
- 2. ☐ Yes, for Participants only.
- 3. ☐ Yes, for all Employees. (Must be selected for plans which intend to accept transfers or rollovers from Code Section 414(k) accounts under defined benefit plans for all Employees, regardless of their status as Participants.)

If I.2. or I.3. is chosen:

Distributions from a Participant's Rollover Account may be made at any time, even if there is no distributable event which permits a distribution of other accounts.

- a. ☐ No
- b. ☐ Yes

J. VESTING. (Plan Section 6.04(b)).

- 1. The vesting schedule(s) for Employer contributions (other than those described in G.1., G.3.b. or G.3.c.), based on number of Years of Service (or twelve month Periods of Service, if Elapsed Time) shall be as follows:

Employer contributions (other than matching):

- a. ☒ 100% immediate
- b. ☐ _____ - Year Cliff (not to exceed 15 years)
- c. ☐ Graded:

<u>Years of Service</u> <u>(not to exceed 15)</u>	<u>Vesting Percentage</u>
--	---------------------------

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	100%

Employer matching contributions:

- a. ☐ 100% immediate
- b. ☐ _____ - Year Cliff (not to exceed 15 years)
- c. ☐ Graded:

<u>Years of Service</u> <u>(not to exceed 15)</u>	<u>Vesting Percentage</u>
--	---------------------------

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	100%

d. ☐ Other (must provide for 100% vesting after no more than 15 years of service): _____

2. In determining Years of Service or Periods of Service for vesting purposes, the following service shall be EXCLUDED:

- a. ☒ N/A. All Years of Service or Periods of Service shall be counted.
- b. ☐ Service prior to the Effective Date of the Plan or a predecessor plan.
- c. ☐ Service prior to the time an Employee attained age 18.

3. Vesting Upon Death

- a. ☒ 100% vesting, or
- b. ☐ apply vesting schedule

4. Vesting Upon Disability

- a. ☒ 100% vesting, or
- b. ☐ apply vesting schedule

K. NORMAL RETIREMENT AGE; EARLY RETIREMENT AGE.

1. NORMAL RETIREMENT AGE ("NRA") means:

- a. ☒ attainment of age 65 (not to exceed 65).
- b. ☐ the later of attainment of age _____ (not to exceed 65) or the first day of the Plan Year in which participation in the Plan commenced.
- c. ☐ other: _____

2. EARLY RETIREMENT AGE ("ERA") means:

- a. ☒ no early retirement provision.
- b. ☐ attainment of age _____ (not to exceed 65).
- c. ☐ the later of attainment of age _____ (not to exceed 65) or the first day of the Plan Year in which participation in the Plan commenced.
- d. ☐ the later of attainment of age _____ (not to exceed 65) or completion of _____ (not to exceed 10) Years of Service or _____ (not to exceed 120) Months of Service.
- e. ☐ other: _____

L. IN-SERVICE DISTRIBUTIONS (Plan Section 6.10)

1. ☒ Except as provided in Sections I or M, no distribution may be made prior to termination of employment. (must be selected for plans that select G.3.b.)
2. ☐ Distributions may be made, at the Participant's election, from any accounts that are 100% Vested without requiring the Participant to terminate employment, provided the following condition(s) has been satisfied (must select at least one):

- a. ☐ the Participant has attained age _____.
- b. ☐ the amount distributed has accumulated for at least two (2) Plan Years.
- c. ☐ the Participant has participated in the Plan for at least five (5) Plan Years.

M. HARDSHIP DISTRIBUTIONS (Plan Section 6.11)

1. Hardship distributions may be made from any accounts that are 100% Vested:
 - a. ☒ No (must be selected for plans that select G.3.b.)
 - b. ☐ Yes (must also complete item 2. below)

2. Hardship distributions for expenses of Beneficiaries will be allowed effective as of August 17, 2006, unless a. or b. is elected below (applies only to plans that allow hardship distributions):
 - a. ☐ Hardship distributions for Beneficiary expenses are allowed effective as of _____ (may not be earlier than August 17, 2006).
 - b. ☐ Hardship distributions for Beneficiary expenses are not allowed.

N. DISTRIBUTIONS UPON TERMINATION OF EMPLOYMENT (Plan Section 6.04(a)). Distributions upon termination of employment shall not be made unless the following conditions have been satisfied:

1. ☒ N/A. Immediate distributions may be made at Participant's election.
2. ☐ The Participant has incurred _____ (not to exceed five (5)) 1-Year Break(s) in Service.
3. ☐ The Participant has reached Early or Normal Retirement Age.
4. ☐ Distributions may be made at the Participant's election on or after the Anniversary Date following termination of employment.

O. RESTRICTIONS ON FORM OF DISTRIBUTIONS (Plan Sections 6.05 and 6.06). If the Employer has designated one or more annuity contracts as eligible investments under the Plan, distributions under the Plan may be made in the form of an annuity. In all cases, distributions under the Plan may be made:

1. ☐ in lump sums.
2. ☒ in lump sums or installments.

P. INVOLUNTARY DISTRIBUTIONS

An immediate distribution of a terminated Participant's Vested interest in the Plan may be made without the consent of the Participant. Note: If the Employer elects 3. or 4., below, the Employer must select an IRA provider for automatic rollovers. See Plan Section 6.05(b).

