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**EARLY COLLEGE PROGRAM
DUAL ENROLLMENT AGREEMENT
BETWEEN
THE VILLAGES CHARTER SCHOOL
AND
DISTRICT BOARD OF TRUSTEES
LAKE-SUMTER STATE COLLEGE
2019-2020**

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2019-2020 Lake-Sumter State College Dual Enrollment Agreement with the Villages Charter School

THE DUAL ENROLLMENT AGREEMENT

This Agreement is entered into by and between The Villages Charter School Incorporated ("VCS") and Lake-Sumter State College District Board of Trustees ("LSSC") collectively known as the "Partners." The Agreement shall govern the eligibility and enrollment of the students and the administration of the high school-based and college-based courses offered via dual enrollment effective July 1, 2019 and ending June 30, 2020.

WHEREAS, this Agreement is being entered into between the parties in accordance with the following provisions:

- §1002.01, Florida Statutes (Student and Parental Rights and Educational Choices)
- §1007.24, Florida Statutes (Statewide Course Numbering system)
- §1007.27, Florida Statutes (Articulated Acceleration Mechanisms)
- §1007.271, Florida Statutes (Dual Enrollment Programs)
- HB 7055, House Bill (Education)
- HB 7057 6A-10.024, House Bill (Articulation between Universities, Community Colleges and School Districts)
- HB 7059 (2012), House Bill (Acceleration Options in Public Education)
- Rule 6A-10.0315 Common Placement Testing and Instruction
- SB1514 (2013) Senate Bill (Education)

Description of the Dual Enrollment program and the agreement

The Dual Enrollment program allows for the enrollment of an eligible secondary student in postsecondary coursework creditable toward high school diploma requirements and an associate or baccalaureate degree. The program provides eligible secondary students the opportunity to take LSSC courses while concurrently enrolled in high school.

The purpose of this Agreement is to develop and implement a comprehensive acceleration program for The Villages Charter High School students, reducing the time needed to complete the requirements of a high school diploma and a college degree, broaden the scope of curricular options available to students, and increase the rigor and variety of course offerings available to students through a formal Early College program.

The Agreement delineates institutional responsibilities to inform students and parents about articulated acceleration program options, eligibility criteria to ensure college readiness, the process for monitoring student performance, and the criteria by which the quality of dual enrollment programs are to be judged. Via the provisions of this Agreement, the Partners are committed to sharing resources, forming partnerships with private industries, and implementing innovative strategies, student and faculty workshops, and parental involvement activities that serve the needs of the local community. This Agreement outlines strategies for collaborative professional development to improve instructional efficacy, encourage the use of instructional technologies, address critical needs, and support in-service initiatives.

To the extent authorized by Florida law, the parties indemnify and hold harmless each other and/or all of its officers, employees, or agents from any and all suits, claims, demands, actions, causes of actions, judgments, liability, loss damage, attorney's fees, court costs or expenses of any kind, which each party, its officers, employees or agents, may incur arising from the negligence of the other party during the performance of any provision of this Agreement or from the activities of the staff, students, and faculty, as aforesaid under the provisions of the Agreement.

Amendments to this agreement

The Agreement shall continue from July 1, 2019, and end June 30, 2020, and shall be revised and reviewed on an annual basis. The VCS Director of Education or designee, and the LSSC President or designee, shall conduct the annual renewal by presenting any revisions for the adoption to the respective boards. The Agreement, once signed by the Partners and submitted to the State, can only be amended in accordance with Florida Rules and will remain in effect throughout the academic year for which established. All parties agree to abide by any Florida Department of Education rule changes, regarding college credit Dual Enrollment; due to take effect during the relevant academic year. Should either of the Partners initiate a modification or amendment to the Agreement, VCS and LSSC will develop an action plan. The final amendment will go to both the VCS School Board and the LSSC Board of Trustees for formal approval.

II. STUDENT AND PARENT PARTICIPATION NOTIFICATION

VCS notifies students and parents of the option to participate in dual enrollment during annual academic planning with the high school counselor and the LSSC Dual Enrollment Handbook.

LSSC notifies students of the option to participate in Dual Enrollment during college informational events such as LSSC College Night. LSSC staff, including recruiters and the Dual Enrollment Staff, regularly visit local schools to share college and career program and enrollment information. LSSC also produces and distributes program eligibility and enrollment materials to School Counselors and students. Dual enrollment information and resources are also available on the [LSSC dual enrollment webpage](#).

III. COURSES AND PROGRAMS AVAILABLE TO DUAL ENROLLMENT STUDENTS

Pursuant to Florida statute, Dual Enrollment course options are intended to shorten the time necessary for a student to complete the requirements associated with the completion of a high school diploma and a postsecondary degree, broaden the scope of curricular options available at the high school, and increase the depth of study available.

Each year, LSSC and VCS collaboratively develop a class schedule available to VCS students offered at the VCS High School campus. During High School hours, VCS students admitted to the Early College program have the opportunity to participate in LSSC courses offered at the VCS High School campus. VCS Early College program participants are also eligible to enroll in LSSC classes offered fully online and at the Leesburg, South Lake and Sumter campuses when aligned to the student's prescribed academic plan and approved by the VCS High School Principal or designee. These classes must adhere to the [Florida High School Subject Area Equivalency List](#).

LSSC will advise each student in the development of an LSSC Advising Guide that aligns Dual Enrollment and Early Admission course selections to high school and LSSC graduation requirements. The Partners will advise dual enrollment students to prioritize enrollment in academic core courses that meet educational degree objectives, meta-major/transfer plan requirements, general education requirements and any prerequisite requirements for entrance into a selected baccalaureate degree program.

Courses and programs not available to dual enrollment students:

- LSSC independent study courses
- LSSC developmental courses
- LSSC physical education skills courses
- LSSC's Associate in Science in Nursing limited access program and Baccalaureate programs
- Dual Enrollment students are not permitted to audit any LSSC course

Magnets, Academies, Workforce demands and access to acceleration mechanisms

This Agreement does not include magnets or academies.

IV. PROCESS WHICH STUDENTS AND THEIR PARENTS EXERCISE THE OPTIONS TO PARTICIPATE IN DUAL ENROLLMENT

Established deadlines

Dual Enrollment student registration, course approval, fee payment, enrollment, add/drop, and withdrawal must comply with all LSSC policies and deadlines as published in the [LSSC Catalog & Student Handbook](#), [LSSC webpage](#), and [LSSC dual enrollment webpage](#). Dual Enrollment students have the same registration dates as traditional degree-seeking students.

Admissions application forms

To apply for the dual enrollment program, applicants must meet the eligibility requirements as described in Florida Statutes, Section 1007.271. VCS High School Counselors provide LSSC Dual Enrollment admissions materials to interested students meeting all dual enrollment eligibility requirements. There is no application fee for Dual Enrollment applicants.

Person to whom parents and/or students submit admissions application materials

Students submit the completed LSSC Dual Enrollment Admissions Application, along with placement test and high school GPA documentation to LSSC's Admissions and Records Office/Enrollment Services by the posted application deadlines.

Recommendations/signatures required for Participation in dual enrollment

The LSSC Dual Enrollment Admissions Application must be signed by the student, the student's parent/legal guardian, and the School Counselor.

Process by which students register for courses

Dual Enrollment students must register for courses online using LOIS, LSSC's online course management system. All first-time Dual Enrollment students are required to complete the two part LSSC New Student Orientation Program (SOAR), during which students receive instructions on how to add and drop courses in LOIS.

Once registered, Dual Enrollment and Early Admission students must seek course approval through their School Counselor by the posted first fee payment deadline. Students may register through the end of LSSC's posted add/drop registration period. Courses not approved by the posted fee payment deadline and/or add/drop deadline will result in the student being dropped from all courses. Students are responsible for all courses that they enroll in and are solely responsible for adding and dropping courses via LOIS by the add/drop deadline.

Once registered, a registration hold will be placed on the student's account until the add/drop deadline. Students seeking to make changes to their schedule must contact LSSC Academic Advising to have their hold lifted. Once schedule changes are made, students must repeat the course approval process through their School Counselor prior to the posted add/drop deadline.

Process by which students withdraw from courses

Students must comply with the withdrawal policies and deadlines published in the [LSSC Catalog & Student Handbook](#), [LSSC webpage](#), and [LSSC dual enrollment webpage](#).

Students withdrawing from a course during the LSSC withdrawal period will earn a "W" on the high school and the college transcripts. All grades, including "W" for withdrawal, become a permanent part of a student's high school and college transcripts and may affect subsequent postsecondary admissions and program eligibility.

To withdraw from or drop a course after the posted add/drop deadline, a student must submit a completed LSSC Course Withdrawal Form which is available at the LSSC Admissions and Records Office/Enrollment Services and on the [LSSC Admission and Records Office](#) website. The form must be signed by the student, the School Counselor and the LSSC Dual Enrollment staff, and submitted to the LSSC Admissions & Records Office/Enrollment Services by LSSC's posted withdrawal deadline.

Maximum course loads

Dual enrollment students may enroll in a maximum of 18 credit hours for fall semester, 18 credit hours for spring semester and 13 credit hours for summer (A, AE & B combined). Any exception to the maximum hours per semester must be approved through the overload request process with the Early College Advisor. Students wishing to obtain approval for a larger course load must have at least a "B" college average.

Dual enrollment students are prohibited from earning more than 60 credit hours unless the student is taking a course to complete degree requirements or high school graduation requirements. Exceptions to this policy require approval from VCS Vice-Principal for Curriculum and the LSSC Vice President of Enrollment and Student Affairs.

Second attempts

Students who earn a "D," "F," or "W" in an LSSC course, will be permitted to enroll in one course for the subsequent semester if their GPA meets continued eligibility standards. The one course must be the same course in which they earned the "D," "F," or "W". Upon demonstration of acceptable academic performance (C or better), the student will once again qualify for regular Dual Enrollment and/or Early Admission maximum course loads. Students wishing to enroll in a second attempt who do not meet continued eligibility standards, may request a waiver through established process facilitated by their Counselor and LSSC Dual Enrollment Advisor.

Grade forgiveness

Dual Enrollment students withdrawing from or failing an LSSC course may retake a comparable high school course for grade forgiveness at the high school of enrollment in accordance with the VCS Grade Forgiveness/Credit Recovery Policy.

Upon graduation from High School, students may apply for readmission to LSSC as a degree-seeking student and retake the withdrawn course or failed course for grade forgiveness. Since grade forgiveness policies differ among postsecondary institutions, students planning to transfer to another college or university should contact the appropriate postsecondary institution for grade forgiveness policy information.

Grades

LSSC faculty members assign letter grades (A, B, C, D, and F) to all LSSC courses available for dual enrollment. Dual Enrollment students access final grades via the LOIS course management system. All decisions and actions related to final course grades must be consistent with LSSC's Standards of Academic Progress, rules, and procedures posted in the [LSSC Catalog & Student Handbook](#). Once LSSC assigns grades, neither the VCS nor the school of record can make any grade changes when recording or posting grades to the high school transcript. The school of record records the Dual Enrollment credit and letter grade on the school transcript. In rare cases, a student may appeal after final grades have posted for a late withdrawal or administrative drop. In these cases, LSSC will work directly with the school of record to provide necessary documentation for the necessary change to the secondary school transcript.

VCS records the dual enrollment credit and letter grade on the high school transcript. For any Advanced Placement (AP) course, a student may only earn college credit or AP credit, not both.

A grade of "C" or higher proves satisfactory completion of a course fulfilling the Gordon Rule Requirement and earning postsecondary credit. A grade of "D" or higher proves satisfactory completion of coursework for high school diploma requirements and high school credit is awarded. However, a grade of "D" or higher may not satisfy LSSC degree requirements but credits will be awarded. Other postsecondary institutions may or may not award/transfer credit for a grade of "D". Students should contact the appropriate postsecondary institution for transferability of credit. A grade of "I" may be assigned in extreme circumstances. Incomplete "I" grades not completed within LSSC's designated timeframe automatically convert to an "F" grade on both the high school and college transcripts and calculate as "F" in computing both the high school and the college GPAs. Withdrawals ("W") are not included in calculating the high school or college GPA.

Dual enrollment students may appeal grades issued by LSSC faculty only if the grade is alleged arbitrary and/or capricious as described in the LSSC Catalog & Student Handbook. Students wishing to appeal an assignment or course grade must follow LSSC's grade grievance procedures as described in the LSSC Catalog & Student Handbook.

Students wishing to appeal a course grade must follow LSSC's grade grievance procedures as described in the [LSSC Catalog & Student Handbook](#).

Dual Enrollment students who believe it necessary to withdraw from a course or who failed a course due to extenuating circumstances may appeal to the LSSC Director of Student Development using LSSC's administrative appeal process outlined in the [LSSC Catalog & Student Handbook](#).

V. DUAL ENROLLMENT ELIGIBILITY REQUIREMENTS

Statutory eligibility requirements: (Florida Statutes, Section 1007.271)

- College credit: 3.0 unweighted high school GPA or Career certificate: 2.0 unweighted GPA
- Demonstrated readiness for college coursework as demonstrated through scores on a common placement test as established in State Board of Education Rule 6A-10.0315. All sections of a common placement test must be successfully completed, through scores on a single test or combination of tests, for dual enrollment participation.
- Be a student in grades 6-12 in an eligible school.
- Continued eligibility requires the maintenance of a 3.0 unweighted high school GPA (College credit) or a 2.0 unweighted high school GPA (Career certificate), and the maintenance of a minimum 2.0 LSSC cumulative GPA.
- Students who will graduate from high school prior to completion of an LSSC course may not register for the course through Dual Enrollment.
- Students may lose the opportunity to participate in the Dual Enrollment program if they are disruptive to the learning process.

Additional initial eligibility requirements:

- Student must be enrolled at the VCS High School
- Student must be classified as a junior or senior in secondary coursework on or before the first day of the college semester for which they are enrolling. Students in 6th-10th grades may request to participate in dual enrollment through their School Counselor
- A student projected to graduate from high school before the scheduled completion date of an LSSC course may not register for that course through dual enrollment. The student may; however, apply for

readmission to LSSC as a traditional degree seeking student and pay the required registration, tuition, and fees if the student meets the LSSC admissions requirements under s. 1007.263, F.S.

Piloting new partnership initiatives to improve access to higher education

The Partners will collaborate to pilot new initiatives that will increase access to higher education through dual enrollment for Lake and Sumter county students. All future pilot initiatives will be negotiated by the Partners in accordance with Florida Rules.

Common placement test scores

In accordance with State Board of Education Rule 6A-10.0315, students must successfully complete all sections of a common placement test, through scores on a single test or combination of tests, and meet all college ready cut score requirements as a prerequisite to Dual Enrollment eligibility and participation. LSSC accepts the highest test scores on any of the tests or combination of tests identified in the table below.

MINIMUM TEST SCORES FOR STATUTORY DUAL ENROLLMENT ELIGIBILITY			
TEST	READING	WRITING	MATH
PERT	106	103	114
ACT	19	17	19
SAT taken as of March 2016:	24	25	24

LSSC offers PERT Testing on all three campuses and at the student's expense. Prospective Dual Enrollment students who wish to PERT Test at LSSC should register online for their testing session and pay the required fee at the Cashier/Enrollment Services Office prior to the testing session. Students wishing to test at LSSC must provide a state-issued ID when checking in to test.

Common Placement Test Pilot Program

In order to increase access to higher education through dual enrollment for students, a pilot project will be implemented to provisionally admit students to the Dual Enrollment program who have passed two of the three PERT sections. Participants in this pilot program may only enroll in fall and spring courses. Otherwise eligible students who have met college ready cut scores on the PERT in Reading and Writing will only be eligible to enroll for SLS 1501, SLS 1401, ENC 1101 and ENC 1102. Students who have met college-ready cut scores on the PERT in Reading and Math will only be eligible to enroll for MAT 1033 and MAC 1105 (as determined placement score).

Participants in this pilot will be identified by the School Counselor and will complete a modified application and registration process. All application materials must be received by August 1st for fall or December 1st for spring. Participants in this pilot are responsible for completing all required enrollment steps for dual enrollment students.

VI. HIGH SCHOOL CREDIT DUAL ENROLLMENT COURSE EQUIVALENCY

Under Dual Enrollment, approved LSSC courses will be used to fulfill academic or academic elective credit requirements for high school graduation. All LSSC courses available to dual enrollment students are included in the [Florida High School Subject Area Equivalency List](#) and, as such, upon successful completion, credits apply to high school diploma coursework requirements.

Alternative Credit

LSSC will accept alternative credit from a variety of methods including, but not limited to, Advanced Placement (AP), International Baccalaureate (IB), Cambridge Advanced International Certificate of Education (AICE), and CLEP. For a list of alternative ways to earn college credit, visit the [LSSC Catalog and Student Handbook](#). Students may only earn college credit or alternative credit, not both.

Weighting of Dual Enrollment course grades

Dual enrollment, college-level, academic credit courses are weighted as honors credit at VCS High School.

Transfer Guarantees

The Florida Department of Education "Statement on Dual Enrollment Transfer Guarantees" is available at <http://www.fldoe.org/policy/articulation/>

VII. COLLEGE-LEVEL EXPECTATIONS

All LSSC courses meet curricular and rigor expectations as non-Dual Enrollment postsecondary instruction. All Dual Enrollment students receive information concerning college-level course expectations and LSSC General Education Requirements in New Student Orientation, on the College's and dual enrollment program's web pages, in the [LSSC Catalog & Student Handbook](#) and during individual academic advising sessions with LSSC Academic Advisors.

Academic Advising

School Counselors and LSSC Academic Advisors provide academic advisement and guidance services to Dual Enrollment and Early Admission students. These services may include but are not limited to: individual and/or classroom guidance, college workshops and college transition resources, college majors and prerequisite information, and weighting systems.

The New Student Orientation (SOAR) program is a cornerstone of the academic advising relationship established between Dual Enrollment students and LSSC's Staff. Dual Enrollment students are required to participate in LSSC's two-part SOAR program prior to beginning Dual Enrollment coursework. Each Dual Enrollment student receives an "Academic Advising Guide" and will be notified of the online [LSSC Catalog & Student Handbook](#) at SOAR.

LSSC will advise each student in the development of an LSSC Advising Guide that aligns course selections to high school and LSSC graduation requirements, educational degree objectives, meta-major/transfer plan requirements, general education requirements, and any prerequisite requirements for entrance into a selected baccalaureate degree program. The Academic Advising Guide will be utilized in all subsequent LSSC academic advising sessions.

Students are advised of the expectations for continued Dual Enrollment eligibility during individual advising sessions with the School Counselors and with the LSSC Dual Enrollment staff. Dual enrollment and Early Admission students are encouraged to meet with LSSC Academic Advising prior to initial registration and at least once per subsequent semester. The student is responsible for scheduling any meetings with LSSC Academic Advisors.

The LSSC Dual Enrollment and Academic Advising staff advises students of the following LSSC academic expectations:

- College courses permitted under Dual Enrollment must meet postsecondary course content requirements as specified in the Statewide Course Numbering System.
- College courses become part of a student's permanent college transcript and are calculated into the student's permanent postsecondary GPA.
- Two to three hours of homework are expected for each hour spent in a classroom setting.
- College assignment deadlines are firm. Students are expected to complete and submit all assignments by the deadlines listed on the course syllabus. Instructors are not required to accept nor grade any late assignment.

- Gordon Rule courses require completion with a grade of "C" or higher.
- Course syllabi are available for students to review by contacting the course instructor during the add/drop period each semester and on Canvas.
- Course descriptions are available in the [LSSC Catalog & Student Handbook](#).
- All LSSC students will be exposed to a learning environment promoting the open exchange of ideas.
- Course content is presented on an adult level and classroom discussions require a mature understanding of divergent viewpoints and the ability to think analytically.
- Courses will not be modified to accommodate variations in student age and/or maturity.
- All LSSC students are free to access the Internet without restrictions per LSSC rules.

FERPA GUIDELINES

FERPA (Family Educational Rights and Privacy Act) is a federal law that protects the privacy of student educational records. Even though dual enrollment school students may be considered "dependent minors", under (FERPA) they have rights to privacy in all matters relating to their collegiate educational record. Generally, LSSC, including the faculty members, will not release information relating to protected student information to non-LSSC officials without the student's written consent. The practice of not releasing information extends to the release of information to parents and guardians. Information may not be released to parents or guardians unless the student has signed the LSSC FERPA waiver form. The LSSC FERPA waiver form, "Authorization for Release of Student Information" is available at: New Student Orientation sessions, on the LSSC website, and at the LSSC Admissions and Records Office/Enrollment Services. Completed forms must be submitted in person by the student with a photo ID to the LSSC Admissions and Records Office/Enrollment Services.

VIII. EXCEPTIONS TO THE REQUIRED GRADE POINT AVERAGES

There are no exceptions to the required grade point average for dual enrollment eligibility.

IX. POSTSECONDARY REGISTRATION POLICIES

Academic deadlines

All academic deadlines are posted in the [LSSC Catalog & Student Handbook](#), the Dual Enrollment New Student Orientation Course Registration Guide, [LSSC's homepage](#), and the [LSSC dual enrollment webpage](#). Dual enrollment students must comply with all policies and deadlines published in the [LSSC Catalog & Student Handbook](#). All schools maintain a website that includes a link to the [LSSC dual enrollment webpage](#).

