

Lake-Sumter State College

**DISTRICT BOARD
OF TRUSTEES**

Board Meeting Packet
December 2, 2024



Lake-Sumter State College

DISTRICT BOARD OF TRUSTEES



Meeting Agenda

Monday, December 2, 2024
Leesburg Campus

4:00 PM - PUBLIC BOARD MEETING AGENDA

CALL TO ORDER - Chairman

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

PUBLIC COMMENT

*A Public Comment Card must be submitted to the Recording Secretary at least 10 minutes prior to the start of the meeting.

CONSENT CONSIDERATIONS

- | | | |
|---------|----------|---|
| 1224-01 | Approve: | Minutes of November 18, 2024 Strategic Planning Meeting |
| 1224-02 | Approve: | Minutes of November 19, 2024 Finance & Public-Private Partnership Meeting |
| 1224-03 | Approve: | Minutes of November 20, 2024 Regular Board Meeting |

NEW BUSINESS

- | | | |
|---------|----------|---|
| 1224-04 | Approve: | RFP for Armed Security Services |
| 1224-05 | Approve: | First Amendment ARPA Agreement with Lake County |

ADJOURNMENT

DISTRICT BOARD OF TRUSTEES WORKSHOP - *immediately following*

CALENDAR NOTES:

Special District Board of Trustees Meeting	Monday, December 2, 2024 5:00 pm	Leesburg Campus
Fall Nurse Pinning Ceremony	Monday, December 9, 2024 5:00 pm	Leesburg Campus
Fall Leesburg Commencement Ceremony	Tuesday, December 10, 2024 5:00 pm	Leesburg Campus
Fall Clermont Commencement Ceremony	Friday, December 13, 2024 5:00 pm	Clermont Arts & Recreation Center
Executive Committee	Wednesday, January 8, 2025 9:00 am	Clermont
Facilities Committee	Wednesday, January 8, 2025 4:30 pm	TBD
Finance and Public-Private Partnership Committee	Tuesday, January 14, 2025 3:00 pm	Leesburg Campus
Strategic Planning Committee	Tuesday, January 14, 2025 5:00 pm	TBD
District Board of Trustees Meeting	Wednesday, January 15, 2025 5:00 pm	South Lake Campus
LSSC Day of Service	Friday, February 7, 2025	
Executive Committee	Tuesday, February 11, 2025 9:00 am	Clermont
Finance and Public-Private Partnership Committee	Tuesday, February 11, 2025 3:00 pm	Leesburg Campus
Facilities Committee	Wednesday, February 12, 2025 4:30 pm	TBD
Strategic Planning Committee	Monday, February 17, 2025 5:00 pm	TBD
District Board of Trustees Meeting	Wednesday, February 19, 2025 5:00 pm	Sumter Center
Foundation Shamrock Shuffle	Saturday, March 1, 2025 8:00 am	Clermont Campus
Foundation Scholarship Dinner	Thursday, March 6, 2025 5:00 pm	Leesburg Campus
Spring Break	Monday, March 10 - Friday, March 14, 2025	
Executive Committee	Tuesday, March 11, 2025 9:00 am	Clermont

