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Lake Sumter State College

DISTRICT BOARD OF TRUSTEES

WEDNESDAY, APRIL 21, 2021

South Lake Campus

Leesburg Campus
9501 U.S. Highway 441
Leesburg, FL 34788

South Lake Campus
1250 N. Hancock Road
Clermont, FL 34711

Sumter Center
1423 County Road 526 A
Sumterville, FL 33585

**Lake-Sumter State College
DISTRICT BOARD OF TRUSTEES**

Wednesday, April 21, 2021

Building 2, Floor 3, Room 327-South Lake Campus

4:30 p.m. Reception, Lobby Area - Building 2, Floor 3, Room 327

5:00 p.m. Board Meeting

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

II. PLEDGE OF ALLEGIANCE and MOMENT OF SILENCE

III. PUBLIC COMMENT

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

IV. PRESENTATIONSMr. Wahl/Dr. Sidor
Phi Theta Kappa-All Florida Academic Team.....Dr. Vitale/Dr. Hicks/Jackie Pierce
Faculty Rank & Promotions Candidates.....Dr. Vitale
Workforce Programs & Articulations in Sumter County.....Dr. Albee-Levine
Flexible Work Plan Update.....Deb Snellen

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

ACTIONS and ACKNOWLEDGEMENTS

4-01 Action: Minutes of March 24, 2021 Regular Meeting
4-02 Action: Curriculum Revisions
4-03 Action: Human Resources Transactions
4-04 Action: Monthly Fiscal Report for March 2021
4-05 Acknowledgement: Facilities Update
4-06 Action: Purchases Over \$25,000
4-07 Action: Disposal of Tangible Personal Property
4-08 ~~Action: Sumter County Schools Partnership Agreement~~
4-09 Action: 401(a) Plan Document

SCHEDULED INFORMATION REPORTS (Tab B)

4-10 President's Update..... Dr. Sidor
- Meetings/Activities/Misc.
- Legislative Update
- Vice Presidents Report
4-11 Committee Reports.....Mr. Wahl
- Executive Committee
4-12 Board Attorney's Report.....Mrs. Anita Geraci-Carver

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

4-13 Accept: Financial Audit FY2020 Dr. Bigard
4-14 Accept: Financial Aid Audit FY2020 Dr. Bigard
4-15 Action: Mechatronics.....Dr. Vitale
4-16 Action: Equity Report Dr. Bigard
4-17 Action: Continuing Contract.....Dr. Vitale

OTHER CONSIDERATIONS

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

ADJOURNMENT..... Mr. Wahl

CALENDAR NOTES:

Next Executive Committee Meeting	Tuesday, May 11, 2021, 8:30 am	Leesburg Campus
Next Board Meeting	Wednesday, May 19, 2021 5 pm	Leesburg Campus
Virtual Commencement	Friday, May 7, 2021, 6:30 pm	YouTube and Facebook



Lake-Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: April 21, 2021

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 4-01 – Minutes of March 24, 2021 Board of Trustees Meeting

OVERVIEW:

Attached are the minutes of March 24, 2021 Board meeting.

ANALYSIS:

The minutes are for the board's approval.

RECOMMENDATION:

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

**DISTRICT BOARD OF TRUSTEES
LAKE-SUMTER STATE COLLEGE
LEESBURG, SUMTERVILLE, CLERMONT
MARCH 24, 2021**

The regular meeting of the District Board of Trustees, Lake-Sumter State College, was called to order at 5:00 p.m. on March 24, 2021, at the Leesburg Campus Magnolia Room and via Zoom, by Mr. Peter F. Wahl, Chairman. In attendance was Mr. Bryn Blaise, Mrs. Marcia Butler, Mr. David Hidalgo, Mrs. Jennifer Hill, Mrs. Jennifer Hooten, Mr. Bret Jones, Ms. Emily Lee, and Mr. Peter F. Wahl. Mr. Wahl welcomed those in attendance and invited them to join in the Pledge of Allegiance followed by a moment of silence.

Mr. Wahl started the meeting by introducing the new District Board of Trustees member David Hidalgo.

PRESENTATIONS

Mr. Wahl introduced Cindy Lackey, Student Life Assistant Director, South Lake. She introduced two officers that attended the meeting through zoom. gave an update on the activities for Student Life. They are currently working on two projects a donation drive and gender identity. They participated and attended the Legislative process. The student life app is also available. They sponsored the Lakehawk Day that assisted students that needed help the first week of classes.

Mr. Wahl introduced Mike Matulia, Athletics Director to give an update on the athletic programs. He introduced several students and listed their accomplishments through academics and athletics. Each student spoke and explained what they would like to do once they graduate LSSC.

CONSENT CONSIDERATIONS- ACTIONS and ACKNOWLEDGEMENTS

Bret Jones made a motion and Emily Lee seconded the motion to approve as presented agenda items numbers 3-01 through 3-07 as follows:

Minutes of February 17, 2021, Regular Board Meeting
2021-03-01

Minutes of March 9, 2021, Facilities Committee Meeting
2021-03-02

Curriculum Revisions
2021-03-03

Human Resources Faculty/Staff Transactions
2021-03-04

Faculty Resignation of:

Brandon Smith	effective date 05/07/2021
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Staff Appointments of:

Cheryl Anthony	effective date 02/08/2021
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Staff Resignation of:

Timothy Sullivan	effective date 04/29/2021
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Monthly Fiscal Report for February 2021

2021-03-05

Facilities Update

2021-03-06

Purchases over \$25,000

2021-03-07

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

Recessed for dinner break 5:15 pm- Meeting resumed 5:45 pm

SCHEDULED INFORMATION REPORTS

President’s Update

2021-03-08

Dr. Sidor reported on current legislative bills he is watching through the House and Senate.

- HB1505- How the state manages workforce programs
- SB86-scaling scholarship awards funded by Florida on employment after college
- SB52- Dual Enrollment
- HB135-SB532-Tech center nursing bill-currently stalled in the Senate
- SB1042 Vocational Pathways

He reported that he learned today that the higher education appropriation committee presented the budget. He has not seen the numbers yet but will know more by the end of the week and will work his way through the process.

He reported on a handout in each packet that focuses on workforce education. He also presented a timeline of key LSSC projects. The DEU are moving forward and starting to happen.

Dr. Michael Vitale

Dr. Vitale reported his group has currently been working on the response to SACSCOC. The report is due by March 28th. He gave an update on the Honor’s program. We are in hoping to have an agreement with USF in place by the start of the fall semester. Dr. Vitale, Thom Kieft, and Karen Hogans presented on enrollment and academics to the foundation board.

His full report is located in the board packet.

Dr. Claire Brady

Dr. Brady reported that students are buckling down and finishing their academic course work. Student clubs and organizations are winding down and the semester is quickly coming to an end.

She reported that college night will take place next week with over 40 different institutions participation. The crossing the stage event link was just opened and we currently have over 170+ students registered to participate.

She also reported that Dr. Roland Nunez submitted the 5-year Talent Search grant proposal to the US Department of Education. She reported that Student Life have created to go food and hygiene packs and they are in great demand. She announced that Jennifer Unterbrink has been named the FCS Region III Coordinator.

Her full report is located in the board packet.

Dr. Laura Byrd

Dr. Byrd reported the following updates:

Foundation Events:

Scholarship Dinner: The 4th Annual Scholarship dinner was a great success! We had a full house of students & donors and everyone enjoyed the speakers & time spent with one another!

Shamrock Shuffle: The 4th annual 5k/10k was successful with 177 runners & 12 sponsors! We exceeded totals from all previous races & the new start time was well-received! The rain held off until we were packed up to leave!

PAS: We have secured Riders in the Sky to perform this Saturday, March 27, 2021. A maximum of 100 seats will be available for this show (1/4 capacity of the auditorium), distanced seating will be enforced, sanitation stations will be available, and masks will be required.

Gala: Gala planning is going well & we are close to selling out all 25 tables! We have one table available if you or anyone you know is interested! This week is the last week to donate items for the live & silent auction to be featured in the gala program. We will open the silent auction to the public on April 2.

Grants:

We are working on grant applications with the following organizations.

- Live Well Foundation of South Lake to support the Medical Lab Technology program. Letter of Intent was submitted and we're awaiting an invitation to apply.
- Mt. Dora Trust to support Kids' College will be submitted by April 1.
- We will be requesting support from the National Endowment for the Arts for a performing art show from the 2021-2022 series.

Scholarships: The scholarship application for Summer 2021 closes March 31. Scholarship awards will be made in April.

Large gifts:

Name	Gift		Gift Subtype
	Amount	Fund Description	
Marian Shuck Trust	\$20,000	Marian Shuck Scholarship	Scholarships
Ruth & Roy Ryan	\$10,000	Ruth & Roy Ryan Scholarship	Scholarships

Foundation

Earl & Sophia Shaw

Charitable	\$20,000	Earl & Sophia Shaw Scholarship	Scholarships
Vitas Healthcare	\$25,000	VITAS Endowment	Addition to Endowment

2021 Annual Campaign Update: The 2021 Annual Campaign has experienced record contributions of \$34,055. 40 from LSSC Faculty & Staff members & we are honored to be entrusted to further the mission of the college through gifts made to the Annual Campaign. The goal was increased to \$120,000 for 2021 & we've received 142 % of our goal with \$170,556.53. The campaign kicked off at the annual board meeting & will wrap up in April at the Gala to celebrate these accomplishments.

The College had had a visit from Congressman and Mrs. Stearns. I am hoping to have a naming proposal for the Leesburg Library as a recommendation at the April Board of Trustee's meeting.

Corporate and Continuing Education:

CDL Pad Complete. A huge thank you to the many partners who have helped make this program a reality. We will be working on signage for the CDL space to thank significant donors. As soon as the state inspection is complete, we will open classes.

Youth Development:

Kids College is on schedule to begin in June with eight weeks of programs.

Marketing:

Marketing and Communications continues to support a large number or varied projects and initiatives across the entire College and the Foundation.

- Marketing is launching a video-based pre-roll campaign on Youtube, the web, & the video game service Twitch. This campaign is grant-funded and will support enrollment in the new Mechatronics program. This is the College's first time doing a video only internet advertising campaign.
- The team is working on improvements to the College website including switching the search to be powered by Google for better and more relevant results
- Marketing is also handling all promotions, design, and support for the upcoming Foundation Gala

Dr. Heather Bigard

Dr. Bigard shared that the trustees should have received the financial aid audit in the mail and there was one finding regarding reporting. The issue has been remedied and we should no longer have s finding. There were no findings in the financial audit and now we will move on to the operational audit.

She updated on the current Covid-19 numbers. To date we have had 10 employees testing positive with 98 placed in quarantine. There have been 46 positive students' cases and 196 placed in quarantine. She thanked Rebecca Nathanson and Carolyn Scott for their work reporting the cases. Employees who are eligible to receive the vaccine the college encourages participation.

She reported that the third round of CARES stimulus has passed for a total of \$9 awarding Lake-Sumter a total of \$19m. She discussed the potential usage for the funding. Currently a total of \$1.8 million has been awarded to students. We have also made upgrades to IT and Facilities we the

funding. We are moving forward with the Emerging Media with Lake Technical College. We are also renovating some space in the Health Sciences building to move the Foundation, so Advent Health can take over that space and move forward with the Dedicated Nursing Unit.

Her full report is in the packet.

Executive Committee

2021-03-09

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

Facilities Committee

Jennifer Hill reported that the Facilities Committee met on March 9th and reviewed the conceptual elevation drawing and site plan for the South Lake Charter School. The committee discussed building access and security considerations in regards to points of entry and single point access. The committee discussed the location and types of protective fencing and walls that will contain school students during the day. After discussion the committee suggested that the site plan be flipped to the opposite side. The committee agreed to bring both conceptual options to the full board for a vote. There are two options Site Plan A or Site Plan B.

Jennifer Hill reported that the committee recommends a motion to proceed with site plan B and David Hidalgo seconded and motion carried.

Board Attorney Report

2021-03-10

Anita Geraci-Carver updated the board on the Karen Parker case. A case management conference was scheduled on February 10 and was canceled and to date a new date has not been set. The OCR Investigation remains pending. Negotiations are ongoing with United Faculty of Florida.

Her full report is in the packet.

NEW BUSINESS

Faculty Promotion

2021-03-11

Dr. Vitale announced the following Faculty for Promotion:

Mary Heikkinen-from Associate Professor to Professor

Dr. Betti McTurk-from Assistant Professor to Associate Professor

Dr. Katie Roles- from Assistant Professor to Associate Professor

A motion was made by Bret Jones to accept the recommendation for Promotion and seconded by Bryn Blaise and motion carried.

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

Summer 2021 Four-Day Work Week (staff only)

2021-03-12

Dr. Sidor reported that the President's Cabinet has approved and recommends the summer work schedule (four-day work week) for summer 2021. Employees will average 9 hours and 22 minutes per day for four days, working a total of 37.5 hours each week.

A motion was made to approve the four-day work week by Bret Jones and seconded by Jennifer Hill and motion carried.

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

Nominating Chair Committee

2021-03-13

Mr. Wahl reported that the current chairman of the nominating committee is Marcia Butler and she will not be seeking reappointment and he has appointed Bret Jones as the new chairman for the committee. A motion was made by Emily Lee and seconded by Jennifer Hill and the motion carried.

The motion was passed with the following vote: Voting "yea" – Blaise, Butler, Hidalgo, Hill, Hooten, Jones, Lee, 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, April 21, 2021, at 5 p.m. for the regularly scheduled meeting.

There being no further business, the meeting was adjourned at 6:55 p.m.

Respectfully submitted,

ATTEST:

Peter F. Wahl, Chairman

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



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: April 21, 2021

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 4-02 – Curriculum Revisions March 2021

OVERVIEW:

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

ANALYSIS:

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

RECOMMENDATION:

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

Curriculum and Instruction Committee

Credit Program Modification Rationales

CPA Mechatronics College Credit Certificate

The Mechatronics College Credit Certificate was added for the following reason:

- According to the National STEM Consortium, mechatronics is an enabling approach to technology that is increasingly applied in a number of economic sectors including: Biotechnology, Life Science & Medical; Electronics & Applied Computer Equipment; Telecommunications & Information Services; Distribution, Transportation & Logistics; Heavy & Special Trade Construction; Energy, Mining & Related Support Services; Petroleum Refining & Chemical; Transportation Equipment; Production Support & Industrial Machinery; Agriculture, Forestry & Food; Aerospace, Homeland Security and Defense.
- The U.S. Department of Labor has referenced mechatronics as a new and emerging growth area that also has been identified as one of the in-demand industry clusters. The Bureau of Labor Statistics does not collect employment data or wage data on mechatronics technicians; however, industry sources suggest that the annual wage is about \$50,000. The National Council on Competitiveness estimates that 100 million new jobs will be created in the 21st century at the intersection of disciplines rather than in individual disciplines. Mechatronics technicians exhibit this multi-disciplinary or multi-skilled requirement.

