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**Lake-Sumter State College
DISTRICT BOARD OF TRUSTEES
Wednesday, September 18, 2019
Leesburg Campus**

**4:00 p.m.—BOARD WORKSHOP NEW FUNDING MODEL & LEGISLATIVE BUDGET REQUEST AND
FUNDING PRIORITIES**

Directly Following the Workshop—BOARD MEETING

ITEM #

CALL TO ORDER Mr. Wahl

PLEDGE OF ALLEGIANCE and MOMENT OF SILENCE

PUBLIC COMMENT

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

PRESENTATIONS Mr. Wahl/Dr. Sidor

Code of Ethics for Public Officers and Employees Board Attorney Anita Geraci-Carver

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

ACTIONS and ACKNOWLEDGEMENTS

498 Action: Minutes of July 24, 2019 Board Meeting & Workshop

499 Action: Human Resources Transactions

500 Action: Monthly Fiscal Report for August 2019

501 Acknowledgement: Facilities Update

502 Action: Purchases Over \$25,000

503 Action: 2019-2020 Blanket and Annual Purchase Orders

504 Action: Renewal of Siemens Mechanical and Automation Service Agreement

SCHEDULED INFORMATION REPORTS (Tab B)

505 President's Update

- Meetings/Activities/Misc.

- Legislative Update

- Vice Presidents Report

506 Committee Reports..... Mr. Wahl

- Executive Committee

- Foundation Liaison- E. Lee

507 Board Attorney's Report..... Mrs. Geraci-Carver

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

508 Acknowledgement: 2018-2019 Annual Financial Report-Unaudited

509 Information: First Reading Amended Board Rule 3.01 Academic Freedom and
Responsibility

510 Action: Second Reading: Revision of Board Rule 2.15 – Tobacco and Smoke Free
Regulations

511 Action: Board Committee Assignment

512 Action: President's Evaluation

513 Information: Honors Program Articulation with UCF

514 Information: BSN Partnership Agreement

515 Action: Acting President

OTHER CONSIDERATIONSMr. Wahl/Dr. Sidor
As Needed by Chairman/President

ADJOURNMENTMr. Wahl

NOTES:

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

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

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

Monster Dash 5K/10K Saturday, October 26, 8 a.m. (LSSC Leesburg Campus)

Commencement: Friday, December 6, 2019, 10 a.m. (LSSC Gymnasium)

Trustees Legislative Conference: January 15-16, 2020 Tallahassee, FL (TBD)

NO BOARD MEETING IN DECEMBER




Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: September 18, 2019

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor 
President

RE: 498 – Minutes of July 24, 2019 Board Meeting/ Workshop

OVERVIEW:

Attached are the minutes of July 24, 2019 regular board meeting and workshop.

ANALYSIS:

The minutes are for the board's approval.

RECOMMENDATION:

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

**DISTRICT BOARD OF TRUSTEES
LAKE-SUMTER STATE COLLEGE
LEESBURG, SUMTERVILLE, CLERMONT
JULY 24, 2019**

The regular meeting of the District Board of Trustees, Lake-Sumter State College, was called to order at 5:00 p.m. on July 24, 2019, in the Board Room at the Leesburg Campus, by Mr. Pete Wahl, Board Chairman. In attendance was Mr. Bryn Blaise, Mrs. Marcia Butler, Jennifer Hill, Jennifer Hooten, Bret Jones, Emily Lee, and Tim Morris. Mr. Wahl welcomed those in attendance and invited them to join in the Pledge of Allegiance followed by a moment of silence.

PRESENTATION

Dr. Diane Culpepper reported on the partnerships that have been developed between Lake Technical College and Lake-Sumter State College. The current collaboration between the two entities has made an impact within the community. She stated the partnership as follows:

- Sharing space on the South Lake and Sumterville Campuses
- LSSC teaching on the Public Safety Campus for AS and Bachelor degrees.
- JP Donnelly scholarship for Lake Tech students
- Develop joint Legislative Request
- Support each other's individual projects
- Develop curriculum for the Redd Ash project
- Develop one Corporate Community Training Division in Lake County
- Marketing on each other's campuses

CONSENT CONSIDERATIONS- ACTIONS and ACKNOWLEDGEMENTS

Tim Morris moved, and Bret Jones seconded the motion to approve as presented agenda items numbers 483 through 490 as follows:

**Minutes of June 19, 2019, Regular Board Meeting and Workshop, Special Board Meetings
July 9 & 16, 2019**

2019-483

Human Resources Transactions/Staff Annual Contracts

2019-484

Appointments of:

Mary Heikkinen	(effective date 08/13/2019)
Karen Hogans	(effective date 07/01/2019)
Kathleen Sacco	(effective date 07/01/2019)
Rickey Palmer	(effective date 07/01/2019)
Loren Fowler	(effective date 07/08/2019)
Thomas Yaccarino	(effective date TBD)
Shannon Haskins	(effective date 07/01/2019)

David Heister	(effective date 07/01/2019)
Danielle Bowen	(effective date 07/08/2019)

Resignation of:

Tonya Harris-Rocker	(effective date 07/17/2019)
Awilda Delgado	(effective date 08/09/2019)
Doreen Murphy	(effective date 07/01/2019)
Victoria Murphy	(effective date 07/08/2019)
Emily Cammarano	(effective date 07/18/2019)

Monthly Fiscal Report for June 2019

2019-485

Facilities Update

2019-486

Purchases over \$25,000

2019-487

LSSC Foundation, Inc. as Direct Support Organization (DSO)

2019-488

Statewide Mutual Aid Agreement

2019-489

Acceptance of Gift from LSSC Foundation, Inc.

2019-490

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

SCHEDULED INFORMATION REPORTS

President’s Update

2019-491

Dr. Sidor reported that the college vice presents are attending a dual enrollment workshop in Tallahassee. We still do not have any updates on the trustee reappointments. The CareerSource grand opening was held last week and was a success. This is another partnership that has developed opportunities for our students to have resources available for developing resumes, practice interview skills, and connect to jobs.

Claire Brady (Carolyn Scott on behalf of Dr. Brady)

Mrs. Carolyn Scott reported that we are now in the home stretch of the summer semester and our staff are hard at work meeting with students helping them to prepare for the fall semester.

Fall Enrollment Update

Fall enrollments are strong with significant gains in early registration by our currently enrolled students. We aim to cross the 5,000- student threshold this fall. We are ~300 headcount up from this same time last year.

Fall orientation sessions are in full swing- both in person and online. We implemented a major redesign to our orientation programs this summer, dramatically focusing the content in order to cut down the session times, making the groups much smaller for a more personalized experience, and ensuring that all students register for at least one course before they complete the program.

We just entered into our busiest season of the year in Admissions and Advising. Our lobbies and inboxes are full; however, staff are doing a great job limiting wait times and providing great service to our new and returning students.

Admissions & Records:

Last month, we shared some impressive usage numbers from Advising from this past academic year.

This month, I would like to share some usage numbers from Admissions & Records.

- Approximately 4,000 contacts through High School Admissions visits
- Over 800 on-campus recruiting event contacts
- 3,500 off-campus recruiting event contacts
- 5,000 targeted Admissions email communications
- 10,000 targeted Admissions print mailings
- We awarded 568 degrees & certificates in Spring 2019 (compared to 383 in Spring 2018)

Other Divisional Updates:

Jenni Kotowski, Director of Enrollment Management, was recently elected as Secretary of the state Admissions/Records group (FICRO).

Dr. Claire Brady, VP Enrollment & Student Affairs, was recently elected as the Secretary of the Florida College System Council of Student Affairs.

Carolyn Scott, Dean of Students, attended the AFC **Campus Safety Symposium earlier this month and completed an additional Behavioral Intervention training**

Doug Wymer (Thom Kieft on behalf of Dr. Wymer)

Mr. Thom Kieft reported that the RISE Summer Math Academy concluded on Thursday, June 27. The RISE Summer Math Academy is led by Sybil Brown, one of our outstanding math faculty at Lake-Sumter, and she is supported by the Title III Grant Manager, Kim Kidd. The academy is co-taught by a team of LSSC faculty and Sumter Schools high school math teachers. The program is financially supported by LSSC, United Way of Lake and Sumter, and Pearson Publishing.

This was the 6th year of the RISE Summer Academy and we had 25 participants finish the program this summer and earn a Certificate of Excellence. Over 2/3 of the students that completed the program had perfect attendance in this 12 day summer program. Of the 25 that were recognized with a Certificate of Excellence, 16 were from South Sumter High School and 9 from Wildwood Middle/High School.

The average increase on the math portion of the PERT placement test was 7.1 points. At the end of the program, 11 students scored college ready on the PERT with 5 of these bypassing

Intermediate Algebra and placing directly into College Algebra. Six other students were within 4 points of scoring college ready and will be given a chance to retake the PERT on Friday, August 2 if they continue working on their personalized math path.

A few other notes: a recent RISE participant in 2018, volunteered at RISE 2019 and earned 53 service hours towards Bright Futures. another former RISE participant and then student assistant for RISE, has earned a \$112,000 scholarship at Stetson.

The other update in Academic Affairs is that our Dean of Workforce Development, Dr. Amy Albee-Levine, and Engineering Technology Instructor Alberto Luma are attending the HI-TEC Conference in St. Louis this week. The focus of the conference is on improving STEM postsecondary education. Amy and Alberto will also meet with representatives of the National Science Foundation to discuss the possibility of a new grant focused on Mechatronics.

Committee Reports

2019-492

Executive Committee

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

Foundation Liaison

Emily Lee reported that the Foundation Audit is complete and was presented to the Foundation Board on Tuesday, July 23rd. It will be presented to this Board of Trustees in October along with the 990.

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

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

The Distinguished Alumni and Hall of Fame Awards Celebration is scheduled for October 17, 2019 at 6:00pm at Mission Inn. Please consider nominating someone.

The Monster Dash is scheduled for October 26 at 8:00am on the Leesburg Campus. Registration will on July 1, 2019. Please consider volunteering, sponsoring and/or running/walking in the race.

Facilities Committee

Jennifer Hill reported that Dr. Sidor provided an update on his recent conversations with Chancellor Hebda about our most critical facility repair needs. He and Dr. Bigard met with the Chancellor last week and shared a full report of the condition analysis of our roofs, HVAC systems, fire panels, and parking lots. The committee engaged in a discussion about prioritizing repairs to ensure the safety of our faculty, staff, and students. The committee discussed the current enrollment, which continues to trend toward online delivery and our classroom utilization

rates. Dr. Wymer explained that many of our online courses are hybrid and still require some on-campus “seat” time. Dr. Bigard and Andrew Bicanovsky explained the current impact of utilization on funding for facilities. Unfortunately, the funding formula is not being used to allocate funds for facilities to FCS institutions. The committee asked the administration to review the current utilization of space, enrollment, and funding impact and recommend a more efficient use of our instructional facilities and financial resources.

Board Attorney’s Report

2019-493

Mrs. Geraci-Carver updated on the former employee who claimed discrimination under FMLA that the EEOC determined that no reasonable cause exists to believe an unlawful practice occurred. Although, she has an attorney and indicates an intention to file a lawsuit.

Mrs. Geraci-Carver’s full report is located in the board packet.

NEW BUSINESS

Approval of 2019-20 LSSC District Board of Trustee Officers

2019-494

A slate of officer was presented at the nominating committee prior to the start of the full board meeting of Mr. Pete Wahl, Chair and Ms. Emily Lee, Vice Chairman. Tim Morris made a motion to cease the nominations and Bryn Blaise seconded, motion carried.

Bret Jones made a motion for Peter Wahl to serve as the 2019-20 Board Chairman and Marcia Butler seconded and motion carried.

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

Bret Jones made a motion for Emily Lee to serve as the 2019-20 Board Vice-Chairman and Jennifer Hill seconded and motion carried.

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

2019-2020 District Board of Trustees Meeting Schedule

2019-495

A motion was made by Emily Lee to accept the 2019-20 meeting schedule and seconded by Marcia Butler, motion carried.

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

President’s Job Description

2019-496

Dr. Sidor reported two changes from his job description.

The titles were updated to match the current organizational chart of the positions that the President incumbent supervises. The second change is recommended by SACSCOC is adding a designee for evaluation purposes.

OTHER CONSIDERATIONS

As Needed by Chairman/President

- ✓ Mr. Wahl shared the resolution that will be presented to Mr. Richard Baier, of The Villages District for his role in securing the donation of two Ford F-150's to add to the college fleet.
- ✓ Chairman Wahl reviewed the events on the calendar. He announced that the next Board meeting will be on Wednesday, September 18, 2019, at 5 p.m. for the regularly scheduled meeting at the Leesburg Campus.

There being no further business, the meeting was adjourned at 6:41 p.m.

Respectfully submitted,

ATTEST:

Peter F. Wahl, Chairman

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

Recording Secretary: Claudia Morris

LAKE-SUMTER STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

July 24, 2019

Workshop for Board Chair/Vice Chair Nominations

A meeting of the District Board of Trustees, Lake-Sumter State College, was called to order on July 24, 2019 at 4:30 p.m. in Room 210, Student Services Building, Leesburg Campus, by Mr. Peter Wahl, Chair. The other Committee members in attendance were Mr. Bryn Blaise, Mrs. Marcia Butler, Mrs. Jennifer Hill, Mrs. Jennifer Hooten, Mr. Bret Jones, Ms. Emily Lee, Mr. Tim Morris, Dr. Stanley Sidor, College President, was also in attendance.

Mr. Wahl opened the meeting and stated that the object of the meeting was to develop a slate of officers (Chairman and Vice Chairman) for 2019-2020 to be recommended at the Board meeting. He also stated no vote would come out of this meeting the purpose was to open it up to those who may wish to serve.

He asked if anyone had a desire to serve as the chairman or vice-chairman for the 19-20 academic year.

Mr. Bret Jones stated that Mr. Peter Wahl has done an excellent job serving as Chairman and he would like to recommend him to serve another year as the chairman. Marcia Butler supported the recommendation. Pete Wahl accepted the recommendation for serving in this position. Mr. Bret Jones recommended Ms. Emily Lee to serve another year in the Vice Chairman position and Mr. Bryn Blaise supported the recommendation. Ms. Lee accepted the recommendation for serving in this position. These recommendations will be brought forward at the board meeting for final vote.

There being no further business, the meeting was adjourned at 4:40 p.m.

Respectfully submitted,

ATTEST:

Peter F. Wahl, Chair

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

Recording Secretary: Claudia D. Morris




Lake Sumter State College

OFFICE OF THE PRESIDENT

Present to the Board: September 18, 2019

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President 

RE: 499- Human Resources Transactions

OVERVIEW:

It is the intent of the College to keep the District Board informed of appointments, separations, resignations, and other Human Resources transactions among employees in the faculty, administrator, managerial, professional administrative, professional crafts-trades, and professional technical categories.

ANALYSIS:

Please review attached summary.

RECOMMENDATION:

The District Board acknowledges receipt and review of this information.

FACULTY

APPOINTMENT

<u>Name</u>	<u>Position</u>	<u>Classification</u>	<u>Effective Date</u>
Amanda Brandt	Instructor, Natural Sciences	F1-1	08/13/2019
Winter Walker	Instructor, Chemistry	F1-1	08/13/2019

RESIGNATION

<u>Name</u>	<u>Position</u>	<u>Classification</u>	<u>Effective Date</u>
Richard Rogers	Assistant Professor Theatre Arts	F1-2	08/14/2019
Paula Jones	Instructor, Nursing	F1-1	08/12/2019

SEPARATION.....None

OTHER.....None

ADMINISTRATOR

APPOINTMENT

<u>Name</u>	<u>Position</u>	<u>Classification</u>	<u>Effective Date</u>
Dr. Heather Bigard	Executive Vice President	MA-13	07/01/2019
Dr. Laura Byrd	Vice President, Inst Adv/ExecDr	MA-12	07/01/2019
Mark Duslak	Associate Dean of Students	MA-9	07/01/2019
Michael Matulia	Executive Director of Athletics	MA-10	07/01/2019
Tim Sullivan	EDT Program Director	MA-9	08/16/2019

RESIGNATION.....None

SEPARATION.....None

OTHER.....None

MANAGERIAL

APPOINTMENT

<u>Name</u>	<u>Position</u>	<u>Classification</u>	<u>Effective Date</u>
Tracey Hoff	Asst Dir Empl Rel/Ret/Recruit.	MA-7	08/01/2019
Laura Koga	Assistant Registrar – Rec/Grad.	MA-5	09/01/2019

RESIGNATION

<u>Name</u>	<u>Position</u>	<u>Classification</u>	<u>Effective Date</u>
Jesse Gomez	Budget Manager	MA-5	08/14/2019
Tamela Mankewich	HSCA Sim. Program Manager	MA-5	07/29/2019

SEPARATION.....None

OTHER.....None

PROFESSIONAL ADMINISTRATIVE

APPOINTMENT

<u>Name</u>	<u>Position</u>	<u>Classification</u>	<u>Effective Date</u>
Amber Emmons	Print Prod. & Mailroom Coord.	A1-8	08/16/2019
Donna Evans	Admin. Staff Asst. - SL	A1-3	08/01/2019
Alexandra Guzman	Coord. Student Acc. Svcs. SL	A1-9	07/18/2019
Ashley Hall	HR Administrative Assistant	A1-2	09/03/2019
Tasha King	HR Office Coordinator	A1-8	08/01/2019
Keith LeBeau	Transcript Evaluator	A1-9	09/03/2019
Rita Mulligan	Coordinator ASN Faculty	A1-9	09/09/2019
Cooper Schmitt	Campus Safety Admin. Asst.	A1-2	09/09/2019

SEPARATION

<u>Name</u>	<u>Position</u>	<u>Classification</u>	<u>Effective Date</u>
David Renna	Marketing/Coll. Rel. Asst.	A1-3	07/25/2019

RESIGNATION.....None

OTHER.....None

PROFESSIONAL CRAFTS-TRADES

APPOINTMENT

<u>Name</u>	<u>Position</u>	<u>Classification</u>	<u>Effective Date</u>
Anthony Grande	Maintenance Tech III - Structural	T1-5	07/16/2019
Robert Kinne	Building & Maint. Supervisor	T1-5	08/01/2019

SEPARATION.....None

RESIGNATION.....None

OTHER.....None

PROFESSIONAL TECHNICAL

APPOINTMENT

<u>Name</u>	<u>Position</u>	<u>Classification</u>	<u>Effective Date</u>
Dallas Henley	Workflow Administrator	T1-8	07/01/2019
Chris Holze	Computer Technician	T1-4	08/26/2019
Francisco Rios	Master Audiovisual Technician	T1-4	08/01/2019
John Wesley Redman	Master Audiovisual Technician	T1-4	08/19/2019

RESIGNATION

<u>Name</u>	<u>Position</u>	<u>Classification</u>	<u>Effective Date</u>
Wendell Collie	Network Administrator	T1-6	08/12/2019
Chris Holze	Computer Technician	T1-4	8/28/2019
Francisco Rios	Master Audiovisual Technician	T1-4	08/12/2019

SEPARATION.....None

OTHER.....None



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: September 18, 2019

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 500 – August 2019 Fiscal Report

OVERVIEW

Each month a report is provided to the District Board of Trustees accounting for the activity in the major operating fund (Fund 1) of the College. This report is prepared by the offices of the Executive Vice President and the Controller, and is intended to keep the Board apprised of the financial condition of budget and the operating funds of the College.

ANALYSIS

The Monthly Fiscal Report (YTD August) of the General Operation Fund is attached to this agenda item.

Fall Tuition Revenue is slightly higher than budgeted and Expenditures are consistent with the prior year.

RECOMMENDATION

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

Lake-Sumter State College
Fiscal Status Report - Fund 1
General Current Fund
July 1, 2019 - August 31, 2019

	FY 2018-19		FY 2019-2020			
	Annual Budget	YTD Actual 8/31/2018	Annual Budget	YTD Actual 8/31/2019	Percent of Budget Earned/Spent	Projected 6/30/2020
REVENUES & BUDGETED FUND BALANCE						
Student Fees						
Fall						
Tuition	\$ 2,788,927	\$ 2,868,092	\$ 2,932,139	\$ 3,016,820	103%	\$ 3,016,820
Technology Fees	161,613	147,875	140,679	150,879	107%	150,879
Distance Learning	165,035	174,750	181,288	182,325	101%	182,325
Dual Enrollment	265,910	300,660	302,316	302,316	100%	302,316
HSCA Dual Enrollment	338,368		538,150	-	0%	538,150
Lab Fees	66,420	51,771	92,641	72,504		72,504
Spring						
Tuition	\$ 2,424,793	\$ -	\$ 2,521,690	\$ -	0%	\$ 2,521,690
Technology Fees	138,700	-	120,581	-	0%	120,581
Distance Learning	160,343	-	159,370	-	0%	159,370
Dual Enrollment	299,853	-	302,316	-	0%	302,316
HSCA Dual Enrollment	338,368	0	538,150	-	0%	538,150
Lab Fees	35,763	-	79,021	-	0%	79,021
Summer						
Tuition	\$ 925,680	\$ -	\$ 1,051,258	\$ -	0%	\$ 1,051,258
Technology Fees	36,308	0	51,156	0	0%	51,156
Distance Learning	79,933	0	121,376	0	0%	121,376
Dual Enrollment	-	-	-	-	0%	-
HSCA Dual Enrollment	-	-	-	-	0%	-
Lab Fees	5,083	-	19,080	-	0%	19,080
Miscellaneous Fees	121,827	24,755	169,225	68,965	41%	169,225
Continuing Education	478,414	9,982	389,696	9,676	2%	389,696
Total Student Tuition and Fees	\$ 8,831,338	\$ 3,577,885	\$ 9,710,133	\$ 3,803,485	39%	\$ 9,785,913
State CCPF Support	\$ 10,730,454	\$ 1,788,408	\$ 12,606,690	\$ 2,101,114	17%	\$ 12,606,690
State Performance Funding	713,266	119,788	455,985	75,996	17%	455,985
State Lottery	3,212,033	-	1,753,669	-	0%	1,753,669
Miscellaneous State Support	219,836	-	144,151	-	0%	144,151
Federal Support Indirect Cost	80,000	8,422	80,000	6,376	8%	80,000
Foundation Support	425,633	2,097	169,000	-	0%	169,000
Contracts	87,800		195,306	22,953	12%	195,306
Miscellaneous Revenue	121,977	731	-	2,426	0%	-
Total Revenues	\$ 24,422,337	\$ 5,497,332	\$ 25,114,934	\$ 6,012,349	24%	\$ 25,190,714
Transfers In	606,797	-	892,052	\$ -	0%	892,052
Board Reserves-HSCA	-	-	-	-		
Total Revenues and Transfers In	\$ 25,029,134	\$ 5,497,332	\$ 26,006,986	\$ 6,012,349	23%	\$ 26,082,766
EXPENDITURES						
Personnel Expenditures						
Salaries and Wages	14,041,337	1,505,174	14,759,698	1,524,133	10%	14,559,698
Benefits	4,934,606	620,525	4,641,097	614,788	13%	4,641,097
Current Operating Expenditures	5,455,129	1,105,416	5,899,585	1,325,076	22%	6,309,884
Capital Outlay Expenditures	0	0	0	0	0%	-
Contingency	397,494	0	503,519	0	0%	-
Total Expenditures	\$24,828,566	\$3,231,115	\$25,803,899	\$3,463,997	13%	\$ 25,510,679
Transfer to Fund 7	-	-	-	-		-
Excess of Revenues over (Expenditures)	\$200,568	\$2,266,216	\$ 203,087	\$2,548,352		\$ 572,087



Lake Sumter State College

OFFICE OF THE PRESIDENT

Present to the Board: September 18, 2019

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 501 - Facilities Monthly Report

OVERVIEW:

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

ANALYSIS:

A report on the status on facility projects is attached.

RECOMMENDATION:

Acknowledge the current facilities project report.

