INCLUSIVE WEBSITE EXPERIENCE

Lake-Sumter State College is committed to ensuring that all students and visitors, including persons with disabilities, are able to access and use all of our services, programs and activities. We recognize that many individuals are increasingly using our website to access information and obtain services.

We understand that website users who have disabilities may use the website with the assistance of technology, including screen readers, captioning, transcripts, and other auxiliary aids and services. We are committed to providing all website users with information about our services and alternative ways we can offer these services.

Lake-Sumter State College is committed to making our websites accessible to all audiences. We are continually seeking solutions to improve LSSC.edu. Our website offers a wide range of information, and we recognize that for users with disabilities, some material on our site may pose challenges. If there are changes we can make to our website to make it easier to use, or if you encounter material or services that you cannot access, please let us know. Your feedback helps us to identify areas where we can improve.

We strive to ensure that our website will comply with Web Content Accessibility Guidelines (WCAG) put forth by the World Wide Web Consortium (W3C), but recognize that alternatives to using the website should be available in the event that a user with a disability encounters a problem using our website.

If you are unable to access information or documents posted on this website, please send us an email at websupport@lssc.edu with as much of the following information as possible:

- Your name
- Your phone number
- Your email address
- The date and time you encountered the problem
- The web page or address where the problem occurred
- What occurred or what you were unable to do
- Any error messages you received.

Lake-Sumter State College
DISTRICT BOARD OF TRUSTEES
Wednesday, October 16, 2019
Sumter Center

5:00 p.m.—BOARD MEETING

I.   CALL TO ORDER...Mr. Wahl

II.   PLEDGE OF ALLEGIANCE and MOMENT OF SILENCE

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

CONSENT CONSIDERATIONS   (Tab A) ....Mr. Wahl/Dr. Sidor
   ACTIONS and ACKNOWLEDGEMENTS
516   Action: Minutes of September 18, 2019 Regular Board Meeting and Workshop
517   Action: Human Resources Transactions
518   Action: Purchases of $25,000
519   Acknowledgement: Facilities Update
520   Action: Monthly Fiscal Report for September 2019
521   Action: Write-Off of Tangible Personal Property

SCHEDULED INFORMATION REPORTS   (Tab B)
522   President's Update... Dr. Sidor
   -   Meetings/Activities/Misc.
   -   Legislative Update
   -   Vice Presidents Report
523   Committee Reports...Mr. Wahl
   -   Executive Committee
   -   Foundation Liaison- E. Lee
524   Board Attorney's Report...Mrs. Geraci-Carver

ACTION AFTER PUBLIC COMMENT (Tab C)...Mr. Wahl/Dr. Sidor
525   Second Reading: Revision of Board Rule 3.01 Academic Freedom and Responsibility ....
   Dr. Wymer

NEW BUSINESS   (Tab D)...Mr. Wahl/Dr. Sidor
526   First Reading: Revision of Board Rule 1.03 Appointment/Dismissal of The President and
   Terms of Office...Dr. Bigard
527   Action: 2019-20 Salary Schedule and Classification Schedule.........................Dr. Bigard
528   Action: Textbook Affordability Report ....Mr. Thom Kieft
529   Information: Health Insurance Benefit Renewal...Dr. Bigard
530   Information: Strategic Plan Update...Dr. Bigard
531   Information: Redd Ash Update ....Dr. Wymer
532   Action: National Science Foundation-ATE Grant..Dr. Wymer

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

ADJOURNMENT...Mr. Wahl

CALENDAR NOTES:

Distinguished Alumni	Thursday, October 17, 2019 6 p.m.	Mission Inn
Lakehawk Community Day	Friday, October 18, 2019	Off Site Service Project
Monster Dash	Saturday, October 26, 2019	Leesburg Campus
Next Executive Committee Meeting	Tuesday, November 12, 2019	Leesburg Campus
Next Board Meeting	Wednesday, November 20, 2019	South Lake Campus
Thanksgiving Break	November 27-29, 2019	Campuses Closed
Fall Commencement	Friday, December 6, 2019 10 a.m.	LSSC Gym
Trustee Legislative Conference	January 15-16, 2020	Tallahassee

Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: October 16, 2019

TO: Lake-Sumter State College
           District Board of Trustees

FROM: Stanley M. Sidor
           President

RE: 516 – Minutes of September 18, 2019 Board Meeting/ Workshop

OVERVIEW:
Attached are the minutes of September 18, 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
Florida

Workshop
on
2020-2021 Legislative Budget Priorities
Proposed New Funding Model

September 18, 2019

The Board Workshop called to order on Wednesday, September 18, 2019 at 4:00 p.m. by Mr. Peter Wahl, Board Chairman. Other Board members in attendance were Marcia Butler, Jennifer Hill, Emily Lee, Tim Morris, and Dr. Stanley Sidor, College President.

Dr. Sidor reported that there are a number of things currently happening in Tallahassee regarding the funding model, PECO, and dual enrollment. Nothing has been finalized on any of the following three items discussed.

Proposed New Funding Model

Dr. Bigard reported on the PECO Project Priority. She referred everyone to the handout labelled PECO point system and explained that this is in reaction to the change in legislature (SB190) changing the way that capital projects are prioritized for the Florida College System.

We will be measured on six different measures: prior funding, maintenance and infrastructure and operation, space needs met, college BOT priority, renovation and replacement, and new construction, remodel or renovation without prior funding appropriation. (please see handouts located in packet for a full explanation of each measure).

She explained the priority ranking of the summary score sheet capital improvement plans 2020-21, based on the ranking previously discussed. Although we have moved up in the ranking there are still not enough funds our request. She explained the larger projects at the top are expending the majority of the allocation, due to prior funding from appropriations. The total funding for this year is less than $28 million, unless the state decides to bond. We are still looking at another few years before receiving funding.

Dr. Bigard went over the budget model worksheet and explained how each college has been redistributed by size according to FTE. The model is broken down by bands and we are currently sitting in the 3,000 and 10,000 band. We are concerned by using growth projections which is what placed us in the second band. We are more comfortable being in the 3,000 FTE band. The calculation for FTE is a concern and where the numbers are coming from. The band positioning is still in discussion.

Draft of 2020-2021 Legislative Budget Request

Dr. Sidor reported on dual enrollment and stated that a new fund source is needed. Each of the bills filed last year regarding dual enrollment will be filed again with modifications from the

meeting and workshops finding ways to make it work. The overall intent is the money follows the student. Joe Pickens is committed to changing the current dual enrollment process.

Dr. Sidor presented to 2020-2021 Legislative Priorities and they are as follows:

- Critical Facilities Issues HVAC at South Lake --$910,000
- Math Emporium/STEM Focused Model --$300,000
- Joint Request Lake Technical College Merging Media & Information Technology Programs-$850,884

After a lengthy discussion the board agreed to proceed with the requests.

There being no further business, the workshop was adjourned at 5:00 p.m.

Respectfully submitted,

ATTEST:

_____
Peter F. Wahl, Chairman

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

Recording Secretary: Claudia Morris

DISTRICT BOARD OF TRUSTEES
LAKE-SUMTER STATE COLLEGE
LEESBURG, SUMTERVILLE, CLERMONT
SEPTEMBER 18, 2019

The regular meeting of the District Board of Trustees, Lake-Sumter State College, was called to order at 5:00 p.m. on September 19, 2019, in the Board Room at the Leesburg Campus, by Mr. Pete Wahl, Board Chairman. In attendance was Mr. Bryn Blaise (arrived late 5:20 pm), Mrs. Marcia Butler, Jennifer Hill, Jennifer Hooten, 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

Anita Geraci Carver reported on a few changes this year and changes in the legislature that will go into effect in 2023. Individuals at the college with spending authority over $35,000 are now required to file the Financial Form 1.

In 2023, the state wants everyone to file these required forms electronically. The state will contact Claudia Morris and collect email address and each person will be contacted with a password and instructions on how to login.

CONSENT CONSIDERATIONS- ACTIONS and ACKNOWLEDGEMENTS
Tim Morris moved, and Marcia Butler seconded the motion to approve as presented agenda items numbers 498 through 504 as follows:

Minutes of July 24, 2019, Regular Board Meeting and Workshop
2019-498

Human Resources Transactions/Staff Annual Contracts
2019-499
Appointments of:

Amanda Brandt	effective date 08/13/2019
Winter Walker	effective date 08/13/2019
Dr. Heather Bigard	effective date 07/01/2019
Dr. Laura Byrd	effective date 07/01/2019
Mark Duslak	effective date 07/01/2019
Mike Matulia	effective date 07/01/2019
Tim Sullivan	effective date 07/01/2019
Tracey Hoff	effective date 08/01/2019
Laura Koga	effective date 09/01/2019
Amber Emmons	effective date 08/16/2019
Donna Evans	effective date 08/01/2019

Alexandra Guzman	effective date 07/18/2019
Ashley Hall	effective date 09/03/2019
Tasha King	effective Date 08/01/2019
Keith LeBeau	effective Date 09/03/2019
Rita Mulligan	effective date 09/09/2019
Cooper Schmitt	effective date 09/09/2019
Dallas Henley	effective date 07/01/2019
Chris Holze	effective date 08/26/2019
Francisco Rios	effective date 08/01/2019
John Wesley Redman	effective date 07/16/2019
Anthony Grande	effective date 08/01/2019
Robert Kinne	effective date 08/01/2019

Resignation of:

Richard Rogers	effective date 08/14/2019
Paula Jones	effective date 08/12/2019
Jesse Gomes	effective date 08/14/2019
Tamela Mankewich	effective date 07/29/2019
Wendell Collie	effective date 08/12/2019
Chris Holze	effective date 08/28/2019
Francisco Rios	effective date 08/12/2019

Separation of:

David Renna	effective date 07/25/2019

Monthly Fiscal Report for August 2019
2019-500

Facilities Update
2019-501

Purchases over $25,000
2019-502

2019-20 Blanket and Annual Purchase Orders
2019-503

Renewal of Siemens Mechanical and Automation Service Agreement
2019-504

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

SCHEDULED INFORMATION REPORTS

President's Update

2019-505

Dr. Sidor reported that Chancellor Katherine Hebda spent two days exploring each campus and learning about the new and exciting programs we offer.

Claire Brady

Dr. Claire Brady welcomed everyone back to a busy and exciting fall semester! The college is bustling with activity and daily opportunities for students to engage in the classroom and beyond.

Fall Enrollment Update

We set a goal to reach the 5,000-student headcount threshold this fall. I am pleased to share that we surpassed that goal by 200+ students through the hard work of our talented faculty and staff.

We are still finalizing the enrollment period; however preliminary data is strong (as of 9/5/19):

- Total headcount 5,223 (+5.5%)
- Total FTE 1,541 (+4.5%)
- Fee paying headcount 3,839 (+0.7%)
- Fee paying FTE 1,160 (+1.4%)
- Non & reduced fee paying headcount 1,399 (+23%)
- Non & reduced fee paying FTE 381 (+15%)

Enrollment growth came from:
- Increased current student retention
- Planned growth of the HSCA
- Planned growth in the BSN (Headcount 114 & FTE 21) and BAS-OM (Headcount 95 & FTE 34).

Other Divisional Updates:

-We served over 2,000+ students at the Lakehawk Welcome Days tents staffed by faculty/staff volunteers and 450+ students at the Welcome Back Bashes on all 3 campuses.

-We have chartered our 21st student organization- the National Society for Leadership and Success (NSLS). NSLS is the nation's largest leadership honor society with 704 chapters and 1,038,574 members nationwide. We are excited to access their speaker broadcasts, broadcast archives, and non-credit student leadership training certificate program, collaborations with the Honors Program, and as a resource for Club Advisors and student organizations.

-On 8/19 we inducted the 2019-20 Sumter, South Lake, and Leesburg Student Government Association Officers (pictured below). This is the first time in 4 years that we have an active Sumter Center SGA.

Doug Wymer

Dr. Doug Wymer reported that on Friday, Sept. 6, LSSC hosted the 10th Grade HSCA Fall Summit with over 120 students participating in sessions in Biology and Chemistry as well as

team debates and LSSC Info sessions hosted by our terrific faculty and staff. Students participated from Lake Minneola, East Ridge, and South Lake High Schools.

On Friday, Sept. 13, LSSC hosted the first campus-based summit for the incoming 9th grade HSCA students on the South Lake Campus. Over 135 students from the three local south Lake high schools attended the event and participated in a campus scavenger hunt, breakout sessions in Biology and Physics, as well as a true colors personality style session hosted by LSSC faculty and staff.

On Friday September 13th, Beth Terranova and Linda Karp kicked off the new Faculty Leadership & Organizational Cultural Knowledge training (FLOCK). The nine new faculty members plus their peer mentors were assigned a self-evaluation leadership assessment so the team can help them recognize their leadership style and skills. The leadership component of this experience for new faculty is part of Linda's faculty project.

On September 13, 2019, the LSSC English faculty and staff met with the Sumter County School District Literacy Matters Team for an overview of curricula and an informal discussion of syllabi, assignments, and best practices. Conversation included differences between high school English and college English and how best to bridge the differences between high school writing and college writing.

Work on the Bachelor of Science in Education proposal is nearly complete, the Board should expect to see the final proposal at the October meeting. Dr. Thompson is attending the annual meeting of the Council for the Accreditation of Educator Programs later this month to gain valuable information about the accreditation process. This major project includes several satellite projects that are major in their own right.

The Florida Institute for Teacher Excellence (FLITE) officially launches on November 8 and will provide professional development for area teachers and for area students interested in becoming teachers. The keynote speaker will be Carleen Glasser of the William Glasser International Institute. Other speakers include Representative Sabatini, Lake and Sumter County School Superintendents, a former Broward County teacher of the year, among others.

Pre-FLITE is the BSE student recruiting arm of FLITE and was piloted in local schools last spring. The official launch will be on November 8, as part of the FLITE launch. This also is National STEM day and we will offer exciting learning opportunities for school students in grades 6-12 including pond water analysis and rocket launches.
The Alliance of Learning Organizations for Future Teachers (ALOFT) will hold its inaugural meeting on November 8 to share best practices in teacher preparation, to share research results, and to monitor current trends in education. Current ALOFT members include Fort Valley State University in GA, The University of Lynchburg in VA, Troy University in AL, James Madison University in VA, University of Nevada Las Vegas (UNLV), Colorado State University, University of Nebraska, and West Virginia University. Our partnership with the William Glasser Institute and the ALOFT research consortium gives our fledgling education program national and global recognition.

LSSC has been accepted into the Florida Student Success Center's first cohort of the Florida Pathways Institute. The FPI is a statewide guided pathways implementation effort to increase degree completion and, by association, transform the lives of students. Carolyn Scott and Steve Clark put together an excellent application that highlighted some of our established initiatives such as Starfish, the emporium delivery for math and English, and our newly redesigned SOAR orientation. Our partnership with Lake Technical College, career advising, and our completion scholarship program were also featured in our application. Thanks also to Thom Kieft and Bill Dillinger who supplied key data in the proposal development process. Being selected for this first cohort will streamline our development and implementation of the guided pathways model and continue our great service to the students of Lake and Sumter Counties. Our next steps include a webinar on Monday, the completion of the Scale of Adoption Assessment due towards the end of October, and Calibration Calls with the core FPI team in November.

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;
- Lakehawksports.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.

Committee Reports
2019-506
Executive Committee

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

Foundation Liaison

Emily Lee reported that the LSSC Foundation awarded $262,000 in scholarships to 288 students for fall 2019. The National Endowment for the Arts awarded the Foundation a $10,000 grant for the performing arts series. The Florida College System Foundation awarded $20,989 to the Foundation for scholarships for first generation in college, teachers and nursing students. Thank you to Tim Morris for making the presentation and advocating on our behalf.

The Ellanora McGinty Trust transferred $160,000 to the Foundation for scholarships for Tavares high school graduates. Vitas awarded the LSSC Foundation $25,000 to complete a $50,000 endowment for BSN scholarships. Duke Energy awarded the LSSC Foundation $115,000 for program support and scholarships.

The Ann Dupee Simulation Center on the South Lake Campus was dedicated on September 9. This was a great opportunity to honor Ms. Dupee and her gift to the college. Thank you to everyone who attended. The Foundation 990 is complete and will be presented to the Foundation Board on October 23.

The Annual Planned Giving Seminar hosted by Lake-Sumter State College Foundation and AdventHealth Waterman was held on August 23rd with eighty participants. Next year's event is scheduled for August 21, 2020 on the Leesburg campus.

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. We currently have 27 teams registered. The Distinguished Alumni and Hall of Fame Awards Celebration is scheduled for October 17, 2019 at 6:00pm at Mission Inn. Please congratulate this year's winners:

Distinguished Alumni
Community Engagement: Marilyn Budzynski
Professional Achievement: Mike DeGraw
Valor: Edward Daughtery

Scholar: Mark Logas
GOLD (Graduate of the Last Decade): Dean Simmons, Jr.

Hall of Fame
Faculty: Alissa Sustarsic
Staff: Andrea Brooks
Trustee: Pete Wahl
Athletics: Dr. Robert Westrick

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

Board Attorney's Report
2019-507
Mrs. Geraci-Carver reported that a determination of "No Reasonable Cause" was issued by the State of Florida-Florida Commission on Human Relations. The former employee intends to file a complaint in the US Middle District Court and request $40,000. The student OCR complaint remains pending along with the case of Karen Parker v. LSSC and Leadership Lake County.

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

NEW BUSINESS
2018-2019 Annual Report-Unaudited
2019-508
The board accepted the unaudited annual report.

First Reading Amended Board Rule 3.01 Academic Freedom and Responsibility
2019-509
The board accepted the recommendation for the amendment to Board Rule 3.01.

Second Reading Revision of Board Rule 2.15 Tobacco and Smoke Free Regulations
2019-510
The revision of Rule 2.15 is before the Board for a Second Reading and Public Hearing. Mr. Wahl suspended the meeting and opened it for comment.

Mr. Wahl openly shared he is not for the change in the rule. He closed the public hearing and reconvened the Board meeting and asked for a motion.

Marcia Butler made a motion to accept Board Rule 2.15 Tobacco and Smoke Free Regulations, Emily Lee seconded, motion carried.

The motion was passed with the following vote: Voting "yea" – Blaise, Butler, Hill, Hooten, Lee, and Morris. Mr. Wahl voting No.

Board Committee Assignments
2019-511

Pete Wahl announced the results of the 2019-20 Committee Survey. He assigned each trustee based on their selection of the survey.

Mr. Wahl reviewed the committee selection as follows:

Strategic Planning: Bret Jones, Chair and Emily Lee
Foundation Liaison: Tim Morris
Sumter Partnership: Marcia Butler, Chair, Bryn Blaise, and Jennifer Hooten
Facilities: Jennifer Hill, Chair and Bryn Blaise

Emily Lee made a motion to accept and marcia Butler second, motion carried.

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

President's Evaluation
2019-512
Mr. Wahl reported that in each packet is the compilation of the metric for the Presidents Evaluation. The remarks reported by the Board of Trustees are excellent. Mr. Wahl announced that Dr. Sidor is not asking for any increase in compensation, but is requesting that his contract is extended from three to five years. He is also asking is to move 200 hours of accumulated vacation time to a tax deferred account.

A motion was made by Tim Morris and seconded by Bryn Blaise and motion carried.

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

Honors Program Articulation with UCF
2019-513
Dr. Wymer reported that the articulation program with UCF has been finalized and allows our honors program students to go directly into UCF's program. This agreement will benefit students in the new LSSC Honors Program and will help to market the program to prospective students.

The board acknowledged the report.

BSN Partnership Agreement
2019-514
Dr. Wymer reported on the agreement between the BSN partners (Lake-Sumter, Seminole State, and Valencia) common core of classes where all three institutional partners are offering the same courses. Each state college will offer two or more elective courses, and students from any of the State Colleges may take electives as transient students at any state college.

The board acknowledged the report.

Acting President
2019-515

Mr. Wahl reported that Dr. Sidor will be going on vacation and Dr. Heather Bigard will be the acting president during the period of time that Dr. Sidor is out of the country.

A motion was made by Tim Morris, seconded by Marcia Butler, and motion carried.

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

OTHER CONSIDERATIONS
As Needed by Chairman/President

✓ Chairman Wahl reviewed the events on the calendar. He announced that the next Board meeting will be on Wednesday, October 16, 2019, at 5 p.m. for the regularly scheduled meeting at the Sumter Center.

There being no further business, the meeting was adjourned at 6:21 p.m.

Respectfully submitted,

ATTEST:

_____
Peter F. Wahl, Chairman

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

Recording Secretary: Claudia Morris

Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: October 16, 2019

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 517- 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...None
RESIGNATION...None
SEPARATION...None
OTHER...None

ADMINISTRATOR

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

MANAGERIAL

RESIGNATION

Name	**Position**	**Classification**	**Effective Date**
Latisha McCray	Academic Program Coordinator	MA-5	9/20/19

OTHER (Transfers)

Name	**Position**	**Classification**	**Effective Date**
Kim Kidd	HRIS and LOA Administrator	MA-5	10/01/2019

APPOINTMENT...None
SEPARATION...None

PROFESSIONAL ADMINISTRATIVE

APPOINTMENT

Name	**Position**	**Classification**	**Effective Date**
Cote Huggins	Courier	A1-1	09/23/2019
Karen Kirkley	Coord ASN Students	A1-9	09/23/2019

RESIGNATION

Name	**Position**	**Classification**	**Effective Date**
Caitlin Skiles	Assistant Bursar	A1-9	10/15/2019

SEPARATION...None
OTHER...None

PROFESSIONAL CRAFTS-TRADES

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

PROFESSIONAL TECHNICAL

APPOINTMENT

Name	Position	Classification	Effective Date
Daniel Dodsworth	Computer Technician	T1-4	10/09/2019
Kris King	eLearning Instruct. Design Spec.	T1-6	10/1/2019

SEPARATION.. None
RESIGNATION... None
OTHER..None
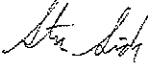
Lake·Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: October 16, 2019

TO: Lake-Sumter State College
              District Board of Trustees

FROM: Stanley M. Sidor
              President

RE: 518 – 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 Executive Vice President 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 09/01/2019 - 09/30/2019 are attached.

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

Purchases over $25,000
September 2019

Vendor: Hartman Civil Construction Company, Inc.
Item Description: Infrastructure Project (Phase 2)
Amount: $ 687,388.00
Purchase Order #: P2000122
Vendor Code: X00126567

Lake-Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: October 16, 2019

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 519 - 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
October 2019

PROJECT	BUDGET	FUNDING	STATUS	COMMENTS
Infrastructure Project Phase II (Leesburg)	$687,000	PECO	In Progress	**Progress to date:** Project is in progress and continuing on schedule. Approximately 37% complete.
Exterior Lighting and LED Lighting Upgrades (All campuses)	$40,000	LOCAL	In Progress	**Progress to date:** Leesburg campus completed, five (5) lights remain to be installed on the South Lake campus.
Signs and Branding (All campuses)	$65,000	LOCAL	Design	**Progress to date:** New lettering install completed on the side of the Science-Health Building at South Lake campus. Leesburg to have modifications to existing signs and additional signs installed.
Siemens Service Agreement for Leesburg Chiller Plant	$240,000	SYD	In Progress	**Progress to date:** Opted for year-to-year extension of completed 2014-2018 Siemens Service Agreement. Purchase Request currently in Banner for creating Purchase Order.
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 (several breaks resulting from Infrastructure Project Phase 2). Leesburg well pump controllers are in repair status. Sumter irrigation work in progress.
South Lake Building #1 Cooling Unit Replacement	$160,000	LOCAL	In Progress	**Progress to date:** System components ordered by IceBerg Air Conditioning & Heating, LLC with expected delivery in October. System may have to wait until Christmas break for install to prevent disruption to students using the Math Emporium.
LE Building M Parking Lot	$65,000	PECO	Bidding	**Progress to date:** Reviewing additional 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: October 16, 2019

TO: Lake-Sumter State College
           District Board of Trustees

FROM: Stanley M. Sidor
           President

RE: 520 – Monthly Financial 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 Associate Vice President/Controller, and is intended to keep the Board apprised of the financial condition of budget and the operating funds of the College. On a quarterly basis, a College-wide Balance Sheet and budget reports for Funds 2, 3, 5 and 7 are also provided.

ANALYSIS:
The Monthly Fiscal Report (YTD September) of the General Operation Fund is attached to this agenda item. Revenue and expenditures are in good order. The College-wide Balance Sheet and budget reports for Funds 2, 3, 5 and 7 are also presented.

RECOMMENDATION:
It is recommended that Board approve this item as written
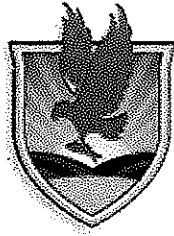
Lake Sumter State College

Division of Business Affairs

MEMORANDUM

To: Dr. Sidor, President
            District Board of Trustees

From: Dr. Bigard, Executive Vice President

Date: October 16, 2019

Re: Monthly Fiscal Report – YTD September 2019

Each month a fiscal report is prepared to appraise your office and the District Board of Trustees on the status of the College budget. The Fiscal Status Report of the General Operating Fund (Fund1) provides a comparative summary of budget-to-actual revenues and expenses for the current period.