Process by which students add/drop courses

Students are solely responsible for adding and dropping classes in LOIS, LSSC's online course management system. Students dropping a course during the posted add/drop period may register for that course in a subsequent semester. Courses dropped during the LSSC add/drop period do not appear on transcripts. Students who seek course approval from their School Counselor and LSSC Academic Advisor by posted deadlines may modify LSSC course schedules during the posted add/drop period. Courses that are not approved by the fee payment deadline and/or add/drop deadline will result in the student being dropped from all courses.

High School Based Course Enrollment Capacities

Minimum and maximum enrollments for LSSC courses taught on the VCS High School Campus will be determined by the LSSC.

X. EXCEPTIONS TO FACULTY PROFESSIONAL RULES, GUIDELINES, AND EXPECTATIONS

There are no exceptions to the rules, guidelines, and expectations, as stated in the faculty handbook or student handbook, which apply to faculty members.

XI. FACULTY CREDENTIALS AND INTEGRITY OF COURSE CONTENT

Qualifications and selection of instructors

All LSSC faculty teaching must meet the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requirements/guidelines for postsecondary instructors with a minimum of a master's degree in the teaching discipline or a master's degree with 18 graduate semester hours in the teaching discipline. LSSC is responsible for ensuring that all Dual Enrollment courses are taught by qualified faculty in accordance with the requirements noted in the [SACSCOC Faculty Credentials Guidelines](#).

Assessment of instructors

All LSSC faculty teaching must meet the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requirements/guidelines for postsecondary instructors with a minimum of a master's degree in the teaching discipline or a master's degree with 18 graduate semester hours in the teaching discipline. LSSC is responsible for ensuring that all Dual Enrollment courses are taught by qualified faculty in accordance with the requirements noted in the [SACSCOC Faculty Credentials Guidelines](#).

Program analysis and review

LSSC shall conduct a follow-up analysis of the grades Dual Enrollment students receive in courses taken at LSSC subsequent to high school graduation. The purpose of this analysis will be to ensure that the quality of courses, level of preparation and future success of Dual Enrollment students is comparable to that of non-Dual Enrollment students. The information shall be shared with VCS and with the Division of Florida Colleges on an annual basis.

XII. STUDENT ELIGIBILITY AND PERFORMANCE MONITORING

Student eligibility screening

The School Counselors verify high school GPA, college placement test scores, and academic standing.

Ongoing monitoring for continued participation in Dual Enrollment & Early Admission

Students seeking to continue taking LSSC academic credit through Dual Enrollment must maintain a minimum 3.0 unweighted cumulative high school GPA and a 2.0 unweighted cumulative LSSC GPA. School Counselors confirm high school GPA eligibility before approving student courses each semester.

School Counselors and LSSC Dual Enrollment staff monitor student GPA's and collaboratively review and maintain student records to ensure continued Dual Enrollment eligibility. Students who do not meet either the high school or college GPA requirement will not be eligible to continue Dual Enrollment or participation. A student that no longer meets the Early Admission high school or college GPA requirements may continue through dual enrollment as long as the student meets the dual enrollment criteria. The LSSC Dual Enrollment staff will alert students and School Counselors of student GPA changes resulting in a loss of dual enrollment eligibility.

Student behavior and suspension/expulsion policy

Dual enrollment students, including Early Admission, must adhere to both the VCS and LSSC Student Codes of Conduct. All dual enrollment students assume the responsibility to become familiar with and to abide by LSSC Student Rights and Responsibilities as defined by the College Administrative Policies and Procedures and referenced in the Student Code of Conduct in the [LSSC Catalog & Student Handbook](#). The School Counselors and LSSC Dual Enrollment staff will provide timely notification of any Dual Enrollment student suspended or expelled from either the school of record or from LSSC. In cases where a student is suspended from the school of record, the student may not attend LSSC courses and activities during the

suspension period. In cases of expulsion from the school of record, the student may not enroll in or attend LSSC courses or activities during the expulsion period.

Students who conduct themselves in a manner disruptive to the LSSC learning environment may be subject to disciplinary action which could result in a loss of Dual Enrollment eligibility. Students in violation of LSSC's Student Code of Conduct are subject to disciplinary action that could affect high school and post-secondary graduation, scholarship eligibility, grade point average, and future postsecondary transfer and career plans. Dual Enrollment students submitting forms with forged parent/legal guardian and/or School Counselor signature and/or falsified information forfeit Dual Enrollment eligibility for one full LSSC semester. Subsequent infractions of this nature will result in permanent loss of Dual Enrollment eligibility.

XIII. TRANSMISSION OF STUDENT GRADES

LSSC collects and shares grade data with the VCS using a secure online system. The VCS will distribute LSSC grades to the school of record. The school record inputs the LSSC course letter grade on the high school transcript. In addition to end of the semester grade reporting, LSSC will provide VCS with student academic progress feedback from the LSSC Starfish system at designated points in the semester (fall, spring, and summer).

XIV. FUNDING PROVISION AND COSTS INCURRED BY EACH PARTNER

Registration, matriculation and laboratory fees

Per §1007.271 (2), Dual Enrollment students shall be exempt from the payment of registration, matriculation and laboratory fees.

Textbook, electronic access codes and other course materials

Per §1007.271 (17), VCS loans dual enrollment students the required textbooks and provides electronic access codes, free of charge, to Dual Enrollment students. Dual Enrollment textbooks are the property of the VCS and all VCS textbook policies apply. Dual Enrollment students registering in courses requiring additional materials such as calculators, safety glasses, clickers, uniforms, safety shoes, kits, etc. such ancillary materials are purchased at the student's expense.

Instructional cost arrangements

Per §1007.271 (21) (n) (1), School Districts shall pay the standard tuition rate per credit hour (\$71.98) in the fall and spring semesters from funds provided in the Florida Education Finance Program to LSSC providing instruction does not take place on a high school campus. LSSC will charge no tuition or fees for dual enrollment classes when instruction is paid for and provided by VCS on VCS property. When dual enrollment is provided on a VCS High School campus by LSSC faculty, VCS shall reimburse the cost associated with LSSC's proportion of salary and benefits and actual costs to provide the instruction. VCS will not be invoiced for any student tuition during the summer semester. LSSC shall provide VCS itemized tuition invoices following established LSSC third party billing procedures and timelines. Per §1007.271, F.S., LSSC cannot accept payment for courses from Dual Enrollment students or their parents.

Additional cost arrangements

Additional cost arrangements are detailed in the 2019-20 LSSC/VCS Memo of Understanding (Appendix A).

Textbook processes

1. VCS purchases, stores, and maintains all hard copy textbooks.
2. VCS loans textbooks and purchases access codes for Dual Enrollment students for use in LSSC courses.

3. LSSC's Bookstore Manager provides VCS with a list of the currently adopted textbooks and access codes as soon as that information becomes available, but no later than one semester before a course is offered.
4. At the end of each semester, VCS notifies Dual Enrollment students of the procedure for returning loaned textbooks.
5. Students failing to return loaned textbooks may not enroll in LSSC courses until materials or monies owed are satisfied.
6. LSSC provides VCS with a list of Dual Enrollment students who have officially withdrawn from classes at the end of the semester to ensure return and/or payment of textbooks and materials.

Textbook selection and use

All textbooks are selected for each course by the appropriate LSSC faculty member(s) and approved by the appropriate LSSC academic department. Textbooks will be used for a minimum of two years unless the current edition is no longer available from the publisher. LSSC will review textbook requirements in the fall of each year and communicate changes with VCS.

XV. STUDENT TRANSPORTATION

Dual Enrollment students are responsible for arranging and paying for transportation to and from LSSC as well as all other Dual Enrollment related transportation. Parents/guardians assume all financial responsibility and liability for Dual Enrollment related transportation.

XVI. RESOURCES AVAILABLE TO STUDENTS WITH DISABILITIES

LSSC provides qualified students with academic accommodations to ensure full participation in and equal access to educational opportunities while enrolled at the College. The student's existing Individual Education Program (IEP) should continue to be utilized to provide academic accommodations and support for all high-school based courses. Dual Enrollment students seeking academic accommodations for college-based or online courses should register with LSSC's Office for Students with Disabilities, in order to determine eligibility for services and submit valid disability documentation for review and processing.

XVII. ADDITIONAL POLICIES AND PROCEDURES

Student data requests

LSSC will collect and compile Dual Enrollment data to develop the *LSSC Dual Enrollment Research Review* to be updated and distributed once per semester to the VCS. Data requests beyond semester grade and enrollment reports must be submitted by the requesting party with minimum 30 days advance notice.

Attendance requests related state-mandated end-of-course assessments

Dual enrollment students must contact their LSSC faculty two weeks in advance to request accommodations for missed class and/or assignments due to a scheduled Advanced Placement (AP) exam or state mandated end-of-course (EOC) assessment.

Mailings

The VCS provides directory information to LSSC up to four times per year. LSSC provides at least a thirty-day written notice for all directory information requests.

Background investigations

LSSC represents and warrants to the VCS that it has read and is familiar with §1012.315, 1012.32, 112.465, 1012.467, and 1012.468 regarding background investigations. LSSC covenants to comply with all

requirements of the above-cited statutes and shall provide the VCS with proof of compliance upon request. To the extent permitted by and subject to the limitations specified in §768.28, LS F.S. LSSC agrees to indemnify and hold harmless the VCS, its officers, agents and employees from any liability in the form of physical injury, death, or property damage resulting from LSSC's failure to comply with the requirements of this paragraph of §1012.315, 1012.32, 1012.465, 1012.467 and 1012.468.

Right to audit

The Parties shall keep all records and supporting documentation which concern or relate to this Agreement for a minimum of three (3) years from the date of termination of this Agreement. Each party to this Agreement agrees to provide the other party, and their duly authorized representatives, access to records and supporting documentation as they relate to this agreement, upon request and at mutually agreeable times during normal business hours. In addition, each party shall have the right to audit, inspect and copy all of the records of the other party as they relate to this Agreement, upon request and at mutually agreeable times during normal business hours. The parties shall cooperate with each other in any such audit and inspection, and in allowing copies to be made. The access, inspection, copying and auditing rights of this Agreement shall survive the termination of this agreement.

Waivers

Pursuant to Florida statute, the President of LSSC (or designee) and the VCS Superintendent (or designee) may jointly waive Dual Enrollment eligibility and participation criteria through a student appeal process. The decision is final and cannot be appealed.

THE VILLAGES CHARTER SCHOOL INC

Dr. Randy McDaniel, Director of Education

Dr. Gary L. Lester, Chairman
Villages Charter School Inc.

DATE

LAKE-SUMTER STATE COLLEGE

Dr. Stanley M Sidor, President

Mr. Peter Wahl, Chairperson
District Board of Trustees

DATE

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE DISTRICT BOARD OF TRUSTEES OF
LAKE-SUMTER STATE COLLEGE AND
THE VILLAGES CHARTER SCHOOL, INC.
RELATING TO OPERATION OF EARLY COLLEGE SITE**

This Memorandum of Understanding ("Agreement") made by and between The District Board of Trustees of Lake-Sumter State College, a political subdivision of the State of Florida (the "TRUSTEES"), and the Villages Charter School, Inc. (the "SCHOOL") effective July 1, 2019 and ending June 30, 2020. Collectively, the TRUSTEES and SCHOOL may be referred to as the "PARTIES."

RECITALS

Whereas, the program shall be known as the Lake-Sumter State College/Villages Charter School Early College Site (the "Program"); and

Whereas, the purpose of this Agreement is to provide for the operation of the Program at the SCHOOL only for students of the SCHOOL with financial support and other support provided by the SCHOOL as hereinafter described; and

Whereas, the PARTIES desire to acknowledge their intentions in this written Agreement, and each commit to the responsibilities set forth herein; and

Whereas, this Agreement is entered into pursuant to and in accordance with all applicable provisions of Florida law.

NOW, THEREFORE, IN CONSIDERATION of mutual covenants set forth in this Agreement, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the PARTIES agree as follows:

1. **RECITALS**. The Recitals set forth above are true and correct, form a material part of this Agreement and are incorporated herein by reference.
2. **TERM OF AGREEMENT**. The term of this Agreement will be from July 1, 2019 to June 30, 2020. The TRUSTEES will implement the Program at the SCHOOL for classes to be offered only for TRUSTEES' fall and spring semesters. This agreement may be renewed upon written agreement of both PARTIES. If either party desires to renew the Agreement they should notify the other party at least sixty (60) days prior to the expiration of the Agreement.
3. **EARLY COLLEGE SITE COORDINATOR**. TRUSTEES will employ the Early College Site Coordinator, who will work cooperatively with SCHOOL'S administration, faculty & staff to support all Dual Enrollment students. In the area of Academic Affairs the Early College Site Coordinator's duties include, but are not limited to, assisting in the supervision and assessment of faculty members; recommending and coordinating courses, days, times, and instructors for class schedules; assisting with planning and coordination of adjunct faculty orientation; coordinating and assisting in the recruitment and selection of adjunct faculty and mentoring of new faculty; responsible for student advising functions to fulfill department duties, as directed by the respective Dean, in matters of grade appeals and student grievances; assisting with course content and curriculum in keeping catalog information current, complete, and accurate; facilitating textbook adoption and circulation; and holding meetings with

department faculty on a regularly scheduled time frame. In the area of Student Services the Early College Site Coordinator's duties include, but are not limited to, recruiting students for dual enrollment program, serving as the primary point of contact for dual enrolled VHS students and their parents, teaching courses if needed, advising students regarding high school and college requirements, coordinating registration for students, monitoring academic progress of students, coordinating textbook distribution/collection. Scheduling of hours for this position will be worked out collaboratively between the hiring supervisor at the college and high school administrative personnel.

4. **FUNDING.** The SCHOOL shall provide the TRUSTEES funding and support for on-site coordination and services to SCHOOL students. The budget is based on the assumption that 60% of the Site Coordinator position would serve the SCHOOL program and the remaining 40% of the time would be assigned to TRUSTEES work. Services include, but are not limited to, learning center, library, and technology support as more particularly described below:
 - A. **EARLY COLLEGE SITE COORDINATOR.** SCHOOL will make a maximum payment of \$2,700 per month for the Early College Site Coordinator, who will be hired by and be an employee of TRUSTEES. SCHOOL will make a payment on the first day of each month commencing thirty (30) days after employment of coordinator.
 - B. **LEARNING CENTER SERVICES.** SCHOOL will pay a maximum of \$2,000 per year during the term of this Agreement for training for Learning Center services for the Program. This training will be done on an as-needed basis as determined by mutual agreement of the PARTIES.
 - C. **LIBRARY SUPPORT & INSTRUCTION.** SCHOOL will pay a maximum of \$1,000 per year during the term of this Agreement for training and support for Library instruction for the Program. This training and support will be done on an as-needed basis as determined by mutual agreement of the PARTIES.
 - D. **IT SUPPORT.** SCHOOL will provide in-kind support to provide a network and connectivity capable of allowing access for SCHOOL's Dual Enrollment students to TRUSTEES network, student email and LOIS, Library databases, Learning Center, Collaborate and other services as needed.
 - E. **HIGH SCHOOL INSTRUCTORS.** SCHOOL will provide, at its sole discretion, the course instructors for the Program. TRUSTEES reserve the right to approve the qualifications of instructors for TRUSTEES course assignments based on SACS criteria and LSSC Faculty Qualifications Manual. The PARTIES will mutually agree on the number and types of courses that will be offered under the Program.
 - F. **HIGH SCHOOL TUTORS.** SCHOOL will provide such tutoring services to the Program as the PARTIES deem appropriate.
 - G. **PAYMENT.** Payment under 4.B. and C. above will be due and payable to TRUSTEES within thirty (30) days after an appropriate invoice is remitted to the SCHOOL.
5. **CURRICULUM.** The curriculum offered through the Program is identified in the Lake-Sumter State College Site Substantive Change Prospectus. If the TRUSTEES decide to make any changes to the curriculum or schedule, then the TRUSTEES agree to notify the SCHOOL of the proposed changes at

least one hundred twenty (120) days prior to the next semester. However, if the TRUSTEES are mandated by an accrediting agency, or state or federal law to make changes to the curriculum or schedule, then TRUSTEES' obligation to notify SCHOOL at least one hundred twenty (120) days prior to the next semester is waived.

6. **ELIGIBILITY.** SCHOOL will determine which students are eligible to participate in the Program based upon current entry level criteria established by the Florida Department of Education and the TRUSTEES Inter-institutional Articulation Agreement with the Villages Charter School, Inc. Only full-time students of the SCHOOL are eligible to participate in the Program.
7. **FURTHER AGREEMENT/S.** TRUSTEES and the SCHOOL acknowledge future agreements between the PARTIES may be necessary. The PARTIES each agree to work cooperatively in developing such other agreements as may be necessary from time to time.

8. **DEFAULT, TERMINATION AND ENFORCEMENT OF AGREEMENT.**

- A. The PARTIES may terminate this Agreement at any time provided such termination is mutually agreeable and the terms are reduced to writing and signed by all PARTIES.
- B. If for any cause other than something outside either party's control, the SCHOOL or the TRUSTEES shall default in the performance of any of the material covenants, agreements, terms, conditions or stipulations of this Agreement and shall fail to cure such default within fifteen (15) calendar days after receiving written notice of such default from the non-defaulting party, in addition to any other rights and remedies available to it, the non-defaulting party will thereupon have the right to terminate this Agreement upon providing the defaulting party five (5) business days prior written notice of its intent to terminate (such five (5) day period to commence upon the defaulting party's receipt of such notice). Notice shall be provided to the undersigned persons at the address listed.
- C. If this agreement is terminated under either subsection A or B above, notwithstanding that termination may be immediately, the PARTIES shall continue to teach current students enrolled in the Program until the end of the then current semester so students can complete the semester and payments to TRUSTEES for coordinator shall continue until the end of the then current semester.

9. **REPRESENTATIONS AND WARRANTIES.**

- A. The TRUSTEES represents and warrants to the SCHOOL that: (i) the District Board of Trustees of Lake-Sumter State College is a duly authorized and existing political subdivision of the State of Florida; (ii) the TRUSTEES have the full right and authority to enter into this Agreement; (iii) each of the persons executing this Agreement on behalf of the TRUSTEES is authorized to do so; and (iv) this Agreement constitutes a valid and legally binding obligation of the TRUSTEES, enforceable in accordance with its terms.

B. The SCHOOL represents and warrants to the TRUSTEES that: (i) The Villages Charter School, Inc. is a Florida corporation; (ii) the SCHOOL has the full right and authority to enter into this Agreement; (iii) each of the persons executing this Agreement on behalf of the SCHOOL is authorized to do so; and (iv) this Agreement constitutes a valid and legally binding obligation of the SCHOOL, enforceable in accordance with its terms.

10. **ASSIGNMENT**. Neither TRUSTEES nor SCHOOL may assign any rights or delegate any duties under this Agreement without the written consent of the other party.

11. **NOTICES**. All notices, demands, requests for approvals or other communications which are required to be given by either party to the other shall be in writing and shall be deemed given and delivered on the date delivered in person to the authorized representative of the recipient provided below, upon the expiration of five (5) calendar days following the date mailed by registered or certified mail, postage prepaid, return receipt requested, or upon the date delivered by overnight courier (signature required) and addressed:

TO THE TRUSTEES: Office of the President
Lake-Sumter State College
9501 U. S. Highway 441
Leesburg, Florida 34788

TO THE SCHOOL: Director of Education
Randy McDaniel
350 Tatonka Terrace
The Villages, Florida 32162

12. **WAIVER**. No act or omission or commission of either party, including without limitation, any failure to exercise any right, remedy, or recourse, shall be deemed to be a waiver, release, or modification of the same. Such a waiver, release, or modification is to be effect only through a written modification to this Agreement.

13. **GOVERNING LAW**. This Agreement shall be construed in accordance with the laws of the State of Florida. Venue shall be in Lake County, Florida.

14. **NO THIRD PARTY BENEFICIARY**. Persons not a party to this Agreement may not claim any benefit hereunder or as third party beneficiaries hereto.

15. **HEADINGS**. The paragraph headings are inserted herein for convenience and reference only and in no way define, limit, or otherwise describe the scope or intent of any provisions hereof.

16. **DRAFTING OF AGREEMENT**. This Agreement has been drafted and negotiated by the TRUSTEES and the SCHOOL and the same shall not be construed against either party.

17. **ENTIRE AGREEMENT.** This Agreement constitutes the entire agreement between the PARTIES relating to the preparation of the prospectus and no change will be valid unless made by supplemental written agreement executed by both PARTIES.
18. **SEVERABILITY.** Should any section or part of any section of this Agreement be rendered void, invalid, or unenforceable by any court of law, for any reason, such a determination shall not render void, invalid, or unenforceable any other section or any other part of any section of this Agreement provided that the PARTIES continue to enjoy the intended benefits for which they entered this Agreement.

IN WITNESS WHEREOF, the PARTIES have caused this Agreement to be executed by their duly authorized representatives on the date first above written.