Facilities Report September 2019

<u>PROJECT</u>	<u>BUDGET</u>	<u>FUNDING</u>	<u>STATUS</u>	<u>COMMENTS</u>
Infrastructure Project Phase II (Leesburg)	\$687,000	PECO	In Progress	Progress to date: Project is on schedule with scheduled completion date of November 22, 2019. Actual construction began July 29 th .
Exterior Lighting and LED Lighting Upgrades (All campuses)	\$40,000	LOCAL	In Progress	Progress to date: Leesburg campus completed, only five (5) lights remaining to be installed on the South Lake campus.
Signs and Branding (All campuses)	\$65,000	LOCAL	Design	Progress to date: Leesburg Pole Banner project completed. Preparations in progress for new lettering install on the side of the Science-Health Building at South Lake campus. Leesburg to have modifications to existing signs and additional signs installed.
ADA Civil Rights Survey (All campuses)	\$5,000	LOCAL	In Progress	Progress to date: The project is 95% complete. Continuing to correct the findings of the Office of Civil Rights survey on the Leesburg campus (the corrections include items such as restroom fixtures, signage and building access).
SSB Second Floor HVAC Replacement (Leesburg)	\$300,000	PECO	In Progress	Progress to date: Phase I of project has started. Parts (21 VAV boxes and Controls) and materials have been ordered from ALC. Pre-stage work started (installing cabling and wiring) by in-house staff.
Grounds Beautification	\$150,000	LOCAL	In Progress	Progress to date: Progress continues on irrigation repairs. Leesburg well pump controllers are in repair status. Sumter irrigation needs much work. Continuing to work with landscape contractor to determine best needs. Landscape improvements completed between WJ Admin and Student Services.
South Lake Building #1 Cooling Unit Replacement	\$160,000	LOCAL	In Progress	Progress to date: Mechanical and Electrical Plans completed. Install awarded to IceBerg Air Conditioning & Heating, LLC, system components ordered with expected delivery in October. System may have to wait until Christmas break for install to prevent of disruption to students using the Math Emporium.
LE Building M Parking Lot	\$65,000	PECO	Bidding	Progress to date: Reviewing bids submitted. This project will repair and restripe existing Building M parking areas and pave gravel area on North side of building.




Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: September 18, 2019

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor 
President

RE: 502 – Purchases over \$25,000

OVERVIEW:

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

ANALYSIS:

The Purchases greater than \$25,000 for the period 07/01/2019 - 08/31/2019 are attached.

RECOMMENDATION:

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

Vendor:	Iceberg Air Conditioning & Heating
Item Description:	Installation of (50) Ton Cooling Unit
Amount:	\$ 97,443.00
Purchase Order #:	P2000045
Vendor Code:	AUTLOG



Lake Sumter State College

OFFICE OF THE PRESIDENT

Present to the Board: September 18, 2019

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 503- 2019-2020 Blanket and Annual Purchase Orders

OVERVIEW:

Each year the college issues a number of "blanket" or "open" purchase orders with a variety of vendors to facilitate the purchase of regular supplies and payment for repair services. The purchase orders are assigned a maximum amount under which a number of individual orders will be invoiced. This report is prepared by the Office of the Executive Vice President/Chief Financial & Operation Officer and is intended to keep the Board apprised of annual blanket purchases that have been entered into through the bidding process or by exception as outlined in the LSSC Administrative Procedure 6-09. Exceptions to the bidding requirements include certain educational materials, IT resources as defined in Section 282.303 of Florida Statute, professional services listed in Section 287.055 of Florida Statute, sole source items and items on specific state and local contracts. Purchases up to \$195,000 (Category IV in Section 287.017 of Florida Statute) fall under the authority of the President to be approved. Purchases up to \$195,000 (Category IV in Section 287.017 of Florida Statute) fall under the authority of the President to be approved. Purchases on the list that exceed that amount are contracts that were previously approved by the Board.

ANALYSIS:

Attached is the list of Blanket and Annual Purchase Orders for 2019-2020.

RECOMMENDATION:

The District Board acknowledge or accept this item as written.

Vendor: SSC Services Solutions
Item Description: Grounds and Custodial Services July 2019-June 2020
Amount: \$ 1,068,204.00
Purchase Order #: P2000028
Vendor Code: X00121574

Vendor: City of Leesburg
Item Description: Fuel, Water/Sewer, Electric, Refuse July 2019-June 2020
Amount: \$ 675,000.00
Purchase Order #: PB20FC03
Vendor Code: LEECIT

Vendor: Duke Energy
Item Description: Electric July 2019-June 2020
Amount: \$ 375,000.00
Purchase Order #: PB20FC17
Vendor Code: DUKENE

Vendor: City of Clermont
Item Description: Water/Sewer July 2019-June 2020
Amount: \$ 40,000.00
Purchase Order #: PB20FC15
Vendor Code: CLECIT

Vendor: SECO
Item Description: Electric July 2019-June 2020
Amount: \$ 55,000.00
Purchase Order #: PB20FC36
Vendor Code: SECO

Vendor: Century Link
Item Description: Local Phone & Telecommunications July 2019-June 2020
Amount: \$ 82,000.00
Purchase Order #: PB20IT03
Vendor Code: CENLIN

Vendor: Waste Management
Item Description: Refuse Collections July 2019-June 2020
Amount: \$ 32,500.00
Purchase Order #: PB20FC44
Vendor Code: WASMAN

Vendor: US Bank Equipment Finance
Item Description: Copier Leases July 2019-June 2020
Amount: \$ 26,416.26
Purchase Order #: PB20IT16
Vendor Code: X00126160

Vendor: Sissine's Business Solutions
Item Description: Copier Copy Charges July 2019-June 2020
Amount: \$ 28,250.00
Purchase Order #: PB20IT17
Vendor Code: X00126256

Vendor: Allen, Norton & Blue, PA
Item Description: Legal Services July 2019-June 2020
Amount: \$ 35,000.00
Purchase Order #: PB20VP02
Vendor Code: ALLNOR

Vendor: Law Offices of Anita R. Geraci-Carver
Item Description: Legal Services July 2019-June 2020
Amount: \$ 28,000.00
Purchase Order #: PB20VP01
Vendor Code: LAWANIGER

Vendor: Miller & Miller Investigative and Security Services
Item Description: Security Services July 2019-June 2020
Amount: \$ 318,058.61
Purchase Order #: P2000064
Vendor Code: MILMIL

Vendor: Elsevier Inc.
Item Description: Assessment Testing & Web Resources/July 2019-June 2020
Amount: \$ 95,000.00
Purchase Order #: PB20NU07
Vendor Code: ELSINC

Vendor: Oracle America Inc.
Item Description: Software Support Agreement/July 2019-June 2020
Amount: \$ 46,211.24
Purchase Order #: P2000037
Vendor Code: ORAAME

Vendor: Millennium Computer Systems
Item Description: Software Fast Finance Product/Sep 2019-Aug 2020
Amount: \$ 25,000.00
Purchase Order #: P2000056
Vendor Code: X00121855

Vendor: Campus Labs
Item Description: Institutional Effectiveness Solution/Sep 2019-Aug 2020
Amount: \$ 45,051.00
Purchase Order #: P2000098
Vendor Code: CAMLAB



Lake Sumter State College

OFFICE OF THE PRESIDENT

Present to the Board: September 18, 2019

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 504 - Renewal of Siemens Mechanical and Automation Service Agreement

OVERVIEW:

Requesting renewal of our 5-year Proven Outcomes Mechanical and Automation Service Agreement with Siemens Industry, Inc (delivered on June 12, 2019) for the Leesburg Chiller Plant (Chiller Systems and associated Automation Controls).

ANALYSIS:

The Service Agreement is for a 5-year term (from July 1st 2019 through June 30th 2024) paid annually.

Billing Frequency	Period Range	Period	Sell Price
Annually	Jul 1, 2019 - Jun 30,2020	1	\$ 83,524.00
Annually	Jul 1, 2020 - Jun 30,2021	2	\$ 86,029.00
Annually	Jul 1, 2021 - Jun 30,2022	3	\$ 88,610.00
Annually	Jul 1, 2022 - Jun 30,2023	4	\$ 91,266.00
Annually	Jul 1, 2023 - Jun 30,2024	5	\$ 94,006.00

Total Quote
Price \$ 443,435.00

The total 5-year cost for this Service Agreement represents a 10% increase from the total 5-year cost of our previous Service Agreement (expired June 30th 2019).

RECOMMENDATION:

Recommend Board approval for renewing the Siemen 5-year Service Agreement for our aging Chillers in the Leesburg Chiller Plant.



PROPOSAL

Proven Outcomes Mechanical and Automation Service Agreement

PREPARED BY

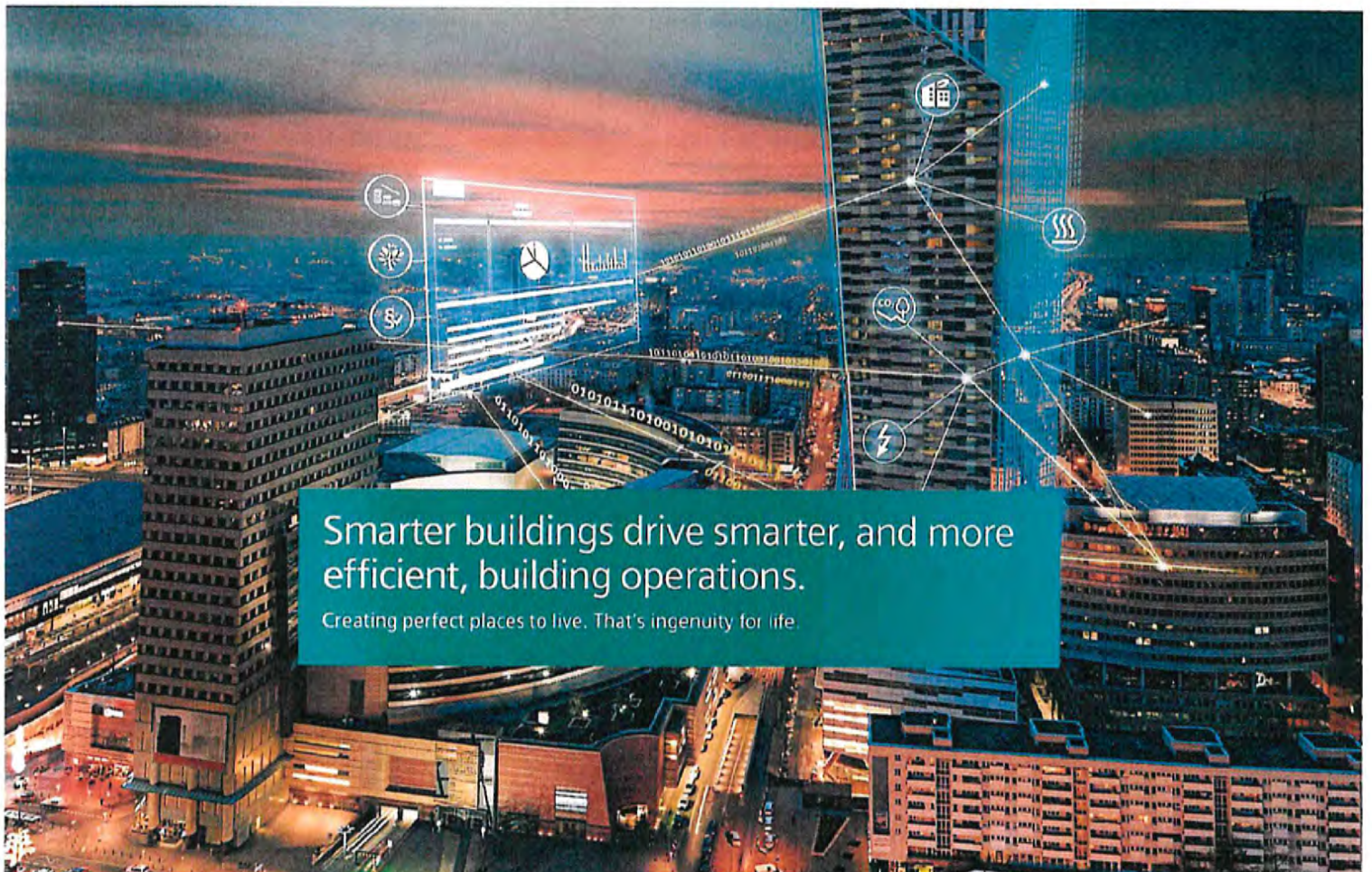
Siemens Industry, Inc.

PREPARED FOR

Lake Sumter State College

DELIVERED ON

June 12, 2019



Smarter buildings drive smarter, and more efficient, building operations.

Creating perfect places to live. That's ingenuity for life.

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Contact Information

Proposal #: 3790364
Date: June 12, 2019

Sales Executive: Kevin Hurd
Branch Address: 4122 Metric Drive
Suite 100
Florida , 32792
Telephone: 407-921-8058
Email Address: kevin.hurd@siemens.com

Customer Contact: Andrew Bicanovsky
Customer: Lake Sumter State College
Address: 9501 US HIGHWAY 441
LEESBURG, FL 34788-3950

Services shall be provided at: 9501 US HIGHWAY 441
LEESBURG, FL 34788-3950

Executive Summary

Customer Needs

The Proven Outcomes Services proposed in this agreement are specifically designed for Lake Sumter State College in order to meet their unique business needs. The top priority business needs were identified and agreed to in a series of discussions with Lake Sumter State College and their teams.

Our Services

Siemens will provide the following services.

Service Description

- Annual Inspection
- Operational Inspection
- Eddy Current Analysis
- Repair & Replacement
- Condenser Tube Cleaning (water)
- Vibration Analysis
- Cooling Tower Cleaning
- Data Backup and Restore Services - Online
- Network Maintenance
- Operator Coaching
- Performance Reporting
- Software Maintenance
- Software Subscription Service - Insight
- Preventive Maintenance - Automation
- Repair & Replacement

Our Approach

Our Proven Outcomes Service Framework has three primary components:

Define

We work with you to understand your goals and strategies, and ultimately Key Performance Indicators (KPI's). By establishing KPI's, we ensure that a service program is designed with them in mind, so the expected results will be achieved and measured.

Deliver

We deliver services that are directly aligned with the expected outcomes (KPI's). This helps to ensure that the services and tasks are aligned with your goals. In addition, we provide transparency to the services as they are performed.

Demonstrate

We quantify performance against your KPI's and review this performance with you on a *quarterly* basis. We also review any recommendations for improvement and establish next steps with you. This keeps the services we provide relevant to your needs. The Proven Outcomes Service Framework is a collaborative approach which ensures that we work together and ultimately help you achieve organizational outcomes.



Siemens Capabilities & Customer Commitment

Siemens Industry, Inc. is a leading single-source provider of cost-effective facility performance solutions for the comfort, life safety, security, energy efficiency and operation of some of the most technically advanced buildings in the world. For more than 150 years, Siemens has built a culture of long-term commitment to customers through innovation and technology. Siemens is a financially strong global organization with a Branch network that delivers personalized service and support to customers in multiple industries and locations.

References are available upon request.

Building Services – Automation

Services that deliver the outcomes you want to achieve.

Services delivered by Siemens use the Proven Outcomes service Three D approach to ensure satisfaction and help you achieve the outcomes you expect.

Through the Siemens Building Automation Services we are pleased to offer the following services:

- Manage System Operation & Compliance
- Optimize Performance & Productivity
- Protect Lifecycle Investment

Emergency Online/Phone Response

Premium

Monday through Sunday, 24 Hours per Day System and software troubleshooting and diagnostics will be provided remotely to enable faster response to emergency service requests and to reduce the costs and disruptions of downtime. Siemens will respond within 2 hours, Monday through Sunday, 24 hours per day, including Holidays, upon receiving notification of an emergency, as determined by your staff and Siemens. Where applicable, Siemens will furnish and install the necessary online service technology to enable us to remotely access into your system, through a communications protocol (internet connection or dedicated telephone line) that will be provided by the facility. Where remote access is not available to the system, Siemens will provide phone support to your staff to assist in their onsite troubleshooting and diagnosis. If remote diagnostics determine a site visit is required to resolve the problem, a technician can be dispatched. Depending on your contract coverage, the on-site dispatch will be covered or will be a billable service call.

Emergency On-site Response

Premium

Monday through Sunday, 24 hours a day, Emergency Onsite Response will be provided to reduce the costs and disruptions of downtime when an unexpected problem does occur. Siemens will provide this service between scheduled service calls and respond onsite at your facility within 4 hours for emergency conditions, as determined by your staff and Siemens, Monday through Sunday, 24 hours per day, including Holidays, upon receiving notification of an emergency. Non-emergency conditions, as determined by your staff and Siemens, may be incorporated into the next scheduled service call.

Manage System Operation & Compliance

Data Backup and Restore Services - Online

Siemens will perform scheduled database backups remotely of all graphics, reports, configurations, user information and databases, and store this information on a cloud-based secure server. If, for any reason, any of the backed up information or data is lost from your system, Siemens will reload the information or data on-site or remotely, with your backup copy, within a specified time from notification. The frequency and Equipment to be included as part of this service is itemized in the List of Maintained Equipment.

Spare Parts Inventory Management

Siemens will assess your repair parts requirements and provide a recommended inventory of required and frequently used replacement parts. Siemens will replenish these parts on an ongoing basis in order to provide you with an inventory of repair parts. Replacement parts not otherwise covered under this Agreement will be billed as inventory is replenished.

Network Maintenance

Network Maintenance: Using a combination of proprietary diagnostic technologies, digital meters, and network analysis software, Siemens will analyze, optimize and report on the performance of the customer's systems networks a specified number of times per year. Proper network performance ensures the proper speed of communication and accuracy of control, alarming, and reporting across the facility. Using network diagnostic tools, our proactive evaluation of the data network includes an analysis of bandwidth, disturbances, network traffic, communication over the network, and overall operation. The number of networks to be analyzed and the frequency of the service are documented in the List of Maintained Equipment.

Performance Reporting

Through implementation of our Proven Outcomes reporting, Siemens will ensure that our delivered services are of the highest quality. The reporting criteria are developed between your facility staff and Siemens, and will reflect the goals and objectives of the scope of this Service Agreement. These reporting criteria will be agreed upon at the commencement of this agreement. We will meet with you to discuss our performance and your satisfaction with the quality of service that is being provided under your agreement. We will discuss the performance of your systems, your facility, and make recommendations for improvement.

Software Maintenance

Using appropriate tools from Siemens' suite of diagnostic tools, we periodically perform system diagnostics and then take corrective actions to ensure that the Building Automation System is performing at peak efficiency or to customer requirements. We make sure that software changes are clear and consistent, address any failed points, points in alarm, points in operator priority and take corrective

action. We identify and correct software corruption and inconsistencies; eliminate duplicate points, redundant loops and causes of unnecessary traffic; and address unresolved points and alarm reporting problems. This will ensure that the system operates quickly, accurately and efficiently as originally designed and installed or as determined by current standards or requirements.

Preventive Maintenance – Automation

We will provide preventive maintenance in accordance with a program of routines as determined by our experience, equipment application and location. The list of field panels and/or devices included under this service are identified in the List of Maintained Equipment in this service agreement.

Automation controls can drift out of calibration with changes in HVAC component performance characteristics, building use, and climatic conditions. This service will extend equipment life, reduce energy consumption, and reduce the risk of costly and disruptive breakdowns.

Repair & Replacement Services – Labor & Material

Repair & Replacement Services: To reduce the unexpected costs of unbudgeted repairs, Siemens will provide the labor and material to repair or replace failed or worn components. Prior to beginning any repair or replacement, Siemens will troubleshoot the system to diagnose your system's problem. Components that are suspected of being faulty may be repaired or replaced in advance to minimize the occurrence of system interruptions. Equipment covered under this agreement is itemized in the List of Maintained Equipment, unless otherwise noted. Items not covered will be brought to the owner's attention.

Protect Lifecycle Investment

Software Subscription Service - Insight

Siemens will provide you with software upgrades to your existing Siemens Insight software as they are released. These upgrades include both Service Releases and all New Version Releases of Software. Siemens will also provide corresponding support documentation outlining the features of the releases. Included is onsite training to help to familiarize you with the new features along with their associated benefits. These updates will act to deliver the benefits of Siemens' commitment to compatibility by design, a commitment unique in our industry. Workstations covered under this service are itemized in the List of Maintained Equipment. (Upgrades to PC's and related workstation hardware are excluded unless specified elsewhere.)

Optimize Performance & Productivity

Operator Coaching

Through our individual Operator Coaching, we will review and reinforce learned skills, leading to greater operator knowledge and productivity. Siemens will assist your operators in identifying, verifying and resolving problems found in executing tasks. During the coaching sessions, we can address log book issues, assist your operators in becoming more self-sufficient, and improve the skills of your operators to better meet the needs of your facility and their specific job responsibilities. This will promote better utilization of systems and applications implemented in your facility. Under this agreement we shall provide coaching, which will be conducted on normal business days and hours, during scheduled visits.

Building Services – Mechanical

Services that deliver the outcomes you want to achieve.

Services delivered by Siemens use the Proven Outcomes service Three D approach to ensure satisfaction and help you achieve the outcomes you expect.

Through the Siemens Building Mechanical Services we are pleased to offer the following services:

- Manage System Operation & Compliance
- Optimize Performance & Productivity

Emergency Online/Phone Response

Premium

Monday through Sunday, 24 Hours per Day System and software troubleshooting and diagnostics will be provided remotely to enable faster response to emergency service requests and to reduce the costs and disruptions of downtime. Siemens will respond within 2 hours, Monday through Sunday, 24 hours per day, including Holidays, upon receiving notification of an emergency, as determined by your staff and Siemens. Where applicable, Siemens will furnish and install the necessary online service technology to enable us to remotely access into your system, through a communications protocol (internet connection or dedicated telephone line) that will be provided by the facility. Where remote access is not available to the system, Siemens will provide phone support to your staff to assist in their onsite troubleshooting and diagnosis. If remote diagnostics determine a site visit is required to resolve the problem, a technician can be dispatched. Depending on your contract coverage, the on-site dispatch will be covered or will be a billable service call.

Emergency On-site Response

Premium

Monday through Sunday, 24 hours a day, Emergency Onsite Response will be provided to reduce the costs and disruptions of downtime when an unexpected problem does occur. Siemens will provide this service between scheduled service calls and respond onsite at your facility within 4 hours for emergency conditions, as determined by your staff and Siemens, Monday through Sunday, 24 hours per day, including Holidays, upon receiving notification of an emergency. Non-emergency conditions, as determined by your staff and Siemens, may be incorporated into the next scheduled service call.

Manage System Operation & Compliance

Annual Inspection

Siemens will perform scheduled annual preventive maintenance in accordance with a program of standard routines as determined by our experience, equipment application, and equipment operating hours that are recommended by each equipment manufacturer and location. This service is designed to optimize the reliability and efficiency of the equipment, and provide you with possible indications of excessive wear and damage to your systems before a catastrophic failure occurs. Depending on our findings we will also provide recommendations for additional service(s) that will help to better enhance equipment performance and / or report any other deficiencies that are not corrected within the scope of this agreement. The equipment included under this service is itemized in the Mechanical Equipment List in this service agreement.

Operating Inspection

Through this service Siemens will help to ensure mechanical equipment continues to operate efficiently, safely and with minimal operating disruptions during the operating season. We will provide routine operating inspection(s) to check system performance in accordance with a program of standard routines as determined by our experience, the equipment manufacturer's published recommendations, equipment application, and location. This service will focus on equipment operation, fluid levels, operating and safety controls, and safe equipment operation. The equipment included under this service is itemized in the Mechanical Equipment List in this service agreement.

Repair & Replacement Services – Mechanical Services

Repair & Replacement Services: To help to reduce the unexpected costs of unbudgeted repairs, Siemens will provide the labor and material to repair or replace failed or worn components. This service helps to simplify and expedite coordination for repairs in collaboration between you and Siemens with the goal of extending the useful life of existing mechanical equipment. Prior to the performance of any services in this agreement, we will conduct an initial inspection of the equipment and assess the condition of the equipment covered by this Repair & Replacement Service. Any equipment that does not meet industry operating standards will be brought to the owner's attention, and you can either make necessary repairs or the equipment will be removed from the Repair & Replacement coverage.

In the performance of our services, Siemens may, at our discretion, repair or replace components that are suspected of being faulty in advance of a failure to minimize system downtime. Equipment with Repair and Replacement coverage will be identified with a "Yes" under the column labeled "R&R Coverage" in the Mechanical Equipment List. For equipment with VFDs, this coverage will apply if "Yes" appears in the Column Labeled "VFD Incl.". Items not covered will be brought to the owner's attention if deficiencies are found during an annual or operational inspection.

This coverage does not include replacement of an entire piece of equipment. In cases where complete equipment replacement is recommended or required, Siemens will assist the owner in developing a capital equipment replacement budget.

Condenser Tube Cleaning

Siemens will provide necessary labor and material to remove the condenser head and manually clean the condenser tubes with the appropriate cleaning equipment and replace the condenser head when cleaning is completed. This is done to maximize heat transfer which should result in efficiently operating equipment. The condenser tubes will be cleaned during normal hours at a time that is mutually agreeable between your staff and Siemens. Acid washing to remove excessive scale build up due to poor water treatment is not included with this service.

Cooling Tower Cleaning

Siemens will drain, clean and remove normal debris from the cooling tower basins and distribution pans. This provides for even water flow and reduces the likelihood that debris will enter the condenser water system that could block chiller condenser tubes and restrict condenser flow, thus helping to prevent nuisance chiller shutdowns and poor system energy efficiency. The cooling towers included under this service are itemized in the Mechanical Equipment List in this service agreement.