In addition to the Fund 1 Operating Budget report, provided on a monthly basis, this month includes a current College-wide balance sheet and budget reports for Funds 2, 3, 5 and 7.

FUND 1 OPERATING BUDGET

We are currently three months into our fiscal year or 25% completed.

Revenues
Total revenue booked to date is $7,120,937, or 27% of the total budget of $26,006,986.

- Tuition and fee revenue is trending above budget and is projected to be $9,868,395 which is 2% over the budgeted amount.

- State support revenue is received throughout the fiscal year in installments. We have received a total of $3,265,668 in General Revenue and Performance Funding and $0 in Lottery funds.

- Other Income and Other Support actuals are projected to be close to budgeted amounts.

Expenses
Actual expenses to-date total $5,316,517 or 21% of the total budget of $25,803,809.

- Salaries and benefits to-date are $3,575,857 or 18% of budget.
- Operating and capital expenses to-date are $1,740,659 or 30% of budget.

Year-End Projection
Revenues are projected to exceed expensed by $516,820.

Attachments: June 2019 Operating Fund 1 Budget Report, Funds 2, 3, 5 and 7 budget reports and the College-wide Balance Sheet.

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

	Title III Budget	Title III YTD Actuals	Perkins Budget	Perkins YTD Actuals	Talent Search Budget	Talent Search YTD Actuals	Upward Bound Budget	Upward Bound YTD Actuals	Student Activities Budget	Student Activities YTD Actuals	NSF ATE Budget	NSF ATE Actuals	Total Fd. 2 Budget	Total Fd. 2 YTD Actual
Revenue														
Student Activity Fees									564,068	258,972			564,068	258,972
Total Tuition and Fee Revenue									564,068	258,972		·	564,068	258,972
County														-
State - Pass Through Federal			138,892	1,854									138,892	1,854
Federal Upward Bound/Talent Search					427,311	65,210	381,384	76,642					381,384	76,642
Federal NSF											77,999	31,943	77,999	31,943
Federal Title III	121,134	110,554											121,134	110,554
Total Grants and Contracts	121,134	110,554	138,892	1,854	427,311	65,210	381,384	76,642		-	77,999	31,943	719,410	220,993
Miscellaneous														-
Transfer to Fd. 1														
Total Revenue and Transfers	121,134	110,554	138,892	1,854	427,311	65,210	381,384	76,642	564,068	258,972	77,999	31,943	1,283,478	479,965
Personnel Expenses														
Staff	44,974	47,071	47,005	715	193,051	40,943	129,980	27,853	-	-	24,000	18,000	245,958	93,639
Open Positions	-													-
Other Pooled Positions	16,933	18,475			3900		42735.76	7,191	8400	474	0	-	68069	26,140
Total Faculty and Staff	61,906	65,546	47,005	715	196,951	40,943	172,715	35,044	8,400	474	24,000	18,000	314,027	119,779
Benefits Staff	19,266	17,567	19,180	115	78,530	17,668	52,242	11,080		1,236	9,155	3,604	99,843	33,601
Benefits Open Positions	246													-
Pooled Personnel Benefits		268			57		621	105	1,493				2,359	373
Total Benefits	19,512	17,834	19,180	115	78,586	17,668	52,863	11,184	1,493	1,236	9,155	3,604	102,202	33,974
Contingency					230				10,000		·		10,230	
Total Personnel Expenses	81,418	83,380	66,185	831	275,767	58,611	225,578	46,228	19,893	1,710	33,155	21,604	426,459	153,753
Operating Expense														
Travel Staff	275	-	18,000	-	9,771	275	6,229	128	54,875	4,108	4,343	801	83,722	5,037
Participant Cost (Travel, Subsistence, Other)					47,441	958	78,395	10,707	-	-	22,664	57	101,058	10,764
Printing	230		-		2,550	72	1,154	159	8,400	720	1,115	-	10,899	879
Materials & Supplies	3,342	-	2,000	1,023	2,373	470	14,403	8,571	49,605	9,426	858	-	70,208	19,020
Software	4,650	4,650											5,549	4,650
Food	8,705	-			1,220		899	-	24,050	1,648		1,199	24,050	2,847
Miscellaneous	22,515	318	39,541		88,189	4,824	53,618	9,739	62,245	12,416	15,863	8,282	179,973	30,754
Equipment		22,206	13,166				1,110	1,110					36,791	23,316
Total Supplies and Services	39,716	27,174	72,707	1,023	151,544	6,599	155,807	30,414	199,175	28,317	44,844	10,339	512,250	97,267
Contingency for Current Expense									10,000				10,000	-
Total Supplies and Service Expenses	39,716	27,174	72,707	1,023	151,544	6,599	155,807	30,414	209,175	28,317	44,844	10,339	522,250	97,267
TOTAL Personnel, Supplies and Service Expenses	121,134	110,554	138,892	1,854	427,311	65,210	381,384	76,642	229,068	30,027	77,999	31,943	948,709	251,020
Increase (Decrease) to Fund Balance	-	-	-	-	-	-	-	-	335,000	228,946	-	-	334,769	228,945

Lake-Sumter State College
Fund 3 Auxiliary
FY 2019 Revenue-Expenditures
As of September 30, 2019

	Bookstore Budget	Bookstore YTD Actual	Vending Budget	Vending YTD Actual	Food Service Budget	Food Service YTD Actual	Baccalaureate Budget	Baccalaureate YTD Actual	College Promotion Budget	College Promotion YTD Actual	Total Fund 3 Budget	Total Fund 3 YTD Actual
Beginning Fund Balance											925,945	925,945
Revenue												
Commission	160,000	-	14,000	2,216	15,000	300					189,000	2,516
Transfer to Fd. 1											-	-
Total Revenue and Transfers	160,000	-	14,000	2,216	15,000	300	-	-	-	-	189,000	2,516
Expenditures												
Travel											-	-
Freight & Postage											-	-
Printing											-	-
Food									3,000		3,000	
Materials/Supplies							600	33	5,000		5,600	33
Repairs/Maintenance							1,750		14,800	315	16,550	315
Miscellaneous					10,000	2,334					10,000	2,334
TOTAL Expenses	-	-			10,000	2,334	2,350	33	22,800	315	35,150	2,682
Increase (Decrease) to Fund Balance	160,000	-	14,000	2,216	5,000	(2,034)	(2,350)	(33)	(22,800)	(315)	153,850	(165)

Estimated Ending Fund Balance   1,079,795   925,780

Lake-Sumter State College
Fund 5 Financial Aid
FY 2019 Revenue-Expenditures
As of September 30, 2019

	Student Financial Aid YTD Actual	PELL YTD Actual	SEOG YTD Actual	Federal Workstudy YTD Actual	Federal Subsidized Direct Loans YTD Actual	Federal UnSubsidized Direct Loans Actual	Bright Futures YTD Actual	Florida Student Assistance Grant YTD Actual	Total Fund 5 YTD Actual
Revenue									
Student Financial Aid Fees	181,813								181,813
Federal Aid		2,752,534	33,150	9,281	625,897	459,671			3,880,533
State Aid									-
Bright Futures							27		27
FSAG								1,308	1,308
Foundation Student Support									-
Transfer									-
Total Revenue	181,813	2,752,534	33,150	9,281	625,897	459,671	27	1,308	4,063,681
Operating Expense									
Scholarships	159,745	2,752,534	33,150	9,281	625,897	459,671	864	-	4,041,142
Waivers									-
Dual Enrollment Waivers									-
Admin Fee									-
Transfer									-
TOTAL Expenses	159,745	2,752,534	33,150	9,281	625,897	459,671	864	-	4,041,142
Estimated Ending Fund Balance	22,068	-	-	-	-	-	(838)	1,308	22,539

Lake-Sumter State College
Statement of Net Assets
September 2019

	Total
ASSETS	
Current assets:	
Cash and Cash Equivalents	10,092,097
Accounts Receivable, Net	1,262,438
Due from Other Governmental Agencies	60,044
Due from Foundation	165,529
Prepaid Expenses	75,381
Total Current assets	**11,655,489**
Noncurrent assets:	
Capital Assets, Net	58,738,276
Nondepreciable Capital Assets	6,674,225
Other Noncurrent Assets	2,397
Deferred Outflows - Pension FRS	4,421,512
Deferred Outflows - Pension HIS	877,225
Total Noncurrent assets	**70,713,635**
Total ASSETS	**82,369,124**
LIABILITIES	
Current liabilities:	
Accounts Payable	380,817
Salary and Payroll Taxes Payable	289,894
Due to Other Governmental Agencies	1,422
Unearned Revenue	
Deposits Held for Others	(224,929)
Compensated Absences Payable	224,776
Total Current liabilities	**671,980**
Noncurrent liabilities:	
Bonds Payable	6,000
Loans Payable	46,304
Compensated Absences Payable	1,287,076
FRS Net Pension Liability	8,080,847
HIS Pension Liability	3,970,220
Postemployment Benefits Payable	639,847
Deferred Inflows - Pension FRS	931,544
Deferred Inflows - Pension HIS	583,471
Total Noncurrent liabilities	**15,545,309**
Total LIABILITIES	**16,217,289**
FUND BALANCE	
Fund Balance:	
Invested in Capital Assets	65,406,501
Expendable - Grants and Contracts	362,669
Unrestricted	382,664
Total Fund Balance	**66,151,835**
Total LIABILITIES and FUND BALANCE	**82,369,124**

Lake-Sumter State College
Fund 7 Capital
Budget Report
As of September 30, 2019

Available Funds	Spending Plan - Budget				Actual				Budget to Actual Expense Variance
	Beginning Balance FY20	FY20 Projected Revenue	FY20 Expense Budget	Projected Ending Balance FY20	Beginning Balance FY20	FY20 YTD Revenue	FY20 YTD Expense and Encumbr	Fund Balance	
Equipment MATCH	59,013	-	-	59,013	59,013	-	-	59,013	-
Infrastructure Restore-Collegewide	1,149,305	-	1,117,893	31,412	1,149,305	-	768,327	380,978	349,566
CO & DS/License Tag	266,831	78,000	240,549	104,282	266,831	-	36,619	230,212	203,930
SYD Gen Renovation	223,572	-	375,000	(151,428)	223,572	-	237,076	(13,505)	137,924
New Capital Improvement Fee	-	303,900	303,900	-	-	242,000	-	242,000	303,900
Tech Refresh CIF	252,000	-	251,137	863	252,000	-	44,209	207,791	206,928
Tech Plan CIF	213,558	456,366	588,000	81,924	213,558	123,355	52,897	284,016	535,103
Security Equipment	-	92,295	115,000	(22,705)	-	45,122	-	45,122	115,000
Local Funds	967,497	500,000	1,140,600	326,897	967,497	-	238,785	728,712	901,815
Athletic Scoreboard	15,625	-	31,250	(15,625)	15,625	31,250	31,250	15,625	-
TV Station Clearwire	53,795	-	-	53,795	53,795	-	-	53,795	-
Distance Learning Software	-	-	-	-	-	-	11,917	(11,917)	(11,917)
Hurricane Irma	(146,523)	-	-	(146,523)	(146,523)	8,750	5,827	(143,600)	(5,827)
Total	3,054,674	1,430,561	4,163,329	321,907	3,054,674	450,477	1,426,907	2,078,244	2,736,422

Lake-Sumter State College
Fiscal Status Report - Fund 1
General Current Fund
July 1, 2019 - September 30, 2019

	FY 2018-19		FY 2019-2020			
	Annual Budget	YTD Actual 9/30/2018	Annual Budget	YTD Actual 9/30/2019	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% $	2,594,518
Technology Fees	138,700	-	120,581	-	0% $	129,324
Distance Learning	160,343	-	159,370	-	0% $	160,282
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	72,465	43% $	169,225
Continuing Education	478,414	9,982	389,696	13,765	4% $	389,696
Total Student Tuition and Fees	$ 8,831,338	$ 3,577,885	$ 9,710,133	$ 3,811,074	39% $	9,868,395
State CCPF Support	$ 10,730,454	$ 1,788,408	$ 12,606,690	$ 3,151,672	25% $	12,606,690
State Performance Funding	713,266	119,788	455,985	113,996	25% $	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	13,375	17% $	80,000
Foundation Support	425,633	2,097	169,000	-	0% $	169,000
Contracts	87,800		195,306	25,653	13% $	195,306
Miscellaneous Revenue	121,977	731	-	5,168	0% $	10,335
Total Revenues	$ 24,422,337	$ 5,497,332	$ 25,114,934	$ 7,120,937	28% $	25,283,531
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	$ 7,120,937	27% $	26,175,583
EXPENDITURES						
Personnel Expenditures						
Salaries and Wages	14,041,337	2,665,736	14,759,698	2,586,711	18% $	14,459,698
Benefits	4,934,606	1,004,638	4,641,097	989,147	21% $	4,834,065
Current Operating Expenditures	5,455,129	1,558,678	5,899,585	1,740,659	30% $	6,365,000
Capital Outlay Expenditures	0	6,042	0	0	0% $	-
Contingency	397,494	0	503,519	0	0%	-
Total Expenditures	$24,828,566	$5,235,094	$25,803,899	$5,316,517	21% $	25,658,763
Transfer to Fund 7	-	-	-	-		-
Excess of Revenues over (Expenditures)	$200,568	$262,237	$ 203,087	$1,804,420		$ 516,820

Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: October 16, 2019

TO: Lake-Sumter State College
          District Board of Trustees

FROM: Stanley M. Sidor
          President

RE: 521 – Write-Off of Tangible personal Property

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

ANALYSIS:
The attached list of 166 tangible personal property items is being recommended for write-off. These items are no longer of use to the College and are ready for disposal.

The original cost of all of the items on the 2019 October write off list totals $362,025.13. ($143,335.60 in non-IT related items and $218,689.53 in IT related items.) All items are fully depreciated and the total carrying value is $0.

RECOMMENDATION:
It is recommended that Board approve this item as written.

Write-Off of Tangible Personal Property
October 16, 2019

Disposal Method	Description	AcqDate	Cost	Carrying Value
discard	UPS-Power Supply	19-Jun-03	1,205.00	0.00
discard	Tractor-Ford	14-Apr-94	11,892.00	0.00
discard	Student Response System-B	5-Dec-06	2,773.00	0.00
discard	Student Response System-A	5-Dec-06	2,773.00	0.00
traded	Stepmill	11-Dec-01	1,324.99	0.00
discard	Refurb Baxter SYRPump	15-Feb-18	1,455.45	0.00
donated	PSM-Convalescent Kelly	23-Apr-07	1,046.00	0.00
discard	Print dryer	22-Aug-08	1,477.70	0.00
discard	Ping Pong Table	30-Jun-07	1,399.95	0.00
discard	Oven Elec Convectn	17-Nov-03	2,826.71	0.00
discard	Mower-Zero Turn-Gas	21-Feb-03	8,795.00	0.00
discard	Mower-Zero Turn-Diesel	21-Feb-03	8,795.00	0.00
discard	Mower-Large Red	22-Sep-03	1,995.00	0.00
discard	Mower-Finishing Deck-small red	14-Sep-15	2,566.00	0.00
discard	Mower-60" Toro Z Master	4-Feb-16	2,700.00	0.00
discard	Mower-48" Toro Z Master	4-Feb-16	1,525.00	0.00
discard	IV Pump-Single Channel	12-Apr-11	1,850.00	0.00
discard	Hospital Bed-CNA	20-Sep-07	3,124.80	0.00
discard	Hospital Bed-CNA	3-Aug-07	3,124.80	0.00
discard	Hospital Bed-CNA	3-Aug-07	3,124.80	0.00
discard	Hospital Bed	20-Nov-01	3,096.00	0.00
discard	Griddle Countertop	14-Sep-15	1,687.13	0.00
discard	green Cart-Security	2-Nov-15	2,895.00	0.00
lost	Desk-UCF	11-Dec-01	1,358.69	0.00
discard	desk	27-Apr-07	1,331.29	0.00
discard	Desk	27-Apr-07	1,331.29	0.00
discard	Desk	2-Jul-99	1,152.00	0.00
discard	Countertop Fryer	31-Jul-15	2,300.00	0.00
discard	Compressor 11ov ac version w/reg	21-Nov-01	2,491.00	0.00
discard	CathSim System	16-Jun-06	10,500.00	0.00
discard	CathSim System	16-Jun-06	10,500.00	0.00
discard	CathSim System	16-Jun-06	10,500.00	0.00
discard	Book Truck	30-Jul-09	1,684.00	0.00
discard	Auto-Van- 1999 Ford E-350 (f	6-Aug-98	22,765.00	0.00
discard	Auscultation Trainer and Smartscope	3-Dec-01	1,985.00	0.00
discard	Auscultation Trainer and Smarts	3-Dec-01	1,985.00	0.00
	Total Non-IT Items		**143,335.60**	**0.00**

Write-Off of Tangible Personal Property
October 16, 2019

Disposal Method	Description	AcqDate	Cost	Carrying Value
discard	Switcher-AV control system	31-May-13	10,111.73	0.00
discard	Smartboard	31-Jul-00	1,399.00	0.00
lost	Smartboard	9-Nov-00	1,399.00	0.00
discard	Projector-Conf. Room Clermont	11-Feb-13	1,678.00	0.00
scrap	Projector-ceiling mount	24-Jan-11	1,901.97	0.00
scrap	Projector-ceiling mount	24-Jan-11	1,636.97	0.00
discard	Projector 16MM	21-Sep-76	2,000.00	0.00
discard	Portable audio system/CD play	27-Jan-05	2,787.87	0.00
discard	Polycom Viewstation-camera on TV	1-May-02	3,556.00	0.00
discard	polycom	15-May-02	3,556.00	0.00
scrap	Crestron-AV Control recycle	11-Apr-07	1,730.00	0.00
discard	A/V System-Whole Room	9-Dec-09	7,093.29	0.00
discard	A/V system- whole room	18-Jun-07	5,848.00	0.00
discard	A/V system- whole room	16-Jun-07	4,470.00	0.00
discard	A/V system- whole room	16-Jun-07	4,470.00	0.00
discard	Computer - iMac 20"	23-Aug-07	1,708.73	0.00
discard	Computer - iMac 20"	23-Aug-07	1,708.73	0.00
discard	Computer-Desktop	12-Dec-13	1,026.00	0.00
discard	Computer-Desktop	12-Dec-13	1,026.00	0.00
discard	Computer-Desktop	12-Dec-13	1,026.00	0.00
discard	Computer-Desktop	12-Dec-13	1,026.00	0.00
discard	Computer-Desktop	12-Dec-13	1,026.00	0.00
discard	Computer-Desktop	12-Dec-13	1,026.00	0.00
discard	Computer-Desktop	12-Dec-13	1,026.00	0.00
discard	Computer-Desktop	12-Dec-13	1,026.00	0.00
discard	Computer-Desktop	12-Dec-13	1,026.00	0.00
discard	Computer-Desktop	12-Dec-13	1,026.00	0.00
discard	Computer-Desktop	12-Dec-13	1,026.00	0.00
discard	Computer-Desktop	12-Dec-13	1,026.00	0.00
discard	Computer-Desktop	12-Dec-13	1,026.00	0.00
discard	Computer-Desktop	12-Dec-13	1,026.00	0.00
discard	Computer-Desktop	12-Dec-13	1,026.00	0.00
discard	Computer-Desktop	12-Dec-13	1,026.00	0.00
discard	Computer-Desktop	25-Jan-13	1,017.42	0.00
discard	Computer-Notebook	30-Sep-13	1,579.34	0.00
discard	Computer-Tablet	4-Jun-07	1,883.08	0.00
discard	Desktop-i Mac	31-Oct-13	2,356.95	0.00
discard	Desktop-iMac	31-Jul-07	1,469.89	0.00

Write-Off of Tangible Personal Property
October 16, 2019

Disposal Method	Description	AcqDate	Cost	Carrying Value
discard	Desktop-iMac	31-Jul-07	1,469.89	0.00
discard	Desktop-iMac 20"	31-Jul-07	1,469.89	0.00
discard	Desktop-iMac 20"	31-Jul-07	1,469.89	0.00
stolen	Laptop	14-Dec-17	1,249.50	0.00
scrap	Laptop	25-Jun-14	2,316.49	0.00
discard	Laptop	5-Jan-15	2,245.84	0.00
discard	Laptop	28-Feb-14	2,166.46	0.00
discard	Laptop	28-Feb-14	2,166.46	0.00
discard	Laptop	15-Nov-15	2,049.81	0.00
scrap	Laptop	15-Nov-15	2,049.81	0.00
stolen	laptop	15-Nov-15	2,049.81	0.00
discard	Laptop	8-Jun-11	1,682.70	0.00
discard	Laptop	28-Jan-13	1,615.07	0.00
discard	Laptop	22-Feb-13	1,437.08	0.00
discard	Laptop	22-Feb-13	1,437.08	0.00
discard	Laptop	22-Feb-13	1,437.08	0.00
discard	Laptop	22-Feb-13	1,437.08	0.00
discard	Laptop	22-Feb-13	1,437.08	0.00
discard	Laptop	22-Feb-13	1,437.08	0.00
discard	Laptop	22-Feb-13	1,437.08	0.00
discard	Laptop	22-Feb-13	1,437.08	0.00
discard	Laptop	22-Feb-13	1,437.08	0.00
discard	Laptop	22-Feb-13	1,437.08	0.00
discard	Laptop	22-Feb-13	1,437.08	0.00
discard	Laptop	22-Feb-13	1,437.08	0.00
discard	Laptop	22-Feb-13	1,437.08	0.00
discard	Laptop	22-Feb-13	1,437.08	0.00
discard	Laptop	22-Feb-13	1,437.08	0.00
discard	Laptop	22-Feb-13	1,437.08	0.00
discard	Laptop	22-Feb-13	1,437.08	0.00
discard	Laptop	22-Feb-13	1,437.08	0.00
discard	Laptop	22-Feb-13	1,437.08	0.00
discard	Laptop	22-Feb-13	1,437.08	0.00
discard	Laptop	22-Feb-13	1,437.08	0.00
discard	Laptop	22-Feb-13	1,437.08	0.00

Write-Off of Tangible Personal Property
October 16, 2019

Disposal Method	Description	AcqDate	Cost	Carrying Value
discard	Laptop	22-Feb-13	1,437.08	0.00
discard	Laptop	22-Feb-13	1,437.08	0.00
discard	Laptop	22-Feb-13	1,437.08	0.00
discard	Laptop	22-Feb-13	1,437.08	0.00
discard	Laptop	22-Feb-13	1,437.08	0.00
discard	Laptop	22-Feb-13	1,437.08	0.00
discard	Laptop	20-Oct-14	1,411.22	0.00
discard	Laptop	31-Oct-13	1,405.00	0.00
discard	Laptop	31-Oct-13	1,405.00	0.00
discard	Laptop	31-Oct-13	1,405.00	0.00
discard	Laptop	31-Oct-13	1,405.00	0.00
discard	Laptop	31-Oct-13	1,405.00	0.00
discard	Laptop	31-Oct-13	1,405.00	0.00
discard	Laptop	31-Oct-13	1,366.61	0.00
discard	Laptop	31-Oct-13	1,269.56	0.00
discard	Laptop	31-Oct-13	1,269.56	0.00
discard	Laptop	31-Oct-13	1,269.56	0.00
discard	Laptop	31-Oct-13	1,004.40	0.00
discard	Laptop	31-Oct-13	1,004.40	0.00
discard	Laptop	31-Oct-13	1,004.40	0.00
discard	Laptop	31-Oct-13	1,004.40	0.00
discard	Laptop	31-Oct-13	1,004.40	0.00
discard	Laptop	31-Oct-13	1,004.40	0.00
discard	Laptop	31-Oct-13	1,004.40	0.00
discard	Laptop	31-Oct-13	1,004.40	0.00
discard	Laptop	31-Oct-13	1,004.40	0.00
discard	Laptop	31-Oct-13	1,004.40	0.00
discard	Laptop	31-Oct-13	1,004.40	0.00
discard	Laptop	31-Oct-13	1,004.40	0.00
discard	Laptop	31-Oct-13	1,004.40	0.00
discard	Laptop	31-Oct-13	1,004.40	0.00
discard	Laptop	31-Oct-13	1,004.40	0.00
discard	Laptop	31-Oct-13	1,004.40	0.00
discard	Laptop	31-Oct-13	1,004.40	0.00
discard	Laptop	31-Oct-13	1,004.40	0.00

Write-Off of Tangible Personal Property
October 16, 2019

Disposal Method	Description	AcqDate	Cost	Carrying Value
discard	Laptop	31-Oct-13	1,004.40	0.00
discard	Laptop	4-Jun-07	1,883.09	0.00
discard	Laptop	2-Jan-14	2,350.20	0.00
discard	Printer-24 Inch Photo	24-Feb-12	2,837.09	0.00
discard	Printer-Laser Jet	5-Jul-01	1,355.45	0.00
discard	Printer-Laser Jet	18-Jun-07	1,016.28	0.00
discard	Printer-Laser-security	5-Apr-99	1,450.00	0.00
discard	Rack	2-Jan-01	1,408.00	0.00
discard	Secure Access Control (ACS)	29-Aug-11	9,149.74	0.00
lost	Switch	16-Nov-17	2,862.34	0.00
	Total IT Items		218,689.53	0.00
	Total All Items		362,025.13	0.00

Lake-Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: October 16, 2019

TO: Lake-Sumter State College
               District Board of Trustees

FROM: Stanley M. Sidor
               President

RE: 522 – Scheduled Reports/Time Reserved/President/Vice Presidents

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

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

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

Lake-Sumter State College

Division of Business Affairs

Update for the President and Board of Trustees
October 16, 2019
Dr. Heather Bigard, Vice President of Administrative and Financial Services

ATHLETICS
Mike Matulia, Director of Athletics
- Men's and Women's Cross Country Teams will be competing in the FCSAA Region Meet in Tallahassee, FL on October 25th.
- Women's Volleyball Team will be competing in the FCSAA Region and NJCAA District Volleyball Tournament at Avon Park, FL on November 2nd - 3rd.

