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**Lake-Sumter State College
DISTRICT BOARD OF TRUSTEES
Wednesday, June 24, 2020
Zoom**

4:00 p.m. Workshop
Board Meeting Immediately Following

- 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 10 minutes before the start of the meeting,
please see Recording Secretary for a Speaker's Card.)***

CONSENT CONSIDERATIONS

ACTIONS and ACKNOWLEDGEMENTS (Tab A).....Mr. Wahl/Dr. Sidor

597 Action: Minutes of May 20, 2020 Regular Meeting

598 Acknowledge: Human Resources Transactions

599 Action: Monthly Fiscal Report for May 2020

600 Acknowledge: Facilities Report

601 Acknowledge: Purchases Over \$25,000

602 Acknowledge: Write-Off of Uncollectible Accounts

603 Action: Sumter County Schools Partnership Agreement

SCHEDULED INFORMATION REPORTS (Tab B)

604	President's Update.....	Dr. Sidor
	- Meetings/Activities/Misc.	
	- Legislative Update	
	- Vice Presidents Report (Bigard, Brady, Byrd, and Wymer)	
605	Committee Reports.....	Mr. Wahl
	- Executive Committee	
606	Board Attorney's Report.....	Mrs. Geraci-Carver

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

607	Information: Approval of the Fee Changes	Dr. Bigard
608	Action: 2019-2020 Florida College System Annual Equity Report Update	
	Ms. Pam Fletcher	
609	Action: 2020-2021 Annual Operating Budget.....	Dr. Bigard
610	Action: End of Year/ Budget Amendment/Transfer of Funds from Fund 1 to Fund 7.....	
	Dr. Heather Bigard	
611	Action: Modification of 2020 July 4 Holiday Schedule	Dr. Sidor

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

ADJOURNMENT Mr. Wahl

CALENDAR NOTES:

Next Executive Committee Meeting	Tuesday, July 14, 2020	Leesburg Campus
Next Board Meeting	Wednesday, July 22, 2020	Leesburg Campus-Zoom
Commencement	Wed., July 29, 2020, 6 p.m.	Leesburg Convocation Center
Commencement	Thurs. July 30, 2020, 6 p.m.	Clermont ARC

NO BOARD MEETING IN AUGUST



OFFICE OF THE PRESIDENT

Present to the Board: June 24, 2020

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 597 – Minutes of May 20, 2020 Board Meeting

OVERVIEW:

Attached are the minutes of May 20, 2020 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
MAY 20, 2020**

The regular meeting of the District Board of Trustees, Lake-Sumter State College, was called to order at 4:00 p.m. on May 20, 2020, via Zoom, by Mr. Peter F. Wahl, Chairman. In attendance was Mr. Bryn Blaise, Mrs. Marcia Butler, Mrs. Jennifer Hill, Mrs. Jennifer Hooten, Mr. Bret Jones, Emily Lee and Mr. Tim Morris. Mr. Wahl welcomed those in attendance and invited them to join in the Pledge of Allegiance followed by a moment of silence.

CONSENT CONSIDERATIONS- ACTIONS and ACKNOWLEDGEMENTS

Bryn Blaise moved and Emily Lee seconded the motion to approve as presented agenda items numbers 579 through 585 as follows:

Minutes of February 20, 2020, Regular Board Meeting

2020-579

Curriculum Revisions

2020-580

Human Resources Transactions

2020-581

Appointments of:

Deborah Snellen	effective date 07/06/2020
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Resignation of:

Kristi Krutcek	effective date 08/17/2020
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Monthly Fiscal Report for April 2020

2020-582

Facilities Update

2020-583

Disposal of Tangible Personal Property

2020-584

Purchases of \$25,000

2020-585

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

SCHEDULED INFORMATION REPORTS

President's Update

2020-586

Dr. Sidor reported on that he participated in a conference call with Wilton Simpson and his perspective at this time is that legislation may not have to come back for a special session. He believes that the state has adequate reserves and trust funds with the anticipation of another federal bailout. We received some relief from the governor in form of executive orders one was budget flexibility.

He reported on the successful move to online instruction. He reported that communication has remained strong, which has aid in the online transition. Student feedback has also been positive.

He updated the board on the nesting of Pine Crest Academy at the South Lake Campus. Thom Kieft is working with them and developing a partnership for their students to join the Health Science Collegiate Academy.

We are still in discussion with Academia with placing a Charter School on the Leesburg Campus. They are still interested and the next step is to get a group together and outline an agreement.

He also reported that incoming Senate President Simpson stated there is full intent for students to return to campus this fall.

Claire Brady

Dr. Brady reported that we have moved all off student services remotely and students are responding positively. Some of the remote services has allowed us an opportunity to try new things that otherwise we may not have done. We are launching an enrollment coaching model for the summer that will humanize the enrollment process. We have launched virtual lobbies developing a one stop shop to assist students by placing them with who they need to assist them.

We have been processing and conferring degrees with the highest number this spring of 640 compared to 568 last year. We have scheduled spring commencement for July 29th in Leesburg and July 30th in South Lake. For the summer term we are down 1% but we are up by 4% in FTE. Currently, we are down about 2% in head count but up 3% in FTE for the fall term.

We have had over 600 student students apply for the emergency funds. We also have loaner laptops to students and loaner mobile hotspots. We are offering townhalls for students to hear their concerns.

We have been chosen as one of two colleges in the State of Florida to participate in the Hope Center student needs survey around Covid-19. We are waiting for the results of that data.

We do have a robust plan for marketing for the fall.

Doug Wymer

Dr. Wymer reported that the LSSC Workforce Team participated in the Tour Latino on February 23. This event is held in the Clermont area and attracts hundreds from the surrounding community for a cycling event as well as providing information on community resources. LSSC sponsored a booth and provided information about our workforce programs, admissions procedures, and scholarship opportunities.

Sumter County School District and LSSC math faculty met on February 28 in Sumterville for the annual Joint Professional Development Day. The math faculty shared updated from their respective institutions and engaged in curriculum alignment activities.

The HSCA has nearly completed admissions for the next four-year program cohort. Fifty students were accepted from East Ridge and Lake Minneola High Schools and 46 were accepted from South Lake High School for a total of 146 students. Accepted students were evaluated against the HSCA Admissions Rubric. Virtual parent/student sessions are ongoing before the school year ends for summer. Additionally, the HSCA program received 43 applications for the two-year program from current 10th grade students from Lake County Schools. Interviews were completed in early May and decision letters will be sent in early June.

The Academic Affairs Division, like our colleagues across the college, accomplished a monumental shift following spring break. Our move to 100% remote instruction to finish out the spring 2020 semester included migrating 270 fully seated classes and 125 hybrid classes into the online environment. Many faculty sacrificed a significant portion of their spring break so that the transition for students was as smooth as possible. New assignments were developed, new testing protocols were put in place, and the library and the CTL ramped up their online services. Together we met the challenge and completed the semester while maintaining our focus on quality education. In preparation for summer, we modified 48 fully seated summer classes and 54 hybrid summer classes and faculty are actively working to develop additional courses for online delivery that have never been offered online before, including several laboratory classes. As instruction resumed after spring break, I sent an email requesting that faculty be firm, understanding, creative, and persistent. They were all that and more, and the students noticed.

After spring break, I began hosting virtual times for faculty to drop in and chat with me and each other and these events turned out to be very popular. Between March 23 and April 24, more than 150 faculty participated (duplicated headcount). Once the College Town Hall Meetings started I phased out the faculty only gatherings.

Lake-Sumter State College was one of 10 colleges selected across the nation to participate in the Pathways to Credentials Project. The Pathways to Credentials project is designed to assist community and technical colleges in their efforts to embed stackable, industry-recognized credentials within technical (CTE) associate degree programs. Dr. Amy Albee-Levine will lead the effort and has pulled together a team that includes representatives from Lake Technical College, Sumter County Schools, and Lake County Schools. The team will begin their work this summer and focus on building stackable credentials focused on healthcare.

Dr. Heather Bigard

Dr. Bigard reported that the move to remote work was excellent and service delivery was improved. The eLearning staff provided training for faculty and staff. 104 laptops were assigned and 16 hotspots. We expanded wireless connectivity to the parking lots for students to be able to work on assignments if they did not have stable internet at home.

The helpdesk completed 2,531 workorders in the transition. We all became more familiar with zoom and Microsoft teams. Our faculty began using remote proctor testing services, and simulation exercises. Team Corona continues to meet weekly to review the executive orders that are coming out and our state and local actions that we need to respond too. They are collaborating our continuing operation plans and coordinating to keep everyone informed. They created a phase in approach to begin safely opening all of our campuses. We are currently in Phase 2, where cabinet and the leadership teams have started working at the campuses. Phase 3 begins June 1st with limited staff.

During the closure security, facilities, and other essential staff have remained on campuses to tend to the building and grounds and other essential functions. The facilities team have managed to take care of deferred maintenance that otherwise would have to wait until summer. They replaced three boilers.

Our Leesburg and South Lake Campuses served as Covid-19 testing centers for a brief period which was a way for our college to give back to the community.

Dr. Laura Byrd

Dr. Byrd reported that the Marketing department, under the leadership of Kevin Yurasek, has created a coordinated communications plan that consolidates and coordinates the messaging and outreach for all of our programs and outreach efforts under one campaign. This campaign will streamline the messaging from short-term Continuing Education courses to certificates and associate's degrees and up to bachelor's degrees. We know that a great deal of uncertainty exists in the plans of our target audiences due to COVID-19 and that they have mixed feelings about how to keep themselves and their friends and family safe during this pandemic. This campaign will focus on attracting a wide variety of potential students - including recent high school graduates, those who have been laid off or furloughed, those enrolled at further away universities, and those looking for career advancement opportunities. Through a variety of most digital strategies, we are looking to raise awareness about the College and its offerings and create leads from interested students into the admissions and enrollment pipeline.

We had great interviews for the Director of Business Development and Corporate and continuing Education with well qualified candidates. We hope to make an offer soon.

I want to welcome Alexis Bigard as the part-time staff assistant to the Business Development and Continuing Education Department. She is hard at work already and we are excited to have her.

We are offering short six-week programs at a low cost to those who may be displaced to help in retraining or new skills.

The Corporate Training and Continuing Education Department in collaboration with Career Source is offering a six-week Line Worker Bootcamp beginning June 1. Career Source will provide funding for students that meet Career Source criteria. The LSSC Foundation will provide scholarships to assist the students that do not qualify for Career Source funding. Currently, we have eight students approved by Career Source and 30 others interested. We have interest from Gainesville to Miami. DOE reached out and we are hoping to get some promotions from DOE for lineworker.

Youth Development is offering programs remotely. If summer camps open back up, we will adjust as much as possible.

Annual Campaign 2020 raised \$148,763. Thank you to our, faculty, staff, and board members.

PAS: The final performance for the 2019-2020 season, the Golden Dragon Acrobat, have been rescheduled for March of 2021. Ticket holders were notified.

Renewals for the 2020-2021 season start May 1st, pamphlets have been mailed.

Program lineup includes:

October 10-11, 2020, Tony Pace

November 7-8, 2020 The Last Romance

December 5-6, 2020 Three Redneck Tenors Christmas Spec-Tac-Yule-Ar

January 9-10, 2021, The Music of Mancini

February 6-7, 2021 Riders in The Sky

March 27-28, 2021 Sounds of Soul

Angel and Patron reception is scheduled for October 2, 2020.

Shamrock Shuffle had 119 runners and raised over \$10,000. Numbers were down due to the virus.

Gala has \$70,000 in commitments in sponsorships. All sponsors have been reached out to, to thank them and let them know we are planning to reschedule the Gala, but don't have a date yet. Challenge will be with having In-Kind donations for silent auction due to the COVID.

Grants:

Apprenticeship grant for electrical – awarded \$300,000. This is a partnership with Electrical Works.

An application was submitted for the Governor's workforce grant in the amount of \$1.2 million. This grant will support the CDL, lineworker, construction management and electrical programs.