Optimize Performance & Productivity

Eddy Current Testing

Eddy Current Testing helps to ensure heat exchanger tubes are within manufacturer's specifications and tubes are free of defects, thus helping to prevent costly waterside failures. After completion of each test, Siemens shall interpret the results and provide you with a written report including recommendations for corrective action(s). The following systems are covered in the Agreement for chillers itemized in the Mechanical Equipment List:

- Chiller Condenser tubes (once every 3 years)
- Chiller Evaporators tubes (once every 5 years)

Vibration Analysis

Through this service Siemens will establish a baseline vibration analysis for specific pieces of equipment under current standard operating conditions. Initial baseline measurements are compared to expected vibration limits and readings from subsequent visits are then compared to the baseline. Through this analysis we can provide early detection of potential problems. This helps us to pinpoint issues so we can recommend repair well in advance of equipment failure. In agreements where repair and replace coverage is included, we make these repairs as soon as vibration analysis readings indicate a danger of failure. This service helps to reduce the risk of equipment failure and extends the useful life of your equipment. The equipment included under this service is itemized below:

- Chillers (Centrifugals)
- Pumps
- Cooling Towers



Equipment Inventory

Chillers

Description	Qty	# of Visits	# of Years	VFD Incl.	Manufacturer	Size (Tons/HP)	Model #	Serial #	Preventive Maintenance	R&R Service
Chiller - Centrifugal 570 Ton	1	4	5	Yes	Trane	550	CVHF570	L07B00938	Yes	Yes
Chiller - Centrifugal 250 ton	2	4	5	Yes	York	250	YKC4CRQ3-EHGS		Yes	Yes

Cooling Towers

Description	Qty	# of Visits	# of Years	VFD Incl.	Manufacturer	Size (Tons/HP)	Model #	Serial #	Preventive Maintenance	R&R Service
Cooling Tower	4	4	5	Yes	Marley	300	NC Series		Yes	Yes

Pumps

Description	Qty	# of Visits	# of Years	VFD Incl.	Manufacturer	Size (Tons/HP)	Model #	Serial #	Preventive Maintenance	R&R Service
Pumps - SCHWP	3	4	5	Yes		40			Yes	Yes
Pumps - CHWP	2	4	5	No	Armstrong	7.5			Yes	Yes



Pumps - CHWP	2	4	5	Yes	Bell & Gossett	20	Yes	Yes
Pumps - CWP	2	4	5	No	Armstrong	15	Yes	Yes
Pumps - CWP	2	4	5	Yes	Bell & Gossett	20	Yes	Yes

Exclusions and Clarifications

- Unless expressly stated otherwise, Services do not include and Siemens is not responsible for: (a) service or provision of consumable supplies, including but not limited to batteries and halon cylinder charging; (b) reinstallation or relocation of Equipment; (c) painting or refinishing of Equipment or surrounding surfaces; (d) changes to Services; (e) parts, accessories, attachments or other devices added to Equipment but not furnished by Siemens; (f) failure to continually provide suitable operating environment including, but not limited to, adequate space, ventilation, electrical power and protection from the elements; (g) the removal or reinstallation of replacement valves, dampers, waterflow and tamper switches, airflow stations, venting or draining systems, and any other permanently mounted integral pipe or air duct component; (h) replacement of more than 10% of refrigerant charge per piece of equipment per incident; (i) installation / removal, and / or rental fees for any temporary HVAC equipment if necessary; or (j) latent defects in the Equipment that cannot be discovered through the standard provision of the Services. Siemens is not responsible for services performed on any Equipment other than by Siemens or its agents.
- Siemens will not be responsible for the maintenance, repair or replacement of, or Services necessitated by reason of: (a) non-maintainable, non-replaceable or obsolete parts of the Equipment, including but not limited to ductwork, shell and tubes, heat exchangers, coils, unit cabinets, casings, refractory material, electrical wiring, water and pneumatic piping, structural supports, cooling tower fill, slats and basins, etc. unless otherwise expressly stated elsewhere in this Proposal; or (b) negligence, abuse, misuse, improper or inadequate repairs or modifications, improper operation, lack of operator maintenance or skill, failure to comply with manufacturer's operating and environmental requirements.
- Siemens is not responsible for repairs, replacements or services to Equipment due to corrosion, erosion, improper or inadequate water treatment by others, electrolytic or chemical action, or reasons beyond its reasonable control.

Connectivity and Communications

Siemens Remote Services for building technology (SRS)

A secure remote connection to your facility enables Siemens to respond quickly, and maintain a high level of system up-time and performance.

Siemens Remote Service (SRS) is the efficient and comprehensive infrastructure for the complete spectrum of equipment-related remote services. Services that formerly required on-site visits are now available via data transfer. This includes rapid error identification as well as immediate remote repair. But that's not all. By proactively monitoring your systems, we can detect parameter deviations before problems occur. Siemens accesses your systems via a secure cRSP connection.

Siemens Service Portal

The Service Portal complements the personalized services you will receive from your local Siemens office by providing greater visibility into equipment and services delivered by Siemens. This web-based portal allows you the ability to confirm schedules, track repairs, manage agreements, generate reports, and access critical information; then share it across your entire enterprise quickly and efficiently. The Service Portal is a user-friendly way to increase your productivity and the value of your service program.

Data security as a basic requirement

We value confidentiality and long-term partnerships. That is why we give the security of your data the highest priority. Before we implement an enhanced service package with remote support, we conduct an in-depth analysis of the situation, taking into account national and international regulations, technical infrastructures and industry specifics. Our service employees carefully evaluate your needs on an individual basis with a view toward information security.

Proven Outcomes Reporting (Proven Outcomes)

Through implementation of our Proven Outcomes reporting, Siemens will ensure that our delivered services are of the highest quality. The reporting criteria are developed between your facility staff and Siemens, and will reflect the goals and objectives of the scope of this Service Agreement. These reporting criteria will be agreed upon at the commencement of this agreement. We will meet with you periodically to discuss our performance and your satisfaction with the quality of service that is being provided under your agreement. We will discuss the performance of your systems, your facility, and make recommendations for improvement.

Service Agreement Contract Characteristics

Description	MECHANICAL	AUTOMATION
Hours of Coverage	24 x 7	24 x 7
Response Times (Phone/Online)	2 Hours	2 Hours
Response Times (Onsite/Emergency)	4 Hours	4 Hours
Remote Services	No	Yes
Third Party Systems	No	No
Monitoring	No	No
Additional Labor Discount	YES	YES
Additional Material Discount	YES	YES

*Labor and material costs for troubleshooting problems and repairing or replacing components are handled separately. These costs can be billable or included within your Repair and Replacement Coverage. See List of Maintained Equipment to view your current Repair and Replacement Coverage.

Maintained Equipment Table

AUTOMATION

Service Equipment	Qty	Service/ Description	Frequency	Year	Location	Repair & Replace Coverage
PXC Compact APOGEE 16PT	4	Preventive Maintenance - Automation	4	1,2,3,4,5	Onsite	None
PXC Compact APOGEE 16PT	4	Repair & Replacement	1	1,2,3,4,5	Onsite	Material and Labor
PXC Modular	3	Preventive Maintenance - Automation	4	1,2,3,4,5	Onsite	None
PXC Modular	3	Repair & Replacement	1	1,2,3,4,5	Onsite	Material and Labor
Valve (Globe) & Electronic Actuator - 8"	14	Preventive Maintenance - Automation	4	1,2,3,4,5	Onsite	None
Valve (Globe) & Electronic Actuator - 8"	14	Repair & Replacement	1	1,2,3,4,5	Onsite	Material and Labor
Temp, Outside Air RTD, Platinum	1	Preventive Maintenance - Automation	4	1,2,3,4,5	Onsite	None
Temp, Outside Air RTD, Platinum	1	Repair & Replacement	1	1,2,3,4,5	Onsite	Material and Labor
Temp, Immersed/ Strap-On Pipe RTD, Platinum	24	Preventive Maintenance - Automation	4	1,2,3,4,5	Onsite	None

Temp, Immersed/ Strap-On Pipe RTD, Platinum	24	Repair & Replacement	1	1,2,3,4,5	Onsite	Material and Labor
Flow Meter	3	Preventive Maintenance - Automation	4	1,2,3,4,5	Onsite	None
Flow Meter	3	Repair & Replacement	1	1,2,3,4,5	Onsite	Material and Labor
Liquid Differential Pressure Switch	11	Repair & Replacement	1	1,2,3,4,5	Onsite	Material and Labor

Service Team

An important benefit of your Service Agreement derives from having the trained building service personnel of Siemens Industry, Inc. familiar with your building systems. Our implementation team of local experts provides thorough, reliable service and scheduling for the support of your system.

Added to the team is a team of building experts at our Digital Service Center. The benefits you receive are less disruption to your employees at the site, less intrusive on the system at peak hours, fewer emissions for trucks rolled, and real time analytics with digital workspace hours.

The following list outlines the service team that will be assigned to the service agreement for your facility

Your Assigned Team of Service Professionals will include:

Kevin Hurd – Account Executive – manages the overall strategic service plan based upon your current and future service requirements.

Name – Remote Services Specialist is responsible for remote services including report generation and backups.

Tara Stevens – Client Services Manager is responsible for ensuring that our contractual obligations are delivered, your expectations are being met and you are satisfied with the delivery of our services.

Ryan Casper - Service Operations Manager is responsible for managing the delivery of your entire support program and service requirements.

Name- Primary Service Specialist is responsible for performing the ongoing service of your system.

Name- Service Coordinator is responsible for scheduling your planned maintenance visits, and handling your emergency situations by taking the appropriate action.

Name- Secondary Service Specialist who will be familiarized with your building systems to provide in-depth backup coverage.

Name - Service Administrator is responsible for all service invoicing including both service agreement and service projects.

Terms and Conditions

Terms and Conditions (Click to download)

[Terms & Conditions](#)

(<https://www.siemens.com/download?A6V11628573>)

Attachment A

Riders (Click on rider below to download)

[SI Online Backup and Data Protection](#)

(<http://www.siemens.com/download?A6V10946174>)

[SI Software License Warranty](#)

(<http://www.siemens.com/download?A6V10946180>)

Agreement Terms for Investments

Services shall be provided at:

9501 US HIGHWAY 441

LEESBURG, FL34788-3950.

Siemens Industry, Inc. shall provide the services as identified in this Proposal and pursuant to the associated terms and conditions contained within.

Duration (Initial Term and Renewal): This Agreement shall remain in effect for an Initial Term of 5 Periods beginning 2019-07-01. After the expiration of the Initial Term, this Agreement shall automatically renew for successive one year periods. The Investments for each year after the Initial Term of the Agreement and each year of each renewal of this Agreement shall be determined as the immediate prior year's Investment plus an escalator of 3%. In addition, each renewal term pricing shall be adjusted for any additions or deletions to services selected for the renewal term.

Initial Term Investments:

Billing Frequency	Period Range	Period	Sell Price
Annually	Jul 1,2019 - Jun 30,2020	1	\$83,524.00*
Annually	Jul 1,2020 - Jun 30,2021	2	\$86,029.00*
Annually	Jul 1,2021 - Jun 30,2022	3	\$88,610.00*
Annually	Jul 1,2022 - Jun 30,2023	4	\$91,266.00*
Annually	Jul 1,2023 - Jun 30,2024	5	\$94,006.00*
Total Quote Price			\$443,435.00

***Amount Due In Advance Based On Billing Frequency**

Applicable sales taxes are excluded from the Investments. The pricing quoted in this Proposal are firm for 30 days.

Signature Page

The Buyer acknowledges that when accepted by the Buyer as proposed Siemens Industry, Inc., this Proposal and the Standard Terms and Conditions of Sale for Services, (together with any other documents incorporated into the forgoing) shall constitute the entire agreement of the parties with respect to its subject matter.

BY EXECUTION HEREOF, THE SIGNER CERTIFIES THAT (S)HE HAS READ ALL OF THE TERMS AND CONDITIONS AND DOCUMENTS, THAT SIEMENS INDUSTRY, INC. OR ITS REPRESENTATIVES HAVE MADE NO AGREEMENTS OR REPRESENTATIONS EXCEPT AS SET FORTH THEREIN, AND THAT (S)HE IS DULY AUTHORIZED TO EXECUTE THE SIGNATURE PAGE ON BEHALF OF THE BUYER.

Proposed by:

Siemens Industry, Inc.

Company

Kevin Hurd

Name

3790364

Proposal #

\$443,435.00

Proposal Amount

June 12, 2019

Date

Accepted by:

Lake Sumter State College

Company

Name (Printed)

Signature

Title

Date

Purchase Order #

Appendix A: Siemens Service Portfolio

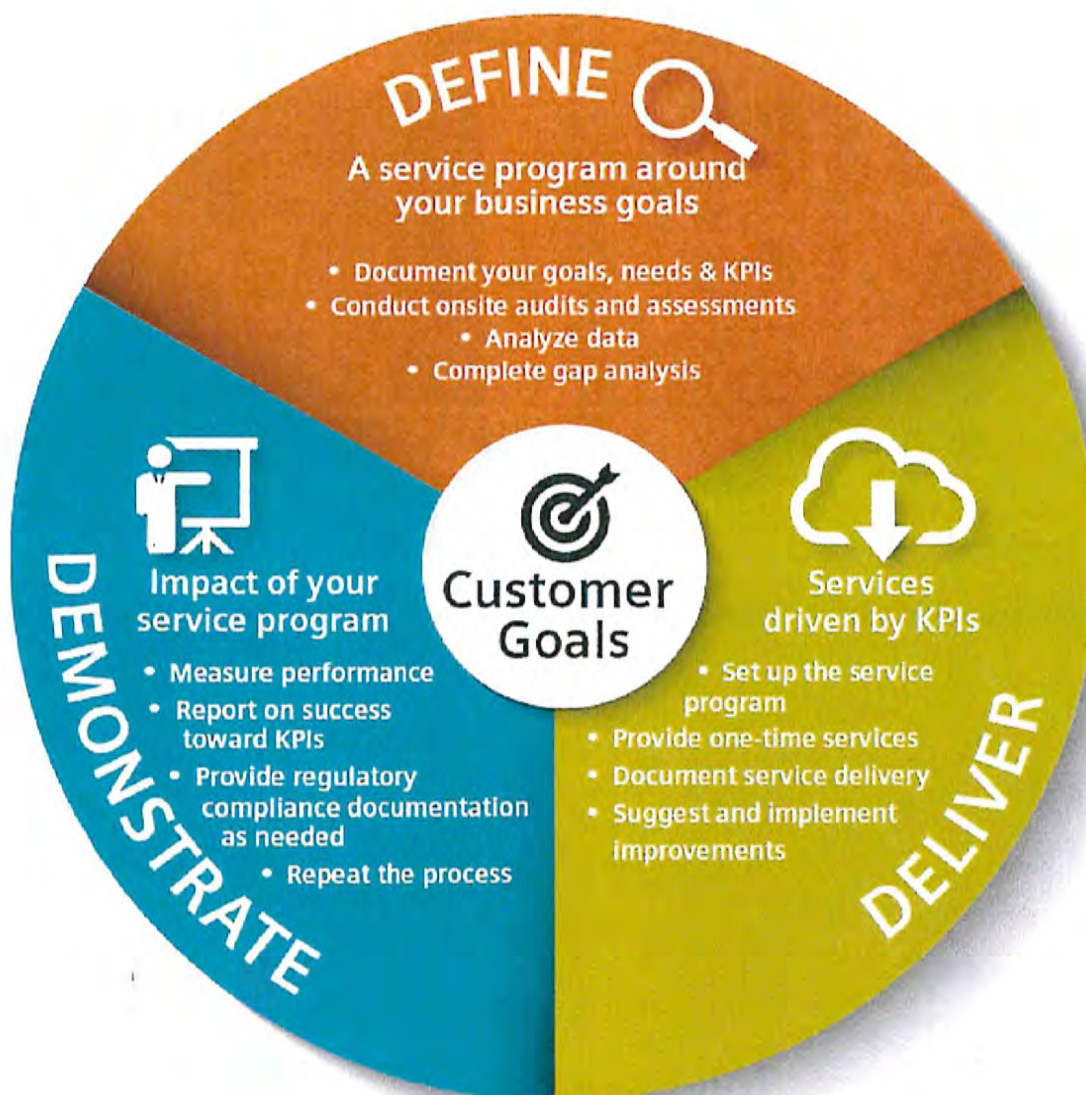
Advisory and Performance Services

 <p>Manage System Operation & Compliance</p> <p>Services that keep systems performing at their best, as designed and intended to operate, help you achieve:</p> <ul style="list-style-type: none"> Optimized comfort, safety, and security Fulfilled regulatory requirements Greater transparency into critical systems Reduced operating risk <p>Facility Assessment & Planning In-depth building system assessment and recommendations, definition of relevant KPIs, and development of your service program</p> <p>Test & Inspection Regular check-ups to measure system performance compared to your defined facility and regulation requirements and risks</p> <p>Preventive Services Services performed on a regular schedule or based on data analytics to verify and improve system state</p> <p>Documentation Management Management of critical building system and compliance information, with organization and access determined by your needs</p> <p>Corrective Services Immediate response to system failures or faults to restore functionality and integrity to desired state</p>	 <p>Optimize Performance & Productivity</p> <p>Enhance building performance with improvement measures that increase productivity and efficiency; common outcomes include:</p> <ul style="list-style-type: none"> Enhanced system performance Streamlined operational processes Improved decision making through data analytics <p>Optimization Planning Planning and prioritization of improvement measures to increase building and/or process performance and efficiencies</p> <p>Predictive Services Systems are audited and monitored to detect abnormalities or faults, with recommendations provided and/or corrective actions taken</p> <p>System Requirements & Integration Enhancements or additions to your current system to increase staff productivity, system performance, and operational energy efficiencies</p> <p>Training & Operational Support Training, coaching, and on-site support to increase staff productivity and knowledge</p> <p>Managed Services On-site and/or remote resources monitor system events and alarms, and take appropriate action</p>	 <p>Protect Lifecycle Investment</p> <p>Leverage past investments and address future requirements with advanced and proven technology, to achieve outcomes such as:</p> <ul style="list-style-type: none"> Extended system life Maximized return on investment Realized benefits of new technology <p>Technology Planning Consulting services identify technology improvement opportunities that help achieve performance goals while leveraging past investments</p> <p>System Updates / Upgrades Software upgrades and firmware updates are provided, delivering the most current technology and functionality</p> <p>System Migration / Modernization Enhancements to your systems by elevating them to the most current hardware and software platforms, resulting in increased functionality and performance levels</p> <p>Retrofits & Extensions Modifications are made to existing systems to accommodate changes to your facility usage and footprint</p> <p>New Installation Services Startup, commissioning, and other installation services are completed to ensure new equipment operates at maximum performance</p>	 <p>Enhance Energy Management & Sustainability</p> <p>Increase the value and competitiveness of buildings and infrastructure by delivering solutions that:</p> <ul style="list-style-type: none"> Conserve energy Maximize efficiency Minimize operating costs Reduce environmental impact <p>Energy & Sustainability Master Planning Strategy and planning services provide a detailed master plan to provide budget transparency, enable improved performance and sustainability, reduce energy consumption, and minimize operational costs</p> <p>Energy Conservation Implementing energy conservation strategies reduces total carbon emissions through efficiency measures and minimizes energy spend by optimizing consumption</p> <p>Energy Production & Storage Using innovative design and simulation tools, energy production and storage solutions improve energy efficiency, energy availability, security of supply, and carbon reduction</p> <p>Energy Procurement With advanced procurement technologies and beneficial contract terms, these tailored procurement and supply services reduce costs, reduce risks, and create certainty</p>
--	---	---	--

Digital Services

Appendix B – Proven Outcomes 3D Model

Your goals / KPIs are the cornerstone of a Proven Outcomes service agreement. A service program is defined and delivered to be aligned with your goals and KPIs along with area or equipment criticality. We demonstrate the success of the Proven Outcomes partnership with transparency and dynamic reporting and dashboards.



Appendix C – Automation Health Reporting

Asset management, Alarm summary, Graphic summary, and Panel and Floor Level Summary.

SIEMENS

7. FLN System Summary:

Secondary Energy Management Summary					
Prod	Quantity	Installation Date	Retirement Date	End of 7th Service Report	Substation Key Status
TIC	361	Pre-1990	n/a	n/a	⊙
UC	0	1991	Feb 2007	Feb 2009	⊙
DPU	0	1995	Oct 2002	Oct 2009	⊙
MPU	0	1995	Oct 2002	Oct 2009	⊙
P&ID	0	1998	Oct 2011	Oct 2018	⊙
P&ID	0	2011	n/a	n/a	⊙
P&ID	0	2007	n/a	n/a	⊙
Q&A	0	2014	n/a	n/a	⊙
RTU/PLC	118	n/a	n/a	n/a	n/a

2%



- ⊙ Supported
- ⊙ Planned retirement
- ⊙ Retired - No Support

Summary of TECs and Issues	
Total # of TECs in system	281
Total # TEC failed in system	4
Total subpoints issues to emergency	1501
Total # of subpoints overvoltage	258
Total # of subpoints failed	1044

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SIEMENS

8. Control Loop Report:

A loop is deemed to be out of control if it does not reach set point or has a large amount of hysteresis (output fluctuating even though the loop is at set point). Please note: There is generally a small amount of fluctuation associated with the loop outputs when there is a shift in mode control (i.e. heating to cooling), or, an abrupt shift in a non-controlled parameter (i.e. changes in outside air temp, doors opening and closing).

Loop Name	Average % out of range	% of the Character	Implication/Action
ME-S-107-00V	0.00%	0.1555	⊙
ME-S-107-00V2	100.00%	0.0143	FAIL - Check Output
ME-S-107-00V3	0.00%	0.1584	⊙
ME-S-107-00V4	0.00%	0.1585	⊙
ME-S-107-00V5	100.00%	0.1100	FAIL - Check Output
ME-S-107-00V6	0.00%	0.1540	⊙
ME-S-107-00V7	100.00%	0.1042	FAIL - Check Output
ME-S-107-00V8	100.00%	0.1515	⊙
ME-S-107-00V9	99.48%	0.1120	FAIL - Check Output
ME-S-107-00V10	0.00%	0.1500	⊙
ME-S-107-00V11	17.27%	0.0223	FAIL - Check Output

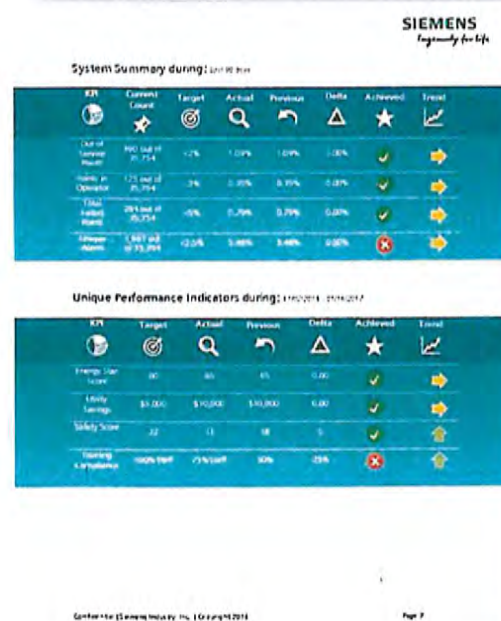
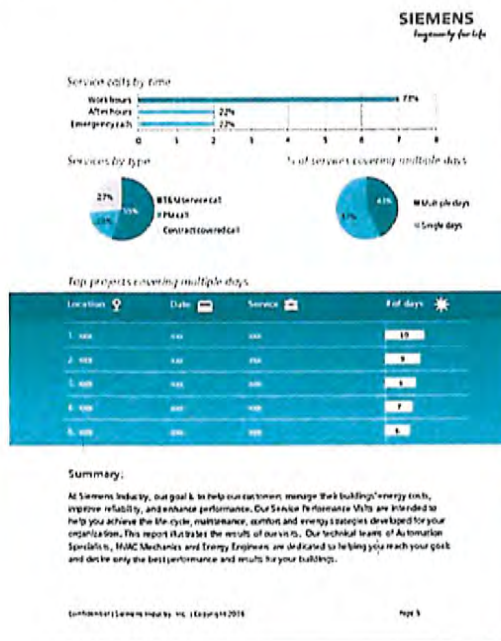
Control Loop Recommendations

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Appendix D – Performance Trend Reporting

Day of Service reporting along with Key Location Trend reporting and KPI performance reporting quarterly, monthly, or annually.






Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: September 18, 2019

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor 
President

RE: 505 – 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

**Business Affairs Division Priorities
2019-2020**

**Executive Vice President
Dr. Heather Bigard**

Division Priorities

1. Expand Automation Initiatives (Workflow, FLAC, API's, Banner)
2. Improve the employee search and onboarding processes.
3. Encourage collaboration and engagement throughout the institution.
4. Complete the Salary & Classification Study
5. Improve the quality and frequency of training programs for safety, diversity, and management.
6. Launch the Lakehawk Leadership Academy
7. Prepare for the SACSCOC visit.