BUSINESS SERVICES
Melinda Barber, AVP Finance
- Search underway for Associate Controller

CAMPUS SAFETY
Rebecca Nathanson, Director of Campus Safety and Auxiliary Operations
- ALICE Training dates for fall are available and registration has begun.
- Stop the Bleed Training was conducted in Leesburg and S. Lake; 14 attended.
- Annual Security Report is available on the website; Clery reporting for 2018 complete.

E-LEARNING
Mike Nathanson, Director of eLearning
- The Four Corners/Pinecrest Academy Partnership is advancing. We have selected the classroom we will use with our own entrance. We have identified furniture at the South Lake Campus to move to Pinecrest. The schedule reflects the classes selected with a distinct location for spring registration.
- eLearning staff have completing the Kaltura Training for the new video platform. Several faculty members have requested to partake in the pilot. We will be using Kaltura to help caption videos both in the classroom and in Canvas to make learning more assessable to all students.
- Initial Canvas training is progressing with faculty new to Lake-Sumter.
- Michael Nathanson attended the Florida Virtual Campus meeting representing the college at West Palm Beach.

- Our application to join The State Authorization Reciprocity Agreement (**SARA**) has been approved allowing LSSC to expand offering online classes to out of state student.
- Kyle Cole was promoted from Interim to Assistant Director of eLearning

FACILITIES
- The infrastructure project is progressing, on schedule. A water main break was experienced on Tuesday, October 1, 2019, requiring closure of the Leesburg campus. The line was repaired and lines successfully flushed. Water quality passed inspection.
- Facilities staff have continued to focus on immediate HVAC repairs on all campuses.

FINANCIAL AID
Katrina Bennett, Director of Financial Aid
- On September 23, 2019, the Director gave a Financial Aid presentation at East Ridge High School Senior Night.
- On October 3, 2019, Financial Aid partnered with *TRIO and Take Stock in Children* to hold a FAFSA night on all three of our campuses. We helped 57 students submit their FAFSA.
- The Financial Aid Office will be participating in FAFSA nights at the following High Schools:
  - Wildwood High School – 10/8
  - Mount Dora High School – 10/16
  - Umatilla High School – 10/17

HUMAN RESOURCES
Pam Fletcher, Director of Human Resources
- The New Employee Onboarding Program was launched on September 6, 2019. This program includes new employee participation in a four-hour general orientation program at time of hire and a comprehensive, structured department orientation. Periodic check-ins will be conducted with new employees and supervisors after 30 days, 60 days, 90 days, and six months of employment to provide support and resources to support a successful transition to the college. Eleven new hires participated in the first general orientation on September 6, 2019.
- Video interviewing was trialed as part of the recruitment process in August 2019. Video interviewing saves time for candidates as it enables them to complete interviews at their convenience. It also saves time for search committee members as it enables them to view candidate interviews at their own convenience. Video interviewing facilitates a more efficient, timely recruitment process.

INFORMATION TECHNOLOGIES

Doug Guiler, Chief Information Officer

- Completed Cyber Security Penetration Test - CyQual performed an external network penetration test against Lake Sumter State College (LSSC). This focused on approximately 40 IP addresses, but did not include phishing. At the end of the testing period, CyQual was not successful in breaching any of LSSC's external systems or otherwise gaining unauthorized access. However, several areas were pointed out as needing some level of follow up.
- Hired Daniel Dodsworth, a PC Tech person for our South Lake and Sumter campus. This was an open, existing position. Daniel starts work on October 9th, 2019.
- Performed Knowb4 baseline test - KnowBe4 is one of the world's most popular integrated platforms for security awareness training combined with simulated phishing attacks.
- IT staff attended this year's FLBUG - The mission of the Florida Banner User's Group (FLBUG) Conference is to address core business needs and establish a strong return-on-investment while continuously improving the features and functionality of its ERP software. Through collaboration, the group hopes to capitalize on sharing "best practices", joint training and purchasing discounts. This year's event was hosted by Northwest Florida State College.

Lake-Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: October 16, 2019

TO: Lake-Sumter State College
            District Board of Trustees

FROM: Stanley M. Sidor
            President

RE: 523 – 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

OFFICE OF THE PRESIDENT

Present to the Board: October 16, 2019

TO: Lake-Sumter State College
          District Board of Trustees

FROM: Stanley M. Sidor
          President

RE: 524 – 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.

AG

Anita Geraci-Carver
E S Q U I R E
LAW OFFICE OF ANITA GERACI-CARVER, PA

October 9, 2019

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

Re: Board Attorney Report for October 16, 2019

Dear Trustees:

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

East Lake Property Donation. Dr. Sidor and Dr. Bigard have continued to have discussions with representatives of the property owners. Attorney Robuck has stated he will be providing a proposed amendment to the agreement.

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. Additionally, the College has propounded discovery on both Ms. Parker and Leadership Lake County, Inc. Some responses have been received and are being reviewed.

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

Former employee alleging discrimination related to use of leave under Family Medical Leave Act. After the Determination of "No Reasonable Cause" was issued by the State of Florida – Florida Commission on Human Relations the former employee requested $40,000.00 in lieu of filing suit. No further developments have occurred
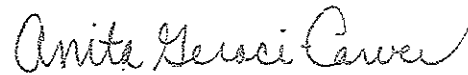
Collective bargaining negotiations began October 8, 2019 with Service Employees International Union (SEIU) Florida Public Services Union (FPSU) (Part Time Adjunct Instructors).

Collective bargaining negotiations with United Faculty of Florida-Lake Sumter State College (full-time teaching faculty) had to be delayed due to the storm in September.

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: October 16, 2019

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 525 – Action: Second 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 approve the amendments to Board Rule
3.05.

LAKE-SUMTER STATE COLLEGE

BOARD RULE

TITLE: Academic Freedom and Responsibility   **NUMBER:** 3.01

AUTHORITY: Florida Statutes 1001.64 (18)   **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, 9/18/2019
Reviewed – 5/18/09; 9/18/2019

DATE ADOPTED: 6/16/99, 10/16/2019

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 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 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. 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: October 16, 2019

TO: Lake-Sumter State College
District Board of Trustees

FROM: Dr. Stanley M. Sidor
President

RE: 526 – Information: First Reading: Revision of Board Rule 1.03
Appointment/Dismissal of the President and Terms of Office

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 1.03, Appointment/Dismissal of the President and Terms of Office.

RECOMMENDATION:

The College recommends that the District Board review the amendments and acknowledge the changes to Board Rule 1.03.

LAKE-SUMTER STATE COLLEGE
BOARD RULE

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

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

HISTORY: New - 8/1/68
Amended - 9/12/73, 6/19/96, 4/15/98, 4/20/04, 4/21/09, 10/16/2019
DATE ADOPTED: 4/21/09, 11/20/2019

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

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

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

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

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

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

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

Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: October 16, 2019

TO: Lake-Sumter State College
           District Board of Trustees

FROM: Stanley M. Sidor
           President

RE: 527 - Approval of the 2019-2020 Instructional & Non-Instructional Faculty
           Classification & Salary Schedule

OVERVIEW:
The 2019/2020 Instructional & Non-Instructional Faculty Classification & Salary Schedule
has been updated for the next fiscal year to reflect the following change:

ANALYSIS:
1. Two separate schedules have been created: one specifically for instructional and
   non-instructional faculty; and one specifically for non-instructional staff employees.
2. No other rates or salaries have been adjusted.

RECOMMENDATION:
It is recommended the Board approve this item as written.

Lake Sumter State College

STAFF CLASSIFICATION & SALARY SCHEDULE
2019 – 2020

Approved by the Board of Trustees

October 16, 2019

Table of Contents

INTRODUCTION

LAYING THE GROUNDWORK

ESTABLISHING THE STRUCTURE

FORMS

Classification & Compensation Structure

ADDITIONAL COMPENSATION

Introduction

Mission Statement

Lake-Sumter State College (LSSC) delivers student success through personal attention and flexible pathways leading to rewarding careers and higher wages.

Welcome

For employees who are commencing employment with Lake-Sumter State College (LSSC), on behalf of the Board of Trustees, faculty, staff, and administration, we extend a warm and sincere welcome.

For employees who have been with us, thank you for your past and continued service.

We extend our best wishes for success and happiness here at LSSC. We understand that it is our employees who provide the services that our students rely upon, and who will enable us to create new opportunities in the years to come.

Authority

The President, as empowered by the District Board of Trustees and LSSC Board Rules and Administrative Procedures, can authorize position upgrades/reclassifications; salary schedule changes; salary increases; special payments and overtime; and hiring, movement, and dismissal of all employees and contractors.

Classification & Salary Schedule

Per LSSC Board Rule 5.02, the Classification & Salary Schedule details salary ranges and compensation rates by employee classification and grade/level. Formal job analysis is used to establish position classifications, grades and levels of positions with similar position responsibilities and job factor ratings using the Job Analysis Questionnaire. Ranges are assigned to the classifications and levels to ensure equitable compensation treatment for all employees.

The college is committed to openness and transparency around the compensation program to ensure that all employees understand the principles that guide salary decisions. At a minimum, this includes communicating the college's compensation strategy, compensation ranges, and accurate job responsibilities.

Disclaimer

Annually the President or designee shall present a Classification and Salary Schedule to the District Board of Trustees for approval. This Schedule is not intended to create or be interpreted as a contract of employment, or to give any employees any right to or expectancy of continued employment or employment in any particular job or capacity. All employees are employed at the will and pleasure of the President and may be terminated at any time. Salaries published herein are contingent upon the financial capability of the College as approved by the District Board of Trustees.

Laying the Groundwork

Compensation Strategy

Lake-Sumter State College's Compensation Strategy intends to create an innovative and progressive program that is competitive, internally equitable, fiscally responsible, and integrated with performance management. The philosophy behind this compensation program is to support the attainment of the college's goals by attracting and retaining talent and providing personal and professional growth opportunities during your career with us. The compensation program is intended to be fair and simple so that all employees understand the goals and the outcomes of the process. The College will strive to administer the compensation program in a manner that is consistent, equitable and free of discrimination.

Fair Labor Standards Act

Exempt/Non-Exempt Status and Overtime Pay
Federal and state laws require that overtime be paid for certain jobs that are not exempt from the overtime requirements and therefore entitled to overtime pay for all time worked beyond 40 hours in a week.

All jobs fall under one of the two categories below:

1. **"Exempt"** refers to jobs that are excluded from these overtime requirements. This means that incumbents are not entitled to overtime pay if the job is "exempt" regardless of how many hours are worked.

2. **"Non-exempt"** refers to jobs that are not exempt from legal overtime requirements. This means that incumbents in non-exempt jobs are entitled to overtime pay for all time worked beyond 40 hours in a week. The overtime rate of pay is 1½ times the regular hourly rate for each hour worked. Prior to working beyond the normally scheduled hours, the incumbent must obtain approval from his/her

2

manager/supervisor. According to the Fair Labor Standards Act (FLSA), LSSC can be penalized for failure to pay for unauthorized time worked.

In accordance with legal requirements, the classification of a job as exempt or non-exempt depends on the content of the job as outlined in the federal regulations. Criteria include type of job responsibilities, reporting relationships, and/or qualifications of the person. It does not depend on how the employee (or manager/supervisor) wants to classify the job. LSSC Human Resources will make the final decision as to whether a job is exempt or non-exempt based on an analysis of the job as compared to federal regulations.

Compensatory Time
Only Full-time, non-exempt employees are eligible for and may be granted compensatory time.

Compensation for Extra Time Worked for Non-Exempt Employees
Non-Exempt employees will be compensated for extra hours worked as required by FLSA. Time worked beyond the base 37.5-hour workweek is discouraged, and will not be permitted without advance permission by the Supervisor. On those occasions when such work becomes necessary as designated by the supervisor (such as during peak registration periods), the non-exempt employee shall elect to be paid or take compensatory time for the extra time worked beyond 37.5 hours. Following FLSA requirements the extra time shall be paid or provided as compensatory time as follows.

Extra work time shall be compensated at a rate of one hour between 37.5 to 40 hours worked in a week, and one and one-half hours for each hour worked beyond forty (40) hours within the work week. The employee and the Supervisor, both when it is earned and when it is used, must agree upon compensatory time in advance. Per Department of Labor Regulations, accrued compensatory time must not exceed 240 hours. Employees are encouraged to use accrued compensatory time within the semester it is earned. Compensatory time must be taken before any other accrued time, i.e. vacation, personal, sick leave is requested.

Computation of Pay
Employees are paid on a bi-monthly basis, effective with date of hire. Documents, forms and changes received after the first business day of the pay period will be processed in the following pay period.

The annualized salary will be between the minimum and the maximum of the compensation range for the employee's specific Classification.

The hourly rate of pay is calculated by dividing the annualized salary by 1,950 hours (the number of full-time working hours in a fiscal year).

The bi-monthly gross pay is calculated by dividing the annualized salary by 24 (pay periods in the fiscal year).

Classes during Work Hours
The College encourages all employees to pursue a formal education. However, this objective should be balanced against each department's work requirements in order to provide proper services to our students and employees. Advance permission to register for a class during the scheduled workday may be granted by the supervisor, subject to certain guidelines. If the desired course is offered in the evening or on a weekend, it should be taken during non-working hours. A course may be taken, with supervisory approval, during an employee's lunch hour. Any working hours lost while in class shall be made up during the workweek, and no compensatory time shall be allowed for the make-up work. Employees who foresee a conflict between work schedules and classes should consult with their supervisor prior to the registration period.

Establishing the Structure

Employee Position Types

Regular Full-Time Positions
Employees will be classified as regular full-time if requiring 37.5 hours of work per week and are expected to exceed six months. To receive full-time benefits, employees must work 30 or more hours per week.

All regular, full-time positions require approval by the President and District Board of Trustees and are eligible for all employment benefits including health, dental, vision and life insurance, retirement and FICA, workers' compensation, paid non-duty days (holidays, Spring Break & Winter Break), and leave according to state regulations and local Board rules. These positions must be classified and compensated according to approved salary schedules in the college budget.

Regular Part-Time Positions
Administrative, Managerial, Professional, Support, Technical and Crafts positions will be classified as regular part-time if requiring 28 hours of work or less per week and are established with the expectation of being in continuous existence in excess of six months.

These positions require approval by the President and District Board of Trustees and employees filling them are eligible for retirement, workers' compensation, FICA, unemployment benefits, pro-rated paid non-duty days (holidays, Spring Break & Winter Break) and vacation leave according to state regulations and local Board rule. Part-time positions are not eligible for sick time. These positions are classified and compensated according to approved salary schedules in the college budget.

Non-Permanent Positions
A non-permanent position may be established in situations where a short-term need exists for services to the College. Non-Instructional positions classified as non-permanent will be permitted to work no more than 28 hours per week on average.

These positions do not require Board approval, but do require budget funding approval. Persons employed as non-permanent employees are eligible for workers' compensation, Bencor Alternative FICA plan (a qualified retirement plan for part-time, seasonal, or temporary employees who are not covered by the Florida Retirement System), and unemployment compensation. Non-permanent employees are not eligible for sick or vacation leave.

Employees in non-permanent positions cannot participate in standing or official College committees and assignments outside of the duties of their non-permanent position. However, as approved by Administration, they may attend College special activities (i.e. Convocation or Holiday Luncheon) and formal in-service training as necessary to perform their duties.

Persons employed in non-permanent positions that become regular positions shall be required to apply for open positions during the internal posting period to be considered for the regular vacancy.

Grant Funded Positions
Grant-funded positions shall be classified as regular full-time, regular part-time or non-permanent as defined above. The College will adhere to established salary schedules, classification plans and hiring procedures when appointing grant personnel. Persons employed in grant positions may not receive a salary increase if there are insufficient funds in the grant. Grant funded positions can be eliminated at any time because the funding is not guaranteed.

Employee Classification Types

Support Classification
The Support Classification includes all Administrative Assistants, Office Specialist and Office Coordinator positions. Support classification positions are those which provide organizational support or service (administrative or clerical) or roles operating in a "hands on" environment in support of daily operations. Most time is spent in the delivery of support services or activities, typically under supervision. The positions in this category are generally paid on an hourly basis annualized over 12 months, and classified as non-exempt under FLSA.

Crafts Classification
The Crafts Classification includes, but is not limited to, all Facilities Technicians, Groundskeepers and Mailroom and Print Production personnel. Craft positions are those which support the infrastructure of the College. Most employees in this classification are

considered essential employees and are required to be on-call during inclement weather and emergency situations. The positions in this category are generally paid on an hourly basis annualized over 12 months, and classified as non-exempt under FLSA. Some employees in this classification could be supervisory and exempt from overtime.

Professional Classification
The Professional Classification includes, but is not limited to, positions in Accounting, Public Relations, Advertising, Community Relations, Graphic Arts, and Athletic Coaching and Training. Full time Coaches and Athletic Trainers receive a contract for a 197-duty day appointment. Learned professional employees use advanced knowledge and training to oversee the design, implementation, and delivery of processes, programs, and policies using specialized knowledge and skills normally acquired through advanced education or specialized training. The Creative Professional employees use originality and invention in the areas of writing and graphic arts. Professional classification positions are exempt under the FLSA.

Technical Classification
The Technical Classification includes, but is not limited to, positions in Information Technology eLearning, or Library Science. Technical positions are those jobs which maintain the data, systems and technology infrastructure for the College. In addition, employees in this classification are responsible for maintaining and updating social media, classroom technology, and state and federal reporting requirements. Certain employees in this classification may be exempt if their primary job duties consist of: 1) the application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications; 2) the design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications; 3) the design, documentation, testing, creation or modification of computer programs related to machine operating systems; or 4) a combination of the aforementioned duties, the performance of which requires the same level of skills.

Administrative Classification/ Managerial
Managerial positions include, but are not limited to, Managers, Assistant Managers, and Assistant Directors who are employed for the purpose of managing the business operations of the college in the academic, student service, business service and institutional support and program activities areas. Managerial employees accomplish their goals and accountabilities primarily through the management of functional areas of the College by planning, prioritizing, and/or directing the responsibilities of employees. Full time employees in the Managerial positions may receive a 9-month, 10-month or 12-month appointment and are exempt under the FLSA.

Administrative Classification/Student Support
Student Support positions include, but are not limited to, Financial Aid Counselors, Educational Program Managers, and Admissions Specialists. Employees in Student Support positions use discretion and independent judgement in performing functions directly related

to academic instruction. Full time employees in Student Support may receive a 9-month, 10-month or 12-month appointment and are exempt under the FLSA.

Administrative Classification/General

General Administrative positions include, but are not limited to, Associate Vice President, Chief Information Officer, Executive Director, Dean, Director, and Associate Dean. Employees in General Administrative positions direct or are responsible for multiple departments within the College, setting goals and strategic vision. General Administrative employees establish policies and procedures, exercise discretion and independent judgement in decision making and in evaluating possible courses of action. General Administrative employees may receive a 9-month, 10-month or 12-month contract, and are considered essential employees and exempt under the FLSA.

Executive Classification

The Executive Classification includes the President, Executive Vice President, and Vice President. Full-time Executives are responsible for oversight of the College and receive annual contracts, are considered essential employees and are exempt under the FLSA. Executive class employees are members of the State of Florida Defined Senior Management Class.

Forms

Position Description Form

The Position Description is used to record the duties, responsibilities, qualifications sought and fiscal impact of LSSC positions. This information is the basis for determining the title, salary/hourly rate, and Fair Labor Standards Act (FLSA) exemption status for positions. To achieve these purposes, it is essential that detailed and exact information pertaining to current duties, responsibilities, and qualifications be accurately recorded on this form. Managers and supervisors are responsible for updating position descriptions as job duties change and for providing Human Resources with updated position descriptions. HR will review position descriptions on a regular and rotating basis, while managers/ supervisors should also review position descriptions with employees at the time of the annual performance evaluation.

All position descriptions must be completed using LSSC's template, which is available on the Human Resources website.

Job Analysis Questionnaire Form

The Job Analysis Questionnaire (JAQ) is used to document job content details and attributes needed to evaluate a newly created position or update a current position description.

The following attributes of the position are evaluated and scored on the JAQ. The total score determines the positions placement on the Compensation Grid. The Manager/Supervisor, Executive Director of Human Resources, and Division Vice President

will each complete a JAQ form for the Position being evaluated. The Position Description and JAQs of the position being evaluated will be compared to other similar positions for equity purposes before a final decision is made on placement on the Compensation Grid. Every effort will made to maintain consistency among job types within classifications.

a. Authority - Level of authority exercised by the employee.

b. Physical Exertion - Level of physical exertion required to perform the job.

c. Independence - Level of independence and freedom of choice experienced by employee.

d. Type of Supervision - Level of supervisory responsibilities of employee.

e. Scope & Effect - Level of complicated processing required.

f. Problem Solving - Level of skill in problem solving and independent judgement required.

g. Knowledge - Level of knowledge required for job from basic to mastery of an administrative field.

h. Nature of Relationships - The impact of the employee's interaction with others, inside and outside the college is evaluated.

i. Education - What level of formal education is required for the job?

j. Experience - How many years of experience is required for the job.

k. Licenses Required - Are specific licenses required for the job?

Classifications & Compensation

Position Classifications and Salary Ranges

Classification	Example positions	Salary range
Support	Staff Assistant	$30,000.00 - $51,600.00
Crafts	Facilities Technician	$30,000.00 - $62,250.00
Technical	Computer Technician	$33,000.00 - $102,000.00
Professional	Athletic Coach	$38,437.00 - $62,500.00
Administrative/Managerial	Assistant Manager	$40,000.00 - $74,000.00
Administrative/Student Support	Admissions Counselor	$38,437.00 - $62,500.00
Administrative/General	Executive Director	$50,625.00 - $150,000.00
Executive	Vice President	$110,000.00 - $230,000.00

Additional Compensation

Additional Compensation

Compensation for Earning an Additional Degree
The following compensation amounts will be awarded to Regular full time non-instructional employees for the respective accredited educational accomplishment. The awarded amount will be added to the employee's base salary effective the month the employee submits the official documentation of the degree completed. See Administrative Procedure 5-12 for eligibility requirements and details.

Awarded Amounts
- Associate's Degree: Non-Instructional - $250 to base salary
- Bachelor's Degree: Non-Instructional - $500 to base salary
- Master's Degree: Non-Instructional - $1,000 to base salary
- Doctorate Degree: Non-Instructional - $2,000 to base salary

Compensation for Cellular Devices / Base Salary Adjustment
Specific positions, as indicated on the Position Descriptions, require the employee to own and use a cellular device to execute position duties. A one-time $ 300 Cellular Device Usage stipend is added to the respective employee's base salary.

Compensation for Specialized Non-Permanent Part Time Positions
The following positions will be funded as indicated below. Hourly rates are per clock hour. The President may add other specialized areas as appropriate. In cases of critical skills or specialized areas, the president may approve an hourly rate increase.

Non-Permanent, Non-Instructional Positions	*Hourly Rate*
Advisor	$ 16 - $ 21 / hour
Librarian	$20 - $ 26 / hour
Musical Accompanist	Varies per hour
Non-Credit Instructor	Varies per hour /degree ($30, $32, $32)
Test Proctor	$ 10 / hour
Test Supervisor	$ 10 / hour
Tutor:	
Two-Year College Degree	$ 10 / hour
Four year College Degree & Above	$12 - $18 / hour
Upward Bound Tutor	$ 25 / hour
Assistant Athletic Coach	$ 5,000 per ear / per sport
Club Advisors & Coaches	$ 800 - $9,000 per duties/responsibilities

Cost of Living Increase (COLA)

A Cost of Living Increase (COLA) is awarded to all regular (full & part time) employees based on:

- Available funding.
- The employee has served a minimum of one year.
- The employee is not on a Performance Improvement Plan.

Additional Compensation for Additional Responsibilities

An employee may receive additional compensation for performing duties and responsibilities outside the scope of the employee's job description, or beyond the employee's normal job duties. All requests for additional compensation must be submitted for approval in advance of the employee assuming the additional responsibilities and requires approval of the supervisor, Division Vice President, Budget Office and President. No additional compensation will be approved or paid after the fact or without Budget approval. The timeframe for continuation of additional compensation will be based on the duration of the increased workload and will be reviewed every six months by the supervisor and Division Vice President for renewal. Additional compensation may be considered for the following situations:

a. Assuming responsibilities for specialized activities including Club Advisor, Coaches, and others. Payment is based on an amount established by Cabinet. Please see page six for more details.

b. Assuming responsibilities of another position for a time limited period because the position is vacant. This situation is considered a special appointment that must be made for a specified period and does not constitute a promotion. In order for special payment to be approved, documentation supporting the reasons for the additional compensation and the additional responsibilities must be attached to the request.

