

LAKE-SUMTER COMMUNITY COLLEGE

Internal Management Memorandum #1

TO: All College Employees
FROM: Dr. Charles R. Mojock, President
RE: Purpose and Scope of Internal Management Memoranda

Under Florida Statute 120.52 (15)(a), publications called Internal Management Memoranda are defined as those "which do not affect any plan or procedure important to the public and which have no application outside the agency issuing the memorandum." This language has been interpreted to cover memoranda relating to organization, procedure, or practice.

Internal Management Memoranda will be issued in a numbered series for an indefinite duration. They will be utilized to establish organizational arrangements and operating procedures of the college. Upon issue, an Internal Management Memorandum shall remain effective until amended or rescinded.

Effective Date: July 28, 2005

LAKE-SUMTER COMMUNITY COLLEGE

Internal Management Memorandum #2

TO: All College Employees
FROM: Dr. Charles R. Mojock, President
RE: Succession to Presidential Authority and Responsibilities

The incumbents of the following positions, in the order listed, will succeed to the authority and responsibilities of the President during his temporary absence or incapacity, or during emergencies:

1. Vice-President of Educational Services – Dr. Wes Estey
2. Vice-President of Administrative Services – Mr. Dick Scott
3. Vice-President of Student Services – Ms. Jane Miller
4. Executive Director of Planning and Research - Dr. Carolyn Meyer
5. Controller – Mr. John Froman
6. Dean of Business & Technologies – Dr. Mary Jo Rager
7. Dean of Arts & Sciences – Dr. Glenn Ricci
8. Executive Director of Institutional Advancement – Ms. Rosanne Brandeburg
9. Director of Libraries – Ms. Denise English
10. Chief Information Officer –

Notification is to be provided to the College community by the College President when the authority and responsibilities are being delegated to another person. Further, should the designee need to delegate authority and responsibility due to any emergency, the College community is to be notified.

Effective Date: July 28, 2005

LAKE-SUMTER COMMUNITY COLLEGE

Internal Management Memorandum #3

To: All College Employees

FROM: Dr. Charles R. Mojock, President

RE: College Planning and Institutional Effectiveness Process and Structure

The College Planning Council serves as the “point of consensus” in a participatory process of identifying and analyzing issues of significant interest to the college community and developing recommended solutions or actions. Through the Planning Council, the President obtains recommendations for planning goals and objectives and budget allocation priorities.

Council members are appointed by the President to serve a one year term from July through June. In most cases, assignment to the Planning Council should be preceded by prior experience on a planning committee. Council members usually serve two years, and it is expected that there will be opportunities for new appointees each year. Faculty comprise about half of the Council, managerial/technical, and professional administrative/crafts/trades employees each have a representative, and administrators make up the remainder. A student is invited to serve each year.

Planning committee members are appointed annually by the President from recommendations by the constituent groups or the committee chair and confirmed by the President. Committee members serve a one-year term ending in June. Chairs and members may be re-appointed, but it is expected that there will be opportunities for new appointees each year. The Executive Director of Planning and Research chairs the Planning Council and the Planning and Research office supports the Planning Council and acts as a resource for the planning committees.

One of the Planning Council's most important responsibilities is to develop the Annual Institutional Plan. Beginning in January, the Council reviews the Five-Year Strategic Plan, the progress on current Annual Plan Objectives, the results of Department Reviews and the recommendations of the planning committees in order to determine the needs for the coming year. The Council forwards the Annual Plan to the President's Cabinet for approval and submission to the District Board of Trustees in May.

Also beginning in January, all College departments are provided a “cost to continue” base budget and are expected to justify in their Year-end Reviews any changes or increases by showing the contribution of their proposed activities to the Division Initiatives or the department's operational objectives. From the information provided by the departments, the Cabinet establishes the college-wide “cost to continue” budget,

Effective Date: July 28, 2005

which includes current personnel, and on-going expenses and obligations, as well as known cost increases (e.g. health insurance, utilities).

Once the “cost to continue” budget is completed, the Cabinet, working with the Budget Director, compiles a list of additional requests for personnel and equipment, and the Planning Council prioritizes those requests. The prioritized list is then sent back to the President’s Cabinet for final approval. In May, a Board Workshop is held to advise the District Board of Trustees of the priorities and the proposed budget as recommended by the Planning Council and President’s Cabinet, and in June the final budget and Annual Plan are brought to the Board for approval.