Executive Director of Athletics, Mike Matulia

- Technology Improvements: athletic training protocols, injury management, and webcasting home contests;
- Workflow: create and upload sports questionnaires, student-athlete forms, eligibility documents and sports camp registration;
- Training and Certifications: CPR/AED, coaches conferences, staff conferences, workshops and NJCAA compliance;
- Lakehawkspports.com Upgrade: addition of three teams, additional student-athlete documents/forms;
- Community Service: search for new opportunities and partner with new service organizations for student-athletes;
- New Revenue Sources: investigate and secure new sources, partnerships, and sponsorships;
- Disk Golf Course: begin construction and secure completion date;
- Host additional sports camps and clinics for area youth.
- New sports to consider: golf, soccer, esports

Director of Campus Safety, Rebecca Nathanson

- Implement Motorola radio system;
- Increase download/use of Safety App;
- Develop plan for Sonitrol replacement;
- Develop plan and secure funding for mandatory ALICE training;
- Secure funding and purchase add-on "text in" for LSSC Alert.
- Conduct training on emergencies such as weather events and campus infrastructure failures

Executive Director of Facilities

- Calibration of system and equipment on the building automation system to improve performance, building automation, scheduling, and lower utility costs 8%.
- Expand the College preventive maintenance program to include more assets and reduce major breakdowns and outages by 40%, over previous year.
- Complete a Facility Condition Assessment of campus buildings in order to evaluate and document the level of deferred maintenance, utilize the universal FCI (Facility Condition Index) formula to begin calculating needs.

- Continue to establish building standards in the areas on building finishes, plumbing, and mechanical equipment, to create reduce cost of repair items and have adequate inventory of replacement parts and materials to complete in-house projects.
- Establish real-time monitoring and communication systems for HVAC systems.
- Infrastructure Project Phase II on the Leesburg Campus.
- Installation of new wayfinding signs on the Sumter and South Lake Campuses.
- Completion of exterior light improvements on the Leesburg and South Lake Campus.

Associate Vice President & Controller, Melinda Barber

- Raiser's Edge API
- Internal Control Assessment
- Investigate transition to Cashnet from Touchnet
- Move Testing Fee payments online
- Training
 - Departments (AP and Budget)
 - Business Services (Banner)
- Increase South Lake Campus visibility
- Automation - Workflow Projects
 - EAR
 - Purchase Orders
 - Receiving Reports
 - Direct Pays
 - Budget
 - NSF Non-sufficient Funds
- Regular Budget reports to budget managers

Director of Financial Aid, Katrina Bennett

- Work with E-Learning to update the Financial Aid Webpages to have less content, make them more user friendly, and include potential "how to" videos to help students better Navigate Financial Aid.
- Set up Inceptia Financial Literacy Product and make it available to all students.
- Implement newest version of Degree Works to help with Course out of Program.
- Implement Communication Management and Work Flow BANNER product. These products will help to reduce manual work and will allow employees to train on new functions within our office. These two products will allow us to communicate more efficiently with our students, as well as, allowing for students to send documents effortlessly.
- BANNER 9 Financial Aid Self Service Upgrade, should be released by end of August 2019
- Continue to enhance our Work study program. Complete Student Handbook, implement supervisor training, standardize job descriptions and continue to collaborate with Career Services on ways to improve our program on campus.

Director of Human Resources, Pam Fletcher

- RECRUITMENT PROCESS IMPROVEMENT – Streamline recruitment process to improve hiring turnaround time, efficiency, and customer satisfaction;
- ONBOARDING – Re-tool the new employee onboarding experience to facilitate stronger connections to the college and enhance employee engagement;
- LAKEHAWK LEADERSHIP ACADEMY – Implement a development model inclusive of both staff and faculty that fosters professional growth and personal enrichment for employees throughout their college career;
- DIVERSITY & INCLUSION INITIATIVES – Implement strategies to create and maintain an inclusive culture for students and employees (recruitment, training, and activities);
- CLASSIFICATION & COMPENSATION STUDY PROJECT –
 - Implement results of Compensation Market Study;
 - Develop Career Path model for job progression;
 - Develop policies and procedures for salary increases for goal achievement.

Chief Information Officer, Doug Guiler

- RAISER'S EDGE - properly load data from the Raiser's Edge system to Banner;
- WORKFLOW - automate tasks across the institution with a cloud-based BPS;
- BUSINESS INTELLIGENCE (BI) - continue to refine and expand the scope of the data available through BI;
- FLAC FOR NURSING - utilize FLAC to pay their instructors;
- BANNER COMMUNICATION MANAGER - automated to improve/reduce the response time needed to communicate with our students;
- BANNER SELF-SERVICE FACULTY AND ADVISING - the Faculty and Advising component of Banner 9 will replace the legacy Banner 8 version of that software;
- PC, SERVER, LAPTOP & NETWORK REFRESH - all of the oldest gear is replaced, FIFO method;
- TRACK-IT UPGRADE - Track-it will no longer require a client for technicians;
- MICROSOFT OFFICE 2019 ROLLOUT - college-wide upgrades;
- MOVE DEMARCATION POINTS IN CLERMONT - move data circuits to SH building (UPS & Generator).

Executive Director of e-LEARNING, Mike Nathanson

- Automate ADA Transcription for LMS and classroom media;
- Develop procedures, process, and facilities to assist faculty and staff with digital media projects;
- Develop a prototype of live instruction at a physical distance;
- Internally QM certify 42 online courses as provided by academic affairs;
- Provide initial and additional Canvas training for all faculty;
- Develop online training for students;
- Promote 24/7 helpdesk for faculty and students;
- Provide instructional design and media support to the Lakehawk Leadership Academy;
- Partner with departments for upgrading webpages.

STRATEGIC INNOVATION

- Develop a Four Corners Educational Center;
- Complete Position Classification Project to handoff to Human Resources for implementation;
- Examine and improve selective processes to save money, control waste and optimize resources;
- Expand student savings in course materials reducing the overall cost of education;
- Partner with Athletics to develop an eSports Team;
- Continue SASCOC preparation.



Lake Sumter State College

OFFICE OF THE PRESIDENT

Present to the Board: September 18, 2019

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 506 – 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, Facilities Committee, Strategic Planning Committee, Health Sciences Collegiate Academy Governance 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
SEPTEMBER 10, 2019**

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

Agenda Review

- The board workshop will focus on the new proposed funding model and the 2020 Legislative Budget Request.
- Anita Geraci-Carver will conduct training for Public Officers.
- Dr. Sidor will update the board on the changes in performance metrics and workforce programs and partnerships with Lake Technical College.
- Mr. Wahl reviewed the September agenda for additions, corrections, and deletions.
- Chairman Wahl will announce the committee assignments.
- Chairman Wahl was briefed on the upcoming New Business items. They are as follows: Unaudited AFR, Board Rule Academic Freedom (first reading), Board Rule Tobacco and Smoke Free (second reading), President's evaluation, and Acting President.
- Anita Geraci-Carver will update the Board of Trustees on pending legal matters.
- Dr. Wymer will update the board on the Honors Program and the BSN Partnership.

Next Executive Committee Meeting:

October 8, 2019

8:30 a.m.

President's Office, SSB 210, Room 207



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: September 18, 2019

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 507 – 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.



September 9, 2019

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

Re: Board Attorney Report for September 18, 2019

Dear Trustees:

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

On July 5, 2019 a Determination of "No Reasonable Cause" was issued by the State of Florida – Florida Commission on Human Relations in Florida Commission on Human Relations, Case No. 201916025; EEOC No. 15D201900045. A determination of no reasonable cause means it was determined that "no reasonable cause exists to believe that an unlawful practice occurred." The former employee alleged discrimination related to use of leave under the Family Medical Leave Act. The former employee did not request an administrative hearing by the July 5, 2019 deadline. The former employee through her attorney Eric Bossardt has indicated his client intends to file a complaint in the U.S. Middle District Court claiming Family Medical Leave Act Interference, Family Medical Leave Act Retaliation, Disability Discrimination under the Americans with Disabilities Act Amendments Act and Retaliation under the Americans with Disabilities Act Amendments Act and in lieu thereof requested \$40,000.00. Dr. Bigard and I have discussed the case and options with the College's labor attorney Mike Pierro.

East Lake Property Donation. As you will recall we prepared amendment 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 who is working with the property owners. Since that time Dr. Sidor and Dr. Bigard have met with representatives of the property owners. Mr. Robuck advised me that he will be provide additional information this week or next.

Karen Parker v. Lake-Sumter State College and Leadership Lake County, Inc., Lake County Case No. 2019-CA-001641. One August 12, 2019 the College was served a Complaint in the aforementioned case. Ms. Parker alleges the College was negligent surrounding an alleged incident on August 18, 2016 where Ms. Parker claims she was injured when she tripped and fell

while attending an event on the Leesburg campus. The College's insurance company assigned the firm of Bush & Augspurger, P.A. to represent the College. An answer to the complaint as well as affirmative defenses have been filed on behalf of the College.

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 on this matter or any other pending matters, please feel free to call me. I look forward to seeing you at the Board meeting.

Respectfully submitted,



Anita Geraci-Carver

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



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: September 18, 2019

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 508 – 2018-2019 Annual Financial Report - Unaudited

OVERVIEW:

Each year, the College prepares and submits an Annual Financial Report (AFR) to the State of Florida. The report includes both a narrative and consolidated summary of the institution's and direct support organization's financial activity.

ANALYSIS:

The College's financial position decreased \$2.3 million, or 3.4% from last year. This is mostly due to the increase in long-term liabilities related to pension and other post-employment benefits (OPEB) and the decrease in capital assets due to depreciation. Both Operating Revenue and Non-Operation Revenue increased slightly (\$874 thousand and \$626 thousand respectively). Operating Expenses increased \$770 thousand or 2.2%. Other Revenues decreased from last year due to the fact that more revenue than normal was collected in the prior year to support the new building construction project. A consolidated statement can be found on page 5 of the AFR.

The unrestricted fund balance is 10.5% of available funds, well above the 5% minimum requirement.

RECOMMENDATION:

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

MANAGEMENT'S DISCUSSION AND ANALYSIS

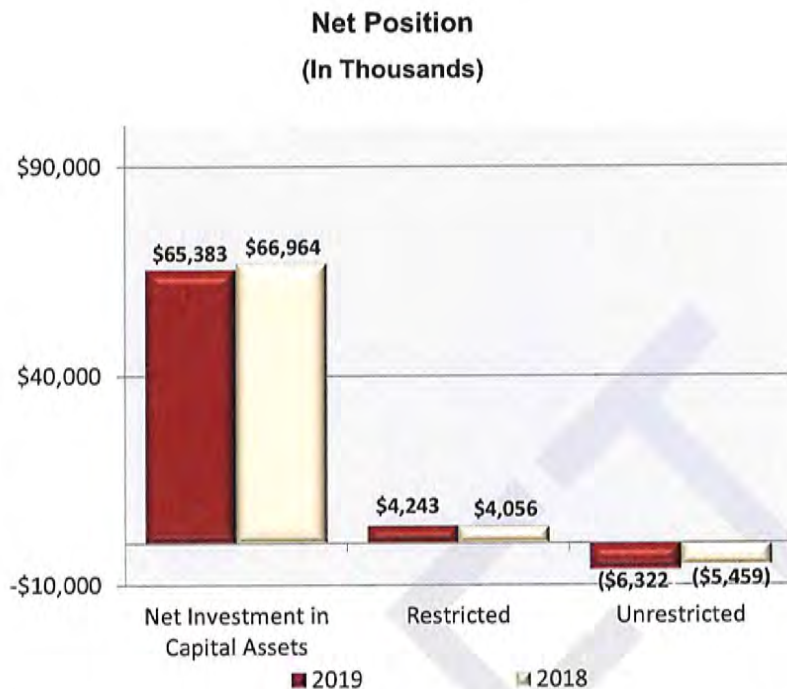
Management's discussion and analysis (MD&A) provides an overview of the financial position and activities of the College for the fiscal year ended June 30, 2019, and should be read in conjunction with the financial statements and notes thereto. The MD&A, and financial statements and notes thereto, are the responsibility of College management. The MD&A contains financial activity of the College for the fiscal years ended June 30, 2019, and June 30, 2018.

FINANCIAL HIGHLIGHTS

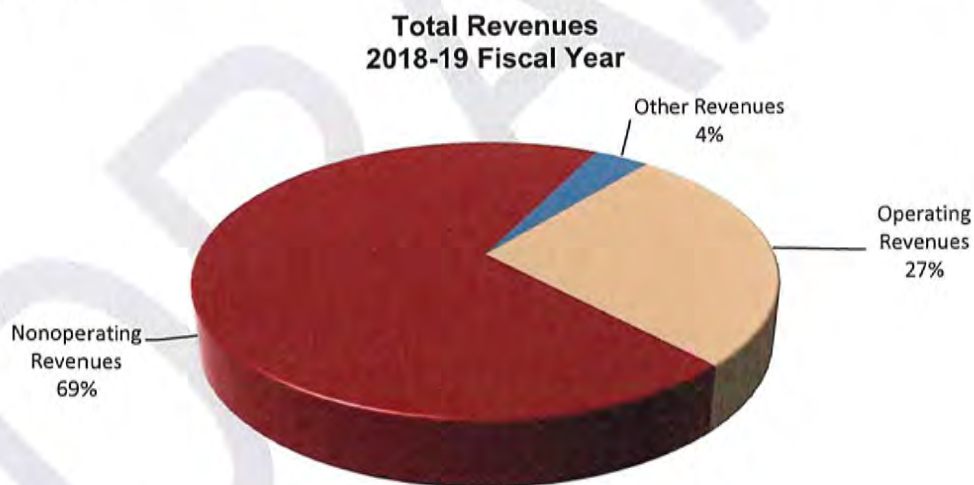
The College's assets and deferred outflows of resources totaled \$81.1 million at June 30, 2019. This balance reflects a \$1.7 million, or 2.0 percent, decrease as compared to the 2017-18 fiscal year, resulting from a decrease in Net Depreciable Capital Assets. While assets and deferred outflows of resources decreased, liabilities and deferred inflows of resources increased by \$603 thousand, or 3.5 percent, totaling \$17.8 million at June 30, 2019, resulting from an increase in Deferred Inflows related to OPEB. As a result, the College's net position decreased by \$2.3 million, resulting in a year-end balance of \$63.3 million.

The College's operating revenues totaled \$9.0 million for the 2018-19 fiscal year, representing a 10.7 percent increase compared to the 2017-18 fiscal year due mainly to State and Local Grants and Contracts. Operating expenses totaled \$35.8 million for the 2018-19 fiscal year, representing an increase of 2.2 percent as compared to the 2017-18 fiscal year due mainly to increases in Personnel Services, Scholarships and Other Services and Expenses.

Net position represents the residual interest in the College's assets and deferred outflows of resources after deducting liabilities and deferred inflows of resources. The College's comparative total net position by category for the fiscal years ended June 30, 2019, and June 30, 2018, is shown in the following graph:



The following chart provides a graphical presentation of College revenues by category for the 2018-19 fiscal year:



OVERVIEW OF FINANCIAL STATEMENTS

Pursuant to GASB Statement No. 35, the College's financial report consists of three basic financial statements: the statement of net position; the statement of revenues, expenses, and changes in net position; and the statement of cash flows. The financial statements, and notes thereto, encompass the College and its component units:

- Lake-Sumter State College (Primary Institution) – Most of the programs and services generally associated with the College fall into this category, including instruction, public service, and support services.
- Lake-Sumter State College Foundation, Inc. (Component Unit) – A legally separate 501(c)(3) entity, this component unit is a direct-support organization that the College is financially accountable for it, as the College reports its financial activities to the State of Florida.

This MD&A focuses on the College, excluding the discretely presented component unit. MD&A information for the Foundation is included in their separately issued audit reports. See the notes to these financial statements for more detail regarding the financial relationship.

The Statement of Net Position

The statement of net position reflects the assets, deferred outflows of resources, liabilities, and deferred inflows of resources of the College, using the accrual basis of accounting, and presents the financial position of the College at a specified time. Assets, plus deferred outflows of resources, less liabilities, less deferred inflows of resources, equals net position, which is one indicator of the College's current financial condition. The changes in net position that occur over time indicate improvement or deterioration in the College's financial condition.

The following summarizes the College's assets, deferred outflows of resources, liabilities, deferred inflows of resources, and net position at June 30:

Condensed Statement of Net Position at June 30
(In Thousands)

	<u>2019</u>	<u>2018</u>
Assets		
Current Assets	\$ 6,863	\$ 6,983
Capital Assets, Net	65,389	66,976
Other Noncurrent Assets	<u>3,556</u>	<u>2,802</u>
Total Assets	<u>75,808</u>	<u>76,761</u>
Deferred Outflows of Resources	<u>5,299</u>	<u>6,000</u>
Liabilities		
Current Liabilities	2,313	2,226
Noncurrent Liabilities	<u>13,928</u>	<u>14,038</u>
Total Liabilities	<u>16,241</u>	<u>16,264</u>
Deferred Inflows of Resources	<u>1,561</u>	<u>936</u>
Net Position		
Net Investment in Capital Assets	65,383	66,964
Restricted	4,243	4,056
Unrestricted	<u>(6,322)</u>	<u>(5,459)</u>
Total Net Position	<u>\$ 63,304</u>	<u>\$ 65,561</u>

The decrease in Net Position is attributable to the decrease in Net Capital Assets due to depreciation and the net change in Deferred Outflows and Deferred Inflows of resources.

The Statement of Revenues, Expenses, and Changes in Net Position

The statement of revenues, expenses, and changes in net position presents the College's revenue and expense activity, categorized as operating and non-operating. Revenues and expenses are recognized when earned or incurred, regardless of when cash is received or paid.

The following summarizes the College's activity for the 2018-19 and 2017-18 fiscal years:

**Condensed Statement of Revenues, Expenses, and Changes in Net Position
For the Fiscal Years**

(In Thousands)

	<u>2018-19</u>	<u>2017-18</u>
Operating Revenues	\$ 9,028	\$ 8,154
Less, Operating Expenses	<u>35,830</u>	<u>35,060</u>
Operating Income (Loss)	(26,802)	(26,906)
Net Nonoperating Revenues	<u>23,314</u>	<u>22,688</u>
Income (Loss) Before Other Revenues, Expenses, Gains, or Losses	(3,488)	(4,218)
Other Revenues, Expenses, Gains, or Losses	<u>1,231</u>	<u>2,452</u>
Net Increase (Decrease) in Net Position	<u>(2,257)</u>	<u>(1,766)</u>
Net Position, Beginning of Year	65,561	67,751
Adjustment(s) to Beginning Net Position (1)	<u>-</u>	<u>(424)</u>
Net Position, Beginning of Year, as Restated	<u>65,561</u>	<u>67,327</u>
Net Position, End of Year	<u><u>\$ 63,304</u></u>	<u><u>\$ 65,561</u></u>

(1) For the 2017-18 fiscal year, the College's beginning net position was decreased due to a prior period adjustment to OPEB.

Operating Revenues

GASB Statement No. 35 categorizes revenues as either operating or non-operating. Operating revenues generally result from exchange transactions where each of the parties to the transaction either gives or receives something of equal or similar value.

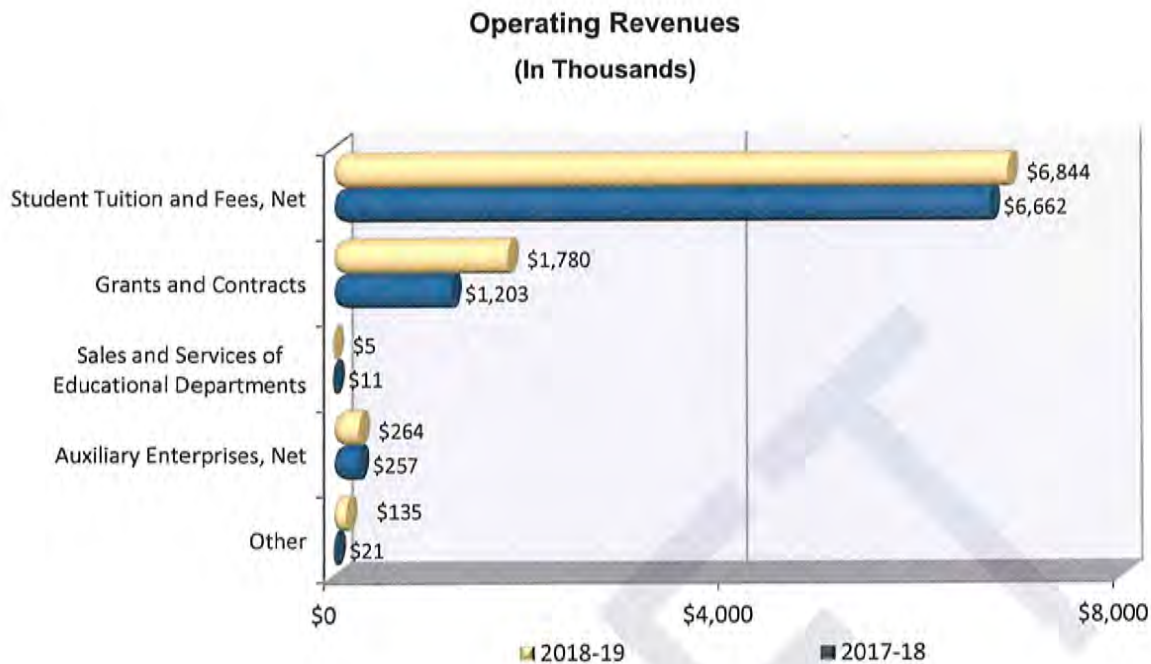
The following summarizes the operating revenues by source that were used to fund operating activities for the 2018-19 and 2017-18 fiscal years:

**Operating Revenues
For the Fiscal Years**

(In Thousands)

	<u>2018-19</u>	<u>2017-18</u>
Student Tuition and Fees, Net	\$ 6,844	\$ 6,662
Grants and Contracts	1,780	1,203
Sales and Services of Educational Departments	5	11
Auxiliary Enterprises, Net	264	257
Other	<u>135</u>	<u>21</u>
Total Operating Revenues	<u><u>\$ 9,028</u></u>	<u><u>\$ 8,154</u></u>

The following chart presents the College's operating revenues for the 2018-19 and 2017-18 fiscal years:



College operating revenue changes were the result of the following factors: Grants and Contracts increase as a result of increased dual enrollment.

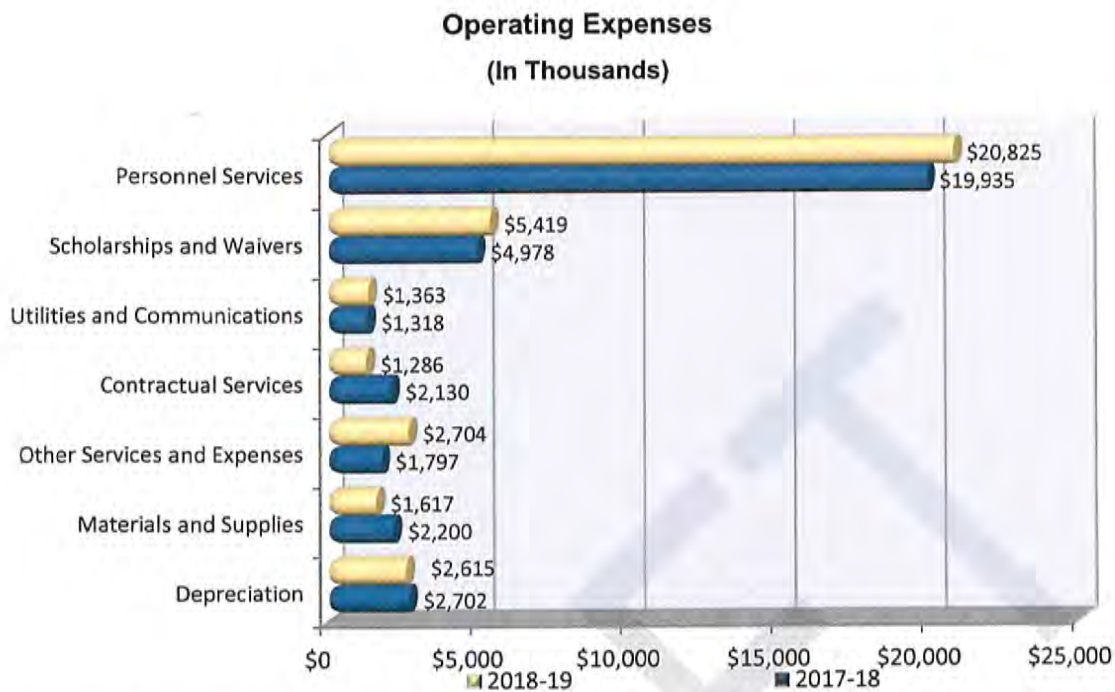
Operating Expenses

Expenses are categorized as operating or non-operating. The majority of the College's expenses are operating expenses as defined by GASB Statement No. 35. GASB gives financial reporting entities the choice of reporting operating expenses in the functional or natural classifications. The College has chosen to report the expenses in their natural classification on the statement of revenues, expenses, and changes in net position and has displayed the functional classification in the notes to financial statements.