1. ☐ No.
2. ☒ Yes, but only if the distribution does not exceed \$1,000.
3. ☐ Yes, but only if the Participant's Vested interest does not exceed the cash-out limit in effect under Code Section 411(a)(11)(A) for the Plan Year that includes the date of distribution. For purposes of determining whether the Participant's Vested interest exceeds the cash-out limit, rollover contributions shall be (must select a. or b. below):
 - a. ☐ excluded
 - b. ☐ included
4. ☐ Yes, regardless of the amount. Note: If any portion of the Participant's Vested interest is attributable to contributions for Part-time, Seasonal or Temporary Employees under Section G.3.b., distribution may not be made without the Participant's consent if the Participant's Vested interest is greater than the cash-out limit in effect under Code Section 411(a)(11)(A) for the Plan Year that includes the date of distribution.
5. ☐ Other: _____

Q. NON-SPOUSAL ROLLOVERS (Plan Section 6.14(g)). Non-spousal rollovers are allowed after December 31, 2006 unless 1. or 2. is elected below (Plan Section 6.14(g) provides that such distributions are always allowed after December 31, 2009):

1. ☐ Non-spousal rollovers are not allowed prior to January 1, 2010.
2. ☐ Non-spousal rollovers are allowed effective _____ (not earlier than January 1, 2007 and not later than December 31, 2009).

R. IN-SERVICE DISTRIBUTIONS OF TRANSFERRED MONEY PURCHASE ASSETS (Plan Section 6.10). In-service distributions (of amounts transferred to this Plan from a money purchase pension plan) will not be allowed unless 1. is elected below:

1. ☐ In-service distributions (of amounts transferred to this Plan from a money purchase pension plan) will be allowed for Participants at age ____ (cannot be less than 62) effective as of the first day of the 2007 Plan Year unless another date is elected below:

- a. ☐ ____ (may not be earlier than the first day of the 2007 Plan Year).

AND, the following limitations apply to such in-service distributions:

- b. ☐ The Plan already provides for in-service and the restrictions set forth in the Plan (e.g., minimum amount of distributions or frequency of distributions) are applicable to in-service distributions of amounts transferred from a money purchase plan.
- c. ☐ N/A. No limitations.
- d. ☐ The following elections apply to in-service distributions of transferred money purchase assets (select all that apply):
 - (i) ☐ The minimum amount of a distribution is \$_____ (may not exceed \$1,000).
 - (ii) ☐ No more than _____ distribution(s) may be made to a Participant during a Plan Year.
 - (iii) ☐ Distributions may only be made from accounts that are fully Vested.
 - (iv) ☐ In-service distributions may be made subject to the following provisions:
_____ (must be definitely determinable and not subject to discretion).

S. QUALIFIED RESERVIST DISTRIBUTIONS (Plan Section 6.12). Qualified Reservist Distributions will not be allowed unless 1. is elected below:

1. ☐ Qualified Reservist Distributions are allowed effective as of _____ (may not be earlier than September 12, 2001).

T. DISTRIBUTIONS FOR "DEEMED" SEVERANCE OF EMPLOYMENT OF PARTICIPANT ON MILITARY LEAVE (Plan Section 12.04). The Plan does not permit distributions pursuant to Plan Section 12.04 unless otherwise elected below:

1. ☐ The Plan permits such distributions, effective January 1, 2007.
2. ☐ The Plan permits such distributions effective as of _____ (may not be earlier than January 1, 2007).

U. WRERA (RMD WAIVERS FOR 2009) (Plan Section 6.16). The provisions of Plan Section 6.16(a) apply (RMDs continue in accordance with the terms of the Plan for Participants or Beneficiaries receiving installment payments unless such Participant or Beneficiary elects otherwise, whereas RMDs are suspended for all other Participants and Beneficiaries) unless otherwise elected below:

1. ☐ The provisions of Plan Section 6.16(b) apply (RMDs continue in accordance with the terms of the Plan for all Participants and Beneficiaries, unless otherwise elected by a Participant or Beneficiary).
2. ☐ The provisions of Plan Section 6.16(c) apply (RMDs continue in accordance with the terms of the Plan for all Participants and Beneficiaries, but only Participants or Beneficiaries receiving installment payments may elect otherwise).
3. ☐ Other: _____

For purposes of Plan Section 6.16, the Plan will also treat the following as eligible rollover distributions in 2009: (If no election is made, then a direct rollover will be offered only for distributions that would be eligible rollover distributions without regard to Code §401(a)(9)(H)):

4. ☐ 2009 RMDs (as defined in Section 6.16(a) of the Plan) and installment payments that include 2009 RMDs.
5. ☐ 2009 RMDs (as defined in Section 6.16(a) of the Plan) but only if paid with an additional amount that is an eligible rollover distribution without regard to Code §401(a)(9)(H).

V. LOANS TO PARTICIPANTS (Plan Section 11.01)

Loans to Participants shall be made:

1. ☒ No (must be selected for plans that select G.3.b.)
2. ☐ Yes, for any reason
3. ☐ Yes, but only on account of hardship or financial need

W. DIRECTED INVESTMENT ACCOUNTS (Plan Section 4.09) are permitted for the interest in any one or more accounts:

1. ☒ Yes, but subject to the following restrictions:

- a. ☒ No restrictions apply.
- b. ☐ Only if accounts are 100% vested.

2. ☐ No

3. ☐ Other: _____

X. DOMESTIC RELATIONS ORDERS (Plan Section 6.13). Distributions to an "alternate payee" may be made prior to the time when the Participant is entitled to a distribution under the terms of the Plan:

1. ☐ No
2. ☒ Yes

Y. TOTAL AND PERMANENT DISABILITY (Plan Section 1.45). Total and Permanent Disability will be determined based on the definition in Section 1.45 of the Plan unless an alternate definition is elected and described below:

1. ☐ Alternate definition: _____

RESTRICTIONS ON USE OF ADOPTION AGREEMENT: This Adoption Agreement may be used solely in conjunction with the VALIC Retirement Services Company Retirement Plan for Governmental Employers (the Basic Plan Document). The Adoption Agreement and the Basic Plan Document together constitute the "volume submitter document" that is being adopted by the Employer.