CPM Cybersecurity College Credit Certificate

The Cybersecurity College Credit Certificate was modified for the following reason:

- Numerous core CIT courses are being updated with new prefixes, numbers, and titles to better align with other state colleges for transfer purposes and required a catalog page update to reflect the changes.
- CET 2880 Digital Forensics is replacing the two Digital Forensics courses (CAP 2140 and CAP 2141). The two DF courses are being combined to help students progress through the content and CCC more quickly and efficiently.
- CTS 2321 Linux System Administration is being reintroduced to the CCC, which is a preferred component of the CCC that was removed due to space restrictions. It is now reintroduced to better prepare students for the CCC.

CPM Help Desk Support Technician College Credit Certificate

The Help Desk Support Technician College Credit Certificate was modified for the following reason:

- Numerous core CIT courses are being updated with new prefixes, numbers, and titles to better align with other state colleges for transfer purposes and required a catalog page update to reflect the changes.

CPM Information Technology Analysis College Credit Certificate

The Information Technology Analysis College Credit Certificate was modified for the following reason:

- Numerous core CIT courses are being updated with new prefixes, numbers, and titles to better align with other state colleges for transfer purposes and required a catalog page update to reflect the changes.
- Catalog page corrections regarding program contact information.

CPM Information Technology Support Specialist College Credit Certificate

The Information Technology Support Specialist College Credit Certificate was modified for the following reason:

- Numerous core CIT courses are being updated with new prefixes, numbers, and titles to better align with other state colleges for transfer purposes and required a catalog page update to reflect the changes.

CPM Internet of Things (IoT) Specialist College Credit Certificate

The Internet of Things (IoT) Specialist College Credit Certificate was modified for the following reason:

- Numerous core CIT courses are being updated with new prefixes, numbers, and titles to better align with other state colleges for transfer purposes and required a catalog page update to reflect the changes.

Key for Curriculum and Instruction Committee Proposals

CCA – Credit Course Addition

CCD – Credit Course Deletion

CCM – Credit Course Modification

CPA – Credit Program Addition

CPD – Credit Program Deletion

CPM – Credit Program Modification



Members: Dr. Christopher Sargent (chair), Ms. Laura Dana, Ms. Agnes Bereczky, Ms. Kristen Chancey, Dr. Minerva Haugabrooks, Dr. Betti McTurk, Dr. Mike Morse, Ms. Bethany Parmer, Mr. Andrew Young

Scribe: Phillip Suttkus

Ex Officio: Ms. Caitlin Moore, Mr. Mike Nathanson, Mr. Keith LeBeau

Cabinet Liaison: Mr. Thom Kieft

Goals:

1. Review and recommend curriculum proposals; update Statewide Course Numbering System once approved by the administration.
2. Investigate potential program and area improvements as requested.
3. Examine emerging trends in the curriculum and instruction areas.

Meetings:

Full Committee	Administrative Review
10/12/2020	10/5/2020
11/16/2020	11/2/2020
12/14/2020	12/7/2020
1/11/2021	1/6/2021
2/8/2021	2/1/2021
3/8/2021	3/1/2021
4/12/2021	4/5/2021
5/10/2021	5/3/2021

Actions since last update:

At the March meeting, the following proposals were approved:

1. The Mechatronics College Credit Certificate was added for the following reason:
 - a. According to the National STEM Consortium, mechatronics is an enabling approach to technology that is increasingly applied in a number of economic sectors including: Biotechnology, Life Science & Medical; Electronics & Applied Computer Equipment; Telecommunications & Information Services; Distribution, Transportation & Logistics; Heavy & Special Trade Construction; Energy, Mining & Related Support Services; Petroleum Refining & Chemical; Transportation Equipment; Production Support & Industrial Machinery; Agriculture, Forestry & Food; Aerospace, Homeland Security and Defense.
 - b. The U.S. Department of Labor has referenced mechatronics as a new and emerging growth area that also has been identified as one of the in-demand industry clusters. The Bureau of Labor Statistics does not collect employment data or wage data on mechatronics technicians; however, industry sources suggest that the annual wage is about \$50,000. The National Council on Competitiveness estimates that 100 million new jobs will be created in the 21st century at the intersection of disciplines rather than in individual disciplines. Mechatronics technicians exhibit this multi-disciplinary or multi-skilled requirement.

2. The Cybersecurity College Credit Certificate was modified for the following reason:
 - a. Numerous core CIT courses are being updated with new prefixes, numbers, and titles to better align with other state colleges for transfer purposes and required a catalog page update to reflect the changes.
 - b. CET 2880 Digital Forensics is replacing the two Digital Forensics courses (CAP 2140 and CAP 2141). The two DF courses are being combined to help students progress through the content and CCC more quickly and efficiently.
 - c. CTS 2321 Linux System Administration is being reintroduced to the CCC, which is a preferred component of the CCC that was removed due to space restrictions. It is now reintroduced to better prepare students for the CCC.
3. The Help Desk Support Technician College Credit Certificate was modified for the following reason:
 - a. Numerous core CIT courses are being updated with new prefixes, numbers, and titles to better align with other state colleges for transfer purposes and required a catalog page update to reflect the changes.
4. The Information Technology Analysis College Credit Certificate was modified for the following reason:
 - a. Numerous core CIT courses are being updated with new prefixes, numbers, and titles to better align with other state colleges for transfer purposes and required a catalog page update to reflect the changes.
 - b. Catalog page corrections regarding program contact information.
5. The Information Technology Support Specialist Credit Certificate was modified for the following reason:
 - a. Numerous core CIT courses are being updated with new prefixes, numbers, and titles to better align with other state colleges for transfer purposes and required a catalog page update to reflect the changes.
6. The Internet of Things (IoT) Specialist College Credit Certificate was modified for the following reason:
 - a. Numerous core CIT courses are being updated with new prefixes, numbers, and titles to better align with other state colleges for transfer purposes and required a catalog page update to reflect the changes.

NEW COURSES

- ETI 1843C Motors and Controls
- ETM 2401C Mechanical Devices and Systems
- ETS 1535C Automation Process Control
- ETS 1540C Industrial Applications Using PLCs and Robotics
- ETS 1542C Introduction to PLCs
- ETS 1700C Hydraulics and Pneumatics

MODIFIED COURSES

- MNA 4037 Introduction to Project Management



Curriculum and Instruction Committee Proposals

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

No.	ACTION	COURSE	PROGRAM/COURSE TITLE

Committee Chairperson

Vice President, Academic Affairs

President



Lake Sumter
State College
OFFICE OF THE PRESIDENT

Present to the Board: April 21, 2021

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 4-03 - Human Resources Transactions - Staff

OVERVIEW:

Per Florida Statute 1001.64 (18), each Florida College Board of Trustees shall establish the personnel program for all employees of the institution. The LSSC Board of Trustees has approved a Staff Salary and Classification Schedule.

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 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.



Human Resources Transactions

Staff Appointments:

Name	Title	Effective Date
Howard Davis	Computer Technician I	03/22/2021
Donald Hayes	Facilities Technician II	04/19/2021
Beisy Hernandez	Director Human Resources Operations	04/26/2021

Staff Promotions:

Name	Title	Effective Date
Ebony Neal	Administrative Grant Coordinator	04/01/2021

Staff Resignations:

Name	Title	Effective Date
Christopher Libby	Director of Enterprise Systems	03/30/2021

Staff Separations:

Name	Title	Effective Date
Loren Fowler	Academic Advisor	03/31/2021



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: April 21, 2021

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 4-03- Human Resources Transactions - Faculty

OVERVIEW:

Per the Florida Statute 1001.64 (18) Each Board of Trustees shall establish the personnel program for all employees of the Florida College System.

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

ANALYSIS:

Please review the attached summary.

RECOMMENDATION:

The District Board acknowledges receipt and review of this information.



Human Resources Transactions

Faculty Appointments:

Name	Title	Effective Date
None		

Faculty Resignations:

Name	Title	Effective Date
Deborah Pate	Instructor Nursing	05-07-2021



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: April 21, 2021

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 4-04 – 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 Associate Vice President of Financial Services and 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:

Attached includes:

- Monthly Fiscal Report of the General Operation Fund (YTD March 2021)
- All Funds Balance Sheet as of March 31, 2021
- Budget reports for Funds 2, 3, 5 and 7

Revenue and expenditures are in good order.

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, Chief Financial & Operation Officer and Melinda Barber, Associate Vice President of Business Affairs and Controller

Date: April 21, 2021

Re: Monthly Fiscal Report – YTD March 2021

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 (Fund 1) provides a comparative summary of budget-to-actual revenues and expenses for the current period.

FUND 1 OPERATING BUDGET

We are currently nine months into our fiscal year or 75% completed.

Revenues

Total revenue booked to date is \$19,502,307, or 73% of the total budget of \$26,749,155.

- Tuition and fee revenue is trending under budget and is projected to be \$9,708,559. While tuition revenue is about 96% of budget, the increase in Distance Learning Fee revenue is helping to meet the shortfall.
- State support revenue is received throughout the fiscal year in installments. We have received a total of \$9,461,490 in General Revenue and Performance Funding and \$740,246 in Lottery funds. The State is holding back 6% of the originally allocated appropriations which equates to a \$923,355 budget shortfall for the College.
- Other Income and Other Support actuals are projected to be close to budget.

Expenses

Actual expenses to-date total \$17,758,081 or 67% of the total budget of \$26,340,126.

- Salaries and benefits to-date are \$13,810,503 or 68% of budget.
- Operating and capital expenses to-date are \$3,947,578 or 64% of budget.

Year-End Projection

After the budgeted transfer to Fund 7, expenses are projected to surpass revenues by \$323,575.

Attachment: March 2021 Operating Fund 1 Budget Report

Lake-Sumter State College
Fiscal Status Report - Fund 1
General Current Fund
July 1, 2020 - March 31, 2021

	FY 2019-20		FY 2020-2021			
	Annual Budget	YTD Actual 3/31/2020	Annual Budget	YTD Actual 3/31/2021	Percent of Budget Earned/Spent	Projected 6/30/2021
REVENUES & BUDGETED FUND BALANCE						
Student Fees						
Fall						
Tuition	\$ 2,932,139	\$ 2,904,712	\$ 2,904,700	\$ 2,788,026	96%	\$ 2,788,026
Technology Fees	140,679	145,273	147,000	137,374	93%	137,374
Distance Learning	181,288	177,778	177,900	431,625	243%	431,625
Dual Enrollment	302,316	305,987	306,000	323,190	106%	323,190
HSCA Dual Enrollment	538,150	538,150	538,150	483,190	90%	483,190
Lab Fees	92,641	71,797	260,900	38,984	15%	38,984
Spring						
Tuition	\$ 2,521,690	\$ 2,466,079	\$ 2,468,900	\$ 2,370,412	96%	2,370,412
Technology Fees	120,581	123,337	123,400	118,528	96%	118,528
Distance Learning	159,370	158,025	157,900	354,285	224%	354,285
Dual Enrollment	302,316	412,014	412,200	423,818	103%	423,818
HSCA Dual Enrollment	538,150	-	538,150	423,650	79%	423,650
Lab Fees	79,021	49,480	142,200	24,667	17%	24,667
Summer						
Tuition	\$ 1,051,258	\$ 781,695	\$ 1,058,700	\$ 526,922	50%	\$ 1,016,175
Technology Fees	51,156	39,099	53,700	28,408	53%	50,183
Distance Learning	121,376	83,325	141,600	87,060	61%	152,426
Dual Enrollment	-	(15,836)	700	7,918	0%	700
HSCA Dual Enrollment	-	-	-	-	0%	-
Lab Fees	19,080	8,299	33,400	2,910	0%	5,794
Miscellaneous Fees	169,225	153,188	123,100	130,588	106%	155,531
Youth Development	280,000	-	280,000	-	0%	280,000
Continuing Education	109,696	140,888	104,200	140,208	135%	130,000
Total Student Tuition and Fees	\$ 9,710,133	\$ 8,543,291	\$ 9,972,800	\$ 8,841,764	89%	\$ 9,708,559
State CCPF Support	\$ 12,606,690	\$ 9,455,001	\$ 12,791,621	\$ 9,158,219	72%	\$ 12,024,124
State Performance Funding	455,985	341,989	628,896	303,271	48%	591,162
State Lottery	1,753,669	701,468	1,968,738	740,246	38%	1,850,614
Miscellaneous State Support	144,151	550,145	100,000	75,280	75%	125,000
Federal Support Indirect Cost	80,000	44,617	52,600	84,009	160%	146,143
Foundation Support	169,000	20,000	190,000	112,623	59%	160,000
Contracts	195,306	21,600	196,100	160,969	82%	174,214
Miscellaneous Revenue	-	19,265	207,000	25,926	13%	207,000
Total Revenues	\$ 25,114,934	\$ 19,697,377	\$ 26,107,755	\$ 19,502,307	75%	\$ 24,986,816
Transfers In	892,052	240.00	641,400	-	0%	641,400
Total Revenues and Transfers In	\$ 26,006,986	\$ 19,697,617	\$ 26,749,155	\$ 19,502,307	73%	\$ 25,628,216
EXPENDITURES						
Personnel Expenditures						
Salaries and Wages	\$ 15,109,698	\$ 9,786,863	\$ 14,953,386	\$ 10,034,914	67%	14,545,157
Benefits	4,791,097	3,443,815	5,365,543	3,775,589	70%	5,381,708
Lapse Salary and Benefits	(500,000)	-	(705,000)	-	0%	-
Current Operating Expenditures	5,899,585	3,982,126	6,118,308	3,944,716	64%	5,500,712
Capital Outlay Expenditures	-	1,039	57,889	2,862	0%	57,889
Complete Florida Plus Program	-	-	-	-	0%	66,324
Contingency	503,519	-	550,000	-	0%	-
Total Expenditures	\$25,803,899	\$17,213,844	\$26,340,126	\$17,758,081	67%	\$ 25,551,791
Transfer to Fund 7	-	20,943	400,000	-		400,000
Excess of Revenues over (Expenditures)	\$ 203,087	\$ 2,462,830	\$ 9,029	\$ 1,744,226		\$ (323,575)