We were invited to apply for a \$10,000 grant for the **Arts Engagement in American Communities** which is through the National Arts for Endowments. They are getting money from the CARES Act and have asked the Foundation to apply. This grant is a different group of funds than the NEA grant we have received for the last couple of years. We will still apply for the \$10,000 NEA grant.

Wells Fargo grant which is a first generation in college grant. We applied for \$10,000 and were awarded \$7,500

Duke Energy grant was submitted for \$115,000 with \$90,000 going to support personnel costs.

United Way, who provides for the summer Rise Math Academy, will not be able to offer the program this summer, so the payment will be returned to United Way.

Scholarships: The scholarship dinner was on March 5th on Leesburg campus. There were so many people that capacity was maxed out, so next year considering the gym. We received 311 applications for Summer semester, almost double from last summer. We awarded 301 students \$239,300 in scholarships. This semester concluded scholarship committee and we are seeking new members to join the committee to help review the incoming applications. The new member would serve for one year which is three semesters. The next application will be in June, for the fall semester.

Student Emergency Assistance Campaign: Emergency Deans were introduced at the start of remote learning. Dr. Bigard, Dr. Brady, and I worked with our teams to determine the student's needs. Finding showed that 80% of the students have food insecurity challenges. An application was created to encourage students to apply for financial support up to \$600. The assistance opportunities also included a Publix gift card for \$50, laptops and hot spots to loan. The Foundation put out a message for donations. SGA donated \$10,000 and asked Foundation board to match the amount. The Foundation Board voted to award \$10,000 for emergency assistance and \$10,000 for food.

The Foundation has received almost \$100,000 in gift to help with food, grants, etc. A donor offered money to bring an opportunity for food distribution to campus in collaboration with Lake Cares.

Alumni: The board approved the purchase of LIVE Alumni service, as recommended at the board retreat. LIVE Alumni currently has 3,250 self-identified alumni that are from LSSC. Information would be merged in Raisers Edge or Constant Contact. This would give the Foundation the ability to start soliciting for donors and volunteers. Plan was discussed with Executive and Finance committees. Dr. Byrd suggested Option 2, which includes volunteer roles and memberships currently held. The cost is \$2,990 for a year. Gives access to 3,250 alumni. Dr. Byrd stated we would want to do the \$104 option for email addresses and \$163 mid-year employment update. The price comes out to about \$1 per person. Dr. Byrd asked for consideration to implement the purchase of LIVE Alumni. The Board approved.

Executive Committee

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

Board Attorney's Report

2020-588

Anita Geraci-Carver updated the board on the Parker Case which was the ongoing case with Leadership Lake County and Lake-Sumter State College. They are ready to go to trial and have notified the courts to start a day by trial.

We provided revisions to the East Lake Property agreement and Attorney Dan Robuck responded that he will work with his client and respond to the revisions.

We were notified that OCR is ready to start interviews concerning the open student complaint.

Correspondence has been received by UFF as well as the response from the college.

NEW BUSINESS

Summer 2020/Four-Day Work Week 2020-589

Dr. Sidor reported that the college has followed a modified four-day work schedule since 1979. During the modified work schedule period, the benefits to the College and staff include:

1. Savings in utility expenses by closing buildings and turning off A/C and lighting systems.
2. Additional maintenance and upgrades on major equipment and facilities are performed without interfering with classroom activities.
3. Benefits to personnel promoting positive morale by providing flexible working schedules.
4. The College is using the four-day summer work schedule as part of its employee recruitment strategy to attract applicants currently working five days per week.
5. The summer work schedule will provide extended office hours until 5:00 or 5:30 pm, Monday through Thursday.

The President requests board approval of the modified schedule for the period of May 4, 2020 through July 31, 2020. Marcia Butler made a motion to approve and Bret Jones seconded and motion carried.

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

Investment of College Funds 2020-590

Dr. Bigard explained that per board rule 6.02 the District Board wants to ensure that the college has a sound and secure investment system, consistent with good accounting practices and strong internal controls, for the purpose of investing College funds. It is recommended that the Board approve the updating of the changes to the Investment of College Funds Board Rule 6.02.

Emily Lee made a motion and Marcia Butler seconded, motion approved.

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

Infrastructure Substantial Completion/Closeout

2020-591

Dr. Bigard explained that the Infrastructure Project on the Leesburg Campus of the replacement of Water/Sewage Lines & Install of Fiber Cable Phase II is complete. She asked the Board to approve the final payment of \$69,053.54 in retainage from Hartman Civil Construction.

Marcia Butler made a motion and Jennifer Hooten seconded and motion carried.

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

Financial Audit

2020-592

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.

Emily Lee made a motion to accept the audit as written and Marcia Butler seconded and motion passed with the following vote: Voting “yea” – Blaise, Butler, Hill, Hooten, Jones, Lee, Morris, and Wahl.

Board Attorney Evaluation

2020-593

The LSSC Board of Trustees has retained legal counsel of Anita Geraci-Carver, Attorney at Law, through June 30, 2021. On an annual basis, the Board may administer an evaluation to determine their overall satisfaction with the legal services that have been provided. If the results are "average" or "below average", the Board may choose to terminate their agreement. The board administered a survey to determine the overall satisfaction with the legal service provided for the 2019-2020 year. The results range between “above average” and “outstanding performance”.

Bryn Blaise made a motion and Marcia Butler seconded and motion carried.

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

Daytona State College Articulation Agreement

2020-594

The articulation agreement between Daytona State College and Lake-Sumter State College will facilitate the transfer of students who complete LSSC’s A.S. in Engineering Technology to the Bachelor of Science in Engineering Technology program offered by Daytona State College. The agreement will provide a pathway to a bachelor degree for our ET graduates. Current and past Engineering Technology students at LSSC have expressed an interest in taking this step.

Dr. Wymer recommends that the Board approve this agreement. Bret Jones made a motion and Marcia Butler accepted and motion carried.

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

Faculty Rank and Promotion Candidates

2020-595

Dr. Wymer is recommending the following faculty for continuing contract and promotion pending final budget approval.

Ms. Lisa Bailey - from Instructor to Assistant Professor
Dr. Charise Conant - from Instructor to Assistant Professor
Ms. Joan Johnson - from Instructor to Assistant Professor
Ms. Amber Karlins - from Instructor to Assistant Professor
Ms. Kathleen Larke - from Instructor to Assistant Professor
Ms. Bibi Moonsam - from Instructor to Assistant Professor
Mr. J. Patrick Rader - from Instructor to Assistant Professor
Ms. Christine Ramos - from Instructor to Assistant Professor
Mr. Jeffrey Stephens - from Instructor to Assistant Professor
Ms. Toni Upchurch - from Instructor to Assistant Professor
Dr. David Walton - from Instructor to Assistant Professor
Mr. Andrew Young - from Instructor to Assistant Professor

Bryn Blaise made a motion and Jennifer Hooten seconded and motion carried.

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

Budget Update

2020-596

Annually, the District Board of Trustees must approve the operating and capital budgets. They are normally approved in May or June. Dr. Bigard presented a framework from which to reconcile the budget, once the State budget is approved. We anticipate seeking approval for an initial budget that will require a mid-year amendment. Given the current circumstances related to Covid-19, the Department of Education is also considering an extension of the budget submission deadline. Dr. Bigard recommended the board accept the report as presented.

Tim Morris made a motion and Bryn Blaise seconded and motion carried.

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

OTHER CONSIDERATIONS

As Needed by Chairman/President

- ✓ Chairman Wahl reviewed the events on the calendar. He announced that the next Board meeting will be on Wednesday, June 24, 2020, at 4 p.m. for the regularly scheduled meeting.

There being no further business, the meeting was adjourned at 5:30 p.m.

Respectfully submitted,

ATTEST:

Peter F. Wahl, Chairman

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

Recording Secretary: Claudia Morris



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: June 24, 2020

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 598 - Human Resources Transactions

OVERVIEW:

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

ANALYSIS:

Please review attached summary.

RECOMMENDATION:

The District Board acknowledges receipt and review of this information.

FACULTY

APPOINTMENT

<u>Name</u>	<u>Position</u>	<u>Classification</u>	<u>Effective Date</u>
Wilfredo Laiz	Instructor Engineering Technology Programs	F 1-1	08/18/2020

<u>OTHER.....</u>	<u>Faculty Rank & Promotion</u>
<u>Name</u>	<u>Effective Date</u>
James Cason	Associate Librarian 08/18/2020

RETIREMENT.....	None
RESIGNATION.....	None
SEPARATION.....	None

EXECUTIVE

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

ADMINISTRATIVE-GENERAL

RESIGNATION

<u>Name</u>	<u>Position</u>	<u>Classification</u>	<u>Effective Date</u>
Katrina Bennett	Exec. Dir. Fin. Aid & Compliance	AG2-3	06/30/2020

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

ADMINISTRATIVE-MANAGERIAL

APPOINTMENT

<u>Name</u>	<u>Position</u>	<u>Classification</u>	<u>Effective Date</u>
Gregory Jones	Dir. of Business Development for Corporate & Prof. Education	AM2-1	06/15/2020

RETIREMENT.....	None
RESIGNATION.....	None
SEPARATION.....	None
OTHER.....	None

ADMINISTRATIVE-STUDENT SUPPORT

APPOINTMENT None
 RETIREMENT None
 RESIGNATION None
 SEPARATION None
 OTHER None

PROFESSIONAL

APPOINTMENT None
 RETIREMENT None
 RESIGNATION None
 SEPARATION None
 OTHER None

SUPPORT

APPOINTMENT None
 RETIREMENT None
 RESIGNATION None
 SEPARATION None
 OTHER None

TECHNICAL

APPOINTMENT None
 RETIREMENT None
 RESIGNATION None
 SEPARATION None
 OTHER None

CRAFTS

RETIREMENT

<u>Name</u>	<u>Position</u>	<u>Classification</u>	<u>Effective Date</u>
Clifford Johnson	Facilities Technician IV	C1 - 5	07/09/2020

APPOINTMENT None
 RESIGNATION None
 SEPARATION None

June 2020

OTHER None




Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: June 24, 2020

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President 

RE: 599 – 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 Vice President of Business Affairs and the Controller, and is intended to keep the Board apprised of the financial condition of budget and the operating funds of the College. On a quarterly basis, a College-wide Balance Sheet and budget reports for Funds 2, 3, 5 and 7 are also provided.

ANALYSIS:

The Monthly Fiscal Report (YTD May 2020) of the General Operation Fund is attached to this agenda item. 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

Date: June 24, 2020

Re: Monthly Fiscal Report – YTD May 2020

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

FUND 1 OPERATING BUDGET

We are currently seven months into our fiscal year or 91.7% completed.

Revenues

Total revenue booked to date is \$23,007,288, or 88% of the total budget of \$26,006,986.

- Tuition and fee revenue is trending slightly lower than the budgeted amount of \$9.7 million.
- State support revenue is received throughout the fiscal year in installments. We have received a total of \$11,945,861 in General Revenue and Performance Funding and \$1,052,202 in Lottery funds.
- Other Income and Other Support actuals are projected to be close to budgeted amounts.

Expenses

Actual expenses to-date total \$20,978,957 or 81% of the total budget of \$25,803,899.

- Salaries and benefits to-date are \$16,418,915 or 85% of budget.
- Operating and capital expenses to-date are \$4,559,004 or 77% of budget.

Year-End Projection

Revenues are projected to exceed expensed by \$979,115.