Strategic Planning Committee	Monday, March 17, 2025 5:00 pm	TBD
Finance and Public-Private Partnership Committee	Tuesday, March 18, 2025 3:00 pm	Leesburg Campus
District Board of Trustees Meeting	Wednesday, March 19, 2025 5:00 pm	Leesburg Campus
Executive Committee	Tuesday, April 8, 2025 9:00 am	Clermont
Facilities Committee	Wednesday, April 9, 2025 4:30 pm	TBD
Foundation Gala	Friday, April 11, 2025	TBD
Strategic Planning Committee	Monday, April 14, 2025 5:00 pm	TBD
Finance and Public-Private Partnership Committee	Tuesday, April 15, 2025 3:00 pm	Leesburg Campus
Student Experience Awards	Tuesday, April 15, 2025 6:00 pm	Leesburg Campus
District Board of Trustees Meeting	Wednesday, April 16, 2025 5:00 pm	South Lake Campus
Hawkspys Athletics Banquet	Wednesday, April 23, 2025 5:00 pm	Leesburg Campus
Spring Nurse Pinning Ceremony	Wednesday, May 7, 2025 5:00 pm	Leesburg Campus
Spring Clermont Commencement Ceremony	Thursday, May 8, 2025 5:00 pm	Clermont Arts & Recreation Center
Spring Leesburg Commencement Ceremony	Friday, May 9, 2025 5:00 pm	Leesburg Campus
Executive Committee	Tuesday, May 13, 2025 9:00 am	Clermont
Facilities Committee	Wednesday, May 14, 2025 4:30 pm	TBD
Strategic Planning Committee	Monday, May 19, 2025 5:00 pm	TBD
Finance and Public-Private Partnership Committee	Tuesday, May 20, 2025 3:00 pm	Leesburg Campus
District Board of Trustees Meeting	Wednesday, May 21, 2025 4:30 pm	Leesburg Campus
Executive Committee	Tuesday, June 10, 2025 9:00 am	Clermont

Facilities Committee	Wednesday, June 11, 2025 4:30 pm	TBD
Strategic Planning Committee	Monday, June 16, 2025 5:00 pm	TBD
Finance and Public-Private Partnership Committee	Tuesday, June 17, 2025 3:00 pm	Leesburg Campus
District Board of Trustees Meeting	Wednesday, June 18, 2025 5:00 pm	South Lake Campus Board Room

NO BOARD MEETING IN JULY

CONSENT CONSIDERATIONS



Lake-Sumter State College
STRATEGIC PLANNING COMMITTEE OF THE DISTRICT BOARD OF TRUSTEES
Monday, November 18, 2024 Minutes

In attendance: David Hidalgo, Chair, Dr. Laura Byrd, Ivy Parks, Tim Morris, and Kailyn Wurm.

Mr. David Hidalgo, Chair, called the meeting to order at 5:00 pm.

Strategic Search for New President

The Committee discussed the importance of finding a new president within the community of Lake and Sumter counties. The Committee requested Dr. Laura Byrd meet with the Chancellor for guidance.

Progress of Strategic Plan

The Committee reviewed the Year 2 initiatives of the 2023-2026 Strategic Plan. Dr. Laura Byrd presented the strategic plan dashboard that every employee has access to on the intranet. The College is on track for completing projects in Year 2.

South Lake Master Plan

Dr. Laura Byrda and Chairman Jones reminded the Committee that the architects with Jacobs and DPZ will be attending the Board meeting this week to present the final draft of the South Lake Master Plan. The Board will decide at the meeting how to move forward with this project and incorporating the plan into the 2025 Legislative Budget Request. Dr. Laura Byrd reminded the Committee that the HuntonBrady architects for the Leesburg Workforce Development Center will be at the December Board meeting to present on the most recent renderings of the building and space.

Mr. David Hidalgo adjourned the meeting at 5:29pm.

Respectfully submitted by Kailyn Wurm, Recording Secretary.

Lake-Sumter State College
FINANCE AND PUBLIC-PRIVATE PARTNERSHIPS COMMITTEE OF THE
DISTRICT BOARD OF TRUSTEES
Tuesday, November 19, 2024 Minutes

In attendance: Tim Morris, Chair, Dr. Laura Byrd, Michelle Matis, and Kailyn Wurm.

Mr. Tim Morris, Chair, called the meeting to order at 3:00 pm.

Review October 2024 Financials

The Committee reviewed the October 2024 financials that will be presented to the Board for approval at the meeting this week.

Audit Updates

The Committee reviewed the preliminary report findings. The College has responded back to the State Auditor's Office and the final audit report will be released soon.

Health Insurance Updates

The College has successfully enrolled employees for the state health insurance for 2025. Dr. Laura Byrd thanked the Finance, Technology Innovation, and Human Resources team for their hard work with this project.

Mr. Tim Morris adjourned the meeting at 3:27pm.

Respectfully submitted by Kailyn Wurm, Recording Secretary.