Once funding levels from the State are known and enrollment projections are developed, typically in June, the available resources are applied to the priorities recommended by the Council and approved by the Cabinet as far down the list as the dollars will stretch. Other priorities that were ranked but not funded continue to be considered as the College seeks out grants, contracts and private funding. If no funding is located for these priorities, each priority must be brought forward again in the next year if a committee or vice president still wishes to have it considered for funding in the operational budget.

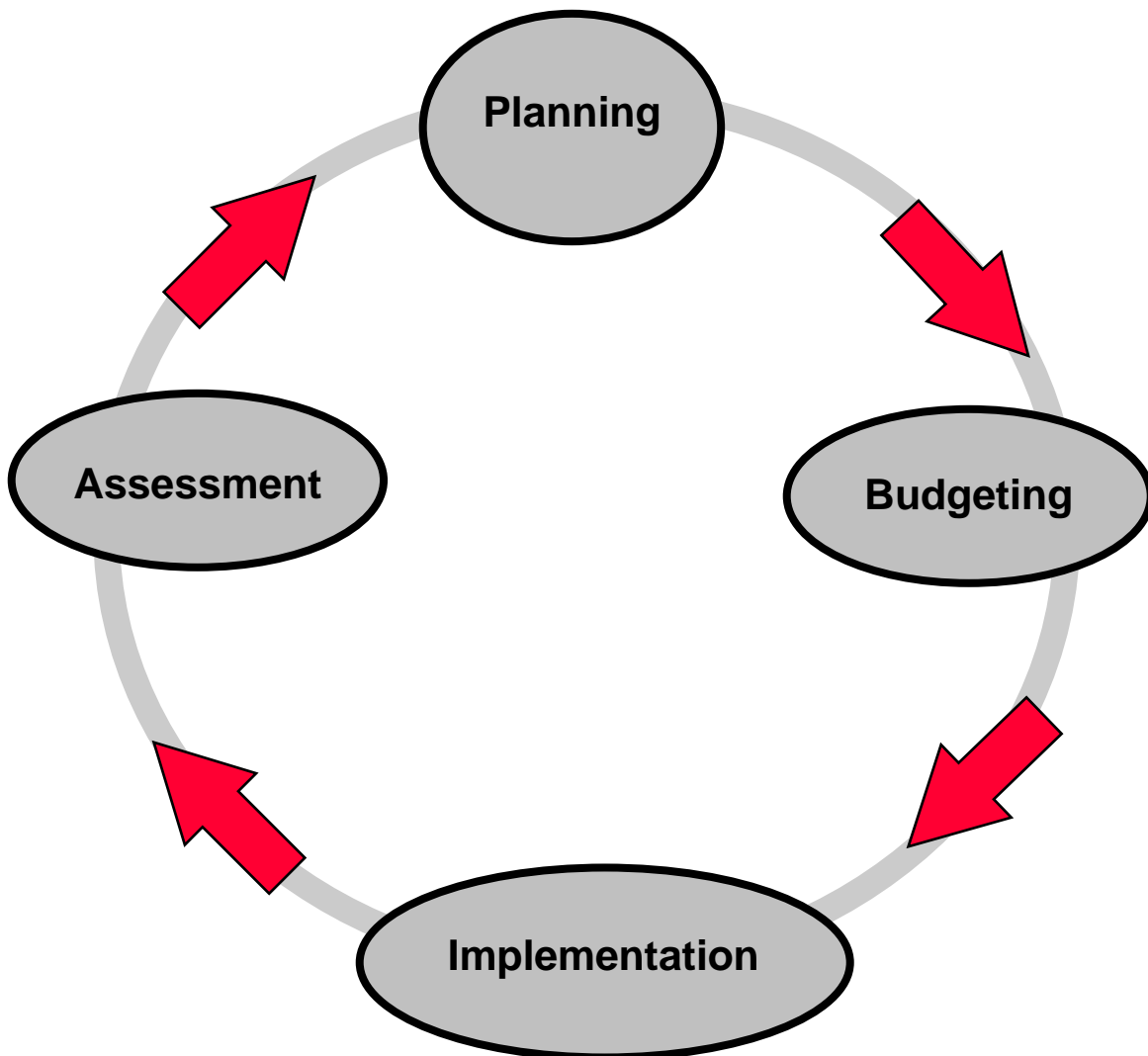
At the conclusion of each year, the Planning Council conducts an evaluation of the planning process. Any suggestions for improvements or modifications to the structure or the process are reviewed by the Chair and the President for implementation in the coming year.