Lake-Sumter State College
All Funds Balance Sheet
As of March 31, 2021

All Funds
As of 03/31/2021

ASSETS

Current Assets:

Cash and Cash Equivalents	3,647,825
Restricted Cash and Cash Equivalents	5,600,051
Accounts Receivable, Net	2,239,597
Due from Component Unit/College	14,736
Prepaid Expenses	96,395

Total Current Assets	11,598,604
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Noncurrent Assets:

Depreciable Capital Assets, Net	58,852,632
Nondepreciable Capital Assets	6,745,696

Total Noncurrent Assets	65,598,328
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TOTAL ASSETS	77,196,932
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DEFERRED OUTFLOWS OF RESOURCES

Deferred Outflows of Resources - Pension FRS	2,938,699
Deferred Outflows of Resources - Pension HIS	691,528
Deferred Outflows of Resources - Other Postemployment Benefits	17,160

TOTAL DEFERRED OUTFLOWS OF RESOURCES	3,647,387
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TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	80,844,319
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LIABILITIES

Current Liabilities:

Accounts Payable	733,176
Salary and Payroll Taxes Payable	534,461
Long-Term Liabilities - Current Portion:	
Compensated Absences Payable	249,281
HIS Net Pension Liability	68,870
Other Postemployment Benefits Payable	17,160

Total Current Liabilities	1,603,013
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Noncurrent Liabilities:

Compensated Absences Payable	1,428,629
FRS Net Pension Liability	8,940,748
HIS Net Pension Liability	3,990,145
Other Postemployment Benefits Payable	453,005

Total Noncurrent Liabilities	14,812,527
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TOTAL LIABILITIES	16,415,540
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Lake-Sumter State College
All Funds Balance Sheet
As of March 31, 2021

All Funds
As of 03/31/2021

DEFERRED INFLOWS OF RESOURCES

Deferred Inflows of Resources - Pension FRS	865,150
Deferred Inflows of Resources - Pension HIS	574,860
Deferred Inflows of Resources - Other Postemployment Benefits	<u>208,383</u>

TOTAL DEFERRED INFLOWS OF RESOURCES

1,648,393

TOTAL LIABILITIES AND DEFERRED INFLOWS OF RESOURCES

18,063,933

NET POSITION

Net Investment in Capital Assets 66,754,622

Restricted:

 Expendable:

 Grants and Loans 927,155

 Scholarships (43,215)

 Capital Projects 4,396,398

Unrestricted (9,254,574)

Total Net Position

62,780,386

TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND NET POSITION

80,844,319

Unrestricted (from above)	(9,254,574)
Deferred Outflows of Resources - Pension FRS	(2,938,699)
Deferred Outflows of Resources - Pension HIS	(708,688)
Compensated Absences Payable	1,677,910
FRS Net Pension Liability	8,940,748
HIS Net Pension Liability	4,059,015
Other Postemployment Benefits Payable	453,005
Deferred Inflows of Resources - Pension FRS	865,150
Deferred Inflows of Resources - Pension HIS	574,860
Deferred Inflows of Resources - Other Postemployment Benefits	<u>208,383</u>
Amount Expected to be Financed in Future Yrs (net)	13,131,684
Unrestricted Fund balance before Pension and OPEB liabilities	<u>3,877,110</u>

At 06/30/2020

3,153,456

Lake-Sumter State College

Fund 2 Grants

FY 2021 Revenue-Expenditures

As of March 31, 2021

	Pathways-Career Opportunity Budget	Pathways-Career Opportunity 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 Ready-Mech-Go Budget	NSF Ready-Mech-Go Actuals	Total Fd. 2 Budget	Total Fd. 2 YTD Actual
Revenue														
Student Activity Fees				-					218,000	499,116			218,000	499,116
Total Tuition and Fee Revenue									218,000	499,116			218,000	499,116
County														
State - Pass Through Federal	199,840	149,920	151,309	125,655	457,036	239,638	382,737	188,661					351,149	275,575
Federal Upward Bound/Talent Search													839,773	428,299
Federal NSF													352,743	35,594
Total Grants and Contracts	199,840	149,920	151,309	125,655	457,036	239,638	382,737	188,661					1,543,665	739,468
Miscellaneous														
Transfer to Fd. 1														
Total Revenue and Transfers	199,840	149,920	151,309	125,655	457,036	239,638	382,737	188,661	218,000	499,116	352,743	35,594	1,761,665	1,238,584
Personnel Expenses														
Staff	15,000		30,957	24,457	207,863	134,881	136,827	89,421	6,400	1,650	15,790	8,611	412,837	259,021
Open Positions	-													
Other Pooled Positions	20,000	16,216	7000	11,924	16,847	650	32,031	10,725	558	4,794			76,436	44,309
Total Faculty and Staff	35,000	16,216	37,957	36,381	224,710	135,531	168,858	100,146	6,958	6,444	15,790	8,611	489,273	303,330
Benefits Staff	1,900		15,305	10,979	81,673	57,145	55,454	37,216	1,405	269	8,702	2,587	164,439	108,196
Benefits Open Positions														
Pooled Personnel Benefits	290	218		173	2,974	9	465	156	11	70	-	-	3,740	625
Total Benefits	2,190	218	15,305	11,152	84,647	57,154	55,919	37,372	1,416	339	8,702	2,587	168,179	108,821
Contingency	-				694		1,444		11,142		-		13,279	
Total Personnel Expenses	37,190	16,434	53,262	47,533	310,051	192,685	226,221	137,518	19,516	6,782	24,492	11,198	670,731	412,151
Operating Expense														
Travel Staff	11,000	176	76	76	31245.56	539	7,356	10	2,697		1,000		53,374	802
Participant Cost (Travel, Subsistence, Other)					63,106	23,045	114,041	35,503	50,010	13,829	21,000		248,157	72,377
Printing					3,424	401	2,570	469	7,008	222			24,802	1,092
Materials & Supplies	96,650	7,841	10,697	12,448	4,145	3,017	2,314	1,208	46,280	23,297	6,000		166,086	47,811
Software		99	15,000		5,731	776	899	500			11,136		32,766	12,511
Food									22,297	319			22,297	319
Miscellaneous	45,000		26,988	24,495	7,672	19,174	9,223	13,453	58,509	26,218	107,596	13,260	254,988	96,600
Equipment	10,000	15,874	33,486	41,103	27,913		18,113	-	2,725	-	181,519		273,756	56,977
Total Supplies and Services	162,650	23,991	98,047	78,122	143,236	46,953	154,516	51,143	189,526	63,885	328,251	24,396	1,076,226	288,489
Contingency for Current Expense														
Total Supplies and Service Expenses	162,650	23,991	98,047	78,122	146,986	46,953	156,516	51,143	198,484	63,885	328,251	24,396	1,090,934	288,489
TOTAL Personnel, Supplies and Service Expenses	199,840	40,425	151,309	125,655	457,036	239,638	382,737	188,661	218,000	70,668	352,743	35,594	1,761,665	700,640
Increase (Decrease) to Fund Balance	-	109,495	-	-	-	-	-	-	-	428,448	-	-	-	537,944

Lake-Sumter State College
Fund 3 Auxiliary
FY 2021 Revenue-Expenditures
As of March 31, 2021

	Bookstore Budget	Bookstore YTD Actual	Vending Budget	Vending YTD Actual	Cafeteria Budget	Cafeteria 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		599,835		277,086		(2,425)		(33)		(10,944)	863,519	863,519
Revenue												
Commission	160,000	95,282	14,000	1,291	15,000						189,000	96,573
Transfer to Fd. 1											-	-
Total Revenue and Transfers	160,000	95,282	14,000	1,291	15,000	-	-	-	-	-	189,000	96,573
Expenditures												
Travel											-	-
Freight & Postage											-	-
Printing									3,000		3,000	-
Food							600		5,000		5,600	-
Materials/Supplies					10,000	2,183	1,750		14,800	1,939	16,550	1,939
Repairs/Maintenance											10,000	2,183
Miscellaneous											-	-
TOTAL Expenses	-	-	-	-	10,000	2,183	2,350	-	22,800	1,939	35,150	4,122
Increase (Decrease) to Fund Balance	160,000	95,282	14,000	1,291	5,000	(2,183)	(2,350)	-	(22,800)	(1,939)	153,850	92,452

Estimated Ending Fund Balance

1,017,369 955,971

Lake-Sumter State College
Fund 5 Financial Aid
FY 2021 Revenue-Expenditures
As of March 31, 2021

	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
Carryover	63,630								358,899
Revenue	358,899								-
Student Financial Aid Fees		4,859,392	79,101	43,701	1,010,793	753,404	313,974	262,493	6,746,391
Federal Aid									-
State Aid									313,974
Bright Futures									262,493
FSAG									-
Foundation Student Support									-
Transfer									-
Total Revenue	422,529	4,859,392	79,101	43,701	1,010,793	753,404	313,974	262,493	7,681,757
Operating Expense									
Scholarships	421,732	4,859,392	79,101	43,701	1,010,793	753,404	341,448	202,300	7,711,871
Transfer									-
TOTAL Expenses	421,732	4,859,392	79,101	43,701	1,010,793	753,404	341,448	202,300	7,711,871
Estimated Ending Fund Balance	797	-	-	-	-	-	(27,474)	60,193	(30,114)

Lake-Sumter State College
Fund 7 Capital
Budget Report
As of March 31, 2021

	Spending Plan - Budget				Actual				Budget to Actual Expense Variance
	Beginning Balance FY21	FY21 Projected Revenue	FY21 Expense Budget	Projected Ending Balance FY21	Beginning Balance FY21	FY21 YTD Revenue	FY21 YTD Expense & Encumbr	Fund Balance	
Available Funds									
Fund 7 Control Account	-	-	-	-	-	53	-	53	-
Equipment MATCH	59,013	-	-	59,013	59,013	-	-	59,013	-
Infrastructure Restore-Collegewide	261,993	-	270,786	(8,793)	261,993	9,005	281,954	(10,956)	(11,168)
CO & DS/License Tag	379,712	90,000	330,500	139,212	379,712	252	656	379,307	329,844
New HVAC Fund	-	400,000	400,000	-	-	-	149,685	(149,685)	250,315
Capital Improvement Fee	(43,652)	690,000	-	646,348	(43,652)	595,576	(0)	551,925	0
Tech Refresh CIF	-	-	579,000	(579,000)	-	-	125,531	(125,531)	453,469
Tech Plan CIF	-	-	200,000	(200,000)	-	-	25,925	(25,925)	174,075
Security Equipment	81,846	82,000	245,000	(81,154)	81,846	14,912	192,782	(96,024)	52,218
New Capital Improvement Fee	203,254	306,000	282,250	227,004	203,254	257,947	10,727	450,474	271,523
Parking Fee	-	82,000	82,000	-	-	14,906	-	14,906	82,000
Local Funds	3,151,233	2,600,000	1,432,000	4,319,233	3,151,233	30,000	747,518	2,433,716	684,482
TV Station Clearwire	53,795	-	-	53,795	53,795	87,809	-	141,604	-
Disc Golf Course	-	-	-	-	-	25,000	13,470	11,530	(13,470)
Leesburg Campus Wide (Hurricane)	212,377	-	-	212,377	212,377	-	-	212,377	-
Total	4,359,572	4,250,000	3,821,536	4,788,036	4,359,572	1,035,460	1,548,248	3,846,784	2,273,288




Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: April 21, 2021

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President 

RE: 4-05 - 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 Apr-21					
CIP CODE	PROJECT	BUDGET	FUNDING	STATUS	COMMENTS
20-3	SL Sidewalk Installation	\$180,000	Infrastructure	Completed	Sidewalk install complete. Recommend separate project for Safety call box adds along sidewalk. (not on original plan).
20-6	Parking Lot Repairs/Gym/Magnolia Parking Drives	\$82,000	FY21 Parking Fees	Paving Complete	Progress to date: Paving Complete. Curbing for new entrance area PO awarded. Scheduled for 2/11-12. Curb stop painting being done this week.
20-7	Roof Replacement - LE CTL Building	\$105,000	Local	On Hold	Progress to date: CTL on Hold. Roof deferred for demo determination. Fund transfer done from 20-7 to complete other roof repairs.
20-8	Library Renovation	\$90,000	CO & DS	On Hold	Progress to date: Predecessor – CIP 21-15, Project walk through 2/10/21. Preliminary scope development in process. (Reviewed relocating Testing Center to Library 3/30/21).
20-10	Doors/Window Repairs (Year 2 of 3)	\$45,000	Local	In Progress	Progress to date: Replacing as we work our way through most critical needs across all three sites. Seven doors (door-sets) being replaced through Security ADT funding (\$70k per year for 3-years) Door hardware ordered for replacement of double doors in atrium, bldg. 2, & doors both sides of library. Clermont. Need to verify funds.
20-11	Roof Restore Patch- LE Fine Arts	\$90,000	New Capital Fee	In Progress	Progress to date: Issued PO to “patch” roof until complete replacement can be funded (about \$1.5 million). Baker Roofing completed Infra Red scan/installed new roof drain inserts 2/26/21. Proposed recommendation for added repairs based on <u>Assessment</u> \$25,086, dated 4/9/21.
20-17	ADA - Interior Door Knobs	\$5,000	Local	In Progress	Progress to date: Materials on order; 20% Complete. Working with COVID-19 required modifications.
20-19	SSB 2nd Floor ADA Restroom Improvements and Redesign	\$145,500	CO & DS	In Progress	Progress to date: Predecessor – CIP 21-15 Phased Construction. Pending architect selection. Walk-thru 3/9/21 with Interior Designer to start selection of finishes. Preliminary scope development in process.
20-20	Monument Signage (LE - College Rd & Removal of 441, SL-Main and CML)	\$150,000	Local	On Hold	Progress to date: College Rd sign done, 441 sig- electrical removed, wall removal scheduled for spring break.