Additional Compensation Calculation for Additional Responsibilities - Exempt Employee

a. Determine the responsibilities to be assumed by the employee from the total responsibilities of the new position.

b. In consultation with the employee, the supervisor determines the total number of hours per week necessary to complete the responsibilities, not to exceed 12.5 hours per week.

c. Calculate the hourly rate for the position (base rate divided by 1,950 hours) and multiply by the number of hours per week. Multiply this total by 52 to equal the annual additional compensation.

d. Divide the annual additional compensation by 24 to equal the bi-monthly payment. This is the amount the employee will receive bi-monthly for the duration of the assignment.

e. Assuming additional responsibilities due to a significant increase in workload within the employee's department. This situation is considered extra work. The supervisor determines the appropriate TOTAL number of hours required to complete the extra work. Documentation supporting the reasons for the special payment and the additional responsibilities must be attached to the request.

Additional Compensation Calculation for Increase in Workload - Exempt Employee

a. The supervisor must determine the appropriate number of hours necessary for the employee to complete the extra duties in advance.

b. The total number of hours is projected forward for the total number of days the employee will perform the duties during the assignment to arrive at the total amount of hours.

c. Multiply this total number of hours by the employee's hourly rate to arrive at the value for the additional compensation.

d. Example: The supervisor determines four extra duties will be assigned to an employee for three months (60 days). These four extra duties take three hours total to complete each day. Three hours per day x 60 days = 180 hours total. 180 hours X $9.60 (employee's hourly rate) = $1,728.

Additional Compensation Calculation for Non-Exempt Employees

If an employee is non-exempt and the duties require additional hours beyond 40 hours per week, the employee is entitled to overtime pay per FLSA regulations or compensatory time. See page 11 for details on calculating compensatory time.

Additional Compensation for Interim Position Assignments

An Interim appointment shall be assigned when an employee assumes 100% responsibility of a higher-level position as defined by the position description duties and responsibilities. An employee is appointed to an interim position by the President and approved by the District Board of Trustees. The term "Interim" is prefixed to the position's title. All requests for Interim appointments must be submitted for approval in advance of the employee assuming the additional responsibilities and requires approval of the supervisor, Division Vice President, Budget Office and President. No additional compensation will be approved or paid after the fact or without Budget approval. The timeframe for continuation of additional compensation will be based on the duration of the assignment and increased workload and will be reviewed every six months by the supervisor and Division Vice President for renewal.

Calculating the appropriate salary for the Interim position appointment is governed by the base value of the higher-level position as determined by the JAQ

President's Achievement Award
The President's Achievement Award allows the college to acknowledge and reward exemplary performance and contributions by faculty and non-instructional employees. An Achievement Award, ranging from $100 up to $2,000, may be awarded to an individual or team for sustained, exceptional performance and/or significant contributions beyond normal performance expectations. The President's Achievement Award is recognition of sustained, exceptional performance and/or significant contributions over an extended period of time which represents a major portion of the employee's area of responsibilities, including performance or project goals above and beyond normal performance expectations. An award at this level may also represent an employee's sustained commitment to, and demonstrated completion of, a professional development goal that resulted in a significant improvement in their department or division, or contributed to the department's achievement of a broader goal. Cabinet members may recommend faculty and non-instructional employees for these awards to the President for consideration.

Holiday Calendar

FISCAL YEAR JULY 1, 2019 – JUNE 30, 2020
HOLIDAY CALENDAR

College Closed

2019/2020 Non-Duty Days & Holidays – College Closed		
Month	**Day**	**Holiday**
July 2019	Wednesday, 7/4/2019	Independence Day
September 2019	Monday, 9/2/2019	Labor Day
November 2019	Monday, 11/11/2019	Veteran's Day
November 2019	Wednesday, 11/27/2019	Board Holiday
November 2019	Thursday, 11/28 – Sunday, 12/1/2019	Thanksgiving
December 2019	Saturday, 12/15/19 – Wednesday, 1/1/2020	Winter Break
January 2020	Monday, 1/20/2020	MLK Birthday
March 2020	Sunday 3/15 – Sunday, 3/22/ 2020	Spring Break
May 2020	Monday, 5/25/2020	Memorial Day

Paid non-duty days for all regular employees employed on a 12-month basis.
Determined yearly per academic calendar

Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: October 16, 2019

TO: Lake-Sumter State College
                    District Board of Trustees

FROM: Stanley M. Sidor
                    President

RE: 527 - Approval of the 2019-2020 Staff Classification & Salary Schedule

OVERVIEW:
The 2019/2020 Staff Classification & Salary Schedule has been updated for the next fiscal year to reflect the following changes:

ANALYSIS:
1. Two separate schedules have been created: one specifically for instructional and non-instructional faculty; and one specifically for non-instructional staff employees.
2. A Classification & Compensation Study Project Workgroup, convened in September 2018, developed a new compensation structure, benchmarked against a larger FCS institution, to give the College a more competitive edge in recruitment and retention efforts of employees.
3. The Project Workgroup developed a new streamlined classification system intended to position the College to be able to respond to changing demographics in the workforce.
4. The new classification and compensation structures are included in the 2019/2020 Classification & Salary Schedule.

RECOMMENDATION:
It is recommended the Board approve this item as written.

Lake Sumter
State College

CLASSIFICATION & SALARY SCHEDULE
For
Instructional & Non-Instructional Faculty
2019 – 2020
Approved by the Board of Trustees
October 16, 2019

Contents

MISSION STATEMENT

Lake Sumter State College delivers student success through personal attention and flexible pathways leading to rewarding careers and higher wages.

WELCOME

For employees who are commencing employment with Lake-Sumter State College (LSSC), on behalf of the Board of Trustees, faculty, staff, and administration, we extend a warm and sincere welcome.

For employees who have been with us, thank you for your past and continued service.

We extend our best wishes for success and happiness here at LSSC. We understand that it is our employees who provide the services that our students rely upon, and who will enable us to create new opportunities in the years to come.

Authority

Annually the President or designee shall present a Classification and Salary Schedule to the District Board of Trustees for approval. This Schedule is not intended to create or be interpreted as a contract of employment, or to give any employees any right to or expectancy of continued employment or employment in any particular job or capacity. All employees are employed at the will and pleasure of the President and may be terminated at any time. Salaries published herein are contingent upon the financial capability of the College as approved by the District Board of Trustees

The President, as empowered by the District Board of Trustees and LSSC Board Rules and Administrative Procedures, can authorize position upgrades/reclassifications; salary schedule changes; salary increases; special payments and overtime; and hiring, movement, and dismissal of all employees and contractors.

EMPLOYEE CATEGORY DEFINITIONS

This Classification and Salary Schedule is not intended to create or be interpreted as a contract of employment, or to give any employees any right to or expectancy of continued employment or employment in any particular job or capacity. All employees are employed at the will and pleasure of the College and may be terminated at any time. Salaries published herein are contingent upon the financial capability of the College as approved by the District Board of Trustees.

General
Employees can be classified as either exempt or non-exempt per the Fair Labor Standards Act (FLSA). Employees' FLSA status is noted on their job description and in their Ellucian Banner record.

Non-Exempt Status
Employees classified as non-exempt under the FLSA are entitled to overtime pay at time and one-half of regular pay or earned compensatory time for a workweek of greater than 40 hours.

Exempt Status
Employees classified as exempt under the FLSA are primarily involved in executive, administrative or professional duties as defined by FLSA regulations and are not entitled to overtime pay or earned compensatory time.

Regular, Full-time Employees:
All regular, full-time positions require approval by the President and District Board of Trustees and are eligible for all employment benefits including health, dental, vision and life insurance, retirement and FICA, workers' compensation, paid non-duty days (holidays, Spring Break & Winter Break), and leave according to state regulations and local Board rules. These positions must be classified and compensated according to approved salary schedules in the college budget.

Instructional Faculty

Instructional Faculty employees are employed on a 163-day contract, work 35 hours per week, and have more than 50% instructional duties. Instructional faculty ranks include Lecturer, Instructor, Assistant Professor, Associate Professor, Professor and Senior Professor.

Non-Instructional Faculty

Employees in non-instructional faculty (Librarians) positions have 50% or less instructional duties. For salary treatment, non-instructional faculty have the same ranks as instructional faculty, but are on 12-month contracts and require 37.50 hours work per week.

Non-Permanent Employees:

Non-Instructional Faculty & Adjuncts:

A non-permanent position may be established in situations where a short-term need exists for services to the College. Non-instructional Faculty (Librarian) positions classified as non-permanent will be permitted to work no more that twenty-eight (28) hours per week on average. Non-permanent instructional positions (adjuncts) will be permitted to teach a maximum of three courses or 9 credit hours per semester. Although the non-permanent instructional position (adjunct) teaching load is limited to 9 credit hours per semester, the Vice President of Academic Affairs or President may approve excess teaching loads in exigent cases.

Non- permanent employees are eligible for workers' compensation, Bencor Alternative FICA plan, a qualified retirement plan for part-time, seasonal, or temporary employees who are not covered by the Florida Retirement System, and unemployment compensation. Non-permanent employees are not eligible for sick or vacation leave.

Employees in non-permanent positions cannot participate in standing or official College committees and assignments outside of the duties of their non-permanent position. However, as approved by Administration, they may attend College special activities (i.e. Convocation or Holiday Luncheon) and formal in-service training as necessary to perform their duties.

Non-Permanent Lecturer:

Based on the strategic needs of the college a full time Lecturer position may be established requiring 35 hours of work per week. A full-time Lecturer teaching load is equated to 21 credit hours (or workload) per semester (fall & spring). Employees in non- continuing contract track positions for one full academic year will be eligible for employment benefits including health and dental, retirement and FICA or Bencor Alternative FICA, and workers' compensation, but will not be eligible for accrued paid leave.

Non-permanent full-time employees in faculty positions that become "regular" positions shall be required to apply for open positions during the internal posting period to be considered for the regular vacancy. Their health and dental insurance will continue during the summer upon written acceptance of the regular position.

Grant Funded Positions:

Grant-funded positions shall be classified as regular full-time, regular part-time, or non-permanent as defined above. The College will adhere to established salary schedules, classification plans and hiring procedures when appointing grant personnel. Persons employed in grant positions may not receive a salary increase if there are insufficient funds in the grant. Grant funded positions can be eliminated at any time because the funding is not guaranteed.

SPECIALIZED ACTIVITIES

See 2019-2020 Staff Classification & Salary Schedule

Other Compensation

Compensation

Provided there are funds available, an employee shall be eligible for added compensation as either an annual performance payment or an annual salary increase. Eligibility requires the employee's position be a regular part-time, regular full-time, or non-permanent full-time. Eligibility also requires the employee hold a satisfactory annual performance evaluation or satisfactory completion of the probationary performance period documenting that performance standards have been met satisfactorily or higher. If performance is less than satisfactory, then an employee will not be eligible for added compensation until performance is at a satisfactory level and the compensation will then be prorated.

President's Achievement Award

The President's Achievement Award allows the college to acknowledge and reward exemplary performance and contributions by faculty and staff. An Achievement Award, ranging from $100 up to $2,000, may be awarded to an individual or team for sustained, exceptional performance and/or significant contributions beyond normal performance expectations.

The President's Achievement Award is recognition of sustained, exceptional performance and/or significant contributions over an extended period of time which represents a major portion of the employee's area of responsibilities, including performance or project goals above and beyond normal performance expectations. An award at this level may also represent an employee's sustained commitment to, and demonstrated completion of, a professional development goal that resulted in a significant improvement in their department or division, or contributed to the department's achievement of a broader goal. Cabinet members may recommend faculty and staff for these awards to the President for consideration.

Instructional & Non-Instructional Personnel

Adjunct (Non-permanent, Part-Time) Instructors

General Education and Workforce (except Nursing) Adjunct Pay per Credit Hour

Adjuncts will be paid according to the highest degree earned in the field in which they are teaching.

Example: An adjunct has a Master's degree in English and a Ph. D. in Biology. The class taught is English. The adjunct will be paid $568 per credit hour as follows:

Associate Degree	-	$448	Bachelor's Degree	-	$520
Master's Degree	-	$568	Doctorate Degree	-	$613

The Adjunct teaching load is limited to 9 credit hours per semester. The Vice President of Academic Affairs or President may approve excess teaching loads in exigent cases.

Compensation for Lab Hours

Compensation for lab hours is based on the number of contact hours associated with a laboratory experience. For example, when a student enrolls in BSC 1010C they are enrolled in a combined class for a total of four credit hours. Three credit hours correspond to three contact hours for the classroom portion of the course and one credit hour corresponds to two contact hours for the laboratory portion of the class. Faculty would receive a workload of 5 for BSC 1010C, not 4. See table below for additional examples.

Course	Total Credit Hours	Classroom Contact Hours	Laboratory Contact Hours	Total Hours (Workload) for Compensation
BSC 1010C	4	3	2	5
CHM 2210C	5	3	4	7
PHY 1053C	4	3	3	6

Faculty Compensation for Independent Study

Faculty are paid $25 per credit hour per student for an independent study.

Nursing Adjunct Pay per Clock Hour based on highest degree earned in field.

BSN - $42.00 per hour

MSN - $45.00 per hour
PhD - $48.00 per hour

Instruction clock hour values for differing clinical activities assigned each semester per program need.

Substitute Teaching Salary Schedule

The pay for substitute teachers will be calculated using the hourly adjunct clock rate. A one-credit course meeting once a week for 15 weeks has 15 clock hours in a semester.

Faculty (Full-Time Instructional)

The 2019-2020 Salary Schedule for regular Instructional & Non-Instructional Personnel is presented on page 15. The faculty contract period shall extend from the first duty day of the fall semester through the last duty day of the spring semester. See page 14 for definition of "duty day". The specific dates to be worked during this contract period shall be as determined by the President or his designee. The District Board of Trustees, upon recommendation from the President, may defer any change in compensation and method of payment established at the beginning of a fiscal year to a later time during that fiscal year.

Calculation of Pay for Full-time Instructional Faculty

Full-time, Regular Instructional Faculty

- If hired effective the first day of the academic year
  - Determine minimum starting salary, based on discipline, degree and years of full-time teaching experience.
  - Determine first pay period of academic year (Pay period that includes August 20th)
  - Determine last pay period of academic year (Pay period prior to the pay period that includes August 20th)
  - Count the number of pay dates (First Pay Date in academic year through the Pay Date prior to the pay period that includes August 20th)
  - Divide starting salary by total number of pays to be received for contract period (24) = bi-monthly gross pay

Lecturer (Non-Continuing Contract- track Instructional Faculty)

- If hired for one (1) semester only:
  - Determine minimum starting salary, based on discipline, degree and years of full-time teaching experience.
  - Determine the number of duty days in the semester (based on academic calendar)
  - Divide minimum salary by total duty days for full academic year (163)
  - Multiply daily rate from above by the number of days in semester = total gross salary for one semester
  - Count the number of pay periods: first pay period of semester (pay period that includes August 20th) through last pay period (pay period immediately following date when grades are due)
  - Divide total gross salary by total number of pays to be received for contract period = bi-monthly gross pay

- If hired effective the first day of the academic year for two (2) semesters:
  - Determine minimum starting salary, based on discipline, degree and full-time teaching experience.
  - Determine first pay period of academic year (pay period that includes August 20th)
  - Determine last pay period of academic year (pay period immediately following date when grades are due)
  - Count the number of pay periods (first pay period in academic year through last pay period immediately following date when grades are due)
  - Divide starting salary by total number of pay periods for contract period = bi-monthly gross pay

- If hired in the middle of the semester:
  - Determine minimum starting salary, based on discipline & degree
  - Determine the number of days in semester

- o Divide minimum salary by total duty days for full academic year (163)
- o Multiply daily rate from above by the number of working days in semester = total gross salary for one semester
- o Count the number of pay periods (first pay period of semester through last pay period immediately following date when grades are due)
- o Divide total gross salary by total number of pays to be received for contract period = bi-monthly gross pay

Large Lecture Incentive Pilot Program

Faculty that teach science courses with combined lectures and separate labs will be compensated with a large lecture incentive for the lecture portion based on the number of registered students in the lecture as follows.

Three Hour Lecture	
Students Enrolled (after the add/drop period ends)	Large Lecture Incentive (per combined lecture)
38 to 40	$300
41 to 45	$600
46 to 48	$900

Faculty who teach other select high-enrollment courses will be offered the opportunity to earn a large lecture incentive as outlined in the following table. Interested faculty are encouraged to work with their Dean to determine applicability.

Three Hour Lecture Course (prorated for other hours)	
Students Enrolled Above Capacity (after the add/drop period ends)	Large Lecture Incentive (per section, not student)
3 to 5	$300
6 to 10	$600
11 to 15	$900

How to Calculate Contract Period/Teaching Load

1. For any days worked over the normal contract period, faculty will be paid at their daily rate of pay.
2. A full-time Lecturer teaching load is equated to 21 credit hours (or workload) per semester (fall & spring). Student contact hours and specific assigned duties may be used in determining load when approved by the College President.
3. All other full-time teaching faculty load is equated to 15 credit hours (or workload) per semester (fall & spring). Student contact hours and specific assigned duties may be used in determining load when approved by the College President.
4. When classes do not meet minimum enrollment requirements, faculty may be required to combine classes (in related areas) and may be given credit on teaching load for just one class.

How to Calculate Overload Compensation

Full-time instructors teaching credit classes in excess of the stated full-time semester hour load will receive overload pay per credit hour based on highest degree earned in field:

Bachelor's Degree   - $ 520   Master's Degree   - $ 568   Doctorate Degree   - $613

Faculty Compensation for Lab Hours

Faculty compensation for lab hours is based on the number of contact hours associated with a laboratory experience. For example, when a student enrolls in BSC 1010C they are enrolled in a combined class for a total of four credit hours. Three credit hours correspond to three contact hours for the classroom portion of the course and one credit hour corresponds to two contact hours for the laboratory portion of the class. Faculty would receive a workload of 5 for BSC 1010C, not 4. See table below for additional examples.

Course	Total Credit Hours	Classroom Contact Hours	Laboratory Contact Hours	Total Hours for Compensation Purposes
BSC 1010C	4	3	2	5
CHM 2210C	5	3	4	7
PHY 1053C	4	3	3	6

For Summer Semesters

Full-Time Faculty will be paid at the rate of $2,202 per 3-credit course. ($734.00 per credit hour)

Independent Study

$25 per credit hour per student.

Co-Op

$100 per student (not based on credit hours).

Levels of Experience

For hiring and placement purposes, the assigned entry rank is determined by the prior years of related instructional experience, position needs, and budget limitations. Incoming full-time regular faculty with five or more years of full-time teaching or librarian experience will be placed at the rank of Assistant Professor or Assistant Librarian with the corresponding base salary. Faculty who earn additional approved graduate credits or degrees will be compensated as follows. The Masters+ designation is for faculty who earn 18 or more graduate hours in a second area of expertise, which credentials them to teach college classes in a second area of strategic importance to the College. Faculty with the Masters+ designation will receive a $2,000 increase to their current salary. A faculty member earning an approved doctoral degree will receive a $4,000 increase to their salary. Administrative Procedure 5-12 defines the process for approval of additional graduate credit hours and degrees.

Substitute Teaching Salary Schedule

The pay for substitute teaching will be calculated at the hourly overload clock rate. A one-credit course meeting once a week for 15 weeks has 15 clock hours in a semester.

Awarding of Additional Compensation for Additional Responsibilities

An instructional employee may receive an additional compensation payment for both performing duties and responsibilities or for the completion of special projects, which are in addition to the employee's normal duties. The President awards additional compensation when funds are available.

Awarding of Instructional Reassigned Time

An instructional employee may receive reassigned time during Fall, Spring, or Summer semesters for performing short-term special duties or completing special projects as agreed upon by the employee and Vice President of Academic Affairs and as approved by the President. Reassigned time may not exceed nine credit hours per semester. Reassigned time may be combined with additional compensation when appropriate based on the scope of the project and the availability of funds.

Instructional employees with reassigned time to work on externally funded or revenue generating projects must include the College's actual cost of filling the instructional vacancy created by the reassigned time in the project

budget. For example, an instructional employee with three hours of reassigned time to work on an externally funded research project must include the cost of an adjunct or overload instructor for those three credit hours in the project budget to cover the College's increased operating costs resulting from the reassigned time.

Duty Day Definition
Duty days and non-duty days are employment terms used in various College documents. These terms and associated expectations are defined as follows:

Duty Day
An employment/contract day when the College is in operation and employees are either required to be in scheduled service or available for service to fulfill employment obligations unless leave is granted. Duty days are typically Monday through Friday. Full-time faculty duty days are either instructional days or non- instructional days as specified in the current College Personnel Dates calendar. Full-time faculty do not have to be at the college for all duty hours; however, they are obligated professionally to be present for scheduled office hours, committee work, departmental meetings, planned college sponsored training or college-wide meetings, graduation, etc. unless excused by administration.

Employees' failure to comply with duty days and hours with the exception of granted leave may lead to compensation adjustments or discipline up to and including unsatisfactory performance review, contract status changes, or employment termination.

Non-Duty Day
A non-employment/contract day because the College is not in operation, i.e. holidays and semester breaks. Non- duty days are published in the current College Personnel Dates Calendar.

If non-exempt staff are required to work on non-duty days, they will be compensated appropriately. Exempt staff and faculty are not normally compensated for working non-duty days. For unusual circumstances, special consideration may be given as approved by Cabinet.

Summer Semester
In the summer when the College is in operation, full-time faculty who are not instructing are expected to respond within a reasonable time period to critical emails or phone calls from deans or administrators. Critical emails or phone calls are defined as deans or administrator communications necessary to obtain important information for making time-sensitive business decisions.

The College recognizes that critical communication may not be possible in the summer with some full-time faculty who are out of reach. Faculty who will be out of reach are expected to communicate their out-of-reach timeframes to their respective Deans. In some cases, Deans may need to make decisions without information or consultation from those out-of-reach faculty.

Amongst all parties, discretion, professionalism, and common sense should prevail in all situations.

2019-2020
Salary Schedules

2019-2020 Faculty Rank Salary Ranges

Rank*	Base Salary	Critical Need Area	Librarian	Masters +	Doctorate in Field
Lecturer	$40,000	N/A	N/A	+$2,000	+$4,000
Instructor	$40,000	+$5,000	+8,000		
Assistant Professor	$42,000				
Associate Professor	$44,100				
Professor	$46,305				
Senior Professor	$48,620				

* Ranks for Library faculty include Staff Librarian, Assistant Librarian, Associate Librarian, Librarian, and Senior Librarian

Salary Increases for Rank Promotions
A faculty member being promoted to the next rank will receive a base salary increase equal to the difference between the base salaries of the two ranks as illustrated below.

Promotion Type	Base Salary Increase
Instructor to Assistant Professor	$2,000
Assistant Professor to Associate Professor	$2,100
Associate Professor to Professor	$2,205
Professor to Senior Professor	$2,315

Promotions for Library Faculty follow the pattern above.

Faculty Rank and Promotion Plan
Introduction

Purpose

The Faculty Rank and Promotion (FR&P) Plan at Lake-Sumter State College (LSSC) allows qualified faculty the opportunity to be recognized and rewarded for sustained, high-quality teaching and professional development. This plan governs the FR&P system and encourages increased faculty engagement in college operations and community projects while providing a detailed framework for advancement through academic ranks and for commensurate salary increases. The benefits to LSSC include the ability to recruit and retain high-quality faculty, foster self-pride and confidence, and continue as a leader in higher education in the Florida College System.

LSSC Mission

LSSC delivers student success through personal attention and flexible pathways leading to rewarding careers and higher wages.

Part I: Overview

Candidate Eligibility for Rank Promotion Consideration

To be an eligible candidate for rank promotion, a faculty member must:
- be on continuing contract
- have a satisfactory rating on their last three performance reviews
- be in or beyond last required year in the current rank

Candidates must apply for promotion consideration a year before submission of the portfolio. The portfolio will contain a narrative and attachments. The portfolio's attachments are evidence of the candidate's performance in meeting the criteria in this plan. Selected faculty and administration review portfolios before making a recommendation to the President and the Board of Trustees.

In any one academic year only 10 applications for promotion can be processed. Faculty who are applying for promotion in the first year of eligibility are guaranteed consideration. Any remaining slots will be available for other applicants on a first-applied, first-considered basis up to the annual cap.

Faculty Ranks

LSSC's Faculty Rank system is comprised of five ranks. Starting in 2017-2018 academic year, promotion from the first to the second rank is governed by the Continuing Contract Process and is not part of Faculty Rank and Promotion (FR&P). Faculty who have been awarded Continuing Contract under the previous process (awarded CC prior to the 2016-2017 academic year) will need to apply for promotion to Assistant Professor if they wish to achieve that rank following the procedures outlined in this document and the criteria in Appendix E.

Although faculty must serve at least five years in rank before being eligible for the next higher rank, faculty seeking promotion shall submit the application for promotion during the fall semester of the fourth year at current rank. The table below displays the earliest sequence for applying for rank promotion.