In September, the End-of-Year Assessment of the President’s initiatives and the Division initiatives, new initiatives for the current year, an analysis of the College’s Indicators of Effectiveness and new Indicators for the current year are submitted to the District Board of Trustees. Division initiatives are based on the Annual Plan and division specific needs and provide more specific steps to implement the Annual Plan.

In summary, the College planning and institutional effectiveness system is an on-going cyclical process of planning, budgeting, implementation, assessment, and use of results.

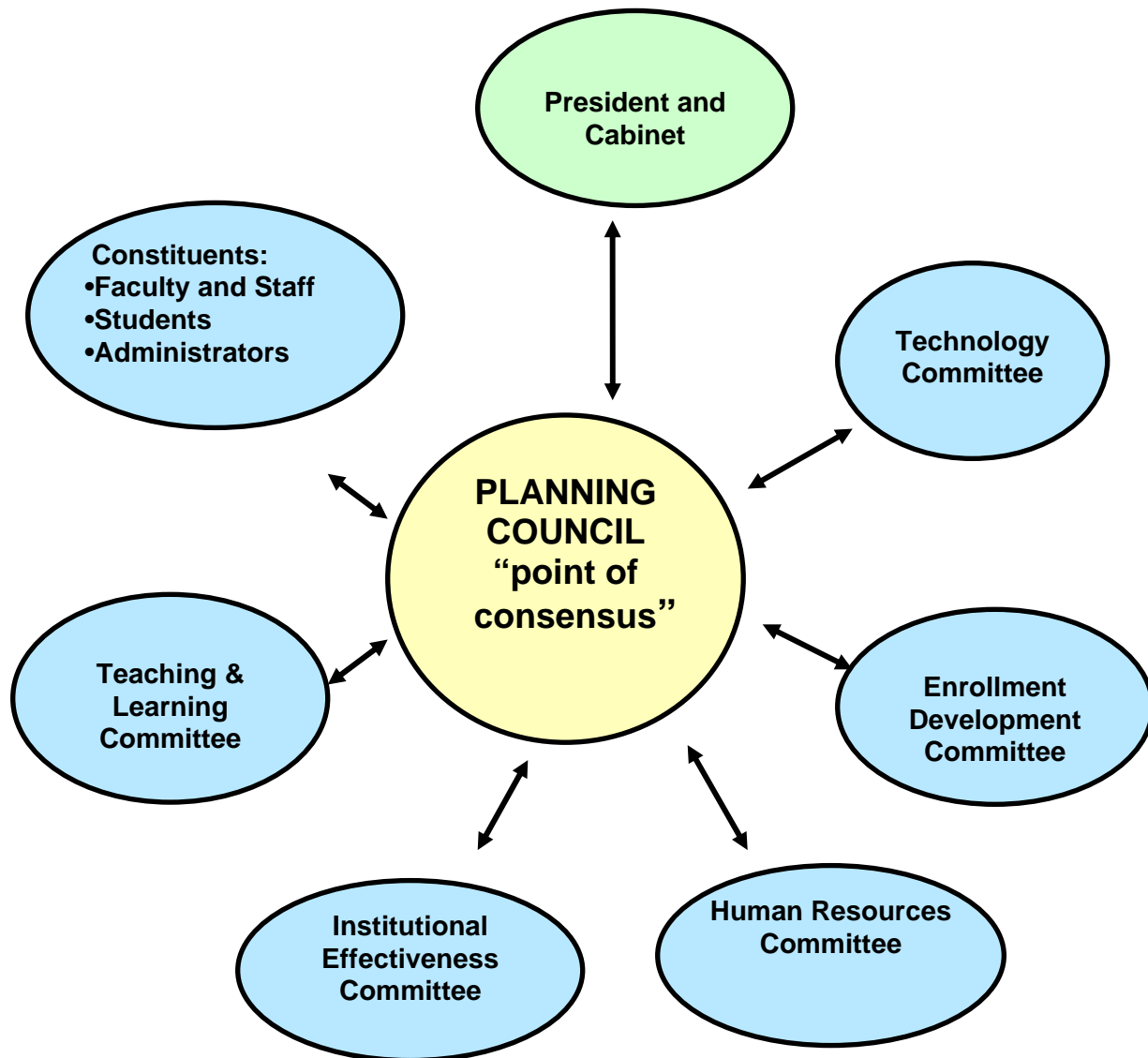
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2004-2005 Planning Cycle