Lake-Sumter State College
Fiscal Status Report - Fund 1
General Current Fund
July 1, 2019 - May 31, 2020

	FY 2018-19		FY 2019-2020			
	Annual Budget	YTD Actual 5/31/2019	Annual Budget	YTD Actual 5/31/2020	Percent of Budget Earned/Spent	Projected 6/30/2020
REVENUES & BUDGETED FUND BALANCE						
Student Fees						
Fall						
Tuition	\$ 2,788,927	\$ 2,893,097	\$ 2,932,139	\$ 2,903,060	99%	\$ 2,901,320
Technology Fees	161,613	144,677	140,679	145,190	103%	145,178
Distance Learning	165,035	173,190	181,288	177,778	98%	177,732
Dual Enrollment	265,910	229,256	302,316	305,987	101%	306,275
HSCA Dual Enrollment	338,368	432,780	538,150	538,150	100%	538,150
Lab Fees	66,420	72,389	92,641	71,797	78%	71,797
Spring						
Tuition	\$ 2,424,793	\$ 2,488,507	\$ 2,521,690	\$ 2,461,093	98%	2,460,210
Technology Fees	138,700	124,433	120,581	123,088	102%	123,044
Distance Learning	160,343	151,875	159,370	157,965	99%	157,965
Dual Enrollment	299,853	278,275	302,316	412,014	136%	366,529
HSCA Dual Enrollment	338,368	400,780	538,150	452,801	84%	504,861
Lab Fees	35,763	39,479	79,021	49,335	62%	49,254
Summer						
Tuition	\$ 925,680	\$ 1,093,484	\$ 1,051,258	\$ 1,167,152	111%	1,126,420
Technology Fees	36,308	54,668	51,156	58,375	114%	56,258
Distance Learning	79,933	117,075	121,376	197,745	163%	191,436
Dual Enrollment	-	47,939	-	-	0%	-
HSCA Dual Enrollment	-	-	-	-	0%	-
Lab Fees	5,083	12,744	19,080	2,280	0%	2,259
Miscellaneous Fees	121,827	155,554	169,225	173,596	103%	114,949
Continuing Education	478,414	344,339	389,696	154,590	40%	180,252
Total Student Tuition and Fees	\$ 8,831,338	\$ 9,254,541	\$ 9,710,133	\$ 9,551,995	98%	\$ 9,473,888
State CCPF Support	\$ 10,730,454	\$ 9,836,235	\$ 12,606,690	\$ 11,556,131	92%	\$ 12,606,690
State Performance Funding	713,266	658,860	455,985	389,730	85%	455,985
State Lottery	3,212,033	2,569,628	1,753,669	1,052,202	60%	1,753,669
Miscellaneous State Support	219,836	93,684	144,151	-	0%	144,151
Federal Support Indirect Cost	80,000	64,614	80,000	53,833	67%	65,617
Foundation Support	425,633	12,593	169,000	35,000	21%	159,000
Contracts	87,800	26,000	195,306	88,621	45%	174,214
Miscellaneous Revenue	121,977	82,953	-	29,775	0%	59,551
Total Revenues	\$ 24,422,337	\$ 22,599,108	\$ 25,114,934	\$ 22,757,288	91%	\$ 24,892,766
Transfers In	606,797	-	892,052	250,000	28%	892,052
Total Revenues and Transfers In	\$ 25,029,134	\$ 22,599,108	\$ 26,006,986	\$ 23,007,288	88%	\$ 25,784,818
EXPENDITURES						
Personnel Expenditures						
Salaries and Wages	14,041,337	11,833,455	14,759,698	12,132,858	82%	14,182,660
Benefits	4,934,606	4,132,483	4,641,097	4,286,057	92%	5,129,006
Current Operating Expenditures	5,455,129	4,649,933	5,899,585	4,559,004	77%	5,488,946
Capital Outlay Expenditures	-	6,042	-	1,039	0%	5,091
Contingency	397,494	-	503,519	-	0%	-
Total Expenditures	\$24,828,566	\$20,621,912	\$25,803,899	\$20,978,957	81%	\$ 24,805,703
Transfer to Fund 7	-	-	-	-		1,000,000
Excess of Revenues over (Expenditures)	\$ 200,568	\$ 1,977,197	\$ 203,087	\$ 2,028,331		\$ (20,885)



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: June 24, 2020

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 600 - 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 June 2020

<u>PROJECT</u>	<u>BUDGET</u>	<u>FUNDING</u>	<u>STATUS</u>	<u>COMMENTS</u>
Infrastructure Project Phase II (Leesburg)	\$724,600	Infrastructure	Completed	Progress to date: Final Pay App (Retainage) approved in Board of Trustees May 20 th meeting, final payment processed.
Wayfinding Signage (All campuses)	\$65,000	LOCAL	In Progress	Progress to date: Leesburg "Phase 2" sign work (fabrication/installation & relocation) is in progress, pandemic slowed sign completion/install, but our local sign installer (i2 Visual Inc.) is on the Leesburg campus installing new/relocating old signs as of June 3 rd .
Grounds and Irrigation	\$65,000	Infrastructure	In Progress	Progress to date: Grounds are in their best shape in a long time for the beginning of summer for all campus locations, planting many new plants and sod, fertilized, mulched, etc. during the pandemic period.
Leesburg Boiler Replacements (William Johnson Admin, Student Services, Library)	\$88,900	New Capital Fee	Completed	Progress to date: Siemens completed commissioning the remaining two new boilers (William Johnson Admin building and the Library building) – all three boilers are fully operational and in service.
SL Sidewalk Installation	\$180,000	Infrastructure	In Progress	Progress to date: Sidewalk is installed, proceeding with procuring/installing landscaping, lighting, seating around the sidewalk.



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: June 24, 2020

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 601 – 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 05/01/2020 - 05/31/2020 are attached.

RECOMMENDATION:

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

May 2020

Vendor:	The Kitchen Cooking School
Item Description:	Upward Bound Summer Meals w/Delivery for Grant Participants
Amount:	\$ 40,625.00
Purchase Order #:	PB20UB02
Vendor Code:	X00128097



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: June 24, 2020

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 602 Write-Off of Uncollectible Accounts

OVERVIEW:

Florida Statue 1010.03 Delinquent Accounts permits the District Board of Trustees to charge off delinquent accounts. Even then, holds will be maintained on students' records to prohibit students from registering for future classes or release of transcripts, until amounts due to the College are paid.

ANALYSIS:

The College has an agreement with Conserve, Williams and Fudge and Mercantile collection agencies on past due accounts. The attached Accounts Receivable list includes: returned checks, outstanding fee deferments, Pell repayments, and Return to Title IV repayments for a total write off of \$59,722.09. The largest amount comes from Pell repayments and Return to Title IV Pell repayments totaling \$35,479.31 (59%). The next largest delinquent accounts are from loan repayments and Return to Title IV loan repayments (20%). For FY2017-18* total revenue from tuition and fees was \$6,662,169.00 therefore the \$59,722.09 in write offs represents only .89% of total tuition and fees that were due for that fiscal year. At total of \$5,737.36 or 8.7% was collected during the 2019-2020 fiscal year against previous bad debt expense.

The collection agencies automatically list past due uncollected accounts with TRW Credit Bureau, Trans Union Credit and Equifax, Inc. National Credit Bureau.

*Accounts are written off as bad debt or uncollectible two years after they become due.

RECOMMENDATION

It is recommended that the District Board of Trustees approve the write-off of uncollectable accounts as presented.

Uncollectible Write-Off Summary
June 2020

Description	Count	Balance
Return to Title IV	64	46,229.90
Tuition/Fees	19	7,276.37
Loan Repayment	1	1,700.00
FA Repayment	4	1,520.00
Bookstore Charges	7	1,255.53
VA Repayment	2	1,139.06
FND Repayment	1	486.23
Parking Fine	2	35.00
Refund Issued	1	30.00
Ret ACH Fee	1	25.00
Returned Ck Fee	1	25.00
TOTAL	103	59,722.09



OFFICE OF THE PRESIDENT

Present to the Board: June 24, 2020

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 603 – Articulation Agreements/Career Pathways Consortium/Sumter County Schools

OVERVIEW:

Since 1994, Sumter County Schools has worked collaboratively with Lake-Sumter State College as members of the Lake and Sumter County Career Pathways Consortium to provide school to work programs which facilitate the earning of college credits for classes completed in high school by students transitioning to LSSC.

ANALYSIS:

The Career Pathways articulation agreements with local high school districts are a critical component of the Career Pathways initiatives endorsed by the State Department of Education to create seamless opportunities for students to progress from secondary education. The agreements are reviewed annually by Career and Technical Education (Workforce) staff and administrators for all parties. Attached are the 2020-21 revised agreements that reflect modifications and updates of LSSC courses and/or programs/modifications and deletions of Sumter County programs of study.

RECOMMENDATION:

It is recommended that Board approve this item as written.

2020-2021
CAREER PATHWAYS ARTICULATION AGREEMENT BETWEEN
SUMTER COUNTY PUBLIC SCHOOL DISTRICT and LAKE-SUMTER STATE COLLEGE

In a continuing effort for the Sumter County School District and Lake-Sumter State College (LSSC) to provide career opportunities for secondary school students in Career Pathways programs for transition into postsecondary institutions, LSSC agrees to extend at no cost to the student (other than the application fee) college credit at LSSC according to the following requirements:

I. Articulation with Lake-Sumter State College

To articulate courses taken in Career and Technical Education (CTE) Career Pathways Program of Study at Sumter secondary schools to LSSC, students must meet the following requirements to earn college credit.

1. The student shall be considered a Career Pathways student, defined as a student in an articulated, sequential CTE program and enrolled in Level II or III courses that lead to a college credit certificate (CCC), Associate in Science (AS), Associate in Applied Science (AAS), or Associate in Arts (AA) degree, and/or apprenticeship programs.
2. Pass the specified high school courses identified on the CTE Career Pathways Program of Study within a career and technical program with a minimum grade of C.
3. Pay the LSSC Admissions application fee.
4. Meet regular LSSC entrance requirements, including appropriate placement and course prerequisite requirements of the college.
5. Apply for the postsecondary credit within 24 months after their high school graduation.
6. Credit may be earned in any combination of the following ways.

OPTION A. Take and pass the LSSC common assessment (Credit by Exam) for courses listed on the articulation pages contained within this document. The student must enroll and attend LSSC after high school graduation or as a Collegiate High School Early Admissions student in order to receive the credit earned by the LSSC common assessment (Credit by Exam).

OPTION B. Receive credit for an industry certification(s) earned while enrolled in a Career Pathways Program of Study which corresponds to an LSSC program. A list of approved certifications along with the equivalent articulated credit is available on the individual program pages contained within this document. If the certification product version is different from the listed industry standard, LSSC faculty will review the certification to determine equivalence.

7. LSSC will award the credit for the select program up to 24 months from the time of high school graduation or while enrolled as a Collegiate High School Early Admissions student as described in the annual Collegiate High School Dual Enrollment agreement.

The student must present the Career Pathways Certificate of Completion, copy of Industry certification, and/or present a high school transcript verifying the successful completion of the technical courses and/or industry certification, if applicable, to LSSC's Workforce Development Office.

2020-2021
CAREER PATHWAYS ARTICULATION AGREEMENT BETWEEN
SUMTER COUNTY PUBLIC SCHOOL DISTRICT and LAKE-SUMTER STATE COLLEGE

II. Assessment and Course Equivalency

1. The LSSC common assessment (Credit by Exam) study guide, prepared by LSSC program faculty for each program area will be shared with high school faculty. The LSSC common assessment (Credit by Exam) may be written, portfolio, performance-based or a combination thereof. LSSC will provide high school faculty, upon written request, the opportunity to take the LSSC common assessment (Credit by Exam).
2. Faculty and staff on the technical discipline subcommittees have examined and compared the competencies within the technical courses to be articulated from the high school curriculum to the postsecondary institutions to determine the equivalency of the content. Each technical subcommittee will develop and regularly update the discipline-specific Program of Study content equivalency descriptions.

III. Terms of Agreement

This agreement shall be reviewed annually and shall be in effect from July 1, 2020 through June 30, 2021 or until either party identifies a need for revision or terminates this agreement with thirty days written notice.

IV. Course Offerings

The Parties understand that the available courses may change on an annual basis. A sample list for the 2020-2021 year is attached as Exhibit A. The Parties agree that revisions to the available course list may be made with the approval of the School Board or its designee and LSSC Career Pathways Consortium Committee. All other modifications are subject to Section V of this Agreement.

V. Modification or Amendment

Except as otherwise outlined in Section IV, this Agreement may be modified or amended only by a written document signed by authorized representatives of the School Board and LSSC.

VI. Credit by Exam

The Credit by Exam process is attached as Appendix A. This process will provide opportunities for high school students to earn Credit by Exam towards an LSSC degree or certificate.