APPROVAL BY VOLUME SUBMITTER PRACTITIONER REQUIRED: This volume submitter specimen document may be adopted only with the approval of the Volume Submitter Practitioner identified in Section A above. However, the adoption of this Plan, its qualification by the IRS, and the related tax consequences are the responsibility of the Employer and its independent tax and legal advisors. The Volume Submitter Practitioner will inform the adopting Employer of any amendments made to the volume submitter document, or of the discontinuance or abandonment of the volume submitter document.

RELIANCE ON VOLUME SUBMITTER PLAN: The adopting Employer may rely on an advisory letter issued to the Volume Submitter Practitioner by the Internal Revenue Service as evidence that the plan is qualified under Code Section 401 only if (1) the Employer's plan is identical to a volume submitter specimen plan with a currently valid favorable advisory letter, (2) the Employer has chosen only options permitted under the Adoption Agreement portion of the specimen document, (3) the Employer has followed the terms of the plan, and (4) all other conditions of section 19 of Revenue Procedure 2011-49 have been satisfied.

The Employer may not rely on an advisory letter in certain circumstances or with respect to certain qualification requirements as described in section 19 of Revenue Procedure 2011-49. For example, the Employer may not rely on an advisory letter with respect to the requirements of Section 415 if the Employer maintains or has ever maintained another plan covering some of the same participants. In those circumstances where an Employer is not permitted to rely on an advisory letter issued to the Volume Submitter Practitioner, either generally or with respect to a particular qualification requirement, the Employer may choose to apply to the Internal Revenue Service for a determination letter.

CAUTION: This volume submitter document has been designed for use solely by Employers that are state or local governmental entities. As such, it is designed solely for "governmental plans" that are exempt from Title I of ERISA and certain provisions of the Internal Revenue Code that otherwise apply to qualified plans. However, there may be restrictions under state or local law on a governmental Employer's right to establish its own qualified plan (or on the types of provisions that may be included in such plan). The Employer should consult with legal counsel to verify that the establishment of this plan (or the specific provisions elected in this Adoption Agreement) are not contrary to existing state law. Neither the Volume Submitter Practitioner nor its employees or representatives are authorized to provide legal or tax advice to the Employer or its employees or representatives. Failure to properly complete this Adoption Agreement may result in disqualification of the plan.

Signed this _____ day of _____, 20_____.

Name of Employer: Lake-Sumter State College

Signed: _____

Printed name and title: _____

Name of Trustee*: _____

Signed: _____

Printed name and title: _____

Name of Co-Trustee*: _____

Signed: _____

Printed name and title: _____

Mailing Address of Trustee(s)*:

Approval of Volume Submitter Practitioner: The Employer's adoption of this volume submitter document is approved by the Volume Submitter Practitioner, VALIC Retirement Services Company.

By: _____

Name: _____

Title: _____

Date: _____

Appendix A

Special Effective Dates

Pursuant to Section 7.01(a) of the Basic Plan Document, the Employer may specify or change the effective date of one or more provisions of the Adoption Agreement by completing this Appendix A. The Employer may wish to specify one or more special effective dates if, for example, (i) certain Plan provisions will not be effective until a later date, or (ii) the Plan is being restated for the Pension Protection Act of 2006 (retroactive to the first day of the current Plan Year), and special effective dates are needed to reflect discretionary amendments to the Plan since the beginning of the Plan Year. However, no special effective date may be earlier than the Effective Date (or the Restated Effective Date, in the case of a restatement) of the Plan, and no special effective date shall result in the delay of a Plan provision beyond the permissible effective date under any applicable law. For periods prior to the special effective date(s) specified below, the Plan terms in effect prior to its restatement under this Adoption Agreement will control for purposes of the designated provisions.

SPECIAL EFFECTIVE DATES. The following special effective dates apply: (select a. or all that apply)

- a. ☒ **N/A.** The Employer is not electing any special effective dates.
- b. ☐ **Eligibility Requirements.** The Eligibility and/or Entry Date provisions in Section F. are effective: _____
- c. ☐ **Contributions and Forfeitures.** The Contribution and/or Forfeiture provisions in Section G. are effective: _____
- d. ☐ **Compensation.** The Compensation provisions in Section H. are effective: _____
- e. ☐ **Vesting.** The Vesting provisions in Section J. are effective: _____
- f. ☐ **Other special effective date(s):** _____

**RESOLUTION AUTHORIZING ADOPTION OF
VALIC RETIREMENT SERVICES COMPANY RETIREMENT PLAN FOR GOVERNMENTAL EMPLOYERS**

WHEREAS, Lake-Sumter State College (hereinafter, the "Employer"), desires to establish a retirement plan for the exclusive benefit of its employees and their beneficiaries; and

WHEREAS, the Employer desires to adopt the VALIC Retirement Services Company Retirement Plan for Governmental Employers; and

NOW THEREFORE, BE IT RESOLVED that the Employer hereby adopts the document titled "VALIC Retirement Services Company Retirement Plan for Governmental Employers," effective May 1, 2019; and

RESOLVED FURTHER, that the appropriate representatives of the Employer be, and the same hereby are, authorized and directed to: (i) execute the adoption agreement to the VALIC Retirement Services Company Retirement Plan for Governmental Employers document, as approved; (ii) execute all other documents and to do all other things as may be necessary or appropriate to make the VALIC Retirement Services Company Retirement Plan for Governmental Employers effective May 1, 2019, including the execution of any amendments required by the Internal Revenue Service in order to continue and maintain the qualified and exempt status of the Plan; and (iii) execute any other documents required to obtain reliance on advisory letters issued to the VALIC Retirement Services Company Retirement Plan for Governmental Employers by the Internal Revenue Service.

CERTIFICATION

I, _____, do hereby certify that the above resolutions were unanimously adopted by the governing body of the Employer at a meeting duly held at Leesburg, Florida, on the _____ day of _____.