20-21	Magnolia Room Restroom Renovations	\$95,000	CO & DS	On Hold	Progress to date: Predecessor – CIP 21-15 tied to project to move wellness center and remodel of restrooms for showers.
20-22	Interior Sign Installations and Evacuation Plans	\$5,000	Local	In Progress	Progress to date: Ordering signs and installing when required/requested.
20-26	Furniture Replacements	\$50,000	Local	In Progress	Progress to date: Requested reprogramming for purchase of new facilities utility carts.
21-1	Grounds and Irrigation	\$65,000	Infrastructure	Landscaping Complete	Progress to date: Ongoing repair projects and landscaping to include circle in front of SSB.
21-2	Doors/Window Repairs (Year 3 of 3)	\$30,000	Local	In Progress	Progress to date: Stairwell windows on LE Science Health Remaining funds approx. \$10,000
21-3	HVAC - Preventive Repairs (Year 3 of 3)	\$60,000	Local	In Progress	Progress to date: Purchasing parts as required for both HVAC repairs and preventative maintenance supplies – Ongoing
21-4	LE Building M HVAC Coil Replacement	\$30,000	Local	Completed	Progress to date: Compressor PO ordered (\$8k). Existing coil to remain.
21-5	Student Services Building Air HVAC Handler Replacement	\$180,000	Infrastructure	Completed	Progress to date: Siemens (\$93.5K). New AHU install 3/15 - 4/09/21.
21-6	LE SMB Rx Commission (Re-Test and Balance)	\$80,000	Local	In Progress	Progress to date: Currently scheduling Test & Balance Services with Contractor. Anticipate 4-wks to complete prior recommendations for repair. Need to develop plan for mold remediation in hallways.
21-7	Network rooms HVAC SL and Sumter	\$43,000	Infrastructure	SL Completed Sumterville pending	Progress to date: SL completed, quotes for mini-split replacement in Sumter IT Room requested/reviewed. Bid received is \$8,900. Verifying requirement, anticipate award to Del Air for new 3 ton unit.
21-8	Sumterville Building-4 VAV Upgrade Project	\$40,000	New Capital Fee	In Progress	Progress to date: Boards replaced, pending gear replacement. March 2021 bid proposals are in review: (Bldg4 / 20-Ton split unit) and (Bldg1/ 5-Ton split unit).
21-9	LE FA HVAC controller replacement	\$10,000	Local	Completed	Progress to date: Completed
21-10	Service Contracts for Repair and Maintenance	\$252,000	Local	In Progress	Progress to date: Contracts for FY21 signed, some invoice over time so this is still in progress.
21-11	General Repairs and Maintenance	\$100,000	Local	In Progress	Progress to date: Conducting general repairs and purchasing materials as required for maintenance of all three sites.

21-12	Landscape Tree Removal - Phase 2 (North Parking, 441 View, Parking Lot B)	\$50,000	Local	In Progress	Progress to date: Need to review trees damaged by recent storms. Some trees have been removed. Will update after meeting with SSC this week.
21-13	LE New Walkway Storm Water Gutters	\$35,000	Local	Not Started	Progress to date: Not currently scheduled. No replacements identified for replacement at this time.
21-14	LE Building Paint Refresh (1 of 3 Year)	\$50,000	Local	In Progress	Progress to date: Prioritizing paint refresh as time allows in critical-need areas first. To be surveyed by painter on facilities staff.
21-15	Engineering and Architect. Services (SL/FA/SC/Lake Hall/LE Lib/Mag Room)	\$100,000	New Capital Fee/Local	RFQ on Hold	Progress to date: Exploring Architects already on State Contract.
21-16	SL Building #2 First Floor Redesign	\$300,000	Local	In Progress	Progress to date: Predecessor – CIP 21-15. architect selection. Planning meeting scheduled 4/15/21.
21-17	LE Lake Hall Remodel Phase I (Planning and Design)	\$40,000	New Capital Fee	On Hold	Progress to date: Predecessor – CIP 21-15
21-18	SL Building #2 Chiller Replacement	\$450,000	New HVAC Funding/LOCAL	Completed	Progress to date: Chiller and Commissioning completed 2/19/21. Actual cost for chiller approx. \$209,000. PO requested to complete upgrade to mech system following chiller repl. Approx. \$30k (new control boards and VAV related items).
21-22	Fine Arts Bldg. Mac Lab Design/Build	\$150,000	Local	In Progress	Progress to date: Design/Build Total \$15,740. Design concept on hold while FA Space is revisited 4/14/21. Target construction bids after Kids College Aug. 2021.
21-31	Health Services Bldg. Foundation Office 103 Build -Out	\$65,000	Local	In Progress	Progress to date: Construction Services \$62,960 (G.C. Flooring, Shelving Vendors) - Target complete 5/7/21: Furniture PO 4/9/21, (lead 6 - 8wks). Target Foundation relocation, 6/1/21.



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: April 21, 2021

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 4-06 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 03/01/2021 - 03/31/2021 are attached.

RECOMMENDATION:

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

Purchase Orders Over \$25,000 – March 2021

Vendor: Altec Capitol Services
Item Description: 60' Digger Derrick Truck
Amount: \$ 93,805.00
Purchase Order #: P2100433
Vendor Code: X00132708

Vendor: Baker Roofing Company
Item Description: Gutter Installation
Amount: \$ 64,892.00
Purchase Order #: P2100434
Vendor Code: X00125399

Vendor: Ellucian Company LP
Item Description: Hosted Subscription 01/01/21-06/30/26
Amount: \$ 276,117.00
Purchase Order #: P2100437
Vendor Code: ELLCOMLP

Vendor: Baker Roofing Company
Item Description: Install Roof Coating Systems
Amount: \$ 29,900.00
Purchase Order #: P2100443
Vendor Code: X00125399

Vendor: Greyson Technologies
Item Description: Professional Services SOW for ISE Install & Security 02/24/21-02/23/24
Amount: \$ 228,626.95
Purchase Order #: P2100453
Vendor Code: GRETEC

Vendor: Mark Cook Builders
Item Description: Health Science Room 103 Renovations
Amount: \$ 52,512.00
Purchase Order #: P2100476
Vendor Code: X00117272

Vendor: Larson Electronics
Item Description: Portable Industrial UV Sanitation Light
Amount: \$ 32,375.55
Purchase Order #: P2100477
Vendor Code: X00131851



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: April 21, 2021

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 04-07 – 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 104 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 2021 April write off list totals \$1,081,537.13. The depreciated carrying value is \$142,675.44.

RECOMMENDATION:

It is recommended that Board approve this item as written.

P-tag	Description	MMM-YY Acquired	Original Value	Book Value	Condition	Method
7288	Auto-Van-15 passenger-White	Jul-98	21,970.00	0.00	POOR	SCRAP
7746	Remote Control Sys	Sep-99	9,375.00	0.00	OBSOLETE	SCRAP
7721	Auto-Truck-Ranger-Green Topper	Sep-99	13,605.00	0.00	POOR	SCRAP
8040	Auto-Truck-Chevy 1500	Jun-00	15,000.00	0.00	POOR	SCRAP
8897	Pojector/ LONG throw lens	Dec-01	7,629.07	0.00	OBSOLETE	SCRAP
8902	Rear monitor	Dec-01	5,661.79	0.00	OBSOLETE	SCRAP
8926	Document camera-ceiling	Dec-01	5,646.57	0.00	OBSOLETE	SCRAP
8812	Podium	Feb-02	20,998.66	0.00	OBSOLETE	SCRAP
8844	Patient Station 1010 XR	Oct-02	5,795.00	0.00	BROKEN	DISCARD
9892	PSM-SimBaby 1	Mar-06	30,523.69	0.00	BROKEN	DISCARD
9368	Optical Mark Reader System	May-06	5,900.00	0.00	OBSOLETE	SCRAP
9862	CathSim System	Jun-06	10,500.00	0.00	BROKEN	DISCARD
9866	CathSim System (2 modules - CBJT)	Jun-06	15,500.00	0.00	BROKEN	DISCARD
9867	CathSim System (2 modules - CBJT)	Jun-06	15,500.00	0.00	BROKEN	DISCARD
10511	Projector	Apr-07	6,684.25	0.00	OBSOLETE	SCRAP
10240	Electron Spin Resonance System	Aug-07	6,071.70	0.00	GOOD	SELL
10190	A/V System-Whole Room	Aug-07	5,848.00	0.00	OBSOLETE	SCRAP
10694	Wireless Mic System	Jan-08	9,154.51	0.00	OBSOLETE	SCRAP
10241	Cart-Golf Cart-Foundation	Mar-08	6,940.00	0.00	POOR	SCRAP
10699	A/V System-Whole Room	Jan-09	6,490.20	0.00	OBSOLETE	SCRAP
10917	Projector-wall mount	Jun-10	5,136.99	0.00	OBSOLETE	SCRAP
10918	Projector-wall mount	Jun-10	5,136.99	0.00	OBSOLETE	SCRAP
10984	Projector-wall mount	Jan-11	6,516.24	0.00	OBSOLETE	SCRAP
11015	Projector	Jun-11	7,403.92	0.00	OBSOLETE	SCRAP
11037	Projector-classroom upgrade	Nov-11	7,107.42	0.00	OBSOLETE	SCRAP
11186	Projector	Jun-13	6,379.82	0.00	OBSOLETE	SCRAP
11187	A/V System-Whole Room	Jun-13	6,379.82	0.00	OBSOLETE	SCRAP
11381	A/V System-Whole Room	Jan-14	11,939.39	0.00	OBSOLETE	SCRAP
11382	A/V System-Whole Room	Jan-14	6,184.31	0.00	OBSOLETE	SCRAP
11383	A/V System-Whole Room	Jan-14	6,184.31	0.00	OBSOLETE	SCRAP
11392	A/V System-Whole Room	Jan-14	6,304.50	0.00	OBSOLETE	SCRAP
11393	A/V System-Whole Room	Jan-14	6,184.31	0.00	OBSOLETE	SCRAP
11394	A/V System-Whole Room	Jan-14	5,747.86	0.00	OBSOLETE	SCRAP
11395	A/V System-Whole Room	Jan-14	11,594.63	0.00	OBSOLETE	SCRAP
11648	Web Filter	Apr-15	8,038.50	0.00	OBSOLETE	SCRAP
11714	A/V System-Whole Room	Aug-15	10,534.20	0.00	OBSOLETE	SCRAP
11715	A/V System-Whole Room	Aug-15	10,534.20	0.00	OBSOLETE	SCRAP
11716	A/V System-Whole Room	Aug-15	10,534.20	0.00	OBSOLETE	SCRAP
11717	A/V System-Whole Room	Aug-15	10,534.20	0.00	OBSOLETE	SCRAP
11718	A/V System-Whole Room	Aug-15	10,534.20	0.00	OBSOLETE	SCRAP
11719	A/V System-Whole Room	Aug-15	10,534.20	0.00	OBSOLETE	SCRAP
11721	A/V System-Whole Room	Aug-15	10,534.20	0.00	OBSOLETE	SCRAP
11722	A/V System-Whole Room	Aug-15	10,534.20	0.00	OBSOLETE	SCRAP
11723	A/V System-Whole Room	Aug-15	10,534.20	0.00	OBSOLETE	SCRAP
11980	A/V System-Whole Room	Feb-16	14,409.50	0.00	OBSOLETE	SCRAP
11981	A/V System-Whole Room	Feb-16	14,409.50	0.00	OBSOLETE	SCRAP
11982	A/V System-Whole room	Feb-16	10,196.50	0.00	OBSOLETE	SCRAP
11985	A/V System-Whole Room	Feb-16	14,380.00	0.00	OBSOLETE	SCRAP
11986	A/V System-Whole Room	Feb-16	14,380.00	0.00	OBSOLETE	SCRAP
11987	A/V System-Whole Room	Feb-16	14,678.00	0.00	OBSOLETE	SCRAP
11988	A/V System-Whole Room	Feb-16	11,865.00	0.00	OBSOLETE	SCRAP
11989	A/V System-Whole Room	Feb-16	11,865.00	0.00	OBSOLETE	SCRAP
11990	A/V System-Whole Room	Feb-16	11,865.00	0.00	OBSOLETE	SCRAP
12168	Whole Room AV System	Jan-17	7,151.00	0.00	OBSOLETE	SCRAP
12169	Whole Room AV System	Jan-17	7,151.00	0.00	OBSOLETE	SCRAP
12231	A/V System-Digital Wall Vault	Sep-17	11,300.00	0.00	OBSOLETE	SCRAP
12247	A/V System-Digital Wall Vault	Sep-17	11,300.00	0.00	OBSOLETE	SCRAP