2020-2021
CAREER PATHWAYS ARTICULATION AGREEMENT BETWEEN
SUMTER COUNTY PUBLIC SCHOOL DISTRICT and LAKE-SUMTER STATE COLLEGE

APPROVED:
SUMTER COUNTY PUBLIC SCHOOLS

Mr. Richard Shirley, Superintendent Date

Ms. Christine S. Norris, Chairperson Date
Sumter County School Board

Mr. Allen Shirley, Director Date
Secondary and Postsecondary Education

APPROVED:
LAKE-SUMTER STATE COLLEGE

Dr. Stanley Sidor, President Date

Mr. Peter Wahl, Chairperson Date
District Board of Trustees

Dr. Douglas A. Wymer, Vice President Date
Academic Affairs

2020-2021 CAREER PATHWAYS ARTICULATION
CAREER PATHWAYS COURSE EQUIVALENCE

EXHIBIT A

Sumter Secondary Schools

Program of Study	Course Number and Name	Credits
Administrative Office Specialist	8207310 Digital Information Technology	1
	8212110 Administrative Office Technology 1	1
	8212120 Business Software Applications 1	1

Lake-Sumter State College

OPTION A. Earn College Credit through Career Pathways by taking and passing the LSSC common assessment (Credit by Exam):

Lake-Sumter Program of Study	Course Number and Name	Credit Hours
AS in Business Administration	CGS 1100 Business Computer Applications GEB 1011 Introduction to Business	3 3
CCC in Business Specialist		
CCC in Business Operations		
CCC in Business Management		
AS in Computer Information Technology	CGS 1100 Business Computer Applications	3
AS in Criminal Justice Technology		
CCC in Help Desk Support Technician		
CCC in Electrical Distribution Technology Advanced Certificate		
CCC in Information Technology Analysis		
CCC in Information Technology Support Specialist		
CCC in Medical Office Management		
AA Degree	CGS 1100 Business Computer Applications	3

2020-2021 CAREER PATHWAYS ARTICULATION
CAREER PATHWAYS COURSE EQUIVALENCE

OPTION B. Earn *College Credit through Industry Certification*: Students obtaining the following industry certification(s) will be awarded credit in the specified program for the postsecondary course(s) listed below:

Lake-Sumter Program of Study	Industry Certification	Course Number and Name	Credit Hours
All listed in Option A	MICRO069 Microsoft Office Specialist (MOS) containing at least 3 of these 4 components: Word, Excel, PowerPoint, Access	CGS 1100 Business Computer Applications	3

2020-2021 CAREER PATHWAYS ARTICULATION
CAREER PATHWAYS COURSE EQUIVALENCE

Sumter Secondary Schools

Program of Study	Course Number and Name	Credits
Allied Health Assisting	8417100 Health Science Anatomy & Phys	1
	8417110 Health Science Foundations	1
	8417131 Allied Health 3	1

Lake-Sumter State College

Option A. Earn College Credit through Career Pathways by taking and passing the LSSC common assessment (Credit by Exam):

Lake-Sumter Program of Study *primary entry program	Course Number and Name	Credit Hours
*Nursing (A.S. Degree) RN – preferred placement	1 preferred placement point	1 point
CCC in Medical Information Coder/Biller	HSC 1531 Medical Terminology	3
	HIM 1273 Medical Insurance & Coding I	3
CCC in Medical Office Management	HSC 1531 Medical Terminology	3
	HIM 1273 Medical Insurance & Coding I	3
	CGS 1100 Business Computer Applications	3
AA Degree	HSC 1531 Medical Terminology	3
	CGS 1100 Business Computer Applications	3

2020-2021 CAREER PATHWAYS ARTICULATION
CAREER PATHWAYS COURSE EQUIVALENCE

Option B. Earn College Credit through Industry Certification: Students obtaining the following industry certification(s) will be awarded credit in the specified program for the postsecondary course(s) listed below:

Lake-Sumter Program of Study	Industry Certification	Course Number and Name	Credit Hours
CCC in Medical Information Coder/Biller	NATHA003 Certified Medical Administrative Assistant (CMAA)	HSC 1531 Medical Terminology HIM 1273 Medical Insurance & Coding I	3 3
	FDMQA002 Certified Nursing Assistant (CNA)	HSC 1531 Medical Terminology	3
CCC in Medical Office Management	NATHA003 Certified Medical Administrative Assistant (CMAA)	HSC 1531 Medical Terminology HIM 1273 Medical Insurance & Coding I	3 3
	FDMQA002 Certified Nursing Assistant (CNA)	HSC 1531 Medical Terminology	3
	MICRO069 Microsoft Office Specialist (MOS) containing at least 3 of these 4 components: Word, Excel, PowerPoint, Access	CGS 1100 Business Computer Applications	3
AA Degree	MICRO069 Microsoft Office Specialist (MOS) containing at least 3 of these 4 components: Word, Excel, PowerPoint, Access	CGS 1100 Business Computer Applications	3

2020-2021 CAREER PATHWAYS ARTICULATION
CAREER PATHWAYS COURSE EQUIVALENCE

Sumter Secondary Schools

Program of Study	Course Number and Name	Credits
Applied Engineering Technology	8401110 Applied Engineering Technology I	1
	8401120 Applied Engineering Technology II	1
	8401130 Applied Engineering Technology III	1

Lake-Sumter State College

OPTION A. Earn College Credit through Career Pathways by taking and passing the LSSC common assessment (Credit by Exam):

Lake-Sumter Program of Study *primary entry program	Course Number and Name	Credit Hours
*CCC in Engineering Technology Support Specialist	ETD 1320C Introduction to AutoCAD	3
*AS in Engineering Technology Substation and Relay Technology	ETD 1320C Introduction to AutoCAD	3
AA Degree	ETD 1320C Introduction to AutoCAD	3

OPTION B. Earn College Credit through Industry Certification: Students obtaining the following industry certification(s) will be awarded credit in the specified program for the postsecondary course(s) listed below:

Lake-Sumter Program of Study	Industry Certification	Course Number and Name	Credit Hours
CCC in Engineering Technology Support Specialist	ADESK002 Autodesk Certified User – AutoCAD	ETD 1320C Introduction to AutoCAD	3

2020-2021 CAREER PATHWAYS ARTICULATION
CAREER PATHWAYS COURSE EQUIVALENCE

Sumter Secondary Schools

Program of Study	Course Number and Name	Credits
Applied Information Technology	9003420 Web Technologies	1
	9003440 Database Essentials	1
	9003450 Programming Essentials	1

Lake-Sumter State College

OPTION A. Earn College Credit through Career Pathways by taking and passing the LSSC common assessment (Credit by Exam):

Lake-Sumter Program of Study * primary entry program	Course Number and Name	Credit Hours
*AS in Computer Information Technology	CGS 1100 Business Computer Applications	3
	CGS 1820 Web Programming	3
	CGS 2545 Database Concepts	3
	COP 1000 Introduction to Programming	3
	COP 2800 Programming with Java	3
CCC in Help Desk Support Technician	CGS 1100 Business Computer Applications	3
*CCC in Information Technology Analysis		
*CCC in Digital Forensics		
CCC in Information Technology Support Specialist	CGS 1100 Business Computer Applications CGS 2545 Database Concepts	3 3
AS in Business Administration	CGS 1100 Business Computer Applications	3
AS in Criminal Justice Technology		
AAS in Electrical Distribution Technology		
CCC in Business Development & Entrepreneurship		
CCC in Electrical Distribution Technology Advanced		
CCC in Medical Office Management		
AA Degree	CGS 1100 Business Computer Applications CGS 1820 Web Programming COP 1000 Introduction to Programming CGS 2545 Database Concepts	3 3 3 3

2020-2021 CAREER PATHWAYS ARTICULATION
CAREER PATHWAYS COURSE EQUIVALENCE

OPTION B. Earn College Credit through Industry Certification: Students obtaining the following industry certification(s) will be awarded credit in the specified program for the postsecondary course(s) listed below:

Lake-Sumter Program of Study	Industry Certification	Course Number and Name	Credit Hours
AS in Computer Information Technology	COMPT0001 CompTIA A+	CET 2180 A+ Hardware CET 1179C A+ Software	3 3
	COMPT006 CompTIA Network+ COMPT008 CompTIA Security+	CET 1485 Networking Essentials CET 2660 Network Security Fundamentals	3 3
	COMPT009 CompTIA Server+	CTS 2334 Server Administration	3
	ORACL001 Oracle Certified Associate (OCA): Database	CGS 2545 Database Concepts	3
	ORACL004 Oracle Certified Associate (OCA): Java Programmer	COP 2800 Programming with Java	3
	MICRO069 Microsoft Office Specialist (MOS) containing at least 3 of these 4 components: Word, Excel, PowerPoint, Access	CGS 1100 Business Computer Applications	3
CCC in Information Technology Analysis	COMPT001 CompTIA A+	CET 1179C A+ Software CET 2180 A+ Hardware	3 3
	COMPT006 CompTIA Network+ COMPT008 CompTIA Security+	CET 1485 Networking Essentials CET 2660 Network Security Fundamentals	3 3
	COMPT009 CompTIA Server+	CTS 2334 Server Administration	3
	MICRO069 Microsoft Office Specialist (MOS) containing at least 3 of these 4 components: Word, Excel, PowerPoint, Access	CGS 1100 Business Computer Applications	3
AA Degree	MICRO069 Microsoft Office Specialist (MOS) containing at least 3 of these 4 components: Word, Excel, PowerPoint, Access	CGS 1100 Business Computer Applications	3

2020-2021 CAREER PATHWAYS ARTICULATION
CAREER PATHWAYS COURSE EQUIVALENCE

Sumter Secondary Schools

Program of Study	Course Name	Credits
Criminal Justice Operations	8918010 Criminal Justice 1	1
	8918020 Criminal Justice 2	1
	8918030 Criminal Justice 3	1
Public Safety Telecommunications	9101100 Dispatcher: Police, Fire, Ambulance	1.5

Lake-Sumter State College Courses

OPTION A. Earn College Credit through Career Pathways by taking and passing the LSSC common assessment (Credit by Exam):

Lake-Sumter Program of Study *primary entry program	Course Number and Name	Credit Hours
*AS in Criminal Justice Technology	CCJ 1020 Introduction to Criminal Justice	3
	CJE 2600 Criminal Investigation	3
AA Degree	CCJ 1020 Introduction to Criminal Justice	3
	CJE 2600 Criminal Investigation	3

OPTION B. Earn College Credit through Industry Certification: Students obtaining the following industry certification(s) will be awarded credit in the specified program for the postsecondary course(s) listed below:

Lake-Sumter Program of Study	Industry Certification	Course Number and Name	Credit Hours
AS in Criminal Justice Technology	FDMQA030 911 Public Safety Telecommunicator	CJE 2946 Practicum in Criminal Justice	3

2020-2021 CAREER PATHWAYS ARTICULATION
CAREER PATHWAYS COURSE EQUIVALENCE

APPENDIX A

**Credit by Exam
Process for 2020-2021**

Background

High School graduates who have completed a high school Career and Technical Education (CTE) program and earned a Career Pathways Certificate may be eligible to receive college credits in specific LSSC Workforce programs such as an Associate in Science degree, Associate in Applied Science degree, or College Credit Certificate.

LSSC provides students with the opportunity to exempt specific courses by taking and passing an assessment. Students must complete a Request for Credit by Exam form and return it to the Learning Center by designated dates each semester detailed on the academic registration calendar. Students who pass the exams will receive credit for the course with a grade of S (Satisfactory).

Current Articulation Agreement with Lake County and Sumter County Counties:

1. **Eligible students must take and pass the LSSC common assessment (Credit by Exam) for courses listed in the articulation agreement.** The student must enroll and attend Lake-Sumter State College after high school graduation or as a Collegiate High School Early Admissions student in order to receive the credit earned by the LSSC common assessment (Credit by Exam). LSSC will award the credit up to 24 months from the time of high school graduation.
2. The LSSC common assessment (Credit by Exam) study guide, prepared by LSSC program faculty for each program area will be shared with high school faculty. The LSSC common assessment (Credit by Exam) may be written, portfolio, performance-based or a combination thereof. LSSC will provide high school faculty, upon written request, the opportunity to take the LSSC common assessment (Credit by Exam).
3. The student must present the Career Pathways Certificate of Completion verifying the successful completion of the technical courses, to LSSC's Workforce Development Office.
4. Student must complete a Request for Credit by Exam Form.
 - a. Form must be submitted to the Learning Center prior to exam.
 - b. Faculty gives test on dates determined by Testing Center.
5. Forms returned by faculty to Workforce office.
 - a. Sr. Mgr. of Workforce submits form to Registrar to enter grades.