THE DISTRICT BOARD OF TRUSTEES OF LAKE-SUMTER STATE COLLEGE,

APPROVED:

Dr. Stanley Sidor, President

Dated: _____

Mr. Peter Wahl, Board Chairman

Dated: _____

THE VILLAGES CHARTER SCHOOL, INC.,

APPROVED:

Dr. Randy McDaniel, Director of Education

Dated: _____

Dr. Gary L. Lester, Chairman

Dated: _____

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

LEGAL COUNSEL



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: June 19, 2019

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 467 – FY 2019-2020 Application/Strengthening Career and Technical Education for the
21st Century Act (Perkins V), Section 132

OVERVIEW:

The Strengthening Career and Technical Education for the 21st Century Act (Perkins V) is a principal source of federal funding to states and discretionary grantees for the improvement of secondary and post secondary career and technical education programs across the nation. The purpose of the Act is to develop more fully the academic, career, and technical skills of secondary and postsecondary students who elect to enroll in career and technical education program.

ANALYSIS:

The grant application is in development and will be completed in time for the submission deadline.

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: June 19, 2019

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 468 – 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

Division of Business Affairs

Update for the President and Board of Trustees

June 19, 2019

Dr. Heather Bigard, Vice President of Administrative and Financial Services

- *Launched Implementation of the Strategic Plan*
- *Attended the Council of Business Affairs meeting; serving as Vice Chair.*
- *Completed the Budget Reconciliation process for 2019-20 for approval at the June District Board of Trustees meeting.*
- *Compiled and prioritized facility improvement needs for inclusion in the Capital Improvement Plan.*

ATHLETICS

Mike Matulia, Director of Athletics

- 42/65 Student-Athletes recorded 3.0 GPA's or higher
- 4- President's List and 9 Dean's List
- 8- NJCAA All-Academic Individual Honors
- Baseball Player, Robbie Scott received All-State Honors and was selected for the All-District Gold Glove Team
- All LSSC teams achieved team GPA's of 3.0 or higher: Volleyball 3.19; softball 3.10; baseball 3.05 (All will make the NJCAA Academic Team of the Year list)
- Hosting Summer Camps for Baseball, Softball and Volleyball
- Conducting SOAR orientation for Student-Athletes for fall enrollment; 20-30 additional student-athletes with the addition of new sports.
- Baseball Coach, Rich Billings received the "Coach of the Year" for the Lake County Fellowship of Christian Athletes
- The Men's and Women's Cross Country teams are full for 2019-20!

FACILITIES

Andrew Bicanovsky, Director of Facilities

- Career Source has taken occupancy in Building M.
- Mr. Jeffrey DiBouno has joined the team as Maintenance Technician II for the South Lake Campus.

- Updated the testing center in South Lake for the Office of Disability.
- Submitted annual capital improvement project and drafted five-year educational plant survey to Leadership for review.
- Acquired two new Ford F-150 trucks as a donation from The Villages Commercial Community District.
- Assisted New Visions with their annual facility and safety inspection.

FINANCIAL AID

Katrina Bennett, Director of Financial Aid

- Financial Aid Awards have been packaged for 1,120 students for 2019-2020.
- Financial Aid Self Service pages were updated to reduce paper communications.

HUMAN RESOURCES

Pam Fletcher, Director of Human Resources

- Conducted leadership training at Advent Waterman, a community partner, as part of the College's service to the community.
- Obtained Cabinet and Planning Council approval of revised Tobacco-Free and Smoke-Free Admin Pro and Family Medical & Leave Act Admin Pro.
- Launched NeoGov online personnel requisition process with pilot group.

INFORMATION TECHNOLOGY

Doug Guiler, Chief Information Officer

- Completed New Technology Plan for 2019 – 2022.
- Upgraded BDM (Banner Document Manager). Staff can now use any browser to access the BDM data versus only using IE previously. The new BDM is also Single Sign On (SSO) compliant.
- Installed Banner Communication Manager. Admissions and Financial Aid offices have requested a means to automatically email students, and this Banner module addresses that need.
- Implemented the new Banner 9 Course Search on the new college website, for prospective student course search. Saved the college valuable time and money by not modifying our old homegrown solution to fit.
- Automatically feeding staff directory information into the new college website.



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: June 19, 2019

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 469 – Committee Reports

OVERVIEW:

The District Board of Trustees serve on Committees that address different areas of the college. Currently, there are six committees: Executive 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
JUNE 12, 2019**

Attendees: 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

- Ms. Lee reviewed the June agenda for additions, corrections, and deletions. There are several consent items for the board to review.
- President's Report
 - Dr. Sidor will provide a report on the most recent Council of Presidents meeting and the 2020-21, LBR Development.
 - He will also update the board on community projects with Lake Tech, Apprenticeships, HSCA, DEU, and Regional Simulation Center.
- New Business-Action Items
 - Approval of the \$2 per Credit Hour Security Equipment Fee
 - Approval of Capital Improvement Fee \$2 per Credit Hour
 - 2018-2019 Annual Equity Report
 - 2019-2020 Annual Operating Budget
 - 2019-2020 Tuition and Fee Schedule
 - End of year amendment/transfer-Fund 1 to Fund 7
 - Facilities five-year Survey
 - Capital Improvement Plan
 - Deletion of Dental Hygiene Linkage Program
 - Modification of Health Information Technology Program
 - CDL Training and Testing Program
- New Business-Action Items
 - First reading: Amend Board Rule 2.15-Tobacco and Smoke Free Regulation

Next Executive Committee Meeting:
July 16, 2019, 8:30 a.m., President's Office, SSB 210, Room 207



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: June 19, 2019

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 470 – 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.



June 11, 2019

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

Re: Board Attorney Report for June 19, 2019

Dear Trustees:

On May 16, 2019 in Case No. RC-2018-042 (Part Time Adjunct Instructors). PERC verified the results of the mail ballot election held April 9 – April 30, 2019, and certified Service Employees International Union (SEIU) Florida Public Services Union (FPSU), Change to WIN as the exclusive bargaining representatives in the unit.

The College and United Faculty of Florida-Lake Sumter State College (full-time teaching faculty) met and began contract negotiations. The United Faculty provided the College with a proposed Collective Bargaining Agreement.

East Lake Property Donation. An amendment has been prepared extending the various deadlines for closing, development, state designation, etc. as well as addressing shared facility use with public or private entities. The proposed amendment provides for donation of less acreage (17 acres) but with use of an off-site storm water retention system. The amendment provides in part that “The master storm water system shall be designed and constructed to provide connection immediately adjacent to the Property.” The draft amendment was sent to attorney Dan Robuck is working with the property owners.

Notice of Claim – Florida Statutes 768.28(6) from Morgan & Morgan, P.A. on behalf of Karen Parker relating to an alleged incident on August 18, 2016. Ms. Parker claims while attending an event on the Leesburg campus she was injured when she tripped and fell. She claims there was a hole in one of the mats and she fell as a result. The College’s insurance company is in receipt of the Notice of Claim and is in communication with Ms. Parker’s attorney. Litigation has not been filed as of the date of this letter.

On June 1, 2019 the College received a Notice of Charge of Discrimination from the U.S. Equal Employment Opportunity Commission. The charge of employment discrimination was filed with the EEOC by an applicant “for a faculty position, under: The Age Discrimination in Employment Act (ADEA). The circumstances of the alleged discrimination are based on Age, and involve issues of Hiring that are alleged to have occurred on or about Jan 14, 2019.” The

College is reviewing the allegations and working with employment counsel, Mike Pierro to prepare a response.

Florida Commission on Human Relations, Case No. 201916025; EEOC No. 15D201900045. In November it was reported to the Board that a former employee filed a Charge of Employment Discrimination with the Florida Commission on Human Relations. The statement of harm alleged discrimination related to use of leave under the Family Medical Leave Act. On March 26, 2019 the College received a request from the Employment Investigator of the Florida Commission on Human Relations to provide information and documents in order to complete the investigation. In early April the College, through employment counsel Mike Pierro, provided the Investigator with the requested information.

OCR Case Nos. 04-17-2349 & 04-18-2164. The OCR investigations into the student's complaints remains pending.

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,

A handwritten signature in cursive script, reading "Anita Geraci-Carver".

Anita Geraci-Carver

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



Lake Sumter State College

OFFICE OF THE PRESIDENT

Present to the Board: June 19, 2019

TO: Lake-Sumter State College
District Board of Trustees

FROM: Dr. Stanley M. Sidor
President

RE: 471- Approval \$2 per credit hour Security Equipment Fee

OVERVIEW:

The tragedies endured and lessons learned by schools throughout the nation have heightened our awareness and shifted our focus to the safety and security of our students and employees. The College has taken numerous steps to improve security protocols by expanding security personnel coverage, conducting threat assessments, training our community on emergency response procedures and increasing communication channels. However, more work is necessary and additional funding is required to continue the hardening process of our facilities and improve safety.

ANALYSIS:

Florida Statute 1009.23 outlines the District Board's authority to implement fees.

(12)(a) In addition to tuition, out-of-state, financial aid, capital improvement, student activity and service, and technology fees authorized in this section, each Florida College System institution board of trustees is authorized to establish fee schedules for the following user fees and fines: laboratory fees, which do not apply to a distance learning course; parking fees and fines; library fees and fines; fees and fines relating to facilities and equipment use or damage; access or identification card fees; duplicating, photocopying, binding, or

microfilming fees; standardized testing fees; diploma replacement fees; transcript fees; application fees; graduation fees; and late fees related to registration and payment. Such user fees and fines shall not exceed the cost of the services provided and shall only be charged to persons receiving the service.

Our interpretation of this statute supports the creation of a Security Equipment Fee to fund the purchase, installation and monitoring of video surveillance cameras and access controls systems. We propose a \$2.00 per credit hour charge to all “fee paying” students. This will generate approximately \$100,000 per year. The intent to charge this fee has been publicly noticed.

RECOMMENDATION:

We recommend approval of a \$2.00 per credit hour Security Equipment Fee, effective fall 2019.



Lake Sumter State College

OFFICE OF THE PRESIDENT

Present to the Board: June 19, 2019

TO: Lake-Sumter State College
District Board of Trustees

FROM: Dr. Stanley M. Sidor
President

RE: 472 - Approval \$2 per credit hour Capital Improvement Fee

OVERVIEW:

The 2019 Legislative Session did result in funding for 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. Additional funding is needed to address critical facilities repairs and maintenance.

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 intent to increase this fee has been publicly noticed.

RECOMMENDATION:

We recommend approval of a \$2.00 per credit hour increase in the Capital Improvement Fee, effective fall 2019.



Lake Sumter State College

OFFICE OF THE PRESIDENT

Present to the Board: June 19, 2019

TO: Lake-Sumter State College
District Board of Trustees

FROM: Dr. Stanley M. Sidor
President

RE: 473-Action: 2018-2019 Florida College System Annual Equity Report Update

OVERVIEW:

The purpose of the College Annual Equity Update is to provide updates on the College's efforts to comply with Florida Statutes related to nondiscrimination and equal access to postsecondary education and employment. Florida Statutes require postsecondary institutions in the Florida College System (FCS) to develop an annual update plan that will positively affect efforts to increase diversity among students and employees. The final report is required to be signed by the Board Chair, the President, and the Equity Officer.

ANALYSIS:

Please review enclosed Division of Florida Colleges 2018-19 Lake-Sumter State College Annual Equity Report Executive Summary.

RECOMMENDATION:

The College recommends that Board approves the final report.



Lake Sumter
State College

**Division of Florida Colleges
2018-19 Lake-Sumter State College Annual Equity Report
Executive Summary**

Purpose:

The purpose of the College Annual Equity Update is to provide updates on the College's efforts to comply with Florida Statutes related to nondiscrimination and equal access to postsecondary education and employment. Florida Statutes require postsecondary institutions in the Florida College System (FCS) to develop an annual update plan that will positively affect efforts to increase diversity among students and employees.

Timeline for completion:

The 2018-19 Annual Equity Report requires two submissions. Submission 1 of 2 was submitted on April 29, 2019. Submission 2 of 2 is due on June 28, 2019. It is currently in final draft form and will be finalized by Monday, June 24, 2019. The final report is required to be signed by the Board Chair, the President, and the Equity Officer at the June Board of Trustees meeting.

Overview of the report:

Data for the report is provided by the FCS and verified by LSSC's Information Technology Data Analysis staff. The narrative is developed by subject matter experts across the college (Human Resources, Equity, Enrollment, Disability Services, Athletics, etc.). The report includes six sections.

Report Findings:

Part I. Description of Plan Development

- No major updates.

Part II. Policies and Procedures that Prohibit Discrimination

- No major updates.

Part III. Strategies to Overcome Underrepresentation of Students (Student Enrollments, Student Completions, and Student Success in Targeted Programs)

- We are currently achieving a majority of our enrollment and completion goals.
- The full report includes a breakdown of enrollments and completions by gender, race/ethnicity, disability, and limited English proficiency.
- The full report delineates methods and strategies utilized to target underrepresented students where goals have not been achieved.

Enrollment trends from 2017-18 to 2018-19:

Data showed notable increases in:

- Black male FTIC enrollment (3.90% to 5.60%)
- Overall Black total enrollment (9.92% to 12.00%)
- Hispanic male FTIC enrollment (1.37% to 11.60%)*
- Hispanic female total enrollment (4.5% to 13.26%)*
- Overall Hispanic FTIC enrollment (3.48% to 27.77%)*
- Hispanic total enrollment (6.87% to 22.01%)*

Data showed notable decreases in:

- “Other Minority” FTIC enrollment (10.13% to 7.53%)*
- White female FTIC enrollment (43.57% to 29.30%)

Completion trends from 2017-18 to 2018-19:

Data showed notable increases in:

- Black male completers (.86% to 2.83%).
- Hispanic female AA completers (5.58% to 11.37%)*
- Hispanic male AA completers (2.19% to 7.69%)*
- Hispanic male AS completers (2.59% to 5.66%)*

Data showed notable decreases in:

- Decrease in Black female AS completers (6.03% to 2.83%)
- Decrease in female “Other Minority” AA completers (7.57% to 4.52%)*
- Decrease in total “Other Minority” AA completers (12.55% to 8.03%)*

*Please note that in the Fall 2017, Hispanic student coding was altered from past years. As a result, there are some inconsistencies as the data reporting stabilizes. It will become more consistent in future terms. Note that we did increase Hispanic enrollment and completions (as well as notable decreases in “Other Minority” completions) from the previous year’s equity report; however, not as dramatically as the data would imply.

Part IV. Substitution Waivers for Admissions and Course Substitutions for Eligible Students with Disabilities

- No significant changes or trends

Part V. Gender Equity in Athletics (Assessment of Athletic Programs, Data Assessment, Compliance with Title IX, & Corrective Action Plan)

- No significant changes or trends
- Currently meeting required participation ratios (within 5% of enrollment gender ratios)

2017-2018 Athletic Participation by Gender Compared to Student Enrollments by Gender			
	Males	Females	Total
Total Number of Athletes	24	38	62
Percent of Athletes by Gender	38.7%	61.3%	100%

Part VI. College Employment Equity Accountability Plan

The College's goal is to improve the alignment of Executive/Administrative/Managerial staff, Instructional Staff, and Instructional Staff with Continuing Contract with student population percentages.

College Full-Time Executive/Administrative/Managerial Staff:

Population Group	Actual Data (%) Fall 2017	Stated Goals Fall 2018	2018 College Student Population Percentage	Actual Data (%) Fall 2018	Met Goal	Goals for 2019
Black Female*	3.7%	7.0%	7.21%	0%	No	6.0%
Black Male	0%	3.5%	3.92%	0%	No	3.0%
Hispanic Female	0%	4.5%	13.26%	0%	No	4.5%
Hispanic Male	3.7%	3.7%	8.75%	0%	No	4.0%
Other Minorities	0%	6%	7.88%	0%	No	6.5%

*Please note that due to a coding error, a Black Female Executive/Administrative/Managerial Staff employee was excluded from the data provided to the state. The Actual Data (%) for Fall 2018 was 3.7%.

College Full-Time Instructional Staff:

Population Group	Actual Data (%) Fall 2017	Stated Goals Fall 2018	2018 College Student Population Percentage	Actual Data (%) Fall 2018	Met Goal	Goals for 2019
Black Female	3.7%	5.0%	7.21%	3.8%	No	6.0%
Black Male	3.7%	3.88%	3.92%	2.6%	No	3.0%
Hispanic Female	1.2%	3.2%	13.26%	1.3%	No	5.0%
Hispanic Male	3.7%	3.7%	8.75%	2.6%	No	3.5%
Other Minorities	3.6%	6.5%	7.88%	3.9%	No	6.0%

College Full-Time Instructional Staff with Continuing Contract:

Population Group	Actual Data (%) Fall 2017	Stated Goals Fall 2018	2018 College Student Population Percentage	Actual Data (%) Fall 2018	Met Goal	Goals for 2019
Black Female	5.1%	6.5%	7.21%	5.6%	No	5.5%
Black Male	2.6%	3.8%	3.92%	2.8%	No	3.0%
Hispanic Female	0%	2.0%	13.26%	0%	No	5.0%
Hispanic Male	2.6%	2.6%	8.75%	0%	No	4.0%
Other Minorities	2.6%	7.12%	7.88%	2.8%	No	7.5%

With regard to instructional staff categories, the College remained steady with regard to percentages of instructional faculty as compared to student population percentages. However, the College experienced declines in the executive/administrative/managerial category. To address these opportunities, the College will develop and implement intentional efforts in the employment of qualified minority candidates with each hiring opportunity. The Human Resources/Equity Director will review each final candidate selection by the hiring manager prior to an offer being extended. As part of the College's strategic goals for creating a diverse and inclusive culture, diversity training for search committee participants will be revamped and expanded. The College will continue to advertise in diversity publications for faculty and administrative positions (Latinos in Higher Ed and Historically Black Colleges and Universities (HBCU) Connects, for example). Mentoring opportunities continue to be available through the Success Coaching Program. We will continue to plan multicultural events and educational activities to increase diversity awareness within the College. Activities currently include Hispanic Heritage Month, Black History Month, and Women's History Month. Additionally, the Diversity and Inclusion Work Group is planning the first annual Values Week, which includes education and celebration of the diversity of the students and employees at LSSC.



Lake Sumter State College

OFFICE OF THE PRESIDENT

Present to the Board: June 19, 2019

TO: Lake-Sumter State College
District Board of Trustees

FROM: Dr. Stanley M. Sidor
President

RE: # 474- 2019-2020 Annual Operating Budget

OVERVIEW:

Each year the LSSC Board of trustees approves the annual operating and capital budgets.

ANALYSIS:

The proposed 2019-2020 Fund 1 Operating Budget is balanced and includes a contingency.

The proposed 2019-2020 Fund 7 Capital Budget includes investments in deferred maintenance and technology.