P-tag	Description	MMM-YY Acquired	Original Value	Book Value	Condition	Method
12248	A/V System-Digital Wall Vault	Sep-17	11,300.00	0.00	OBSOLETE	SCRAP
12249	A/V System-Digital Wall Vault	Sep-17	11,300.00	0.00	OBSOLETE	SCRAP
12272	A/V System-Digital Wall Vault	Sep-17	11,300.00	0.00	OBSOLETE	SCRAP
12273	A/V System-Digital Wall Vault	Sep-17	11,300.00	0.00	OBSOLETE	SCRAP
12274	A/V System-Digital Wall Vault	Sep-17	11,300.00	0.00	OBSOLETE	SCRAP
12275	A/V System-Digital Wall Vault	Sep-17	11,300.00	0.00	OBSOLETE	SCRAP
12276	A/V System-Digital Wall Vault	Sep-17	11,300.00	0.00	OBSOLETE	SCRAP
12277	A/V System-Custom Digital Pole Vault	Sep-17	14,180.00	0.00	OBSOLETE	SCRAP
12278	A/V System-Digital Pole Vault	Sep-17	10,280.00	0.00	OBSOLETE	SCRAP
12279	A/V System-Digital Wall Vault	Sep-17	11,300.00	0.00	OBSOLETE	SCRAP
12280	A/V System-Digital Pole Vault	Sep-17	11,800.00	0.00	OBSOLETE	SCRAP
12281	A/V System-Digital Pole Vault	Sep-17	11,800.00	0.00	OBSOLETE	SCRAP
12282	A/V System-Digital Pole Vault	Sep-17	11,800.00	0.00	OBSOLETE	SCRAP
12283	A/V System-Digital Pole Vault	Sep-17	11,800.00	0.00	OBSOLETE	SCRAP
12284	A/V System-Digital Pole Vault	Sep-17	11,800.00	0.00	OBSOLETE	SCRAP
12285	A/V System-Digital Pole Vault	Sep-17	11,800.00	0.00	OBSOLETE	SCRAP
12286	A/V System-Digital Pole Vault	Sep-17	11,800.00	0.00	OBSOLETE	SCRAP
12287	A/V System-Digital Pole Vault	Sep-17	11,800.00	0.00	OBSOLETE	SCRAP
12288	A/V System-Conference Room	Sep-17	8,400.00	0.00	OBSOLETE	SCRAP
12376	SL 2-242 Pole Vault Room for Title	Mar-18	10,195.00	0.00	OBSOLETE	SCRAP
12455	2016 Buick Enclave	Nov-18	30,651.00	18,390.60	USED	TRADE
FY19A	21-Passenger Mini-Bus	Mar-19	19,000.00	11,400.00	BROKEN	SCRAP
12549	Audio-Visual System	Jun-19	9,279.26	3,093.08	OBSOLETE	SCRAP
12551	Audio-Visual System	Jun-19	9,279.26	3,093.08	OBSOLETE	SCRAP
12552	Audio Visual System	Jun-19	12,338.21	4,112.73	OBSOLETE	SCRAP
12553	Audio-Visual System	Jun-19	12,338.21	4,112.73	OBSOLETE	SCRAP
12554	Audio-Visual System	Jun-19	12,338.21	4,112.73	OBSOLETE	SCRAP
12555	Audio-Visual System P1900199	Jun-19	8,423.60	2,807.86	OBSOLETE	SCRAP
12556	Audio-Visual System	Jun-19	8,423.60	2,807.86	OBSOLETE	SCRAP
12557	Audio-Visual System	Jun-19	8,423.60	2,807.86	OBSOLETE	SCRAP
12558	Audio-Visual System	Jun-19	8,423.60	2,807.86	OBSOLETE	SCRAP
12568	projector system	Jun-19	9,279.26	3,093.08	OBSOLETE	SCRAP
12569	projector system	Jun-19	9,279.26	3,093.08	OBSOLETE	SCRAP
12661*	room 236 a/v system	Jul-19	8,263.05	5,508.70	OBSOLETE	SCRAP
12662*	room 237 a/v system	Jul-19	8,263.05	5,508.70	OBSOLETE	SCRAP
12663*	room 233 a/v system	Jul-19	8,263.05	5,508.70	OBSOLETE	SCRAP
12664*	room 232 a/v system	Jul-19	8,263.05	5,508.70	OBSOLETE	SCRAP
12645	Camera System, Perp Endpoint, 18X P	Dec-19	18,103.41	12,068.94	OBSOLETE	SCRAP
12652	whole room a/v system	Feb-20	7,139.85	4,759.90	OBSOLETE	SCRAP
12653	whole room a/v system	Feb-20	7,139.85	4,759.90	OBSOLETE	SCRAP
12654	whole room a/v system	Feb-20	7,139.85	4,759.90	OBSOLETE	SCRAP
12655	whole room a/v system	Feb-20	7,139.85	4,759.90	OBSOLETE	SCRAP
12656	whole room a/v system	Feb-20	7,139.86	4,759.91	OBSOLETE	SCRAP
12657	whole room a/v system	Feb-20	7,139.86	4,759.91	OBSOLETE	SCRAP
12658	whole room a/v system	Feb-20	7,139.86	4,759.91	OBSOLETE	SCRAP
12659	whole room a/v system	Feb-20	7,139.86	4,759.91	OBSOLETE	SCRAP
12660	whole room a/v system	Feb-20	7,139.86	4,759.91	OBSOLETE	SCRAP
			1,081,537.13	142,675.44		



OFFICE OF THE PRESIDENT

Present to the Board: April 21, 2021

TO: Lake-Sumter State College
District Board of Trustees

FROM: Dr. Stanley Sidor, President

RE: 4-09: First National Bank of Mt. Dora 401(a) Plan Document

OVERVIEW

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

ANALYSIS

First National Bank of Mt. Dora requires the accompanying board resolution to establish the 401(a) plan.

RECOMMENDATION

Approve the resolution, as written by First National Bank of Mt. Dora.

First National Bank of Mount Dora
Retirement Plan for Governmental Employers
Adoption Agreement

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

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

A. VOLUME SUBMITTER PRACTITIONER INFORMATION.

~~VALIC Retirement Services Company~~
~~Attn: Institutional Services~~
~~2929 Allen Parkway, L8-10~~
~~Houston, Texas 77019~~
~~888-478-7020~~ First National Bank of Mount Dora
~~Attn: Trust & Investments~~
~~714 N. Donnelly St.~~
~~Mount Dora, FL 32757~~
~~(352) 383-2140~~

B. PLAN INFORMATION.

1. Plan Name: Lake-Sumter State College 401(a) Plan
2. Plan Number (e.g., 001, 002, etc.): 99401
3. Effective Date: **(Note: The Effective Date for a new Plan or the Restated Effective Date for a restated Plan generally cannot be earlier than the first day of the Plan Year in which this plan or restatement is adopted. If this is a restatement to comply with the Pension Protection Act of 2006 ("PPA"), the Restated Effective Date may be the first day of the current Plan Year as the Plan contains applicable retroactive effective dates with respect to provisions affected by PPA and subsequent legislation/guidance. Section 414(h) pick-up contributions must relate solely to Compensation for services rendered after the later of the adoption or effective date of this Plan or restatement.)**
 - a. ☐ This is a new Plan effective as of _____ (hereinafter "Effective Date").
 - b. ☒ This amendment is a restatement of a previously established qualified plan which was originally effective May 1, 2019 _____ (hereinafter "Effective Date"). The effective date of this restatement is January 1, 2020 (hereinafter "Restated Effective Date").
4. Plan Year/Limitation Year means the 12-consecutive month period (except for Short Plan Years) ending every (Check a. or b., and c., if applicable).
 - a. ☒ December 31
 - b. ☐ Other: _____
 - c. ☐ Short Plan Year commencing on _____ and ending on _____.
5. Anniversary Date (annual Valuation Date):
 - a. ☒ last day of the Plan Year
 - b. ☐ first day of the Plan Year

C. EMPLOYER INFORMATION.

1. Name of Employer: Lake-Sumter State College
2. Address: 9501 U.S. Highway 441
(Number and Street)
Leesburg Florida 34788
(City) (State) (Zip Code)

3. Telephone Number: (352) 787-3747
4. Employer Identification Number: 59 – 1210132

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

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

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

D. TRUST ELECTION.

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

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

E. SERVICE.

1. PREDECESSOR EMPLOYER OR OTHER EMPLOYER.

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

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

2. SERVICE CREDITING METHODS.

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

a. SERVICE CREDITING METHOD (select one)

- (i) ☒ Hours of Service crediting method
- (ii) ☐ elapsed time crediting method

b. If the Hours of Service crediting method is selected in Section E.2.a.(i) above, then the following must be completed, and shall apply to all Employees:

(i) Hours of Service crediting method (select one of the following):

- (a) ☒ actual hours
- (b) ☐ days worked
- (c) ☐ months worked
- (d) ☐ other: _____

(ii) Year of Service means the applicable computation period during which an Employee has completed (select one of the following):

- (a) ☐ at least _____ Hours of Service. (May not exceed 2000 hours.)
- (b) ☐ other: _____

c. Break in service rules (described in Plan Section 6.04(e)) will be applied under this Plan.

- (i) ☒ No
- (ii) ☐ Yes

- d. If the Hours of Service Crediting Method is selected in E.2.a.(i) above, then the following computation period elections must be completed, and shall apply to all Employees (select all applicable):
- (i) If service is required for eligibility, the computation period for eligibility shall begin on the date an Employee first performs an Hour of Service and
 - (a) ☐ each anniversary thereof.
 - (b) ☒ shift to the Plan Year which includes the first anniversary of the date on which the Employee first performed an Hour of Service.
 - (ii) If service is required for vesting, early retirement or normal retirement, the computation period for such purposes shall begin on the date an Employee first performs an Hour of Service and:
 - (a) ☐ each anniversary thereof.
 - (b) ☐ shift to the Plan Year which includes the first anniversary of the date on which the Employee first performed an Hour of Service.
 - (c) ☒ end on the last day of each Plan Year.

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

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

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

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

2. CONDITIONS OF ELIGIBILITY (Plan Section 3.01).

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

- a. ☒ No age or service required.
- b. ☐ Attainment of age _____ (not to exceed 26).
- c. ☐ Completion of _____ (not to exceed 5) Year(s) of Service.
- d. ☐ Completion of _____ (not to exceed 60) Month(s) of Service.
- e. ☐ Other age or service requirement (not to exceed the parameters in b.- d. above): _____.
- f. ☐ FOR NEW PLANS ONLY – Regardless of any of the above age or service requirements, any Employee who was employed on the Effective Date of the Plan shall be eligible to participate in Employer contributions as of such date. (Must also elect 3.f. below.)

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

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

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

G. CONTRIBUTIONS AND FORFEITURES.

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

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

2. EMPLOYER MATCHING CONTRIBUTIONS:

a. Formulas (select all that apply):

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

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

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

- (v) ☐ Other: _____.

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

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

The Employer profit sharing contribution is:

- a. ☒ EMPLOYER CONTRIBUTIONS GENERALLY (choose all that apply): *(Note: Contributions under this Section G.3.a. must be "substantial and recurring" in accordance with Treasury Regulation Sections 1.401-1(a)(3) and – 1(b)(2), and must be for the exclusive benefit of Employees or their Beneficiaries. The applicable dollar amount or percentage of Compensation in options (ii) through (v) below must be greater than zero.)*
- (i) ☒ A discretionary amount to be allocated to each Participant's Account in the same proportion that each such Participant's Compensation for the Plan Year bears to the total Compensation of all Participants for such Plan Year.
- (ii) ☐ A discretionary amount equal to \$_____ on behalf of each Participant per period indicated below:
- (a) ☐ calendar quarter
- (b) ☐ month
- (c) ☐ pay period
- (d) ☐ week
- (e) ☐ plan year
- (iii) ☐ A discretionary amount equal to \$_____ per Hour of Service up to _____ hours per Plan Year.
- (iv) ☐ A discretionary amount, equal to _____ % of each Participant's Compensation for the Plan Year, or \$_____ on behalf of each Participant for the Plan Year. (May select either percentage of Compensation or dollar amount, but not both.)
- (v) ☐ A discretionary amount equal to _____ % of each Participant's Compensation for the Plan Year, plus _____ % of such Compensation in excess of \$_____. (Must be an amount which is less than the applicable "annual compensation limit" as specified in Plan Section 1.08).
- (vi) ☐ The Employer will make a separate discretionary contribution on behalf of each of the following classifications of Employees. Such contribution will be allocated in the following manner:
- (a) ☐ in the same ratio that each Participant's Compensation in that classification bears to the total Compensation of all Participants in that classification for the Plan Year.
- (b) ☐ in the same dollar amount for each Participant in that classification for the Plan Year.

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

Classification 1: _____

Classification 2: _____

Classification 3: _____

Classification 4: _____

(vii) ☐ Other: _____

- b. ☐ CONTRIBUTIONS FOR PART-TIME, SEASONAL AND TEMPORARY EMPLOYEES: An amount equal to 7.5% of the Participant's Compensation for the entire Plan Year, reduced by the Employee Nonelective Contributions described in Section G.1. actually contributed to the Participant's account during such Plan Year, provided that such Contribution shall be made solely for Part-time, Seasonal, or Temporary Employees who are not otherwise covered by another qualifying public retirement system as defined for purposes of Treasury Regulation Section 31.3121(b)(7)-2.
- c. ☒ SPECIAL PAY CONTRIBUTIONS: An amount equal to the Employee's current daily rate of pay, multiplied by the Participant's number of unused accumulated Special Pay Days in excess of 0 (enter 0 if no excluded days), but not to exceed 80 hours for active executives, 330 hours for terminating executives days (enter N/A if no upper limit).

Special Pay contributions shall be made with respect to:

- (i) ☒ accumulated Vacation Pay Days
- (ii) ☐ accumulated Sick Leave Days
- (iii) ☐ both accumulated Vacation Pay and accumulated Sick Leave Days

Such contributions shall be made for a Plan Year:

- (i) ☐ for any Employee who is terminating employment during such Plan Year and who has accumulated Special Pay Days described in this Section G.3.c.
- (ii) ☒ for any active or terminating Employee with accumulated Special Pay Days described in this Section G.3.c.

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

a. Employer matching contributions.

- (i) ☐ No minimum number of hours is required.

- (ii) ☐ Yes, a Participant must work a minimum of _____ Hours of Service during such year. (May not exceed 2000 hours. This option not available if matching contributions are remitted to the Plan each pay period.)

b. Employer contributions described in Section G.3.a.

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

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

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

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

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

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

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

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

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

7. FROZEN PLAN:

- a. ☒ N/A. Plan is not frozen.

- b. ☐ This Plan is a frozen plan effective _____. No contributions will be made to the Plan with respect to any period following the stated date.
8. CONTINUED BENEFIT ACCRUALS FOR PARTICIPANTS ON MILITARY LEAVE (Plan Section 12.02). Continued benefit accruals for the HEART Act will not apply unless elected below:
- a. ☐ The provisions of Plan Section 12.02 apply effective as of: (select one)
- (i) ☐ the first day of the 2007 Plan Year
- (ii) ☐ _____ (may not be earlier than first day of the 2007 Plan Year)

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

- (iii) ☐ _____

H. COMPENSATION.

1. COMPENSATION with respect to any Participant means:
- a. ☐ Wages, tips and other Compensation on Form W-2.
- b. ☒ 415 safe-harbor compensation.
- c. ☐ Code section 3401 wages (wages for Federal income tax withholding).
- However, Compensation shall exclude:
- (i) ☒ N/A. No exclusions
- (ii) ☐ overtime
- (iii) ☐ bonuses
- (iv) ☐ commissions
- (v) ☐ shift differential pay
- (vi) ☐ other _____
(Must be objectively determinable and applied in a uniform, nondiscriminatory basis, e.g., taxable reimbursements or other fringe benefits.)
2. Compensation shall be based on:
- a. ☒ the Plan Year.
- b. ☐ the Fiscal Year ending with or within the Plan Year.
- c. ☐ the calendar year ending with or within the Plan Year.
3. However, for an Employee's first year of participation, Compensation shall be recognized as of:
- a. ☒ the first day of the period selected in 2. above.
- b. ☐ the Participant's Effective Date of Participation (Section F.3.).
4. In addition, Compensation shall include compensation that is not currently includible in the Participant's gross income (salary reduction amounts) by reason of the application of Code Sections 125, 402(g)(3) or 457, and 132(f)(4).
- a. ☒ Yes
- (i) ☒ Code Section 125 elective deferrals will include deemed Code Section 125 compensation.
- (ii) ☐ Code Section 125 elective deferrals will not include deemed Code Section 125 compensation.
- b. ☐ No
5. Compensation for purposes of calculating contributions to the Plan will be determined:
- a. ☐ on an annual basis.
- b. ☒ on a payroll period basis (must also check (i) or (ii) below).
- (i) ☒ Contributions will be adjusted, if necessary, to meet the Plan formula on an annual basis.
- (ii) ☐ Contributions will not be adjusted to meet the Plan formula on an annual basis.
6. Differential wage payments (as described in Plan Section 12.03) will be treated, for Plan Years beginning after December 31, 2008, as Compensation for all Plan benefit purposes unless a. is elected below:
- a. ☐ In lieu of the above default provision, the Employer elects the following (select all that apply):
- (i) ☐ The inclusion is effective for Plan Years beginning after _____ (may not be earlier than December 31, 2008).
- (ii) ☐ The inclusion only applies to Compensation for purposes of Employee nonelective contributions.
- (iii) ☐ Differential wage payments shall not be treated as Compensation for purposes of any Plan benefit accruals.