Proposed Policy

In efforts to increase the number of students using Credit by Exam (CBE), Lake-Sumter State College (LSSC), in collaboration with the LSSC testing center and Lake and Sumter County schools, is seeking to improve their existing processes for implementing high school articulation agreements and the subsequent awarding of credit by Credit by Exam. This proposed policy will outline procedures in identifying Career Pathways students and reduce barriers to provide more students the opportunity to earn college credit at LSSC.

1. The high school student must have completed a Career Pathways (CP) program or be in their last CP course and have passed any CP courses with a C or better.

Lake County and Sumter County Schools will:

- o Provide roster to LSSC listing all students classified as CP students with data (name, email, CP program, grades in CP classes, year in school, and any Industry Certifications earned).

2020-2021 CAREER PATHWAYS ARTICULATION
CAREER PATHWAYS COURSE EQUIVALENCE

LSSC will:

- Provide letters to school district for CP teachers to distribute to qualified students.
- Send emails to qualified students.
 - Registration form (Woofoo form) included in email.
- Provide study guides to school districts.
- Send roster of registered students to IT to create LSSC student ID number.
- Send roster of registered students, with ID, to eLearning to enroll student in Canvas shell.
- Send roster to testing center through Canvas (no later than 3 weeks before test date). Students cannot be added after this date.
- Track student information, testing data, and forms.

2. Testing, dates and locations. No charge to student or schools per articulation agreement. Student will have opportunity to take CBE in fall and/or spring semester.

Lake County and Sumter County Schools will:

- Bus students to LSSC campus.

LSSC will:

- Determine dates for testing in fall and spring (dates to be determined).
- Provide testing at Leesburg testing center, 24 computers available.
 - Maximum of 24 students per testing date.
- Provide testing at South Lake testing center, 24 computers available.
 - Maximum of 24 students per testing date.
- Oversee student sign in at LSSC testing center.
 - Must present picture ID.
 - Must sign waiver for release of scores.
- Provide proctors for exams.
- Administer tests through Canvas.
 - Program Managers and instructors send written tests through Canvas and tests are auto scored.
 - Hands on tests given and graded by LSSC instructors.
- Provide test scores - student must pass assessment with 70% or better.

3. Follow up with students upon completion of CBE tests.

LSSC will:

- Send letters to students to inform them of test results.
- Send letters to passing students stating they received (**X**) amount of credits, saving (**X**) amount of money once they are admitted to LSSC.
 - Flyer that informs them of how to receive credit.
 - Online Woofoo form to be completed by student.

4. Student graduates from high school and enrolls at LSSC in appropriate program of study.

LSSC will:

- Submit form to Registrar with list of eligible students and grades.
 - Registrar will put credits in escrow until student completes one semester at LSSC, or a minimum of 6 credit hours, with a grade of C or better.

5. Articulated credits will be applied to Associate in Science or college certificate program as applicable.

6. The student must apply for the postsecondary credit **within 24 months** after their high school graduation.



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: June 24, 2020

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 604- Scheduled Reports/President/Vice Presidents

OVERVIEW:

Each month the college President and Vice Presidents presents 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 Business Affairs

Update for the President and Board of Trustees June 24, 2020

Dr. Heather Bigard, Executive Vice President, Chief Financial and Operations Officer

- Doug Guiler, Chief Information Officer, is retiring after 15 years of service on June 30, 2020. Nick Kemp, currently the Manager of Application and Data Systems, will serve as the Interim Chief Information Officer.
- Deb Snellen will start on July 6, 2020 as the Executive Director of Organizational Development. Deb brings over 20 years of human resource experience from both the private and public sector and is currently leading the talent management program for the University of Missouri Advancement team.
- Continuing to lead Team Corona in the development of campus reopening plans and guidelines for the LSSC community related to COVID-19.
- Hosting weekly Town Hall meetings to increase communication and employee engagement.
- Serving as the 2020-21 Chair of the Florida College System Council of Business Affairs (COBA).
 - *Current topics of discussion include CARES Act funding, FY21 budget and funding, campus reopening plans, and commencement ceremonies.*
- Restructured the Process Improvement and Institutional Research Department to include assessment, state reporting, and compliance.

ATHLETICS

Mike Matulia, Executive Director of Athletics

- The NJCAA and the FCSAA have indicated that the fall seasons will begin according to the sport procedures, unless CDC or institutional guidelines will prevent or dictate any changes;
- Mid-Florida Conference All-Academic Awards (minimum requirements: 3.0 GPA or higher and 18 or more earned credit hours for the academic year):
 - 16- Baseball, 13-Softball, 10-Volleyball, 9-Beach VB, 1-W Cross Country, 3-M Cross Country (52 – total awards)
- Florida College System Activities Association(state), All Academic Awards (minimum of 3.3 GPA or higher and at least 18 or more earned credit hours for the academic year):
 - 10-Baseball, 10-Softball, 8-Volleyball, 7-Beach VB, 2-M Cross Country (37 total awards)
- NJCAA All-Academic Team Awards (1st Team=4.0; 2nd Team= 3.8-3.99; 3rd Team= 3.6-3.79). Must have at least 18 earned credit hours for the academic year to qualify):
 - Softball-6, Baseball-5, Volleyball-5, Beach VB-5, M Cross Country – 17, non-duplicated

- LSSC Team GPA's:
 - Beach Volleyball: 3.44
 - Volleyball: 3.29
 - Softball: 3.12
 - Baseball: 3.01
 - M-Cross Country: 2.88
 - W-Cross Country: 2.66

BUSINESS SERVICES

Melinda Barber, Associate Vice President of Business Affairs & Controller

- Converted all accounting forms to digital format allowing for paperless submission of documents.
- Successfully transition payroll and accounting functions to remote operations providing assurance that continuity of operations during an emergency is feasible.
- Lead the Assuming Operations workgroup charged with addressing facility needs, employee policies and training, study of student spaces and meeting and events planning as it relates to the return to the “new normal”.

CAMPUS SAFETY

Rebecca Nathanson, Director of Campus Safety and Auxiliary Operations

- Motorola radio system installation is complete. We are now able to talk on each campus as well as campus to campus. Additional portables will be placed with additional employees once the college has reopened.
- Completed the project scope and proposal for the Campus Access Control Project. The project will take 3 years and is estimated at \$662,755. Work will begin this fall.

FINANCIAL AID

Katrina Bennett, Executive Director of Financial Aid and Institutional Compliance

- Awarded \$574,600 of CARE Act funds to 575 students.

STRATEGIC INNOVATION AND DIGITAL EDUCATION

Michael J. Nathanson, Executive Director

- Researched online proctoring services to develop a comparison chart. Academic Affairs selected Canvas Integrated Honorlock into Canvas and successfully tested and used the process. Made a test student account for Honorlock that can be shared between instructors.
- Completed automating SOAR, Advisor, and Veterans loads into Canvas. Completed the process to have admitted students automatically enrolled in Canvas. Setup integrations for Zoom with Canvas and Kaltura. Assisted in the creation and design of the PERT Shells in Canvas. Created a Faculty Site template in Canvas for Faculty Webpages with instructions.

- Created Zoom training guides and videos in Canvas Live Training for Big Blue Button and Kaltura. Expanded our guides in the Introduction to Kaltura and eLearning Faculty Services Canvas Shells. We created the Adobe Signature training course.
- Researched auto-tracking PTZ lecture equipment. Recorded 7 science lab videos. Trained student employees to edit video transcriptions.
- PHI2010 passed the internal review process.
- Pulled Student Learning Outcome (SLO) artifacts manually from Spring 2020 CRNs for SLO assessment reviews for a few courses including: HUM2020, ENC1101, ENC1102, and PHI2010.
- Completed the QEP rubric
- Assisted numerous staff and faculty members on Zoom utilization for various needs including Zoom help, Kaltura help, Adobe Signature help, copying course content, and creating quizzes. Assisted instructors in technical issues and course design
- Danielle Bowen completed Course Review Manager training for QM.
- Michael Nathanson Completed Introductory Six Sigma Training.

FACILITIES

Rick Palmer, Executive Director of Facilities

- Completed the Leesburg Student Services Building Boiler Replacement.
- The William Johnson Admin Building and the Leesburg Library Boiler installs are over 90% complete (both installs require regulator replacements and one install requires an external circulation pump replacement).
- Facilities staff member Cliff Johnson is retiring July 9, 2020. Cliff is our licensed electrician for all campuses. Job search is posted for someone with a Journeyman Electrician License to replace Cliff.

HUMAN RESOURCES

Pam Fletcher, Director of Human Resources

- Developed and implemented Family and Medical Leave Act Leave Expansion and Emergency Paid Sick Leave Policy and Families First Coronavirus Recovery Act (FFCRA) Leave Request Form.
- Implemented Tips to Maintain Mental Well-being During COVID-19 daily emails to College community.
- Implemented leadership training on “Leading Teams Remotely” and staff training on “Time Management While Working Remotely” April, and training for all employees on FL Blue Live Wellness Webinar: Mental Well-Being: During and Beyond Coronavirus.
- Researched and identified an external partner to facilitate employment of out-of-state hires, Tempforce.
- Collaborated with the Information Technology department to develop and implement Disclosure Exemption Workflow process.

- Coordinated the development and rollout of pandemic-related administrative procedures, return to campus guidelines, pandemic work accommodations, and Canvas training.
- Collaborated with Workflow team on development of COVID-19 Exposure Reporting Form.
- Developed and distributed personalized return-to-campus communication.
- Prepared the 2019/2020 Annual Equity Report and Executive Summary.
- Implemented daily tips for the College community on understanding issues around diversity and inclusion.
- Developed and implement Performance Review Canvas training.
- Transitioned new employee orientation from an in-person to a virtual format.
- Developed adjunct employee orientation training video.

INFORMATION TECHNOLOGY

Doug Guiler, Chief Information Officer /Nick Kemp, Interim Chief Information Officer

- Loaned out 104 laptops and 16 hotspots to address critical need during pandemic.
- Wireless survey completed of all parking lots. WiFi signal enhanced on all three campuses
- Configured and installed 112 Cisco Jabber soft phones from scratch allowing users to place and receive phone calls directly from their PCs.
- Expeditiously enabled Learning Center tutors to connect with students virtually by ordering five Wacom tablets and having them shipped overnight.
- FLAC for Nursing has been implemented! The Banner team assisted Kelly Gibson with this implementation. This data will now be available for use in our BI data program review analysis. We will also be able to programmatically retrieve data for team teaching courses for State reporting.
- Programmatically updated all Summer courses to distance learning and ensured all fees processed appropriately. Saved multiple departments hours of manual updates and safeguarded against incidental data entry errors.
- Banner Team coordinated with the Network Team to create a process to update Windows systems file on each user's PC. This allowed users to access internal connections such as LOIS, LSSC website and FAST Finance while VPNed into our network.
- Identified, installed and configured a recently released feature in the program used to print purchase orders. This feature allows Finance to print POs to PDF and prevents them from having to print then scan then email documents.
- Workflows completed: Change of Program; Course Substitution; Florida Residency; Financial Aid Loan Request; Incomplete Grade Agreement Request; Workflow Request.