The following summarizes operating expenses by natural classification for the 2018-19 and 2017-18 fiscal years:

Operating Expenses For the Fiscal Years (In Thousands)		
	2018-19	2017-18
Personnel Services	\$ 20,825	\$ 19,935
Scholarships and Waivers	5,419	4,978
Utilities and Communications	1,363	1,318
Contractual Services	1,286	2,130
Other Services and Expenses	2,704	1,797
Materials and Supplies	1,617	2,200
Depreciation	2,615	2,702
Total Operating Expenses	\$ 35,829	\$ 35,060

The following chart presents the College's operating expenses for the 2018-19 and 2017-18 fiscal years:



College operating expense changes were the result of the following factors: Personnel Services increase due to the growth of compensation and benefit costs. Other Services and Expenses increase due to planned spending on needed repair and maintenance.

Nonoperating Revenues and Expenses

Certain revenue sources that the College relies on to provide funding for operations, including State noncapital appropriations, Federal and State student financial aid, certain gifts and grants, and investment income, are defined by GASB as non-operating. Non-operating expenses include capital financing costs and other costs related to capital assets. The following summarizes the College's nonoperating revenues and expenses for the 2018-19 and 2017-18 fiscal years:

Nonoperating Revenues (Expenses) For the Fiscal Years (In Thousands)

	2018-19	2017-18
State Noncapital Appropriations	\$ 14,715	\$ 14,354
Federal and State Student Financial Aid	6,993	6,624
Gifts and Grants	1,605	1,682
Investment Income (Loss)	2	31
Other Nonoperating Revenues	-	-
Interest on Capital Asset-Related Debt		(3)
Other Nonoperating Expenses	-	-
Net Nonoperating Revenues	\$ 23,315	\$ 22,688

Non-operating revenues are consistent with the prior year.

Other Revenues, Expenses, Gains, or Losses

This category is (mainly) composed of State capital appropriations and capital grants, contracts, gifts, and fees. The following summarizes the College's other revenues, expenses, gains, or losses for the 2018-19 and 2017-18 fiscal years:

Other Revenues, Expenses, Gains, or Losses For the Fiscal Years		
(In Thousands)		
	<u>2018-19</u>	<u>2017-18</u>
State Capital Appropriations	\$ 488	\$ 492
Capital Grants, Contracts, Gifts, and Fees	743	1,960
Total	<u>\$ 1,231</u>	<u>\$ 2,452</u>

Other Revenues, Expenses, Gains, or Losses showed a decrease due to the fact that more revenue than normal was collected in the prior year to support the new building construction project.

The Statement of Cash Flows

The statement of cash flows provides information about the College's financial results by reporting the major sources and uses of cash and cash equivalents. This statement will assist in evaluating the College's ability to generate net cash flows, its ability to meet its financial obligations as they come due, and its need for external financing. Cash flows from operating activities show the net cash used by the operating activities of the College. Cash flows from capital financing activities include all plant funds and related long-term debt activities. Cash flows from investing activities show the net source and use of cash related to purchasing or selling investments and earning income on those investments. Cash flows from noncapital financing activities include those activities not covered in other sections.

The following summarizes the College's cash flows for the 2018-19 and 2017-18 fiscal years:

Condensed Statement of Cash Flows For the Fiscal Years		
(In Thousands)		
	<u>2018-19</u>	<u>2017-18</u>
Cash Provided (Used) by:		
Operating Activities	\$(22,512)	\$(24,216)
Noncapital Financing Activities	23,313	22,918
Capital and Related Financing Activities	1,102	693
Investing Activities	2	31
Net Increase (Decrease) in Cash and Cash Equivalents	1,905	(574)
Cash and Cash Equivalents, Beginning of Year	<u>6,958</u>	<u>7,532</u>
Cash and Cash Equivalents, End of Year	<u>\$ 8,863</u>	<u>\$ 6,958</u>

Major sources of funds came from State noncapital appropriations of \$14.7 million, State capital appropriations of \$1.4 million, Federal Direct Student Loan program receipts of \$2.6 million, net student

tuition and fees of \$7.9 million, and Federal and State Student Financial Aid of \$7 million. Major uses of funds were for payments to employees and for employee benefits of \$19.7 million, disbursements to students for Federal Direct Student Loans of \$2.6 million, and to providers of goods and services of \$5.8 million.

Changes in cash and cash equivalents were the result of the following factors: An overall increase on Operating Revenue and a decrease in Accounts Receivable.

<p style="text-align: center;">CAPITAL ASSETS, CAPITAL EXPENSES AND COMMITMENTS, AND DEBT ADMINISTRATION</p>

Capital Assets

At June 30, 2019, the College had \$141 million in capital assets, less accumulated depreciation of \$38 million, for net capital assets of \$103 million. Depreciation expense for the current fiscal year totaled \$2.6 million. The following table summarizes the College's capital assets, net of accumulated depreciation, at June 30:

Capital Assets, Net at June 30

(In Thousands)

	2019	2018
Land	\$ 6,515	\$ 6,515
Construction in Progress	159	2
Buildings	86,175	58,788
Other Structures and Improvements	5,498	708
Furniture, Machinery, and Equipment	5,065	963
Assets Under Capital Lease(s)	-	-
Capital Assets, Net	\$ 103,412	\$66,976

Additional information about the College's capital assets is presented in the notes to financial statements.

Capital Expenses and Commitments

Major capital expenses through June 30, 2019, were incurred on a variety of capital improvement projects. The College's construction commitments at June 30, 2019, totals \$62,000.

Additional information about the College's construction commitments is presented in the notes to financial statements.

Debt Administration

As of June 30, 2019, the College had \$6,000 in State Board of Education capital outlay bonds outstanding, representing a decrease of \$6,000, or 50 percent, from the prior fiscal year. Additional information about the College's long-term debt is presented in the notes to financial statements.

ECONOMIC FACTORS THAT WILL AFFECT THE FUTURE

The College's economic condition is closely tied to the appropriation of funds by the State of Florida. Only a modest increase in State funding is anticipated in the 2019-20 fiscal year. The Board of Trustees did not increase the tuition rate and is hopeful that the State will provide funding to support the services mandated by State Statute. The Board did approve a modest increase in the Facility Fee to support needed facility improvements. The College's current financial and capital plans indicate that the infusion of additional financial resources from an increase in tuition rates will be necessary to maintain its present level of services.

REQUESTS FOR INFORMATION

Questions concerning information provided in the MD&A or other required supplementary information, and financial statements and notes thereto, or requests for additional financial information should be addressed to Dr. Heather Bigard, Executive Vice President and Chief Financial & Operation Officer, Lake-Sumter State College, 9501 US Hwy 441, Leesburg, Florida 34788.

BASIC FINANCIAL STATEMENTS

LAKE-SUMTER STATE COLLEGE A Component Unit of the State of Florida Statement of Net Position

June 30, 2019

	College	Component Unit(s)
ASSETS		
Current Assets:		
Cash and Cash Equivalents	\$ 4,292,412	\$ 2,538,146
Restricted Cash and Cash Equivalents	1,017,196	-
Investments	-	9,042,642
Accounts Receivable, Net	388,208	16,402
Due from Other Governmental Agencies	186,579	-
Due from Component Unit(s)/College	263,887	-
Prepaid Expenses	714,899	13,500
Total Current Assets	6,863,181	11,610,690
Noncurrent Assets:		
Restricted Cash and Cash Equivalents	3,553,811	-
Restricted Investments	-	6,620,425
Depreciable Capital Assets, Net	58,714,597	-
Nondepreciable Capital Assets	6,674,225	-
Other Assets	2,397	1,063,952
Total Noncurrent Assets	68,945,030	7,684,377
TOTAL ASSETS	75,808,211	19,295,067
DEFERRED OUTFLOWS OF RESOURCES		
Other Postemployment Benefits	-	-
Pensions	5,298,737	-
TOTAL DEFERRED OUTFLOWS OF RESOURCES	5,298,737	-
LIABILITIES		
Current Liabilities:		
Accounts Payable	512,085	655,970
Salary and Payroll Taxes Payable	1,174,972	-
Due to Other Governmental Agencies	158,938	-
Due to Component Unit(s)/College	-	946
Unearned Revenue	20,253	70,822
Deposits Held for Others	166,338	-
Long-Term Liabilities - Current Portion:		
Bonds Payable	6,000	-
Compensated Absences Payable	224,776	-
Other Postemployment Benefits Payable	49,469	-
Net Pension Liability	-	-
Asset Retirement Obligation(s) Payable	-	-
Total Current Liabilities	2,312,831	727,738

LAKE-SUMTER STATE COLLEGE
A Component Unit of the State of Florida
Statement of Net Position (Continued)

June 30, 2019

	<u>College</u>	<u>Component Unit(s)</u>
LIABILITIES (Continued)		
Noncurrent Liabilities:		
Bonds Payable	-	-
Compensated Absences Payable	1,287,076	-
Other Postemployment Benefits Payable	590,378	-
Net Pension Liability	12,051,067	-
Asset Retirement Obligation(s) Payable	-	-
Total Noncurrent Liabilities	<u>13,928,521</u>	<u>-</u>
TOTAL LIABILITIES	<u>13,928,521</u>	<u>-</u>
DEFERRED INFLOWS OF RESOURCES		
Other Postemployment Benefits	46,304	-
Pensions	1,515,015	-
Irrevocable Split-Trust Agreements		1,063,952
TOTAL DEFERRED INFLOWS OF RESOURCES	<u>1,561,319</u>	<u>1,063,952</u>
NET POSITION		
Net Investment in Capital Assets	65,382,822	-
Restricted:		
Nonexpendable:		
Endowment	-	6,620,425
Expendable:		
Endowment	-	2,776,598
Grants and Loans	612,946	-
Scholarships	75,410	3,834,738
Capital Projects	3,554,675	1,579,477
Debt Service	74	-
Other	-	1,733,531
Unrestricted	<u>(6,321,648)</u>	<u>958,608</u>
TOTAL NET POSITION	<u>\$ 63,304,279</u>	<u>\$ 17,503,377</u>

The accompanying notes to financial statements are an integral part of this statement.

LAKE-SUMTER STATE COLLEGE
A Component Unit of the State of Florida
Statement of Revenues, Expenses, and Changes in Net Position
For the Fiscal Year Ended June 30, 2019

	<u>College</u>	<u>Component Unit(s)</u>
REVENUES		
Operating Revenues:		
Student Tuition and Fees, Net of Scholarship Allowances of \$ 2,009,122	\$ 6,843,591	\$ -
Federal Grants and Contracts	93,730	-
State and Local Grants and Contracts	1,622,923	-
Nongovernmental Grants and Contracts	63,491	-
Sales and Services of Educational Departments	5,348	-
Auxiliary Enterprises	263,701	
Other Operating Revenues	134,950	1,486,523
Total Operating Revenues	9,027,734	1,486,523
EXPENSES		
Operating Expenses:		
Personnel Services	20,824,792	253,366
Scholarships and Waivers	5,419,392	575,369
Utilities and Communications	1,363,295	-
Contractual Services	1,285,855	82,086
Other Services and Expenses	2,704,234	1,780,067
Materials and Supplies	1,617,206	75,522
Depreciation	2,615,062	-
Total Operating Expenses	35,829,836	2,766,410
Operating Income (Loss)	(26,802,102)	(1,279,887)
NONOPERATING REVENUES (EXPENSES)		
State Noncapital Appropriations	14,714,564	-
Federal and State Student Financial Aid	6,993,280	-
Gifts and Grants Received for Other Than Capital or Endowment Purposes	1,605,024	-
Investment Income (Loss)	2,272	403,195
Net Loss on Investments		(1,204,767)
Other Nonoperating Revenues	-	-
Interest on Capital Asset-Related Debt	(420)	-
Other Nonoperating Expenses	-	-
Net Nonoperating Revenues (Expenses)	23,314,720	(801,572)
Income (Loss) Before Other Revenues, Expenses, Gains, or Losses	(3,487,382)	(2,081,459)
State Capital Appropriations	487,935	-
Capital Grants, Contracts, Gifts, and Fees	742,581	-
Additions to Endowments		25,000
Other Revenues (Expenses)	-	-
Total Other Revenues, Expenses, Gains, or Losses	1,230,516	25,000
Increase (Decrease) in Net Position	(2,256,866)	(2,056,459)
Net Position, Beginning of Year	65,561,145	19,559,836
Adjustment to Beginning Net Position	-	-
Net Position, Beginning of Year, as Restated	65,561,145	19,559,836
Net Position, End of Year	\$ 63,304,279	\$ 17,503,377

The accompanying notes to financial statements are an integral part of this statement.

LAKE-SUMTER STATE COLLEGE
A Component Unit of the State of Florida
Statement of Cash Flows
For the Fiscal Year Ended June 30, 2019

	<u>College</u>
CASH FLOWS FROM OPERATING ACTIVITIES	
Student Tuition and Fees, Net	\$ 7,862,811
Grants and Contracts	1,604,466
Payments to Suppliers	(5,847,716)
Payments for Utilities and Communications	(1,363,295)
Payments to Employees	(14,636,478)
Payments for Employee Benefits	(5,100,904)
Payments for Scholarships	(5,419,392)
Auxiliary Enterprises	262,723
Sales and Services of Educational Departments	5,348
Other Receipts (Payments)	120,370
Net Cash Used by Operating Activities	<u>(22,512,067)</u>
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES	
State Noncapital Appropriations	14,714,564
Federal and State Student Financial Aid	6,993,280
Federal Direct Loan Program Receipts	2,554,402
Federal Direct Loan Program Disbursements	(2,554,402)
Gifts and Grants Received for Other Than Capital or Endowment Purposes	1,605,024
Private Gifts for Endowment Purposes	-
Other Nonoperating Receipts (Disbursements)	-
Net Cash Provided (Used) by Noncapital Financing Activities	<u>23,312,868</u>
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES	
Proceeds from Capital Debt	-
State Capital Appropriations	1,378,054
Capital Grants and Gifts	671,502
Proceeds from Sale of Capital Assets	-
Purchases of Capital Assets	(941,012)
Principal Paid on Capital Debt and Leases	(6,000)
Interest Paid on Capital Debt and Leases	(420)
Net Cash Provided (Used) by Capital and Related Financing Activities	<u>1,102,124</u>
CASH FLOWS FROM INVESTING ACTIVITIES	
Investment Income	<u>2,272</u>
Net Cash Provided (Used) by Investing Activities	<u>2,272</u>
Net Increase (Decrease) in Cash and Cash Equivalents	1,905,197
Cash and Cash Equivalents, Beginning of Year	-
Cash and Cash Equivalents, End of Year	<u>\$ 1,905,197</u>

LAKE-SUMTER STATE COLLEGE
A Component Unit of the State of Florida
Statement of Cash Flows (Continued)
For the Fiscal Year Ended June 30, 2019

	<u>College</u>
RECONCILIATION OF OPERATING LOSS	
TO NET CASH USED BY OPERATING ACTIVITIES	
Operating Loss	\$ (26,802,102)
Adjustments to Reconcile Operating Loss	
to Net Cash Used by Operating Activities:	
Depreciation Expense	2,615,062
Changes in Assets, Liabilities, Deferred Outflows of Resources,	
and Deferred Inflows of Resources:	
Receivables, Net	998,722
Due from Other Governmental Agencies	(87,377)
Due from Component Unit	(99,213)
Due to Other Governmental Agencies	9,516
Prepaid Expenses	(431,241)
Accounts Payable	201,009
Salaries and Payroll Taxes Payable	(34,571)
Unearned Revenue	20,253
Deposits Held for Others	(24,096)
Compensated Absences Payable	68,728
Other Postemployment Benefits Payable	(5,249)
Net Pension Liability	(268,026)
Deferred Outflows of Resources Related to Pensions	700,828
Deferred Inflows of Resources Related to Pensions	625,689
NET CASH USED BY OPERATING ACTIVITIES	<u><u>\$ (22,512,068)</u></u>
SUPPLEMENTAL DISCLOSURE OF NONCASH INVESTING AND	
CAPITAL FINANCING ACTIVITIES	
Donation of capital assets were recognized on the statement of revenues,	
expenses, and changes in net position, but are not cash transactions for the	
statement of cash flows.	\$ 71,079

The accompanying notes to financial statements are an integral part of this statement.

NOTES TO FINANCIAL STATEMENTS

1. Summary of Significant Accounting Policies

Reporting Entity. The governing body of Lake-Sumter State College,¹ a component unit of the State of Florida, is the College Board of Trustees. The Board of Trustees constitutes a corporation and is composed of nine members appointed by the Governor and confirmed by the Senate. The Board of Trustees is under the general direction and control of the Florida Department of Education, Division of Florida Colleges, and is governed by State law and State Board of Education (SBE) rules. However, the Board of Trustees is directly responsible for the day-to-day operations and control of the College within the framework of applicable State laws and SBE rules. The College serves Lake and Sumter Counties.

Criteria for defining the reporting entity are identified and described in the Governmental Accounting Standards Board's (GASB) *Codification of Governmental Accounting and Financial Reporting Standards*, Sections 2100 and 2600. These criteria were used to evaluate potential component units for which the Board of Trustees is financially accountable and other organizations for which the nature and significance of their relationship with the Board of Trustees are such that exclusion would cause the College's financial statements to be misleading. Based on the application of these criteria, the College is a component unit of the State of Florida, and its financial balances and activities are reported in the State's Comprehensive Annual Financial Report by discrete presentation.

Discretely Presented Component Unit(s). Based on the application of the criteria for determining component units, the Lake-Sumter State College Foundation, Inc. (Foundation), a legally separate entity, is included within the College's reporting entity as a discretely presented component unit and is governed by a separate board.

The Foundation is also a direct-support organization, as defined in Section 1004.70, Florida Statutes, and although legally separate from the College, is financially accountable to the College. The Foundation is managed independently, outside the College's budgeting process, and its powers generally are vested in a governing board pursuant to various State statutes. The Foundation receives, holds, invests, and administers property, and makes expenditures to or for the benefit of the College.

The Foundation is audited by other auditors pursuant to Section 1004.70(6), Florida Statutes. The Foundation's audited financial statements are available to the public and can be obtained from the Executive Vice President for Business Services, Lake-Sumter State College, 9501 US Hwy 441, Leesburg, Florida 34788. The financial data reported on the accompanying financial statements was derived from the Foundation's audited financial statements for the fiscal year ended December 31, 2018.

Basis of Presentation. The College's accounting policies conform with accounting principles generally accepted in the United States of America applicable to public colleges and universities as prescribed by GASB. The National Association of College and University Business Officers (NACUBO) also provides the College with recommendations prescribed in accordance with generally accepted accounting principles promulgated by GASB and the Financial Accounting Standards Board (FASB). GASB allows

¹ The College's Board of Trustees approved the name change from (former name) to College name on (date) pursuant to Section 1001.60(2)(b), Florida Statutes.

public colleges various reporting options. The College has elected to report as an entity engaged in only business-type activities. This election requires the adoption of the accrual basis of accounting and entity wide reporting including the following components:

- Management's Discussion and Analysis
- Basic Financial Statements:
 - Statement of Net Position
 - Statement of Revenues, Expenses, and Changes in Net Position
 - Statement of Cash Flows
 - Notes to Financial Statements
- Other Required Supplementary Information

Measurement Focus and Basis of Accounting. Basis of accounting refers to when revenues, expenses, assets, deferred outflows of resources, liabilities, and deferred inflows of resources are recognized in the accounts and reported in the financial statements. Specifically, it relates to the timing of the measurements made, regardless of the measurement focus applied. The College's financial statements are presented using the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets, deferred outflows of resources, liabilities, and deferred inflows of resources resulting from exchange and exchange-like transactions are recognized when the exchange takes place. Revenues, expenses, gains, losses, assets, deferred outflows of resources, liabilities, and deferred inflows of resources resulting from non-exchange activities are generally recognized when all applicable eligibility requirements, including time requirements, are met. The College follows GASB standards of accounting and financial reporting.

The College's component unit uses the economic resources measurement focus and the accrual basis of accounting, and follows GASB standards of accounting and financial reporting.

Significant interdepartmental sales between auxiliary service departments and other institutional departments have been accounted for as reductions of expenses and not revenues of those departments.

The College's principal operating activity is instruction. Operating revenues and expenses generally include all fiscal transactions directly related to instruction as well as administration, academic support, student services, physical plant operations, and depreciation of capital assets. Non-operating revenues include State noncapital appropriations, Federal and State student financial aid, and investment income (net of unrealized gains or losses on investments). Interest on capital asset-related debt is a non-operating expense. Other revenues generally include revenues for capital construction projects.

The statement of net position is presented in a classified format to distinguish between current and noncurrent assets and liabilities. When both restricted and unrestricted resources are available to fund certain programs, it is the College's policy to first apply the restricted resources to such programs followed by the use of the unrestricted resources.

The statement of revenues, expenses, and changes in net position is presented by major sources and is reported net of tuition scholarship allowances. Tuition scholarship allowances are the difference between the stated charge for goods and services provided by the College and the amount that is actually paid by the student or the third party making payment on behalf of the student. The College calculates its

scholarship allowance by identifying amounts within the student accounts receivable system paid by the student financial aid for tuition and fees. To the extent that these resources are used to pay student charges, the College records a scholarship allowance against student tuition and fees.

The statement of cash flows is presented using the direct method in compliance with GASB Statement No. 9, *Reporting Cash Flows of Proprietary and Nonexpendable Trust Funds and Governmental Entities That Use Proprietary Fund Accounting*.

Cash and Cash Equivalents. The amount reported as cash and cash equivalents consists of cash on hand, cash in demand accounts, and cash with the State Treasury Special Purpose Investment Account (SPIA) and the State Board of Administration (SBA) Florida PRIME Investment pools. For reporting cash flows, the College considers all highly liquid investments with original maturities of 3 months or less, that are not held solely for income or profit, to be cash equivalents. Under this definition, the College considers amounts invested in the State Treasury SPIA and SBA Florida PRIME investment pools to be cash equivalents.

College cash deposits are held in banks qualified as public depositories under Florida law. All such deposits are insured by Federal depository insurance, up to specified limits, or collateralized with securities held in Florida's multiple financial institution collateral pool required by Chapter 280, Florida Statutes. Cash and cash equivalents that are externally restricted to make debt service payments, maintain sinking or reserve funds, or to purchase or construct capital or other restricted assets are classified as restricted.

At June 30, 2019, the College reported as cash equivalents at fair value \$1,736,752 in the State Treasury SPIA investment pool representing ownership of a share of the pool, not the underlying securities (Level 3 inputs, as discussed in Note 4.). Pooled investments with the State Treasury are not registered with the Securities and Exchange Commission. Oversight of the pooled investments with the State Treasury is provided by the Treasury Investment Committee per Section 17.575, Florida Statutes. The authorized investment types are set forth in Section 17.57, Florida Statutes. The State Treasury SPIA investment pool carried a credit rating of AA-f by Standard & Poor's, had an effective duration of 2.71 years and fair value factor of 1.0103 at June 30, 2019. Participants contribute to the State Treasury SPIA investment pool on a dollar basis. These funds are commingled and a fair value of the pool is determined from the individual values of the securities. The fair value of the securities is summed and a total pool fair value is determined. A fair value factor is calculated by dividing the pool's total fair value by the pool participant's total cash balance. The fair value factor is the ratio used to determine the fair value of an individual participant's pool balance. The College relies on policies developed by the State Treasury for managing interest rate risk or credit risk for this investment pool. Disclosures for the State Treasury SPIA investment pool are included in the notes to financial statements of the State's Comprehensive Annual Financial Report.

At June 30, 2019, the College reported as cash equivalents \$50,156 in the Florida PRIME investment pool administered by the SBA pursuant to Section 218.405, Florida Statutes. The College's investments in the Florida PRIME investment pool, which the SBA indicates is a Securities and Exchange Commission Rule 2a7-like external investment pool, are similar to money market funds in which shares are owned in the fund rather than the underlying investments. The Florida PRIME investment pool carried a credit

rating of AAAm by Standard & Poor's and had a weighted-average days to maturity (WAM) of 30 days as of June 30, 2019. A portfolio's WAM reflects the average maturity in days based on final maturity or reset date, in the case of floating-rate instruments. WAM measures the sensitivity of the Florida PRIME investment pool to interest rate changes. The investments in the Florida PRIME investment pool are reported at amortized cost. Section 218.409(8)(a), Florida Statutes, provides that "the principal, and any part thereof, of each account constituting the trust fund is subject to payment at any time from the moneys in the trust fund. However, the executive director may, in good faith, on the occurrence of an event that has a material impact on liquidity or operations of the trust fund, for 48 hours limit contributions to or withdrawals from the trust fund to ensure that the Board [State Board of Administration] can invest moneys entrusted to it in exercising its fiduciary responsibility. Such action must be immediately disclosed to all participants, the trustees, the Joint Legislative Auditing Committee, the Investment Advisory Council, and the Participant Local Government Advisory Council. The trustees shall convene an emergency meeting as soon as practicable from the time the executive director has instituted such measures and review the necessity of those measures. If the trustees are unable to convene an emergency meeting before the expiration of the 48-hour moratorium on contributions and withdrawals, the moratorium may be extended by the executive director until the trustees are able to meet to review the necessity for the moratorium. If the trustees agree with such measures, the trustees shall vote to continue the measures for up to an additional 15 days. The trustees must convene and vote to continue any such measures before the expiration of the time limit set, but in no case may the time limit set by the trustees exceed 15 days." As of June 30, 2019, there were no redemption fees or maximum transaction amounts, or any other requirements that serve to limit a participant's daily access to 100 percent of their account value.