Timetable for Promotion Application, Review and Award

Current Rank	Required Service in Rank for Promotion Eligibility	Submit Portfolio	Promotion to next Rank (if approved)
		Year of Employment	
Instructor or Staff Librarian who started fall 2016 or earlier.	Award of Continuing Contract (5-7 years)	Fall following the award of Continuing Contract	Fall of Academic Year After Portfolio Submission with Award of Continuing Contract
Instructor or Staff Librarian who started fall 2017 or later.	Award of Continuing Contract (5-7 years)	N/A	Effective concurrent with award of continuing contract
Assistant Professor or Librarian	5	Fall of 4th Year in Rank	Fall of Academic Year After Portfolio Submission
Associate Professor or Librarian	5	Fall of 4th Year in Rank	Fall of Academic Year After Portfolio Submission
Professor or Librarian	5	Fall of 4th Year in Rank	Fall of Academic Year After Portfolio Submission
Senior Professor or Librarian	—	—	—

Part II: Faculty Rank and Promotion Process and Timeline

The Faculty Rank and Promotion (FR&P) process (outlined below) assumes the quickest timeline in accordance with eligibility requirements. Candidates must serve a minimum of five years in each rank before being eligible for promotion. Missing a deadline as outlined in this section will withdraw a candidate from consideration during the current year promotion cycle.

Ongoing Activities before Submission of Application

Candidates should gather relevant material supporting promotion consideration in one place to facilitate compilation of their portfolio.

The "Faculty Rank and Promotion" page on the LSSC website contains all relevant paperwork and forms for candidates and committee members. As candidates assemble their portfolio narratives and attachments, assistance is available from the Associate Vice President of General Studies and the Vice President of Academic Affairs. Samples of past portfolios are available in the Leesburg campus library.

Ongoing Activities before Submission of Application

Date	Candidate	FR&P Committee/ HR
By Jan15		• The Vice President of Academic Affairs updates list of eligible faculty that will serve on the FR&P Committee • HR sends updated list of candidates eligible to submit portfolio in two years to FR&P Chair
By Feb 15		• The Vice President of Academic Affairs sets the FR&P Committee membership
By March 30	During third year at current rank, monitor announcements from the FR&P Chair to determine eligibility.	• Outgoing FR&P Chair - Announce Committee for upcoming year- including a two-year cycle (who is coming off and who is going on) • Outgoing FR&P Chair send email to all candidates
April-September	Attend informational sessions at least during your third year at current rank	FR&P/ HR/ Administration - Informational session/workshops for choosing peer committee and writing teaching philosophy for potential candidates

The Academic Year Prior to Submission of the Portfolio

Candidates for promotion will select four members from the faculty to serve on their Peer Review Committee (PRC). This committee will observe the candidate in the classroom, review the candidate's portfolio, and help the candidate decide if they are qualified for promotion. Candidates will submit their application and PRC forms to HR by September 30th one year before submission of their final portfolio.

Between September and November, the candidate will write a teaching philosophy to present to their PRC for review. The PRC will review the teaching philosophy and provide feedback before conducting classroom observations. The PRC should ensure that the teaching philosophy and the actual teaching practice complement each other. Between November and April, as PRC members complete their classroom observations, candidates should be assembling the rough draft of their portfolio narratives. By early April, the PRC should provide initial recommendations for changes to the portfolio narrative. Between April and August of the submission year candidates will assemble the final portfolio narrative and attachments; they will submit it to the PRC for final review and approval. By mid-August, the PRC will review the checklist to make sure the portfolio narrative and

attachments meet their approval.

The Academic Year Prior to Submission of the Portfolio

Date	Candidate	Peer Review Committee
Sept. (early)	Choose Peer Review Comm.	
Sept. 30	Submit Application and Peer Review Committee Information Form to HR Representative	
Sept. – Nov.	Write teaching philosophy before observations	Peer Review of teaching Philosophy Rough Draft
Nov.- April	Assemble Rough Draft Portfolio	Peer Review of Rough Draft Portfolio and classroom observation conducted after FR&P committee membership is finalized
First Business Day of December	For candidates who withdrew portfolio, submit application to reapply along with Peer Review Committee Information Forms to HR Representative	
April (early)		Peer Review Committee provides Initial Recommendations for changes to Rough Draft Portfolio
April – Aug.	Assemble Final Portfolio	Peer Review of Completed Portfolio
By mid-Aug.		Peer Review Chair and Committee members-- sign off on checklist

Submission Academic Year

Once the candidates have received approval from their PRC, they will assemble the finished documents and submit them to HR by the first business day of September.

Submission Year

Date	Candidate	FR&P Committee	Other
1st business day of Sept.	Submit Portfolios to HR *No late Submissions accepted*	Organizational Meeting	
Sept. 1-Nov 30		Deliberations	
Dec. 1 - 10		FR&P Recommendations Communicated to Candidates	
Dec. 10		FR&P Recommendations Sent to Administrative Comm.	Admin. Deliberations
Jan.		Case Manager presents to Administrative Committee	
Jan. 30			Administrative Comm. Recommendations Communicated to Candidate
Feb. (early)			Appeals Process (if needed)
Feb. 15			Administrative Comm. Recommendations Sent to President
Feb-Mar		Review of Procedures	
Mar. 1			President's Recommendations Communicated to Candidates
Mar.			President's recommendation to Board of Trustees
April		Procedure changes to Faculty	Board Consideration of Recommendations
April		Faculty vote on Plan changes, forward to President	President reviews changes forward to the Board
April (mid)			Promotions announced at Board of Trustees Meeting
May			Procedure Changes Approved by President, Board
August	Pay raises associated with promotion will take effect on the pay period that includes August 20th.		

Withdrawal of Application

If the candidate withdraws their application before portfolio submission, they can reapply the following year using the normal timeline. Completed Peer Teaching Evaluations (see forms section of this document) may be reused if they are no more than two years old on the new submission date.

After Submission

Once candidates submit portfolio narratives and attachments, the FR&P Committee begins its deliberations, which may continue up to November 30th. Any contact with the candidate regarding the promotion process will go through the FR&P Committee Chair. After the vote, the FR&P Committee Chair will deliver a personalized letter stating the committee's recommendation to each candidate no later than December 5th.

The letter will provide appropriate feedback and explanations. For favorable results, the application for promotion moves forward. For unfavorable results, candidates can either withdraw without prejudice or request a meeting with the FR&P Committee to clarify any issue related to process or content within five business days of receiving the committee's letter.

If the candidate requests a meeting with the FR&P Committee to discuss and re-consider the decision, it will be held within 5 business days of the initial decision notification. The FR&P Committee will have a second vote and notify the candidate of the reconsideration decision. If the vote is again unfavorable, the candidate may appeal to the Joint Appeals Committee within 5 business days of the reconsideration decision notification. (See the FR&P Committee and Joint Appeals Committee sections for more information).

If the candidate's application is forwarded to the Administrative Rank & Promotion Committee, they will receive a decision letter regarding promotion by January 30th. The letter will remind each candidate of the three options: to move forward; to withdraw without prejudice; or if the results are unfavorable, to appeal to the Joint Appeals Committee within five business days of the Administrative Rank and Promotion Committee notification of decision. (For more details see the Joint Appeals Committee Section.)

If the Joint Appeals Committee recommends promoting the candidate, the Joint Appeals Committee will forward the candidate's application to the President for approval. If the Joint Appeals Committee recommends denying a promotion and the candidate wishes not to withdraw, the candidate may request the opportunity to present their case directly to the President within 5 business days (excluding holidays) of the Joint Appeals Committee notification of decision.

The President will notify the candidates by March 1st. The President will deliver the promotion recommendations to the Board in March.

The Board approves faculty contracts in March or April for the following academic year. Each successful candidate's portfolio is placed in the archives at the Leesburg campus library to provide guidance to other candidates.
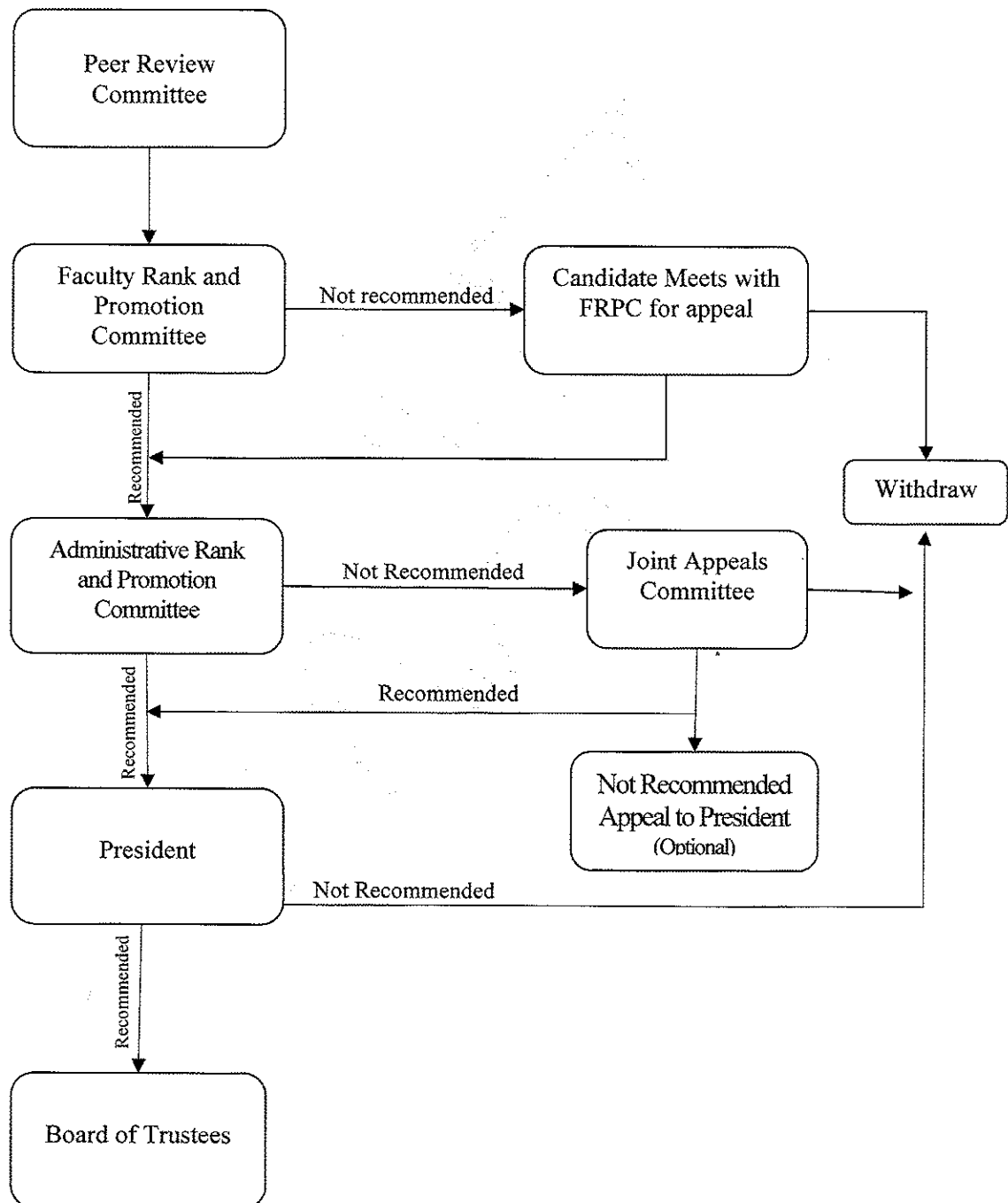
Withdrawal of Portfolio

After the portfolio is submitted, candidates may withdraw at any stage by writing a letter to the Chair of the FR&P Committee. Candidates who withdraw from the process may re-apply the following year. The deadline for re-applying is the first business day of December.

Faculty Rank and Promotion System Flow Chart
The following table shows the Faculty Rank and Promotion process at a glance.

```
┌──────────────────┐
│   Peer Review    │
│   Committee      │
└──────────────────┘
         │
         ▼
┌──────────────────┐   Not recommended   ┌──────────────────┐
│ Faculty Rank and │────────────────────▶│ Candidate Meets  │
│   Promotion      │                     │ with FRPC for    │──────┐
│   Committee      │◀────────────────────│    appeal        │      │
└──────────────────┘     (Recommended)   └──────────────────┘      ▼
         │ Recommended                                        ┌──────────┐
         ▼                                                    │ Withdraw │
┌──────────────────┐  Not Recommended    ┌──────────────────┐ └──────────┘
│ Administrative   │────────────────────▶│  Joint Appeals   │──────▶
│ Rank and         │◀────────────────────│   Committee      │
│ Promotion        │     Recommended     └──────────────────┘
│ Committee        │                              │
└──────────────────┘                              ▼
         │ Recommended              ┌──────────────────────┐
         ▼                          │  Not Recommended      │
┌──────────────────┐ Not Recommended│  Appeal to President  │
│    President     │───────────────▶│     (Optional)        │
└──────────────────┘                └──────────────────────┘
         │ Recommended
         ▼
┌──────────────────┐
│ Board of Trustees│
└──────────────────┘
```

Part III: Peer Review Committee

The Peer Review Committee (PRC) members serve as mentors to the candidate applying for promotion. Their main duty is to see each candidate through the process and facilitate the best possible claim for promotion.

Members

Candidates will choose their own peer committee but are encouraged to ask the appropriate academic administrator for recommendations. Two members should be from the same discipline or department as the candidate while the remaining two should be from another discipline. Faculty may not choose somebody who is currently on or will serve on the Faculty Rank and Promotion (FR&P) Committee when the portfolio is evaluated. Each candidate should pick at least one person who is familiar with the process and at least one person who can thoroughly edit the content. The candidate will select one of the four members to serve as the Chair. The Chair should have continuing contract and be someone who deeply understands the candidate and his or her role at the college.

The Work of the Committee

The PRC chair serves as an intermediary between the candidate and the FR&P Committee. The PRC members primarily serve as advisors and mentors to the candidate. Their role is to guide candidates through the process, especially the assigned tasks (below). Individual members of the PRC can divide these tasks or tackle them as a group. The PRC should advise the applicant concerning their teaching philosophy and review and provide feedback on their portfolio.

Responsibilities of the Candidate and Members

Candidate
The candidate will:
1. Adhere to all guidelines and deadlines in the plan;
2. Choose the PRC by second week of September the year before submission;
3. Organize the work of the PRC along with the Chair;
4. Share his or her schedule with the PRC so a date can be chosen for the classroom evaluation;
5. Provide the teaching philosophy prior to the classroom evaluation; and
6. Consult the PRC Chair in case of questions or problems as they arise in the process.

Peer Committee Members

The PRC will:
1. Complete the peer review form and instructional observation, verifying that the candidate's teaching philosophy and classroom practice complement each other;
2. Read and provide feedback on the portfolio and attachments;
3. Complete and sign the Peer Review Committee Checklist confirming that the portfolio meets acceptable published standards.
4. Recommend that the candidate either move forward with portfolio submission or delay submission until the next cycle in order to strengthen the portfolio.

Peer Review Committee Chair

In addition to required PRC duties, the Chair will perform the following tasks.
1. Attend mandatory training to review plan and expectations. The meeting will be held by Faculty Senate in the spring semester.

2. Meet with the PRC and organize the work of the committee along with the candidate. Communicate expectations from mandatory training.
3. Assist the candidate to clarify questions and problems throughout the portfolio creation process
4. Prepare the Peer Review Committee Checklist for candidate to include with his or her submission to the Faculty Rank and Promotion Committee
5. Serve as a resource to the FR&P Committee, as needed.

Part IV: Assembling the Portfolio

This section provides instructions for assembling the portfolio.

A completed portfolio includes two separately bound parts:

1. The **Narrative** which includes the curriculum vita and the candidate's written descriptions or responses to the criteria in each section
2. **Attachments**, which include documentation to support statements made in the narrative.

The contents of the portfolio (narrative and attachments) must come from work conducted within the current rank. Longer-term projects begun in earlier ranks can apply if the work was ongoing or completed within the current rank. Exempting committee service and other ongoing activities, portfolio elements can only be used once. Questions about whether an element is acceptable for submission should be directed to the Peer Review Committee chair who should consult with the Faculty Rank and Promotion Committee Chair as necessary.

The corresponding rubrics for scoring the portfolio elements are provided in Appendix A. Candidates should refer to these rubrics while completing the portfolio.

Order of the Narrative

In the **narrative**, the candidate will provide the information requested for the desired rank referencing supporting documents included in the **attachments**.

For all ranks, the completed **narrative** will include the following sections **in this order**:

- Peer Review Committee Checklist (see Appendix C)

- Relevant Experience and Education Form (see Appendix C)

- Teaching or Librarianship Excellence (see Part V)

- Service to the College or Community (see Part V)

- Professional Development (see Part V)

- List of Outside Sources (if applicable; name this section according to the rules of the style you are using i.e. References for APA or Works Cited for MLA)

- List of Attachments

Narrative Formatting

In the **narrative**, the candidate will provide the information requested for the desired rank referencing supporting documents included in the **attachments**. The first page of the narrative should be the Peer Review Checklist.

- Bind using a three-ring binder, report cover, or spiral binding.

- Include a cover sheet that contains at a minimum the title Portfolio Narrative Faculty Rank and Promotion, your name, rank you currently hold, rank you're applying for, and date of submission. Creativity is allowed in designing your cover.

- Use Times New Roman 12 pt. font throughout the body of the document.

- Double space the entire document (except tables which have their own formatting)

- Left align the document

- Use 1-inch margins.

- Center page number on the bottom of each page. Number consecutively from beginning to end.

- Center section headings in bolded 16 pt. Times New Roman font and number using roman numerals (I, II, III…).

- Left-align section sub-headings in bolded 14 pt. Times New Roman font and label with uppercase letters (A, B, C…)

- Left-align third level sub-headings in bolded 12 pt. Times New Roman font and label with Hindu-Arabic numbers (1, 2, 3…).

- Embed references to the attachments within the text of the narrative as you mention them. Refer to each attachment by its number. For example: (see attachment 1). You may also give a short description of the attachment within the parentheses if you did not already do so in the body of the narrative, i.e. (see attachment 1 for a sample syllabus for X course).

- If using citations to outside research or resources within your narrative, format your citations in the style you are most comfortable with depending on your discipline.

- Include a Table of Contents that includes the section headings and sub-headings from the document. This can be done easily in Word by using the styles for the headings and sub-headings and then generating a table of contents from the "references" menu.

- Start each section (Teaching Excellence, Service to the College, and Professional Development) on a new page.

Order of Attachments

The **attachments** are compiled and organized in the order in which they are referenced in the **narrative**. Each attachment should be clearly labeled and cross-referenced in the **narrative** so that reviewers can easily find and compare attachments.

Attachments Formatting

- Bind attachments using a separate three-ring binder or spiral binding from the narrative portion

- Include a cover sheet that contains at a minimum the title Portfolio Attachments Faculty Rank and Promotion, your name, rank you currently hold, rank you're applying for, and date of submission. Creativity is allowed in designing your cover.

- Include the list of attachments after the cover sheet.

- Number attachments consecutively (1, 2, 3, etc.) making sure they correspond with the numbering in the narrative section.

Submitting the Portfolio

Create seven sets of the narrative and two sets of attachments and send to: Human Resources at the

Leesburg Campus. Include an electronic copy without attachments. Each candidate should keep one copy of the Narrative and Attachments for his or her own records. Once the portfolio is submitted no revisions will be allowed in the same submission year. The following year candidates can keep the same course evaluations unless the peer committee has changed. If the portfolio had been previously submitted and returned by the FR & P Committee some of the material can be retained along with any changes the committee recommended.

The completed portfolio must be delivered to Human Resources by the close of business of the first day in September.

In the fall of 2019, we will conduct a pilot where the candidate may submit one copy of the narrative and one set of attachments only. An electronic copy of both the narrative and attachments will also be submitted. Candidates may volunteer to be part of the pilot.

Part V: Portfolio Submission Instructions by Rank

Where candidates are asked to provide information regarding a service or professional development activity, lists of sample and example activities are provided. These lists are not intended to be exhaustive of all activities but are intended to provide guidance on the types of activities that are appropriate.

The requirements for the rank of Assistant Professor are in Appendix D. This applies to faculty who earned continuing contract before 2016 and did not go through the Faculty Rank and Promotion Committee to receive the rank of Assistant Professor.

Associate Professor or Associate Librarian

Teaching or Librarianship Excellence
The required elements demonstrating teaching or librarianship excellence are detailed below. Refer to the rubrics in Appendix A for specific expectations. The candidate's written responses or relevant forms for each of these items should be included in the narrative part of the portfolio.

A. **Write a Teaching or Librarianship Philosophy** (1-3 pages). A philosophy statement describes your conception or theory of teaching, learning, or librarianship. Connect your philosophy or theory to your classroom practice.   Check the FR&P Website for helpful links about teaching philosophies.
B. **Describe two techniques or tools you have developed or adapted and their impact on teaching and learning.** (2-5 pages for each technique excluding supporting documentation).   The following elements must be included.   • motivation for deciding to use the technique which includes supporting data or research used to come up with technique (this can include but is not limited to: classroom data, literature search, peer collaboration at college or with other colleges, conference, department communications)   • description of technique or tool   • results from using technique or tool (good or bad, can include feedback from appropriate constituency, graphics, examples, or data)   • lessons learned (includes interpretation of results, evidence of improvement by using this new technique, or observations used to revise technique).   Examples include, but are not limited to, Service Learning, Flipped Classrooms, Field Trips, etc. For librarians, techniques or tools to help with library service, processes or procedures can also count for this category.

C.	**Peer Review** Include a completed Peer Teaching Evaluation Form for each peer committee member in this section of the narrative. Refer to Part III: Peer Review Committee guidelines within this document and to Appendix C for the form.
D.	**Annual Evaluations.** To apply for this rank, the last three annual evaluations must be favorable. If not, any deficiencies identified through the annual evaluation process must be resolved through completion of targeted faculty development as indicated in the annual review. Complete and include the Annual Evaluation Verification Form signed by the supervisor in this section of the narrative. Refer to Appendix C for the form. Include copies of the last three annual evaluations in the attachments for this section.
E.	**Student Correspondence.** Candidates can include up to 5 pieces of correspondence from students as long as they are received within the required time period. In the narrative include a list of the correspondences and references to the attachments. **This section is optional.**

Service to the College or Community

Describe **three** activities to which you made a significant contribution that impacted the college or community. These activities may include special projects where reassigned times or stipends were granted. The three activities can be selected from any of the categories of Committee Work, Curriculum Work, College Projects, and Community Service. One of the activities can be a community service activity in which you had direct involvement and a benefit to the community is clearly articulated and evident.

In the description, provide the importance of the service activity, contribution to the activity, and the outcome of the activity. Suggested length is 1-3 pages per activity excluding supporting documentation.

The following table lists sample activities. This list is not exhaustive but is intended to provide guidance acceptable activities. These are the minimum benchmarks for this category. Higher-level activities are acceptable.

Categories	Sample Activities
Committee work	• Served on or chaired a college committee, sub-committee, or workgroup • Chaired a search committee
Curriculum work	• Major curriculum changes that you were instrumental in implementing • Designed and implemented a course • Conducted a Program Review
College projects	• Actively worked on a college project, e.g., SACS, QEP, Mathlympics, Brain Bowl, Convocation redesign, etc. • Served as an advisor to a student club. • Conducted annual reviews of adjunct faculty
College Leadership	• Department Chair or other leadership role. • Program Manager • Lead Faculty
Community service	• Community activities where candidate has consistently donated time and effort.
Assessment	• Served on or chaired Assessment Committee or workgroup • Led revision of assessment procedures in a course, discipline, or program
Mentoring	• Mentor a faculty member and or employee

Professional Development

Reflect on a total of **two** bulleted activities from **two** different categories in the table below. In the reflection, discuss how the activity impacted the quality of teaching, student learning, or professional growth. Suggested length is 1-3 pages per activity excluding supporting documentation.

Where applicable, attachments should include documentation supporting level of involvement such as: evidence of attendance; program from conference; copy of published article, blog, etc.; cover page of book;

communication from professional association leadership verifying involvement, etc.

The following table lists sample activities. This list is not exhaustive but is intended to provide guidance acceptable activities. These are the minimum benchmarks for this category. Higher-level activities are acceptable.

Categories	Sample Activities
Publications	• Articles in popular or trade publications that do not require extensive research (blogs, newsletters, videos, etc.) • Articles in peer-reviewed journals or chapters in books
Conferences / Workshops Further Study	• **Attending** professional conferences related to assigned responsibilities • **Presenting** at professional conferences related to assigned responsibilities • Courses sponsored by industry or continuing education • Research or self-directed study approved by supervisor • Undergrad or grad credits for professional dev • Ongoing course work toward higher degree
National or State Professional Association	• **Membership** and verified involvement in the work of the organization.

Professor or Librarian

Teaching or Librarianship Excellence

The required elements demonstrating teaching or librarianship excellence are detailed below. Refer to the rubrics in Appendix A for specific expectations. The candidate's written responses or relevant forms for each of these items should be included in the narrative part of the portfolio.

