

AUGUST 20, 2021

Seminole State College

Center for Business Development



PROGRESS REPORT

CENTER OVERVIEW

The Center for Business Development at Seminole State College supports the development of new businesses and the growth of existing businesses as a community-based provider of training, consulting, resources, referrals, and support. Since 1993, the center has provided these services through the following programs: Small Business Development Center, Business Incubation Program, Seminole Advisory Board Council, Contract Training/Continuing Education and Quick Response Training grants. In 2021, center expansion plans include the launch of a Women's Entrepreneur Program to serve the needs of women owned businesses in Seminole County.

Additional Role During COVID-19 Response

In addition to performing their usual small business support services, the Center for Business Development is also committed to helping the business community through the economic hardships due to COVID-19. The office offered all services virtually, to comply with social distancing protocols, and took on additional responsibilities to assist local, state, and federal agencies in providing much needed support.

The Small Business Development Center (SBDC) at Seminole State College, is state designated as *Florida's Principal Provider of Business Assistance*. The team worked tirelessly to guide businesses as they applied for COVID related loans. The team provided support to businesses who applied for the SBA Economic Injury Disaster Loan (EIDL), and they worked with financial institutions to expedite the Paycheck Protection Program (PPP) process for the small business community.

The Center for Business Development assisted the county with the Seminole County Cares Small Business Grants. The team guided and assisted business owners with preparing Profit and Loss (P & L) statements, which were the most difficult documents for many small businesses to provide during the grant process.

They also assisted in the following ways"

- Hosted 9 live, no-cost training webinars for Seminole County residents and business owners, attracting over 200 registrants.
- Created no cost, online, self-paced courses for Seminole County residents and business owners in Microsoft Word, Microsoft Excel, QuickBooks, and WordPress, with over 350 registrants enrolled in more than 1400 courses

CENTER PROGRAMS

Small Business Development Center (SBDC)

The SBDC provides **no cost** one-on-one consulting, seminars, resources, and analytic research for businesses in all stages; Pre-venture, Startup and 2nd Stage Enterprises.

Business Incubation Program

The business incubator is located at the Port of Sanford, and houses businesses in the early phases of development. Low cost office space, and on-site SBDC business consultants assist entrepreneurs in reaching the next level of growth.

Seminole Advisory Board Council

The SABC matches Seminole County businesses with a volunteer board of professional advisors at **no cost**, to assist with planning for the next phase of growth. Requirements for businesses: two years in business, \$300k in gross annual revenue, and located in Seminole County. Volunteer advisors must have a professional skill/expertise and commit to two-hour meetings during an 18-month meeting schedule (6-8 times per year).

Contract Training/Continuing Education

Community members who wish to begin a career, update their current professional skills, fulfill mandatory continuing education requirements, and businesses that want to optimize employee performance or enhance their businesses will find noncredit courses that address their needs at Seminole State Contract Training and Continuing Education program.

Quick Response Training Grants

QRT grants are state funded for customized, skills-based curriculum and training through partial reimbursement to new or expanding businesses in Florida's targeted industries. There are requirements such as the type of jobs, salaries, type of business, etc. Seminole State College manages the contracts between the state and the qualified businesses.

New Women's Entrepreneur Program (Program Launch Fall 2021)

The Women's Entrepreneur Program supports and accelerates women's business ownership and strengthen the impact of women on the economy by creating jobs, fueling economic growth, and building strong communities.

CENTER PROGRAMMING & OUTREACH

Locations

Port of Sanford	Center for Business Development at Heathrow
Seminole State / Altamonte Springs Campus	Seminole State / Sanford/Lake Mary Campus
Seminole State / Oviedo Campus	

Community Outreach

Orlando Economic Partnership

Women's Task Force Initiative/All Women Empowered (AWE) Member

Seminole Regional Chamber

Economic Development Committee, Chair- Business Resource Showcase

Presented - "*Center for Business Development Programs & Services* "

Oviedo Winter Springs Chamber

Various After Hours / Ribbon-Cuttings

Sanford Chamber

Economic Development Committee Member, and Various After Hours / Ribbon-Cuttings

Hispanic Chamber

Government Affairs Committee, Various After Hours / Ribbon-Cuttings

Casselberry Chamber

Government Affairs Committee, Various After Hours / Ribbon-Cuttings

Leadership Seminole

Economic Development & Preservation Day Facilitator

Programs & Events

Start Up Seminole

Held bi-monthly webinars for pre-venture and start up entrepreneurs in Seminole County

Ask Me Anything

Held bi-monthly webinars for existing businesses in Seminole County

Seminole Advisory Board Council

Held bi-monthly sessions with 8 2nd stage businesses

Business Incubator - Housed 14 businesses

Women's Entrepreneur Program

The Advisory Board (25 women business owners) met to plan program launch

CENTER LONGTERM OUTCOMES

Center for Business Development at Seminole State College Stats

01/01/00 through 06/30/21

Clients	5,306
Events	517
Attendees.....	6,137
Loans Obtained	153
Total Investment:	\$51,521,737
Business Start-ups.....	407
Jobs Created	1,845
Jobs Retained.....	1,215
Sales Growth:	\$80,077,169

01/01/98 through 06/30/20

QRT Grants Awarded:	\$8,600,000
Workforce Trained	6,079

Clients, events and attendee data is exact; all others only reflect data received via annual survey responses, with a 10% response rate. Economic impact is believed to be significantly higher.