**DISTRICT BOARD OF TRUSTEES
LAKE-SUMTER STATE COLLEGE
LEESBURG CAMPUS
November 20, 2024**

PRESENT: Mr. Bret Jones, Board Chair, Ms. Jennifer Hooten, Vice-Chair, Dr. Laura Byrd, Interim President, Board Members: Ms. Ivy Parks, Mr. Tim Morris, Ms. Emily Lee, Mr. David Hidalgo, and Board Attorney Ms. Anita Geraci-Carver.

DISTRICT BOARD OF TRUSTEES WORKSHOP

The Jacobs and DPZ architects presented the final iteration of the South Lake Master Plan to the District Board of Trustees for review. The Trustees agreed to begin coordinating the next steps of implementation of the master plan into the 2025 Legislative Budget Request.

REGULAR MEETING

CALL-TO-ORDER:

The regular meeting of the District Board of Trustees, Lake-Sumter State College, was called to order by Board Chair Bret Jones at 5:27 p.m. on November 20, 2024, at the Leesburg Campus.

PUBLIC COMMENT:

No public comment cards were submitted.

PRESENTATIONS:

Dr. Joseph Mews presented and introduced the fall sports student athletes of Cross Country/Half Marathon, Golf, and Volleyball to the District Board of Trustees.

CONSENT CONSIDERATIONS:

MOTION to approve, Ms. Emily Lee, SECOND, Mr. Tim Morris, motion passed unanimously.

SCHEDULED INFORMATION REPORTS:

Interim President Byrd presented her report.

- Employees were grateful for the Trustees approving a full day off on November 8, 2024 for the enrollment achievements reached.
- The recent banking issue with WellsFargo was quickly address and resolved. The College will work on an RFP for banking services for review and approval at an upcoming Board meeting.
- Attended the AFC COP & Trustee join meeting in Orlando. The FCS will ask for a \$200 mil. Legislative request.
- Performing arts shows have begun with final shows of the year occurring in the first weeks of December.
- Visited with various department and divisions for feedback from college employees.
- The Strategic Plan dashboard link is live and available to all employees under the intranet.
- In order to be in compliance with the State Auditor's Office, the Foundation Audit for Trustee approval will be moving from November to September as the Auditor's Office allows 9 months after the fiscal year ends to submit the final DSO audit.
- Met with local delegation for support of the South Lake Master Plan into the 2025 Legislative Budget Request. Dr. Laura Byrd recommends a \$2 million dollar ask for the remodel of Building 2 at the South Lake Campus to begin implementation of the master plan. **MOTION to approve the \$2 million dollar ask for the remodel of Building 2 at the South Lake Campus as the 2025 Legislative Budget Request, Mr. David Hidalgo, SECOND, Ms. Emily Lee, motion passed unanimously.**
- Met with College lobbyists to review the South Lake Master Plan support and assistance with support of the Eustis site.

Vice President Nick Kemp presented his report.

- Reported the successful implementation of same-day registration for students. With the collaboration from the Enrollment and Student Affairs teams and Technology Innovation teams, students notified of acceptance into LSSC decreased from about a two-weeks to a one-day notice. The Enrollment and Student Affairs teams are working on asynchronous orientation to provide more access for students.

The Board Attorney report was presented by Ms. Anita Geraci-Carver.

Mr. Bret Jones presented the report for the Executive Committee Meeting.

Ms. Jennifer Hooten presented the report for the Facilities Committee Meeting.

Mr. Tim Morris presented the report for the Finance & Private-Public Partnership

Committee.

Mr. David Hidalgo presented the reports for the Strategic Planning Committee and the Foundation.

Ms. Ivy Parks did not report for the Student Engagement Committee Meeting as a meeting is scheduled in the new year.

NEW BUSINESS:

1124-20 – CITY OF LEESBURG BUS SHELTER RELOCATION

This agreement with Lake County and LSSC permits the City of Leesburg to remove the bus stop shelter and its amenities on the Leesburg Campus. As part of the removal project, the County will be entering LSSC's property.