A. **Write a Teaching or Librarianship Philosophy** (1-3 pages). A philosophy statement describes your conception or theory of teaching, learning, or librarianship. Connect your philosophy or theory to your classroom practice.   Check the FR&P Website for helpful links about teaching philosophies.
B. **Describe two techniques or tools you have developed or adapted and their impact on teaching and learning** (2-5 pages for each technique excluding supporting documentation).   In the description include: motivation for deciding to use the technique which includes supporting data or research used to come up with technique (this can include but is not limited to: classroom data, literature search, peer collaboration at college or with other colleges, conference, department communications), description of technique or tool, results from using technique or tool (good or bad, can include feedback from appropriate constituency, graphics, examples, or data), lessons learned (includes interpretation of results, evidence of improvement by using this new technique, or observations used to revise technique).   Examples include, but are not limited to, Service Learning, Flipped Classrooms, Field Trips, etc. For librarians, techniques or tools to help with library services, processes or procedures can also county for this category.
C. **Peer Review**   Include a completed Peer Teaching Evaluation Form for each peer committee member in this section of the narrative. Refer to Part III: Peer Review Committee guidelines within this document and to Appendix C for the form.
D. **Annual Evaluations**. To apply for this rank, the last three annual evaluations must be favorable. If not, any deficiencies identified through the annual evaluation process must be resolved through completion of targeted faculty development as indicated in the annual review. Complete and include the Annual Evaluation Verification Form signed by the supervisor in this

section of the narrative. Refer to Appendix C for the form. Include copies of the last three annual evaluations in the attachments for this section.
E. Student Correspondence. Candidates can include up to 5 pieces of correspondence from students as long as they are received within the required time period. In the narrative include a list of the correspondences and references to the attachments. **This section is optional.**
F. Teaching Demonstration to the FR&P Committee The presentation should allow the FR&P Committee to get to know the candidate as a teacher or librarian. The presentation should demonstrate the candidate's teaching style and how their philosophy matches their practice. The presentation should be 20 to 30 minutes.

Service to the College or Community

Describe **four** activities to which you made a significant contribution that impacted the college or community. These activities may include special projects where reassigned times or stipends were granted. The four activities can be selected from any of the categories of Committee Work, Curriculum Work, College Projects, Community Service, and Mentoring. **At least one** of the four **must** show a lead role in a college activity. **One** of the four **can** be a community service activity in which you had a **leadership role**, and must be able to demonstrate benefit to community.

In the description, provide the importance of the service activity, contribution to the activity, and the outcome of the activity. Suggested length is 1-3 pages per activity excluding supporting documentation.

The following table lists sample activities. This list is not exhaustive but is intended to provide guidance acceptable activities. These are the minimum benchmarks for this category. Higher-level activities are acceptable.

Categories	Sample Activities
Committee work	• Served on or chaired a college committee, sub-committee, or workgroup
Curriculum work	• Major curriculum changes that you were instrumental in implementing
	• Designed and implemented a course
	• Designed and implemented a program
	• Conducted a Program Review
College projects	• Served on a college project, e.g., SACS, QEP, Mathlympics, Brain Bowl, Math Emporium development, Convocation redesign.
	• Served as an advisor to a student club.
College Leadership	• Department Chair or other leadership role-2 years or more
	• Program Manager-2 years or more
	• Lead Faculty-2 years or more
Community service	• Serving in a lead role for a community activity that requires consistent time and effort
Assessment	• Served on or chaired Assessment Committee or workgroup
	• Led revision of assessment procedures in a course, discipline, or program
Mentoring	• Mentor a faculty member and or employee

Professional Development

Reflect on a total of **three** bulleted activities from at least **two** different categories in the table below. In the reflection, discuss how the activity impacted the quality of teaching, student learning, or professional growth. Suggested length is 1-3 pages per activity excluding supporting documentation.

Where applicable, attachments should include documentation supporting level of involvement such as: evidence of attendance; program from conference; copy of published article, blog, etc.; cover page of book; communication from professional association leadership verifying involvement, etc.

The following table lists sample activities. This list is not exhaustive but is intended to provide guidance acceptable activities. These are the minimum benchmarks for this category. Higher-level activities are acceptable.

Categories	Sample Activities
Publications	• Articles in peer-reviewed journals or chapters in books • Service as a peer-reviewer for a scholarly journal, textbook, or certified course or program review such as Quality Matters or SACSCOC
Conferences/Workshops	• **Presenting** at in-service or outside workshop, conference, or seminar
Further Study	• Courses sponsored by industry or continuing education • Research or self-directed study approved by supervisor for benefit of department or College • Undergrad or grad credits for professional development • Ongoing course work toward an additional degree
National or State Professional Association	• **Serving** on a committee to help organize activities

Senior Professor or Senior Librarian

Teaching or Librarianship Excellence

The required elements demonstrating teaching or librarianship excellence are detailed below. Refer to the rubrics in Appendix A for specific expectations. The candidate's written responses or relevant forms for each of these items should be included in the narrative part of the portfolio.

A. **Write a Teaching or Librarianship Philosophy** (1-3 pages) A philosophy statement describes your conception or theory of teaching, learning, or librarianship. Connect your philosophy or theory to your classroom practice. 　Check the FR&P Website for helpful links about teaching philosophies.
B. **Describe two techniques or tools you have developed or adapted and their impact on teaching and learning.** (2-5 pages for each technique excluding supporting documentation) 　In the description include: motivation for deciding to use the technique which includes supporting data or research used to come up with technique (this can include but is not limited to: classroom data, literature search, peer collaboration at college or with other colleges, conference, department communications), description of technique or tool, results from using technique or tool (good or bad, can include feedback from appropriate constituency, graphics, examples, or data), lessons learned (includes interpretation of results, evidence of improvement by using this new technique, or observations used to revise technique). 　Examples include, but are not limited to, Service Learning, Flipped Classrooms, Field Trips, etc. For librarians, techniques or tools to help with library services, processes or procedures can also county for this category.
C. **Peer Review** 　Include a completed Peer Teaching Evaluation Form for each peer committee member in this section of the narrative. Refer to Part III: Peer Review Committee guidelines within this document and to Appendix C for the form.
D. **Annual Evaluations.** To apply for this rank, the last three annual evaluations must be favorable. If not, any deficiencies identified through the annual evaluation process must be resolved through completion of targeted faculty development as indicated in the annual review. Complete and include the Annual Evaluation Verification Form signed by the supervisor in this section of the narrative. Refer to Appendix C for the form. Include copies of the last three annual evaluations in the attachments for this section.

E. Student Correspondence. Candidates can include up to 5 pieces of correspondence from students as long as they are received within the required time period. In the narrative include a list of the correspondences and references to the attachments. **This section is optional.**	
F. Teaching Demonstration to the College	

F. Teaching Demonstration to the College
The presentation should allow the college community to get to know the candidate as a teacher or librarian. The presentation should demonstrate the candidate's teaching style and how their philosophy matches their practice. The candidate can select a topic from the classroom or an emerging topic in their field. The presentation should be to 30 – 50 minutes.

Service to the College or Community

Describe **five** activities to which you made a significant contribution. These activities may include special projects where reassigned times or stipends were granted. The five activities should be selected as follows:

- **At least two** of the five **must** show a lead role in a college activity (excluding required mentorship).
- **One** of the five **must** be the required mentorship.
- **One** of the two remaining activities **can** be a community service activity in which you had a **leadership role**. Must be able to demonstrate benefit to community.

In the description, provide the importance of the service activity, contribution to the activity and the outcome of the activity. Suggested length is 1-3 pages per activity excluding supporting documentation.

The following table lists sample activities. This list is not exhaustive but is intended to provide guidance acceptable activities. These are the minimum benchmarks for this category. Higher-level activities are acceptable.

Categories	Sample Activities
Committee work	• Chaired committee, sub-committee, or workgroup
Curriculum work	• Designed and successfully implemented at least two new courses
	• Designed and implemented a regional or overseas educational tour for students, faculty, and community
	• Designed and implemented a program
College projects	• Developed or assisted in developing a new college project, e.g., Math Emporium, Convocation redesign. Workforce program/s
College leadership	• Department Chair or other leadership role-4 years or more
	• Program Manager-4 years or more
	• Lead Faculty-4 years or more
Community service	• Serving in a lead role for a community activity that requires consistent time and effort
Assessment	• Chaired Assessment Committee or workgroup
	• Led revision of assessment procedures in a course, discipline, or program
Mentoring	• Mentor a faculty member and or employee

Professional Development

Reflect on a total of **four** bulleted activities from at least **two** different categories in the table below. In the reflection, discuss how the activity impacted the quality of teaching, student learning, or professional growth. Suggested length is 1-3 pages per activity excluding supporting documentation.

Where applicable, attachments should include documentation supporting level of involvement such as: evidence of attendance; program from conference; copy of published article, blog, etc.; cover page of book; communication from professional association leadership verifying involvement, etc.

The following table lists sample activities. This list is not exhaustive but is intended to provide guidance acceptable activities. These are the minimum benchmarks for this category. Higher-level activities are acceptable.

Categories	Sample Activities
Publications	• Writing a textbook or scholarly publication • Lead reviewer for a scholarly journal, textbook, or certified course (e.g. Quality Matters) • Lead author or reviewer for departmental annual review (for multiple years) • Lead author or reviewer for LSSC SACSCOC accreditation report or QEP • Part of SACSCOC review team for another institution
Conferences / Workshops	• **Organizing** a local, regional, or national in-service workshop or seminar • **Chairing** a major state-level conference • **Organizing** a component of a national / state-level conference
Further Study	• Courses sponsored by industry • Institutional Review Board approved research and study • Graduate credits • Ongoing course work towards a higher and applicable degree that fits the college's mission • Completion of a higher and applicable degree that fits the college's mission
National or State Professional Association	• **Chair** of a state professional committees • **Officer** of a national professional association

Part VI: Faculty Rank and Promotion Committee

The Faculty Rank and Promotion (FR&P) Committee is empowered yearly by both faculty and administration to manage the FR&P Plan. The committee shall:

- appraise portfolios of faculty candidates requesting promotion in order to evaluate the teaching, professional development activities, and service performance of the candidate;
- evaluate candidates based on criteria adopted by the faculty in agreement with the Board of Trustees and college administration;
- make recommendations to the Administrative Rank & Promotion Committee on promotion of faculty; and
- recommend changes to the FR&P Plan for effectiveness and efficiency.

Members

The FR&P Committee is composed of five voting members and a chair. The six full-time faculty members must have continuing contract. The Peer Review Committee Chair for each candidate will join the committee as a resource to answer questions as needed. The Peer Review Committee Chair does not have voting power and cannot be a part of the FR&P committee.

All continuing contract full-time faculty are eligible to serve. Service on the FR&P committee takes precedence over service on a Peer Review Committee. Faculty who are candidates for promotion will be ineligible for membership during the year in which their application is reviewed. The composition will be a mix of faculty from across departments.

Populating the Committee

Membership on the FR&P Committee is determined by jury system, whereby faculty are obligated to serve their terms when their last name comes up in an alphabetical rotation of all eligible faculty (eligibility is defined above). Members will be selected each year as follows:

1. By January 15 of each year, the office of the Vice-President of Academic Affairs or designee will compile a list of eligible faculty by eliminating:
    a. those currently serving;
    b. those leaving the committee at the end of May having served a full term; and
    c. those who have not yet attained continuing contract.
2. The remaining eligible faculty will be split into the following sub-categories: general studies faculty, workforce and baccalaureate faculty, nursing faculty, and librarians.
3. The Vice President of Academic Affairs sets the Faculty Rank and Promotion Committee membership by February 15 based on the following protocol:

Eligible faculty will be chosen in a progressive alphabetical order selection annually: 3 from general studies faculty, 1 from workforce and baccalaureate faculty, 1 nursing faculty, and 1 librarian.

4. If a faculty member cannot serve on the committee, they have one week to appeal the appointment to the Vice President of Academic Affairs.
5. If the Vice President of Academic Affairs agrees that a faculty member has a legitimate reason for not serving, that faculty member will be excused and replaced by the next eligible faculty member on the list.
6. If a person is appointed to the FR&P Committee they must decline to serve on any candidate's peer committee.
7. The office of the Vice President of Academic Affairs will record excused faculty for service the following year.

Member Term of Service

Each FR&P Committee member will serve for two years, from July 1 of the year appointed to June 30 two years later. The committee is on hiatus during the summer months. Members must serve two years unless excused for extenuating circumstances by the Vice President of Academic Affairs. Terms of service are staggered so that half the membership rotates out every year.

Faculty appointed to the FR&P Committee should decline any requests to serve on a candidate's Peer Review Committee. FR&P Committee members are appointed each March thus allowing sufficient time for candidates to find alternative PRC members.

Resignations & Replacements

If an FR&P Committee member resigns during their term or fails to fulfill his or her commitment before or during the committee's consideration of promotional cases, the Chair shall notify the Vice President of Academic Affairs to appoint a replacement faculty member who is next eligible. In the event that the resignation or replacement occurs after the committee's consideration of the promotional cases (after voting), it will be left to the committee's discretion whether or not to fill the vacancy.

Replacements will serve the remaining time of the departing member's appointment.

Newly appointed or continuing committee members who apply for promotion within the deadline set by the Vice President of Academic Affairs must resign from the FR&P Committee.

Responsibilities of Members

The members of the FR&P Committee have a primary duty to maintain the privacy of the candidates.
1. Individual committee members will not discuss promotion applications or promotion criteria with individuals or groups outside of committee meetings.
2. All applications will be treated in a confidential manner, and the discussion of applications, applicants, and promotion criteria shall be limited to official committee meetings.

3. No email communication is acceptable.
4. Committee votes are to be taken by secret ballot. The Chair does not vote but collects the sealed votes.

The committee members have differing duties and responsibilities as described below.

Chair

The FR&P Committee shall elect its own Chair from any member who is beginning their second term. The chair's role is organizational; he or she does not vote on candidates. The duties of the Chair are to:
1. train FR & P committee members during the first meeting to explain the rubrics in detail and set expectations for rating candidates
2. assign a case manager for each candidate for promotion divided evenly among the members;
3. organize meeting times with FR&P Committee members in accordance with the established timeline;
4. notify the Vice President of Academic Affairs to appoint a replacement in order to fill any vacancy on the FR&P Committee should a resignation occur, ;
5. answer procedural questions from candidates and Peer Review Committee Chairs, as appropriate;
6. collect secret ballots and tally them with the assistance of a HR representative;
7. consult with candidates and Peer Review Committee Chairs in the event that the committee is recommending withdrawal due to problems with the portfolio; and
8. consult with the Vice President of Academic Affairs on a regular basis.
9. gather changes to FR & P Plan and submit suggestions to Faculty Senate Executive Committee (see part X)

Voting Committee Members

The five voting committee members are responsible for reviewing each candidate's narratives and for voting on all candidates. Additional duties are added if the member is assigned to be a case manager for a specific candidate. All FR & P committee members may submit suggestions for amending the FR&P plan as necessary (see part X).

Case Manager

Case managers will be randomly selected to take charge of one candidate's portfolio. They become the FR&P committee's "expert" on that candidate. In addition to voting and reviewing the portfolio the case manager also:

1. conducts an objective and unbiased analysis of the portfolio with respect to the criteria specified including an in-depth review of the narrative and all attachments;
2. consults with the Peer Committee Chair to address questions, as necessary;
3. presents the analysis of the candidate to the FR&P Committee by preparing a synopsis of the candidate's strengths, weaknesses, and fulfillment of the criteria;
4. consults with the rest of the FR&P committee to obtain additional comments about the candidate's submission and includes those comments in the decision letter;
5. writes a decision letter to the candidate enumerating the positives and negatives of the portfolio and its compliance with relevant criteria; and
6. presents the candidate to the Administrative Rank and Promotion Committee, in January.

The Work of the Committee

1. Case managers and committee members will review all candidate materials.
2. As set by the FR&P Committee chair, voting members will meet to discuss each candidate. Case Managers will present the highlights of their candidates to the rest of the committee and answer questions related to the portfolio narratives and attachments. At this meeting, case managers will discuss scoring criteria and rubrics to make sure they are all assessing the portfolios in a consistent way.
3. Committee decisions will be based solely on the content of the portfolio narrative and supporting documentation.

4. Committee tallies are kept anonymous. The Chair collects the scoring sheets in sealed envelopes and tallies them along with a HR representative. Members may complete their scoring sheets on the candidates after each is presented or they can tally them all at once after deliberations are over.
5. All five FR&P Committee voting members must complete scoring sheets for each candidate for promotion. The anonymous decision will be cast on the appropriate FR&P Committee Scoring Sheet (see Appendix B) and placed in a sealed envelope. The scoring sheet must show the breakdown of points the FR&P Committee member determined for each category. Points will differ for each rank; consult the scoring sheets for more information.
6. After all the anonymous FR&P Committee scoring sheets have been completed and collected by the Chair, the Chair and a HR representative open the envelopes and complete the FR&P Tally Sheet (see Appendix B) by transcribing candidate scores.

The FR&P Committee Chair will deliver a personalized decision letter from the Case Manager enumerating the positives and negatives of the portfolio. Candidates must receive favorable scores from 4 out of 5 FR&P Committee members in order to be recommended for promotion. If the candidate is recommended for promotion, their name is forwarded to the Administrative Rank and Promotion Committee using the Candidate Recommendation Form (see Appendix C).

If the candidate is not recommended for promotion, the candidate must contact the FR&P Committee Chair within 5 business days (excluding holidays) of notification with their decision either withdrawing or requesting a meeting with the FR&P Committee.

If a meeting is requested:

1. The FR&P Committee meets with the candidate and the PRC Chair to discuss discrepancies and issues.
2. The Peer Review Committee Chair and the candidate will be excused, permitting the FR&P Committee to render in private its final decision. **The content of the meeting will be kept confidential.**
3. The FR&P Committee takes a second vote.
   a. If the second vote changes the original decision, the candidate will be recommended to the Administrative Rank and Promotion Committee for promotion. On the Candidate Recommendation Form, the committee will note the change in vote and the reason.
   b. If the second vote does not recommend promotion, the candidate must contact the FR&P Committee Chair within 5 business days (excluding holidays) with their decision to either withdraw or appeal to the Joint Appeals Committee (see the Joint Appeals Committee section for more information).

Part VII: Administrative Rank & Promotion Committee

The Administrative Rank & Promotion Committee represents the college's administrative interests and support of the Faculty Rank and Promotion (FR&P) system. Its purpose is to review the findings and recommendations of the FR&P Committee and render its recommendations for faculty promotions to the president.

The Administrative Rank and Promotion Committee is charged with:
1. reviewing Candidates' portfolio (documentation) and recommendations from the FR&P Committee;
2. completing ballots and deciding on which candidates should move forward;
3. providing written notification by January 25th to candidates on their options to either move forward, withdraw without prejudice, or request an appeal; and
4. forwarding their recommendation to the President by January 30th.

Members

The Administrative Rank and Promotion Committee is comprised of the following personnel.
   1. Vice President of Academic Affairs (chair)
   2. Associate Vice President of General Studies

3. Dean of Workforce Development
4. Dean of General Studies
5. Dean of Nursing
6. Dean of Library and Leaning Center
7. Associate Dean of Arts and Letters
8. Associate Dean of Math and Science

The Work of the Committee

The committee will meet as frequently as necessary to accomplish its responsibility. The Vice President of Academic Affairs, as Committee Chair, will establish the meeting dates and times with input from the members.

The committee will receive the recommendations from the FR&P Committee by December 10th. The FR&P Committee, specifically the Case Managers, will meet with the Administrative Rank and Promotion Committee to present a synopsis of each candidate's portfolio.

Similar to the FR&P Committee, the Administrative Rank and Promotion Committee will review a candidate's narrative and portfolio. The members will assess each candidate's level of accomplishment in meeting the established FR&P criteria. This assessment process is the same process completed by the FR&P Committee.

After a thorough review of each candidate's documentation, assessment of the level of criteria accomplishment, and review of the FR&P Committee's recommendations, each member will complete a FR&P Scoring Sheet for each candidate (see Appendix B). These scoring sheets are the same as used by the FR&P Committee. Like the FR&P Committee, the Administrative Rank and Promotion Committee will secretly score each candidate and seal them individually into envelopes.

The sealed envelopes will be given to the Executive Assistant to the Vice President of Academic Affairs or designee to open and complete the Tally Sheet. This tally sheet is the same as used by the FR&P Committee. The Executive Assistant to the Vice President of Academic Affairs will present the completed tally sheet to the Vice President of Academic Affairs who will call a meeting and provide the tally sheet to the members. As appropriate, the Committee may discuss the votes to calibrate their decision-making, make their final decisions, and then render their recommendations regarding faculty promotions. The administrative committee must reach consensus in order for a candidate to be recommended to the President for promotion.

The Vice President of Academic Affairs will notify the President and HR in writing of the Committee's recommendations. Also, the Chair will prepare and deliver letters to the candidates by January 25th notifying them of Administrative Rank and Promotion Committee's recommendations. The letters will remind the candidates of their three options: to move forward; to withdraw without prejudice; or, if the results are unfavorable, to request an appeal. The letter will require the candidate to provide their decisions to the Chair by a specified date.

If a candidate elects to exercise an appeal, then the appeal process will be implemented. See the section on the Joint Appeals Committee.

The Administrative Rank & Promotion committee may compile and forward revisions to the FR & P plan to the FR & P Committee chair when requested (see part X).

Part VIII: Joint Appeals Committee

The Joint Appeals Committee's duty is to provide a mechanism for a candidate to appeal an unfavorable review once appeals to the FR&P Committee have been exhausted or if the candidate requests an appeal after the Administrative Rank and Promotion Committee has made a decision.

Requests for an appeal after a non-favorable second vote by the FR&P Committee should be made to the FR&P Committee Chair within 5 business days of the notification of the second vote. The FR&P Committee Chair will pass on this request to the Joint Appeals Committee.

Requests for an appeal after a non-favorable vote by the Administrative Rank and Promotion Committee should be made to the Vice President of Academic Affairs within 5 business days of the notification of the vote.

Members

1. HR representative (Chair)
2. Faculty FR&P Committee Chair
3. One FR&P Committee member from the previous two years chosen by the Faculty FR&P Committee chair
4. Vice President of Academic Affairs
5. One other member from the Administrative Rank and Promotion Committee chosen by the Vice President of Academic Affairs.

The Work of Committee

If an appeal is requested, a meeting will be scheduled within 10 business days (excluding faculty non-duty days) of the request.

1. The Chair of the Joint Appeals Committee will collaborate with the Vice President of Academic Affairs to choose a FR&P Committee member from the previous two years and the second representative from the Administrative Rank and Promotion Committee.
2. The Chair will schedule the meeting and invite the candidate.
3. The candidate will be given a chance to present their case, and then excused.
4. The Committee will discuss the issues and vote to recommend or not to recommend promotion.
5. The Chair will deliver a letter to candidate within 5 business days.
6. If the Joint Appeals Committee recommends to promote the candidate, the Chair will forward the candidate's application for promotion to the President.
7. If the Joint Appeals Committee does not recommend promotion, and the candidate wishes not to withdraw, he or she must request the opportunity to present their case directly to the President within 5 business days.

Part IX: Faculty Rank and Promotion Compensation Model

Information concerning the Faculty Rank and Promotion Compensation Model can be found in the Classification and Salary Schedule available on the LSSC web page.

Part X: Amendments to FR & P Plan and Training

Amendments to the Faculty Rank and Promotion Plan

During the portfolio review process both the FR & P committee and the Administrative Rank & Promotion Committee may observe problems with the FR & P process. They may also see ways in which the plan and process can be improved. Members of both committees should compile these observations and suggestions and forward them to the FR & P Committee Chair when requested.

In February and March, the FR&P Committee Chair will solicit written suggestions from faculty and college administration regarding changes in the criteria and/or procedures. After consideration, the FR&P Committee will give the recommendations to Faculty Senate Executive Committee. The Faculty Senate Executive Committee will give two weeks' notice of a meeting to discuss suggested changes. That meeting should take place before April 15. A majority of the faculty must vote on amendments to the proposed criteria at the subsequent Faculty Senate meeting. The Faculty Senate Executive Committee will distribute amendment motions passed at the meeting via email ballots within one week of that meeting. The voter will be responsible for completing and returning their ballot to the designated voting coordinator within one week. The Faculty Senate Executive Committee will communicate results within one week of the final ballot count.

The Faculty Senate Executive Committee will forward changes to the Vice President of Academic Affairs who will review the changes and make a recommendation to the President regarding the proposed changes. The Vice President of Academic Affairs will communicate with the FR&P Committee within ten working days.

The President will forward changes in criteria and procedures to the Board of Trustees for approval.

The Vice-President of Academic Affairs is responsible for recording changes in the official document and making the revised copy available to each faculty member by June 1.

Training

In the spring semester, Faculty Senate Executive Committee will conduct a training session for peer committee chairs. This training session will be mandatory for all incoming peer committee chairs. The training will explain the peer committee responsibilities and expectations.

In the fall semester, during the first meeting of the FR & P committee, the outgoing committee chair will train the incoming chair and committee in using the rubrics and in the expectations of the committee.

Appendix A: Rubrics

All rubrics are rated on a 0-4 scale with 4 representing the highest level. Only use whole numbers. On each rubric, a description for the lowest (0), middle (2) and highest (4) level is provided as benchmarks. Items may also be scored with a 1 or 3 as appropriate. Rubric scores are summed by category and adjusted so that the total possible score for each rank is 100. An adjusted score of 80 or higher is required for consideration of promotion to the next rank. Candidates must receive favorable scores from 4 out of 5 FR&P Committee members in order to be recommended for promotion. See Appendix B for copies of the scoring sheets.