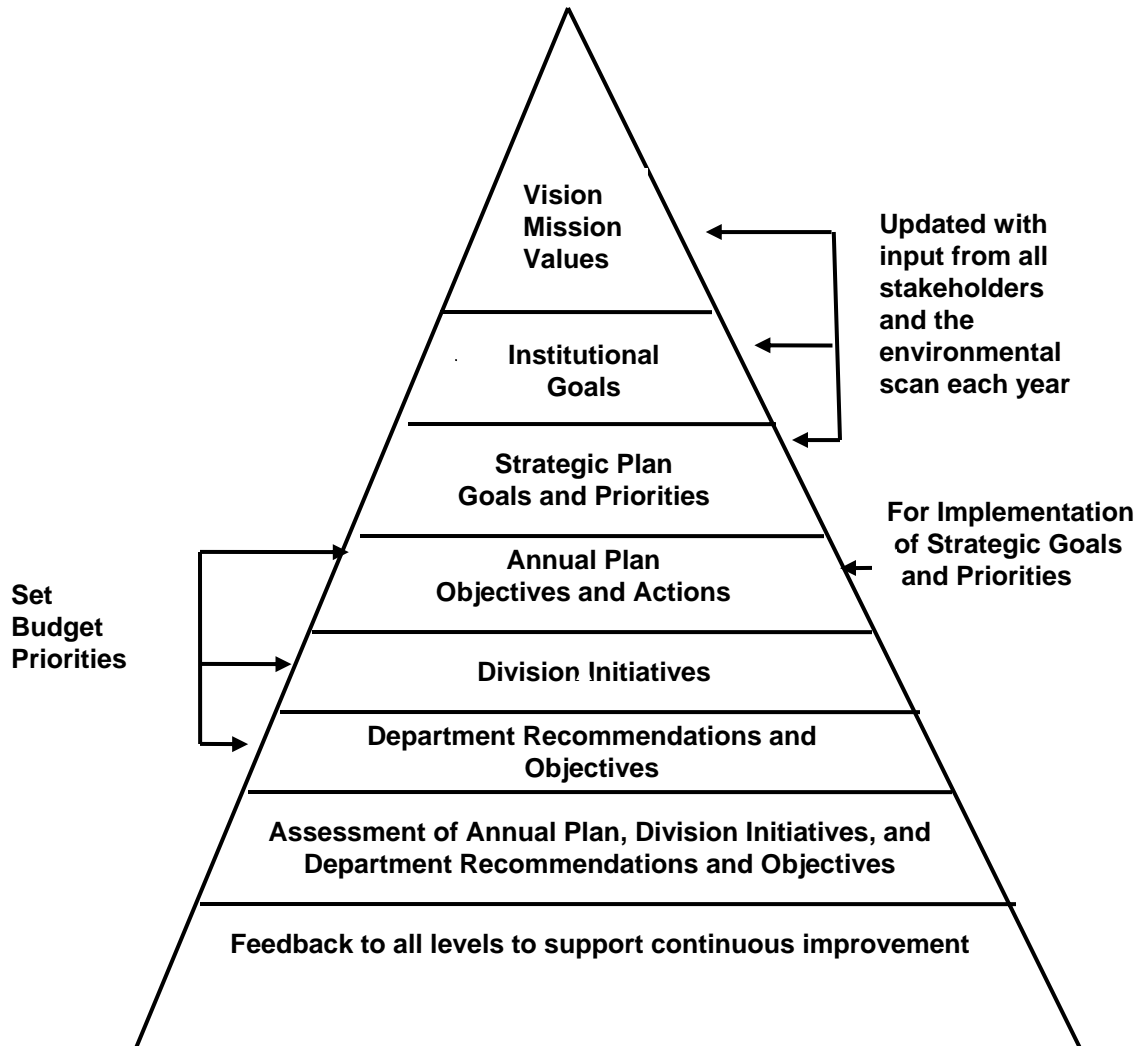
Effective Date: July 28, 2005

2005-06 Planning Structure



Effective Date: July 28, 2005

Lake Sumter Community College Planning Process



Effective Date: July 28, 2005

LAKE-SUMTER COMMUNITY COLLEGE

Internal Management Memorandum #4

TO: All College Employees
FROM: Dr. Charles R. Mojock, President
RE: Planning & Operational Committee Structure

There are two types of committees: planning and operational. Issues to be resolved for the next academic year or beyond, requiring broad based participation and usually three to six months lead time, are the purview of planning committees; while issues requiring specific expertise, and which will be implemented within the current year, are handled by operational committees. Some committee assignments are determined by an individual's position while others are filled by volunteers or specific assignment as an area representative.