MOTION to approve the agreement for the removal of bus stop shelter on the Leesburg Campus and right of entry, Mr. Tim Morris, SECOND, Ms. Jennifer Hooten, motion passed unanimously.

1124-21 – NAMING FOR THE LIVE WELL FOUNDATION OF SOUTH LAKE

In recognition of monetary contributions to the LSSC Foundation, Inc. to support Health Professions, the LSSC Foundation, Inc. recommends naming the Respiratory Care Lab at the South Lake Campus for The Live Well at South Lake. This item was previously reviewed by the District Board of Trustees at the October Board meeting and brought back for final approval.

MOTION to approve the naming for The Live Well Foundation at South Lake, South Lake Campus for the Respiratory Care Lab, Ms. Ivy Parks, SECOND, Ms. Emily Lee, motion passed unanimously.

1124-22 – BEACH VOLLEYBALL COURTS RENDERINGS, LEESBURG CAMPUS

The District Board of Trustees approved the acceptance of an in-kind gift to upgrade the current practice outdoor volleyball courts to competition level beach volleyball courts. The renderings of the upgrades to the District Board of Trustees will be provided at the meeting for approval. The Trustees requested the design of the courts follow beach volleyball collegiate standards.

MOTION to approve the Beach Volleyball Courts renderings at the Leesburg Campus to be completed following beach volleyball collegiate standards, Ms. Ivy Parks, SECOND, Mr. Tim Morris, motion passed unanimously.

1124-23 – NAMING FOR LEESBURG CAMPUS ATHLETICS FIELDS

In recognition of a monetary gift to the LSSC Foundation, Inc. – consisting of the baseball field, softball field, and concession stand – will be renamed for Michael Matulia.

MOTION to approve the naming for the Leesburg Campus Athletics Fields consisting of the baseball field, softball field, and concession stand to Michael Matulia, Ms. Tim Morris, SECOND, Ms. Emily Lee, motion passed unanimously.

1124-24 – LSSC APPROVAL OF FOUNDATION 2025 BOARD MEMBERS/OFFICERS

At the July 24, 2024 Lake-Sumter State College Foundation Quarterly Board meeting, the Board approved and recommends to the District Board of Trustees the 2025 slate of Foundation Officers and Directors as written. Dr. Laura Byrd requested one revision to remove Daniel Whitehouse as he has resigned and instating Michelle Michnoff as President-Elect.

MOTION to approve 2025 Foundation Board Officers/Directors with the revision of removing Daniel Whitehouse as he has resigned and instating Michelle Michnoff as President-Elect, Mr. David Hidalgo, SECOND, Ms. Ivy Parks, motion passed unanimously.

1124-25 – LSSC FOUNDATION, INC. 2025 BUDGET INCLUDING COLLEGE SUPPORT

The Lake-Sumter State College Foundation, Inc. Board approved the 2025 budget to include in-kind contributions from the College for approval.

MOTION to approve the LSSC Foundation, Inc. 2025 Budget including College support, Mr. David Hidalgo, SECOND, Ms. Ivy Parks, motion passed unanimously.

1124-26 – LSSC FOUNDATION, INC. 2023 AUDIT

The Lake-Sumter State College Foundation Board accepted the 2023 LSSC Foundation audit and presents for review by the LSSC District Board of Trustees.

MOTION to acknowledge the LSSC Foundation, Inc. Audit 2023, Mr. Tim Morris, SECOND Ms. Ivy Parks, motion passed unanimously.

1124-27 – STATE BOARD OF EDUCATION GENERAL EDUCATION REVIEW RESPONSE

The LSSC Board of Trustees and College President approved the institution's 2025-26 general education course offerings August 19, 2024. The approved list was submitted to the FLDOE Office of Articulation (ACC) for review by the September 1, 2024, deadline. On October 25, 2024, LSSC received a letter of findings from the ACC detailing items in the submission in need of revision. LSSC general education faculty and staff convened the week of October 30, 2024, reviewed the findings letter, and made modifications as requested.

MOTION to approve the LSSC's 2025-26 General Education course offerings and

revisions requested by the FLDOE, Ms. Ivy Parks, SECOND Ms. Emily Lee, motion passed unanimously.