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

a. **Default provisions.** Unless the Employer elects otherwise in Section H.7.b. below, the following defaults will apply:

- (i) The provisions of the Plan setting forth the definition of compensation for purposes of Code § 415 (hereinafter referred to as "415 Compensation") shall be modified (with respect to amounts paid after Severance from Employment) by (1) including payments for unused sick, vacation or other leave and payments from nonqualified unfunded deferred compensation plans (Plan Section 4.04(d)(2)(ii)), (2) excluding salary continuation payments for participants on military leave (Plan Section 4.04(d)(2)(iii)), and (3) excluding salary continuation payments for disabled participants (Plan Section 4.04(d)(2)(iv)).
- (ii) The "first few weeks rule" does not apply for purposes of 415 Compensation (Plan Section 4.04(d)(2)).
- (iii) The Plan's definition of compensation for allocation purposes (hereinafter referred to as "Plan Compensation") shall be modified to provide for the same adjustments to Plan Compensation (for all contribution types) that are made to 415 Compensation pursuant to this Section H.7.

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

415 Compensation (select all that apply):

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

Plan Compensation (select all that apply):

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

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

- (xii) ☐ _____ (enter the effective date)

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

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

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

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

- a. ☐ No
- b. ☐ Yes

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

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

Employer contributions (other than matching):

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

Employer matching contributions:

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

c. ☐ Graded:

Years of Service
(not to exceed 15)

Vesting Percentage

_____100%

c. ☐ Graded:

Years of Service
(not to exceed 15)

Vesting Percentage

_____100%

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

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

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

3. Vesting Upon Death

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

4. Vesting Upon Disability

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

K. NORMAL RETIREMENT AGE; EARLY RETIREMENT AGE.

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

- a. ☒ attainment of age 65 (not to exceed 65).
- b. ☐ the later of attainment of age _____ (not to exceed 65) or the _____ (not to exceed 10th) anniversary of the first day of the Plan Year in which participation in the Plan commenced.
- c. ☐ other: _____.

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

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

L. IN-SERVICE DISTRIBUTIONS (Plan Section 6.10)

- 1. ☒ Except as provided in Sections I or M, no distribution may be made prior to termination of employment. (must be selected for plans that select G.3.b.)
- 2. ☐ Distributions may be made, at the Participant's election, from any accounts that are 100% Vested without requiring the Participant to terminate employment, provided the following condition(s) has been satisfied (must select at least one):
 - a. ☐ the Participant has attained age _____.
 - b. ☐ the amount distributed has accumulated for at least two (2) Plan Years.
 - c. ☐ the Participant has participated in the Plan for at least five (5) Plan Years.

M. HARDSHIP DISTRIBUTIONS (Plan Section 6.11)

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

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

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

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

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

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

P. INVOLUNTARY DISTRIBUTIONS

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

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

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

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

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

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

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

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

- S. QUALIFIED RESERVIST DISTRIBUTIONS** (Plan Section 6.12). Qualified Reservist Distributions will not be allowed unless 1. is elected below:
1. ☐ Qualified Reservist Distributions are allowed effective as of _____ (may not be earlier than September 12, 2001).
- T. DISTRIBUTIONS FOR "DEEMED" SEVERANCE OF EMPLOYMENT OF PARTICIPANT ON MILITARY LEAVE** (Plan Section 12.04). The Plan does not permit distributions pursuant to Plan Section 12.04 unless otherwise elected below:
1. ☐ The Plan permits such distributions, effective January 1, 2007.
 2. ☐ The Plan permits such distributions effective as of _____ (may not be earlier than January 1, 2007).
- U. WRERA (RMD WAIVERS FOR 2009)** (Plan Section 6.16). The provisions of Plan Section 6.16(a) apply (RMDs continue in accordance with the terms of the Plan for Participants or Beneficiaries receiving installment payments unless such Participant or Beneficiary elects otherwise, whereas RMDs are suspended for all other Participants and Beneficiaries) unless otherwise elected below:
1. ☐ The provisions of Plan Section 6.16(b) apply (RMDs continue in accordance with the terms of the Plan for all Participants and Beneficiaries, unless otherwise elected by a Participant or Beneficiary).
 2. ☐ The provisions of Plan Section 6.16(c) apply (RMDs continue in accordance with the terms of the Plan for all Participants and Beneficiaries, but only Participants or Beneficiaries receiving installment payments may elect otherwise).
 3. ☐ Other: _____.
- For purposes of Plan Section 6.16, the Plan will also treat the following as eligible rollover distributions in 2009: (If no election is made, then a direct rollover will be offered only for distributions that would be eligible rollover distributions without regard to Code §401(a)(9)(H)):
4. ☐ 2009 RMDs (as defined in Section 6.16(a) of the Plan) and installment payments that include 2009 RMDs.
 5. ☐ 2009 RMDs (as defined in Section 6.16(a) of the Plan) but only if paid with an additional amount that is an eligible rollover distribution without regard to Code §401(a)(9)(H).
- V. LOANS TO PARTICIPANTS** (Plan Section 11.01)
- Loans to Participants shall be made:
1. ☒ No (must be selected for plans that select G.3.b.)
 2. ☐ Yes, for any reason
 3. ☐ Yes, but only on account of hardship or financial need
- W. DIRECTED INVESTMENT ACCOUNTS** (Plan Section 4.09) are permitted for the interest in any one or more accounts:
1. ☒ Yes, but subject to the following restrictions:
 - a. ☒ No restrictions apply.
 - b. ☐ Only if accounts are 100% vested.
 2. ☐ No
 3. ☐ Other: _____.
- X. DOMESTIC RELATIONS ORDERS** (Plan Section 6.13). Distributions to an "alternate payee" may be made prior to the time when the Participant is entitled to a distribution under the terms of the Plan:
1. ☐ No
 2. ☒ Yes
- Y. TOTAL AND PERMANENT DISABILITY** (Plan Section 1.45). Total and Permanent Disability will be determined based on the definition in Section 1.45 of the Plan unless an alternate definition is elected and described below:
1. ☐ Alternate definition: _____

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

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

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

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

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

Signed this 7/16/2020 | 9:40 AM CDT day of _____, 20_____.

Name of Employer: ~~Lake-Sumter State College~~ Lake-Sumter State College

Signed: DocuSigned by:
Heather Bigard
21803E150F1B1B2

~~Heather Bigard~~ Heather Bigard
Executive Vice President

Printed name and title: ~~Executive Vice President~~

Name of Trustee*: _____

Signed: _____

Printed name and title: _____

Name of Co-Trustee*: _____

Signed: _____

Printed name and title: _____

Mailing Address of Trustee(s)*:

Approval of Volume Submitter Practitioner: The Employer's adoption of this volume submitter document is approved by the Volume Submitter Practitioner, ~~VALIC-First National Bank of Mount Dora~~ Retirement Services Company.

By: DocuSigned by:
Brenda J Bradley
00C01F7FA0A2002

~~Brenda J Bradley~~

Name: _____

Title: Director

Date: 7/16/2020 | 10:50 AM CDT

Appendix A

Special Effective Dates

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

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

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



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: April 21, 2021

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 4-10- Scheduled Reports/President/Vice Presidents

OVERVIEW:

Each month the college President and Vice Presidents present the 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 Administrative and Business Affairs

**Update for the President and Board of Trustees
April 21, 2021**

Dr. Heather Bigard, Executive Vice President

ATHLETICS

Mike Matulia, Executive Director

- FCSAA State/NJCAA District Volleyball Tournament Host – success!
- COVID Protocols ended the baseball season. Beach Volleyball, Softball, and

Track teams continue to compete.

- Budget request for new vans that are needed for team travel, Student Life Activities, Foundation Events, and Faculty Activities.

FINANCIAL SERVICES

Melinda Barber, Associate Vice President of Financial Services & Controller

- Increased base hourly rate for part-time workers to \$12
- Had entrance conference for Internal Audit, Annual Financial Report Audit and Bright Futures Audit
- 150 laptops have been provided to students in need of technology. Funded by Lake County CARES grant.

CAMPUS SAFETY

Rebecca Nathanson, Director

- COVID reporting January 1- April 9, 2021

Type	Total	Positive	Quarantining
Employee	72	8	64
Student	159	33	126
Total	231	41	190

- COVID vaccination pod operated by Clermont FD and Lake County DOH on S.Lake campus April 14 and 15 dispensing first doses of Pfizer vaccine.

FINANCIAL AID

Arminta Johnson, Director

- Hired new Associate Director with start date of 5/3/21. Two open positions are posted and open for applications. Financial Aid Specialist is open due to a staff retirement. Financial Aid FAFSA Outreach Counselor is a newly created position to focus on FAFSA completion and outreach efforts within departments and the community.
- Summer financial aid is awarded to students. 1410 students currently registered for summer.
- 2021-2022 FAFSA applications are daily loaded in the system. Currently we have received 2889 applications. We are working on the documentation updates for the new aid year.
 - For comparison: to date for 2020-2021 we have received 5313 total FAFSA applications.

HUMAN RESOURCES

Deb Snellen, Executive Director of Organizational Development

- Launched the LSSC Flexible Work Program for LSSC staff
- Completed the Annual Equity Report
- Hired a Director of HR Operations to start April 26, 2021
- Obtained LinkedIn Learning to build out professional development options for faculty and staff through the Lakehawk Leadership Academy

INFORMATION TECHNOLOGY

Nick Kemp, Chief Information Officer

- 3 IT Audits currently in process.
- Cisco Secure Endpoint has been installed on all Admin PCs as part of the cybersecurity upgrade.
- Third Party Application Implementations/Upgrades:
 - Accessible Information Management (AIM) - Software for the Office of Student Accessibility Services with Comprehensive Accommodation, Appointment, And Case Management
- Exchange Server upgraded; SMTP fixed and operating successfully.
- Active Directory Servers at Clermont and Sumterville upgraded.
- MyLSSC.edu demo presented by Devin Horvath; 100+ staff & faculty in attendance.
- Attended Ellucian Live 2021
- New process created by Nickalou Bhajan to address NSLDS Clearinghouse Enrollment File errors related to the Financial Aid Audit finding.

- 2021 1095C ACA submitted IRS by Marko Stanisic & Joyce Brautcheck without errors.
- Visit to Winterhaven DR site by Dave Phillips and Rob Johnson to upgrade servers for new Oracle 19c upgrade.
- State Reporting End of Spring Term: Submitted Production Files for ADB, FCO, PDB and SDB.
- Processed hundreds of phishing attempts. 20 per day captured by the EAC email filters.
- Coordinated with Greyson technologies to update VPN Client from 4.4 (which is subject to vulnerabilities) to 4.9.

PROCESS IMPROVEMENT AND INSTITUTIONAL RESEARCH

Dr. Mark Duslak, Director

- Ensured SACSCOC Response to the Visiting Team was formatted and submitted properly.
- Began work with Chancellor Hebda and Vice Chancellor Henderson to discuss the FASTER electronic transcript reporting between high schools and LSSC.
- The HSI designation project work finalized and determined we were ineligible for grants for this year. Modest increases in our % of Pell eligibility and about 10 additional students who identify themselves as Hispanic will qualify us to apply for this designation next year.

FACILITIES

Dr. Steven Hanneman, Executive Director

- Signage – Initiated planning for replacement of monument signs on all three campuses, update existing wayfinding signs.
- Student Services Building - New Air Handling Unit installation is complete. Triple airflow from old unit.
- Health Science Center - Space for foundation is 95% complete. Pending flooring and furniture. Estimated move-in date June 1.
- Library – Conducted walk-through and initial concept for moving testing center from CTL to library.
- Fine Arts – Received initial design work for buildout of Mac Lab.
- Comprehensive roofing assessment completed in March, pending receipt of final report with immediate and long-term repairs needed. Initial repair will be done to center section of Fine Arts over where the Mac Lab will be located.
- Building M - New 25-yr roofing completed over back, metal section.
- South Lake building 2 – Complete gutter replacement at 95%.

STRATEGIC INNOVATION AND DIGITAL EDUCATION

Michael J. Nathanson, Executive Director

- Live Streamed Foundation Gala
- Mike Nathanson worked with state committee on Zero Cost Materials
- Designing and producing employee training
- Work continues with Internal Quality Matter Reviews
- Working with Faculty, Staff and students on studio projects
- Tracking percentage of programs full online
- Creating policy for Online Campus
- Started internal departmental training in video production and editing

Division of Academic Affairs
Update for the President and Board of Trustees
April 2021
Dr. Michael Vitale, Vice-President

Division of Library and Learning Services

Katie Sacco, Dean

- Librarians and tutors have logged 7,407 chats over the 30-day period ending April 12. This number is up just under 400 from last month with an average duration of 23 minutes (two minutes less than last month). The average wait time for missed chats is 75 seconds. This is up one minute from February.

Division of Workforce Development

Dr. Amy Albee-Levine, Dean

- The college received notice from the DOE regarding the CTE Audit. As you may recall, Governor DeSantis requested all CTE programs be audited through executive order in 2019. All CTE programs were audited for alignment to local market demand and program quality. LSSC received no findings and all programs are in good standing.
- Seven students completed the Corrections Leadership Academy in 2020. Recognition ceremonies were held at the Sumter state correctional facility and the Lake County Jail earlier this month.
- Five new students are scheduled to begin the electrician apprenticeship program, in partnership with Electrical Works, this month. There will be a total of 11 students in the program since beginning in January.