Planning

The College Planning Council has the primary responsibility for prioritization of recommendations resulting from the planning, budgeting and assessment process for Cabinet review and feedback. The Planning Council also directs the planning committees, and through consensus develops the annual plan for the next year.

Planning Committees are standing (lasting year to year) committees, but ad hoc committees may be created as needed. The committees are working groups, charged by the Planning Council and Cabinet to research issues and develop alternative solutions to be presented to the Planning Council.

Operational Councils, Committees, Subcommittees, and Ad Hoc Committees

1. Councils provide advisory information relative to assigned functions and activities in addition to assisting with the collection and dissemination of data/information to support projected plans.
2. Committees review proposals, short term plans, and requests related to specific operational activities or functions of the institution.
3. Subcommittees are assigned to provide information and assist with specific tasks of a committee.
4. Ad Hoc committees are formed to carry out a particular task and provide information within a specified period of time.

Effective Date: July 28, 2005

LAKE-SUMTER COMMUNITY COLLEGE

Internal Management Memorandum #5

TO: All College Employees

FROM: Dr. Charles R. Mojock, President

RE: Temporary and Regular Grant Funded Employee Positions

This memo clarifies how to properly handle grant funded programs which necessitate the hiring of talented individuals with appropriate pay and benefits. Specifically, grants permit the allocation of dollars for benefits to enable an institution to employ strong talent as appropriate to the needs of the College.

Careful balancing of Federal Wage and Labor practices regarding temporary and permanent employees with respect to benefits, time in title, etc. along with LSCC procedures and practices is important in the process of securing competent grant-funded employees. Specifically, temporary employees should not have benefits (outside of FRS, etc.). Hence, grant funded (time-bounded) positions with benefits are not considered temporary employees. At the same time these positions can not be considered long term regular employee positions because they are bound to grant money and program outcomes subject to change.

LSCC Position Control Policy

All LSCC positions MUST be processed and approved through Human Resources. Before EARs or other paperwork is developed and presented to Executives for approval and then subsequently processed, HR must be consulted. This procedure is critical to ensure: positions will be funded appropriately within the LSCC Personnel Budget (position control) system, salaries or hourly rates are equitable within the appropriate job classification, benefits will be appropriately awarded/assigned, and special situations comply with internal, State and Federal guidelines.

Definitions & Conditions/Parameters

Positions are defined as jobs with official duties and responsibilities which are assigned to qualified workers who are hired by the President (through HR) to become employees of the College. These College employees are classified by HR as regular, temporary, adjunct or independent contractor employees and are compensated accordingly by the College. The President maintains the right to eliminate or change jobs per the needs of the College.

Contracts are defined as written agreements between an employee and the College. They may be formal legal documents for such positions as Administrator/Executive,

Faculty, or hire letters for other employees. In either form they are accompanied with assigned duties & responsibilities, are signed by both the employee, appropriate College Administrators and approved by District Board of Trustees.

1. **Regular Full-Time** – are full time positions (37.5 for staff or 35 hours for faculty per week for six months or longer) paid through Fund 1 OR Grant Funded with Benefits. These positions are assigned a position number and appear on the LSCC Organization Chart.

Fund 1 Paid Positions are long term regular full-time employees with all benefits, rights, etc. as dictated by LSCC Rules and Procedures, etc. Specific positions may require contracts (i.e. Faculty and Administrators) and others not per the position's classification. Employees have no right to or expectancy of continued employment in any particular job or capacity.

Grant Funded with Benefits means that the position has been established through the EAR process based upon approval of the Cabinet and availability of grand funds. Grant Funded with Benefits are regular "time-bounded" employees in that they have a position with benefits that lasts for a specified period of time, typically one year. Since they are "time-bounded" they are employed under a contract in alignment with the appropriate Grant(s). These positions may be eliminated or altered relative to the funding and governance of their respective Grant(s). Also, these positions typically will not "roll over" to Fund 1 positions. Employees in these positions have no right to or expectancy of continued employment in any particular job or capacity.

2. **Regular Part-Time** – are part-time positions (20-32 hours per week for six months or longer) paid either through Fund 1 OR Grant Funded with Benefits. These positions are assigned a position number and appear on the LSCC Organization Chart with the designation of P/T (part time).

Fund 1 paid regular part-time positions receive appropriate benefits for retirement, worker's compensation, FICA, unemployment benefits and vacation leave which is computed at 4.0 hrs per month worked. These positions do not receive medical or life insurance and sick leave. Employees in these positions have no right to or expectancy of continued employment in any particular job or capacity.