CENTER ANNUAL OUTCOME

2020-2021 Center for Business Development Results

Actual Results Verified by CenterIC

Business Starts	Jobs Created	Capital Formation	QRT Grants Awarded	Workforce Trained
8	213	7.5 M	\$84K	21

Small Business Development Center at Seminole State College

Stats 07/01/2020 – 06/30/2021


Clients.....	130	Loans Obtained.....	33
Sessions.....	640	Capital Formation.....	\$7,496,833
Events.....	9	Business Start-ups.....	8
Attendees.....	208	Jobs Created/Retained.....	213

MEMORANDUM OF UNDERSTANDING

- 1) The Foundation for Seminole State College of Florida, Inc. (Foundation, Inc.) and the Seminole State College of Florida Center for Business Development Department (Seminole State College CBD), acknowledge that the economic development of Seminole County on behalf of its residents is a clear part of their institutional goals. The Foundation, Inc. is the recipient of a program enhancement grant (\$175,000) annually for three years, totaling (\$525,000) from Seminole County to support existing Seminole State College CBD programs.
- 2) Foundation, Inc. will transmit the subject amount less the imposed Foundation, Inc. management fees (2%) to Seminole State College CBD upon receipt from Seminole County.
- 3) Seminole State College CBD will utilize these funds to enhance current and future planned programs and according to the grant's objectives.
- 4) Foundation, Inc. will seek to further enhance these Seminole County Funds by applying to the State of Florida for matching grants, which will be forwarded to Seminole State College CBD upon receipt less Foundation, Inc. management fees.
- 5) It is acknowledged by both parties that these enhancement funds are to be utilized as needed without any time restrictions.
- 6) It is further acknowledged that said enhancement grants will be sought by Seminole State College CBD on a reoccurring basis.
- 7) Both parties have the right to request financial records pertaining to this program.

Both institutions reserve the right to cancel this memorandum of understanding with appropriate notice.

APPROVED BY:


John Gyllin (Aug 31, 2021 13:50 EDT)

John Gyllin
Vice President, Resource and Economic Development
Division of Institutional Advancement
1055 AAA Drive
Heathrow, FL 32746-6199

DATE:

Aug 31, 2021

APPROVED BY:


Amy Kirkland (Aug 30, 2021 22:24 EDT)

Amy Kirkland
Director, Center for Business Development
Seminole State College of Florida
1445 Dolgner Place
Sanford, FL 32771

DATE:

Aug 30, 2021

GIFT COMMITMENT

I/We hereby pledge a total of \$525,000 to support Seminole State College of Florida (SEMINOLE STATE COLLEGE) **payable to the: Foundation for Seminole State College of Florida, Inc.** This gift is to be used for:

SEMINOLE COUNTY/SEMINOLE STATE COLLEGE CENTER FOR BUSINESS DEVELOPMENT

WHEREAS, it is the policy of the COUNTY to aggressively stimulate economic growth in Seminole County by, among other things, either attracting new industries and businesses to Seminole County or by encouraging the expansion of existing industries and businesses within Seminole County; and

WHEREAS, the creation of new employment opportunities for residents of Seminole County and the increased tax revenues resulting from such industry or business expansion and relocation within Seminole County is beneficial to local economy; and

WHEREAS, SEMINOLE STATE COLLEGE has successfully demonstrated to the COUNTY that SEMINOLE STATE COLLEGE can fully and adequately provide administrative support, and

WHEREAS, SEMINOLE STATE COLLEGE is skilled at providing administration and other support to jobs growth and economic development programs; and

WHEREAS, SEMINOLE STATE COLLEGE will attempt to enhance this County grant by solicitation of additional monies from others; i.e. State, Federal and private sector gifts, grants or contracts; and

WHEREAS, the COUNTY desires to enhance this effort for the purpose of encouraging job growth and economic development in Seminole County; and

WHEREAS, the COUNTY has determined that in order to enhance and preserve the economic well-being and health and welfare of the citizens of the COUNTY it is necessary, proper and desirable to support SEMINOLE STATE COLLEGE in order to enhance the economic development of Seminole County; and

It is the County's desire to support the Seminole State College Center for Business Development Department and to see no diminution of service which it currently provides as follows:

(a) A minimum of fifty percent (50%) of a full-time administrator's time and one hundred percent (100%) of an administrative assistant's time to provide coordination and management assistance for the Seminole State College Center for Economic Development Department.