Division of Nursing

Dr. Barbara Lange, Dean

Dr. Christine Ramos, Director, ASN Nursing Instruction

Dr. Robin Walter, RN to BSN Director

- Nursing conducted the recording of their pinning ceremony April 13. The video will be available for viewing May 6. The graduating students are participating in their practicum experiences in the local hospital at this time with preceptors.
- Fourteen students will graduate from the BSN program this semester. The program is anticipating having 20 new students enroll for the summer term. Current enrollment is 93 students; all are part-time. The program began transitioning to a 7-week course format this semester and will be fully transitioned in the Fall (except for Nursing Capstone, the final practicum course).

General Studies

Thom Kieft, Associate Vice-President

Karen Hogans, Dean

Steve Clark, Associate Dean of Math and Science

Elizabeth Terranova, Associate Dean of Arts and Letters

GENERAL STUDIES

- Elizabeth Terranova (academic associate dean) and Dr. Linda Karp (Political Science faculty) facilitated the March and April FLOCK sessions for first-year faculty; 1st year faculty presented on their proposal faculty project during the April meeting
- Mathlympics (Jeff Stephens and Matt Swithers – math faculty coordinators) was held virtually on April 9, 2021; seven high schools from Lake and Sumter Counties participated; winners to be announced the week of April 12
- Continued participation in DirectConnect to UCF TEAMS Project – Team 6: Transfer Process and Preparation Readiness (Karen Hogans team co-chair; Steve Clark member)
- Continued to collaborate with eLearning to make progress on the LSSC high-quality course design initiative
- Karen Hogans – continued to serve on the United Way of Lake and Sumter Counties Executive Board (Secretary)
- Amber Karlins (Assistant Professor, English) facilitated a professional development day attended by LSSC and Sumter County School District English faculty. Topics discussed: curriculum alignment, managing classrooms during the pandemic, the K-12 B.E.S.T. standards, and LSSC's QEP project "Information Literacy"
- Vice-President Dr. Michael Vitale, Vice-President Dr. Claire Brady, AVP Thom Kieft, and Dean Karen Hogans conducted presentations on LSSC Student Enrollment and Select Academic Programs at the LSSC Foundation Retreat on March 23, Expanded Cabinet on March 30, and the Town Hall on April 5.
- **Conference, workshop attendance/professional development:**
 - Katie Roles (Science faculty) – attended a panel discussion titled "Picture a Scientist." Additionally, she was present at the Florida Chemistry faculty collaboration on March 26th and will be attending a similar conference regarding teaching in the COVID era on April 16th
 - Matthew Drum and Steve Clark (Science) served as judges for the North/Central Florida VIQC Regional Robotics Championship held at the beginning of April. They judged the design notebooks and virtually interviewed 17 teams of students from local schools.
 - Speech and English faculty attended the UCF- sponsored alignment meetings in those areas
 - Daniel Weber (Humanities faculty), David Walton (Anthropology faculty) joined Ana Diamand (librarian) to facilitate a session of the LSSC Humanities Lecture Series. Topic: 3/26/2021 ***Dialectical Semblance: Blank Portraiture On Third- And Fourth-Century Roman Sarcophagi*** - Mark Hodge, Ph.D. candidate, University of Florida

Health Sciences Collegiate Academy, HSCA

Dr. Michelle Crozier, HSCA Director

- Recruitment for the 7th Four-Year Program cohort has nearly concluded
 - Virtual interviews were conducted with all 129 applicants in March
 - Admission was offered to 102 applicants after applying the rubric previously approved by the HSCA Governance Committee
 - To date, 62 applicants have accepted their admission offer and none have declined it
 - The deadline to accept or decline offers of admission is April 30th and new student and parent information sessions are scheduled virtually in May for each partner high school
- The application deadline for the Two-Year Program was Friday, April 9th
 - There were 43 applicants
 - Interviews will occur in April and May
 - Students have through May 1st to submit PERT scores
 - Decision letters will be sent in late May/early June
- Spring 2021 Graduation
 - 57 seniors participated in the Crossing the Stage ceremony
 - 89 of 96 seniors are projected to earn their A.A.
- Experiential Learning
 - 48 Juniors have completed CPR/AED training and sessions will continue into the summer semester to accommodate all students
 - The HSCA has executed an affiliation agreement independent from the Lake County Schools contract with Orlando Health South Lake Hospital at the request of Lake County Schools for hospital experiential learning
 - An independent agreement with Advent Health Waterman is still being negotiated

Honors Program

English Asst Prof Amber Karlins, Honors Program Coordinator

- **Co-curricular activities:** Since our last update, the honors club has co-hosted another lecture as part of the Lakehawk Leadership Series and sponsored a college-wide conference on the UN's Sustainable Development Goals. This conference lasted two days and featured, among other things, a chance to interact with and learn from a speaker from the United Nations. This conference was made possible by a grant the students applied for and received from Student Life. Additionally, since our last update, club president Lane Davis gave a TEDx talk entitled "What dying taught me about the power of stories" at the college's TEDxLSSC event, and second-year student Julian Hernandez was offered and accepted a summer internship with the NIH (National Institute of Health).
- **Class of 2023**—marketing/recruitment for the class of 2023 is well under way. Since our last update, virtual presentations have been given for parents at Villages Charter High School and meetings for East Ridge's National Honors Society, South Lake High School's National Honors Society, and Talent Search. Information on the program has also been

shared as part of the morning announcements at high schools across the county. Additionally, our first round of priority applications has been reviewed, and offers of admission have been extended to six students so far.

- **Capstone projects**—2nd year students have completed drafts of their capstone projects (year-long, mentored projects that require a 20-30-page academic write-up) and begun finalizing their poster presentations. These poster presentations will be shared with the college community during our Honors Day Event on April 14th.
- **Honors Program Class of 2021 spotlight** (remaining set of graduates - see next page)

LSSC Honors

CLASS OF 2021

JULIAN HERNANDEZ

Future Doctor

Julian plans to transfer to Stetson and major in Molecular Biology before ultimately going on to med school. He credits the honors program with helping him grow as a student and person and creating mentorships and friendships for which he will be forever grateful



HAYLEE MCCULLOUGH

Future Teacher

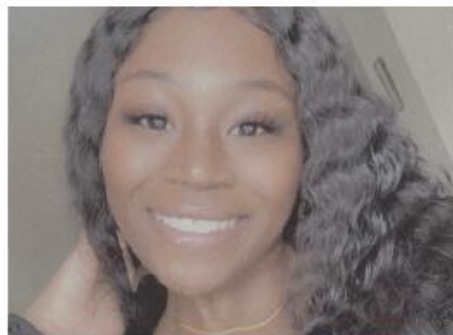
Haylee plans to transfer to Stetson and major in education. She credits the honors program with changing her life, showing her what a difference it makes to have people who believe in you, and inspiring her to be that person for others.



ADRIAUNNA MITCHELL

Future Physicians Assistant

Adriaunna plans to attend Stetson University and pursue a degree in health sciences. She credits the honors program with giving her guidance and a sense of connection that will help her create a successful future.



LSSC Honors

CLASS OF 2021

TAYLOR NORTON

Future Educator

After graduation, Taylor plans to transfer to UCF and pursue a degree in elementary education. She credits the honors program with helping her family afford college and making her more academically and professionally competitive.



EMILY QUINONES

Future Animator

Emily plans to go to UCF and get a BFA in Emerging Media with a specialization in Character Animation. She credits the honors program with teaching her what it means to be a leader and helping her prepare for her future after college.

JOVANNA VILCHEZ

Future Dietician

Jovanna plans to transfer to Stetson University and pursue a career as a registered dietician. She credits the honors program with boosting her confidence and helping her set and achieve high academic goals.





Enrollment & Student Affairs
Update for the President and the District Board of Trustees
April 2021
Dr. Claire L. Brady, Vice President Enrollment & Student Affairs

ACADEMIC ADVISING

Jen Manson, Assistant Director Student Development- Advising

- Recorded 1074 total advising contacts through all modalities in March
- Conducted interventions with 9 students on “Academic Warning” in March
- Provided advising for 61 students in the Ask Us Anything – Live Student Support in March
- Assisted 55 students during virtual Registration Rallies in March
- 71% of AA and AS degree programs for Guided Pathways course sequencing completed

ADMISSIONS & RECORDS

Jenni Kotowski, Executive Enrollment Management & Caitlin Moore, Registrar

- Hosted Virtual College Night on 3/30/21:
 - 38 colleges and university booths
 - 14 LSSC booths
 - 200+ students participated from Lake and Sumter county high schools
- Hosted two free application events/Lakehawk Preview, 40 participants
- Collaborating with Workforce to launch a recruitment plan for new academic programs
- Received 661 graduation applications for Spring 2021, so far
- Coordinated three “Crossing the Stage” events in Clermont and Leesburg, over 200 participants
- Launched the summer graduation application

CAREER DEVELOPMENT SERVICES

Anne Alcorn & Kairise Conwell, Career Advisors

- Hosted Career Spotlight with Steamroller Studios, 11 students participated
- Hosted virtual Relay Tech Job Fair with 10 employers, 36 students participated
- Hosted Career Spotlight on Psychology/Counseling, 9 students participated
- Hosted Career Spotlight with the FBI, 40 students participated (18 from EOP)
- Conducted Resume/Cover Letters and Interviewing Skills workshops for Nursing students
- Launched Transfer Success Workshops in collaboration with Academic Advising
- Registered 14 new employers, who posted 19 positions to the Lakehawk Career Connect job board
- Participated in Advisory Board meetings with workforce programs (CIT, Business, & EDT)

DEAN OF STUDENTS

Carolyn Scott, Dean of Students

- Three students were referred to the LSSC Care Team
- Nine students requested assistance through the Student Assistance Program (SAP)
- Three students were reported for academic integrity violations

- One student was reported for a violation of the student code of conduct
- Coordinated the notification and reporting protocols for 6 students exposed to COVID-19
- Assisted five students who were granted a CARES Act Laptop Grant
- Seven student conduct reference checks for the Florida Bar, Department of Defense, and local Sherriff Offices
- Prepared and submitted the LSSC Guided Pathways post convening action plan to the Florida Pathways Institute
- Coordinated the Starfish B7 progress survey & the 3rd Student Athlete progress survey
- Halfway through the Starfish upgrade technical implementation

EDUCATIONAL OPPORTUNITY PROGRAMS

Dr. Roland Nunez, Director Educational Opportunity Programs

- Distributed Upward Bound and Talent Search application packets to all eligible students
- Talent Search held a successful spring event, 50+ students participated
- Talent Search hosted a presentation of LSSC's Honor's Program, 41 students participated
- Three Upward Bound students have been accepted into LSSC
- EOP students attended the LSSC College Night

LAKE COUNTY SCHOOLS/LSSC PARTNERSHIP

Dr. Rhonda Boone, LCS Administrator on Special Assignment

- Attended LSSC Honors Program Recruiting & Admissions Committee Discussion
- Connected LSSC Honors Program to NJHS Advisors for each LCS high school
- Connected LSSC Career Development Services with LCS Federal Programs Department
- LCS HS Principal's notified of their individual LSSC Course Mapping to determine choice of on-site DE classes & instructors for 2021-22

STUDENT DEVELOPMENT & NEW STUDENT ORIENTATION (SOAR)

Staffing role currently vacant

- Summer SOAR II Live Group Advising registration launched on March 1st
- Summer SOAR II began on March 29th
- 25 students have attended SOAR II in March

STUDENT ACCESSIBILITY SERVICES

Alicia Hall, Assistant Direct Student Development- SAS

- Conducted 7 intakes, processed 15 Instructor Notification Letters, and 21 requests for in-person testing in March
- Conducted 36 student academic support coaching sessions in March
- Conducted follow-up calls and sent emails to those students who received a Starfish flags

STUDENT LIFE

Jenn Unterbrink, Director Student Life

- Wings and Prism clubs were "Club Spotlights" for their commitment to keeping their members engaged during this pandemic
- Prism co-hosted a program titled "Gender in the Western World"
- Odyssey won the following awards from the FL College System Activities Association:
 - Third Place – Painting Elizabeth Giraldo, Fade to Black if You Are Not Mine
 - Third Place – Cover Image Tomas Valencia, I Think You Have My Cows
 - Third Place – Overall Design Avry Fontanez, Tomas Valencia, Jacob Bryant, Shelby Simmons, Kelise Nettles
- FY'22 budget appropriation process:

- 21 budget requests for FY22 were distributed
- 2 new clubs are eligible to submit a budget for the first time (Jesus Club & Honors Club)
- Annual budget meeting scheduled for 4/16/21
- 22 Lakehawk Leadership Series completers this spring
- 43 Student Life Awards presented at “Crossing the Stage” events
- 5 students inducted into the Order of the Lakehawk for spring 2021:
 - Anna Coffman, Hannah Davis, Lane Davis, Ciera Sowder, & Shelby Simmons

SUMTER CENTER

Kelly Hickmon, Assistant Dean of Students

- Supported the annual CDS Job Fair for Relay Tech students
- Participated in ASCA-FL Roundtable for student conduct professionals
- Participated in AS Engineering Technology Advisory Committee Meeting
- Attended the Chronicle of Higher Education’s “Rethinking Campus Spaces” webinar

ESA STAFFING UPDATES & ACCOMPLISHMENTS

- Dr. Roland Nuñez presented a TED talk on “Educating to Edutainment” at TEDXLSSC
- Dr. Roland Nuñez has been appointed to the 2021 First Generation Student Success Conference pre-conference planning committee
- EOP hired a new student assistant to help with upcoming EOP programs
- EOP is sponsoring a graduate assistant to work with Upward Bound summer programming
- Sonja Sanders, Talent Search Manager, received a detailed thank you letter from a parent of a Talent Search student for the quality of the Spring Break programming
- Currently searching for 1) Assistant Director Admissions and 2) Academic Advisor/SL Dual Enrollment