Grant funded with Benefits means that the grant awarded benefit monies for the established grant position(s). Grant Funded with Benefits are regular part-time positions and receive appropriate benefits for retirement, worker's compensation, FICA, unemployment benefits and vacation leave which is computed at 4.0 hrs per month worked. These positions do not receive medical or life insurance and sick leave. Since these positions are time-bounded they are employed under a contract in alignment with the appropriate Grant(s). These positions may be eliminated or altered relative to the funding and governance of their respective Grant(s). Also, these positions typically will not "roll over" to Fund 1 positions.

Employees in these positions have no right to or expectancy of continued employment in any particular job or capacity.

3. **Temporary Full-Time** – are full time positions (37.5 or 35 hours per week depending upon classification for six months or longer) paid through Fund 1 OR Grant Funded. These positions are NOT assigned a position number and therefore do not appear on the LSCC Organization Chart. Regardless if these positions are paid through Fund 1 OR Grant Funded, they do NOT receive benefits except for worker's compensation, FICA, unemployment and FRS after working 2080 hours. Employees in these positions have no right to or expectancy of continued employment in any particular job or capacity. Grant Funded positions may be eliminated or altered relative to the funding and governance of their respective Grant(s).
4. **Temporary Part-Time** – are part-time positions working less than 37.5 hours per week for less than six months paid through Fund 1 OR Grant Funded. These positions are NOT assigned a position number and therefore do not appear on the LSCC Organization Chart. Regardless if these positions are paid through Fund 1 or Grant Funded, they do NOT receive benefits except for worker's compensation, FICA, unemployment and FRS after working 2080 hours. Employees in these positions have no right to or expectancy of continued employment in any particular job or capacity. Grant Funded positions may be eliminated or altered relative to the funding and governance of their respective Grant(s).

General Warning

Per Federal law and recent rulings, organizations must be watchful of any temporary full-time position that extends continuously for 18 months or longer. Such a position with its incumbent needs to become a regular position with full employee benefits, rights, etc.

In Short: The Deciding Difference for Grant Funded

The deciding difference as to whether a Grant Funded position will be a regular or temporary position is whether or not benefits have been funded and approved by the College to the position(s). If benefits have been "awarded" by the Cabinet then the position will be either regular full-time or regular part-time position. If benefits have NOT been "awarded" by the Cabinet in the grant then the position will be either temp full-time or temp part-time.

Candidate Selection & Hiring

Human Resources will determine, per the timeline of the grant relative to the fiscal budget year, if the position needs to be job posted and then follow the LSCC Hiring procedures (PRO 5-14) per the timeline of the grant relative to the fiscal year.

HR will explain in the hiring letter for a grant funded position that the position is time-bounded, what benefits will be awarded and that the position does not imply any right to continued employment, etc.

A Grant Funded position can roll over to a regular full-time Fund 1 position only after it has been approved for such. If the grant funded position was not originally posted then that position must be posted and the LSCC Hiring procedure followed. The incumbent may apply for the position like any other applicant to the posting but in no way is there any guarantee the incumbent will be the final job candidate.

Note: Grant Funded positions may be funded for a few years or typically for only one year, but then may be renewed by the same grant or a different grant. As long as a position is grant funded it is time-bounded and therefore does not imply any right or expectancy to continued employment for the incumbent. Also, the position and its funding may be altered or eliminated as governed by the grant.

Grant Established Programs that Have Run Out of Grant Funding

If a grant created program has run out of funding but indicates strong potential and immediate success whereby the organization decides to fund it through Fund 1, then the position(s) may be converted to regular full-time position(s) or a temporary position(s). The choice between regular full-time or temporary hinges upon the issue of funding benefits through Fund 1. If a regular position, then this situation warrants a “contract” be created with incumbent to clearly define the timeframe and expectations of the situation/position. The contract must also clearly indicate that in no way does it imply continued employment beyond the contract dates, etc..