Signed: _____

Name: _____

Title: _____

Date: _____



Lake Sumter State College

OFFICE OF THE PRESIDENT

Present to the Board: May 15, 2019

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 446 – Scheduled Reports/Time Reserved/President/Vice Presidents

OVERVIEW:

Each month Dr. Stanley Sidor and the Vice Presidents 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

Dr. Sidor has been very busy for the last two months (March/April). On Friday, March 8 the college enjoyed an Employee Appreciation luncheon and a ballgame. It was a great way for the college faculty and staff to rally together and enjoy the afternoon.

He and four college trustees travelled to Tallahassee for the Trustees Legislative Conference and Council of Presidents meeting on March 13-15. They had very busy schedules meeting with our local legislature regarding the college's 2019 budget request.

On Thursday, April 4th Dr. Sidor travelled to Orlando for the 2019 All-Florida Academic team Awards Ceremony. Lake-Sumter has three students who received this honor.

On April 11 and 12th he travelled back to Tallahassee for the Council of Presidents meeting and one last attempt to see legislative members and discuss the budget needs of Lake-Sumter State.

On April 16th at the Sumter Center we hosted Lineman Appreciation Day. The event was well attended with over 160 students from seven area high schools. This event showcased our relationship with Duke Energy. It was a great event for all and we look forward to next year.

On Friday, April 26th at the Clermont City Center we hosted the 1st senior send-off for the Health Science Collegiate Academy. We will graduate the first group of 53 students from the academy on May 1st. What an exciting time for our students and our college.

The college will start the four day work week on Monday, May 6 through Friday, July 26, 2019.



Lake Sumter
State College

District Board of Trustees Meeting 5/15/2019
Enrollment & Student Affairs update

After a whirlwind few weeks leading up to our Commencement ceremonies, we are now settling into the summer semester and preparing for the busy months ahead.

Summer & Fall Enrollment Update

Registration is ongoing for the summer B and fall semesters. Summer enrollments are strong with year to year comparisons up in the double digits. Fall enrollments are also strong with significant gains in early registration by our currently enrolled students. Encouraging fall enrollment positively contributes to overall retention and completion efforts.

Commencement Update

We had a record number of students apply for spring graduation (~600) and a record number of students walking in the ceremonies. This spring brought newly updated graduation robes for the Bachelor degree students and a more formal diploma holder gift for both the Associates degree and Bachelor degree students. This spring also marked our first graduating class from the Health Sciences Collegiate Academy (HSCA).

Our record-setting 60th Commencement Ceremonies began with the South Lake ceremony at the Clermont Arts & Recreation Center Wednesday (May 1). Albert Manero, President of Limbitless Solutions and student Nicholas Drechsler served as our speakers. On Friday, May 3rd we gathered at the Everett A. Kelly Conference Center at the Leesburg campus. Student speaker Jeffrey Paradee Jr and Catherine Stempien, President of Duke Energy Florida, served as our Commencement speakers. Among a notable list of special guests included "Swoop the Lakehawk", who took pictures with graduates, families, and faculty after the ceremony. The ceremonies aired on Facebook Live for the first time.

Other Divisional Updates:

On 4/29/19, we held the annual Student Leadership Awards event on the South Lake campus. 64 students were honored by 12 clubs and organizations.

On 4/30/19, Dr. Sidor and Dr. Brady attend the Take Stock in Children (TSIC) Class of 2019 Senior event. 14 TSIC graduates will join the Lakehawk family this summer and fall.

On 5/09/19, the Division of Enrollment and Student Affairs (ESA) held their annual awards event. 30 staff were nominated and 11 awards were presented in 9 categories.

On 5/13/19, we had the formal opening" of the South Lake Veteran's College and Career Success Center.



Lake Sumter State College

OFFICE OF THE PRESIDENT

Present to the Board: May 15, 2019

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 447 – 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
EXECUTIVE COMMITTEE MEETING OF
THE DISTRICT BOARD OF TRUSTEES
MAY 7, 2019

Attendees: Mr. Pete Wahl (Chair), Ms. Emily Lee (Vice Chairman), Dr. Stan Sidor (President), Dr. Heather Bigard (Vice President, Administrative and Financial Services), Ms. Anita Geraci-Carver (College Attorney)

Agenda Review

- Mr. Wahl reviewed the May agenda for additions, corrections, and deletions.
- President's Report
 - Dr. Sidor will provide a report on the outcome of the 2019 Legislative Session, including bills related to dual enrollment tuition and materials, charter schools, and funding.
 - Continuing conversations in the Four Corners area to expand into that part of our service area.
 - Plan to move forward with the development of an MOU with Lake Tech to partner on a digital media program.
 - Looking at long-term enrollment trends to incorporate into our planning processes.
- New Business
 - 401(a) Retirement Plan - requires board resolution
 - Beach Volleyball - Partnering with Hickory Point in Leesburg
 - Board Attorney Evaluation
 - BAS-OM Program Name Change
 - Board Self-evaluation
 - BSE Program Update
 - Capital Improvement Fee \$2/Credit Hour, Need approval for the notice for consideration at the June meeting.

Next Executive Committee Meeting:
June 11, 2019, 8:30 a.m., President's Office, SSB 210, Room 207



Lake Sumter State College

OFFICE OF THE PRESIDENT

Present to the Board: May 15, 2019

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 448 – 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.



May 6, 2019

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

Re: Board Attorney Report for May 15, 2019

Dear Trustees:

There are no items to bring to the Board's attention at this time. Updates on pending matters will be provided at the June meeting.