Rubric for Teaching Philosophy (score from 0-4) Professor		Assistant Professor Associate Professor Professor Senior	
Description	4	2	0
Educational theory or personal philosophy underpinning approach to teaching and learning	Theory or philosophy is specific and clearly articulated	Theory or philosophy is general and not clearly articulated	Not addressed
Examples connect philosophy or theory to classroom practice	Examples show a clear and specific relationship between philosophy or theory and classroom practice	Examples are general or derivative and do not show a clear and specific relationship between philosophy or theory and classroom practice	Not addressed

Rubric for Techniques and Tools (score from 0-4)

	Assistant Professor		
Professor			**Associate**
			Professor
			Senior
Professor			
Description	**4**	**2**	**0**
Motivation (statement of problem) Why?	Clearly defined statement of reasons for using this technique or tool with supporting data or research where applicable.	Unclear or vague statement of problem with no supporting data or research.	No motivation statement.
Description (methodology) How?	Clearly explained description of technique or tool and process of implementation.	Unclear or vague explanation and description of process.	No description of technique.
Results or outcomes	Descriptive explanation of results or outcomes are specifically presented using feedback, graphics, examples, or data.	Statement of result with no description (students improved as a result of this change).	No results provided.
Conclusions	Clear interpretation of results with introspection, including improvement or revision plan, impact on classroom, department, college, community, etc.	Statement of results with no introspection	No conclusions provided

Rubric for Teaching Demonstration (score from 0-4)

		Professor	
			Senior Professor
Preparation	**4**	**2**	**0**
Oral Communication	Speaks clearly and comprehensibly; discussion with audience is engaging	Unclear speech and disengaged from the audience through eye contact or body language	Poor communication
Use of instructional aids	Effectively uses appropriate presentation tools using charts, tables, or graphs	Ineffective use of appropriate presentation tools that used charts, , tables, graphs, and graphics	Disconnected use of instructional tools
Apparent knowledge/ mastery of the subject matter	Quick response and can deflect if answer is not known	Labors with response and unable to deflect appropriately	Poor mastery of the subject

Rubric for Service to College or Community (score from 0-4)

	Assistant Professor		
Professor			**Associate**
			Professor
			Senior
Professor			
Description	**4**	**2**	**0**
What is the activity and what is its importance?	Clearly explained description of activity and its importance	Unclear or vague description of activity	No description
What contribution did you make to this activity?	Statement clearly shows strong evidence of active engagement and contribution to the	Statement shows evidence of consistent attendance but limited evidence of contribution to the	No evidence of contribution

		outcome	outcome	
What was the outcome?		Clearly explained description of outcome	Unclear or vague description of outcome	No description

Rubric for Professional Development (score from 0-4)			**Assistant Professor** **Associate Professor** **Professor** **Senior Professor**	
Description	**4**		**2**	**0**
Reflection on Activity	Clear evidence that the professional development activity improved the quality of teaching, student learning, or professional growth.		Limited evidence of the impact of the professional development activity on quality of teaching, student learning, or professional growth.	No description

Appendix B: Scoring

All rubrics are rated on a 0-4 scale with 4 representing the highest level. Only use whole numbers. On each rubric, a description for the lowest (0), middle (2) and highest (4) level is provided as benchmarks. Items may be scored with a 1 or 3 as well.

Rubric scores are summed by category (Teaching Excellence, Service, and Professional Development) and adjusted so that the total possible score for each rank is 100. An adjusted score of 80 or higher is required for consideration of promotion to the next rank. Candidates must receive favorable scores from 4 out of 5 FR&P Committee members in order to be recommended for promotion to the Administrative Rank & Promotion Committee.

The following figure displays the contribution each of the three categories of assessment (Teaching Excellence; Service to College or Community; and Professional Development) makes to the total score for the rank. As seen, teaching excellence is 50% of the total score for the Assistant Professor or Librarian rank. For the highest rank of Senior Professor, the three assessment categories are approximately equally weighted.
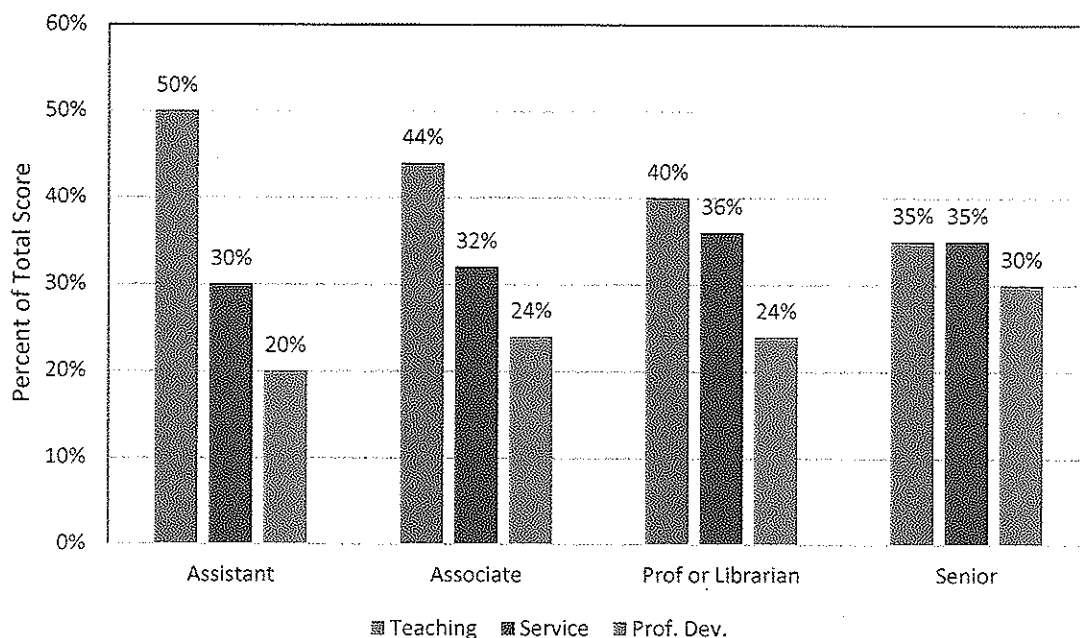
	Assistant	Associate	Professor or Librarian	Senior
CATEGORY	CATEGORY ELEMENTS			
Teaching Excellence	Philosophy Technique 1 Technique 2	Philosophy Technique 1 Technique 2	Philosophy Technique 1 Technique 2 Demonstration	Philosophy Technique 1 Technique 2 Demonstration
Service to the College or Community	Service 1 Service 2	Service 1 Service 2 Service 3	Service 1 Service 2 Service 3 Service 4	Service 1 Service 2 Service 3 Service 4 Service 5
Professional Development	Activity 1 Activity 2	Activity 1 Activity 2	Activity 1 Activity 2 Activity 3	Activity 1 Activity 2 Activity 3 Activity 4

Assistant Professor or Assistant Librarian

Scoring Sheet for Candidate: _____

TEACHING EXCELLENCE	Rubric Part	Score (0 to 4)	Adjusted Score
Teaching Philosophy	Theory or Philosophy Connection to Practice		
Technique 1	Motivation Description Results Conclusion		**Multiply Total by 1.25**
Technique 2	Motivation Description Results Conclusion		
	TEACHING EXCELLENCE TOTAL		

SERVICE	Rubric Part	Score (0 to 4)	Adjusted Score
Service 1	Description of Service Contribution Outcome		**Multiply Total by 1.25**
Service 2	Description of Service Contribution Outcome		
	SERVICE TOTAL		

PROFESSIONAL DEVELOPMENT	Rubric Part	Score (0 to 4)	Adjusted Score
Activity 1	Reflection of Activity		**Multiply Total by 2.5**
Activity 2	Reflection of Activity		
	PROFESSIONAL DEVELOPMENT TOTAL		

TOTAL ADJUSTED SCORE
(sum the 3 adjusted scores and round total to whole number) _____

Positive Annual Review – Past 3 Years: _____ Yes _____ No

Rater Signature: _____ Date: _____

Associate Professor or Associate Librarian

Scoring Sheet for Candidate: _____

TEACHING EXCELLENCE	Rubric Part	Score (0 to 4)	Adjusted Score
Teaching Philosophy	Theory or Philosophy Connection to Practice		
Technique 1	Motivation Description Results Conclusion		**Multiply Total by 1.1**
Technique 2	Motivation Description Results Conclusion		
TEACHING EXCELLENCE TOTAL			

SERVICE	Rubric Part	Score (0 to 4)	Adjusted Score
Service 1	Description of Service Contribution Outcome		
Service 2	Description of Service Contribution Outcome		**Multiply Total by 0.889**
Service 3	Description of Service Contribution Outcome		
SERVICE TOTAL			

PROFESSIONAL DEVELOPMENT	Rubric Part	Score (0 to 4)	Adjusted Score
Activity 1	Reflection of Activity		**Multiply Total by 3**
Activity 2	Reflection of Activity		
PROFESSIONAL DEVELOPMENT TOTAL			

TOTAL ADJUSTED SCORE
(sum the 3 adjusted scores and round total to whole number) _____

Positive Annual Review – Past 3 Years: _____ Yes _____ No

Rater Signature: _____   Date: _____

Professor or Librarian

Scoring Sheet for Candidate: _____

TEACHING EXCELLENCE	Rubric Part	Score (0 to 4)	Adjusted Score
Teaching Philosophy	Theory or Philosophy Connection to Practice		
Teaching Demonstration	Oral Communication Use of Instruction Aids Mastery of Content		
Technique 1	Motivation Description Results Conclusion		**Multiply Total by 0.769**
Technique 2	Motivation Description Results Conclusion		
TEACHING EXCELLENCE TOTAL			

SERVICE	Rubric Part	Score (0 to 4)	Adjusted Score
Service 1	Description of Service Contribution Outcome		
Service 2	Description of Service Contribution Outcome		**Multiply Total by 0.75**
Service 3	Description of Service Contribution Outcome		
Service 4	Description of Service Contribution Outcome		
SERVICE TOTAL			

Professor or Librarian (cont'd)

Scoring Sheet for Candidate: _____

PROFESSIONAL DEVELOPMENT	Rubric Part	Score (0 to 4)	Adjusted Score
Activity 1	Reflection of Activity		**Multiply Total by 2**
Activity 2	Reflection of Activity		
Activity 3	Reflection of Activity		
PROFESSIONAL DEVELOPMENT TOTAL			

TOTAL ADJUSTED SCORE
(sum the 3 adjusted scores and round total to whole number)   _____

Positive Annual Review – Past 3 Years: _____ Yes _____ No

Rater Signature: _____   Date: _____

Senior Professor or Senior Librarian

Scoring Sheet for Candidate: _____

TEACHING EXCELLENCE	Rubric Part	Score (0 to 4)	Adjusted Score
Teaching Philosophy	Theory or Philosophy Connection to Practice		
Teaching Demonstration	Oral Communication		
	Use of Instruction Aids		
	Mastery of Content		
Technique 1	Motivation Description Results Conclusion		**Multiply Total by 0.673**
Technique 2	Motivation Description Results Conclusion		
TEACHING EXCELLENCE TOTAL			

SERVICE	Rubric Part	Score (0 to 4)	Adjusted Score
Service 1	Description of Service Contribution Outcome		
Service 2	Description of Service Contribution Outcome		
Service 3	Description of Service Contribution Outcome		**Multiply Total by 0.583**
Service 4	Description of Service Contribution Outcome		
Service 5	Description of Service Contribution Outcome		
SERVICE TOTAL			

Senior Professor or Senior Librarian (cont'd)

Scoring Sheet for Candidate: _____

PROFESSIONAL DEVELOPMENT	Rubric Part	Score (0 to 4)	Adjusted Score
Activity 1	Reflection of Activity		
Activity 2	Reflection of Activity		**Multiply Total by 1.875**
Activity 3	Reflection of Activity		
Activity 4	Reflection of Activity		
PROFESSIONAL DEVELOPMENT TOTAL			

TOTAL ADJUSTED SCORE
(sum the 3 adjusted scores and round total to whole number) _____

Positive Annual Review – Past 3 Years: _____ Yes _____ No

Rater Signature: _____ Date: _____

Appendix C: Forms

Forms included in this section:

1. Request for Faculty Rank and Promotion Application Consideration
2. Peer Committee Information Form
3. Peer Committee Checklist
4. Annual Evaluation Verification Form
5. Relevant Experience and Education Form
6. Peer Teaching Evaluation Form
7. Candidate Recommendation Form
8. Faculty Rank and Promotion Committee Tally Sheet

Lake Sumter
State College

Request for Faculty Rank and Promotion Application Consideration

I request to be considered as an applicant for the _____ (year) Faculty Rank and Promotion program. I understand that consideration as an applicant is made on a first come, first served basis. Furthermore, although there is no applicant quota, I understand that the Faculty Rank and Promotion program may not accommodate all applicants and that applicants' seniority within rank will be used to determine the final Faculty Rank and Promotion program applicant pool.

If accepted as an applicant I understand and agree with the above conditions, as well as, to follow the rules and procedures of the FR&P program.

_____

Last Name   First   Middle Initial

_____   _____

Department   Seniority Date (Permanent Hire Date)

_____   _____

Current Faculty Rank   Applying for Promotion to Rank of

_____   _____

Signature   Date

To be completed by Human Resources:	Received on: _____
	Time: _____
	By: _____
_____	Application No:

Lake Sumter
State College

Peer Review Committee Information Form

Candidate's Name _____

Peer Committee   _____

_____

_____

_____

Which one of your four committee members will serve on the larger Rank and Promotion Committee when your portfolio is reviewed?

_____

Candidate's Signature _____

Date   _____

(Please Return to HR)

Lake Sumter
State College

Peer Review Committee Checklist

The peer review committee for _____ verifies that the following steps have been followed in completing this portfolio for review.

✓ Portfolio should:

Include a teaching philosophy that connects to the applicant's classroom practice
Include techniques and tools, service activities, and professional development activities that are the most significant in each category and contribute to the college community and to the applicant's professional growth
Include descriptions that are complete and respond to the rubrics
Include a completed Relevant Education and Experience Form (from Appendix C of the plan)
Include correctly organized activities in the narrative
Adhere to the formatting guidelines prescribed in the Faculty Rank and Promotion Plan (Part IV: Assembling the Portfolio)
Be checked for grammar and punctuation
Cross reference attachments
Include two parts (narrative and attachments). Each part should be bound using spiral binding or 3 ring binders

The peer review committee endorses this candidate. We understand that if the portfolio does not meet the above standards it will be withdrawn. The portfolio can be resubmitted during the next cycle.

Peer Committee Comments:

_____   _____
Signature of Peer Committee Chair   Signature of Peer Committee Member

_____   _____
Signature of Peer Committee Member   Signature of Peer Committee Member

_____
Signature of Candidate

Lake Sumter
State College

Annual Evaluation Verification Form

The annual evaluations for _____ have been satisfactory for the last three
consecutive evaluations.

**List Academic Years in which the
evaluation was conducted:**

_____
Signature of Faculty Rank and Promotion Applicant

_____
Signature of Supervisor

Lake Sumter
State College

Experience and Education

Date:	
Name:	

Beginning with your current position, list relevant experience in reverse chronological order. If a position is not full-time, or is a temporary position, so indicate (half-time, three-quarters time, temporary, etc.)

Name of Institution	Position(s) and Ranks held	Dates of each position (month/year)

Summarize other pertinent experience if it seems desirable:

Indicate educational background by giving earned degrees:

Degree	Field	Institution	Date

Peer Teaching   Evaluation Form

Candidate Name: _____

What class, date and time was the peer evaluation conducted?

Discuss how the candidate incorporated their teaching philosophy into their classroom practice.

Highlight significant strengths and positive teaching techniques observed in the teaching session.

Discuss areas which might bear improvement and offer constructive suggestions to improve the teaching session.

Peer Member Making Observation _____

Date _____

_____

Lake Sumter
State College

Candidate   Recommendation Form

The Faculty Rank and Promotion Committee recommends that the following candidates advance to the
Administrative Rank and Promotion Committee for portfolio evaluation.

Candidate Name: **Applying for the Rank of:**

_____

Signature of Faculty Rank and Promotion Chair on Behalf of the Committee

_____

Date

Lake Sumter
State College

Faculty Rank and Promotion Committee Tally Sheet

Candidate Name: _____

FR&P Member	Teaching Excellence Adjusted Total	Service Adjusted Total	Professional Development Adjusted Total	Total Adjusted Score
1				
2				
3				
4				
5				

Time: _____   Date: _____   FR&P Chair: _____

Appendix D: Assistant Professor or Assistant Librarian Criteria

Below is the criteria for faculty who received continuing contract before 2016 who did not go through the Faculty Rank and Promotion Committee to receive the rank of Assistant Professor.

Teaching or Librarianship Excellence

The required elements demonstrating teaching or librarianship excellence are detailed below. The candidate's written responses or relevant forms for each of these items should be included in the narrative part of the portfolio. Refer to the rubrics in Appendix A for specific expectations.

A. Write a Teaching or Librarianship Philosophy (1-3 pages). A philosophy statement describes your conception or theory of teaching, learning, or librarianship. Connect your philosophy or theory to your classroom practice.   Check the FR&P Website for helpful links about teaching philosophies.

B. Describe two techniques or tools you have developed or adapted and their impact on teaching and learning (2-5 pages for each technique excluding supporting documentation).
 	
     The following elements must be included.
     • motivation for deciding to use the technique which includes supporting data or research used to come up with technique (this can include but is not limited to: classroom data, literature search, peer collaboration at college or with other colleges, conference, department communications)
     • description of technique or tool
     • results from using technique or tool (good or bad, can include feedback from appropriate constituency, graphics, examples, or data)
     • lessons learned (includes interpretation of results, evidence of improvement by using this new technique, or observations used to revise technique).
 	
     Examples include, but are not limited to, Service Learning, Flipped Classrooms, and Field Trips

C. Peer Review   Include a completed Peer Teaching Evaluation Form for each peer committee member in this section of the narrative. Refer to Part III: Peer Review Committee guidelines within this document and to Appendix C for the form.
D. Annual Evaluations. To apply for this rank, the last three annual evaluations must be favorable. If not, any deficiencies identified through the annual evaluation process must be resolved through completion of targeted faculty development as indicated in the annual review. Complete and include the Annual Evaluation Verification Form signed by the supervisor in this section of the narrative. Refer to Appendix C for the form. Include copies of the last three annual evaluations in the attachments for this section.
E. Student Correspondence. Candidates can include up to 5 pieces of correspondence from students as long as they are received within the required time period. In the narrative include a list of the correspondences and references to the attachments. **This section is optional.**

Service to the College or Community

Describe **two** activities to which you made a significant contribution that impacted the college or community. The two activities can be selected from any of the categories of Committee Work, Curriculum Work, College Projects, and Community Service. One of the activities can be a community-service activity in which you had direct involvement and a benefit to the community is clearly articulated and evident.

In the description, provide the importance of the service activity, contribution to the activity and the outcome of the activity. Suggested length is 1-3 pages per activity excluding supporting documents..

The following table lists sample activities. This list is not exhaustive but is intended to provide guidance on acceptable activities. These are the minimum benchmarks for this category. Higher-level activities are acceptable.

Categories	Sample Activities
Committee work	• Served on or chaired a committee
Curriculum work	• Major curriculum changes that you were instrumental in implementing • Designed and implemented a course • Conducted a Program Review
College Projects	• Actively worked on a college project, e.g., SACS, QEP, Mathlympics, Brain Bowl, Convocation redesign, etc. • Served as an advisor to a student club.
Community Service	• Community activities where candidate has consistently donated time and effort.

Professional Development

Reflect on a total of **two** bulleted activities from two different categories in the table below. In the reflection, discuss how the activity impacted the quality of teaching, student learning, or professional growth. Suggested length is 1-3 pages per activity excluding supporting documentation.

Where applicable, attachments should include documentation supporting "level of involvement" such as: evidence of attendance; program from conference; copy of published article, blog, etc.; cover page of book; communication from professional association leadership verifying involvement, etc.

The following table lists sample activities. This list is not exhaustive but is intended to provide guidance acceptable activities. These are the minimum benchmarks for this category. Higher-level activities are acceptable.

Categories	Sample Activities
Publications	• Articles in popular or trade publications that do not require extensive research (blogs, newsletters, videos, etc.)
Conferences / Workshops	• **Attending** professional conferences related to assigned responsibilities (Florida Master Teacher Conference)
Further Study	• Courses sponsored by industry or continuing education • Research or self-directed study approved by supervisor • Undergraduate or graduate credits for professional development • Ongoing course work toward higher degree
National or State Professional Association	• **Membership** and verified involvement in the work of the organization.

Appendix E: Acknowledgements

2019 Faculty Rank and Promotion Revision Team

Faculty Rank and Promotion Revision Team
Nora Rackley, Alissa Sustarsic, Sybil Brown, Jeremy Norton

2015 Faculty Rank and Promotion Revision Team

Faculty Rank and Promotion Revision Executive Committee
Nora Rackley (Chair), Alissa Sustarsic (Chair), Sybil Brown, Dr. Minerva Haugabrooks, Mary Heikkinen, Dr. Scott Hopkins, Alex Bruno, Dr. Gary Sligh

Additional Members
Taralyn Pierce, Brian Rogers, Andrew Young, Fran Pistilli

2004 Faculty Rank and Promotion Team
The FR&P Plan was possible because of the strong commitment of all Faculty and Administration.

Specific acknowledgement for the countless hours of meetings, discussions, drafting and presenting, however, must go to the following committees and its dedicated members.

FR&P Steering Committee
Dick Scott (Chair), Alissa Sustarsic, Bret Taylor, Cindy Griffin, Patricia Rausch, Dr. Glenn Ricci, Nora Rackley, Karen Levin, John Froman and Tim Kane

FR&P System & Processes
Alissa Sustarsic (chair), Betsy Hoagg, Karen Levin, David Summer, Graham Bourne, Bill Campman, John Froman, and Dick Scott

FR&P Criteria & Faculty Placement
Dr. Gary Sligh (chair), Melanie Wagner (co-chair), Patricia Rausch, Bret Taylor, Cindy Griffin, Nora Rackley, Dr. Glenn Ricci, Brandy Ziesemer, Beth McNulty and Tim Kane

First FR&P Committee (the Pioneers)
Dr. Sligh, (Chair), Dr. Peter Arcaro, Leon Blue, Graham Bourne, Cindy Griffin, Beth McNulty

Regular full-time employees are eligible for the coverage detailed below. Non-permanent full-time employees employed for longer than six month are eligible for all coverage except company-paid life insurance.

Coverage is effective the first day of the month following full-time employment. Employees may make changes to their coverage either during the annual open enrollment period each year or upon a qualifying event.

Health Insurance
Employees may choose from various Blue Cross Blue Shield health insurance plans: ☐ Premium PPO Plan ☐ Preferred PPO Plan ☐ Core PPO Plan ☐ Health Savings Account

Dental Insurance
Dental insurance offered through Ameritas Dental. Employees may choose from two dental plans:
☐ Standard Plan: annual benefit $1,250
☐ Premium Plan: annual benefit $1,500
Dependent and Family coverage available

Term Life/Supplemental Term Life Insurance
All regular full-time employees are enrolled in LSSC's Term Life Insurance Group Policy at no cost to the employee. The basic term life insurance benefit consists of 1 times the full-time employee's annual salary, rounded to the next $1,000, if not already a multiple thereof, not to exceed $500,000. Supplemental Term Life/AD&D insurance coverage can be obtained at the employee's cost.

Voluntary Supplemental Benefits
To supplemental medical and dental insurance, LSSC offers many additional supplemental benefits including long-Term & Short-Term Disability, Medical-Gap Insurance and supplemental Life Insurance Plans for the employee, child and spouse. Employees may also choose to have a Pre-tax Flexible Spending Account Reimbursement for medical expenses and dependent care expenses. -

Employee Assistance Program
LSSC offers an Employee Assistance Program for employees and those who live in their residence at no cost. Licensed and experienced counselors are available to help employees and household members deal with such problems as: marital, financial, alcohol/drugs, family relationships, work related stress, general stress, legal referrals, weight loss, childcare, elder care, and general emotional/psychological problems or anything else that is causing disruptions in your life. Services are completely confidential, professional and always available.

Payroll & Direct Deposit
Employees are paid on a bi-monthly basis, 24 pay periods per calendar year, on the 15th and 31st of each month. All employees, including adjuncts and student employees, are strongly encouraged to take advantage of direct deposit. Enrollment forms are located in LOIS. We appreciate your participation in direct deposit. Paychecks for employees without direct deposit are mailed the day before payday.

Florida Retirement System (FRS)
All regular employees have a choice between the FRS pension plan and the investment plan. The College contributes a percent as governed by FL Statute. Employees contribute 3% of their annual salary taken as a pre-tax deduction.

Optional Retirement Program
Administrators (Directors, Deans, Vice Presidents and President) and Faculty (includes Librarians) have the choice of participating in either one of the Florida Retirement System plans or the Optional Retirement Plan (ORP). The College contributes a percent as governed by FL Statute. Employees contribute 3% of their annual salary taken as a pre-tax deduction.