RECOMMENDATION:

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

Summary of All Funds

2019-20 BUDGET FOR BOT APPROVAL 6/19/19

Lake-Sumter State College
FY 2018 Budget Preparation
06/13/19

	Instructional Fund 1	Grants & Contracts Fund 2	Auxiliary Fund 3	Scholarships Fund 5	Capital & Maintenance Fund 7	Total College Budget
Revenue						
Tuition and Fee Revenue	9,540,908	581,742		412,000	852,561	11,387,212
State Appropriations	15,060,495				178,000	15,238,495
Foundation Support	169,000			0		169,000
Grants and Contracts	275,306	1,028,840		6,148,187		7,452,333
Commission			358,151			358,151
Miscellaneous	169,225	0				169,225
Total Revenue	25,214,934	1,610,582	358,151	6,560,187	1,030,561	34,774,416
Transfer from Operating/Fund 1						
Transfer from Auxiliary/Fund 5	456,382		(306,382)		500,000	500,000
Transfer from Student Activity Fees	335,670	(335,670)				150,000
Total Transfers	792,052	(335,670)	(306,382)	0	500,000	650,000
Total Revenue, Fund Balance, and Transfers	26,006,986	1,274,912	51,769	6,560,187	1,530,561	35,424,416
Personnel Expenses						
Faculty and Staff	12,756,211	458,250				13,214,461
Pooled Positions	2,021,524	77,134			50,385	2,149,043
Benefits	4,648,236	15,784			24,815	4,688,835
Total Personnel Expenses	19,425,971	551,168	0	0	75,200	20,052,339
Operating Expense						
Fixed Cost	3,834,177					3,834,177
Legal Cost Faculty Unionization	80,000					80,000
Travel	271,883	261,502	0			533,385
Write-Off Account Receivable	65,000					65,000
Base Budget Current Expense - Remainder	1,546,745	430,690	73,896	6,530,687		2,051,331
Scholarship and Awards						6,530,687
HSCA Operating	47,100					47,100
Sumter Partnership	16,500					16,500
Continuing Education	41,699					41,699
Capital and Maintenance		0			4,041,879	4,041,879
Contingency	500,000					500,000
Total Supplies and Service Expenses	6,403,105	692,192	73,896	6,530,687	4,041,879	17,741,758
TOTAL Personnel, Supplies and Services	25,829,075	1,243,360	73,896	6,530,687	4,117,079	37,794,097
Increase (Decrease) to Fund Balance	177,911	0	(22,126)	29,500	(2,586,518)	(2,369,681)
Estimated Beginning Fund Balance*	2,574,579		920,298		2,994,861	6,489,739
Estimated Ending Fund Balance	2,752,489	0	898,172	29,500	408,344	1,544,025

Fund 1

2019-20 BUDGET FOR BOT APPROVAL 6/19/19

Lake-Sumter State College
FY 2019 Operating Budget Preparation
06/13/19

	Fiscal Year 2019-20					FY 2018-19		2019-20 Budget to FY19 Projected
	Operating	HSCA	Energy Partnership	Cont Education/ Kids College	Total Fund 1	FY 2018-19 Budget	FY 2019 Projected	
Revenue								
Student Tuition and Fees								
Fall								
Tuition	2,799,899		119,364		2,919,263	2,888,134	\$ 2,893,097	26,166
Technology Fees	140,679				140,679	161,613	144,677	(3,998)
Distance Learning Fees	181,289				181,289	165,035	173,190	8,099
Dual Enrollment	302,316	538,150			840,466	604,278	646,036	194,430
Lab Fees	80,066		12,575		92,641	66,420	72,389	20,252
Spring								
Tuition	2,416,965		85,260		2,502,225	2,524,000	2,496,780	5,445
Technology Fees	120,582				120,582	138,700	124,847	(4,265)
Distance Learning Fees	159,370				159,370	160,342	151,890	7,480
Dual Enrollment	302,316	538,150			840,466	638,221	666,263	174,203
Lab Fees	70,708		8,313		79,021	35,763	39,509	39,512
Summer								
Tuition	1,047,060		36,540		1,083,600	925,680	1,094,726	(11,126)
Technology Fees	51,156				51,156	36,308	54,730	(3,574)
Distance Learning Fees	121,376				121,376	79,933	117,075	4,301
Dual Enrollment	0				0	0	0	0
Lab Fees	15,080		4,000		19,080	5,083	12,744	6,336
Kids College				288,700	288,700	280,000	234,600	54,100
Cont. Ed				100,996	100,996	121,977	106,014	(5,018)
Miscellaneous Fees	169,225				169,225	121,827	165,781	3,445
Total Student Tuition and Fees	7,978,085	1,076,300	266,052	389,696	9,710,133	8,953,315	9,194,347	515,786
Base State Appropriation and Lottery	14,360,359				14,360,359	13,942,487	13,692,487	667,872
Restore Base At Risk	0				0	356,633	356,633	(356,633)
Performance Funding	0				0	356,633	356,633	(356,633)
Program Incentives	455,985				455,985	0	0	455,985
Restricted - Safety/Security Facility Upgrades	100,000				100,000	0	0	100,000
Miscellaneous State Appropriations	144,151				144,151	219,836	219,836	(75,685)
Total State Appropriations	15,060,495	0	0	0	15,060,495	14,875,589	14,625,589	434,906
Foundation Support-Operations	45,000				45,000	252,960	65,953	(20,953)
Foundation Support-Sumter Partnership			124,000		124,000	172,673	130,535	(6,535)
Foundation Support-Scholarships								
Total Foundation Support	45,000	0	124,000	0	169,000	425,633	196,488	(27,488)

Fund 1

Lake-Sumter State College
FY 2019 Operating Budget Preparation
06/13/19

	Fiscal Year 2019-20					FY 2018-19		2019-20 Budget to FY19 Projected
	Operating	HSCA	Energy Partnership	Cont Education/ Kids College	Total Fund 1	FY 2018-19 Budget	FY 2019 Projected	
SEPCO				87,800	87,800	87,800	87,800	0
Indirect Cost Recovery	80,000				80,000	80,000	80,000	0
Federal Grants			12,000		12,000			12,000
State Grants								
County Grants	95,506				95,506		95,506	0
Local Grants	175,506	0	12,000	87,800	275,306	167,800	263,306	12,000
Total Grants and Contracts	23,259,086	1,076,300	402,052	477,496	25,214,934	24,422,337	24,279,729	935,205
Total Revenue	(100,000)				(100,000)			(100,000)
Transfer - Restricted Facility Upgrades to Fund 7	250,000				250,000			250,000
Math Emporium	306,382				306,382	151,500	165,000	141,382
Transfer from Auxiliary	335,670				335,670	455,297	327,020	8,650
Transfer from Student Activity Fees								
Total Operating Transfers	792,052	0	0	0	792,052	606,797	492,020	300,032
Total Revenue, Fund Balance, and Transfers	24,051,138	1,076,300	402,052	477,496	26,006,986	25,029,134	24,771,749	1,235,237

Fund 1

Lake-Sumter State College FY 2019 Operating Budget Preparation 06/13/19	Fiscal Year 2019-20					FY 2018-19		2019-20 Budget to FY19 Projected
	Operating	HSCA	Energy Partnership	Cont Education/ Kids College	Total Fund 1	FY 2018-19	FY 2019	
						Budget	Projected	
Personnel Expenses								
Filled Positions								
Faculty	3,204,364	526,394	164,000		3,894,758	4,239,904	3,942,507	(47,749)
Staff	7,860,774	161,667	107,000	131,649	8,261,091	7,417,951	7,840,577	420,513
Staff Compression	300,000				300,000			300,000
Open Positions								
Faculty	266,407				266,407	130,932	0	266,407
Staff	382,791				382,791	558,814	0	382,791
Degree Completion - Includes Benefits	1,164				1,164	1,741	0	1,164
Average Lapsed Salaries	(350,000)				(350,000)	0	0	(350,000)
Total Faculty and Staff	11,665,501	688,061	271,000	131,649	12,756,211	12,349,342	11,783,085	973,126
Adjuncts								
Fall	384,355		7,356	29,885	421,596	352,374	403,531	18,064
Spring	185,321		5,517	29,885	220,723	352,374	211,265	9,457
Summer	101,403		14,712	29,885	146,000	100,000	139,744	6,256
Overloads								
Fall	247,709			9,365	257,074	203,038	279,905	(22,831)
Spring	124,446			9,365	133,811	88,038	145,695	(11,884)
Summer	296,623				296,623	265,000	322,967	(26,344)
Other Pooled Positions								
Other	511,910	27,038	6,750		545,698	331,171	455,797	89,901
Total Pooled Positions	1,851,767	27,038	34,335	108,384	2,021,524	1,691,995	1,958,905	62,679
Total Wages	13,517,268	715,099	305,335	240,034	14,777,735	14,041,337	13,741,989	1,035,746
Full Time Faculty and Staff Positions Benefits	3,938,013	225,370	89,430	43,444	4,296,257	4,492,575	4,353,368	(57,111)
Pooled Positions Benefits	159,252	8,922	2,953	9,321	180,448	117,031	129,267	51,181
Health Insurance - (6 months of 8%)	97,179	1,166	491	778	99,613	102,000	99,613	99,613
Retirement increase	45,439	524	768	186	46,917	48,000	46,917	46,917
Vacation/Sick Leave Payout	175,000				175,000	175,000	183,690	(8,690)
Average Lapsed Benefits	(150,000)				(150,000)	0	0	(150,000)
Total Benefits	4,264,882	235,983	93,642	53,729	4,648,236	4,934,606	4,666,325	(18,089)
Total Personnel Expenses	17,782,150	951,081	398,977	293,763	19,425,971	18,975,943	18,408,314	1,017,657

Fund 1

Lake-Sumter State College
FY 2019 Operating Budget Preparation
06/13/19

Fiscal Year 2019-20						FY 2018-19		2019-20 Budget to FY19 Projected
						FY 2018-19 Budget	FY 2019 Projected	
	Operating	HSCA	Energy Partnership	Cont Education/ Kids College	Total Fund 1			
Operating Expense	1,213,500				1,213,500	1,081,600	1,234,945	(21,445)
Utilities	599,569				599,569	635,000	581,582	17,987
Custodial-GCA	500,681				500,681	416,000	485,661	15,020
Grounds-GCA	330,000				330,000	357,750	310,790	19,210
Armed Security	401,956	1,400	165	257	403,778	360,038	391,095	12,683
Insurance	138,500				138,500	128,500	138,083	417
Telecommunications	79,000				79,000	138,996	158,149	(79,149)
Copier/Printer Rental Contract	564,648			4,500	569,148	509,271	525,000	44,148
Major Software maintenance	3,827,855	1,400	165	4,757	3,834,177	3,627,155	3,825,304	8,873
Total Fixed Cost	80,000				80,000	80,000	80,000	0
Legal Cost Faculty Unionization	207,688	5,500	6,800	145	220,133	200,991	125,000	95,133
In-State Travel	48,100			3,650	51,750	0	37,735	14,015
Out-of-State Travel	65,000				65,000	100,000	64,424	576
Write-Off Account Receivable	47,618	6,000		400	54,018	0	40,000	14,018
Food	1,492,727				1,492,727	1,335,231	1,179,208	313,519
Base Budget Current Expense - Remainder		47,100	16,500		47,100	56,225	47,000	100
HSCA Operating					16,500	16,855	9,000	7,500
Sumter Partnership					41,699	38,672	44,835	(3,136)
Continuing Education				41,699	500,000	397,494	397,494	102,506
Contingency	500,000				500,000			
Total Supplies and Service Expenses	6,268,989	60,000	23,465	50,651	6,403,105	5,852,623	5,850,000	553,105
TOTAL Personnel, Supplies and Services	24,051,138	1,011,081	422,442	344,414	25,829,075	24,828,567	24,258,314	1,570,762
Increase (Decrease) to Fund Balance	0	65,219	(20,390)	133,082	177,911	200,567	513,435	(335,525)

Fund 7

2019-20 BUDGET FOR BOT APPROVAL 6/19/19

Lake-Sumter State College
FY 2019 Fund 7 Budget
06/13/19

	SYD	Local	Infrastructure	CO & DS	Equipment	Technology	New Capital Fee	Security	Fire Panel	Hurricane	TV Station	Total Fund 7
Revenue												
Carryover from Previous Year	379,200	738,508	1,117,893	162,549	59,008	388,522				94,612	54,570	2,994,861
Current Year Allocation	0			78,000				92,295	100,000			178,000
Security Fee						606,366	153,900					92,295
Capital Improvement Fee		500,000				(150,000)	150,000					780,266
Transfer from Other Funds PY												500,000
Total Revenue	379,200	1,238,508	1,117,893	240,549	59,008	844,888	303,900	92,295	100,000	94,612	54,570	4,525,423
Expenditures												
Roof Replacements		105,000										105,000
LE CTL Replacement												125,000
Roof Repair Project		125,000										128,000
LE Liberal Arts		128,000										215,000
LE Gym												15,000
LE Fine Arts												80,000
SREF Repairs (All Campuses)	15,000											60,000
Maintenance and Repairs	60,000											240,000
HVAC (Preventive Maint)	60,000											5,000
Service Contracts	240,000											15,000
ADA Improvements		5,000										60,000
Signs (Interior and Exterior Upgrades)		15,000										240,000
Doors		50,000										5,000
Wayfinding Signage		65,000										15,000
Furniture		90,000										50,000
Monument Sign Replacements (All Campuses)		160,000										90,000
SL Building One HVAC Replacements		210,000										150,000
HVAC Replacement-SSB (PH-4)												160,000
Grounds and Irrigation			65,000									210,000
Parking Lot Repairs			148,293									65,000
SL Sidewalk Installation and Outdoor Furniture			687,000									148,293
Underground Utilities												180,000
LE Magnolia Room Restroom Renovation				95,000								687,000
SSB 2nd Floor ADA and redesign				145,549								95,000
Tech Plan Projects						135,137		115,000				145,549
Tech Refresh Schedule						588,000						251,137
LE Boiler Replacement							88,900		100,000			588,000
Fire Panel												88,900
Security Upgrades (Access Control)		37,600	37,600									100,000
Project Manager												0
Other												75,200
Total Expenditures	375,000	1,140,600	1,117,893	240,549	0	724,137	303,900	115,000	100,000	0	0	4,117,079
Estimated Ending Fund Balance	4,200	97,908	0	0	0	120,751	0	(22,705)	0	94,612	54,570	408,344



OFFICE OF THE PRESIDENT

Present to the Board: June 19, 2019

TO: Lake-Sumter State College
District Board of Trustees

FROM: Dr. Stanley Sidor
President

RE: 475-Tuition and Fee Schedule FY19/20

OVERVIEW

The District Board of Trustees approves the tuition and fee schedule for each fiscal year.

ANALYSIS

No increase to tuition is recommended at this time. A \$2.00 increase to the Capital Improvement Fee and a \$2.00 Security Equipment are proposed and included in the Tuition and Fee Schedule.

RECOMMENDATION

It is recommended that Board approve this item as written.



Tuition and Fee Schedule 2019-20

Tuition and Fees History	1
Tuition and Fees by Program, with Statutory References	2
Other Fees with Statutory References	4
Lab fees for Consumable Materials	5

TUITION AND FEES HISTORY

Fee AA/AS Degree	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY18	FY19	FY20 Proposed
Tuition	\$72.26	\$78.84	\$81.20	\$81.20	\$81.20	\$81.20	\$81.20	\$81.20	\$81.20	\$81.20
Financial Aid	4.88	4.88	5.03	5.03	5.03	5.03	5.03	5.03	5.03	5.03
Student Activity Fee	6.37	6.37	6.56	7.56	7.56	7.56	7.56	7.56	7.56	7.56
Technology Fee	2.76	3.94	4.06	4.06	4.06	4.06	4.06	4.06	4.06	4.06
Capital Improvement Fee	5.73	5.88	7.88	7.88	7.88	7.88	7.88	7.88	7.88	9.88
Total	\$92.00	\$99.91	\$104.73	\$105.73	\$105.73	\$105.73	\$105.73	\$105.73	\$105.73	\$107.73
\$ Increase	\$6.80	\$7.91	\$4.82	\$1.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2.00
% Increase	7.98%	8.60%	4.82%	0.95%	0.00%	0.00%	0.00%	0.00%	0.00%	1.89%

TUITION AND FEES PER CREDIT HOUR

Program	Actual FY18/19	Proposed FY 19/20	Change	STATUTORY REFERENCE	Max per Statute	LSSC
AS/AA DEGREE						
TUITION	81.20	81.20	-	FL STATUTE 1009.23 (3) (a), (4)	64.78 - 82.78	
FINANCIAL AID FEE	5.03	5.03	-	FL STATUTE 1009.23 (8) (a)	max 7% of tuition rate if total revenue <\$500K	6.19%
ACTIVITY FEE	7.56	7.56	-	FL STATUTE 1009.23 (7)	max 10% of tuition	9.31%
CAPITAL IMPROVEMENT FEE	7.88	9.88	2.00	FL STATUTE 1009.23 (11)(a)	max 20% of tuition, increase capped to \$2 max year over year	12.17%
TECHNOLOGY FEE	4.06	4.06	-	FL STATUTE 1009.23 (10)	max 5% of tuition	5.00%
TOTAL	105.73	107.73				
AS/AA DEGREE NON-RESIDENT						
TUITION	81.20	81.20	-	FL STATUTE 1009.23 (3) (a), (4)	64.78 - 82.78	
OUT-OF-STATE FEE	248.33	248.33	-	FL STATUTE 1009.23 (3) (a), (4)	194.35 - 248.33	
FINANCIAL AID FEE	23.06	23.06	-	FL STATUTE 1009.23 (8) (a)	max 7% of tuition rate if total revenue <\$500K	7.00%
ACTIVITY FEE	7.56	7.56	-	FL STATUTE 1009.23 (7)	max 10% of tuition	2.29%
CAPITAL IMPROVEMENT FEE	65.91	65.91	-	FL STATUTE 1009.23 (11)(a)	max 20% of tuition, increase capped to \$2 max year over year	20.00%
TECHNOLOGY FEE	16.48	16.48	-	FL STATUTE 1009.23 (10)	max 5% of tuition	5.00%
TOTAL	442.54	442.54				
BACCALAUREATE DEGREE						
TUITION	91.79	91.79	-	FL STATUTE 1009.23 (3) (b) 1.	91.79	
FINANCIAL AID FEE	6.43	6.43	-	FL STATUTE 1009.23 (8) (a)	max 7% of tuition rate if total revenue <\$500K	7.01%
ACTIVITY FEE	7.56	7.56	-	FL STATUTE 1009.23 (7)	max 10% of tuition	8.24%
CAPITAL IMPROVEMENT FEE	9.88	9.88	-	FL STATUTE 1009.23 (11)(a)	max 20% of tuition, increase capped to \$2 max year over year	10.76%
TECHNOLOGY FEE	4.59	4.59	-	FL STATUTE 1009.23 (10)	max 5% of tuition	5.00%
TOTAL	120.25	120.25	-			
BACCALAUREATE DEGREE NON-RESIDENT						
TUITION	91.79	91.79	-	FL STATUTE 1009.23 (3) (b) 1.	91.79 (UCF \$105.07)	
OUT-OF-STATE FEE	275.37	275.37	-	FL STATUTE 1009.23 (3) (b) 1,2.	no more than 85% of nearest university (UCF, \$511.06)	59.59%
FINANCIAL AID FEE	25.70	25.70	-	FL STATUTE 1009.23 (8) (a)	max 7% of tuition rate if total revenue <\$500K	7.00%
ACTIVITY FEE	7.56	7.56	-	FL STATUTE 1009.23 (7)	max 10% of tuition	2.06%
CAPITAL IMPROVEMENT FEE	39.52	39.52	-	FL STATUTE 1009.23 (11)(a)	max 20% of tuition, increase capped to \$2 max year over year	10.76%
TECHNOLOGY FEE	18.36	18.36	-	FL STATUTE 1009.23 (10)	max 5% of tuition	5.00%
TOTAL	458.30	458.30	-			

TUITION AND FEES PER CREDIT HOUR

CAREER CERTIFICATE			-	STATUTORY REFERENCE	Max per Statute	LSSC
TUITION	73.40	73.40	-	FL STATUTE 1009.22 (3) (c)	66.41 - 73.40	
FINANCIAL AID FEE	7.34	7.34	-	FL STATUTE 1009.22 (5)	max 10% of tuition	10.00%
CAPITAL IMPROVEMENT FEE	3.67	3.67	-	FL STATUTE 1009.22 (6)(a)	max 5% of tuition	5.00%
TECHNOLOGY FEE	3.67	3.67	-	FL STATUTE 1009.22 (7)	max 5% of tuition	5.00%
TOTAL	88.08	88.08	-			
VOCATIONAL/ADULT GENERAL EDUCATION PER TERM				STATUTORY REFERENCE	Max per Statute	LSSC
TUITION	31.50	31.50	-	FL STATUTE 1009.22 (3) (c)	28.50 - 31.50	

OTHER FEES

FEE TITLE	FREQUENCY	FY 19/20	PURPOSE and STATUTORY REFERENCE
ADMISSIONS APPLICATION FEE	Once	30.00	Ensure students are serious about pursuing a degree at LSSC, 1009.23 12(a)
ADVANCED MATH PLACEMENT TEST	Per test	20.00	Cover cost of testing materials and proctoring, 1009.23 12(a)
COMPETENCY BASED CREDIT	Per Credit Hour	25.00	Cover cost associated with research and processing competency based credit portfolio 1009.23 12(a)
DISTANCE LEARNING FEE	Per Credit Hour	15.00	As Per FL Statute 1009.23 16(a)
DISTANCE TESTING FEE	Per test	25.00	Cover cost of proctoring test, FL 1009.23 12(a)
DUPLICATE DIPLOMA FEE	Each	30.00	Cover Cost of paper, packaging and processing, 1009.23 12(a)
HESI TEST	Per test	47.00	Pass through fee. Fees not increased in line with cost of test, added another component to test, 1009.23 12(a)
INTERNATIONAL STUDENT APPLICATION	Once	75.00	Ensure students are serious about pursuing a degree at LSSC, higher cost due to more extensive processing, 1009.23 12(a)
ORDERING OFFICIAL LSSC TRANSCRIPTS	Each	5.00	Cover cost of printing, postage and packaging as well as processing, 1009.23 12(a)
Pert RETAKE	Per test	20.00	Cover cost of printing, postage and fee charged by Third-Part processor, 1009.23 12(a)
RETURN CHECK FEE	Each	25.00	Pass-through fee allowable per FL Statute 1009.12(a)
Pert	Per test	20.00	Cover cost of printing and proctoring, 1009.23 12(a)
TRANSCRIPT FEE	Each	5.00	Cover cost associated with printing and processing transcripts
PARKING FINE (if issued ticket by security)	Each	20.00	Levied to discourage behavior, 1009.23 12(a)
SECURITY EQUIPMENT FEE	Per On-campus Credit Hour	2.00	Cover cost of security equipment
CREDIT CARD CONVENIENCE FEE	Per payment	3.00 or 2.85%	Pass-through fee allowable per FL Statute 1009.12(a) E-Check option free of charge
TUITION INSTALMENT PLAN FEE	Per term	30.00 - 40.00	Pass-through fee allowable per FL Statute 1009.12(a)