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

Respectfully submitted,

Anita Geraci-Carver

cc: Dr. Sidor, President
Dr. Bigard, Vice-President



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: May 15, 2019

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 449 – Beach Volleyball Team

OVERVIEW:

The Lake-Sumter State College Athletic Program desires to begin an intercollegiate Women's Beach Volleyball. Beach Volleyball is a new and emerging sport in the National Junior College Athletic Association and the Florida College System Activities Association. Lake-Sumter State College and Lake County would become a focal point for this sport and the destination for visitors throughout the Nation. This program will support of the College strategic plan to develop local partnerships to enhance the student experience and provide new opportunities to expand the Athletic sport offerings for our local students. LSSC Athletics desires to enter into an agreement with Florida Region USA Volleyball and Hickory Point Beach Volleyball Complex in order to utilize the Beach Volleyball Courts and additional immenities provided by this partner that will allow our team to practice, compete, and host regional and national events. The proposed addition of Women's Beach Volleyball would contribute to the College's retention and completion agenda, while promoting enrollment growth and potential revenue from potential financial support from the Lake County Community.

ANALYSIS:

The initial cost of beginning the Beache Volleyball program would include the stipend for one (1) part-time head coach and one (1) part-time assistant coach, necessary equipment, uniforms, and other miscellaneous expenses. The Athletic Department will fund two (2) Tuition and Textbooks Scholarship for the first three years of the program. The financial analysis includes the net income

generated from the potential FTE's, based on the number of student-athletes involved in the program.

RECOMMENDATION:

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



Proposal for Beach Volleyball Athletic Team

Purpose: The Lake-Sumter State College Athletic Program desires to create intercollegiate participation opportunities for students in the Central Florida Area. Beach Volleyball is a sport that naturally attracts high-achieving student-athletes and will compliment the current academic achievement record for LSSC. The Hickory Point Beach Volleyball Complex and the USVA Florida Region, has agreed to host our team and to provide court space, locker room and training facilities to our student-athletes fo further support our program. This new sport will attract and provide opportunities for area high school students in the newest emerging sport offered by the NJCAA.

Conference Description: The FCSAA is currently in the "declaration" stage with the NJCAA to offer this sport. The Lake-Sumter State College Athletic Program would like to be the leader in the Central Florida Area, by adopting this sport for fall 2019.

3-Year Budget Projection

Description	Year 1 2019-2020	Year 2 2020-2021	Year 3 2021-2022
Student Participation			1st Season Eligible for NJCAA Championship
Female Participants	10	12	14
Total:	10	12	14
Revenue			
Full-time Tuition (15 Hrs/Semester/\$105.78)	31,719	38,063	44,407
Expenses			
Tuition & Book Scholarship	2	4	6
Equipment (uniforms and shoes)	1,000	1,500	1,800
Travel and Meals (away events)	5,000	6,000	7,000
Other (entry fees, hosting fees, office supplies)	1,000	1,500	1,500
Head Coach Stipend	5,000	5,000	5,000
Assistant Coach	1,500	1,500	1,500
Total Expenses	13,500	15,500	16,800
Net Income	18,219	22,563	27,607

Note: The Athletics Foundation Account will fund two(2) scholarships each year.



Lake Sumter State College

OFFICE OF THE PRESIDENT

Present to the Board: May 15, 2019

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 450 – Board Attorney Evaluation

OVERVIEW:

The LSSC Board of Trustees has retained legal counsel of Anita Geraci-Carver, Attorney at Law, through June 30, 2021. On an annual basis, the Board may administer an evaluation to determine their overall satisfaction with the legal services that have been provided. If the results are "average" or "below average", the Board may choose to terminate their agreement.

ANALYSIS:

The Board administered a survey to determine the overall satisfaction with the legal services provided by Anita Geraci-Carver for the 2018-2019 year. The results are attached and ranged between "above average" and "outstanding" performance.

RECOMMENDATION:

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



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Board Attorney Evaluation Results

5= outstanding performance

4= above average performance

3= average performance

2= below average performance – requires improvement

1= performance unacceptable

N/A= have not observed/have no idea

1. Knowledge of tasks/properly understands project and scope of project.

Responses:

Pete Wahl- 5

Tim Morris- 5

Jennifer Hooten-5

Marcia Butler-5

Bret Jones-5

Emily Lee-5

2. Responds to board members and appropriate College personnel in a timely manner; including responding to email, phone calls, and other forms of communication.

Responses:

Pete Wahl-5

Tim Morris- N/A

Jennifer Hooten-4

Marcia Butler-5

Bret Jones-5

Emily Lee- 5

3. Keeps appropriate personnel, including the President, informed during the progress of various projects.

Responses:

Pete Wahl-5

Tim Morris- 5

Jennifer Hooten-5

Marcia Butler-5

Bret Jones-5

Emily Lee- 5

4. Manages caseload well by keeping the process moving, keeps individuals outside the College properly advised and maintains timely and proper contact as required.

Responses:

Pete Wahl-5

Tim Morris- 5

Jennifer Hooten-5

Marcia Butler-5
Bret Jones-5
Emily Lee- 5

5. Periodically advises the Trustees of their legal responsibilities and current legal issues that may affect them or the College.

Responses:

Pete Wahl-5
Tim Morris- 5
Jennifer Hooten-5
Marcia Butler-5
Bret Jones-5
Emily Lee- 5

6. Community involvement, including participating in college-related functions within the community, such as the annual Foundation Auction.

Responses:

Pete Wahl-5
Tim Morris- 5
Jennifer Hooten-5
Marcia Butler-5
Bret Jones-5
Emily Lee- N/A

7. Assessment of overall performance.

Responses:

Pete Wahl-5
Tim Morris- 5
Jennifer Hooten-5
Marcia Butler-5
Bret Jones-5
Emily Lee- 5

General Comments:

You can't do much to improve Mary Poppins performance. Practically perfect in every way. **PW**

My calls and questions have been answered timely and professionally. **TM**

We are fortunate to have such an outstanding person and attorney working with the College and Board. As always, some of my answers are based on my impression because I do not have personal experience with the attorney to draw from.