1124-28 – PRESIDENTIAL UPDATE

The District Board of Trustees discussed the importance of finding a president within Lake and Sumter counties. The Trustees agreed to have a committee of peers from Lake and Sumter counties review presidential candidates. Chairman Jones asked the Trustees to each provide individuals they believe would be best serving on the committee by the December 2024 Board meeting.

This item is for discussion purposes only.

OTHER CONSIDERATIONS:

The next regular meeting is scheduled for January 15, 2025 at the South Lake Campus.

The meeting was adjourned at 6:52 p.m.

ATTEST:

Mr. Bret Jones, Chair

Dr. Laura Byrd, Secretary/Interim College President

Recording Secretary: Kailyn Wurm

NEW BUSINESS



Background/References

Florida Statute 1001.64, paragraph 26, indicates that each Florida College System institution board of trustees is authorized to contract for the purchase, sale, lease, license, or acquisition in any manner, including purchase by installment or lease-purchase contract which may provide for the payment of interest on the unpaid portion of the purchase price and for the granting of a security interest in the items purchased, subject to the provisions of subsection (38) and ss. 1009.22 and 1009.23, of goods, materials, equipment, and services required by the Florida College System institution.

Summary

LSSC depends on Armed Security Services to ensure a secure and welcoming environment throughout the campus. With the current contract nearing its expiration, the College is preparing to negotiate a new agreement through a competitive solicitation process.

RFP 25-01 was publicly posted on the LSSC website as well as via relevant solicitation portals to announce the request for interested parties to submit proposals for Armed Security Services for the Leesburg Campus, South Lake Campus, Sumter Center, and Four Corners.

LSSC received proposals from 21 firms for RFP 25-01. The three-person review team independently scored the proposal packages on a set of criteria and met on Tuesday, Nov. 12 to examine the composite scores. The team determined that all 4 firms scoring above 60 would be invited for 2nd round presentations on Nov. 21. All 4 firms accepted the invite for the 2nd round including a 50-minute presentation followed by a 10-minute Q&A session. The participating firms were Excelsior Defense, Kent Security Services, GardaWorld Security, and Allied Universal Security Services.

The three-person review team scored the 2nd round presentations to see which one best meets the needs for this LSSC project and have made a ranked listing of the Security firms. Following the final presentation, the team ranked the firms based on their cumulative scores from the first and second rounds.

It is recommended to enter negotiations with the highest ranked firm, Allied Universal Security Services, on a contract to provide Armed Security Services for LSSC.

Recommendation

Motion to enter negotiations with the highest ranked firm, Allied Universal Security Services to provide Armed Security Services for LSSC as written.

First Amendment ARPA Agreement with Lake County

Agenda Item: 1224-05

Background/References

Pursuant to Florida Statute 1001.64, the District Board of Trustees shall be responsible for cost-effective policy decisions appropriate to the Florida College System institution's mission, the implementation and maintenance of high-quality education programs within law and rules of the State Board of Education.