LAB FEES

Area	Fee Type	Subject	Course	FY18/19	FY 19/20	Difference
Baccalaureate	BACC	MAN	3240	20.00	0.00	(20.00)
Fine & Applied Arts	L001	ART	1300C	14.84	15.00	0.16
Fine & Applied Arts	L001	ART	1301C	15.27	15.00	(0.27)
Fine & Applied Arts	L001	ART	2750C	30.02	35.00	4.98
Fine & Applied Arts	L001	ART	2751C	25.50	35.00	9.50
Fine & Applied Arts	L001	MUN	1130	0.00	22.50	22.50
Fine & Applied Arts	L001	MVK	1111	0.00	30.00	30.00
Nursing	CINS	NUR	1020C	17.05	14.25	(2.80)
Nursing	CINS	NUR	2003C	17.05	14.25	(2.80)
Nursing	CINS	NUR	2220C	17.05	14.25	(2.80)
Nursing	CNAT	NUR	1020C	205.00	286.35	81.35
Nursing	CNAT	NUR	1211C	205.00	286.35	81.35
Nursing	CNAT	NUR	2003C	219.00	324.65	105.65
Nursing	CNAT	NUR	2220C	195.00	292.90	97.90
Nursing	CNAT	NUR	2224C	195.00	292.90	97.90
Nursing	CNAT	NUR	2601C	219.00	324.65	105.65
Nursing	CNAT	NUR	2721C	219.00	324.65	105.65
Nursing	CNLB	NUR	1211C	48.00	44.85	(3.15)
Nursing	CNLB	NUR	2220C	48.00	44.85	(3.15)
Nursing	CNLB	NUR	2224C	48.00	44.85	(3.15)
Nursing	CNLB	NUR	2601C	32.00	29.90	(2.10)
Nursing	CNLB	NUR	2721C	32.00	29.90	(2.10)
Sciences - Biology	L001	BSC	1010C	32.00	50.00	18.00
Sciences - Biology	L001	BSC	1011C	65.00	55.00	(10.00)
Sciences - Biology	L001	BSC	2085C	30.00	25.00	(5.00)
Sciences - Biology	L001	BSC	2086C	30.00	35.00	5.00
Sciences - Chemistry	L001	CHM	1025C	50.00	45.00	(5.00)
Sciences - Chemistry	L001	CHM	2046C	50.00	125.00	75.00
Sciences - Chemistry	L001	CHM	2045C	50.00	120.00	70.00

LAB FEES

Area	Fee Type	Subject	Course	FY18/19	FY 19/20	Difference
Sciences - Physical Science	L001	PHY	1020C	10.00	20.00	10.00
Sciences - Physical Science	L001	PHY	1053C	65.00	105.00	40.00
Sciences - Physical Science	L001	PHY	1054C	65.00	95.00	30.00
Sciences - Physical Science	L001	PHY	1057C	0.00	20.00	20.00
Sciences - Physical Science	L001	PHY	2048C	65.00	40.00	(25.00)
Sciences - Physical Science	L001	PHY	2049C	65.00	70.00	5.00
Sciences Biology	L001	MCB	2010C	92.00	85.00	(7.00)
Workforce EDT	L001	ETP	1100C	67.00	55.00	(12.00)
Workforce EDT	L001	ETP	1105C	5.00	12.00	7.00
Workforce EDT	L001	ETP	1134C	192.58	166.85	(25.73)
Workforce EDT	L001	ETP	1135C	99.65	45.00	(54.65)
Workforce EDT	L001	ETP	2120C	118.61	30.18	(88.43)
Workforce Engineering	L001	ETI	1084C	50.00	30.00	(20.00)
Workforce Engineering	L001	ETP	1138C	85.00	25.00	(60.00)
Workforce Engineering	L001	ETP	2931C	0.00	30.00	30.00



Lake Sumter State College

OFFICE OF THE PRESIDENT

Present to the Board: June 19, 2019

TO: Lake-Sumter State College
District Board of Trustees

FROM: Dr. Stanley M. Sidor
President

RE: 476- FY18/19 Budget Amendment/Transfer of Funds from Fund 1 to Fund 7

OVERVIEW:

The District Board of Trustees is authorized to amend budgets in accordance with laws, rules and accepted educational and fiscal principles. Upon authorization from the Board of Trustees, transfer of funds from the Current Unrestricted Funds to other funds also require approval by the Department of Education.

ANALYSIS:

The Board is being asked to authorize the President to approve FY18/19 transfers (budget amendment) from the Current Unrestricted Funds (Fund 1) to the Unexpended Plant Fund (Fund 7) in an amount not to exceed \$500,000, to be used for improvements to Campus Infrastructure.

The amount of funds to be transferred, as approved by the Board will be submitted by College staff to the Department of Education for final approval.

RECOMMENDATION:

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



Lake Sumter State College

OFFICE OF THE PRESIDENT

Present to the Board: June 19, 2019

TO: Lake-Sumter State College
District Board of Trustees

FROM: Dr. Stanley M. Sidor
President

RE: #477 - 2019-2024 Educational Plant Five Year Survey

OVERVIEW

The Educational Plant Five Year Survey is a systematic study of present facility needs for education. The purpose of an educational plant survey is to aid in formulating plans for the educational activities of students and staff. A formal and complete educational plant survey is required to be conducted every five (5) years.

ANALYSIS

The survey results included a projection of 969 student stations. We have exceeded the recommendation with 1,000 general classroom student stations. Potential renovations to Lake Hall and to the Leesburg Library will reduce the number of student stations to 938, bringing us back into compliance. Other renovations included in the Capital Improvement Plan were confirmed through the completion of the survey.

RECOMMENDATION

It is recommended that Board approve this item as written.

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College: LAKE-SUMTER STATE COLLEGE
Survey: Number 2 - Version 1
Survey Status: Active Pending



EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

13-LAKE-SUMTER STATE COLLEGE

Survey:

Survey : 2 Version : 1

Status:

Active Pending

Section 1: Survey Details

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

13-LAKE-SUMTER STATE COLLEGE

Survey:

Survey : 2 Version : 1

Status:

Active Pending

College: LAKE-SUMTER STATE COLLEGE
Survey: Number 2 - Version 1
Description: LAKE-SUMTER STATE COLLEGE 2019/20 - 2024/25
Survey Open Date: 5/14/2019 12:09:30 PM
Board Approval Date:
Survey Expiration Date:
DVE768 Approval Date:
Contact Name: ANDREW BICANOVSKY
Contact Phone Number: (352)435-6301
Contact Email: bicanova@lssc.edu

Survey Status	Status Time	User
Active Pending	5/14/2019 12:09:30 PM	Andrew Bicanovsky

Master Plan update on file: No

The following local governments have received a copy of the college's educational plant survey pursuant to Chapter 1013 Florida Statutes:

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

13-LAKE-SUMTER STATE COLLEGE

Survey:

Survey : 2 Version : 1

Status:

Active Pending

Survey Notes : None Entered

Site Notes for: LEESBURG CAMPUS

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

13-LAKE-SUMTER STATE COLLEGE

Survey:

Survey : 2 Version : 1

Status:

Active Pending

Section 2: Survey Cost Summary

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

13-LAKE-SUMTER STATE COLLEGE

Survey:

Survey : 2 Version : 1

Status:

Active Pending

RECOMMENDATIONS FOR EDUCATIONAL PLANTS**LAKE-SUMTER STATE COLLEGE****Survey : 2 Version : 1****Date : 6/13/2019 8:59:48 AM**

The educational plant survey is a systematic study of present educational and ancillary plants and the determination of future needs. The survey is not directly concerned with the instructional program but the relationship of educational plants to the instructional program is such that judgments regarding the instructional program are necessarily a part of an educational plant survey.

The construction, remodeling, and renovation of educational facilities is a major undertaking. The educational plant survey aids in formulating plans for housing the educational activities of students and staff of the community college for the next several years and the survey considers the local comprehensive plan in its forecast strategies. This plan represents a careful study of all available data regarding the status of educational and ancillary facilities in relation to capital outlay full-time equivalency (COFTE) student membership and the projected changes in COFTE student membership. The intent of this educational plant survey is to ensure the thoughtful, orderly development of a program for providing educational and ancillary plants to house the educational and academic support activities of the college.

The recommendations in this educational plant survey furnish the foundation for a five-year plan for educational plants adopted by the Board of Trustees in accordance with §1013.31, Florida Statutes. Similarly, the recommendations serve as the basis for the proposed building program with projects listed in the order of priority submitted pursuant to State Requirements for Educational Facilities §2.1(5).

Educational plant survey cost estimates are determined based on cost factors that are 31 months (January, the midway point of the five-year survey period) from the official beginning of the survey period, which is July 1 of the first full year of the survey. The cost per square foot for new construction, remodeling, and renovation is based on actual statewide average construction cost data with a cost index increase applied to use the mid-point of the survey costs for planning purposes. The cost estimate process applies uniformly to all surveys in all colleges so that consistent planning can be made on a statewide basis.

Cost estimates for educational plant survey recommendations provide a general idea of anticipated costs and should not be interpreted as accurate estimates for particular projects. When educational plant survey recommendations become specific projects, professionals who can estimate the actual project costs based on current construction information must prepare the estimates.

The following table is a summary of square foot rates and cost estimates for the community college educational plant survey recommendations:

Recommendation Category	Cost per Square Foot	Estimated Cost
New Construction	0.00	0.00
Remodeling	139.24	2,021,355.00
Renovation	0.00	0.00
Site Recommendations		11,527,000.00
Estimated Total Survey Recommendation Cost		13,548,355.00

In addition, the educational plant survey provides six standard recommendations for college-wide application, as needed. The standard survey recommendations address general categories of physical plant needs that are likely to occur over time. No cost estimates are included for the standard survey recommendations.

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

13-LAKE-SUMTER STATE COLLEGE

Survey:

Survey : 2 Version : 1

Status:

Active Pending

Section 3: Expenditures By Project Type

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

13-LAKE-SUMTER STATE COLLEGE

Survey:

Survey : 2 Version : 1

Status:

Active Pending

FUND EXPENDITURES BY PROJECT TYPE**Site : LEESBURG CAMPUS****Site Number : 1**

Fund Name	2019 - 2020	2020 - 2021	2021 - 2022	2022 - 2023	2023 - 2024	5 Year Total
Planning	140,000	0	1,300,000	0	300,000	1,740,000
Land Acquisition	0	0	0	0	0	0
Building Construction	0	0	0	0	0	0
Furniture And Equipment	0	0	0	0	0	0
Remodeling, Renovation, Maintenance And Repair	875,000	1,345,000	690,000	1,715,000	900,000	5,525,000
Other Structures & Improvements	75,000	475,000	200,000	100,000	0	850,000
Library Books And Films	0	0	0	0	0	0
Roof Replacement	360,000	280,000	180,000	180,000	400,000	1,400,000
Safety and Security Improvements	130,000	425,000	330,000	0	0	885,000
Site Improvements All Campuses	1,237,000	110,000	0	800,000	900,000	3,047,000
Grand Total :	2,817,000	2,635,000	2,700,000	2,795,000	2,500,000	13,447,000

Report Run : 6/13/2019 8:59:05 AM

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

13-LAKE-SUMTER STATE COLLEGE

Survey:

Survey : 2 Version : 1

Status:

Active Pending

Section 4: Expenditures By Fund Source

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

13-LAKE-SUMTER STATE COLLEGE

Survey:

Survey : 2 Version : 1

Status:

Active Pending

FUND EXPENDITURES BY FUND SOURCE

Site : LEESBURG CAMPUS

Site Number : 1

Fund Name	2019 - 2020	2020 - 2021	2021 - 2022	2022 - 2023	2023 - 2024	5 Year Total
Revenue Flowthrough And Interest	2,063,100	1,310,000	1,345,000	1,365,000	1,365,000	7,448,100
Bond Proceeds, SBE Capital Outlay Bonds	0	0	0	0	0	0
State General Revenue	0	0	0	0	0	0
Remodeling/Renovation, Maint./Repair, and Site Improvement	0	470,000	700,000	630,000	470,000	2,270,000
Removal Of Asbestos	0	0	0	0	0	0
New Construction	0	0	0	0	0	0
Library, Books and Films	0	0	0	0	0	0
Correction Of Fire Safety Deficiencies	100,000	75,000	0	0	0	175,000
Modification For Physically Handicapped	0	0	0	0	0	0
Correction of Safety-To-Life Deficiencies	0	130,000	0	140,000	0	270,000
Local Funds	500,000	500,000	500,000	500,000	500,000	2,500,000
Student Capital Fee	153,900	150,000	155,000	160,000	165,000	783,900
Grand Total :	2,817,000	2,635,000	2,700,000	2,795,000	2,500,000	13,447,000

Report Run : 6/13/2019 8:59:05 AM

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

13-LAKE-SUMTER STATE COLLEGE

Survey:

Survey : 2 Version : 1

Status:

Active Pending

Section 5: Capital Outlay Bonds

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

13-LAKE-SUMTER STATE COLLEGE

Survey:

Survey : 2 Version : 1

Status:

Active Pending

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

13-LAKE-SUMTER STATE COLLEGE

Survey:

Survey : 2 Version : 1

Status:

Active Pending

Section 6: COFTE Projections

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

13-LAKE-SUMTER STATE COLLEGE

Survey:

Survey : 2 Version : 1

Status:

Active Pending

COFTE REPORT

COLLEGE : LAKE-SUMTER STATE COLLEGE**CAMPUS :** LEESBURG CAMPUS**SURVEY :** 2**Version :** 1

ITEM	2018 - 2019	2019 - 2020	2020 - 2021	2021 - 2022	2022 - 2023	2023 - 2024
NON-VOCATIONAL FTE						
Annual FTE :	1,224	1,287	1,351	1,415	1,480	1,542
+/- FTE :	0	0	0	0	0	0
Adjusted Annual FTE:	1,224	1,287	1,351	1,415	1,480	1,542
VOCATIONAL FTE						
Annual FTE:	314	330	347	363	379	396
+/- FTE:	0	0	0	0	0	0
Adjusted Annual FTE:	314	330	347	363	379	396
TOTAL CAPITAL OUTLAY FTE PROJECTIONS:	1,538	1,617	1,698	1,778	1,859	1,938

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

13-LAKE-SUMTER STATE COLLEGE

Survey:

Survey : 2 Version : 1

Status:

Active Pending

COFTE REPORT

COLLEGE : LAKE-SUMTER STATE COLLEGE**CAMPUS :** SUMTER CENTER**SURVEY :** 2**Version :** 1

ITEM	2018 - 2019	2019 - 2020	2020 - 2021	2021 - 2022	2022 - 2023	2023 - 2024
NON-VOCATIONAL FTE						
Annual FTE :	219	230	241	252	263	275
+/- FTE :	0	0	0	0	0	0
Adjusted Annual FTE:	219	230	241	252	263	275
VOCATIONAL FTE						
Annual FTE:	70	74	78	81	85	89
+/- FTE:	0	0	0	0	0	0
Adjusted Annual FTE:	70	74	78	81	85	89
TOTAL CAPITAL OUTLAY	289	304	319	333	348	364
FTE PROJECTIONS:						

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

13-LAKE-SUMTER STATE COLLEGE

Survey:

Survey : 2 Version : 1

Status:

Active Pending

COFTE REPORT**COLLEGE :** LAKE-SUMTER STATE COLLEGE**CAMPUS :** SOUTH LAKE CAMPUS**SURVEY :** 2**Version :** 1

ITEM	2018 - 2019	2019 - 2020	2020 - 2021	2021 - 2022	2022 - 2023	2023 - 2024
NON-VOCATIONAL FTE						
Annual FTE :	1,251	1,314	1,380	1,445	1,510	1,575
+/- FTE :	0	0	0	0	0	0
Adjusted Annual FTE:	1,251	1,314	1,380	1,445	1,510	1,575
VOCATIONAL FTE						
Annual FTE:	191	201	211	221	231	241
+/- FTE:	0	0	0	0	0	0
Adjusted Annual FTE:	191	201	211	221	231	241
TOTAL CAPITAL OUTLAY FTE PROJECTIONS:	1,442	1,515	1,591	1,666	1,741	1,816

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

13-LAKE-SUMTER STATE COLLEGE

Survey:

Survey : 2 Version : 1

Status:

Active Pending

COFTE REPORT

COLLEGE : LAKE-SUMTER STATE COLLEGE**CAMPUS :** College Wide**SURVEY :** 2**Version :** 1

ITEM	2018 - 2019	2019 - 2020	2020 - 2021	2021 - 2022	2022 - 2023	2023 - 2024
NON-VOCATIONAL FTE						
Annual FTE :	2,694	2,831	2,972	3,112	3,253	3,392
+/- FTE :	0	0	0	0	0	0
Adjusted Annual FTE:	2,694	2,831	2,972	3,112	3,253	3,392
VOCATIONAL FTE						
Annual FTE:	575	605	636	665	695	726
+/- FTE:	0	0	0	0	0	0
Adjusted Annual FTE:	575	605	636	665	695	726
TOTAL CAPITAL OUTLAY FTE PROJECTIONS:	3,269	3,436	3,608	3,777	3,948	4,118

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

13-LAKE-SUMTER STATE COLLEGE

Survey:

Survey : 2 Version : 1

Status:

Active Pending

Section 7: Summary of Satisfactory Student Stations

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

13-LAKE-SUMTER STATE COLLEGE

Survey:

Survey : 2 Version : 1

Status:

Active Pending

SUMMARY OF SATISFACTORY STUDENT STATIONS

Survey : 2 Version : 1

College Name : LAKE-SUMTER STATE COLLEGE

Date : 6/13/2019 8:59:48 AM

Site Number : 1

Site Name : LEESBURG CAMPUS

SPACE CATEGORY	GENERAL CLASSROOMS	NON-VOCATIONAL LABS	VOCATIONAL LABS
2023 - 2024 Out Year CO-FTE	1,938	1,542	396
Utilization Index Reciprocal	0.50	0.25	0.50
Student Stations Generated	969	386	198
Recommended Student Stations 2023 - 2024 Out Year CO-FTE	1,000	0	100
Program Facilities List (Under)/Over	31	-386	-98

INVENTORY :
Student Stations :

Existing	642	342	42
Remodeling	-45	0	0
Renovation	0	0	0
Construction	0	0	0

SURVEY PLAN :

Total Student Stations Planned	597	342	42
Utilization Index	2	4	2
COFTE Provided For In Survey Plan	1,194	1,368	84
2023 - 2024 Out Year CO-FTE	1,938	1,542	396
COFTE Survey Plan (Under)/Over	-744	-174	-312

Total UnSatisfactory Student Stations : 50

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

13-LAKE-SUMTER STATE COLLEGE

Survey:

Survey : 2 Version : 1

Status:

Active Pending

SUMMARY OF SATISFACTORY STUDENT STATIONS

Survey : 2 Version : 1

College Name : LAKE-SUMTER STATE COLLEGE

Date : 6/13/2019 8:59:48 AM

Site Number : 2

Site Name : SUMTER CENTER

SPACE CATEGORY	GENERAL CLASSROOMS	NON-VOCATIONAL LABS	VOCATIONAL LABS
2023 - 2024 Out Year CO-FTE	364	275	89
Utilization Index Reciprocal	0.50	0.25	0.50
Student Stations Generated	182	69	45
Recommended Student Stations 2023 - 2024 Out Year CO-FTE	0	0	0
Program Facilities List (Under)/Over	-182	-69	-45

INVENTORY :**Student Stations :**

Existing	109	15	89
Remodeling	0	0	0
Renovation	0	0	0
Construction	0	0	0

SURVEY PLAN :

Total Student Stations Planned	109	15	89
Utilization Index	2	4	2
COFTE Provided For In Survey Plan	218	60	178
2023 - 2024 Out Year CO-FTE	364	275	89
COFTE Survey Plan (Under)/Over	-146	-215	89

Total UnSatisfactory Student Stations : 50

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

13-LAKE-SUMTER STATE COLLEGE

Survey:

Survey : 2 Version : 1

Status:

Active Pending

SUMMARY OF SATISFACTORY STUDENT STATIONS

Survey : 2 Version : 1

College Name : LAKE-SUMTER STATE COLLEGE

Date : 6/13/2019 8:59:48 AM

Site Number : 3

Site Name : SOUTH LAKE CAMPUS

SPACE CATEGORY	GENERAL CLASSROOMS	NON-VOCATIONAL LABS	VOCATIONAL LABS
2023 - 2024 Out Year CO-FTE	1,816	1,575	241
Utilization Index Reciprocal	0.50	0.25	0.50
Student Stations Generated	908	394	121
Recommended Student Stations 2023 - 2024 Out Year CO-FTE	0	0	0
Program Facilities List (Under)/Over	-908	-394	-121

INVENTORY :
Student Stations :

Existing	565	338	10
Remodeling	0	0	0
Renovation	0	0	0
Construction	0	0	0

SURVEY PLAN :

Total Student Stations Planned	565	338	10
Utilization Index	2	4	2
COFTE Provided For In Survey Plan	1,130	1,352	20
2023 - 2024 Out Year CO-FTE	1,816	1,575	241
COFTE Survey Plan (Under)/Over	-686	-223	-221

Total UnSatisfactory Student Stations : 50

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

13-LAKE-SUMTER STATE COLLEGE

Survey:

Survey : 2 Version : 1

Status:

Active Pending

Section 8: Existing Satisfactory Student Stations By Space and Facility

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

13-LAKE-SUMTER STATE COLLEGE

Survey:

Survey : 2 Version : 1

Status:

Active Pending

EXISTING SATISFACTORY STUDENT STATIONS AND SPACE BY FACILITY

College : LAKE-SUMTER STATE COLLEGE

Survey : 2 **Version :** 1

Site : LEESBURG CAMPUS

Site No : 1

FACILITY					STUDENT STATIONS				SQUARE FEET	
Number	Name	Type	Status	Condition	Class room	Non-Voc Ed	Voc Ed	TOTAL	Net	Gross
1	ADMINISTRATION BUILD	Building	Permanent	Remodeling A	0	0	0	0	8,724	9,481
2	LAKE HALL BLDG.	Building	Permanent	Remodeling B	45	0	0	45	10,655	13,118
3	LIBERAL ARTS BUILDIN	Building	Permanent	Remodeling A	265	0	0	265	11,345	12,347
4	LECTURE HALL	Building	Permanent	Remodeling B	0	0	0	0	4,678	5,242
5	CENTER FOR TEACHING	Building	Permanent	Satisfactory	24	0	0	24	9,916	12,314
6	LEARNING RESOURCE CE	Building	Permanent	Remodeling B	27	0	0	27	13,475	16,698
7	GYMNASIUM	Building	Permanent	Remodeling C	0	0	0	0	26,012	28,023
8	MAINTENANCE BUILDING	Building	Permanent	Satisfactory	0	0	0	0	1,620	1,620
9	STUDENT CENTER	Building	Permanent	Remodeling B	0	0	0	0	8,820	10,170
10	FINE ARTS BUILDING	Building	Permanent	Remodeling C	0	75	22	97	26,577	35,334
11	SHIPPING/RECEIVING	Building	Permanent	Satisfactory	0	0	0	0	2,941	2,941
12	CHILLER TOWERS	Other	Permanent	Satisfactory	0	0	0	0	0	1,800
13	FACULTY OFFICE BUILD	Building	Permanent	Remodeling C	0	0	0	0	1,643	1,643
15	STUDENT SERVICES BLD	Building	Permanent	Remodeling B	0	0	0	0	31,522	37,756
16	LA/LH WALKWAY	Other	Permanent	Remodeling A	0	0	0	0	0	1,412
17	MS/LH WALKWAY	Other	Permanent	Remodeling A	0	0	0	0	0	1,412
18	CHILLER PLANT	Building	Permanent	Satisfactory	0	0	0	0	3,346	3,520
19	CAMPUS WALKWAY	Other	Permanent	Remodeling A	0	0	0	0	0	32,718
20	BUTLER BUILDING	Building	Permanent	Satisfactory	0	0	0	0	3,150	3,150
21	HEALTH SCIENCE BUILD	Building	Permanent	Satisfactory	0	0	20	20	27,324	34,777
22	CONCESSION STAND	Building	Permanent	Satisfactory	0	0	0	0	1,057	1,103
23	BASEBALL FIELD DUGOU	Athletic Area	Permanent	Satisfactory	0	0	0	0	0	452
24	SOFTBALL FIELD DUGOU	Athletic Area	Permanent	Satisfactory	0	0	0	0	0	452
25	SOFTBALL FIELD DUGOU	Athletic Area	Permanent	Satisfactory	0	0	0	0	0	452
26	BASEBALL FIELD DUGOU	Athletic Area	Permanent	Satisfactory	0	0	0	0	0	452

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

13-LAKE-SUMTER STATE COLLEGE

Survey:

Survey : 2 Version : 1

Status:

Active Pending

EXISTING SATISFACTORY STUDENT STATIONS AND SPACE BY FACILITY

College : LAKE-SUMTER STATE COLLEGE

Survey : 2 **Version :** 1

Site : LEESBURG CAMPUS

Site No : 1

FACILITY					STUDENT STATIONS				SQUARE FEET	
Number	Name	Type	Status	Condition	Class room	Non-Voc Ed	Voc Ed	TOTAL	Net	Gross
27	RACQUETBALL COURTS	Athletic Area	Permanent	Satisfactory	0	0	0	0	0	6,978
28	TENNIS COURTS	Athletic Area	Permanent	Satisfactory	0	0	0	0	0	18,432
29	BUSINESS RESOURCES/F	Building	Permanent	Satisfactory	0	0	0	0	18,495	23,897
30	SCIENCE-MATH BUILDIN	Building	Permanent	Satisfactory	281	267	0	548	47,420	52,774
31	BASEBALL FIELD - LEE	Athletic Area	Permanent	Satisfactory	0	0	0	0	0	133,225
32	SOFTBALL FIELD - LEE	Athletic Area	Permanent	Satisfactory	0	0	0	0	0	55,394
33	LEESBURG PARKING LOT	Parking Area	Permanent	Remodeling B	0	0	0	0	0	135,200
36	STORAGE BUILDING	Other	Permanent	Satisfactory	0	0	0	0	0	15,000
37	FACILITIES BLDG.	Building	Permanent	Satisfactory	0	0	0	0	11,012	11,541
38	ATHLETIC STORAGE	Other	Permanent	Satisfactory	0	0	0	0	0	800
LEESBURG CAMPUS Totals :					642	342	42	1,026	269,732	721,628
Total UnSatisfactory NSF :					3,264					
Total UnSatisfactory Student Stations :					50					

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

13-LAKE-SUMTER STATE COLLEGE

Survey:

Survey : 2 Version : 1

Status:

Active Pending

EXISTING SATISFACTORY STUDENT STATIONS AND SPACE BY FACILITY

College : LAKE-SUMTER STATE COLLEGE

Survey : 2

Version : 1

Site : SUMTER CENTER

Site No : 2

FACILITY					STUDENT STATIONS				SQUARE FEET	
Number	Name	Type	Status	Condition	Class room	Non-Voc Ed	Voc Ed	TOTAL	Net	Gross
35	SUMTER PARKING LOT	Parking Area	Permanent	Satisfactory	0	0	0	0	0	22,464
2001	JOSEPH FARRISH BUILD	Building	Permanent	Remodeling C	33	15	58	106	5,727	5,874
2002	OFFICE/RECEPTION BUI	Building	Permanent	Satisfactory	0	0	0	0	868	1,085
2004	CLARK MAXWELL LIBRAR	Building	Permanent	Remodeling A	60	0	0	60	15,880	16,248
2005	VOCATIONAL TECH	Building	Permanent	Satisfactory	16	0	31	47	6,663	7,200
2006	SUMTER FACILITIES ST	Other	Permanent	Satisfactory	0	0	0	0	0	1,000
2007	WALKWAY-SUMTER	Other	Permanent	Satisfactory	0	0	0	0	0	1,213
2008	RELAY TRAINING SUBST	Building	Permanent	Satisfactory	0	0	0	0	100	200
SUMTER CENTER Totals :					109	15	89	213	29,238	55,284
Total UnSatisfactory NSF :					3,264					
Total UnSatisfactory Student Stations :					50					

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

13-LAKE-SUMTER STATE COLLEGE

Survey:

Survey : 2 Version : 1

Status:

Active Pending

EXISTING SATISFACTORY STUDENT STATIONS AND SPACE BY FACILITY

College : LAKE-SUMTER STATE COLLEGE

Survey : 2 **Version :** 1

Site : SOUTH LAKE CAMPUS

Site No : 3

FACILITY					STUDENT STATIONS				SQUARE FEET	
Number	Name	Type	Status	Condition	Class room	Non-Voc Ed	Voc Ed	TOTAL	Net	Gross
34	SOUTH LAKE PARKING L	Parking Area	Permanent	Satisfactory	0	0	0	0	0	82,316
301	BUILDING 1	Building	Permanent	Remodeling B	32	33	2	67	25,730	28,209
302	BUILDING 2	Building	Permanent	Remodeling A	221	56	0	277	33,231	71,786
303	COOPER MEMORIAL LIBR	Building	Permanent	Satisfactory	84	0	0	84	46,477	64,971
304	SOUTH LAKE FACILITIE	Other	Permanent	Satisfactory	0	0	0	0	0	1,200
305	SCIENCE-HEALTH BUILD	Building	Permanent	Satisfactory	228	249	8	485	43,230	51,320
SOUTH LAKE CAMPUS Totals :					565	338	10	913	148,668	299,802
Total UnSatisfactory NSF :					3,264					
Total UnSatisfactory Student Stations :					50					
College-wide Facility Totals :					1,316	695	141	2,152	447,638	1,076,714

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

13-LAKE-SUMTER STATE COLLEGE

Survey:

Survey : 2 Version : 1

Status:

Active Pending

Section 9: Summary of Existing And Recommended Square Footage

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

13-LAKE-SUMTER STATE COLLEGE

Survey:

Survey : 2 Version : 1

Status:

Active Pending

SUMMARY OF EXISTING AND RECOMMENDED SQUARE FOOTAGE

Survey : 2 Version : 1

College Name : LAKE-SUMTER STATE COLLEGE

Date : 6/13/2019 8:59:48 AM

Site Number : 1

Admin Site : YES

Site Name : LEESBURG CAMPUS

SPACE CATEGORY	2023 - 2024 SPACE ALLOCATION	EXISTING INVENTORY SPACE	SPACE DEFICIT OR SURPLUS	CONSTRUCTION NSF	REMODEL NSF	SURVEY RECOMMENDED SPACE
Instructional Spaces :						
Classrooms	25,750	18,170	-7,580	0	-1,115	17,055
Non-Vocational Spaces	0	25,115	25,115	0	0	25,115
Vocational Spaces	25,600	7,940	-17,660	0	0	7,940
Physical Education	20,000	17,735	-2,265	0	0	17,735
Subtotal	71,350	68,960	-2,390	0	-1,115	67,845
Academic Support:						
Library	22,418	24,122	1,704	0	-2,520	21,602
Audiovisual	2,568	1,801	-767	0	0	1,801
Auditorium/Exhibition	10,000	8,514	-1,486	0	0	8,514
Student Services	14,535	3,759	-10,776	0	7,101	10,860
Subtotal	49,521	38,196	-11,325	0	4,581	42,777
Institutional Support:						
Office	36,579	53,262	16,683	0	-1,956	51,306
Support Services	7,872	19,931	12,059	0	-3,551	16,380
Custodial Services	2,132	892	-1,240	0	0	892
Sanitation:						
*Student Restrooms	2,907	8,232	5,325	0	-330	7,902
*Staff/Public Restrooms	485	1,340	856	0	-58	1,282
Subtotal	49,975	83,657	33,682	0	-5,895	77,762
*HVAC /Mech/Sanitation	10,251	32,356	22,105	0	-422	31,934
Circulation	61,573	56,135	5,438	0	-1,183	54,952
Total Net Square Feet	242,669	279,304	56,378	0	-4,034	275,270

Leased / Rented NSF not in Survey : 0

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

13-LAKE-SUMTER STATE COLLEGE

Survey:

Survey : 2 Version : 1

Status:

Active Pending

SUMMARY OF EXISTING AND RECOMMENDED SQUARE FOOTAGE

Survey : 2 Version : 1

College Name : LAKE-SUMTER STATE COLLEGE

Date : 6/13/2019 8:59:49 AM

Site Number : 2

Admin Site : NO

Site Name : SUMTER CENTER

SPACE CATEGORY	2023 - 2024 SPACE ALLOCATION	EXISTING INVENTORY SPACE	SPACE DEFICIT OR SURPLUS	CONSTRUCTION NSF	REMODEL NSF	SURVEY RECOMMENDED SPACE
Instructional Spaces :						
Classrooms	0	3,124	3,124	0	0	3,124
Non-Vocational Spaces	0	1,003	1,003	0	0	1,003
Vocational Spaces	0	7,159	7,159	0	0	7,159
Physical Education	1,820	0	-1,820	0	0	0
Subtotal	1,820	11,286	9,466	0	0	11,286
Academic Support:						
Library	3,640	4,652	1,012	0	0	4,652
Audiovisual	0	0	0	0	0	0
Auditorium/Exhibition	1,092	0	-1,092	0	0	0
Student Services	2,730	72	-2,658	0	0	72
Subtotal	7,462	4,724	-2,738	0	0	4,724
Institutional Support:						
Office	4,550	3,170	-1,380	0	0	3,170
Support Services	692	2,753	2,061	0	0	2,753
Custodial Services	400	262	-138	0	0	262
Sanitation:						
*Student Restrooms	546	853	307	0	0	853
*Staff/Public Restrooms	91	139	48	0	0	139
Subtotal	6,279	7,177	898	0	0	7,177
*HVAC /Mech/Sanitation	934	2,575	1,641	0	0	2,575
Circulation	5,608	4,468	1,140	0	0	4,468
Total Net Square Feet	22,103	30,230	12,418	0	0	30,230

Leased / Rented NSF not in Survey : 0

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

13-LAKE-SUMTER STATE COLLEGE

Survey:

Survey : 2 Version : 1

Status:

Active Pending

SUMMARY OF EXISTING AND RECOMMENDED SQUARE FOOTAGE

Survey : 2 Version : 1

College Name :	LAKE-SUMTER STATE COLLEGE	Date :	6/13/2019 8:59:49 AM
Site Number :	3	Admin Site :	NO
Site Name :	SOUTH LAKE CAMPUS		

SPACE CATEGORY	2023 - 2024 SPACE ALLOCATION	EXISTING INVENTORY SPACE	SPACE DEFICIT OR SURPLUS	CONSTRUCTION NSF	REMODEL NSF	SURVEY RECOMMENDED SPACE
Instructional Spaces :						
Classrooms	0	16,360	16,360	0	0	16,360
Non-Vocational Spaces	0	24,500	24,500	0	0	24,500
Vocational Spaces	0	4,237	4,237	0	0	4,237
Physical Education	20,000	0	-20,000	0	0	0
Subtotal	20,000	45,097	25,097	0	0	45,097
Academic Support:						
Library	21,076	35,215	14,139	0	0	35,215
Audiovisual	0	318	318	0	0	318
Auditorium/Exhibition	10,000	1,709	-8,291	0	0	1,709
Student Services	13,620	2,454	-11,166	0	0	2,454
Subtotal	44,696	39,696	-5,000	0	0	39,696
Institutional Support:						
Office	22,700	16,853	-5,847	0	0	16,853
Support Services	4,370	2,636	-1,734	0	0	2,636
Custodial Services	1,998	6,207	4,209	0	0	6,207
Sanitation:						
*Student Restrooms	2,724	2,289	-435	0	0	2,289
*Staff/Public Restrooms	454	373	-81	0	0	373
Subtotal	32,245	28,358	-3,887	0	0	28,358
*HVAC /Mech/Sanitation	5,816	11,346	5,530	0	0	11,346
Circulation	34,938	25,838	9,100	0	0	25,838
Total Net Square Feet	137,696	150,335	29,130	0	0	150,335

Leased / Rented NSF not in Survey : 22,612

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

13-LAKE-SUMTER STATE COLLEGE

Survey:

Survey : 2 Version : 1

Status:

Active Pending

Total NSF for all Sites : 327,151

Leased / Rented NSF not in Survey : 22,612

* : In College Surveys, New Construction for Restroom space is included in HVAC/Mech/Sanitation.

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

13-LAKE-SUMTER STATE COLLEGE

Survey:

Survey : 2 Version : 1

Status:

Active Pending

Section 10: Facility Lists

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

13-LAKE-SUMTER STATE COLLEGE

Survey:

Survey : 2 Version : 1

Status:

Active Pending

PROGRAM FACILITIES LIST

College : LAKE-SUMTER STATE COLLEGE

OUT Year: 5 - 6

Survey : 2

Version: 1

Site: LEESBURG CAMPUS

Site No: 1

Stations Allowed
Current Stations
Classroom FTE: 1,938

969

1,000

Non-Voc FTE: 1,542

385

0

Vocational FTE: 396

198

100

ICS Code	Description	Stations Per Space	SQ/FT Per Station	SQ/FT Per Space	Spaces	Total SQ Foot	Total Stations
1.XX.XXXXX	Classroom	100	25	2,500	10	25,000	1,000
	Storage, Material			75	10	750	0
				2,575	20	25,750	1,000
1.23.0914X	Cardiopulmonary Technology	25	167	4,175	4	16,700	100
	Classroom,Related Instruct.			525	4	2,100	0
	Storage, Material			800	4	3,200	0
	Technical Laboratory			900	4	3,600	0
				6,400	16	25,600	100
LEESBURG CAMPUS Totals :				8,975	36	51,350	1,100
Report Totals :				8,975	36	51,350	1,100

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

13-LAKE-SUMTER STATE COLLEGE

Survey:

Survey : 2 Version : 1

Status:

Active Pending

Section 11: Recommendation Details

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

13-LAKE-SUMTER STATE COLLEGE

Survey:

Survey : 2 Version : 1

Status:

Active Pending

COLLEGE WIDE RECOMMENDATIONS

NUMBER	DESCRIPTION	ESTIMATED COST
SR.01	Correct deficiencies relating to safety to life, health, and sanitation as identified in the comprehensive Safety Inspection Report pursuant to §4.4(1) and §5(1) SREF.	15,000
SR.02	Necessary modifications for the physically disabled in existing buildings recommended for continued use as provided for in §255.21 F.S.	5,000
SR.03	Replacement of roofs at existing facilities as provided in §1.2(55) SREF and §423.12 Florida Building Code.	1,400,000
SR.04	Replace or purchase of equipment for existing facilities pursuant to §1.2(55) SREF.	0
SR.05	Provide for sanitation facilities for students, staff, and the public pursuant to §5(1) SREF and §423.2 Florida Building Code.	0
SR.06	Provide for custodial facilities pursuant to §423.20 Florida Building Code.	0
Total :		1,420,000

COMMUNITY COLLEGE RECOMMENDATION DETAIL REPORT

Site 1

No:

Site Name: LEESBURG CAMPUS

SITE RECOMMENDATIONS

NUMBER	DESCRIPTION	ESTIMATE D COST
1.001	Improved way-finding and monument signage on Leesburg Campus	150,000
1.002	Overhaul existing landscape irrigation system and add replace well pump at Leesburg Campus	95,000
1.003	Increase exterior lighting for enhance security at Leesburg Campus	200,000
1.004	Repave and repair existing parking lots on the Leesburg Campus	1,100,000
1.005	Upgrade existing surveillance camera capacity and equipment on the Leesburg Campus	125,000
1.006	Replace water and sewage line systems and add fiber optic cabling on the Leesburg Campus	687,000
1.007	Replacement of exterior doors all on Leesburg Campus	60,000
1.008	Repairs to HVAC equipment with exceeding lifespan and obsolete refrigerant on all campuses	185,000
1.009	Electrical switchgear replacement in the Fine Arts Building	30,000
1.010	Fire panel replacement and upgrades in Convocation Center	40,000
1.011	Fire Panel replacement and upgrades in the Student Services Building	60,000
1.012	Complete physical re-key of all doors for upgrades safety and security on the Leesburg Campus	100,000
1.013	Replace existing hot water boilers on Leesburg Campus	150,000
1.014	Replace air handler coils in Building M on the Leesburg Campus	30,000
1.015	Renovate second floor of the Student Services Building office and include one additional restrooms	90,000
1.016	Landscape improvements on the Leesburg Campus including tree removal project.	110,000
1.017	Renovate restrooms in the Convocation Center	90,000
1.018	Replace existing storm water drain system on several buildings on the Leesburg Campus	200,000

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

13-LAKE-SUMTER STATE COLLEGE

Survey:

Survey : 2 Version : 1

Status:

Active Pending

SITE RECOMMENDATIONS

NUMBER	DESCRIPTION	ESTIMATE D COST
1.019	Repaint buildings on the Leesburg Campus	600,000
1.020	Leesburg Campus repurpose existing Student Center into Community Outreach Facility	250,000
1.021	Improve emergency and ADA signage on all buildings on the Leesburg Campus	90,000
1.022	Liberal Arts building replacement and modification of HVAC system	180,000
1.023	Student Center replace DX units with R22 Freon to upgraded Freon units	75,000
1.024	Upgrade building automation controllers at the Library on the Leesburg Campus	30,000
1.025	Improve lighting in buildings with LED lights and controls to improve energy efficiency	100,000
LEESBURG CAMPUS Total :		4,827,000

NEW CONSTRUCTION / REMODEL / RENOVATE

NUMBER	DESCRIPTION	ESTIMATED COST
1.026	Remodeling Building Number - 9, Building Name - STUDENT CENTER : Adding Student Services (5800 NSF), (8238 GSF); Student Services (5800 NSF) and Removing (0 SS), (5684 NSF) Room 103 (140 NSF), Room 104 (106 NSF), Room 107 (432 NSF), Room 108 (769 NSF), Room 108A (38 NSF), Room 110 (617 NSF), Room 110A (100 NSF), Room 111 (1682 NSF), Room 114 (1800 NSF)	783,000
1.027	Remodeling Building Number - 2, Building Name - LAKE HALL BLDG. : Adding Library/Study (1471 NSF), (2089 GSF); Library / Study (1471 NSF) and Removing (45 SS), (5573 NSF) Room 106 (1115 NSF), Room 107 (528 NSF), Room 108 (528 NSF), Room 109 (973 NSF), Room 109A (125 NSF), Room 109B (125 NSF), Room 110 (176 NSF), Room 110A (126 NSF), Room 111 (125 NSF), Room 112 (125 NSF), Room 113 (80 NSF), Room 128 (260 NSF), Room 129 (1287 NSF)	752,355
1.028	Remodeling Building Number - 2, Building Name - LAKE HALL BLDG. : Adding Student Services (3600 NSF), (5113 GSF); Student Services (3600 NSF) and Removing (0 SS), (3260 NSF) Room 102 (450 NSF), Room 102A (121 NSF), Room 102B (121 NSF), Room 102C (100 NSF), Room 103 (127 NSF), Room 104 (127 NSF), Room 105 (212 NSF), Room 124 (168 NSF), Room 125 (48 NSF), Room 126 (168 NSF), Room 136 (77 NSF), Room 137 (77 NSF), Room 138 (70 NSF), Room 139 (694 NSF), Room 140 (700 NSF)	486,000
LEESBURG CAMPUS Total :		2,021,355