It is my opinion that our attorney does an outstanding job in all areas. **MB**




Lake Sumter State College

OFFICE OF THE PRESIDENT

Present to the Board: May 15, 2019

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor 
President

RE: 451 – BAS-OM Program Update

OVERVIEW:

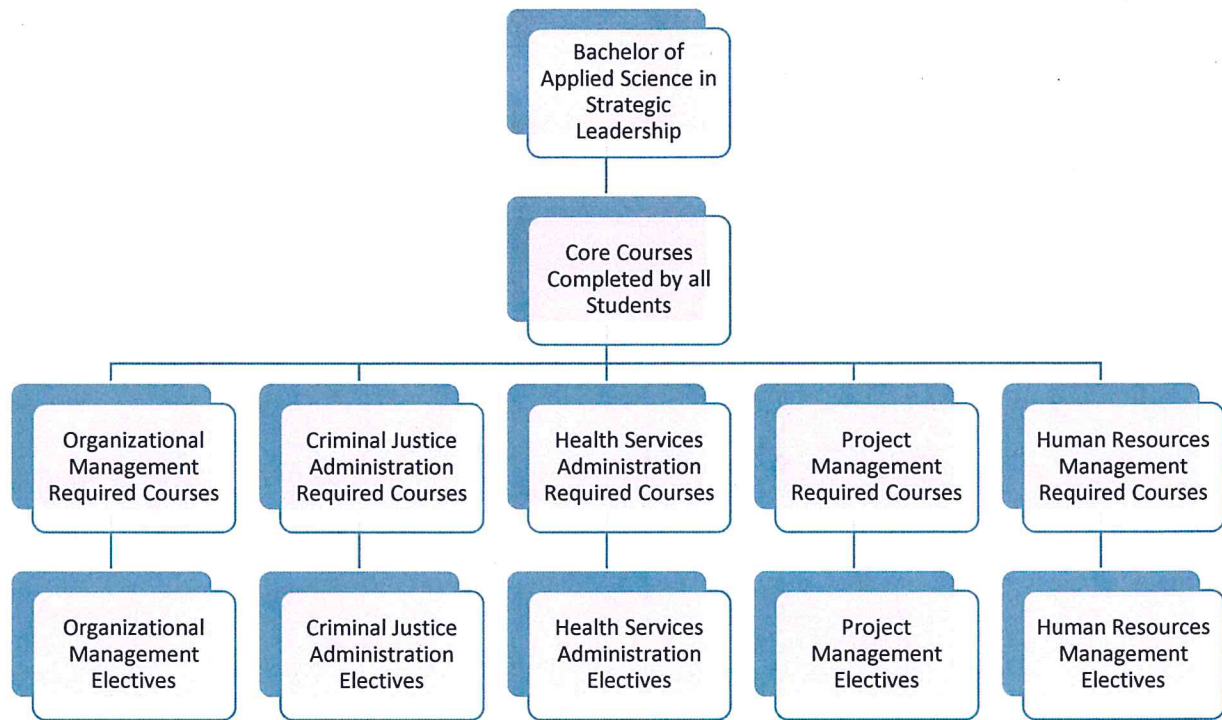
LSSC began offering the Bachelor of Applied Science in Organizational Management in January 2013 and the program has matured since that time. During the 2018-2019 academic year the program served 123 students and generated 69.9 FTE, which equates to approximately \$192,500 in tuition revenue.

ANALYSIS:

The Advisory Committee has indicated need for additional concentrations in this program; however, adding concentrations will require a re-design of the program and a new program name. After weighing the input of our local partners and looking at the Florida Department of Economic Opportunity job projections for our service area, we believe that adding concentrations will enrich the program and produce graduates with marketable skills in the local workforce.

The College would like to move forward with a plan to rename the program to Bachelor of Applied Science in Strategic Leadership with the following concentrations: Organizational Management, Criminal Justice Administration, Health Services Administration, Project Management, and Human Resources Management. All concentrations will share a common core of courses with both required and elective courses within each concentration as represented below.

These proposed concentrations will phase in over the next 3 to 4 academic years. Preliminary work has begun on Criminal Justice Administration and we are ready to start on Health Services and Project Management.



RECOMMENDATION:

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



Lake Sumter State College

OFFICE OF THE PRESIDENT

Present to the Board: May 15, 2019

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 452 – District Board of Trustees Self Evaluation

OVERVIEW:

On an annual basis, the District Board of Trustees take part in a self-evaluation to determine their overall satisfaction with how well the board manages and oversees their responsibilities.

ANALYSIS:

The Board members completed the survey to determine the overall satisfaction with themselves and fellow board members. The results are attached and ranged between "Agree" and "Strongly Agree" that all board members work well together, communicate well with each other and have a productive work environment.

RECOMMENDATION:

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



Lake Sumter
State College

2018-2019

District Board of Trustee Self-Evaluation

1. Board members work well together.

Pete Wahl- Strongly Agree
Jennifer Hooten- Strongly Agree
Tim Morris- Agree
Bret Jones-Strongly Agree
Marcia Butler- Agree
Emily Lee- Strongly Agree

2. There is a high level of trust among Board members.

Pete Wahl- Strongly Agree
Jennifer Hooten- Agree
Tim Morris- Agree
Bret Jones-Strongly Agree
Marcia Butler- Agree
Emily Lee- Agree

3. Communication among Board members at meetings is conducive to a productive working environment.

Pete Wahl- Strongly Agree
Jennifer Hooten- Strongly Agree
Tim Morris- Agree
Bret Jones-Strongly Agree
Marcia Butler- Agree
Emily Lee- Strongly Agree