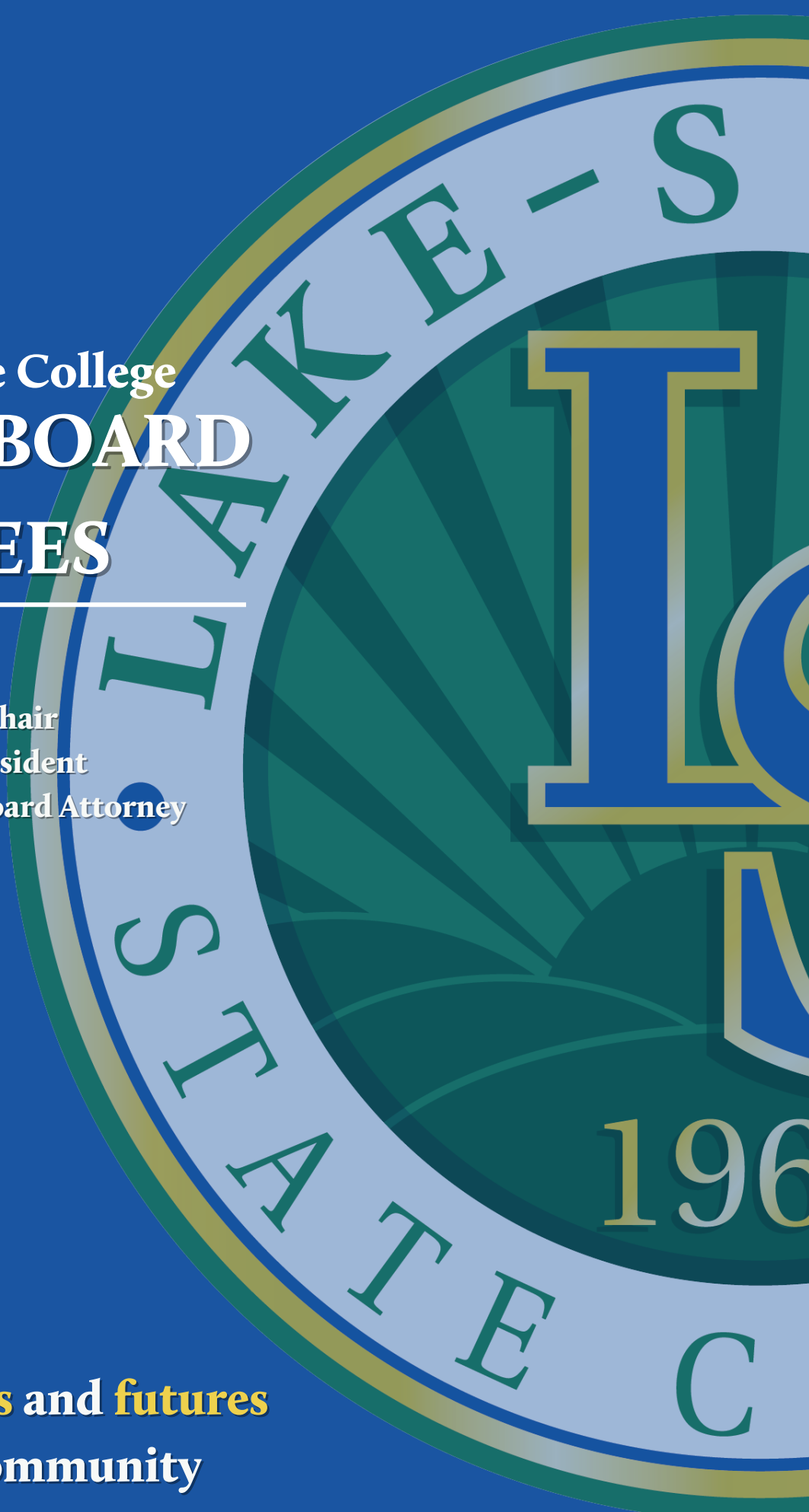
Summary

The District Board of Trustees approved the agreement in June 2023 for the College to pursue a grant opportunity with Lake County for \$300,000 in ARPA (American Rescue Plan Act) funds for the Construction Management program. The College is requesting that the grant be extended per the terms in the original agreement.

The letter and amended agreement is provided in the supplemental board packet.

Recommendation

Motion to approve the first amendment to the ARPA Subrecipient agreement originally approved by the District Board of Trustees in June of 2023.

The logo of Lake-Sumter State College is a circular emblem. It features a central sunburst design with rays emanating from the top. The words "LAKE-SUMTER STATE COLLEGE" are written in a circular path around the sunburst. The year "1966" is positioned at the bottom of the emblem. The colors used in the logo are blue, green, and gold.

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

Mr. Bret Jones, Chair

Ms. Jennifer Hooten, Vice Chair

Dr. Laura Byrd, Interim President

Ms. Anita Geraci-Carver, Board Attorney

Mr. David Hidalgo

Ms. Emily Lee

Mr. Timothy Morris

Ms. Ivy Parks

Transforming **lives and **futures**
throughout our community**