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

13-LAKE-SUMTER STATE COLLEGE

Survey:

Survey : 2 Version : 1

Status:

Active Pending

SITE RECOMMENDATIONS

NUMBER	DESCRIPTION	ESTIMATE D COST
2.001	Repave, repair, and re-strip parking lot areas -Sumter Center	300,000
2.002	Repair well irrigation system -Sumter Center	80,000
2.003	Improvements to wayfinding and monument signs at Sumter Center	25,000
2.004	Increase and upgrade exterior lighting for enhance security at the Sumter Center	40,000
2.005	Replace exterior doors at the Sumter Center	30,000
2.006	Upgrade existing surveillance camera capacity and equipment at the Sumter Center	50,000
2.007	Complete physical re-key of all doors for upgrades safety and security on the Sumter Center	25,000
2.008	Improve emergency and ADA signage on all buildings on the Sumter Center	30,000
2.009	Building #1 on the Sumter Campus replace HVAC system	110,000
2.010	Upgrade building automation controls in the Clark Maxwell Library at the Sumter Center	50,000
2.011	Replace outdated interior lighting with LED lighting for energy efficiency and longer lifespan	60,000
SUMTER CENTER		Total : 800,000

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

13-LAKE-SUMTER STATE COLLEGE

Survey:

Survey : 2 Version : 1

Status:

Active Pending

SITE RECOMMENDATIONS

NUMBER	DESCRIPTION	ESTIMATE D COST
3.001	Install new lighted walkway from parking lot to entrance of Science Health Building -South Lake	300,000
3.002	Repair and upgrade existing air cooled chiller system in building 2 with new system on the South Lake Campus	500,000
3.003	Install bleacher seating for outdoor sporting events and recreation on the South Lake Campus	150,000
3.004	Connect existing chiller plant with adjacent facilities for energy efficiency on the South Lake Campus	3,500,000
3.005	Replace HVAC system in South Lake Building #1 (CU#2) and upgrade AHU in Math Emporium	160,000
3.006	Improve wayfinding and monument signage at South Lake Campus	135,000
3.007	Increase and upgrade exterior lighting for enhance security on the South Lake Campus	30,000
3.008	Replace exterior doors at the South Lake Campus	60,000
3.009	Upgrade existing surveillance camera capacity and equipment on the South Lake Campus	75,000
3.010	Expand existing irrigation system to cover all areas of the South Lake Campus	45,000
3.011	Install new soccer field and other recreational activity spaces for student activities on the South Lake Campus	50,000
3.012	Replace existing monument signs on the South Lake Campus	60,000
3.013	Renovate First Floor of Building #2 on the South Lake Campus to accommodate the student advising and financial aid areas due to large population growth on the campus.	300,000
3.014	Install concrete walkway from South Parking Lot to Science Health Building	180,000
3.015	Replace outdated and obsolete building automation controllers in Building #2 on the South Lake Campus	100,000
3.016	Complete physical re-key of all doors for upgrades safety and security on the South Lake Campus	75,000
3.017	Replace chiller coil on the South Lake Campus for the Cooper Memorial Library	40,000
3.018	Improve emergency and ADA signage on all buildings on the South Lake Campus	60,000
3.019	Replace outdated and existing lighting in all buildings on the South Lake Campus	80,000
SOUTH LAKE CAMPUS Total :		5,900,000



Lake Sumter State College

OFFICE OF THE PRESIDENT

Present to the Board: June 19, 2019

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: #478 - 2019-2020 Capital Improvement Project



OVERVIEW

The State of Florida allocates funds for construction, renovation, repair and maintenance of educational facilities through the Public Education Capital Outlay (PECO) funding program. Florida Colleges must submit a request for funding known as the Capital Improvement Plan (CIP). Request for funding is evaluated by the Florida Department of Education. Each project submitted is granted an overall score and is graded against each of the projects submitted by the Florida College System. Depending on the annual budget, funding is awarded to the top graded projects as funding for the year is available.

ANALYSIS

The Capital Improvement Plan for 2019 – 2024 is included for review and totals \$13,531,741.

RECOMMENDATION

It is recommended that Board approve this item as written.

CIP-2
Lake-Sumter State College
Capital Improvement Plan and Deferred Maintenance
2019-20 through 2023-24

Capital Improvement Priorities 2019

1	LE/SL Roof Repairs (<i>Submitted as Priority 1 CIP 2019</i>)	\$1,300,000
2	All Campus Safety and Security Enhancements	\$750,000

FY 2019 - 2020

Construction, Hardscape, Asset Replacement, & Maintenance Repairs

*	Infrastructure - LE Replace of Water/Sewage Lines & Install of Fiber Cable	\$687,000
*	Grounds and Irrigation	\$65,000
*	SL Sidewalk Installation	\$180,000
*	SL Building #1 HVAC Replacement & Resize Math Emporium Air Handler	\$160,000
*	LE SSB Air Handler Replacement Phase I (Duct Work/Controls)	\$210,000
*	Parking Lot Repairs	\$148,293
*	Roof Replacement - LE CTL Building	\$105,000
*	Roof Restore - LE Liberal Arts	\$125,000
*	Roof Restore - Convocation Center (Gym)	\$128,000
*	Doors/Window Repairs (Year 2 of 3)	\$50,000
*	Roof Restore - Fine Arts	\$215,000
*	LE Boiler Replacements (SSB/WJ/GYM)	\$88,900
*	Fire Panel Replacement	\$100,000
*	HVAC - Preventive Repairs (Year 2 of 3)	\$60,000

Renovation/Remodel & Improvement Projects

*	ADA Final	\$5,000
*	SREF (2018) Repairs	\$15,000
*	SSB 2nd Floor ADA Improvements and Redesign	\$145,549
*	Monument Signage (LE - College Rd & Removal of 441, SL-Main and CML)	\$150,000
*	Magnolia Room Restroom Renovations	\$95,000
*	Engineering and Architect. Svcs (SL/FA/SC/Lake Hall/LE Lib/Mag Room)	\$100,000
*	SL Building #2 First Floor Redesign	\$300,000
*	LE Lake Hall Remodel Phase I (Planning and Design)	\$40,000

Total Funds Requested - FY19-20

\$3,172,742

FY 2020 - 2021

Construction, Hardscape, Asset Replacement, & Maintenance Repairs

*	Roof Restore-Lake Hall	\$65,000
*	LE Electrical Switchgear Replacement	\$25,000
*	LE Gym/SSB Fire Panel Replacement and Upgrades	\$225,000
*	Doors/Window Repairs (Year 3 of 3)	\$75,000
*	HVAC - Preventive Repairs (Year 3 of 3)	\$60,000
*	SL Building #2 HVAC Control Upgrade	\$100,000

CIP-2
Lake-Sumter State College
Capital Improvement Plan and Deferred Maintenance
2019-20 through 2023-24

* LE Building M HVAC Coil Replacment	\$30,000
* LE SSB 2nd Floor Air Handler Replacment (Phase 2)	\$180,000
* LE SMB Rx Commission (Re-Test and Balance)	\$80,000
* Security Upgrades (Access Control Replacement -Sonitrol)	\$130,000

Renovation/Remodel & Improvement Projects

* Lake Hall Renovations Phase 2 (Construction)	\$700,000
* Landscape Tree Removal - Phase 2 (North Parking, 441 View, Parking Lot B)	\$110,000
* LE New Walkway Storm Water Gutters	\$200,000
* LE Building Paint Refresh (1 of 3 Year)	<u>\$200,000</u>

Total Funds Requested - FY20-21

\$2,180,000

FY 2021 - 2022

Construction, Hardscape, Asset Replacement, & Maintenance Repairs

* Roof Restore- LE Building M	\$70,000
* Roof Restore - LE Faculty Office Building	\$15,000
* Roof Restore - LE Student Center	\$96,000
* Security Upgrades Phase 2 (Phyiscal Key Replace.)	\$200,000
* SL CML Chiller#1 Coil Replacement	\$40,000
* SL Building #2 Chiller Replacement/Upgrade	\$450,000
* LE Building Paint Refresh (2 of 3 Year)	\$200,000

Renovation/Remodel & Improvement Projects

* LE Library Re-Purpose New Student Center Phase 1 (Design/Planning)	\$200,000
* East Lake (Sorrento) Site Development (Utilities and Infrastructure)	\$1,300,000
* All Campus Emergency Evacuation and ADA Signage Upgrades	<u>\$180,000</u>

Total Funds Requested - FY21-22

\$2,751,000

CIP-2
Lake-Sumter State College
Capital Improvement Plan and Deferred Maintenance
2019-20 through 2023-24

FY 2022 - 2023

Construction, Hardscape, Asset Replacement, & Maintenance Repairs

* Roof Replacement - LE William-Johnson Building	\$185,000
* East Lake (Sorrento) Site Develop. (Utilities/Infrastructure) Continuation	\$800,000
* LE Liberal Arts HVAC Modifications	\$180,000
* LE SC HVAC DX Unit Replacements	\$75,000
* SU Building #1 HVAC Replacement	\$110,000
* SU HVAC Controls Upgrades	\$50,000
* Security Upgrades Phase 3 (Surveil. Cameras & Comm.)	\$150,000
* LE Building Paint Refresh (3 of 3 Year)	\$100,000

Renovation/Remodel & Improvement Projects

* LE Library Re-Purpose New Student Center Phase 2 (Construction)	<u>\$1,300,000</u>
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Total Funds Requested - FY22-23

\$2,950,000

FY 2023 - 2024

Construction, Hardscape, Asset Replacement, & Maintenance Repairs

* Roof Restore - LE Shipping/Receiving Building	\$26,000
* Roof Restore - Le Lecture Hall	\$32,000
* Roof Replacement - LE Library (Future Student Center)	\$320,000
* LE Parking Lot East Upgrades (Repaving/Striping/Drainage and Lighting)	\$300,000
* LE Parking Lot West Upgrades (Repaving/Striping/Drainage and Lighting)	\$300,000
* SU Parking Lot (Repaving/Stripping/Drainage and Lighting)	\$300,000

Renovation/Remodel & Improvement Projects

* LE Library Re-Purpose New Student Center Phase 3 (FFE)	\$400,000
* LE SC Re-Purpose Community Outreach Center (Complete)	\$500,000
* East Lake (Sorrento) Building #1 Phase 1 (Planning and Design)	<u>\$300,000</u>

Total Funds Requested - FY23-24

\$2,478,000

FLORIDA COLLEGE SYSTEM

CIP 1

CURRENT STATUS OF FUNDED & BUDGETED PROJECTS FOR FY 2019-20

COLLEGE: Lake Sumter State College
DATE: June 19, 2019

PROJECT TITLE (Include Site)	Funding Source(s)	YEAR(S) FUNDED	GROSS SQUARE FEET (GSF)	PRIOR APPROPRIATED STATE FUNDS*	ADDITIONAL APPROPRIATED STATE FUNDS REQUIRED*	AMOUNT OF OTHER FUNDS	TOTAL PROJECT COSTS	ON APPROVED SURVEY?*	ON APPROVED PPL?***	CURRENT STATUS (Select One from List)	ESTIMATED OR ACTUAL COMPLETION DATE
Campus Sign Replacement - College Wide	Local	2018		\$ -	\$ -	\$ 230,000.00	\$ 230,000.00	YES		Construction	Fall 2019
ADA Final Projects - College Wide	Local	2018		\$ -	\$ -	\$ 5,000.00	\$ 5,000.00	YES		Construction	Summer 2020
Emergency Roof Repairs - LE	Local	2017			\$ 1,078,420.00	\$ 358,000.00	\$ 1,436,420.00	YES		Construction	Summer 2020
Student Services 2nd Level HVAC Controls - LE	Local	2018		\$ -	\$ -	\$ 210,000.00	\$ 210,000.00	YES		Construction	Summer 2019
Parking Lot, M Building - LE	PECO	2018		\$ -	\$ -	\$ 90,000.00	\$ 90,000.00	YES		Bid	Spring 2020
Telecom/Campus Utilities - College Wide	PECO	2015,16		\$ 2,500,000.00	\$ -	\$ -	\$ 2,500,000.00	YES		Construction	Summer 2019
HVAC Replacement and Repairs - SL Bldg 1	Local	2019				\$ 160,000.00	\$ 160,000.00	YES		Construction	Fall 2019
Magnolia Restroom Renovations - LE	CO&DS	2019				\$ 65,000.00	\$ 65,000.00	YES		Planning	Spring 2020
Sidewalk Installation - SL	PECO	2019				\$ 180,000.00	\$ 180,000.00	YES		Planning	Spring 2020
Grounds Beautification - LE	Local	2019				\$ 150,000.00	\$ 150,000.00	YES		Complete	Spring 2020
HVAC Installations and Repairs - College Wide	Local	2019				\$ 60,000.00	\$ 60,000.00	YES		Complete	Fall 2019
Student Lounge - SL	Local	2018		\$ -	\$ -	\$ 30,000.00	\$ 30,000.00	YES		Complete	Summer 2018
						\$ -	\$ -				
						\$ -	\$ -				
						\$ -	\$ -				
Joint Use Library Challenge Grant - SL **	PECO/FECGP	2008,07	62,131	\$ 12,867,307.00	\$ 1,584,485.00		\$ 14,431,792.00	YES			

Add lines as necessary.

NOTES:

* Please include any outstanding Facility Enhancement Challenge Grant Projects that remain eligible for future funding. (Identify by adding FECGP in parentheses at the end of project name.)

** Projects using state funds and/or Capital Improvement Fees must be survey recommended (except for maintenance & repair projects).

*** Projects using CO&DS funds must also be included on the constitutionally-required Project Priority List (PPL).

COLLEGE: Lake Sumter State College

[illegible]

* Total Project Cost includes funding from all sources
 ** Maintenance & Repair Projects funded with PECO sum-of-the-digits do not need survey recommendations or scores.

COLLEGE: Lake Sumter State College

REMODELING, NEW CONSTRUCTION, REPLACEMENT & ACQUISITION PROJECTS:[illegible]

* Total Project Cost includes funding from all sources

* Total Project Cost includes funding from all sources						
TOTAL REMODELING NEW CONSTRUCTION REPLACEMENT & ACQUISITION PROJECTS	\$40,000	\$700,000	\$1,500,000	\$2,100,000	\$1,200,000	\$5,540,000

	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	Total
GRAND TOTAL OF ALL PROJECTS (not including Main/Repair sum-of-the-digits)	\$2,625,742	\$3,055,000	\$3,271,000	\$3,350,000	\$2,478,000	\$14,779,742							



Lake Sumter State College

OFFICE OF THE PRESIDENT

Present to the Board: June 19, 2019

TO: Lake-Sumter State College
District Board of Trustees

FROM: Dr. Stanley M.
President

RE: 479 – Information: First Reading amended Board Rule 2.15 Tobacco and
Smoke Free Regulations

OVERVIEW:

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

ANALYSIS:

Board Rule 2.15, Tobacco and Smoke Free Regulations, complied with the Florida Clean Indoor Air Act and prohibited smoking in any buildings on Lake-Sumter State College property. In an effort to continue supporting a healthy learning and work environment, the Planning Council approved an Administrative Procedure prohibiting the use of tobacco and smoking apparatuses on campus grounds. The proposed amended Board Rule 2.15, Tobacco and Smoke Free Regulations, has been expanded to establish a tobacco-free and smoke-free college environment, consistent with the revised administrative procedure.

The College will join the majority of other Florida College System colleges that already have this policy.

RECOMMENDATION:

The College recommends that the District Board review the amendments to Board Rule 2.15 in preparation for discussion at July 24, 2019 meeting.

**LAKE-SUMTER STATE COLLEGE
BOARD RULE**

TITLE: Smoking Regulations

NUMBER: 2.15

AUTHORITY: Florida Statutes 1001.64 (5); 386.201-206

PAGE: 1 of 1

HISTORY: New - 1/22/86

Amended – 9/19/90, ~~6~~, 6/19/96, 7/24/19

Reviewed – 1/20/04, 5/18/09

DATE ADOPTED:

~~6/19/96~~7/24/19

1. ~~In compliance with the Florida Clean Indoor Air Act, smoking shall not be permitted in any buildings on Lake-Sumter State College property.~~ It is the intent of the District Board of Trustees to establish a tobacco-free and smoke-free college environment. Consequently, the use, distribution, or sale of tobacco or any object or device intended to simulate that use is prohibited in all indoor and exterior areas of each campus and other property under the control of Lake-Sumter State College, including all college leased or owned vehicles, both on or off college property. All employees, students, guests, and members of the public are required to this policy.
2. ~~On College property, smoking shall be permitted only in designated areas that do not interfere with those entering or leaving campus buildings.~~

Policy Updates

BOARD OF TRUSTEES – JUNE 19, 2019



Tobacco Free and Smoke-Free Environment Policy

New Policy

Reasons to go Tobacco and Smoke free

Effective Date – July 24, 2019

Rollout Plan



Reason # 1 – Improve Health of Students, Employees and Visitors

More people in the United States die prematurely due to tobacco use than any other cause.

Today, more men and women die of lung cancer than any other cancer.

Non-smokers that are exposed to cigarette smoke can also suffer negative health effects.

Secondhand smoke has been proven to cause strokes, lung cancer, and coronary heart disease in adult non-smokers.

Implementing a tobacco-free policy can help tobacco users quit and extend their lives and the lives of those around them.

*American Lung Association, 1/2016, (pp 6-10), 4/15/19, <https://www.lung.org/local-content/minnesota/documents/worksite-wellness-toolkit.pdf>



Reason # 2 – Reduce College Costs – What Tobacco Users Cost the College

Increased Absenteeism – Smokers miss approximately 2.6 more days per year than non-smokers.

Reduced productivity as a result of nicotine addiction – The withdrawal symptoms smokers experience within 30 minutes of their last cigarette interferes with their ability to effectively perform their job.

Missed work time due to smoke breaks – The average smoker takes two 15 minute smoke breaks per day in excess of regularly scheduled and allowed breaks; this equates to 5 ½ days of paid time per year the employee is not working.

Increased healthcare costs – Healthcare expenses of a smoker are approximately 8% higher than those of a non-smoker.

*American Lung Association, 1/2016, (p 10), 4/15/19, <https://www.lung.org/local-content/minnesota/documents/worksite-wellness-toolkit.pdf>

Reason # 3 – Consistent with Other FCS Colleges

	Tobacco/Smoke-free
Broward College	Yes
College of Central Florida	Yes
Chipola College	No
Daytona State College	Yes
Eastern Florida State College	No
Florida Gateway College	No
Floridays Keys Community College	No
Florida State College at Jacksonville	Yes
Florida SouthWestern State College	Yes
Gulf Coast State College	Yes
Hillsborough Community College	Yes
Indian River State College	Yes
Lake-Sumter State College	No
Miami Dade College	Yes
North Florida Community College	Yes
Northwest Florida State College	Yes
Palm Beach State College	Yes
Pasco-Hernando State College	Yes
Pensacola State College	Unk
Polk State college	Yes
St. Johns River State College	Yes
St. Petersburg College	Yes
Santa Fe College	Yes
Seminole State College of Florida	Yes
South Florida State College	Yes
State College of Florida, Manatee-Sarasota	Yes
Tallahassee Community College	Yes
Valencia college	Yes



Lake Sumter State College

OFFICE OF THE PRESIDENT

Present to the Board: June 19, 2019

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 480 – Program Closure-Dental Hygiene Linkage

OVERVIEW:

The Dental Hygiene Linkage Agreement (see attached) with Valencia College (VC) was begun in 1996 and guaranteed acceptance to Valencia College's Dental Hygiene program for four Lake-Sumter State College (LSSC) students that completed program prerequisites and were recommended by LSSC. Prior to 2012, all four students recommended by LSSC were automatically guaranteed acceptance into the program. Beginning in 2013, LSSC students recommended by the institution must be in the top 50% of all applicants to the VC program to be considered for admittance. This change resulted in a significant decline in LSSC students admitted to the Dental Hygiene program at VC through the agreement.

ANALYSIS:

We estimate that Workforce staff spend approximately 80 hours during the months of October through January to meet the program requirements. Most of this work involves taking phone calls from students, reviewing student applications, coordinating a selection committee for recommended students, and communicating with VC staff.