Completing & Submitting the appropriate Employee Action Request (EAR) form

The appropriate EAR form is:

- For a Regular Full-Time or Regular Part-Time position use form: EAR New, Refill or Change Position. Check or indicate the position as either Regular Full-Time or Regular Part-time and complete the form entirely (per directions). A position number will be established by HR.
 - Attach to the completed EAR the following Grant Funding documentation:
 - Job Description/Duties & Classification (this should have been done with assistance from HR prior to filing the Grant request)
 - Funding Detail for salary and benefits

- Obtain all appropriate signatures on the EAR
- Send All to HR (Note: if you do not indicate a candidate's name and have had verbal approval by HR, then HR will post the position to solicit candidates, etc..)
- For a Temporary Full-Time or Regular Part-Time position use form: EAR Temporary Position. Check or indicate the position as either Temporary Full-Time or Temporary Part-Time and complete the form entirely (per directions).
 - Attach to the completed EAR the following Grant Funding documentation:
 - Job Description/Duties & Classification (this should have been done with assistance from HR prior to filing the Grant request)
 - Funding Detail for salary
 - Obtain all appropriate signatures on the EAR
 - Send All to HR (Note: if you do not indicate a candidate's name then HR will work their resources to find possible candidates.)

Employees as Independent Contractors

Service Providers who are classified as Independent Contractors by HR are hired through the Purchase Requisition process.

Important!

Details of salary, benefits or actual hire date can be discussed with a potential employee only by HR personnel . Consult with HR before you have any discussion with a potential employee. Only HR has the authority to offer positions to candidates with approval (sign-off) by the President (per Board Rules 1.04 & 5.3 and appropriate FL Statutes).

LAKE-SUMTER COMMUNITY COLLEGE

Internal Management Memorandum #6

TO: All College Employees
FROM: Dr. Charles R. Mojock, President
RE: LSCC Retirement Gift Guidelines

This memo establishes guidelines for the purchasing and bestowing of retirement gifts.

LSCC full-time employees retiring with a minimum of five years of service from the College will receive a retirement gift from the College in appreciation for their years of LSCC service. The minimum value of a retirement gift for five years of LSCC service will be \$40. Beyond 5 years of LSCC service the gift's value will be based upon the number of LSCC service years over 5 years multiplied by \$5.00. Retirement gifts are paid through the President's account.

Example: an employee with 10 LSCC years would receive a retirement gift valued at \$65 [$\$40+(\$5 \times 5)$]; an employee with 15 years upon retiring would receive a gift valued at \$90 [$\$40+(\$5 \times 10)$]; an employee with 22 years would be \$125 [$\$40+(\$5 \times 17)$]; 30 years would be \$165 [$\$40+(\$5 \times 25)$].

Types of Retirement Gifts

The gift should be a keepsake, typically with an engraved commemorative plaque. Traditional retirement gifts such as clocks, desk sets, etc. can be purchased at Things Remembered retailer. The gift may be more personalized to the individual at the discretion of the supervisor and Vice President. The supervisor of the retiring employee notifies Human Resources to determine the nature of the gift and the appropriate cost.

If the retirement keepsake will be a traditional keepsake from a retailer such as "Things Remembered", then Human Resources will acquire the keepsake. If the retirement item is to be a more personalized keepsake or gift, then the supervisor of the retiree will acquire the item AND, if appropriate, request HR to acquire the engraved plaque to accompany the item. The supervisor will submit to HR the receipt for the personalized retirement gift/keepsake. HR will process the accounting paperwork, i.e. Direct Payment or Credit Card Monthly Expenditure Report for the item and the engraved plaque.

Definition of Retirement

Retirement is defined as leaving the employment of LSCC and seeking or engaging in new personal life opportunities with or without exercising retirement benefits. Questions or concerns should be directed to Human Resources.

LAKE-SUMTER COMMUNITY COLLEGE

Internal Management Memorandum #7

TO: All College Employees
FROM: Dr. Charles R. Mojock, President
RE: 403b Plan Investment Service Providers

This memo describes the process for adding and eliminating investment service providers to LSCC's 403b Investment Plan in compliance with the 2009 IRS changes. Under the 2009 IRS changes employers must now have a defined 403b investment plan which meets new regulations. The changed regulations deal with strict guidelines in the administration of the plan. Because of the complexity of managing these plans to the new IRS guidelines, LSCC, like other employers, has elected to use a Third Party Administrator (TPA) company. LSCC's TPA is Security Financial Resources, Inc.

LSCC's TPA, Security Financial Resources Inc., assisted LSCC in the establishment of its official 403b Investment Plan document which contains a list of five approved and contracted 403b Service Providers. Most of these five providers are from the approved list of providers generated from a detailed RFP/ITN through the COBA-HR council. That list contains eleven (11) top providers who were scored the highest along rigid criteria of key indicators of exceptional service/performance as identified by the COBA-HR council 403b subcommittee.