Other Retirement Plans

Employees may enroll at any time in a 403B or 457 tax-deferred plan by authorizing a payroll deduction. A list of companies for 403B and 457 plans is available from the Payroll/Benefits Dept.

Sick Leave

All regular full-time non-instructional employees employed on a 12-month basis shall earn 3.75 hours of sick leave per pay period. All regular full-time faculty employees shall earn 3.5 hours per pay period each month (while on contract). All regular Athletic Coaches shall earn 3.75 hours per pay period each month (while on contract). Employees may use four days (28 hours for faculty and 30 hours for staff) per fiscal year from their sick leave balance as personal leave. Non-Permanent Instructional and Non-Instructional Faculty do not earn sick time.

Vacation Leave

All regular employees employed on a twelve-month basis are entitled to accrue 3.75 hours of vacation leave per pay period each month. Part-time employees in twelve-month positions that work 20 or more hours per week shall earn 2 hours of vacation leave per pay period each month.

After five years of service regular full-time employees employed on a twelve-month basis are entitled to accrue 4.69 hours' vacation leave per pay period each month and after ten years of service are entitled to accrue 5.63 hours' vacation leave per pay period each month.

Sick Leave Pool

LSSC has a voluntary Sick Leave Pool to aid participating employees with sick leave during times of extended personal medical illness following depletion of an individual's own accrued sick and vacation leave due to employee's catastrophic and extended illness or injury. Any full-time employee is eligible to join the sick Leave Pool during a twice-yearly open enrollment. Employees must be employed by LSSC for 12 months and have a balance of at least nine days of sick leave time accrued.

Tuition Waivers

All regular full-time employees who successfully complete their 90-day probationary period with LSSC are eligible, as well as their spouse and dependent(s), for tuition fee waivers for two credit courses per term. The number of students eligible for such scholarships may be limited by available funding. (Board Rule 6.08 *Auxiliary Enterprises*)

Staff and Program Development

Employees who have successfully completed the 90-day college probationary period may apply for reimbursement from SPD funds for course tuition and workshop/seminar attendance/conference fees. Maximum benefits per individual per fiscal year for a regular full-time employee is $1,500 and for a regular part-time employee is $500. Please read *Staff and Program Development Rule 6.16* for information that is more detailed.

Institutional Advancement/Foundation

Employees who have successfully completed the 90-day college probationary period may apply for a $125 book scholarship. Employees are also eligible to apply for semester scholarships. Please contact the Foundation Department for more information and applications.

Employee Handbook

The Employee Handbook is available electronically on the HR page of the LSSC website and contains Administrative Procedures and Board Rules related to the terms and conditions of employment, links to employee forms, and personnel policies and procedures.

2019-2020 DUTY DAY CALENDAR
FISCAL YEAR JULY 1, 2019 – JUNE 30, 2020

Faculty: 9 month/163 duty day Contract   August 13, 2019 - May 1, 2020

Non-Instructional Faculty (Librarians) 12 month/260 duty day Contract   July 1, 2019 – June 30, 2020

```
┌─────────────────────┐
│    College Closed    │
└─────────────────────┘
```

2019/2020 Non-Duty Days– College Closed

Month	Day	Holiday
July 2019	Wednesday, 7/4/2019	Independence Day
September 2019	Monday, 9/2/2019	Labor Day
November 2019	Monday, 11/11/2019	Veteran's Day
November 2019	Wednesday, 11/27/2019	Board Holiday
November 2019	Thursday, 11/28 – Sunday, 12/1/2019	Thanksgiving
December 2019	Saturday, 12/15/19 – Wednesday, 1/1/2020	Winter Break
January 2020	Monday, 1/20/2020	MLK Birthday
March 2020	Sunday, 3/15 – Sunday, 3/22/ 2020	Spring Break
May 2020	Monday, 5/25/2020	Memorial Day

Determined yearly per academic calendar

Lake-Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: October 16, 2019

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 528- Textbook Affordability Report

OVERVIEW:
College affordability is a top priority for all 28 colleges in the Florida College System. In accordance with section (s.) 1004.085, Florida Statutes (F.S.), the District Board of Trustees of all Florida College System institutions are required to report annually to the Florida College System Chancellor, factors that influenced the textbook and instructional materials selected to ensure maximum affordability.

ANALYSIS:
LSSC procedure 3-09 outlines the policies on the textbook adoption and posting process. LSSC faculty adopt textbooks and instructional materials no later that 75 days prior to the first day of classes for over 95% of the sections. Where sections are added to the schedule after the 75-day deadline, textbooks for such sections shall be adopted as soon as it is feasible.

LSSC, in conjunction with the college bookstore, shall prominently in the course registration system and on its website, as early as feasible, but at least 45 days before the first day of class, a link to list required and recommended textbooks and instructional materials for at least 95 % of all course sections for the upcoming semester. In 2018-2019, LSSC posted course materials for over 99% of all the sections at least 45 days prior to the semester.

LSSC uses the following strategies to reduce the cost of textbooks and instructional materials: Open Education Resources, Textbook Affordability Committee, Textbook Rentals, Faculty Grants for development of textbooks.

The use of Open Educational Resources has increased from about 10% of all LSSC general education core sections in 2016-2017 to 15.7% in 2018-2019.

LSSC uses the following factors when selecting material through a cost-benefit analysis:
-Expanding the use of open access materials
-Providing rental options for textbooks and related materials
-Increasing the availability and use of affordable digital textbooks and learning objects
-Develop mechanisms to assist in buying, renting, selling, and sharing textbooks
-Setting the length of time that textbooks and instructional materials remain in use
-Expanding cost-savings for textbooks and instructional materials that a student may realize if individual students are able to exercise opt-in provisions for the purchase of materials

RECOMMENDATION:
It is recommended that the board approve this action.

Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: October 16, 2019

TO: Lake-Sumter State College
            District Board of Trustees

FROM: Stanley M. Sidor
            President

RE: 529 - Summary of Employee Benefit Changes for Plan Year 2020

OVERVIEW:
The Blue Cross Blue Shield employee health insurance plan through the FCSRMC (Consortium) experienced a 5.58% increase in premium rates for the 2020 plan year. This was slightly below the increase that was budgeted for 2019-20.

The College will continue to offer full-time employees four medical plans: Premium, Preferred, Core, and HSA.

The Ameritas employee dental insurance plan experienced a 4.5% increase in premium rates for the 2020 plan year. The rates had remained unchanged for two years (2018-19). The new rates have been secured through the 2021 plan year.

The Consortium has changed insurances carriers for long-term disability, short-term disability, basic life, AD&D, supplemental life, spouse life, and dependent life from Unum to Standard. As a result, all full-time employees will have the opportunity to enroll without the providing Evidence of Insurability.

Open Enrollment will be held from October 23, 2019 through November 8, 2019. The Benefits Fair will be held on October 21, 2019 in the Mojock Room at the South Lake Campus and on October 23, 2019 in the Magnolia Room on the Leesburg Campus.

ANALYSIS:
The College will share the cost of the increased health insurance premiums in the same premium proration (employer/employee) as in the past. The College will share the cost of the increased dental insurance premiums in the same premium share as in the past. A comparison of the 2019 rates to the 2020 rates is attached.

RECOMMENDATION:
Acknowledgement only.

Lake Sumter
State College

9501 US Highway 441
Leesburg Florida 34788

Summary of Employee Benefit Changes for Plan Year 2020

1. Health Insurance Benefits – The costs of the Blue Cross Blue Shield of Florida health insurance benefits offered through the Consortium has increased by 5.58% for plan year 2020. This is down from the increase of 7.19% experienced in plan year 2019, and significantly down from the increase of 15% experienced in plan year 2018. The 2020 employee rate increases are based on the same premium proration (employer/employee) as in the past.

2. Dental Benefits – The costs of the Ameritas dental insurance benefits has increased by 4.5% for plan year 2020. This a guaranteed rate for two years, through plan year 2021. This is down from the increase of 12% experienced in plan year 2018. The 2020 employee rate increases are based on the same premium share (employee pays amount in excess of employee-only standard cost) as in past.

3. GAP Insurance Benefits – The college will continue to provide this group indemnity plan insurance to employees enrolled in the Preferred and Core health plans. This coverage is designed to complement existing major medical insurance and provide first dollar benefits to fill the gap between what an employee's current major medical coverage pays and what their out-of-pocket expense is.

4. Vision Insurance Benefits – There were no changes to the vision insurance rates through VSP. Employee rates will remain the same.

5. Insurance Carrier Changes – The Consortium has changed carriers from Unum to Standard. The following insurances will now be managed by Standard starting in plan year 2020: LTD (Long-term disability), STD (Short-term disability), Basic Life, Life AD&D, Supplemental Life, Spouse Life and Dependent life.

   A. All employees now can enroll in any life insurance, STD and LTD during Open Enrollment for this year only and do not have to complete an Evidence of Insurability form.
   B. Spouse and Dependent life insurance will change to three different plans. There is no increase in the cost unless a higher level of coverage is selected. The plans combine spouse and dependent coverage and are as follows:

      Plan 1 – Spouse $5,000 Child $2,000 Cost is $0.79 per month
      Plan 2 – Spouse $10,000 Child $5,000 Cost is $1.58 per month
      Plan 3 – Spouse $20,000 Child 10,000 Cost is $3.16 per month

6. Flexible Spending Account and Dependent Care Account Vendor Changes - Custom Benefit Services will manage these accounts in 2020; this will reduce administrative costs.

10/07/2019

Employee Health Insurance Plan Monthly Rates

PPO 3562 Premium	2019 Monthly Premium	2019 LSSC	2019 Employee	2020 Monthly Premium	2020 LSSC	2020 Employee	Employee % of Premium	LSSC % Increase	Employee Monthly $ Increase
Employee	833.00	687.00	146.00	880.00	726.00	154.00	17.5%	5.68%	8.00
Spouse/Dependent	1,666.00	787.00	879.00	1,760.00	831.00	929.00	52.8%	5.59%	50.00
Child 1-2	1,351.00	786.00	565.00	1,427.00	830.00	597.00	41.8%	5.60%	32.00
Child 3-4	1,872.00	846.00	1,026.00	1,977.00	893.00	1,084.00	54.8%	5.56%	58.00
Family	2,179.00	786.00	1,393.00	2,301.00	830.00	1,471.00	63.9%	5.60%	78.00
PPO 3769 Preferred									
Employee	810.00	810.00	0.00	855.00	855.00	0.00	0.0%	5.56%	0.00
Spouse/Dependent	1,620.00	1,039.40	580.60	1,710.00	1,097.00	613.00	35.8%	5.54%	32.40
Child 1-2	1,314.00	976.60	337.40	1,387.00	1,031.00	356.00	25.7%	5.57%	18.60
Child 3-4	1,818.00	1,080.10	737.90	1,919.00	1,140.00	779.00	40.6%	5.55%	41.10
Family	2,116.00	1,141.24	974.76	2,234.00	1,205.00	1,029.00	46.1%	5.59%	54.24
PPO 5772 Core									
Employee	785.00	785.00	0.00	829.00	829.00	0.00	0.0%	5.61%	0.00
Spouse/Dependent	1,570.00	1,028.80	541.20	1,658.00	1,086.00	572.00	34.5%	5.56%	30.80
Child 1-2	1,273.00	967.70	305.30	1,344.00	1,022.00	322.00	24.0%	5.61%	16.70
Child 3-4	1,762.00	1,068.10	693.90	1,861.00	1,128.00	733.00	39.4%	5.61%	39.10
Family	2,050.00	1,127.10	922.90	2,164.00	1,190.00	974.00	45.0%	5.58%	51.10
H.S.A.									
Employee	590.00	590.00	0.00	623.00	623.00	0.00	0.0%	5.59%	0.00
Spouse/Dependent	1,180.00	994.50	185.50	1,246.00	1,050.00	196.00	15.7%	5.58%	10.50
Child 1-2	958.00	883.50	74.50	1,012.00	933.00	79.00	7.8%	5.60%	4.50
Child 3-4	1,325.00	1,067.00	258.00	1,399.00	1,127.00	272.00	19.4%	5.62%	14.00
Family	1,541.00	1,175.00	366.00	1,627.00	1,241.00	386.00	23.7%	5.62%	20.00

Employee Dental Insurance Plan Monthly Rates

Standard Plan	2019 Monthly Premium	2019 LSSC	2019 Employee	2020 Monthly Premium	2020 LSSC	2020 Employee	Employee % of Premium	LSSC % Increase	Employee Monthly $ Increase
Employee	25.36	25.36	0.00	26.52	26.52	0.00	0.00%	4.57%	0.00
Spouse/Dependent	53.00	25.36	27.64	55.40	26.52	28.88	52.13%	4.57%	1.24
Child 1-2	53.48	25.36	28.12	55.92	26.52	29.40	52.58%	4.57%	1.28
Family	88.72	25.36	63.36	92.72	26.52	66.20	2.84	4.57%	2.84
Premium Plan									
Employee	33.52	25.36	8.16	35.04	26.52	8.52	0.36	4.57%	0.36
Spouse/Dependent	70.08	25.36	44.72	73.24	26.52	46.72	2.00	4.57%	2.00
Child 1-2	68.08	25.36	42.72	71.16	26.52	44.64	1.92	4.57%	1.92
Family	111.28	25.36	85.92	116.32	26.52	89.80	3.88	4.57%	3.88

Lake-Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: October 16, 2019

TO: Lake-Sumter State College
                District Board of Trustees

FROM: Dr. Stanley Sidor,   President

RE: 530 – Strategic Plan Update – Year 1, Quarter 1

OVERVIEW
The Board of Trustees approved the 2019-2024 Strategic Plan in April 2019. The
administration intends to provide a progress report to the Board on a quarterly basis.

ANALYSIS
The Strategic Plan includes 5 focus areas (pillars) and 14 primary objectives (goals). The
first year of the plan includes 52 projects, of which 3 are complete, 31 have started, and 18
have not begun.

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

Lake-Sumter State College
Strategic Plan 2019-2024

Pillar	Objectives	Initiatives	Year 1 Projects	Status		KPI's
Student Achievement	1: Increase Retention & Completion	a) Develop onboarding and first semester experiences that foster persistence	Develop an online module that promotes engagement in the first 6 weeks		Started	• Persistence rate from semester 1 to semester 2 • Rates of college-level courses completion in students' first academic year • Number of college credits earned in first academic year • Increase in persistence rate for first generation and underrepresented students from semester 1 to semester 2
		b) Redesign New Student Orientation Program	Continue editing and improving the delivery methods of information to FTIC students; Create data collection instruments		Started	No current intake survey or post-SOAR survey has been created
	2: Promote Student Academic Progression	a) Develop an academic course schedule that is responsive to student needs and promotes academic progression	Conduct student survey on academic course schedule to discover gaps and areas of improvement, analyze data, and map current rotations to reduce gaps.		Started	Create questions for inclusion in a student survey instrument
		b) Implement Guided Pathways institutional model to accelerate degree completion.	Evaluate resources to support GP's and review student data on navigation		Started	Align with State Data on the number of credit hours attempted and earned
	3: Increase Enrollment Opportunities and Recruitment Yield	a) Develop capacity for "real-time" student/college communication methods (Artificial Intelligence, chat, texting, Social Media)	Research potential solutions		Started	Completion
			Implement Communication product #1.	Not Started		Completion
		b) Expand athletic programs	Assess student interest and develop proposal for new program	Not Started		Completion
		c) Expand transfer partnerships	Conduct assessment on current plans			Completion
		d) Implement Honors Program	Finalize articulation agreement		Started	Completion
			Identify location for lounge	Complete		Completion
		e) Implement comprehensive marketing plan	Conduct Research	Not Started		Completion
ams & Partnerships	1: Serve Current & Future Workforce Needs	a) Develop and implement a long-range Academic Master Plan	Implement Master Academic Plan	Not Started	Started	Plan is developed, vetted, and year one projects are implemented
		b) Change program structures and delivery to accelerate	Review AA Transfer Plans			Student Completion

Pillar	Objectives	Initiatives	Year 1 Projects	Status	KPIs
Academic Progr...		student completion	Gather Data on Student Completion	NOT Started	Completion
		a) Increase significance of program advisory committees	Evaluate and Select a model for advisory committee operations.	NOT Started	One enhancment for per program is the goal.
	2: Leverage Partnerships to Enhance Programs & Student Placement Rates		Partner with Redd Ash to create internships and a course for CiT Program	Started	The number of intrernship opportunities will increase by 10% over the next year.
		b) Increase workforce experiences for students	Work with advisory boards to embed work-based learning experiences in all programs	Started	The number of intrernship opportunities will increase by 10% over the next year.
			Partner with CDS	NOT Started	The number of intrernship opportunities will increase by 10% over the next year.
		a) Provide professional development aimed at achieving standards of teaching excellence	Survey Faculty to determine professional development needs	Started	
			Launch Lakehawk Academy	Started	
			Collaborate with eLearning to review and refine the LSSC QM Internal Review Course process based on feedback from stakeholders.	Started	Develop survey. Distribute survey, collect and analyze results. Warranted improvements completed prior to the start of the next review cycle.
			Establish a process to code online course sections as HQ to upload to the FLVC marketplace.	NOT Started	All course sections using a QM reviewed shell will be identified as HQ in the FLVC data upload.
	1: Enhance Teaching Excellence	b) Embrace quality matters (QM) and train faculty as peer reviewers	Formalize a College procedure to capture initiative expectations.	Started	Policy adopted.
			Expand the use of faculty mentors to support subject matter experts (SME) through the Self-Review step of the internal course review process.	Started	Five faculty mentors will be employed to support faculty through the process fall 2019. At most five faculty mentors will be employed to support faculty through the process spring 2020.
Teaching & Learning			Explore options to secure faculty peer reviewers to participate in the Internal Course Review step.	Started	At least five faculty peer reviewers participate in the peer review team step of the process.
			Forty-one courses offered online (27 legacy-online, 14 new-online) will be reviewed and receive the "HQ" designation.	Started	The 41 selected courses have been reviewed and received the "HQ" designation.

Lake-Sumter State College
Strategic Plan 2019-2024

Pillar	Objectives	Initiatives	Year 1 Projects	Status	KPI's
	2: Improve Student Learning Outcomes	a) Enhance course delivery through innovative pedagogy		Not Started	
		b) Increase student information literacy	QEP	Not Started	
		a) Establish a robust network of academic student support services	Build and execute a marketing plan for CTL	Not Started	Launch test marketing Plan
			Administer a survey on services	Not Started	
			Develop online students success course	Not Started	
	3: Support & Improve Learning		Evaluate tech support services	Not Started	
		b) Increase student engagement with academic and career support services	Unify Student employment and internship processes	Started	Implemented
			Expand VA Services	Started	6 veteran programming activities
			Increase CDS online reach	Started	35 Videos / 5 Downloads of Commons Module
	1: Establish Planning Methods to Improve College Facilities	a) Create and implement a Facilities Master Plan	Develop space optimization plan	Started / Complete	Completion of plan will yield target utilization rate
		b) Create and implement a Deferred Maintenance Plan	Fund capital plan for 2019-20 that addresses deferred maintenance priorities		Completion
		a) Brand our college identity	Identify current brand strengths	Started	1. TBD based on actual KPI data 2. 17k users/wk 3. 65k searches/month
			Research/review of existing processes, communications inventory, identify best practices at similar schools (external & internal audiences)	Started	Completion
	2: Cultivate Resources to Support Programs & Services	b) Develop Fundraising and Advancement Plan	Alumni Development Program	Not Started	1. Established Alumni software program to cultivate alumni volunteers and prospective donors. 2. Establish an active membership goal as determined by the LSSC Foundation Board.
			Research and Vet Fundraising/friendraising campaigns and priorities with Foundation Board and the Community	Started	Determine two fundraising/friendraising campaigns based on Board and community input.

Facilities & Resource Development

Pillar	Objectives	Initiatives	Year 1 Projects	Status	Status	KPIs
Workplace Environment & Culture		c) Automate processes to increase efficiency and service delivery	Convene a team to evalute opportunities for improvement - focused on improving the student experience		Started	
			Implement workflow management		Started	
	3: Create Innovative Facilities	a) Create dynamic student spaces that foster engagement and school spirit	Visit other campuses and Survey students, faculty, staff and administration	Not Started		
		b) Create a center for innovation	Define what this means in regards to physical space and/or non-physical space to collaborate on best practices and explore new ideas.	Not Started		Finalize the definition of the Center for Innovation.
	1: Provide & Support all Employees with Professional Growth Opportunities	a) Launch Lakehawk Leadership Academy	Rollout new onboarding program for new employees	Complete		Completion
			Develop and initiate training programs	Not Started		Increase in # of Programs
		b) Recruit, promote and support the best talent to serve the college and community.	Complete Salary and Classification Study and Brand LSSC as Employer of Choice		Started	Turnover Rate
	2: Create a Culture of Safety & Inclusion	a) Offer training and programs on safety, diversity, and inclusion	Mandate ALICE training and Identify diversity and inclusion training options for search committees and current staff		Started	Increase in # of Programs
		b) Initiate activities that build trust and respect throughout all campus locations	LSSC Spirit/Values Week; Spring 2020 Appreciation Event		Started	Completion
		c) Improve safety infrastructure and protocols	Purchase radios for emergency response team		Started	Completion
			Replace sonitrol		Started	Completion
	3: Promote Employee Engagement & Satisfaction	a) Formalize and expand employee recognition and incentive programs	Create faculty & staff recognition programs		Started	Faculty awards are permanently integrated into the faculty reception and Staff awards consistently integrated into division activities
		b) Improve employee engagement and satisfaction	1. Research best practices for improving employee engagement; 2. Implement new exit interview process to obtain feedback on improving workplace culture from former employees		Started	Employee Climate Survey Results

Lake-Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: October 16, 2019

TO: Lake-Sumter State College
              District Board of Trustees

FROM: Stanley M. Sidor
              President

RE: 531 – Redd Ash Partnership

OVERVIEW:
The partnership between Redd Ash and LSSC was established through an MOU and officially began in August 2018. In 2018, Redd Ash established an innovation hub on the South Lake campus which will enable students to participate in the company's projects. The goal of the partnership is to provide students with the opportunity to gain real-world experience in programming, digital/IP security, network engineering, and IT infrastructure.

ANALYSIS:
LSSC staff worked with representatives from Redd Ash to develop a curriculum for a new course called Internet of Things (IoT), CEN 2212L. The course will be offered for the first time in the spring 2020. CEN 2212L is a one credit hour course designed to introduce students to IoT Fundamentals. Students will learn to access, connect to, and secure remote devices and sensors. Students who are successful in this course will be eligible for an internship with Redd Ash during the summer semester. Students selected for the internship will be exposed to leading edge technologies and have the opportunity to be a part of the company's projects. Students will be able to participate in manufacturer/vendor training events and complete certifications from these vendors.

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

Lake-Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: October 16, 2019

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 532 – National Science Foundation-ATE Grant

OVERVIEW:

LSSC's current NSF-ATE grant entitled *Providing Optimal Workers for Emerging Roles in Systems Protection and Control* (POWER-SPAC) is in its fourth and final year. In order to continue upon the success of the Engineering Technology program resulting from the POWER-SPAC grant, LSSC is applying for an NSF-ATE Project grant focused on the development of a new specialization within the Engineering Technology degree. The Ready-MECH-Go grant is designed to support a comprehensive Mechatronics program as a stand-alone certificate program and a specialization within the AS in Engineering Technology. The Ready-MECH-Go grant seeks support for curriculum development for a Mechatronics program, as well as recruitment activities, and equipment.

ANALYSIS:

The Ready-MECH-Go grant is designed to support a comprehensive mechatronics program that supports the need for STEM-field workers and intentionally targets innovation in three realms: curriculum, recruitment, and assessment. In the curriculum realm, the Ready-MECH-Go project infuses soft employability skills into the curriculum in a way that can be monitored, measured, and communicated. The premise of the project is that soft skills are the missing link in STEM preparation and these skills should be meaningfully integrated into the curriculum. Ready-MECH-Go addresses this deficiency. For recruitment, Ready-MECH-Go targets non-traditional students age 25 and older to fill high wage, high demand advanced manufacturing mechatronics jobs. This population is overlooked with traditional outreach programs and the skills gap dilemma dictates that every potential source must be explored for filling advanced manufacturing jobs. In the assessment realm Ready-MECH-Go ensures industry-

recognized, validated mechatronics assessments at every credential level including the new mechatronics micro-credentials that will be created as an on-ramp to STEM advanced manufacturing fields of study.

The need for these innovations is reinforced by business and industry both statewide and nationally. A recent employer survey in Florida conducted by the Florida Division of Economic Opportunity revealed the overwhelming need for employability skills. In addition, advanced manufacturing is experiencing a skills gap and adult students who are under-educated, under-employed, under-utilized, and/or under-recruited are an untapped resource. Students are seeking stackable bundles of coursework with a shorter time frame for completion and that lead to employment. With busy lives and economic concerns, many students want gainful employment but do not have the time or resources to complete the full degree within the traditional completion window. Micro-credentials that are matched to industry-recognized, validated assessments will address this need.

In order to support success in the program, the grant also seeks funding for equipment. The equipment will provide students the experience and training necessary to meet employer needs.

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