- Workflows in progress: Public Records Exemption Request (almost complete); Dual Enrollment Application (already in testing); Employee Action Requests (EARs); VA Forms; Withdrawal for Dual Enrolled and Athletes.
- Implemented a security module to limit access of employee PII in both Banner and Microsoft Access.
- Drastically improved communication with students by creating a process that will automatically send an e-mail notification to the student the moment they have a missing document hold removed from their account. This same process has also been created anytime a high school and/or college transcript is received.
- Worked with Jenni Kotowski to gather data and auto upload files for Signal Vine. This program will allow departments across the College to communicate with students via text messaging.
- External network penetration test completed by CyQual Cybersecurity. The testing period lasted two weeks and resulted in zero breaches of Lake-Sumter's external systems.
- Saved approximately \$7,000 by repurposing a recently freed up virtual machine to replace a crashed server at the Sumter campus.
- Created process to capture Continuing Ed students in order to upload into Canvas. This will allow Continuing Ed to utilize Canvas when needed.
- 35 Banner upgrades installed to address Financial Aid regulations, new CIP code processing and maintenance patches. Self-service modules loaded and links are now available.
- Automated process created to capture and load admitted students into Canvas enabling them to take PERT tests using the new Honorlock system.
- Successfully completed the process of loading electronic transcripts into Banner. The next step is to work with the Admissions team to create a robust cross-walk articulation table for each transfer institution.
- 3,672 work orders closed by IT since March 23rd!



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: June 24, 2020

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 605- 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, and the Sumter Partnership.

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 OF
THE DISTRICT BOARD OF TRUSTEES
JUNE 16, 2020**

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

Agenda Review

The Workshop will be on the 2020-21 budget.

Dr. Sidor will provide a general update regarding reopening plans for the FCS, the status of the Dedicated Educational Unit, Pinecrest Academy application to the HSCA, Mater Day Academy Charter discussion.

The East Lake agreement is ready to bring to the Facilities Committee of the Board.

The Vice President's will provide their reports.

The proposal for fee changes will be presented for discussion with approval to be considered in July.

The Annual Equity Report will be presented for approval.

The 2020-21 Annual Operating Budget will be presented for approval, contingent upon the Governor's approval of the State budget.

A request to transfer a portion of the fund 1 balance to fund 7 will be presented for approval.

The Capital Improvement Plan will be presented for approval.

Two additional days will be requested for the July 4th holiday.

**Next Executive Committee Meeting:
July 14, 2020
8:30 a.m., SSB 210, Room 207**



OFFICE OF THE PRESIDENT

Present to the Board: June 24, 2020

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 606 – 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.



June 15, 2020

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

Re: Board Attorney Report for June 24, 2020

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. Discovery is ongoing. On May 13, 2020 Plaintiff's attorney filed a Notice That Cause is at Issue and requested a 5 day jury trial. A trial date has not been set.

East Lake Property Donation. In early May on behalf of the College I provided comments and revisions to the agreement to the owner's attorney, Mr. Robuck. On Monday, June 15, 2020 Mr. Robuck provided additional revisions. Dr. Sidor, Dr. Bigard and I will be discussing the proposed revisions.

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.

United Faculty of Florida-Lake Sumter State College (full-time teaching faculty). The College has proposed to re-commence negotiations in person in mid-July. A closed-session meeting with the Board of Trustees is being scheduled for July as well to obtain Board direction.

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

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: June 24, 2020

TO: Lake-Sumer State College
District Board of Trustees

FROM: Stanley M. Sidor
President 

RE: 607 - Approval of the Fee Changes

OVERVIEW:

Each year, the College reviews course and program-related fees and recommends changes, additions and deletions.

ANALYSIS:

Course Fees - The recommended changes, additions and deletions to course fees are attached to this form.

Capital Improvement Fee – The recommended increase to the Capital Improvement Fee is attached to this form.

Parking Fee – The addition of this fee to Other Fees is attached to this form.

RECOMMENDATION:

For Information

Lake-Sumter State College
Proposed Fee Adjustments for 2020-2021 Academic Year

Proposed Fee Deletions								
Area	Fee Type	Subject	Course	Authority	Current FY19/20	Proposed FY20/21	Difference	Comments
Fine & Applied Arts	L001	GRA	1190C	Beth Terranova	34.06	0.00	(34.06)	No longer offered

Proposed Fee Reductions								
Area	Fee Type	Subject	Course	Authority	Current FY19/20	Proposed FY20/21	Difference	Comments
Fine & Applied Arts	LART	ART	1300C	Beth Terranova	15.00	10.00	(5.00)	Cost of consumables
Fine & Applied Arts	LART	ART	1301C	Beth Terranova	15.00	10.00	(5.00)	Cost of consumables
Fine & Applied Arts	LART	ART	2750C	Beth Terranova	35.00	30.00	(5.00)	Cost of consumables
Fine & Applied Arts	LART	ART	2751C	Beth Terranova	35.00	30.00	(5.00)	Cost of consumables
Nursing	LNLB	NUR	1021C	Barbara Lange	148.00	145.00	(3.00)	Cost of general lab supplies & Totes
Nursing	LNAT	NUR	2220C	Barbara Lange	292.90	278.00	(14.90)	Cost of tests and exams from outside vendor
Nursing	LNAT	NUR	2224C	Barbara Lange	292.90	278.00	(14.90)	Cost of tests and exams from outside vendor
Sciences - Biology	LBIO	BSC	1011C	Steven Clark	55.00	30.00	(25.00)	Cost of consumables, equipment and lab techs
Sciences - Biology	LBIO	MCB	2010C	Steve Clark	85.00	80.00	(5.00)	Cost of consumables, equipment and lab techs
Sciences - Biology	LBIO	BSC	2085C	Steven Clark	25.00	20.00	(5.00)	Cost of consumables, equipment and lab techs
Sciences - Chemistry	LCHM	CHM	2045C	Steven Clark	125.00	110.00	(15.00)	Cost of consumables, equipment and lab techs
Sciences - Physical Science	LPHY	PHY	1054C	Steve Clark	95.00	70.00	(25.00)	Cost of consumables, equipment and lab techs

Lake-Sumter State College
Proposed Fee Adjustments for 2020-2021 Academic Year

Proposed Fee Increases								
Area	Fee Type	Subject	Course	Authority	Current FY19/20	Proposed FY20/21	Difference	Comments
Mathematics	New	MAT	1033	Steve Clark	0.00	45.00	45.00	Cost of direct student support in Math Emporium
Mathematics	New	MAC	1105	Steve Clark	0.00	45.00	45.00	Cost of direct student support in Math Emporium
Mathematics	New	MAT	0018	Steve Clark	0.00	60.00	60.00	Cost of direct student support in Math Emporium
Mathematics	New	MAT	0019	Steve Clark	0.00	14.00	14.00	Cost of direct student support in Math Emporium
Mathematics	New	MAT	0028	Steve Clark	0.00	60.00	60.00	Cost of direct student support in Math Emporium
Mathematics	New	MAT	0055	Steve Clark	0.00	15.00	15.00	Cost of direct student support in Math Emporium
Fine & Applied Arts	L001	MVK	1111	Beth Terranova	30.00	100.00	70.00	Cost of sheet music and piano tuning
Fine & Applied Arts	L001	MUN	1130	Beth Terranova	22.50	90.00	67.50	Cost of sheet music and piano tuning
Nursing	LNAT	NUR	1021C	Barbara Lange	286.35	293.00	6.65	Cost of tests and exams from outside vendor
Nursing	LNLB	NUR	1211C	Barbara Lange	44.85	46.00	1.15	Cost of general lab supplies
Nursing	LNAT	NUR	1211C	Barbara Lange	286.35	293.00	6.65	Cost of tests and exams from outside vendor
Nursing	LNAT	NUR	2003C	Barbara Lange	324.65	348.00	23.35	Cost of tests and exams from outside vendor
Nursing	LNLB	NUR	2220C	Barbara Lange	44.85	46.00	1.15	Cost of general lab supplies
Nursing	LNLB	NUR	2224C	Barbara Lange	44.85	46.00	1.15	Cost of general lab supplies
Nursing	LNAT	NUR	2601C	Barbara Lange	324.65	348.00	23.35	Cost of tests and exams from outside vendor
Nursing	LNAT	NUR	2721C	Barbara Lange	324.65	348.00	23.35	Cost of tests and exams from outside vendor
Nursing	HESI TEST			Barbara Lange	47.00	49.00	2.00	HESI Testing package
Sciences - Biology	LBIO	BSC	2086C	Steven Clark	35.00	45.00	10.00	Cost of consumables, equipment and lab techs
Sciences - Chemistry	LCHM	CHM	1025C	Steven Clark	45.00	70.00	25.00	Cost of consumables, equipment and lab techs
Sciences - Chemistry	LCHM	CHM	2046C	Steven Clark	120.00	145.00	25.00	Cost of consumables, equipment and lab techs
Sciences - Environmental	L001	EVR	1001C	Steve Clark	15.00	30.00	15.00	Cost of boat reg, ins., maint. and Lab techs
Sciences - Physical Science	LPHY	PHY	1020C	Steve Clark	20.00	70.00	50.00	Cost of consumables, equipment and lab techs
Sciences - Physical Science	LPHY	PHY	1020CH	Steve Clark	20.00	70.00	50.00	Cost of consumables, equipment and lab techs
Sciences - Physical Science	LPHY	PHY	1057C	Steve Clark	20.00	65.00	45.00	Cost of consumables, equipment and lab techs
Sciences - Physical Science	LPHY	PHY	2048C	Steve Clark	40.00	65.00	25.00	Cost of consumables, equipment and lab techs
Sciences - Physical Science	LPHY	PHY	2049C	Steve Clark	70.00	75.00	5.00	Cost of consumables, equipment and lab techs
Electrical Distribution	LEDT	ETP	1100C	Dr. Amy Albee-Levine	55.00	60.00	5.00	Cost of consumables, equipment, Truck Maint.
Electrical Distribution	LEDT	ETP	1105	Dr. Amy Albee-Levine	12.00	148.00	136.00	OSHA 10 3 rd party Trainer and student card
Capital Improvement Fee					9.88	11.88	2.00	Necessary unfunded capital projects
Parking Fee					0.00	2.00	2.00	Critical repair and maintenance

Explanation of Significant Course Fees

Math Emporium

Allocation of direct tutoring support in the Math Emporium for courses that require Emporium attendance. The Math Emporium is exclusive and required for students in these math courses. All fees charged directly benefit the students that pay them. Fee covers salary and benefits for:

- 25% Emporium Coordinator
- Instructional Assistants
- Peer Assistants

Science Labs

100% of two Lab Tech salaries and benefits allocated to various science courses that include a lab.

EDT – ETP1105

Third-party OSHA 10 trainer and cost of student certification card.

This course is part of the Lineworker program. OSHA is a required component of the program. In order for students to be hired in the electrical industry, they must have OSHA training. Students need a card from OSHA that certifies they have OSHA training and there is a cost to this card. Additionally, LSSC must hire someone authorized by OSHA to teach this section of the course. In the past, the College employed an adjunct who was OSHA authorized, but that is no longer the case. Therefore, cost of the 3rd party trainer is allocated to the students as a course fee.