Potential service providers solicit LSCC in request to be added to the plan document. Through its TPA LSCC can add 403b Investment providers to its plan document at any time. Currently a \$100 payment is rendered to the TPA for each service provider added to the Plan.

LSCC's responsibility is to manage:

- 403b service providers solicitation to join LSCC's Plan,
- Continuation/discontinuation of 403b service providers' to the Plan
- Employees' needs/expectations about preferred providers, and
- HR's 403b administrative workload.

To accomplish the above the following two processes shall be followed.

I. Determining and Adding a new 403b Service Provider to the Plan

Beyond the initial 2009 start-up year of the Plan, service providers will be added to LSCC's 403b Document Plan only at the start (January) of the new year. Potential Providers will self identify by submitting a written request to LSCC for consideration. Typically LSCC will not request formally service providers to seek consideration. Decisions to add a provider to the Plan will be based upon successful assessment

defined in the following steps and positively meeting the criteria within the steps. The completion of the assessment shall occur in November and a recommendation to add a vendor (s) made to the President's Cabinet.

Steps and criteria for adding a Service Provider to the Plan are:

- 1. Assess the need and reputation of potential service provider – A need must exist. The provider must be reputable.**
 - a. Do two or more employees desire this potential provider and why?
 - b. Is provider willing to host learning session and/or attend Benefits Fair to obtain potential list of interested employees?
 - c. Does this provider offer products or services different from other existing providers?
 - d. Is the provider one of the approved 11 providers identified from the Florida COBA-HR 403b subcommittee RFP/ITN process?
 - e. Has the provider proven to be continually reputable per other College's experience? (Absence of employee complaints)
- 2. Review Cost Control – The Potential Provider Must Agree to Pay Appropriate Expenses**
 - a. Will the potential provider pay the "investment provider implementation fee" as set by the TPA?
 - b. Will the potential provider pay the per employee monthly participant administration fee as set forth in the Plan document?
- 3. Review LSCC/TPA Investment Provider Agreement - The Potential Provider Will Agree to Sign the Agreement without substantive changes**
 - a. Are the suggested contract changes acceptable to LSCC's lawyer?
- 4. Report and Recommend for Approval Service Provider to President's Cabinet**
- 5. Communicate Cabinet's Decision**
 - a. If approved, notify provider of approval no later than December 15.
 - b. If approved, notify TPA officially to add provider to Plan and complete administrative process. Note: Provider will notify prospective employees to complete their 403b plan paperwork. Subject to approval by HR, provider may request an on-site visit to educate and solicit other employees of their product.

II. Removal of Investment Service Providers from the LSCC Plan

Investment service providers belonging to the LSCC 403b Plan may be removed upon a review/assessment of their service performance and/or lack of LSCC employee clients. HR shall send yearly a satisfaction survey to employees investing in 403b plans. Also a yearly review by the HR department with assistance from the TPA shall be performed to determine if service provider(s) should be removed from the Plan. HR will forward a recommendation for service provider(s) removal to the Cabinet for its review and decision.

Criteria Used to Assess 403b Service Providers Performance:

- Service Provider's contact/communication with their respective LSCC employee-clients
 - Hard copy and electronic communication
 - Face-to-Face meetings – informational group sessions, private one-on-one meetings
- Service Provider's attendance at HR sponsored events or meetings with employees
- Service Provider's respectful active solicitation of employees to establish 403b investment plans
- Service Provider's satisfactory or higher score from the Employee-Client 403b Satisfaction Survey
- Service Provider's LSCC client base size. If after two years a service provider has no LSCC clients this shall constitute grounds for removal from the Plan.

Proof of meeting the above criteria rests with each Service Provider. Beginning 2010 the Service Provider is to supply every September to HR a report addressing how to meet the above criteria. HR will accept the report in either hard copy or electronic format.

Steps for Removing a Service Provider from the Plan are:

1. Every year in October beginning 2010, Human Resources will complete an assessment using the above criteria on each Service Provider in the Plan. HR will review information as appropriate from the TPA. HR will review the Service Provider's submitted documentation proving it meets the established criteria.
2. In November HR will provide a Service Provider status report to the Cabinet with recommendations, if appropriate, for the removal of any service provider.
3. Should the Cabinet decide to have a Service Provider removed, then HR in December will provide written notification to both the TPA and affected Service Provider about removal from LSCC's 403b Plan. In the written notification to the affected Service Provider HR will explain briefly the reasons for the Service Provider's removal. The decision for removal is final.