4. The Board recognizes and utilizes the strengths of each of its individual members.

Pete Wahl- Strongly Agree
Jennifer Hooten- Strongly Agree
Tim Morris- Agree
Bret Jones-Strongly Agree
Marcia Butler- Agree
Emily Lee- Strongly Agree

5. Individual Board members actively participate in Board activities and decisions.

Pete Wahl- Strongly Agree
Jennifer Hooten- Strongly Agree
Tim Morris- Agree
Bret Jones-Strongly Agree
Marcia Butler- Agree
Emily Lee- Strongly Agree

6. Board members have an appropriate range of expertise and Board experience.

Pete Wahl- Strongly Agree
Jennifer Hooten- Strongly Agree
Tim Morris- Strongly Agree
Bret Jones-Strongly Agree
Marcia Butler-Strongly Agree
Emily Lee- Strongly Agree

7. Most Board members devote adequate time to their Board responsibilities.

Pete Wahl- Strongly Agree
Jennifer Hooten- Strongly Agree
Tim Morris- Agree
Bret Jones-Strongly Agree
Marcia Butler- Agree
Emily Lee- Strongly Agree

8. Board members understand how to get things done.

Pete Wahl- Agree
Jennifer Hooten- Strongly Agree
Tim Morris- Strongly Agree
Bret Jones-Strongly Agree
Marcia Butler- Agree
Emily Lee- Strongly Agree

9. The Board focuses on substantial policy matters and not on administrative details.

Pete Wahl- Strongly Agree
Jennifer Hooten- Strongly Agree
Tim Morris- Agree
Bret Jones-Strongly Agree
Marcia Butler- Agree
Emily Lee- Strongly Agree

10. Board members look beyond their own priorities to focus on the Board's overall agenda.

Pete Wahl- Strongly Agree
Jennifer Hooten- Strongly Agree
Tim Morris- Strongly Agree
Bret Jones-Strongly Agree
Marcia Butler- Agree
Emily Lee- Strongly Agree

11. The Board understands and adheres to the boundaries between Board and management roles.

Pete Wahl- Strongly Agree
Jennifer Hooten- Strongly Agree
Tim Morris- Agree
Bret Jones-Strongly Agree
Marcia Butler- Agree
Emily Lee- Strongly Agree

12. The leadership of the Board runs effective meetings.

Pete Wahl- Agree
Jennifer Hooten-
Tim Morris- Strongly Agree
Bret Jones-Strongly Agree
Marcia Butler- Agree
Emily Lee- Strongly Agree

13. Roles and responsibilities of Board members are clear.

Pete Wahl- Agree
Jennifer Hooten-Agree
Tim Morris- Agree
Bret Jones-Strongly Agree
Marcia Butler-Strongly Agree
Emily Lee- Agree

14. The Board has an effective problem-solving process.

Pete Wahl- Agree
Jennifer Hooten-Agree
Tim Morris- Strongly Agree
Bret Jones-Strongly Agree
Marcia Butler- Agree
Emily Lee- Agree

15. The Board periodically reviews the Mission Statement and Objectives to determine both current and future direction of the organization.

Pete Wahl- Agree
Jennifer Hooten- Agree
Tim Morris- Strongly Agree
Bret Jones-Strongly Agree
Marcia Butler-Strongly Agree
Emily Lee- Agree

16. The Board regularly refers to approved goals, objectives and plans to guide its decision-making process.

Pete Wahl- Agree
Jennifer Hooten- Agree
Tim Morris- Strongly Agree
Bret Jones-Strongly Agree
Marcia Butler- Strongly Agree
Emily Lee- Agree

17. The advance information Board members receive for Board meetings is adequate.

Pete Wahl- Strongly Agree
Jennifer Hooten- Strongly Agree
Tim Morris- Agree
Bret Jones-Strongly Agree
Marcia Butler- Agree
Emily Lee- Strongly Agree

18. The Board regularly gets financial information that is timely and useful.

Pete Wahl- Agree
Jennifer Hooten- Strongly Agree
Tim Morris- Strongly Agree
Bret Jones-Strongly Agree
Marcia Butler-Strongly Agree
Emily Lee- Strongly Agree

19. The Board has adequate opportunity to discuss trends in the organization's financial performance.

Pete Wahl- Agree
Jennifer Hooten- Strongly Agree
Tim Morris- Strongly Agree
Bret Jones-Strongly Agree
Marcia Butler- Agree
Emily Lee- Strongly Agree

20. Board members have adequate opportunity to review and discuss the college's performance in educational programs and student services.

Pete Wahl- Strongly Agree
Jennifer Hooten- Strongly Agree
Tim Morris- Strongly Agree
Bret Jones-Strongly Agree
Marcia Butler- Agree
Emily Lee- Agree

21. Communication between Board members and President or staff is conducive to a productive working environment.

Pete Wahl- Strongly Agree
Jennifer Hooten- Strongly Agree
Tim Morris- Strongly Agree
Bret Jones-Strongly Agree
Marcia Butler- Agree
Emily Lee- Strongly Agree

22. Board members can discuss their ideas and concerns with each other openly during public meetings, workshops, training sessions, etc.