TUITION AND FEES HISTORY

AA/AS Degree	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21 Proposed
Tuition	78.84	81.20	81.20	81.20	81.20	81.20	81.20	81.20	81.20	81.20
Financial Aid	4.88	5.03	5.03	5.03	5.03	5.03	5.03	5.03	5.03	5.03
Student Activity Fee	6.37	6.56	7.56	7.56	7.56	7.56	7.56	7.56	7.56	7.56
Technology Fee	3.94	4.06	4.06	4.06	4.06	4.06	4.06	4.06	4.06	4.06
Capital Improvement Fee	5.88	7.88	7.88	7.88	7.88	7.88	7.88	7.88	9.88	11.88
Total Per Credit Hour	99.91	104.73	105.73	105.73	105.73	105.73	105.73	105.73	107.73	109.73
\$ Increase	7.91	4.82	1.00	-	-	-	-	-	2.00	2.00
% Increase	7.9%	4.6%	0.9%	0.0%	0.0%	0.0%	0.0%	0.0%	1.9%	1.8%

TUITION AND FEES PER CREDIT HOUR

Program	Actual FY 19/20	Proposed FY 20/21	Change	STATUTORY REFERENCE	Max per Statute	LSSC
AS/AA DEGREE				STATUTORY REFERENCE	Max per Statute	LSSC
TUITION	81.20	81.20	-	FL STATUTE 1009.23 (3) (a). (4)	64.78 - 82.78	
FINANCIAL AID FEE	5.03	5.03	-	FL STATUTE 1009.23 (8) (a)	max 7% of tuition rate if total revenue <\$500K	6.19%
ACTIVITY FEE	7.56	7.56	-	FL STATUTE 1009.23 (7)	max 10% of tuition	9.31%
CAPITAL IMPROVEMENT FEE	9.88	11.88	2.00	FL STATUTE 1009.23 (11)(a)	max 20% of tuition, increase capped to \$2 max year over year	14.63%
TECHNOLOGY FEE	4.06	4.06	-	FL STATUTE 1009.23 (10)	max 5% of tuition	5.00%
TOTAL	107.73	109.73				
AS/AA DEGREE NON-RESIDENT				STATUTORY REFERENCE	Max per Statute	LSSC
TUITION	81.20	81.20	-	FL STATUTE 1009.23 (3) (a). (4)	64.78 - 82.78	
OUT-OF-STATE FEE	248.33	248.33	-	FL STATUTE 1009.23 (3) (a). (4)	194.35 - 248.33	
FINANCIAL AID FEE	23.06	23.06	-	FL STATUTE 1009.23 (8) (a)	max 7% of tuition rate if total revenue <\$500K	7.00%
ACTIVITY FEE	7.56	7.56	-	FL STATUTE 1009.23 (7)	max 10% of tuition	2.29%
CAPITAL IMPROVEMENT FEE	67.91	69.91	2.00	FL STATUTE 1009.23 (11)(a)	max 20% of tuition, increase capped to \$2 max year over year	21.22%
TECHNOLOGY FEE	16.48	16.48	-	FL STATUTE 1009.23 (10)	max 5% of tuition	5.00%
TOTAL	444.54	446.54				
BACCALAUREATE DEGREE				STATUTORY REFERENCE	Max per Statute	LSSC
TUITION	91.79	91.79	-	FL STATUTE 1009.23 (3) (b) 1.	91.79	
FINANCIAL AID FEE	6.43	6.43	-	FL STATUTE 1009.23 (8) (a)	max 7% of tuition rate if total revenue <\$500K	7.01%
ACTIVITY FEE	7.56	7.56	-	FL STATUTE 1009.23 (7)	max 10% of tuition	8.24%
CAPITAL IMPROVEMENT FEE	11.88	11.88	-	FL STATUTE 1009.23 (11)(a)	max 20% of tuition, increase capped to \$2 max year over year	12.94%
TECHNOLOGY FEE	4.59	4.59	-	FL STATUTE 1009.23 (10)	max 5% of tuition	5.00%
TOTAL	122.25	122.25	-			
BACCALAUREATE DEGREE NON-RESIDENT				STATUTORY REFERENCE	Max per Statute	LSSC
TUITION	91.79	91.79	-	FL STATUTE 1009.23 (3) (b) 1.	91.79 (UCF \$105.07)	
OUT-OF-STATE FEE	275.37	275.37	-	FL STATUTE 1009.23 (3) (b) 1., 2.	no more than 85% of nearest university (UCF, \$511.06)	59.59%
FINANCIAL AID FEE	25.70	25.70	-	FL STATUTE 1009.23 (8) (a)	max 7% of tuition rate if total revenue <\$500K	7.00%
ACTIVITY FEE	7.56	7.56	-	FL STATUTE 1009.23 (7)	max 10% of tuition	2.06%
CAPITAL IMPROVEMENT FEE	41.52	43.52	2.00	FL STATUTE 1009.23 (11)(a)	max 20% of tuition, increase capped to \$2 max year over year	11.85%
TECHNOLOGY FEE	18.36	18.36	-	FL STATUTE 1009.23 (10)	max 5% of tuition	5.00%
TOTAL	458.30	458.30	-			
CAREER CERTIFICATE				STATUTORY REFERENCE	Max per Statute	LSSC
TUITION	73.40	73.40	-	FL STATUTE 1009.22 (3) (c)	66.41 - 73.40	
FINANCIAL AID FEE	7.34	7.34	-	FL STATUTE 1009.22 (5)	max 10% of tuition	10.00%
CAPITAL IMPROVEMENT FEE	3.67	3.67	-	FL STATUTE 1009.22 (6)(a)	max 5% of tuition	5.00%
TECHNOLOGY FEE	3.67	3.67	-	FL STATUTE 1009.22 (7)	max 5% of tuition	5.00%
TOTAL	88.08	88.08	-			
VOCATIONAL/ADULT GENERAL EDUCATION PER TERM				STATUTORY REFERENCE	Max per Statute	LSSC
TUITION	31.50	31.50	-	FL STATUTE 1009.22 (3) (c)	28.50 - 31.50	

OTHER FEES

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



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: June 24, 2020

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 608 – 2019-2020 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 2019-2020 Lake-Sumter State College Annual Equity Report Executive Summary.

RECOMMENDATION:

The College recommends that the Board approves the final report.



**Division of Florida Colleges
2019-20 Lake-Sumter State College Annual Equity Report
Executive Summary**

Purpose:

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

Timeline for completion:

The 2019-20 Annual Equity Report requires two submissions. Submission 1 of 2 was submitted on April 28, 2020. Submission 2 of 2 is due on June 30, 2020. It is currently in final draft form and will be finalized by Friday, June 26, 2020. The final report is required to be signed by the Board Chair, the President, and the Equity Officer at the June Board of Trustees meeting.

Overview of the report:

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

Report Findings:

Part I. Description of Plan Development

- No major updates.

Part II. Policies and Procedures that Prohibit Discrimination

- Administrative Procedure 2-21 – Discrimination, Harassment, and Related Misconduct was updated effective September 26, 2019 for added clarity on roles and responsibilities.

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

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

Enrollment trends from 2017-18 to 2018-19:

Data showed notable increases in:

- Black female FTIC enrollment (6.4% to 8.1%)
- Overall Black FTIC enrollment (12% to 12.3%)
- Overall Hispanic FTIC enrollment (27.8% to 30.3%)
- Hispanic total enrollment (22% to 23.9%)

Data showed notable decreases in:

- Black male FTIC enrollment (5.6% to 4.2%)
- “Other Minority” FTIC enrollment (7.5% to 7%)

Completion trends from 2017-18 to 2018-19:

Data showed notable increases in:

- Black total certificate completers (0% to 10%)
- Hispanic total certificate completers (12.2% to 17.8%)
- “Other Minority” certificate completers (2.4% to 10%)
- Hispanic total AA completers (19.1% to 22.8%)
- “Other Minority” AA completers (8% to 9.3%)
- “Other Minority” AS/AAS completers (5.7% to 13.2%)

Data showed notable decreases in:

- Decrease in Black total AA completers (8.4% to 7%)
- Decrease in Black total Baccalaureate completers (6.7% to 4%)
- Decrease in Hispanic total AS/AAS completers (14.2% to 11.3%)
- Decrease in Hispanic total Baccalaureate completers (16.7% to 12%)

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

- No significant changes or trends

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

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

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

Part VI. College Employment Equity Accountability Plan

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

College Full-Time Executive/Administrative/Managerial Staff:

Population Group	Actual Data (%) Fall 2018	Stated Goals Fall 2019	2019 College Student Population Percentage	Actual Data (%) Fall 2019	Met Goal	Goals for 2020
Black Female	3.7%	6.0%	7.4%	10%	Yes	7.0%
Black Male	0%	3.0%	3.6%	0%	No	3.0%
Hispanic Female	0%	4.5%	14.6%	0%	No	4.5%
Hispanic Male	0%	4.0%	9.2%	0%	No	4.0%
Other Minorities	0%	6.5%	7.9%	0%	No	6.5%

College Full-Time Instructional Staff:

Population Group	Actual Data (%) Fall 2018	Stated Goals Fall 2019	2019 College Student Population Percentage	Actual Data (%) Fall 2019	Met Goal	Goals for 2020
Black Female	3.8%	6.3%	7.4%	5.0%	No	7.0%
Black Male	2.6%	3.0%	3.6%	2.5%	No	3.0%
Hispanic Female	1.3%	5.0%	14.6%	0%	No	4.0%
Hispanic Male	2.6%	3.5%	9.2%	1.3%	No	3.5%
Other Minorities	3.9%	6.0%	7.9%	3.8%	No	6.0%

College Full-Time Instructional Staff with Continuing Contract:

Population Group	Actual Data (%) Fall 2018	Stated Goals Fall 2019	2019 College Student Population Percentage	Actual Data (%) Fall 2019	Met Goal	Goals for 2020
Black Female	5.6%	5.5%	7.4%	6.1%	Yes	7.0%
Black Male	2.8%	3.0%	3.6%	3.0%	Yes	3.0%
Hispanic Female	0%	5.0%	14.6%	0%	No	3.5%
Hispanic Male	0%	4.0%	9.2%	0%	No	3.0%
Other Minorities	2.8%	6.5%	7.9%	3.0%	No	7.5%

With regard to instructional staff categories, the College met goals for Black females and males with continuing contract status and made some progress in total for Other Minorities. The College remained steady with regard to percentages of instructional faculty as compared to student population percentages in the other categories. Further, the College met goals for Black females for Executives/Administrative/Managerial Staff; however, goals were not achieved in the other population

groups. To address these opportunities, the College continues to develop and implement intentional efforts to recruit and retain qualified minority candidates. As part of the College's strategic goals for creating a diverse and inclusive culture, diversity training for hiring officials and search committee participants will be expanded. The College continues to advertise in diversity publications for faculty and administrative positions (Latinos in Higher Ed and Historically Black Colleges and Universities (HBCU) Connects, for example). The College will participate in career fairs at HBCUs and other institutions and/or professional organizations that provide the opportunity to recruit qualified minority candidates (for example, Orlandojobs). The College implemented a structured onboarding program to increase effectiveness in engaging new employees. Mentoring opportunities continue to be available through the Success Coaching Program. We will continue to plan multicultural events and educational activities to increase diversity awareness within the College. Activities currently include Hispanic Heritage Month, Black History Month, and Women's History Month. Additionally, the Diversity and Inclusion Work Group will continue to host the annual Values Week, which includes education and celebration of the diversity of the students and employees at LSSC.



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: June 24, 2020

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 609- 2020-2021 Annual Operating Budget

OVERVIEW:

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

ANALYSIS:

The proposed 2020-2021 Fund 1 Operating Budget is balanced and includes a contingency for future allocation by the President.

The proposed 2020-2021 Fund 7 Capital Budget includes investments in deferred maintenance and technology.