(b) The services currently provided by SEMINOLE STATE COLLEGE to the COUNTY include:

- (1) Consulting services to small businesses owners,
- (2) Business acceleration program for 2nd stage businesses
- (3) Analytic, demographic and feasibility research
- (4) Women's entrepreneurial program support
- (5) Financial management advisement services
- (6) International trade and government contract assistance
- (7) Small business educational workshops
- (8) Coordination of efforts between Seminole County and Seminole State College Center for Business Development Center to support small business retention and expansion in Seminole County,
- (9) the providing of annual reports which shall include but not be limited to, recommendations relative to the continuing development and operation of the Seminole State College Center for Business Development Department.

SECTION 1. BILLING AND PAYMENT OF GIFT. The COUNTY hereby agrees to pay SEMINOLE STATE COLLEGE the sum of ONE HUNDRED SEVENTY-FIVE THOUSAND AND NO/100 DOLLARS (\$175,000) annually for three years, to assist with the goals provided hereunder by SEMINOLE STATE COLLEGE during the term of this Grant. Said sum is payable on or before November 1, 2021.

SECTION 2. TERM.

(a) The term shall be effective from October 1, 2021 and shall remain effective until September 30, 2024.

(b) The funding for this gift may be withdrawn or limited at any time by the Board of County Commissioners.

SECTION 3. REPORTS. SEMINOLE STATE COLLEGE shall provide the COUNTY with an annual report regarding the activities pursuant to this grant at the time of each twelve (12) month period under this grant.

SECTION 4. BINDING EFFECT. This grant shall be binding upon and inure to the benefit of the parties hereto and the successors in interest, transferees and designees of the parties.

SECTION 5. ASSIGNMENT. This grant shall not be assigned by either party without the prior written approval of the other.

SECTION 6. PUBLIC RECORDS. SEMINOLE STATE COLLEGE shall allow public access to all documents, papers, letters or other materials which have been made or received by SEMINOLE STATE COLLEGE in conjunction with this grant.

SECTION 7. RECORDS AND AUDITS.

(a) SEMINOLE STATE COLLEGE shall maintain in its place of business all non-exempt books, documents, papers and other evidence pertaining to work performed under this Grant. Such non-exempt public records shall be and remain available at SEMINOLE STATE COLLEGE's main campus at all reasonable times during the term of this grant and for five (5) years after grant closure.

(b) SEMINOLE STATE COLLEGE agrees that the COUNTY or its duly authorized representative shall, until the expiration of five (5) years after grant closure, have access to examine any of SEMINOLE STATE COLLEGE's non-exempt books, documents, papers and records involving transactions related to this Grant. SEMINOLE STATE COLLEGE agrees that payments made under this Grant shall be subject to reduction for amounts charged which are found on the basis of audit examination not to constitute allowable costs.

(c) All required records shall be maintained until an audit has been completed and all questions arising from it are resolved or until five (5) years after closure of the Grant, in writing and submission of a final invoice, whichever is sooner. SEMINOLE STATE COLLEGE will provide proper facilities for access to and inspection of all required records.

(d) The phrase "non-exempt," as used herein, means that the record is not exempt under the public records law of the State of Florida.

SECTION 8. NOTICES.

(a) Whenever either party desires to give notice unto the other, notice may be sent to:

For COUNTY:

County Manager
Seminole County Services Building
1101 East First Street
Sanford, Florida 32771

With copies to:

Economic Development Director
Seminole County Government
1055 AAA Drive
Suite 148
Heathrow, Florida 32746

For SEMINOLE STATE COLLEGE:

John Gyllin
Vice President, Resource and Economic Development
Division of Inst Advancement
1055 AAA Drive
Sanford, Florida 32746

I/We will begin pledge payments in the month of November 2019, for 1 year, as indicated below:

	<u>Amount</u>	<u>Expected Date of Payment</u>
Pledge Year 1	<u>\$175,000.00</u>	<u>11/01/2021</u>
Pledge Year 2	<u>\$175,000.00</u>	<u>11/01/2022</u>
Pledge Year 3	<u>\$175,000.00</u>	<u>11/01/2023</u>
Pledge Year 4	<u> </u>	<u> </u>
Pledge Year 5	<u> </u>	<u> </u>

Please send a pledge reminder:

 Annually Semi-Annually Quarterly
 X It is not necessary to send a reminder

The pledge and resulting payments are to be anonymous: No Yes

Recognition Name (Individual/Spouse/Corporation Name) - Please acknowledge and credit this gift as follows:

Seminole County Government

Name(s) (Please Print)

Division of Inst Advancement

Contact Information:

Seminole County Board of Commissioners, Chairman, Lee Constantine

Print Donor Name

Date

1101 E First Street

Sanford

FL

32771

Street

City

State

Zip

N/A

407-665-7207

Telephone: Home

Work

Cell

shardy@seminolecountyfl.gov

Donor Signature(s)

E-Mail

Foundation Signature(s)

Date

John Gyllin, Vice President, Resource and Economic Development


Foundation -Print Name & Title

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Vice President, Resource and Economic Development
Division of Institutional Advancement
1055 AAA Drive
Heathrow, FL 32746-6199

APPROVED BY:  DATE: 9/10/21
Amy Kirkland
Director, Center for Business Development
Seminole State College of Florida
1445 Dolgner Place
Sanford, FL 32771