Pete Wahl- Agree
Jennifer Hooten- Strongly Agree
Tim Morris- Agree
Bret Jones-Strongly Agree
Marcia Butler- Agree
Emily Lee- Strongly Agree

23. The Board's liaison structure is effective.

Pete Wahl- Strongly Agree
Jennifer Hooten- Strongly Agree
Tim Morris- Agree
Bret Jones-Strongly Agree
Marcia Butler- Agree
Emily Lee- Strongly Agree

24. The Board responds well to change.

Pete Wahl- Agree
Jennifer Hooten- Strongly Agree
Tim Morris-Strongly Agree
Bret Jones-Strongly Agree
Marcia Butler- Agree
Emily Lee- Strongly Agree

25. The Board welcomes ideas for improving its effectiveness.

Pete Wahl- Strongly Agree
Jennifer Hooten- Strongly Agree
Tim Morris- Strongly Agree
Bret Jones-Strongly Agree
Marcia Butler- Agree
Emily Lee- Strongly Agree

26. There are sufficient opportunities for Board training.

Pete Wahl- Agree
Jennifer Hooten-Agree
Tim Morris- Strongly Agree
Bret Jones-Strongly Agree
Marcia Butler- Agree
Emily Lee- Agree

27. Overall, how would you rate the effectiveness of the Board?

Pete Wahl- Average

Jennifer Hooten-Outstanding

Tim Morris-Above Average

Bret Jones-Outstanding

Marcia Butler-Above Average

Emily Lee- Outstanding

Comments:

Wahl- I think each of the Board members could and should be more active in seeking more and better sources of funding with our legislative delegation.

Lee- I believe this Board works effectively together in providing support and guidance to Dr. Sidor and staff.



Lake Sumter State College

OFFICE OF THE PRESIDENT

Present to the Board: May 15, 2019

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 453 – BSE Program Update

OVERVIEW:

The Board granted permission to the College to explore the idea of developing a Bachelor of Science degree in Secondary Education in October 2018. Since then a robust team of people has been assembled to serve as the development group with subgroups working on curriculum, recruiting, field experiences, grant funding for startup support, and a timeline for implementation. The College's project lead is Dr. Mark Thompson, Coordinator of Academic Assessment. The Notice of Intent, which is the first step in the state approval process, was submitted to the Chancellor's office on Monday April 1, 2019. The full proposal will be submitted in early July.

ANALYSIS:

Curriculum: Subject matter experts are examining materials related to the subject area tests for STEM fields to ensure that we build a curriculum that is capable of meeting the goal of preparing a student to pass the subject area exams in two STEM fields.

Recruiting: The key to success for this program will be to build relationships with secondary educators in Lake and Sumter Counties. One mechanism to accomplish this will be the Florida Institute for Teacher Excellence (FLITE). FLITE will focus on professional development for teachers and students interested in becoming teachers geared towards best practices in teaching, classroom management, communication skills, and reflective thinking. The official launch of FLITE is scheduled for November 8, 2019 on the Leesburg campus. The keynote speaker will be Mrs. Carleen Glasser of the William Glasser Institute, which is a leader in teacher development. We also will offer a Pre-FLITE program targeting middle and high school students with demonstrations of those best

practices for teaching conducted by our own instructors. An MOU is also in development to establish Future Teacher Academies at partner secondary schools with a standard curriculum that will include dual enrollment opportunities.

Field Experiences: The Field Experiences Action Team, as subset of the development group, is working on a plan to get BSE students in area classrooms early and often through observation, substitute teaching, and final internships.

Grants and Funding: A group is working to identify and develop funding for scholarships, grants, and private partners to support the program.

The full proposal will be complete in early July and will include the draft curriculum, budget, and enrollment projections for the program.

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: May 15, 2019

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 454- Approval of the Capital Improvement Fee Public Notice

OVERVIEW:

The outcome of the 2019 Legislative Session did not result in a sufficient increase in PECO or Sum-of-the-Digits funding for the Florida College System. Our specific legislative appropriation requests for \$2.9M for deferred maintenance and \$900,000 for safety initiatives, yielded \$100,000 for fire panel replacements.

ANALYSIS:

Florida Statute 1009.23 outlines the District Board's authority to implement fees, including a capital improvement fee. LSSC current charges \$7.88 per credit hour as a capital improvement fee and recommends increasing the fee by \$2 per credit hour. This fee is part of the tuition and fee package. The increase would raise the tuition and fee package to \$107.73 per credit hour for fee paying students.

(11)(a) Each Florida College System institution board of trustees may establish a separate fee for capital improvements, technology enhancements, equipping student buildings, or the acquisition of improved real property which may not exceed 20 percent of tuition for resident students or 20 percent of the sum of tuition and out-of-state fees for nonresident students. The fee for resident students shall be limited to an increase of \$2 per credit hour over the prior year. Funds collected by Florida College System institutions

through the fee may be bonded only as provided in this subsection for the purpose of financing or refinancing new construction and equipment, renovation, remodeling of educational facilities, or the acquisition and renovation or remodeling of improved real property for use as educational facilities. The fee shall be collected as a component part of the tuition and fees, paid into a separate account, and expended only to acquire improved real property or construct and equip, maintain, improve, or enhance the educational facilities of the Florida College System institution. Projects and acquisitions of improved real property funded through the use of the capital improvement fee shall meet the survey and construction requirements of chapter 1013. Pursuant to s. 216.0158, each Florida College System institution shall identify each project, including maintenance projects, proposed to be funded in whole or in part by such fee.

The notice for this fee follows for your review and approval.

RECOMMENDATION:

We recommend approval of the public notice of intent to increase the Capital Improvement Fee Security Equipment by \$2.00 per credit hour, effective fall 2019.

NOTICE

In accordance with *Florida Statutes* section 1009.23(20), Lake-Sumter State College is notifying the community of proposed changes in institutional student fees before its consideration at the District Board of Trustees of Lake- Sumter State College meeting. These modifications are scheduled for consideration at the June 19, 2019, meeting that will occur at 5:00pm in the Boardroom (Rm 210) of the Students Services Building on the Leesburg Campus.

Fees are charged in accordance with *Florida Statutes* section 1009.23(12)(a). LSSC proposes increasing the Capital Improvement Fee \$2.00 per credit hour to support necessary repair and maintenance of roofs and HVAC systems.

Florida Statutes section 1009.23(20) requires a Florida College System institution to post these changes on the institution's website and issue a press release notification at least 28 days prior to consideration at a District Board of Trustees meeting.