Summary Data:

LSSC students that have graduated from VC through this program since 1996:	28
LSSC students admitted to the VC program since 2013:	13

Current Student Data:

Students that have designated this program as a program of interest:	21
Students eligible to be submitted as candidates to VC:	3
Students who did not meet the prerequisite requirement:	15
Students who did not meet the GPA requirement:	2
Students who live outside of the service area:	1

We seek to terminate the agreement with VC for the Dental Hygiene program due to low acceptance rates and minimal interest by LSSC students. In early 2019, one student was sent forward to VC for selection to the Dental Hygiene program and was not selected. The Dean of Workforce Development submitted documentation to the Curriculum and Instruction Committee for deletion of the Dental Hygiene Linkage Agreement in April, 2019 and the deletion of the agreement was approved by the Committee. The program will be deleted from the catalog and a formal communication will be sent via email and letter to the 9 students enrolled at the institution with dental hygiene as a secondary program code in June 2019. Additionally, formal notification of deletion of the agreement will be sent to the President of Valencia College.

The current agreement is for the 2019-2021 academic years and may be terminated by either party with up to six months' notice.

RECOMMENDATION:

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



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: June 19, 2019

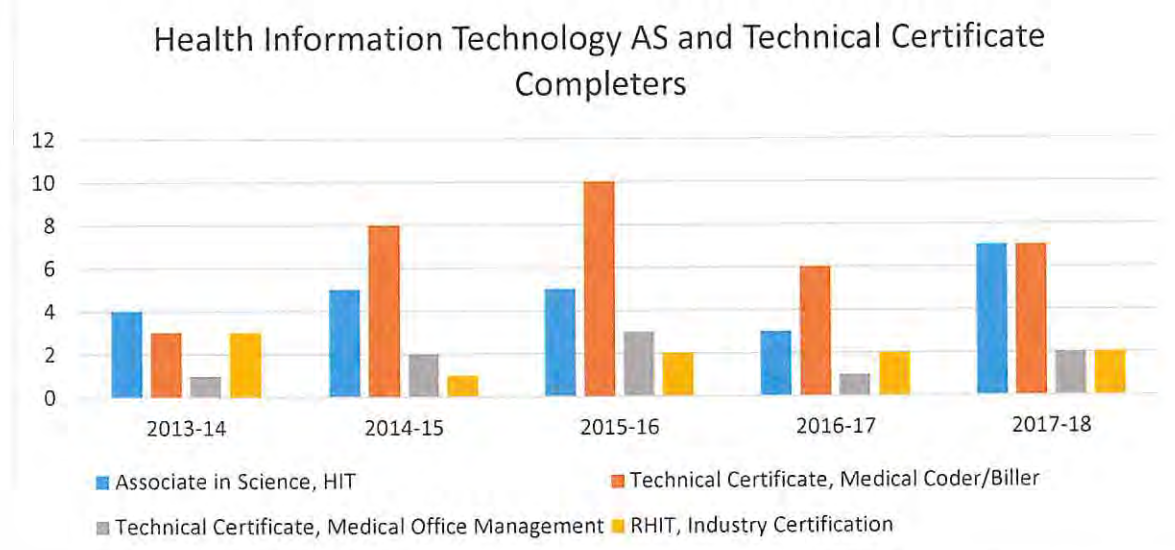
TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 481 – HIT program deletion, HSM program creation

OVERVIEW:

The 70 credit hour Health Information Technology (HIT) AS degree currently has an enrollment of approximately 45 students for the 2018-19 year. The enrollment has declined or remained steady since 2014-15. A figure showing the number of Associate in Science and Technical Certificate completers, as well as completers of the Registered Health Information Technologist industry certification, over the most recent five years is provided below.



ANALYSIS:

Because of the low enrollment, lower completion rate, and significant costs associated with the program due to accrediting standards, LSSC recommends closing this program and the associated Healthcare Informatics Specialist College Credit Certificate. The HIT program has lost an average of \$64,289 per year from 2013-2014 to 2017-2018.

A survey was deployed to skilled nursing facilities, physician's offices, and hospitals in Lake and Sumter Counties to assess how the AS in HIT and AS in Health Services Management (HSM) meet their employment needs. The purpose of the survey was to assess whether a degree in HSM would continue to meet their needs. Additionally, the HIT Advisory members and other employers of HIT Graduates in Lake and Sumter Counties discussed their opinions with Program Manager Brandy Ziesemer. The results of the survey and anecdotal information from the employers revealed that the HSM degree would meet their needs. The employers agreed that it is important for LSSC to keep the medical coder biller certificate and medical office management certificate within the framework of the Health Sciences Management program.

The College proposes to close the Associate in Science in Health Information Technology and the Healthcare Informatics Specialist College Credit Certificate and replace it with an in-demand Associate in Science in Health Services Management that will include the Medical Coder/Biller and the Medical Office Management College Credit Certificates.

RECOMMENDATION:

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



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: June 19, 2019

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 482 – Corporate Training and Continuing Education CDL Program

OVERVIEW:

Corporate Training and Continuing Education proposes a new Commercial Driver License (CDL) Training and Testing Program at the LSSC Sumter Site. Two options are presented in the proposal for your consideration and approval for CE to proceed with OPTION 1 or OPTION 2.

OPTION 1: details an LSSC Corporate Training and Continuing Education (CE) Program offering using annual memorandum of understanding (MOU) with Sun-State CDL Driving School. Through the MOU, CE will provide the training and testing site at our Sumter site, provide marketing, and register, enroll, track and report student information. Sun-State CDL will provide bonded instructors, certified examiners, equipment, fuel, student and vehicle insurance, and they will provide marketing also.

Non-reoccurring Program Start-up funding for either OPTION 1 or OPTION 2 would need to be made available to CE (from FY19 CE net revenue), and with Board approval in summer 2019, we could begin student CDL training/testing in spring/early summer 2020 with either OPTION 1 or OPTION 2.

To minimize associated program startup costs and risk Corporate Training and Continuing Education recommends OPTION 1

ANALYSIS:

OPTION 1: Corporate Training and Continuing Education Expenses from Proposed Program Plan (LSSC CE Program Offering using MOU Agreement with Sun-State CDL)		
Item	CE Expense (dollars)	
	Non-reoccurring	Reoccurring
Engineering firm to develop site plans and driveway connection to CR 528	5,000	0
County permits	500	0
Site prep and construction	10,000	0
Truck/trailer purchase	0	0
Truck fuel	0	0
Truck/trailer annual maintenance and repairs	0	0
Truck/trailer insurance	0	0
\$1M Bond	0	0
CDL Instructor cost	0	0
State-Certified CDL Examiner cost	0	0
Student Insurance	0	0
Student testing fee	0	0
Program Development	0	0
Setup online catalog/registration/enrollment/payment in Banner & ASAP Connected (Continuing Education LMS)	500	200 per year
Program Administration (\$37K/yr @ 0.05 FTE)	0	1,850 per year
TOTAL Expenses:	\$16,000	\$2,050 per year
Projected Annual Revenue: 200 students per year @ \$300 per student = \$60,000		
Projected Annual (first year) Net Profit: (60,000 – 16,000 – 2,050) = \$41,950 [69.9% GM]		
Projected Annual (after first year) Net Profit: (60,000 – 2,050) = \$57,950 [96.5% GM]		

Proposed Timeline for Option 1

- Gain Cabinet and Board approval - summer 2019
- Program startup – summer/fall 2019
 - Contract with engineer to develop site plan and driveway connection to CR 528,
 - obtain county permits,
 - engage industry partner donations, site prep and construction, provide Sun-State CDL official ATP through signed Memorandum of Understanding (MOU),
 - setup Banner and Continuing Education LMS (ASAP Connected catalog/registration/enrollment/payment online system) for CDL Program and students, and begin early marketing endeavors
- Gain state approval of test site – fall/spring 2020
- Begin student CDL training/testing – spring/early summer 2020

RECOMMENDATION:

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

Proposed Corporate Training and Continuing Education CDL Training and Testing Program

Executive Overview:

Corporate Training and Continuing Education proposes a new Commercial Driver License (CDL) Training and Testing Program at the LSSC Sumter Site. Two options are presented here for your consideration and approval for CE to proceed with OPTION 1 or OPTION 2 (could also plan to start with OPTION 1 and move to OPTION 2):

- **OPTION 1:** details an ***LSSC Corporate Training and Continuing Education (CE) Program offering*** using annual memorandum of understanding (MOU) with Sun-State CDL Driving School. Through the MOU, CE will provide the training and testing site at our Sumter site, provide marketing, and register, enroll, track and report student information. Sun-State CDL will provide bonded instructors, certified examiners, equipment, fuel, student and vehicle insurance, and they will provide marketing also.
- **OPTION 2:** details an ***LSSC CE Program offering*** wholly developed and administered (“owned and operated”) by LSSC CE staff (using contracted adjuncts for CDL training and testing). CE will provide the training and testing site at our Sumter site, provide marketing, and register, enroll, track and report student information. CE will also provide (adjunct) training instructors, certified examiners, equipment, fuel, student and vehicle insurance, and marketing.

Non-reoccurring Program Start-up funding for either OPTION 1 or OPTION 2 would need to be made available to CE (from FY19 CE net revenue), and with Board approval in or before summer 2019, we could begin student CDL training/testing in spring/early summer 2020 with either OPTION 1 or OPTION 2.

Return on Investment (ROI):

We anticipate full classes (4 to 6 students per week, with waitlisted students in the queue). Using our projected profit per student,

- **OPTION 1:** CE ROI would be less than 6 months after training starts (see Table A for financial details).
- **OPTION 2:** CE ROI would be less than 1 year after training starts (see Table B for financial details).

Financial Overview:

OPTION 1 (see Table A for financial details):

- CE Projected Annual Revenue: (conservative) 200 students per year @ \$300 per student = \$60,000
- CE Projected Annual (first year) Net Profit: $(60,000 - 18,050) = \$41,950$ [69.9% GM]
- CE Projected Annual (after first year) Net Profit: $(60,000 - 2,050) = \$57,950$ [96.5% GM]

OPTION 2 (see Table B for financial details):

- CE Projected Revenue: (conservative) 200 students per year @ \$1,800 per student = \$360,000
- CE Projected Annual (first year) Net Profit: $(360,000 - 289,550) = \$70,450$ [19.5% GM]
- CE Projected Annual (after first year) Net Profit: $(360,000 - 180,550) = \$179,450$ [49.8% GM]

LSSC electric utility industry partners (including Duke Energy, Elite Construction, SECO Energy, City of Leesburg Electric, Ocala Electric Utility, Withlacoochee River Electric, Waste Management, Time Definite Logistics, Romac Lumber, and Sumter County School Board) have continuously expressed the need for local CDL training and testing. Other local industry partners (like Cemex) have recently come forward and expressed their interest as well.

A few electric utility and industry partners have already reached out to us and indicated that they are very interested in having a local site for their employees to train and test for CDL and as such are willing to donate money, time, materials (base, asphalt, culvert, etc.), and equipment necessary for clearing and developing the CDL driving range and test site.

Corporate Training and Continuing Education is requesting approval from Cabinet and the Board to proceed with using the Sumter Site property for this CDL Training and Testing Program.

*** To facilitate this program CE needs Cabinet and Board approval to clear and develop currently unused property at the Sumter Site as indicated in the red box in the photo below:**



Once developed CE would gain FLHSMV approval to be an “Approved CDL Test Site” (they inspect hands-on courseware and training grounds) which will also place our Sumter Site Testing Location on the FLHSMV “Statewide Contracted Commercial Motor Vehicle Skill Test Sites” online listing. If we proceed with OPTION 1, Scott Johnson (Sun-State CDL) has gained state approval for his current testing sites and will work within his prior contacts at FLHSMV to gain the approval at our Sumter Site Testing Center.

The CDL driving range and test site would be *similar* to the image shown here and will have entrance and exit access to CR528:



Background information and details

Training and Testing Partner (Sun-State CDL) background information:

Specialties – Truck Driving School, CDL Training, CDL Testing

History – Established in 2011, started in 2011, Moore Haven Campus opened 2017

Business Owner – Scott Johnson. Over 27 years of experience in the transportation industry, Scott began his career in 1991. He began training and instructing in 2001, then additionally became a state examiner over 6 years ago. Scott brought his transportation and teaching experience to SW Florida in 2011, where he established and developed one of the largest testing facilities in the state of Florida; Suncoast Trucking Academy in Charlotte County. Establishing a second campus in February of 2017 at the Glades County Regional Training Facility in Moore Haven, FL.

Truck Driving School CDL TRAINING and CDL TESTING

Glades County Training Center

1275 FL-78, Moore Haven, FL 33471

CDL Training

CDL Testing

Class A CDL

Class B CDL

Current 85% to 90% Success Rate for CDL testing

Florida Highway Safety and Motor Vehicles (FLHSMV) CDL Requirements:

Class A Requirements – To operate trucks or truck combinations weighing 26,001 lbs or more, and towing a vehicle/unit over 10,000 lbs, a Class A license is required. The following tests are required:

- Knowledge Tests
 - General Knowledge Test
 - Combination Vehicles Test
 - Air Brakes Test
 - Applicable exams for desired endorsements
- Skills Tests
 - Pre-trip Vehicle Inspection
 - Basic Vehicle Control
 - On-road Test

Class B Requirements – To operate straight trucks and buses 26,001 lbs or more, a Class B license is required. The following tests are required:

- Knowledge Tests
 - General Knowledge Test
 - Air Brakes Test (if applicable)

- Applicable exams for desired endorsements
- Skills Tests
 - Pre-trip Vehicle Inspection
 - Basic Vehicle Control
 - On-road Test

Trainer and Examiner separation of duties:

The state requires Examiner Certification and they also require that the Trainer cannot be the Examiner.

- Using OPTION 1: (Sun-State CDL MOU), Sun-State will initially supply two instructors (both are examiner certified) so one instructor can train and the other can administer the CDL tests (this is how Sun-State CDL currently operates and the state approves this methodology).
- Using OPTION 2: CE will contract with 2 adjunct instructors (both examiner certified) so one instructor can train and the other can administer the CDL tests (the state approves this methodology).

OPTION 1: Corporate Training and Continuing Education CDL Training and Testing Program overview:

- Execute MOU with Sun-state CDL
- Sun-State CDL requires 6-month window from authorization to proceed (ATP) to begin training in Sumter
- Sun-State CDL will supply two instructors (both examiner certified)
- Will provide CDL training/testing for EDT students and the general public
- Students will be required to obtain their Commercial Learner Permit (CLP) and to pass a DOT physical prior to enrolling
- Offer CDL training year-round (with special accommodations for EDT students during Aug - Dec)
- CDL training would be offered 5 days per week, 7 to 8 hours per day during normal LSSC working hours, Monday through Friday
- One instructor trains 4 to 6 students per week, the other instructor conducts CDL tests
- Sun-State CDL currently charges \$1,500 per student/per week for CDL Training and Testing
 - Includes Sun-State Bond, student insurance, hands-on training (no classroom), equipment, fuel, testing fee (and one retest if needed – third test attempt is an additional \$300).
 - **NOTE:** FLDOE is adding requirements for classroom training beginning February 2020 (in addition to the hands-on training) which will increase Sun-State training fees an additional \$300.
- Corporate Training and Continuing Education would add approximately a 20% markup (\$300) to student fees charged by Sun-State CDL for training and testing (use of site, registration, enrollment, student LMS, etc.)

OPTION 1: Annual Revenue Projection:

Initially (with the two Sun-State CDL instructors) we anticipate 4 to 6 students per week for approximately 48 weeks (allowing for campus holiday closures) and expect \$300 per student revenue for Corporate Training and Continuing Education.

- From 4 students per week X \$300 per student X 48 weeks per year = \$57k per year
- To 6 students per week X \$300 per student X 48 weeks per year = \$86k per year

OPTION 2: Corporate Training and Continuing Education CDL Training and Testing Program overview:

- CE will contract with two adjunct instructors (trainers) both examiner certified
- CE-contracted trainers provide CDL training/testing for EDT students and the general public
- Students will be required to obtain their Commercial Learner Permit (CLP) and to pass a DOT physical prior to enrolling
- Offer CDL training year-round (with special accommodations for EDT students during Aug - Dec)
- One instructor trains 4 to 6 students per week, the other instructor conducts CDL tests
- CDL training would be offered 5 days per week, 7 to 8 hours per day during normal LSSC working hours, Monday through Friday
- CE would charges \$1,800 per student/per week for CDL Training and Testing
 - Includes CE Bond, student insurance, hands-on training (no classroom), equipment, fuel, testing fee (and one retest if needed – third test attempt is an additional \$300).
 - **NOTE:** FLDOE is adding requirements for classroom training beginning February 2020 (in addition to the hands-on training) which will increase CE training fees an additional \$300.
- One trainer trains 4 to 6 students per three-week period for Class A CDL, the other instructor conducts CDL test

OPTION 2: Annual Revenue Projection:

Initially (with the two CE CDL adjunct instructors) we anticipate 4 to 6 students per week for approximately 48 weeks (allowing for campus holiday closures) and expect \$1,800 per student revenue for Corporate Training and Continuing Education.

- From 4 students per week X \$1,800 per student X 48 weeks per year = \$345.6k per year
- To 6 students per week X \$1,800 per student X 48 weeks per year = \$518.4k per year

Program OPTION 1 and OPTION 2 Financial Analysis

Table A

OPTION 1: Corporate Training and Continuing Education Expenses from Proposed Program Plan (LSSC CE Program Offering using MOU Agreement with Sun-State CDL)		
Item	CE Expense (dollars)	
	Non-reoccurring	Reoccurring
Engineering firm to develop site plans and driveway connection to CR 528	5,000	0
County permits	500	0
Site prep and construction	10,000	0
Truck/trailer purchase	0	0
Truck fuel	0	0
Truck/trailer annual maintenance and repairs	0	0
Truck/trailer insurance	0	0
\$1M Bond	0	0
CDL Instructor cost	0	0
State-Certified CDL Examiner cost	0	0
Student Insurance	0	0
Student testing fee	0	0
Program Development	0	0
Setup online catalog/registration/enrollment/payment in Banner & ASAP Connected (Continuing Education LMS)	500	200 per year
Program Administration (\$37K/yr @ 0.05 FTE)	0	1,850 per year
TOTAL Expenses:	\$16,000	\$2,050 per year
Projected Annual Revenue: 200 students per year @ \$300 per student = \$60,000		
Projected Annual (first year) Net Profit: (60,000 – 16,000 – 2,050) = \$41,950 [69.9% GM]		
Projected Annual (after first year) Net Profit: (60,000 – 2,050) = \$57,950 [96.5% GM]		

Proposed Timeline for Option 1

- Gain Cabinet and Board approval - **summer 2019**
- Program startup – **summer/fall 2019**
 - Contract with engineer to develop site plan and driveway connection to CR 528,
 - obtain county permits,
 - engage industry partner donations, site prep and construction, provide Sun-State CDL official ATP through signed Memorandum of Understanding (MOU),
 - setup Banner and Continuing Education LMS (ASAP Connected catalog/registration/enrollment/payment online system) for CDL Program and students,
 - and begin early marketing endeavors
- Gain state approval of test site – **fall/spring 2020**
- Begin student CDL training/testing – **spring/early summer 2020**

Table B

Option 2: Corporate Training and Continuing Education Expenses Optional Program Plan (LSSC CE Program Offering without using MOU Agreement with Sun-State CDL)		
Item	CE Expense (dollars)	
	Non-reoccurring	Reoccurring
Engineering firm to develop site plans and driveway connection to CR 528	5,000	0
County permits	500	0
Site prep and construction	10,000	0
Truck/trailer purchase	90,000	0
Truck fuel		5,500 per year
Truck/trailer annual maintenance and repairs		5,000 per year
Truck/trailer insurance		6,000 per year
\$1M Bond		10,000 per year
CDL Trainer (NC-4) \$35/hr. @ 37.5hrs/wk X 48 wks		63,000 per year
State-Certified CDL Examiner (NC-9) \$40/hr. X 10hrs/wk X 48 wks		19,200 per year
Student Insurance (\$12 per student X 200 students per year)		2,400 per year
Student testing fee (\$300 per student X 200 students per year)		60,000 per year
Program Development [instructors/content/county/state/etc.]	3,000	0
Setup online catalog/registration/enrollment/payment in Banner & ASAP Connected (Continuing Education LMS)	500	200 per year
Program Administration (\$37K/yr @ 0.25 FTE)		9,250 per year
TOTAL Expenses:	\$109,000	180,550 per year
Projected Revenue: 200 students per year @ \$1,800 per student = \$360,000		
Projected Annual (first year) Net Profit: (360,000 – 109,000 – 180,550) = \$70,450 [19.5% GM]		
Projected Annual (after first year) Net Profit: (360,000 – 180,550) = \$179,450 [49.8% GM]		

Proposed Timeline for Option 2

- Gain Cabinet and Board approval - **summer 2019**
- Program startup – **summer 2019**
 - Contract with engineer to develop site plan and driveway connection to CR 528,
 - obtain county permits,
 - engage industry partner donations, site prep and construction,
 - locate and contract with 2 trainers who are also state-certified examiners,
 - setup Banner and Continuing Education LMS (ASAP Connected catalog/registration/enrollment/payment online system) for CDL Program and students,
 - and begin early marketing endeavors
- Gain state approval of test site – **spring 2020**
- Begin student CDL training/testing – **spring/early summer 2020**

CE CDL Training Program Questions and comments should be directed to:

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Director of Corporate Training and Continuing Education
Lake-Sumter State College
9501 US Hwy 411
Leesburg, FL 34788
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