Capital Assets. College capital assets consist of land, construction in progress, buildings, other structures and improvements, furniture, machinery, and equipment, and assets under capital leases. These assets are capitalized and recorded at cost at the date of acquisition or at acquisition value at the date received in the case of gifts and purchases of State surplus property. Additions, improvements, and other outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred. The College has a capitalization threshold of \$5,000 for tangible personal property and \$25,000 for buildings and other structures and improvements. Depreciation is computed on the straight-line basis over the following estimated useful lives:

- Buildings – 40 years
- Other Structures and Improvements – 10 years
- Furniture, Machinery, and Equipment:
 - Computer Equipment – 3 years
 - Vehicles, Office Machines, and Educational Equipment – 5 years
 - Furniture – 7 years

Noncurrent Liabilities. Noncurrent liabilities include bonds payable, compensated absences payable, other postemployment benefits payable, and net pension liabilities that are not scheduled to be paid within the next fiscal year.

Pensions. For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net positions of the Florida Retirement System (FRS) defined benefit plan and the Health Insurance Subsidy (HIS) defined benefit plan and additions to/deductions from the FRS and HIS fiduciary net positions have been determined on the same basis as they are reported by the FRS and the HIS plans. Benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with benefit terms. Investments are reported at fair value.

2. Deficit Net Position in Individual Funds

The College reported an unrestricted net position, which included a deficit in the current funds - unrestricted, as shown below.

<u>Fund</u>	<u>Net Position</u>
Current Funds - Unrestricted	\$ (7,247,593)
Auxiliary Funds	925,945
Total Unrestricted Net Position	\$ (6,321,648)

As shown in the following schedule, this deficit can be attributed to the full recognition of long-term liabilities (i.e., compensated absences payable, OPEB payable, and net pension liabilities) in the current unrestricted funds that are expected to be paid over time and financed by future appropriations.

Total Unrestricted Net Position Before Recognition of Long Term Liabilities, Deferred Outflows of Resources, and Deferred Inflows of Resources		3,823,151
Amount Expected to be Financed in Future Years:		
Net Pension Liability and Related Deferred Outflows of Resources and Deferred Inflows of Resources	8,267,345	
Compensated Absences Payable	1,287,076	
Net Postemployment Benefits and Related Deferred Outflows of Resources and Deferred Inflows of Resources	590,378	
Total Amount Expected to be Financed in Future Years		\$ (10,144,799)
Total Unrestricted Net Position		<u>\$ (6,321,648)</u>

3. Investments – Component Unit

Fair Value Measurement. The Foundation categorizes the fair measurements of its investments based on the fair value hierarchy established by generally accepted accounting principles (GAAP). The fair value hierarchy which has three levels, is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets, Level 2 inputs are significant other observable inputs, and Level 3 inputs are significant unobservable inputs. The Foundation does not have any investments measured using Level 2 or 3 inputs.

Fair value measurements of the Foundation's Investments at December 31, 2018, are reported as follows:

		Fair Value Measurements Using		
		Quoted Prices in Active Markets for Identical Assets (Level 1)	Significant Other Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)
Investments by fair value level	Amount			
United States Treasury Securities	791,670	791,670	-	-
Bonds and Notes	5,195,016	5,195,016	-	-
Stocks and Other Equity Securities	-	-	-	-
Mutual Funds				
Equities	9,676,381	9,676,381	-	-
Bonds	-	-	-	-
Total investments by fair value level	<u>\$ 15,663,067</u>	<u>\$ 15,663,067</u>	<u>\$ -</u>	<u>\$ -</u>
Investments measured at the net asset value (NAV)				
Multi-Strategy Hedge Funds	-			
Real Estate Funds	-			
Money Market Funds	-			
Total investments measured at NAV	<u>-</u>			
Total investments measured at fair value	<u><u>\$ 15,663,067</u></u>			

The Foundation mitigates risk by utilizing investment managers to build a portfolio with the right risk profile.

The following risks apply to the Foundation's investment in debt securities:

Interest Rate Risk –Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. The Foundation's investment policy does not limit investment maturities except with respect to cash equivalents, which must have a maximum average maturity of less than one year. The Foundation manages its exposure to fair value losses from increasing interest rates through the segmented time distribution method.

Credit Risk –Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. The Foundation's investment policy limits its fixed income investments to an overall weighted average credit rating of "A" or better by Moody's or better by Standard & Poor's. No more than 15% of

the fixed income portion of the portfolio shall be rated below investment grade (below Baa/BBB). All commercial paper investments must have a minimum rating of A1/P1 by Standard & Poor's and Moody's, respectively. Obligations of the U.S. Government and obligations explicitly guaranteed by the U.S. Government are not considered to have credit risk. At December 31, 2012, the Foundation's investments in bonds and notes had credit quality ratings by nationally-recognized rating agencies ranging from Aa2 to Aaa by Moody's and from A to AAA by Standard & Poor's.

Custodial Credit Risk – Custodial credit risk is the risk that, in the event of failure of a counterpart to a transaction, the Foundation will not be able to recover the value of investment or collateral securities that are in the possession of an outside party. Lending of the Foundation's portfolio of securities is expressly prohibited by the Foundation's investment policy. While the brokerage and trust accounts are in the name of the Foundation, the securities are actually held in the trust department or agent's name.

Concentration of Credit Risk – Concentration of credit risk is the risk of loss attributed to the magnitude of the Foundation's investment in a single issuer. The Foundation's investment policy limits investments in any one company to no more than seven% of the equity portion of its portfolio and no more than ten% of the fixed income portion of its portfolio, and the equity portion of the portfolio must maintain a minimum of twenty positions, with no position of any one issuer exceeding eight% of the manager's total portfolio. Securities issued by the U.S. Government or its agencies are not subject to these limitations. The policy also provides that no more than five% of the portfolio may be invested in commercial paper of any one issuer, and no more than \$3,000,000 in bank certificates of deposit of any single issuer, unless the investments are fully collateralized by U.S. Treasury or agency securities. The policy further limits investments in any one economic sector to no more than ten% of the equity portion of the portfolio may be in American Depository Receipts, and no more than sixty% of the fixed income portion of the portfolio may be invested in either corporate or mortgage-backed securities.

4. Accounts Receivable

Accounts receivable represent amounts for student fee deferments, various student services provided by the College, uncollected commissions for food service and vending machine sales, unused credit memos, and contract and grant reimbursements due from third parties. The accounts receivable are reported net of a \$70,082 allowance for doubtful accounts.

5. Due From Other Governmental Agencies

The amount due from other governmental agencies primarily consists of \$186,579 of Federal and Federal Pass-through State grants.

6. Due From Component Unit

The amount due from component unit consists of amounts owed to the College by the Lake-Sumter State College Foundation, Inc. for college support. The \$263,887 reported as due from component unit

consists of amounts owed by the College to the Foundation pursuant to an agreement to support the Foundation's operations. The College's financial statements are reported for the fiscal year ended June 30, 2019. The College's component unit financial statements are reported for the fiscal year ended December 31, 2018. Accordingly, amounts reported by the College as due from component unit on the statement of net position do not agree with amounts reported by the component unit(s) as due from and to the College.

7. Capital Assets

Capital assets activity for the fiscal year ended June 30, 2019, is shown in the following table:

<u>Description</u>	<u>Beginning Balance</u>	<u>Adjustments</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>
Nondepreciable Capital Assets:					
Land	\$ 6,514,755	\$ -	\$ -	\$ -	\$ 6,514,755
Construction in Progress	2,238	-	505,414	348,183	159,469
Total Nondepreciable Capital Assets	\$ 6,516,995	\$ -	\$ 505,414	\$ 348,183	\$ 6,674,225
Depreciable Capital Assets:					
Buildings	\$ 85,899,244	\$ -	\$ 275,321	\$ -	\$ 86,174,565
Other Structures and Improvements	5,425,013	-	72,862	-	5,497,875
Furniture, Machinery, and Equipment	4,129,907	583,308	478,975	126,995	5,065,195
Assets Under Capital Lease(s)	-	-	-	-	-
Total Depreciable Capital Assets	95,454,164	583,308	827,158	126,995	96,737,635
Less, Accumulated Depreciation:					
Buildings	27,111,431	-	1,972,166	-	29,083,597
Other Structures and Improvements	4,716,646	-	156,262	-	4,872,908
Furniture, Machinery, and Equipment	3,167,333	539,561	486,634	126,995	4,066,533
Assets Under Capital Lease(s)	-	-	-	-	-
Total Accumulated Depreciation	34,995,410	539,561	2,615,062	126,995	38,023,038
Total Depreciable Capital Assets, Net	\$ 60,458,754	\$ 43,747	\$ (1,787,904)	\$ -	\$ 58,714,597

8. Unearned Revenue

Unearned revenue at June 30, 2019 of \$20,253 consists of Agreements with the Lake County Cooper Memorial Library for the security and custodial needs that will be taking place after June 30, 2019.

9. Deferred Outflow / Inflow of Resources

The unrestricted net position amount of (\$6,321,648) includes the effect of the deferred outflow of resources of \$5,298,737 and the deferred inflow of resources of \$1,561,319 at June 30, 2019. These amounts relate to the net pension and OPEB liabilities that are expected to be paid over time.

10. Long-Term Liabilities

Long-term liabilities activity for the fiscal year ended June 30, 2019, is shown in the following table:

<u>Description</u>	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>	<u>Current Portion</u>
Bonds Payable	\$ 12,000	\$ -	\$ 6,000	\$ 6,000	\$ 6,000
Compensated Absences Payable	1,443,124	166,960	98,232	1,511,852	224,776
Other Postemployment Benefits Payable	645,096	-	5,249	639,847	49,469
Net Pension Liability	12,319,093		268,026	12,051,067	
Asset Retirement Obligations Payable	-	-	-	-	-
Total Long-Term Liabilities	\$ 14,419,313	\$ 166,960	\$ 377,507	\$ 14,208,766	\$ 280,245

Bonds Payable. The State Board of Education (SBE) issues capital outlay bonds on behalf of the College. These bonds mature serially and are secured by a pledge of the College's portion of the State-assessed motor vehicle license tax and by the State's full faith and credit. The SBE and the State Board of Administration (SBA) administer the principal and interest payments, investment of debt service resources, and compliance with reserve requirements. The College had the following bonds payable at June 30, 2019:

<u>Bond Type</u>	<u>Amount Outstanding</u>	<u>Interest Rates (Percent)</u>	<u>Annual Maturity To</u>
SBE Capital Outlay Bonds: Series	\$ 6,000	2 - 5%	2020
Total	\$ 6,000		

Annual requirements to amortize all bonded debt outstanding as of June 30, 2019, are as follows:

<u>Fiscal Year Ending June 30</u>	<u>SBE Capital Outlay Bonds and Capital Improvement Revenue Bonds</u>		
	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2020	\$ 6,000	\$ 120	\$ 6,120
2021	-	-	-
	-	-	-
Total	\$ 6,000	\$ 120	\$ 6,120

Compensated Absences Payable. College employees may accrue annual and sick leave based on length of service, subject to certain limitations regarding the amount that will be paid upon termination. The College reports a liability for the accrued leave; however, State noncapital appropriations fund only

the portion of accrued leave that is used or paid in the current fiscal year. Although the College expects the liability to be funded primarily from future appropriations, generally accepted accounting principles do not permit the recording of a receivable in anticipation of future appropriations. At June 30, 2019, the estimated liability for compensated absences, which includes the College's share of the Florida Retirement System and FICA contributions, totaled \$1,511,852. The current portion of the compensated absences liability, \$224,776, is the amount expected to be paid in the coming fiscal year and represents a historical percentage of leave used applied to total accrued leave liability.

Other Postemployment Benefits Payable. The College follows GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*, for other postemployment benefits administered by the Florida College System Risk Management Consortium.

General Information about the OPEB Plan

Plan Description. The Other Postemployment Benefits Plan (OPEB Plan) is a single-employer defined benefit plan administered by the Florida College System Risk Management Consortium that provides OPEB for all employees who satisfy the College's retirement eligibility provisions. Pursuant to the provisions of Section 112.0801, Florida Statutes, former employees who retire from the College are eligible to participate in the College's health and hospitalization plan for medical, prescription drug, dental, vision, and life insurance coverage. The College subsidizes the premium rates paid by retirees by allowing them to participate in the OPEB Plan at reduced or blended group (implicitly subsidized) premium rates for both active and retired employees. These rates provide an implicit subsidy for retirees because, on an actuarial basis, their current and future claims are expected to result in higher costs to the OPEB Plan on average than those of active employees. The College does not offer any explicit subsidies for retiree coverage. Retirees are required to enroll in the Federal Medicare (Medicare) program for their primary coverage as soon as they are eligible. The OPEB Plan contribution requirements and benefit terms of the College and the OPEB Plan members are established and may be amended by action from the Board. No assets are accumulated in a trust that meet the criteria in paragraph 4 of GASB Statement No. 75.

Benefits Provided. The OPEB Plan provides healthcare benefits for retirees and their dependents. The OPEB Plan only provides an implicit subsidy as described above.

Employees Covered by Benefit Terms. At June 30, 2018, the following employees were covered by the benefit terms:

Inactive Employees or Beneficiaries Currently Receiving Benefits	18
Inactive Employees Entitled to But Not Yet Receiving Benefits	4
Active Employees	250
Total	272

Total OPEB Liability

The College's total OPEB liability of \$639,847 was measured as of June 30, 2018, and was determined by an actuarial valuation as of that date.

Actuarial Assumptions and Other Inputs. The total OPEB liability in the June 30, 2018, actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Inflation	2.6 percent
Salary increases	5.90 percent, average, including inflation
Discount rate	3.87 percent
Healthcare cost trend rates	7.50 percent for 2017, decreasing to an ultimate rate of 5.0 percent by 2023
Benefit-related costs	5.0 percent of projected health insurance premiums for retirees

The discount rate was based on the Bond Buyer General Obligation 20-year Municipal Bond Index.

Mortality rates were based on the Generational RP-2000 with Projection Scale BB.

The demographic actuarial assumptions for mortality, retirement, disability incidence, and withdrawal used in the June 30, 2017, valuation were based on the results of an actuarial experience study for the period January 1, 2010, through December 31, 2014, adopted by the FRS.

The remaining actuarial assumptions (e.g., initial per capita costs, health care cost trends, rate of plan participation, rates of plan election, etc.) used in the June 30, 2017, valuation were based on a review of recent plan experience done concurrently with the June 30, 2018, valuation.

Changes in the Total OPEB Liability

	Amount
Balance at 6/30/18	\$ 645,096
Changes for the year:	
Service Cost	43,404
Interest	22,068
Changes of Benefit Terms	-
Differences Between Expected and Actual Experience	-
Changes in Assumptions or Other Inputs	(19,849)
Benefit Payments	(50,872)
Net Changes	(5,249)
Balance at 6/30/19	\$ 639,847

Changes of assumptions and other inputs reflect a change in the discount rate from 3.56 percent in 2017 to 3.87 percent in 2018.

Sensitivity of the Total OPEB Liability to Changes in the Discount Rate. The following table presents the total OPEB liability of the College, as well as what the College's total OPEB liability would be if it were calculated using a discount rate that is 1 percentage point lower (2.87 percent) or 1 percentage point higher (4.87 percent) than the current rate:

	1% Decrease (2.87%)	Current Discount Rate (3.87%)	1% Increase (4.87%)
Total OPEB liability	\$707,884	\$639,847	\$582,375

Sensitivity of the Total OPEB Liability to Changes in the Healthcare Cost Trend Rates. The following table presents the total OPEB liability of the College, as well as what the College's total OPEB liability would be if it were calculated using healthcare cost trend rates that are 1 percentage point lower or 1 percentage point higher than the current healthcare cost trend rates:

	1% Decrease	Healthcare Cost Trend Rates	1% Increase
Total OPEB liability	\$560,420	\$639,847	\$754,145

OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

For the fiscal year ended June 30, 2019, the College recognized OPEB expense of \$59,725. At June 30, 2019, the College reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

Description	Deferred Outflows of Resources	Deferred Inflows of Resources
Change of assumptions or other inputs	-	46,305
Transactions subsequent to the measurement date	49,469	-
Total	\$ 49,469	\$ 46,305

Of the total amount reported as deferred outflows of resources related to OPEB, \$49,469 resulting from benefits paid subsequent to the measurement date and before the end of the fiscal year will be included as a reduction of the total OPEB liability in the year ended June 30, 2020. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

Fiscal Year Ending June 30	Amount
2020	\$ (5,747)
2021	(5,747)
2022	(5,747)
2023	(5,747)
2024	(5,747)
Thereafter	(17,570)
Total	\$ (46,305)

Net Pension Liability. As a participating employer in the Florida Retirement System (FRS), the College recognizes its proportionate share of the collective net pension liabilities of the FRS cost-sharing multiple-employer defined benefit plans. As of June 30, 2019, the College's proportionate share of the net pension liabilities totaled \$12,051,067. Note 13 includes a complete discussion of defined benefit pension plans.

11. Retirement Plans – Defined Benefit Pension Plans

General Information about the Florida Retirement System (FRS)

The FRS was created in Chapter 121, Florida Statutes, to provide a defined benefit pension plan for participating public employees. The FRS was amended in 1998 to add the Deferred Retirement Option Program (DROP) under the defined benefit plan and amended in 2000 to provide a defined contribution plan alternative to the defined benefit plan for FRS members effective July 1, 2002. This integrated defined contribution pension plan is the FRS Investment Plan. Chapter 121, Florida Statutes, also provides for nonintegrated, optional retirement programs in lieu of the FRS to certain members of the Senior Management Service Class employed by the State and faculty and specified employees of State colleges. Chapter 112, Florida Statutes, established the HIS Program, a cost-sharing multiple-employer defined benefit pension plan to assist retired members of any State-administered retirement system in paying the costs of health insurance.

Essentially all regular employees of the College are eligible to enroll as members of the State-administered FRS. Provisions relating to the FRS are established by Chapters 121 and 122, Florida Statutes; Chapter 112, Part IV, Florida Statutes; Chapter 238, Florida Statutes; and FRS Rules, Chapter 60S, Florida Administrative Code; wherein eligibility, contributions, and benefits are defined and described in detail. Such provisions may be amended at any time by further action from the Florida Legislature. The FRS is a single retirement system administered by the Florida Department of Management Services, Division of Retirement, and consists of two cost-sharing multiple-employer defined benefit plans and other nonintegrated programs. A comprehensive annual financial report of the FRS, which includes its financial statements, required supplementary information, actuarial report, and other relevant information, is available from the Florida Department of Management Services Web site (www.dms.myflorida.com).

The College's FRS and HIS pension expense totaled \$1,831,293 for the fiscal year ended June 30, 2019.

FRS Pension Plan

Plan Description. The FRS Pension Plan (Plan) is a cost-sharing multiple-employer defined benefit pension plan, with a DROP for eligible employees. The general classes of membership are as follows:

- *Regular Class* – Members of the FRS who do not qualify for membership in the other classes.
 - *Senior Management Service Class (SMSC)* – Members in senior management level positions.
 - *Special Risk Class* – Members who are employed as law enforcement officers and meet the criteria to qualify for this class.
-

Employees enrolled in the Plan prior to July 1, 2011, vest at 6 years of creditable service and employees enrolled in the Plan on or after July 1, 2011, vest at 8 years of creditable service. All vested members, enrolled prior to July 1, 2011, are eligible for normal retirement benefits at age 62 or at any age after 30 years of creditable service. All members enrolled in the Plan on or after July 1, 2011, once vested, are eligible for normal retirement benefits at age 65 or any time after 33 years of creditable service. Employees enrolled in the Plan may include up to 4 years of credit for military service toward creditable service. The Plan also includes an early retirement provision; however, there is a benefit reduction for each year a member retires before his or her normal retirement date. The Plan provides retirement, disability, death benefits, and annual cost-of-living adjustments to eligible participants.

The DROP, subject to provisions of Section 121.091, Florida Statutes, permits employees eligible for normal retirement under the Plan to defer receipt of monthly benefit payments while continuing employment with an FRS-participating employer. An employee may participate in DROP for a period not to exceed 60 months after electing to participate. During the period of DROP participation, deferred monthly benefits are held in the FRS Trust Fund and accrue interest. The net pension liability does not include amounts for DROP participants, as these members are considered retired and are not accruing additional pension benefits.

Benefits Provided. Benefits under the Plan are computed on the basis of age and/or years of service, average final compensation, and service credit. Credit for each year of service is expressed as a percentage of the average final compensation. For members initially enrolled before July 1, 2011, the average final compensation is the average of the 5 highest fiscal years' earnings; for members initially enrolled on or after July 1, 2011, the average final compensation is the average of the 8 highest fiscal years' earnings. The total percentage value of the benefit received is determined by calculating the total value of all service, which is based on retirement plan and/or the class to which the member belonged when the service credit was earned. Members are eligible for in-line-of-duty or regular disability and survivors' benefits. The following table shows the percentage value for each year of service credit earned:

<u>Class, Initial Enrollment, and Retirement Age/Years of Service</u>	<u>% Value</u>
Regular Class members initially enrolled before July 1, 2011	
Retirement up to age 62 or up to 30 years of service	1.60
Retirement at age 63 or with 31 years of service	1.63
Retirement at age 64 or with 32 years of service	1.65
Retirement at age 65 or with 33 or more years of service	1.68
Regular Class members initially enrolled on or after July 1, 2011	
Retirement up to age 65 or up to 33 years of service	1.60
Retirement at age 66 or with 34 years of service	1.63
Retirement at age 67 or with 35 years of service	1.65
Retirement at age 68 or with 36 or more years of service	1.68
Senior Management Service Class	2.00
Special Risk Class	3.00

As provided in Section 121.101, Florida Statutes, if the member was initially enrolled in the Plan before July 1, 2011, and all service credit was accrued before July 1, 2011, the annual cost-of-living adjustment is 3 percent per year. If the member was initially enrolled before July 1, 2011, and has service credit on or after July 1, 2011, there is an individually calculated cost-of-living adjustment. The annual cost-of-living adjustment is a proportion of 3 percent determined by dividing the sum of the pre-July 2011 service credit by the total service credit at retirement multiplied by 3 percent. Plan members initially enrolled on or after July 1, 2011, will not have a cost-of-living adjustment after retirement.

Contributions. The Florida Legislature establishes contribution rates for participating employers and employees. Contribution rates during the 2018-19 fiscal year were:

<u>Class</u>	<u>Percent of Gross Salary</u>	
	<u>Employee</u>	<u>Employer (1)</u>
FRS, Regular	3.00	8.26
FRS, Senior Management Service	3.00	24.06
FRS, Special Risk	3.00	24.50
Deferred Retirement Option Program (applicable to members from all of the above classes)	0.00	14.03
FRS, Reemployed Retiree	(2)	(2)

(1) Employer rates include 1.66 percent for the postemployment health insurance subsidy. Also, employer rates, other than for DROP participants, include 0.06 percent for administrative costs of the Investment Plan.

(2) Contribution rates are dependent upon retirement class in which reemployed.

The College's contributions to the Plan totaled \$789,290 for the fiscal year ended June 30, 2019.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions. At June 30, 2019, the College reported a liability of \$8,020,847 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2018, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2018. The College's proportionate share of the net pension liability was based on the College's 2017-18 fiscal year contributions relative to the total 2017-18 fiscal year contributions of all participating members. At June 30, 2018, the College's proportionate share was .026828381 percent, which was an increase/a decrease of .001114808 from its proportionate share measured as of June 30, 2017.