Dr. Claire Brady, Vice President Enrollment & Student Affairs

- Dr. Brady served on three panel sessions at the NASPA annual conference:
 - Navigating the Community College experience: Issues, trends, & best practices
 - Looking Toward Tomorrow: The Future of Student Affairs Task Force
 - Leading as a Vice President in times of Crisis: NASPA AVP Institute
- Dr. Brady was invited to participate in two small group listening session about COVID19 response and recovery with Nicholas Lee, Deputy Assistant Secretary for Higher Education at the US Department of Education. Dr. Brady was one of 6 higher education leaders invited to attend, and the only participant representing a community college.
- Dr. Brady presented a two-part primer on “From Equity Talk to Equity Walk: expanding practitioner knowledge for racial justice in higher education (a book by McNair, Bensimon, & Malcolm-Piqueux) to the ESA Leadership Team

Division of Institutional Advancement
Update for the President and Board of Trustees
April 21, 2021

Dr. Laura Byrd, Vice President, Institutional Advancement

LSSC FOUNDATION

Dr. Laura Byrd, Executive Director of LSSC Foundation

- **Board Retreat:** The Foundation Board Retreat held on Tuesday, March 23, 2021, at 3:00pm in the Magnolia Room was well received & attended.
- **Tax Wise Giving Conference:** The 3rd annual conference will be held on a virtual platform on Friday, May 14, 2021 for an opportunity to receive CEUs for Estate Planners, Financial Advisors, & CPAs. The registration is FREE & available on the website, Lssc.edu/plannedgiving.com.
- **Professionals Planned Giving Seminar:** The 22nd Annual Professionals Planned Giving Seminar in partnership with the AdventHealth Waterman Foundation will be held Friday, August 27, 2021 at the Venetian in Leesburg. This complimentary annual seminar is an educational opportunity for professionals to receive Continuing Education credit while giving us the opportunity to show you our appreciation for the professional support. Continuing Education courses are offered from CLER, and CPA. Registration is Free & available on the website at Lssc.edu/plannedgiving.com.
- **Performing Arts Series:** The 2021/2022 season of the George O. Pringle Performing Arts Series is set to open with the first show in October 2021. Brochures will be mailed out later this month & tickets go on sale May 3. Visit the website for more info. Lssc.edu/pas
- **35th Annual Gala:** The 35th Annual Gala, held at the Venetian in Leesburg was a great success. We sold out of sponsorships & received many new & unique auction items that helped raise record numbers! We're still tabulating the final totals & will announce the total raised in the Thank You ad appearing in the Orlando Sentinel later this month.
- **Grants:**
 - Live Well Foundation of South Lake to support the Medical Lab Technology program. Letter of Intent was submitted and we're awaiting an invitation to apply.
 - Johnson Scholars Foundation to support the Ambassador program.
 - Mt. Dora Trust to support Kids' College was submitted.
 - We will be requesting support from the National Endowment for the Arts for a performing arts show from the 2021-2022 series.
- **Scholarships:** The scholarship application for Summer 2021 closed March 31. We received 347 submitted applications. The scholarship committee is reviewing the applications and students will be awarded later this month. We are seeking committee members for the 2021/2022 academic year. If anyone is interested in serving on the committee for a one-year commitment, please reach out to Dr. Byrd or Kathy Ingold.
- **Alumni:** We are researching software availability for the most efficient CRM to house the Alumni data.

- **2021 Annual Campaign Update:** The 2021 Annual Campaign has experienced record contributions from faculty and staff of \$34,055. The Foundation Board increased the goal to \$120,000 for 2021 & we've received 142 % of our goal with \$171,826.53. The campaign kicked off at the annual board meeting & wrapped up at the Gala.
- **Nominating Committee:** The Nominating Committee will be meeting prior to the April 28 Quarterly Board Meeting to review the open board positions available for 2022. There will be eight positions open with only three eligible for renewal. If you have any recommendations for 2022 Board Members, please speak with Dr. Byrd to set up a meeting.

YOUTH DEVELOPMENT

DeAnna Diggs, Director of Youth Development

- Youth Development is currently accepting registrations for the Kids' College and Xploration programs. Registration opened on April 1st and to date we have 70 registrations. The applications for both the Aide-in-Training Leadership Program and the Program Aide positions are open until April 24th and we currently have quite a few applications coming in.
- A grant application was submitted to Mt. Dora Trust requesting scholarships for students in the Guardian/Ad Litem program to attend Kids' College. Awards will be announced in May.

CORPORATE TRAINING & CONTINUING EDUCATION

Greg Jones, Director of Corporate Training and Continuing Education

- The CDL Training pad is completed and striped. We are awaiting final certification from the state.
- Increased Line worker Bootcamps from two per year to four per year.
- Changed online Real Estate providers and also began offering state certified continuing education credits along with Broker and Realtor licenses
- Contracted with two online class providers to broaden our offerings and increase our profit margins from 20% to 30%.
- Implemented "Rapid Credentialing Grant" funds through a state buying contract agreement to purchase a 2012 Altec D3050-TR digger truck. The truck was delivered to the Sumter Campus on April 9, 2021.
- Partnered with "Florida Grow" to identify over 700 stage 2 companies with over \$1 million in revenue in our Lake/Sumter service area that could benefit from employee training.
- Hired new bilingual adjunct faculty member to begin creating online Canvas courses teaching Microsoft Office products to Spanish speaking students still going through English as a Second language.

MARKETING & STRATEGIC COMMUNICATIONS

Kevin Yurasek, Director of Strategic Communications

- The Marketing team was heavily involved in supporting the Foundation Gala through graphic design, social media outreach, and other support. Photos from the event will be shared very soon.
- The Marketing team was heavily involved in the Crossing the Stage events for the 63rd Commencement Ceremonies. All events have occurred and the team is now working on editing student photos and the external vendor who is creating the videos for us. This year's events will include a Nursing Pinning Ceremony on May 6 at 6:30pm and the full Commencement Ceremony on May 7 at 6:30pm. Both videos will livestream on LSSC.edu, Facebook and Youtube.
- Photographed events and will be releasing updates on the active Corrections Officers from Lake & Sumter Counties and FL Dept. of Corrections completed the Corrections Leadership Academy
- Conducted digital promotions for HSCA applications in the 2-year and 4-year programs
- Supported LSSC Athletics with promotions, web, and photography during the Volleyball Regional Championship
- Supported the annual College Night event with graphics and web logistics
- Working with a cross-divisional team to launch the new myLSSC portal in May, including new logos, branding, and materials
- Working with Orlando Health to pitch a story to the media about an LSSC nursing student (ASN & BSN grad) who won a national award for his work with a terminally ill patient and his family
- Supporting the promotions and communication efforts for the LSSC Vaccination Events on April 14 & 15
- Supporting the Guided Pathways to Success (GPS) initiative through the Marketing & Communications workgroup to create a graphic to represent this transformative project
- Supporting the promotion and web logistics of the Transition Fair hosting by the College's Accessibility Office in collaboration with other Lake County agencies
- Working in collaboration with the PIIR office to conduct surveys and focus groups of current students, prospective students, and community members on their perceptions of LSSC and issues impacting their college-going decision making. This data will better inform how we interface with students and create integrated marketing campaigns.
- Additionally, the Marketing Team is also collaborating with offices across campus on a wide variety of short term projects:
 - Enrollment marketing/Key Players projects, AI Chat for website, Lakehawk Leadership Academy launch, Online Campus Workgroup, CDL Program launch, Lineworker Boot Camp enrollment, web content updates, CircleIn launch for students, Lakehawk Studios launch, and others.



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: April 21, 2021

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 4-11 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, Sumter Partnership, Technology Committee, and the Nominating Committee.

ANALYSIS:

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

RECOMMENDATION:

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



Lake Sumter
State College

**Executive Committee Meeting
April 13, 2021**

Present: Pete Wahl (Chair), Emily Lee, Dr. Sidor, Anita Geraci-Carver, Dr. Bigard

Agenda Review

- Presentations: PTK, Faculty Rank and Promotion, Workforce Programs, Flexible Work Plan
- Consent: Minutes, Curriculum Changes, HR Transactions, Budget Report, Facilities Update, Purchases over \$25K, Disposal of Tangible Personal Property, Sumter County Schools Partnership Agreement, and 401(a) plan document
- Information Reports
 - Dr. Sidor will provide a legislative update
 - Anita will update the board of legal affairs
- New Business
 - Financial Audit
 - Financial Aid Audit
 - Mechatronics Program
 - Equity Report
 - Continuing Contract Recommendations (Faculty)

The meeting was adjourned at 10:20 a.m.

The next Executive Committee meeting will be on Tuesday, May 11, 2021



Lake-Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: April 21, 2021

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 4-12 – Board Attorney Report

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.



April 14, 2021

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

Re: Board Attorney Report for April 21, 2021

Dear Trustees:

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

Karen Parker v. Lake-Sumter State College and Leadership Lake County, Inc., Lake County Case No. 2019-CA-001641. 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. On October 12, 2020 Judge Rada entered an Order Setting Case Management Conference for February 10, 2021 at 3:45 pm. On February 8, 2021 Judge Rada cancelled the Case Management Conference. Effective April 12, 2021 Judge Takac will be assigned the case. A new case management has not been scheduled. Plaintiff has named GCA Education Services, Inc., and Miller and Miller Investigative and Security Services, LLC as defendants. They have filed answers to the Amended Complaint. Discovery is ongoing. The Plaintiff's deposition has been scheduled to occur on June 15, 2021.

OCR Case Nos. 04-17-2349 & 04-18-2164. The OCR investigations into the student's complaints remains pending. The College's last communication with the former student was in the fall of 2018. On May 12, 2020 OCR contacted the College to discuss scheduling interviews. Due to COVID-19 and employees working remotely, interviews have not yet been scheduled. No update since last report.

United Faculty of Florida-Lake Sumter State College (full-time teaching faculty). Negotiations are ongoing.

Service Employees International Union (SEIU) Florida Public Services Union (FPSU) (Part Time Adjunct Instructors). Nothing to report at this time.

EEOC charge, 510-2019-02041. The College received notice from the U.S. Equal Employment Opportunity Commission of an EEOC charge. Labor counsel, Michael Pierro, has

requested documentation from the EEOC. The matter was recently assigned to an investigator. The College previously filed a position statement in response to the charge.

Fernando Verdini v. District Board of Trustees of Miami Dade College. Mr. Verdini brought suit against Miami Dade College alleging the College had a contractual obligation to provide on-campus services during the COVID-19 pandemic and that the contractual obligation arose because the College assessed certain fees. The College filed a motion to dismiss on the grounds that sovereign immunity precluded a suit because there was not an express written contract. The trial court denied the College's motion to dismiss and the matter is on appeal. This is a matter of great importance to the State College System and the universities. The Florida Department of Education prepared amicus in support of Miami Dade's position to file in the appellate court. Miami Dade requested all State Colleges to join in on the FLDOE's amicus brief at no cost or expense to any of the State Colleges. The state universities also were asked to join in. Time was of the essence and after discussions with Dr. Sidor and Dr. Bigard I communicated to Miami Dade that Lake Sumter would join in. All 12 Florida public universities and 24 of the 27 remaining Florida College System institutions joined in. A Motion for Leave to File a Brief as Amici Curiae in Support of Miami Dade College with the proposed brief was filed March 31, 2021. There are a number of local governments seeking leave to also file in support of Miami Dade. Updates will be provided as this case moves through the appellate process.

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

Respectfully submitted,



Anita Geraci-Carver

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





Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: April 21, 2020

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 4-13 - FY2020 Financial Audit

OVERVIEW:

Each year, the State of Florida Auditor General's Office conducts an audit of LSSC's financial statements and presents their report to the District board of Trustees. The audit for the July 1- 2019-June 30, 2020 fiscal is complete.

ANALYSIS:

The Auditor General provided a copy of the FY2020 Audit Report to each member of the District Board of Trustees.

RECOMMENDATION:

It is recommended that the board accept this item as written.



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: April 21, 2021

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 04-14 FY2020 State of Florida - Compliance and Internal Controls Over Financial
Reporting and Federal Awards

OVERVIEW:

Periodically, Lake-Sumter State College is selected by the State of Florida Auditor General's Office as part of the state-wide audit of Compliance and Internal Controls Over Financial Reporting and Federal Awards. The College was a part of the FY2020 audit. The related report is attached.

ANALYSIS:

The Auditor General provided a copy of the FY2020 Audit Report to each member of the District Board of Trustees.

RECOMMENDATION:

It is recommended that the board accept this item as written.



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: April 21, 2021

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 4-15- Mechatronics Credit Certificate

OVERVIEW: The College proposes the approval of the College Credit Certificate in Mechatronics.

ANALYSIS: The College Credit Certificate in Mechatronics will provide students with the skills to troubleshoot, maintain and repair complex mechanical equipment and be prepared for a job in this multidisciplinary, industrial field. Students completing this certificate program will be prepared to support positions related to Programmable Logic Controllers, automations, and control systems in high tech production, manufacturing, distribution, and engineering research and development facilities. This is a 39-credit hour program.

RECOMMENDATION:

It is recommended for approval as written.



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: April 21, 2021

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 4-16 2020-2021 Florida College System Annual Equity Report Update

OVERVIEW:

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

ANALYSIS:

Please review the enclosed Division of Florida Colleges 2020-2021 Lake-Sumter State College Annual Equity Report Executive Summary.

RECOMMENDATION:

The District Board acknowledges receipt and review of this information.



Lake-Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: April 21, 2021

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 4-17 – Continuing Contract Candidate

OVERVIEW:

The following faculty is recommended for continuing contract and promotion:
Ms. Julie Brooks - from Instructor to Assistant Professor

ANALYSIS:

The Vice President of Academic Affairs has recommended the promotion as listed above.

RECOMMENDATION:

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



Lake Sumter
State College

OFFICE OF THE VICE PRESIDENT
ACADEMIC AFFAIRS

April 6, 2021

Dr. Stan Sidor
President
Lake-Sumter State College

Dr. Sidor,

The Deans Council has reviewed the continuing contract portfolio that was submitted during the 2020-2021 cycle. Based on the recommendation of the Deans Council and my own perceptions of the portfolio, I am pleased to recommend the award of continuing contract for Ms. Julie Brooks. The awarding of continuing contract results in the promotion of Ms. Brooks to Assistant Professor.

Sincerely,

Dr. Michael A. Vitale

Lake-Sumter State College's mission is to deliver student success through personal attention and flexible pathways leading to rewarding careers and higher wages.

District Board of Trustees

Mr. Peter F. Wahl, Chairman
Ms. Emily Lee, Vice Chairman
Dr. Stanley M. Sidor, President
Mrs. Anita Geraci-Carver, Board Attorney

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