RECOMMENDATION:

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

Lake-Sumter State College
FY 2021 Operating Budget Preparation

	Fiscal Year 2020-21				FY 2019-20		FY 2020-21 to FY20 Projected
	Operating	CE/Youth Development	Energy Partnership	Total Fund 1	Budget	Projected	
Revenue							
Student Tuition and Fees							
Fall							
Tuition	2,773,000	0	131,700	2,904,700	2,919,263	\$ 2,901,320	3,380
Technology Fees	147,000	0	0	147,000	140,679	145,178	1,822
Distance Learning Fees	177,900	0	0	177,900	181,289	177,732	168
Dual Enrollment	306,000	0	0	306,000	302,316	306,275	(275)
HSCA	538,150	0	0	538,150	538,150	538,150	0
Lab Fees	260,900	0	0	260,900	92,641	71,797	189,103
Spring							
Tuition	2,382,900	0	86,000	2,468,900	2,502,225	2,460,210	8,690
Technology Fees	123,400	0	0	123,400	120,581	123,044	356
Distance Learning Fees	157,900	0	0	157,900	159,370	157,965	(65)
Dual Enrollment	412,200	0	0	412,200	302,315	366,529	45,671
HSCA	538,150	0	0	538,150	538,150	504,861	
Lab Fees	142,200	0	0	142,200	79,021	49,254	92,946
Summer							
Tuition	1,025,700	0	33,000	1,058,700	1,083,600	1,126,419	(67,719)
Technology Fees	53,700	0	0	53,700	51,156	56,258	(2,558)
Distance Learning Fees	141,600	0	0	141,600	121,376	191,436	(49,836)
Dual Enrollment	700	0	0	700	0	0	700
Lab Fees	33,400	0	0	33,400	19,080	2,259	31,141
Youth Development	0	280,000	0	280,000	288,700	100,000	180,000
Cont. Ed	200	104,000	0	104,200	100,996	80,252	23,948
Miscellaneous Fees	104,600	18,500	0	123,100	169,225	174,500	(51,400)
Total Student Tuition and Fees	9,319,600	402,500	250,700	9,972,800	9,710,133	9,533,440	439,360
Base State Appropriation and Lottery	12,791,621	0	0	12,791,621	12,606,690	12,606,690	184,931
State Lottery Appropriation	1,968,738	0	0	1,968,738	1,753,669	1,753,669	215,069
Performance Funding	430,173	0	0	430,173	144,151	144,151	286,022
State Tiered Funding	198,723	0	0	198,723	455,985	455,985	(257,262)
Restricted - Safety/Security Facility Upgrades	0	0	0	0	100,000	0	0
Total State Appropriations	15,389,255	0	0	15,389,255	15,060,495	14,960,495	428,760
Foundation Support-Operations	100,000	0	0	100,000	45,000	69,000	31,000
Foundation Support-Sumter Partnership	0	0	90,000	90,000	124,000	90,000	0
Foundation Support-Scholarships	0	0	0	0			0
Total Foundation Support	100,000	0	90,000	190,000	169,000	159,000	31,000
SEPCO	0	0	100,000	100,000	87,800	99,214	786
Indirect Cost Recovery	52,600	0	0	52,600	80,000	65,617	(13,017)
Federal Grants	0	0	0	0	0	0	0
State Grants/Contracts	100,000	0	0	100,000	12,000	0	100,000
County Grants/Contracts	68,000	0	0	68,000	0	0	68,000
PrivateGrants/Contracts	235,100	0	0	235,100	95,506	75,000	160,100
Total Grants and Contracts	455,700	0	100,000	555,700	275,306	239,831	315,869
Total Revenue	25,264,555	402,500	440,700	26,107,755	25,214,934	24,892,766	1,214,989
Transfer - Restricted Facility Upgrades to Fund 7	0	0	0	0	(100,000)	0	0
Math Emporium	0	0	0	0	250,000	250,000	(250,000)
Transfer from Auxiliary	306,400	0	0	306,400	306,382	306,382	18
Transfer from Student Activity Fees	335,000	0	0	335,000	335,670	335,670	(670)
Total Operating Transfers	641,400	0	0	641,400	792,052	892,052	(250,652)
Total Revenue, Fund Balance, and Transfers	25,905,955	402,500	440,700	26,749,155	26,006,986	25,784,818	789,965
Personnel Expenses							
Filled Positions							
Faculty	3,734,587	0	101,000	3,835,587	3,894,758	3,716,319	119,268
Staff	8,475,393	156,478	85,500	8,717,371	8,262,255	8,089,082	628,289
Staff Compression	234,255	2,823	0	237,079	300,000	270,792	(33,713)
Open Positions							
Faculty	72,500	0	51,000	123,500	266,407	0	123,500
Staff	45,000	0	0	45,000	382,791	0	45,000
Average Lapsed Salaries	(500,000)	0	0	(500,000)	(350,000)	0	(500,000)
Total Faculty and Staff	12,061,735	159,301	237,500	12,458,536	12,756,211	12,076,193	382,343
Adjuncts	591,870	138,480	14,000	744,350	791,818	827,589	(83,239)
Overloads	862,650	20,100	7,750	890,500	687,508	796,444	94,056
Other Pooled Positions	351,500	8,500		360,000	524,160	482,434	(122,434)
Total Pooled Positions	1,806,020	167,080	21,750	1,994,850	2,003,486	2,106,467	(111,617)
Total Wages	13,867,755	326,381	259,250	14,453,386	14,759,698	14,182,660	270,726

Lake-Sumter State College
FY 2021 Operating Budget Preparation

	Fiscal Year 2020-21				FY 2019-20		FY 2020-21 to FY20 Projected
	Operating	CE/Youth Development	Energy Partnership	Total Fund 1	FY 2019-20 Budget	FY 2019-20 Projected	
Full Time Faculty and Staff Positions Benefits	4,695,311	65,313	97,375	4,858,000	4,442,788	4,696,439	161,561
Pooled Positions Benefits	239,373	15,577	2,593	257,543	173,309	168,517	89,026
Vacation/Sick Leave Payout	250,000	0	0	250,000	175,000	264,050	(14,050)
Average Lapsed Benefits	(205,000)	0	0	(205,000)	(150,000)	0	(205,000)
Total Benefits	4,979,684	80,891	99,968	5,160,543	4,641,097	5,129,006	31,536
Total Personnel Expenses	18,847,439	407,272	359,218	19,613,929	19,400,794	19,311,666	302,262
Operating Expense							
Utilities	1,219,500	0	0	1,219,500	1,213,500	1,088,741	130,759
Custodial & Grounds Contract	1,105,000	0	0	1,105,000	1,100,250	1,175,025	(70,025)
Security Contract	330,000	0	0	330,000	330,000	311,422	18,578
Insurance	411,460	0	300	411,760	403,985	467,971	(56,211)
Telecommunications	174,780	0	0	174,780	138,500	143,846	30,934
Copier Rental	70,000	0	0	70,000	79,000	38,042	31,958
Major Software maintenance	655,149	0	0	655,149	569,148	371,012	284,137
Total Fixed Cost	3,965,889	0	300	3,966,189	3,834,384	3,596,058	370,131
Legal Fees	100,000	0	0	100,000	80,000	51,625	48,375
Out-of-State Travel	34,900	0	0	34,900	58,650	29,972	4,928
Base Budget-Other	1,899,314	0	9,900	1,909,214	1,808,298	1,709,969	199,245
HSCA	78,995	0	0	78,995	83,699	69,229	9,766
Sumter Partnership	0	0	0	0	11,700	10,750	(10,750)
Continuing Education	0	86,900	0	86,900	41,699	26,434	60,466
Total Supplies and Service Expenses	6,079,098	86,900	10,200	6,176,198	5,918,430	5,494,037	
Contingency	550,000	0	0	550,000	503,519	0	550,000
Transfer out	400,000	0	0	400,000	0	0	400,000
Total Supplies and Service Expenses	7,029,098	86,900	10,200	7,126,198	6,421,949	5,494,037	1,632,161
TOTAL Personnel, Supplies and Services	25,876,537	494,172	369,418	26,740,126	25,822,743	24,805,704	1,934,423
Increase (Decrease) to Fund Balance	29,418	(91,672)	71,283	9,029	184,243	979,114	(970,086)

Beginning Fund Balance	2,991,296
Transfer Out	2,600,000
Total Reserve & Unallocated Fund Balances	1,370,410
Board Designated	500,000
Total Funds Available (Total Revenue + Reserve - Board Designated)	26,655,228
Fund Balance as % of Total Funds Available	5.14%
Additional Amount to transfer to Equal 5%	37,649

Lake-Sumter State College

	Equipment	Infrastructure	CO & DS	SYD	New HVAC Funding	Technology	Security	FY20 New Capital Fee	FY21 Parking Fee	Local	TV Station	Hurricane	Total Fund 7
Projected YE Fund Balance	59,013	270,786	245,295	-	0	(63,918)	73,139	192,841	0	653,625	53,795	212,377	1,696,953
Revenue													
Current Year Allocation			90,000	0									
Fee Revenue (\$2 per credit hour)													90,000
Capital Improvement Fee \$9.88 per credit hour							82,000		82,000				164,000
Additional Capital Improvement Fee \$2.00 per credit hour						690,000		153,000					843,000
Transfer from Fund 1								153,000					153,000
State Appropriation										2,600,000			2,600,000
State Appropriation					400,000								400,000
Trans between funds						150,000	100,000	(250,000)					0
Total Revenue	0	0	90,000	0	400,000	840,000	182,000	56,000	82,000	2,600,000	0	0	4,250,000
Total Available	59,013	270,786	335,295	0	400,000	776,082	255,139	248,841	82,000	3,253,625	53,795	212,377	5,946,953
Continuing CIP projects													
SL Sidewalk Installation		15,000											15,000
Parking Lot Repairs/Gym/Magnolia Parking Drives									82,000				82,000
Roof Replacement - LE CTL Building										105,000			105,000
Library Renovation			90,000										90,000
Doors/Window Repairs (Year 2 of 3)										45,000			45,000
Roof Restore Patch- LE Fine Arts								90,000					90,000
ADA - Interior Door Knobs										5,000			5,000
SSB 2nd Floor ADA Improvements and Redesign			145,500										145,500
Monument Signage (LE - College Rd & Removal of 441, SL-Main and CML)										150,000			150,000
Magnolia Room Restroom Renovations			95,000							5,000			95,000
Interior Sign Installations and Evacuation Plans										50,000			50,000
Furniture Replacements													
FY21 CIP Projects													
Construction, Hardscape, Asset Replacement, & Maintenance Repairs													
Grounds and Irrigation		32,786											32,786
Doors/Window Repairs (Year 3 of 3)										30,000			30,000
HVAC - Preventive Repairs (Year 3 of 3)										60,000			60,000
LE Building M HVAC Coil Replacement										30,000			30,000
LE SSB 2nd Floor Air Handler Replacement (Phase 2)		180,000											180,000
LE SMB Rx Commission (Re-Test and Balance)										80,000			80,000
Network rooms HVAC SL and Sumter		43,000											43,000
Sumter Bid 4 VAV upgrades								40,000					40,000
LE FA HVAC controller replacement										10,000			10,000
Service Contracts for Repair and Maintenance										252,000			252,000
General Repairs and Maintenance										100,000			100,000
Renovation/Remodel & Improvement Projects													
Landscape Tree Removal - Phase 2 (N. Parking, 441 View, Parking Lot B)										50,000			50,000
LE New Walkway Storm Water Gutters										35,000			35,000
LE Building Paint Refresh (1 of 3 Year)										50,000			50,000
Engineering and Architect Svcs (SLFA/SC/Lake Hall/LE Lib/Mag Room)								75,000		25,000			100,000
SL Building #2 First Floor Redesign										300,000			300,000
LE Building #1 First Floor Redesign													
LE Lake Hall Remodel Phase I (Planning and Design)								40,000					40,000
SL Building #2 Chiller Replacement/Upgrade					400,000					50,000			450,000
Other													
Tech Refresh						576,000							576,000
Tech Plan Projects (Year 2)						200,000							200,000
Security Upgrades Phase 1 (Access Control)							282,250						282,250
Total Expenditures	0	270,786	330,500	0	400,000	776,000	282,250	245,000	82,000	1,432,000	0	0	3,818,536
Estimated Ending Fund Balance	59,013	(0)	4,795	0	0	82	(27,111)	3,841	0	1,821,625	53,795	212,377	2,128,417



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: June 24, 2020

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 610- FY19/20 Budget Amendment/Transfer of Funds from Fund 1 to Fund 7

OVERVIEW:

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

ANALYSIS:

The Board is being asked to authorize the President to approve FY19/20 transfers (budget amendment) from the Current Unrestricted Funds (Fund 1) to the Unexpended Plant Fund (Fund 7) in an amount not to exceed \$2,700,000, to be used for improvements to Campus Infrastructure.

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

RECOMMENDATION:

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



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: June 24, 2020

TO: Lake-Sumer State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 611- Modification of the 2020 July Staff Holiday Schedule

OVERVIEW:

Lake-Sumer State College has focused on quality instruction and academic integrity as the impacts from COVID-19 require modifications to teaching methods and service offerings.

In less than ten days, we successfully closed all college campus locations and moved the entire operation online, while maintaining excellent student and community support. This was accomplished with no service interruption.

ANALYSIS:

The transition of this event occurred in March which hindered employees from observing the majority of their spring break holiday. The dedication of our LSSC employees lead to a seamless experience. In light of this event Dr. Sidor is requesting two additional holidays be added in July to compensate for the loss. The dates are July 1st and July 6th.

RECOMMENDATION:

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