For the fiscal year ended June 30, 2019, the College recognized pension expense of \$1,494,485. In addition, the College reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

<u>Description</u>	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ 684,569	\$ 24,847
Change of assumptions	2,640,428	-
Net difference between projected and actual earnings on FRS Plan investments	-	624,344
Changes in proportion and differences between College FRS contributions and proportionate share of contributions	285,422	282,353
College FRS contributions subsequent to the measurement date	811,093	-
Total	\$ 4,421,512	\$ 931,544

The deferred outflows of resources totaling \$811,093, resulting from College contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the fiscal year ending June 30, 2020. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

<u>Fiscal Year Ending June 30</u>	<u>Amount</u>
2020	\$ 1,037,909
2021	708,329
2022	98,762
2023	471,656
2024	315,376
Thereafter	46,843
Total	\$ 2,678,875

Actuarial Assumptions. The total pension liability in the July 1, 2018, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.60 percent
Salary increases	3.25 percent, average, including inflation
Investment rate of return	7.00 percent, net of pension plan investment expense, including inflation

Mortality rates were based on the Generational RP-2000 with Projection Scale BB.

The actuarial assumptions used in the July 1, 2018, valuation were based on the results of an actuarial experience study for the period July 1, 2008, through June 30, 2013.

The long-term expected rate of return on pension plan investments was not based on historical returns, but instead is based on a forward-looking capital market economic model. The allocation policy's description of each asset class was used to map the target allocation to the asset classes shown below. Each asset class assumption is based on a consistent set of underlying assumptions and includes an adjustment for the inflation assumption. The target allocation and best estimates of arithmetic and geometric real rates of return for each major asset class are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation (1)</u>	<u>Annual Arithmetic Return</u>	<u>Compound Annual (Geometric) Return</u>	<u>Standard Deviation</u>
Cash	1%	3.0%	3.0%	1.8%
Fixed Income	18%	4.5%	4.4%	4.2%
Global Equity	53%	7.8%	6.6%	17.0%
Real Estate (Property)	10%	6.6%	5.9%	12.8%
Private Equity	6%	11.5%	7.8%	30.0%
Strategic Investments	12%	6.1%	5.6%	9.7%
Total	100%			
Assumed inflation - Mean			2.6%	1.9%

(1) As outlined in the Plan's investment policy.

Discount Rate. The discount rate used to measure the total pension liability was 7.00 percent. The Plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the discount rate for calculating the total pension liability is equal to the long-term expected rate of return. The discount rate used in the 2018 valuation was updated from 7.10 percent to 7.00 percent.

Sensitivity of the College's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate. The following presents the College's proportionate share of the net pension liability calculated using the discount rate of 7.00 percent, as well as what the College's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1 percentage point lower (6.00 percent) or 1 percentage point higher (8.00 percent) than the current rate:

	<u>1% Decrease (6.00%)</u>	<u>Current Discount Rate (7.00%)</u>	<u>1% Increase (8.00%)</u>
College's proportionate share of the net pension liability	\$14,747,885	\$8,080,847	\$2,543,478

Pension Plan Fiduciary Net Position. Detailed information about the Plan's fiduciary net position is available in the separately issued FRS Pension Plan and Other State Administered Systems Comprehensive Annual Financial Report.

Payables to the Pension Plan. At June 30, 2019, the College reported a payable of \$113,607 for the outstanding amount of contributions to the Plan required for the fiscal year ended June 30, 2019.

HIS Pension Plan

Plan Description. The HIS Pension Plan (HIS Plan) is a cost-sharing multiple-employer defined benefit pension plan established under Section 112.363, Florida Statutes, and may be amended by the Florida Legislature at any time. The benefit is a monthly payment to assist retirees of State-administered retirement systems in paying their health insurance costs and is administered by the Florida Department of Management Services, Division of Retirement.

Benefits Provided. For the fiscal year ended June 30, 2019, eligible retirees and beneficiaries received a monthly HIS payment of \$5 for each year of creditable service completed at the time of retirement with a minimum HIS payment of \$30 and a maximum HIS payment of \$150 per month, pursuant to Section 112.363, Florida Statutes. To be eligible to receive a HIS benefit, a retiree under a State-administered retirement system must provide proof of health insurance coverage, which can include Medicare.

Contributions. The HIS Plan is funded by required contributions from FRS participating employers as set by the Florida Legislature. Employer contributions are a percentage of gross compensation for all active FRS members. For the fiscal year ended June 30, 2019, the contribution rate was 1.66 percent of payroll pursuant to Section 112.363, Florida Statutes. The College contributed 100 percent of its statutorily required contributions for the current and preceding 3 years. HIS Plan contributions are deposited in a separate trust fund from which HIS payments are authorized. HIS Plan benefits are not guaranteed and are subject to annual legislative appropriation. In the event the legislative appropriation or available funds fail to provide full subsidy benefits to all participants, benefits may be reduced or canceled.

The College's contributions to the HIS Plan totaled \$142,430 for the fiscal year ended June 30, 2019.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions. At June 30, 2019, the College reported a net pension liability of \$3,970,220 for its proportionate share of the net pension liability. The current portion of the net pension liability is the College's proportionate share of benefit payments expected to be paid within 1 year, net of the College's proportionate share of the HIS Plan's fiduciary net position available to pay that amount. The net pension liability was measured as of June 30, 2018, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2017, and update procedures were used to determine liabilities as of July 1, 2018. The College's proportionate share of the net pension liability was based on the College's 2017-18 fiscal year contributions relative to the total 2017-18 fiscal year contributions of all participating members. At June 30, 2018, the College's proportionate share was .037511131 percent, which was a decrease of .00004005 from its proportionate share measured as of June 30, 2017.

For the fiscal year ended June 30, 2019, the College recognized pension expense of \$336,808. In addition, the College reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

<u>Description</u>	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Change of assumptions	\$ 441,538	\$ 419,765
Net difference between projected and actual earnings on HIS Plan investments	60,782	6,745
Changes in proportion and differences between College HIS contributions and proportionate share of HIS contributions	242,505	156,961
College contributions subsequent to the measurement date	142,430	-
Total	\$ 887,255	\$ 583,471

The deferred outflows of resources totaling \$142,430, resulting from College contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the fiscal year ending June 30, 2020. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

<u>Fiscal Year Ending June 30</u>	<u>Amount</u>
2020	\$ 112,693
2021	112,276
2022	78,657
2023	17,666
2024	(109,662)
Thereafter	(50,276)
Total	\$ 161,354

Actuarial Assumptions. The total pension liability at July 1, 2018, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.60 percent
Salary Increases	3.25 percent, average, including inflation
Municipal bond rate	3.87 percent

Mortality rates were based on the Generational RP-2000 with Projection Scale BB.

While an experience study had not been completed for the HIS Plan, the actuarial assumptions that determined the total pension liability for the HIS Plan were based on certain results of the most recent experience study for the FRS Plan.

Discount Rate. The discount rate used to measure the total pension liability was 3.87 percent. In general, the discount rate for calculating the total pension liability is equal to the single rate equivalent to discounting at the long-term expected rate of return for benefit payments prior to the projected depletion date. Because the HIS benefit is essentially funded on a pay-as-you-go basis, the depletion date is considered to be immediate, and the single equivalent discount rate is equal to the municipal bond rate selected by the plan sponsor. The Bond Buyer General Obligation 20-Bond Municipal Bond Index was adopted as the applicable municipal bond index. The discount rate used in the 2018 valuation was updated from 3.58 percent to 3.87 percent.

Sensitivity of the College's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate. The following presents the College's proportionate share of the net pension liability calculated using the discount rate of 3.87 percent, as well as what the College's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1 percentage point lower (2.87 percent) or 1 percentage point higher (4.87 percent) than the current rate:

<u>1% Decrease (2.87%)</u>	<u>Current Discount Rate (3.87%)</u>	<u>1% Increase (4.87%)</u>
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College's proportionate share of the net pension liability	\$4,521,848	\$3,970,220	\$3,510,406
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Pension Plan Fiduciary Net Position. Detailed information about the HIS Plan's fiduciary net position is available in the separately issued FRS Pension Plan and Other State Administered Systems Comprehensive Annual Financial Report.

Payables to the Pension Plan. At June 30, 2019, the College reported a payable of \$19,891 for the outstanding amount of contributions to the HIS Plan required for the fiscal year ended June 30, 2019.

12. Retirement Plans – Defined Contribution Pension Plans

FRS Investment Plan. The SBA administers the defined contribution plan officially titled the FRS Investment Plan (Investment Plan). The Investment Plan is reported in the SBA's annual financial statements and in the State's Comprehensive Annual Financial Report.

As provided in Section 121.4501, Florida Statutes, eligible FRS members may elect to participate in the Investment Plan in lieu of the FRS defined benefit plan. College employees already participating in the State College System Optional Retirement Program or DROP are not eligible to participate in the Investment Plan. Employer and employee contributions are defined by law, but the ultimate benefit depends in part on the performance of investment funds. Service retirement benefits are based upon the value of the member's account upon retirement. Benefit terms, including contribution requirements, are established and may be amended by the Florida Legislature. The Investment Plan is funded with the same employer and employee contributions rates, that are based on salary and membership class (Regular Class, Senior Management Service Class, etc.), as the FRS defined benefit plan. Contributions are directed to individual member accounts and the individual members allocate contributions and account balances among various approved investment choices. Costs of administering the Investment Plan, including the FRS Financial Guidance Program, are funded through an employer contribution of 0.06 percent of payroll and by forfeited benefits of Investment Plan members. Allocations to the Investment Plan member accounts during the 2018-19 fiscal year were as follows:

<u>Class</u>	<u>Percent of Gross Compensation</u>
FRS, Regular	6.30
FRS, Senior Management Service	7.67
FRS, Special Risk Regular	14.00

For all membership classes, employees are immediately vested in their own contributions and are vested after 1 year of service for employer contributions and investment earnings regardless of membership class. If an accumulated benefit obligation for service credit originally earned under the FRS Pension Plan is transferred to the Investment Plan, the member must have the years of service required for FRS Pension Plan vesting (including the service credit represented by the transferred funds) to be vested for these funds and the earnings on the funds. Non-vested employer contributions are placed in a

suspense account for up to 5 years. If the employee returns to FRS-covered employment within the 5-year period, the employee will regain control over their account. If the employee does not return within the 5-year period, the employee will forfeit the accumulated account balance. For the fiscal year ended June 30, 2019, the information for the amount of forfeitures was unavailable from the SBA; however, management believes that these amounts, if any, would be immaterial to the College.

After termination and applying to receive benefits, the member may roll over vested funds to another qualified plan, structure a periodic payment under the Investment Plan, receive a lump-sum distribution, leave the funds invested for future distribution, or any combination of these options. Disability coverage is provided in which the member may either transfer the account balance to the FRS Pension Plan when approved for disability retirement to receive guaranteed lifetime monthly benefits under the FRS Pension Plan, or remain in the Investment Plan and rely upon that account balance for retirement income.

The College's Investment Plan pension expense totaled \$372,818 for the fiscal year ended June 30, 2019.

State College System Optional Retirement Program. Section 1012.875, Florida Statutes, provides for an Optional Retirement Program (Program) for eligible college instructors and administrators. The Program is designed to aid colleges in recruiting employees by offering more portability to employees not expected to remain in the FRS for 8 or more years.

The Program is a defined contribution plan, which provides full and immediate vesting of all contributions submitted to the participating companies on behalf of the participant. Employees in eligible positions can make an irrevocable election to participate in the Program, rather than the FRS, and purchase retirement and death benefits through contracts provided by certain insurance carriers. The employing college contributes 5.15 percent of the participant's salary to the participant's account, 3.5 percent to cover the unfunded actuarial liability of the FRS pension plan for a total of 8.65 percent, and employees contribute 3 percent of the employee's salary. Additionally, the employee may contribute, by payroll deduction, an amount not to exceed the percentage contributed by the college to the participant's annuity account. The contributions are invested in the company or companies selected by the participant to create a fund for the purchase of annuities at retirement.

The College's contributions to the Program totaled \$68,643 and employee contributions totaled \$39,987 for the 2018-19 fiscal year.

13. Construction Commitments

The College had the following projects in progress as of June 30, 2019. The construction commitments at June 30, 2019, were as follows:

<u>Project Description</u>	<u>Total Commitment</u>	<u>Completed to Date</u>	<u>Balance Committed</u>
SSB 2nd fl remodel	\$ 2,238	\$ (2,238)	\$ -
Scoreboard	78,125	(15,625)	62,500
Parking Lot	25,390	(25,390)	-
Disk Golf	5,600	(5,600)	-
Wireless Access PH II	67,950	(67,950)	-
Water/Sewer-Leesburg	42,667	(42,667)	-
Total	\$ 221,970	\$ (159,470)	\$ 62,500

Additional commitments to these and other projects are expected in the upcoming year.

14. Operating Lease Commitments

The College leased 47 printers under (an) operating lease(s), which expire(s) in 2024. These leased assets and the related commitments are not reported on the College's statement of net position. Operating lease payments are recorded as expenses when paid or incurred. Outstanding commitments resulting from these lease agreements are contingent upon future appropriations. Future minimum lease commitments for these non-cancelable operating leases are as follows:

<u>Fiscal Year Ending June 30</u>	<u>Amount</u>
2020	\$ 53,845
2021	49,952
2022	49,952
2023	45,447
2024	32,287
2025-2029	-
Total Minimum Payments Required	\$ 231,483

15. Risk Management Programs

The College is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The College provided coverage for these risks primarily through the Florida College System Risk Management Consortium (Consortium), which was created under authority of Section 1001.64(27), Florida Statutes, by the boards of trustees of the Florida public colleges for the purpose of joining a cooperative effort to develop, implement, and participate in a coordinated State-wide college risk management program. The Consortium is self-sustaining through member assessments (premiums) and purchases excess insurance through commercial companies for claims in excess of specified amounts. Excess insurance from commercial companies provided coverage of up to \$100 million for property insurance. Insurance coverage obtained through the Consortium included fire and extended property, general and automobile liability, workers' compensation, health, life, and other liability coverage. Settled claims resulting from these risks have not exceeded commercial coverage in any of the past 3 fiscal years.

16. Litigation

The College is involved in pending legal actions. The range of potential loss from all such claims and actions, as estimated by the College's legal counsel and management, should not materially affect the College's financial position.

17. Functional Distribution of Operating Expenses

The functional classification of an operating expense (instruction, academic support, etc.) is assigned to a department based on the nature of the activity, which represents the material portion of the activity attributable to the department. For example, activities of an academic department for which the primary departmental function is instruction may include some activities other than direct instruction such as public service. However, when the primary mission of the department consists of instructional program elements, all expenses of the department are reported under the instruction classification. The operating expenses on the statement of revenues, expenses, and changes in net position are presented by natural classifications. The following are those same expenses presented in functional classifications as recommended by NACUBO:

<u>Functional Classification</u>	<u>Amount</u>
Instruction	\$ 8,699,664
Public Services	165,655
Academic Support	4,760,135
Student Services	3,721,560
Institutional Support	6,075,904
Operation and Maintenance of Plant	4,275,956
Scholarships and Waivers	5,419,392
Depreciation	2,615,062
Auxiliary Enterprises	96,509
Total Operating Expenses	<u>\$ 35,829,837</u>

18. Discretely Presented Component Unit

The College has one discretely presented component units as discussed in Note 1. These component units represent 100% of the transactions and account balances of the aggregate discretely presented component units columns of the financial statements. The following financial information is from the most recently available audited financial statements for the component units:

Condensed Statement of Net Position

	Direct-Support Organizations			Other	
	LSSC	Name of	Name of	Name of	Total
	Foundation	DPCU	DPCU	DPCU	
Assets:					
Current Assets	\$ 12,389	\$ -	\$ -	\$ -	\$ 12,389
Capital Assets, Net	636	-	-	-	636
Other Noncurrent Assets	7,773	-	-	-	7,773
Total Assets	20,798	-	-	-	20,798
Deferred Outflows of Resources	-	-	-	-	-
Liabilities:					
Current Liabilities	76	-	-	-	76
Noncurrent Liabilities	-	-	-	-	-
Total Liabilities	76	-	-	-	76
Deferred Inflows of Resources	1,163	-	-	-	1,163
Net Position:					
Net Investment in Capital Assets	636	-	-	-	636
Restricted Nonexpendable	6,595	-	-	-	6,595
Restricted Expendable	11,751	-	-	-	11,751
Unrestricted	577	-	-	-	577
Total Net Position	\$ 19,559	\$ -	\$ -	\$ -	\$ 19,559

Condensed Statement of Revenues, Expenses, and Changes in Net Position

	Direct-Support Organizations			Other	
	LSSC	Name of	Name of	Name of	Total
	Foundation	DPCU	DPCU	DPCU	
Operating Revenues	\$ 1,487	\$ -	\$ -	\$ -	\$ 1,487
Operating Expenses	(2,766)	-	-	-	(2,766)
Operating Income (Loss)	(1,279)	-	-	-	(1,279)
Net Nonoperating Revenues (Expenses):					
Nonoperating Revenues	(1,205)	-	-	-	(1,205)
Investment Income	403	-	-	-	403
Additions to Endowments	25	-	-	-	25
Net Nonoperating Revenues (Expenses)	(777)	-	-	-	(777)
Other Revenues, Expenses, Gains, and Losses	-	-	-	-	-
Increase (Decrease) in Net Position	(2,056)	-	-	-	(2,056)
Net Position, Beginning of Year	19,560	-	-	-	(2,056)
Adjustment to Beginning Net Position (1)	-	-	-	-	-
Net Position, Beginning of Year, as Restated	19,560	-	-	-	19,560
Net Position, End of Year	\$ 17,504	\$ -	\$ -	\$ -	\$ 17,504

19. Current Unrestricted Funds

The Southern Association of Colleges and Schools, Commission on Colleges, which establishes the accreditation requirements for institutions of higher education, requires a disclosure of the financial position of unrestricted net position, exclusive of plant assets and plant-related debt, which represents the change in unrestricted net position. To meet this requirement, statements of net position and revenues, expenses, and changes in net position for the current unrestricted funds are presented as follows:

Statement of Current Unrestricted Funds Net Position

ASSETS

Current Assets:

Cash and Cash Equivalents	\$ 4,292,412
Accounts Receivable, Net	319,050
Due from Other Funds	9,701
Due from Component Units	159,311
Prepaid Expenses	714,699
Other Assets	2,397

TOTAL ASSETS

5,497,570

DEFERRED OUTFLOWS OF RESOURCES

Other Postemployment Benefits	
Pensions	5,298,737
Accumulated Decrease in Fair Value of Hedging Derivatives	-

LIABILITIES

Current Liabilities:

Accounts Payable	600,174
Deposits Held for Others	3,645
Salary and Payroll Taxes Payable	729,798
Unearned Revenue	20,253
Compensated Absences Payable	224,776
Net Pension Liability	49,469

Total Current Liabilities

1,628,115

Noncurrent Liabilities:

Compensated Absences Payable	1,287,076
Other Postemployment Benefits Payable	590,378
Net Pension Liability	12,051,067

TOTAL LIABILITIES

15,556,636

DEFERRED INFLOWS OF RESOURCES

Other Postemployment Benefits	46,304
Pensions	1,515,015

TOTAL NET POSITION

\$ (6,321,648)

**Statement of Current Unrestricted Funds Revenues,
Expenses, and Changes in Net Position**

REVENUES

Operating Revenues:

Student Tuition and Fees, Net of Scholarship	
Allowances of \$	\$ 7,874,577
Sales and Services of Educational Departments	5,348
Auxiliary Enterprises, Net	263,701
Other Operating Revenues	1,750,618
Total Operating Revenues	9,894,244

EXPENSES

Operating Expenses:

Personnel Services	19,797,149
Scholarships and Waivers	34,747
Utilities and Communications	1,361,825
Contractual Services	927,215
Other Services and Expenses	2,098,806
Materials and Supplies	877,099
Total Operating Expenses	25,096,841
Operating Loss	(15,202,597)

NONOPERATING REVENUES (EXPENSES)

State Noncapital Appropriations	14,714,564
Gifts and Grants	171,200
Investment Income (Loss)	218
Other Nonoperating Revenues	1,538
Interest on Capital Asset-Related Debt	-
Other Nonoperating Expenses	-
Net Nonoperating Revenues (Expenses)	14,887,520

Income (Loss) Before Other Revenues,

Expenses, Gains, or Losses	(315,077)
Transfers to/from Other Funds	(547,821)

Increase (Decrease) in Net Position

Net Position, Beginning of Year	(5,458,750)
Net Position, End of Year	\$ (6,321,648)

OTHER REQUIRED SUPPLEMENTARY INFORMATION

Schedule of Changes in the College's Total Other Postemployment Benefits Liability and Related Ratios

	2019	2018
Total OPEB Liability		
Service cost	\$ 43,404	\$ 46,260
Interest	22,068	19,265
Changes of benefit terms	-	-
Difference between expected and actual experience	-	-
Changes of assumptions or other inputs	(19,849)	(35,904)
Benefit Payments	(50,872)	(48,731)
Net change in total OPEB liability	(5,249)	(19,110)
Total OPEB Liability - beginning, as Restated	645,096	664,206
Total OPEB Liability - ending	\$ 639,847	\$ 645,096
Covered-Employee Payroll	\$ 11,424,377	\$ 11,424,377
Total OPEB Liability as a percentage of covered-employee payroll	5.60%	5.65%

**Schedule of the College's Proportionate Share of the Net Pension Liability –
Florida Retirement System Pension Plan**

	<u>2018 (1)</u>	<u>2017 (1)</u>	<u>2016 (1)</u>	<u>2015 (1)</u>
College's proportion of the FRS net pension liability	0.026828381%	.027943189%	.027285022%	.028816871%
College's proportionate share of the FRS net pension liability	\$ 8,080,847	\$ 8,265,408	\$ 6,889,489	\$ 3,722,085
College's covered payroll (2)	\$ 13,470,141	\$ 13,683,155	\$ 13,894,753	\$ 12,865,517
College's proportionate share of the FRS net pension liability as a percentage of its covered payroll	59.99%	60.41%	49.58%	28.93%
FRS Plan fiduciary net position as a percentage of the FRS total pension liability	84.26%	83.89%	84.88%	92.00%

(1) The amounts presented for each fiscal year were determined as of June 30.

(2) Covered payroll includes defined benefit plan actives, investment plan members, State college system optional retirement plan members, and members in DROP because total employer contributions are determined on a uniform basis (blended rate) as required by Part III of Chapter 121, Florida Statutes.

Schedule of College Contributions – Florida Retirement System Pension Plan

	<u>2019 (1)</u>	<u>2018 (1)</u>	<u>2017 (1)</u>	<u>2016 (1)</u>
Contractually required FRS contribution	\$ 811,093	\$ 842,550	\$ 875,574	\$ 617,033
FRS contributions in relation to the contractually required contribution	<u>(811,093)</u>	<u>(842,550)</u>	<u>(875,574)</u>	<u>(617,033)</u>
FRS contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
College's covered payroll (2)	\$ 13,470,141	\$ 13,769,760	\$ 13,683,155	\$ 13,894,753
FRS contributions as a percentage of covered payroll	6.02%	6.12%	6.40%	5.0%

(1) The amounts presented for each fiscal year were determined as of June 30.

(2) Covered payroll includes defined benefit plan actives, investment plan members, State college system optional retirement plan members, and members in DROP because total employer contributions are determined on a uniform basis (blended rate) as required by Part III of Chapter 121, Florida Statutes.

<u>2014 (1)</u>	<u>2013 (1)</u>
.028388597%	.0230143%
\$ 1,732,122	\$ 3,961,785
\$ 12,444,911	\$ 11,664,616
13.92%	33.96%
96.09%	88.54%

<u>2015 (1)</u>	<u>2014 (1)</u>
\$ 702,580	\$ 621,831
<u>(702,580)</u>	<u>(621,831)</u>
\$ -	\$ -
\$ 12,865,517	\$ 12,444,911
5.46%	5.00%

**Schedule of the College's Proportionate Share of the Net Pension Liability –
Health Insurance Subsidy Pension Plan**

	<u>2018 (1)</u>	<u>2017 (1)</u>	<u>2016 (1)</u>	<u>2015 (1)</u>
College's proportion of the HIS net pension liability	0.037511131%	.037911615%	.039627564%	.036911297%
College's proportionate share of the HIS net pension liability	\$ 3,970,220	\$ 4,053,685	\$ 4,618,428	\$ 3,764,372
College's covered payroll (2)	\$ 12,354,694	\$ 12,157,788	\$ 12,237,683	\$ 11,215,377
College's proportionate share of the HIS net pension liability as a percentage of its covered payroll	%	33.34%	37.74%	33.56%
HIS Plan fiduciary net position as a percentage of the HIS total pension liability	2.15%	1.64%	0.97%	0.50%

(1) The amounts presented for each fiscal year were determined as of June 30.

(2) Covered payroll includes defined benefit plan actives, investment plan members, and members in DROP.

Schedule of College Contributions – Health Insurance Subsidy Pension Plan

	<u>2019 (1)</u>	<u>2018 (1)</u>	<u>2017 (1)</u>	<u>2016 (1)</u>
Contractually required HIS contribution	\$ 142,430	\$ 228,340	\$ 195,414	\$ 193,414
HIS contributions in relation to the contractually required HIS contribution	(142,430)	(228,340)	(195,414)	(193,414)
HIS contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -
College's covered payroll (2)	\$ 13,470,141	\$ 12,354,694	\$ 12,157,788	\$ 12,237,683
HIS contributions as a percentage of covered payroll	1.06%	1.85%	1.61%	1.58%

(1) The amounts presented for each fiscal year were determined as of June 30.

(2) Covered payroll includes defined benefit plan actives, investment plan members, and members in DROP.

<u>2014 (1)</u>	<u>2013 (1)</u>
.035779918%	.034050966%
\$ 3,345,510	\$ 2,964,584
\$ 10,636,070	\$ 9,892,723
31.45%	29.97%
0.99%	1.78%

<u>2015 (1)</u>	<u>2014 (1)</u>
\$ 141,098	\$ 122,570

<u>(141,098)</u>	<u>(122,570)</u>
\$ -	\$ -
\$ 11,215,377	\$ 10,636,070

1.26%

1.15%

DRAFT

NOTES TO REQUIRED SUPPLEMENTARY INFORMATION

1. Schedule of Changes in the College's Total Other Postemployment Benefits Liability and Related Ratios

No assets are accumulated in a trust that meet the criteria in paragraph 4 of GASB Statement No. 75 to pay related benefits.

Changes of Assumptions. There was a change in the total OPEB liability arising from the change in the discount rate from 3.56 percent at the prior Measurement Date to 3.87 at the current Measurement Date.

**2. Schedule of Net Pension Liability and Schedule of Contributions –
Florida Retirement System Pension Plan**

Changes of Assumptions. The long-term expected rate of return was decreased from 7.10 percent to 7.00 percent, and the active member mortality assumption was updated.

**3. Schedule of Net Pension Liability and Schedule of Contributions –
Health Insurance Subsidy Pension Plan**

Changes of Assumptions. The municipal rate used to determine total pension liability increased from 3.58 percent to 3.87 percent.



Lake Sumter State College

OFFICE OF THE PRESIDENT

Present to the Board: September 18, 2019

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 509 – Information: First Reading amended Board Rule 3.01 Academic
Freedom and Responsibility

OVERVIEW:

The District Board is authorized to establish rules in accordance with the Administrative Procedures Act [Florida Statutes 1001.64] that insure proper operation, improvement, and management of the College consistent with the rules adopted by the State Board of Education.

ANALYSIS:

The legislation referenced in Board Rule 3.01 specifically references “Academic Freedom and responsibility” so it is appropriate for the corresponding Board Rule to carry that same language. Additionally, Board Rule 3.01 references a State Board of Education rule (6A.0261) that has been repealed. Other changes are to clean up the language in the rule.

Board Rule 3.01, The proposed amended Board Rule 3.01 Academic Freedom has added “and Responsibility” along with updated language for the SACSCOC reaffirmation process and the repeal of SBE6A-14.0261, consistent with the revised administrative procedure.

RECOMMENDATION:

The College recommends that the District Board review the amendments to Board Rule 3.05 in preparation for approval at the October 16, 2019 meeting.

LAKE-SUMTER STATE COLLEGE

BOARD RULE

TITLE: Academic Freedom and Responsibility

NUMBER: 3.01

AUTHORITY: Florida Statutes 1001.64 (18)
SBE 6A-14.0261

PAGE: 1 of 1

HISTORY: New - 7/1/65
Amended - 8/1/68, 9/12/73, 6/19/96, 4/7/99, 6/16/99
Reviewed – 5/18/09

DATE ADOPTED:

6/16/99

REFER TO PROCEDURE NUMBER:

PRO 3-01

The District Board subscribes to the following statement regarding academic freedom:

Academic freedom and responsibility in teaching, research, and creativity are essential to Lake-Sumter State College. In the development of knowledge, research endeavors, and creative activities, ~~college-College~~ faculty and the student body must be free to cultivate a spirit of inquiry and scholarly criticism and to examine ideas in an atmosphere of freedom and confidence. Consistent with the exercise of academic responsibility, faculty must have the opportunity to study a full spectrum of ideas, opinions, and beliefs in acquiring maturity for analysis and judgment. Each faculty member, ~~and~~ is expected to present such matters objectively and skillfully.

The faculty is expected to take the initiative in promoting its own growth individually as teachers, scholars, and professional and occupational practitioners.

The college instructor is a citizen, a member of a learned profession, and an academic officer of an educational institution. ~~He or she~~ They should be constantly mindful that these roles may be inseparable in the public view, and that duties should be carried out in a professional, ethical, and collegial manner that enhances the purpose of Lake-Sumter State College.



Lake Sumter State College

OFFICE OF THE PRESIDENT

Present to the Board: September 18, 2019

TO: Lake-Sumter State College
District Board of Trustees

FROM: Dr. Stanley M. Sidor
President

RE: 510 – Action: Second 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 and approve as written.

**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, 6/19/96, 7/24/19

Reviewed – 1/20/04, 5/18/09

DATE ADOPTED:

9/18/19

1. 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.



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: September 18, 2019

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 511 – Board Committee Assignment

OVERVIEW:

The Lake-Sumter State College District Board of Trustees are broken down into four areas of service Strategic Planning, Foundation, Sumter Partnership, and Facilities. The Board Chairman will divide the board into these committees based on their area of expertise.

ANALYSIS:

The Lake-Sumter State College District Board of Trustees Chairman will announce each committee member and select the chairman to plan and oversee the named committee.

RECOMMENDATION:

It is recommended that Board approve this item as written.

District Board of Trustees

Bryn Blaise

Marcia Butler

Jennifer Hill

Jennifer Hooten

Bret Jones

Emily Lee

Tim Morris

Peter Wahl

Committees

Facilities

LSSC Foundation, Inc.

Strategic Planning

Sumter Partnership



Lake Sumter State College

OFFICE OF THE PRESIDENT

Present to the Board: September 18, 2019

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 512 – Evaluation for College President

OVERVIEW:

Each year the Lake-Sumter State College President completes an evaluation based on his performance the prior year.

ANALYSIS:

The evaluation metrics are created by the president and approved by the Lake-Sumter State College Board of Trustees. The board receives a JotForm to complete their individual evaluation which is compiled by the board attorney.

RECOMMENDATION:

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



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: September 18, 2019

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 513 – Honors Program Articulation with UCF

OVERVIEW:

LSSC is the only FCS institution in Central Florida without an articulation agreement that will allow our honors students to transfer into the UCF honors program.

ANALYSIS:

This articulation agreement will benefit students in the new LSSC Honors Program and will help to market the program to prospective students.

RECOMMENDATION:

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

LAKE-SUMTER STATE COLLEGE
UNIVERSITY OF CENTRAL FLORIDA
THE BURNETT HONORS COLLEGE
AND
LAKE-SUMTER STATE COLLEGE HONORS PROGRAM
ARTICULATION AGREEMENT

UCF ARTICULATED HONORS TRANSFER STUDENT PROGRAM

Title of Agreement : HONORS TRANSFER STUDENT PROGRAM
Type of Agreement : ARTICULATED HONORS TO HONORS AGREEMENT
Major : ALL
Division : ACADEMIC AFFAIRS
Degree : ALL UNDERGRADUATE DEGREES
Options/Tracks : UNIVERSITY HONORS
Limited Access : YES

INTRODUCTION

The purpose of this Agreement is to facilitate the matriculation of Lake-Sumter State College Honors Program A.A. graduates into The Burnett Honors College at the University of Central Florida (UCF). UCF desires to provide transferring Lake-Sumter State College Honors Program students with the opportunity to continue Honors studies at UCF. Under the conditions of this Agreement, The Burnett Honors College agrees to accept Lake-Sumter State College Honors Program A.A. graduates directly into The Burnett Honors College University Honors program.

UCF PROVISIONS

The University of Central Florida will:

1. Accept into The Burnett Honors College Lake-Sumter State College graduates who have met the requirements of the Lake-Sumter State College Honors Program, earned the Honors A.A. Diploma, and have been admitted to UCF;
2. Waive the University Honors twelve (12) hour lower division Honors General Education Program and the Honors Freshman Symposium requirements;
3. Provide facilities, Honors seminars, Honors courses, and all other opportunities provided to native UCF Honors College students;

4. Acknowledge admitted Lake-Sumter State College Honors Program transfer students in the same manner as native Burnett Honors College students at graduation and other ceremonies upon completion of the University Honors program and graduation requirements;
5. Award admitted transfer students the University Honors designation on the Diploma and transcripts upon completion of The Burnett Honors College requirements; and
6. Allow full Honors recognition in all forms of reference by The Burnett Honors College faculty to increase the students' competitive advantage for admission to graduate schools and for career opportunities.

STUDENT PROVISIONS

Students entering The Burnett Honors College will have:

1. Graduated from Lake-Sumter State College with an Honors A.A. degree and Honors Program recognition;
2. Matriculated directly from Lake-Sumter State College to UCF upon completion of the Honors A.A.;
3. Completed a minimum of eighteen (18) hours of Honors course work at Lake-Sumter State College as part of an Honors A.A.; and
4. Entered UCF from Lake-Sumter State College with a cumulative GPA of 3.500 or higher.
5. Submitted a complete Burnett Honors College University Honors application in a timely fashion (no later than the first day of classes at UCF.)

LAKE-SUMTER STATE COLLEGE PROVISIONS

Lake-Sumter State College Honors Program will meet the following criteria:

1. Provide a separate, appropriate Honors curriculum or Honors Track with approved Honors courses; include in Appendix: list of Honors courses offered during the past academic year and courses scheduled for the upcoming academic year; provide this information yearly no later than July 1st of each year (URL to active and current Website is acceptable.)
2. Define a set of academic standards which are applied in a consistent manner for admission to the Lake-Sumter State College Honors Program; include in Appendix the number of students admitted to the Honors program during the past academic year; provide this information yearly no later than July 1st of each year.
3. Define a set of academic standards which are applied in a consistent manner for maintaining Honors program participation and graduation with the Honors A.A. Diploma; include in the Appendix the number of students graduating with Honors A.A. diplomas in the past year; provide this information yearly no later than July 1st of each year.
4. Provide the Honors Program Director with release time from their standard teaching load each major semester to manage the Program; include the brief CV of the Honors Director and updated contact information no later of July 1st of each year. The release time will be evaluated and approved by the Vice President of Academic Affairs on an annual basis.

5. Provide co-curricular Honors experiences such as field trips, lectures from visiting scholars, discussion groups, Honors Club, etc.; include in Appendix description of programs or URL of active and current Website no later of July 1st of each year. Provide a supervisory body consisting of faculty, administrators, and Honors Program students that oversees the Program; include in Appendix a description of the supervisory body no later than July 1st of each year.
6. Provide specialized academic advising for the Honors Program students; include contact information for the Honors advisors/offices no later of July 1st of each year.
7. Provide a separate resource center where Honors students have access to computers and other special resources to enrich educational experience; include in the Appendix a description of facilities or appropriate URLs to active and current Websites no later of July 1st of each year

AGREEMENT PROVISIONS

Updates

This Agreement is subject to change by legislative action, the Department of Education, the Florida Board of Education, the University of Central Florida, Lake-Sumter State College or external accrediting agencies. Any changes to this agreement must be agreed to in writing by both parties. This agreement will be renewed by both parties on a yearly basis to ensure the timeliness of this document.

Resources

No party hereto is obligated hereby to expend any resources whatsoever in connection with this Agreement. To the extent any external funding is required by the university or the college in order to implement this Agreement and funding for such purposes is not appropriated by the Legislature of the State of Florida or is not otherwise available to either party, neither shall henceforth have further financial obligations hereunder. In the event the university or college does not have sufficient legislative appropriations or other funding support to carry out any obligations under this Agreement, the affected party shall immediately notify the other of such fact and of such portions of this Agreement that may be deemed terminated as a result of such failure of appropriations.

Terms

This Agreement shall take effect on August 1st, 2019, and shall be reviewed and updated annually unless either party provides the other written notice no later than sixty (60) days prior to the expiration of the preceding term that it wishes to terminate this Agreement. If either party fails to follow the terms and conditions of the Agreement as set forth herein, the other party has the right to terminate this Agreement immediately upon written notice to the other. However, Lake-Sumter State College transfer students already enrolled in The Burnett Honors College shall be allowed to continue under the conditions of the Agreement in force at the time of their admission to UCF.

Notices with respect to rights and obligations of each party hereto shall be provided as follows:

University of Central Florida:

Dr. Elizabeth Dooley, Provost and Vice President, Academic Affairs
Dr. Sheila Piñeres, Dean, Burnett Honors College
Dr. Martin Dupuis, Associate Dean, Burnett Honors College
Dr. Melody Bowdon, Interim Vice Provost, Division of Teaching & Learning
Interim Dean, College of Undergraduate Studies

Lake-Sumter State College:

Dr. Douglas A. Wymer, Vice President of Academic Affairs
Amber Karlins, Coordinator of the Honors Program

Modifications, additions, or deletions from this Agreement must be in writing and signed by both parties. The designated representatives for the university and college, signing below, approve for their respective boards of trustees.

APPROVALS

UNIVERSITY OF CENTRAL FLORIDA



Signed: Saturday, August 10, 2019

Dr. Thaddeus Seymour Date
Interim President

LAKE-SUMTER STATE COLLEGE

Dr. Stanley Sidor Date
President



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: September 18, 2019

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 514 – Honors Program Articulation with UCF

OVERVIEW:

LSSC is the only FCS institution in Central Florida without an articulation agreement that will allow our honors students to transfer into the UCF honors program.

ANALYSIS:

This articulation agreement will benefit students in the new LSSC Honors Program and will help to market the program to prospective students.

RECOMMENDATION:

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

**PARTNERSHIP AGREEMENT
BETWEEN
LAKE-SUMTER STATE COLLEGE
SEMINOLE STATE COLLEGE
VALENCIA COLLEGE**

This Partnership Agreement (the "Agreement") is a cooperative effort for academic purposes and is made and entered into effective as of the thirty-first day of March 2019. (the Effective Date).

BY, BETWEEN, AND AMONG,

District Board of Trustees (Lake-Sumter) State College, 1405 County Road 526A, Sumterville, Florida 33585, District Board of Trustees of Seminole State College of Florida ("Seminole" or "SSC"), 100 Weldon Boulevard Sanford, Florida 32773 and District Board of Trustees (Valencia) College, P.O. Box 3028, Orlando, Florida 32828 (Collectively, the "State Colleges").

BACKGROUND:

- Community healthcare agencies and hospitals, Lake Sumter, Seminole, Valencia and the University of Central Florida formed a partnership to increase the number of registered nurses and the number of bachelor degreed nurses in Central Florida (Region 12), as defined by Lake, Orange, Osceola, Seminole, and Sumter Counties. This group successfully advocated to the State of Florida for the three state colleges to be granted respective permissions to establish RN-to-BSN programs, approved Fall, 2017.
- The State Colleges have worked together to develop a standard Baccalaureate in Nursing (BSN) Degree including curriculum that requires for each State College respectively to offer the same core courses and allow each State College to offer different elective courses. The State Colleges are providing students pursuing the BSN degree at the State Colleges in Region 12 the ability to select the electives that best meet their learning/practice needs. (see Appendix A)

IN CONSIDERATION OF and as a condition of the foregoing, the State Colleges entering into this Agreement agree to the following:

The RN-to-BSN programs at Lake-Sumter State College (LSSC), Seminole State College of Florida (SCC), and Valencia College (VC), referred to as the State Colleges have committed to the following:

1. The nursing curriculum for the RN-to-BSN program is comprised of:
 - a. NUR3825 Professional Role Transition
 - b. NUR3125 Pathophysiology
 - c. NUR3169 Evidence and Research in Nursing Practice
 - d. NUR3667 Diversity and Global Trends in Nursing
 - e. NUR3634C Community and Public Health Nursing
 - f. NUR4837 Healthcare Policy and Economics in Nursing
 - g. NUR4829 Leadership in Nursing
 - h. NUR4945C Nursing Capstone
 - i. Two Nursing Course Electives (institutionalized as specified in Paragraph 2 herein.)

2. Each State College will offer two (2) or more elective courses, and students from any of the State Colleges may take these electives as transient students at any State College:
 - a. NUR3145 Pharmacology
 - b. NUR3678 Nursing Care of Vulnerable Populations
 - c. NUR3870 Informatics in Healthcare
 - d. NUR4257 Critical Care Nursing
 - e. NUR4286 Gerontological Nursing
 - f. HSC4404 Medical Disaster Management
3. The course objectives for each core and elective course have been developed by representatives from the three (3) State Colleges' nursing programs (Appendix A).
4. The textbooks for each core and elective course have been selected by representatives from the three (3) State Colleges' nursing programs (Appendix B).
5. Core curriculum, program electives, textbooks, and course objectives, as described below in Section 7, will be discussed at the bi-annually meeting by representatives of the three (3) State Colleges' nursing programs.
6. Each State College may determine their teaching style, learning activities, and assessment activities within the State College parameters.
7. Representatives from the three (3) State Colleges' nursing programs will meet at least bi-annually. Meetings will include discussions, at a minimum of:
 - a. Student and enrollment data will be updated and trended.
 - b. Program outcomes will be reported and assessed.

LAKE-SUMTER STATE COLLEGE

By:

Dr. Stanley M. Sidor, President

Date

Approved as to Form and Legality

By: JCS Date: 7/10/19

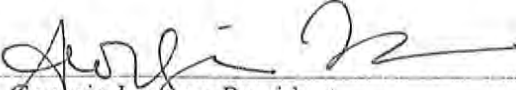
Jonathan Squires, Esq.

Associate General Counsel

Seminole State College

SEMINOLE STATE COLLEGE

By:



Dr. Georgia Lorenz, President

8.9.19

Date

VALENCIA COLLEGE

By:

Dr. Sanford C. Shugart, President

Date

Appendix A

Textbooks for each course

NUR 3125 Pathophysiology

Huether, S.E., & McCance, K.L., (2017). 6th edition of *Understanding Pathophysiology*. Elsevier

NUR 3145 Pharmacology – ELECTIVE

Burchum, J.R. and Rosenthal, L.D., (2016). 9th edition of *Lehne's Pharmacology for Nursing Care*. Elsevier ISBN: 978-0-323-32190-7

NUR 3169 Evidence and Research in Nursing Practice

Melnik, B.M. & Fineout-Overhold, E. (2018). 4th edition of *Evidence-Based Practice in Nursing & Healthcare*. Wolters Kluwer. *Being released October 2018*.

NUR 3634C Community and Public Health Nursing

Andrews, M., & Boyle, (2015). 7th edition of *Transcultural concepts in nursing care*, Wolters Kluwer: Lippincott Williams & Wilkins. ISBN: 9781451193978

Rector, C., (2018). 9th edition of *Community and Public Health Nursing*. Wolter Kluwer.

ISBN: 9781496349828

U.S. Department of Health and Human Services, (2010). *Healthy People: 2020*

NUR 3667 Diversity and Global Trends in Nursing

Holtz, C. (2017). 3rd edition of *Global health care: Issues and policies*. Jones and Bartlett Learning.

Spector, Rachel, (2016). 9th edition of *Cultural Diversity in Health and Illness*. Pearson.

NUR 3678 Nursing Care of Vulnerable Populations – ELECTIVE *No textbook.*

NUR 3825 Professional Role Transition – this should be the 1st course every student takes

Hood, L.J. (2018) 9th edition of *Leddy & Pepper's Professional Nursing*. Wolters Kluwer

NUR 3870 Informatics in Healthcare - ELECTIVE

Saba, V. K. & McCormick, K. (2015). 6th edition of *Essentials of Nursing Informatics*. McGraw-Hill.

American Nurses Association (2014). 2nd edition of *Nursing Informatics: Scope and Standards of Practice*. Nursesbooks.org

NUR 4257 Critical Care Nursing - ELECTIVE

Sole, M.L., Klein, D.G., Moseley, M.J., (2017). 7th edition of *Introduction to critical care nursing*, Lippincott.

NUR 4286 Gerontological Nursing – ELECTIVE

Touhy, T.A. & Jett, K.J.. (2016). 9th edition of *Ebersole & Hess' Toward Healthy Aging*. ISBN: 9780323321389

HSC 4404 Disaster Management - ELECTIVE

Landesman, L.Y. and Burke, R.V. (2017). 4th edition of *Public Health Management of Disasters: The Practice Guide*. American Public Health Association. ISBN-13: 978-0875532790

NUR 4829 Leadership and Management in Nursing

Cherry, B., & Jacob, S. (2017). 7th edition of *Contemporary nursing: Issues, trends, & management*. Elsevier. ISBN: 978-0-323-39022-4

Yoder-Wise, P. (2015). 6th edition of *Leading and managing in nursing*. Elsevier. ISBN: 978-0-323-18577-6

NUR 4837 Healthcare Policy and Economics in Nursing

Mason, Gardner, Outlaw & O'Grady, (2016). 7th edition of *Policy & politics in nursing and health care*, Elsevier. ISBN: 9780323241441

NUR 4945C Nursing Capstone *No new textbooks needed.*

Required for all courses

American Psychological Association. (2009). 6th edition of *Publication manual of the American Psychological Association*. American Psychological Association.

- Determine the role of the nurse in handling health care data.
- Discuss health care informatics as it relates to nursing administration, education, clinical practice and research.
- Examine security and ethical issues as they relate to healthcare team collaboration and nursing Informatics.

NUR 4257 Critical Care Nursing

- Discuss the effect of the critical care environment on clients and families.
- Analyze ethical issues that are common in the critical care environment, using a problem-based approach.
- Explain nursing assessment findings that indicate life-threatening alterations in the stability of a critically ill client and evaluation of interventions.
- Evaluate pharmacologic agents frequently used to treat clients with life-threatening alterations in homeostasis.
- Demonstrate appropriate clinical judgment in planning and providing safe nursing care in the critical care environment.

NUR 4286 Gerontological Nursing

- Compare and contrast physiological, psychosocial, and emotional changes that occur with the aging process and how these affect the nursing care needs of geriatric clients.
- Analyze the unique health needs of older adults.
- Prioritize strategies related to assessment and prevention of illness in the older adult.
- Determine appropriate nursing interventions related to a variety of health problems in the older adult;
- Analyze ethical issues related to the care of the older adult; and construct research questions that remain unanswered both in your personal learning and in the profession of gerontological nursing.

HSC 4404 Disaster Management - ELECTIVE

- Analyze the long-term impact of disasters on individuals, families, and communities.
- Evaluate how public health coordinates, plans, prioritizes, and administers public health in a disaster.
- Discuss how comprehensive emergency management systems that exists in the United States prepares and responds to disasters.
- Contrast how surveillance programs and disaster communication within organizations guides disaster planning, emergency response, and the process of evaluation.
- Analyze population groups most at-risk from disaster.
- Examine ethical considerations in disaster situations.

NUR 4829 Leadership and Management in Nursing

- Compare and contrast the components of organizational structure and culture.
- Analyze selected leadership and management theories pertinent to the delivery of quality healthcare in complex microsystems.

- Evaluate planned change, conflict resolution, and decision making as a member of interprofessional teams.
- Appraise nurse sensitive indicators that incorporate safety and support quality healthcare outcomes.
- Analyze microsystems to determine advocacy needs for clients.
- Correlate the relationship of lifelong learning to career trajectory.

NUR 4837 Healthcare Policy and Economics in Nursing

- Discriminate how the development of health care policy and social factors impact the implementation of client-centered care.
- Critique health policy issues and their relationship to challenges in nursing practice.
- Participate as a nursing professional in political and legislative efforts to influence health care policy.
- Analyze laws, regulations, and policies at the institutional, local, state, and national levels.
- Evaluate, from a nursing perspective, issues concerning health care delivery on decision makers within healthcare organizations.

NUR 4945C Nursing Capstone

- Apply theoretical knowledge and evidence-based practice in the selected practice experience site.
- Participate in leadership and collaboration to enhance patient outcomes in the selected practice experience site.
- Make use of technology and resources that will enhance communication, safety, and promote high-quality, patient-centered care in the selected practice experience site.
- Evaluate one's growth in professional identity at a baccalaureate-level of nursing practice through the process of reflective journaling.
- Function at a baccalaureate-level of nursing practice by taking part in critical thinking, evidence-based practice, informatics, quality improvement, communication, safety, teamwork, collaboration, leadership, and patient-centered, culturally sensitive care in the clinical decision-making process and outcomes.
- Create a Curriculum Vitae that summarizes the student's educational and clinical experiences and skills, research activities, awards, publications, presentations, and other achievements upon completion of the RN-BSN program.



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: September 18, 2019

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 515 – Acting President

OVERVIEW:

In the absense of the College President, Dr. Stanley Sidor will assign an acting President and they will execute directly or by delegation, all executive and administrative duties in connection with the operation of the College.

ANALYSIS:

The acting President will be responsible for the organization and administration of the College and will exercise authority in the absense of the current President.

RECOMMENDATION:

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