

**LAKE TECHNICAL COLLEGE**  
Board of Directors Meeting  
September 13, 2021 / 4:30 p.m.  
**Tech Dining Room**

**CALL TO ORDER:**

Chairperson, Chief Richard Keith welcomed Members and requested to recite The Pledge of Allegiance followed by a Moment of Silence.

**DETERMINATION OF A QUORUM:** A quorum was determined and Chairperson, Chief Richard Keith called the meeting to order at 4:30 p.m. *Copies of tabbed items will be included with the final, approved Meeting Minutes.*

**DIRECTOR MEMBERS PRESENT:**

Board Chairperson, City of Tavares Fire Chief, Mr. Richard Keith & Vice- Board Chairperson, Dr. Isaac Deas; Members: Mr. Mickey Gauldin, Mr. C. A. Vossberg, Mrs. Judy Beda, Mr. Gerald Cobb, Mr. Timothy Morris, and Mr. David Steele.

**APPROVAL OF THE MEETING MINUTES OF JULY 26, 2021** (*Tab 1*) The Meeting Minutes of the July 26, 2021 Regular Board Meeting were approved as written; \*M/S/P (*\*motion made, seconded, passed*)

**PUBLIC COMMENT:** None.

**BOARD CHAIRPERSON REPORT** – (Discussion regarding vacant Board of Director seat formerly occupied by Mr. Fred A.M. Cobb.) Chairperson Keith stated that the Board of Director seat, previously filled by former Chief of Police, Chief Fred A.M. Cobb, became vacant in July. While not discussed at the previous meeting, he assumed it would be the Board’s desire to fill the vacancy.

He explained that when the vacancy occurred, the City of Clermont’s Chief of Police, Chief Charles Broadway, immediately came to his mind as a replacement Member. He knew that Chief Broadway is very well-known throughout Lake County, and not only could he represent the law enforcement sector; but, also provide LTC representation in south Lake County. He recently learned of Chief Broadway’s interest in serving on the Charter Board of Directors and he pursued inviting him to attend the September Meeting to give Members the opportunity to meet Chief Broadway in person and he also imposed on him to provide his biography ahead of the Meeting for Members to review. He told Members that it was not necessary to vote on appointment at this Meeting, but Chief Broadway is ready and a Board of Director Member representing the criminal justice sector is needed since it represents large program offerings at LTC.

Member, Mickey Gauldin called point of order; emphasizing that the Meeting Agenda stated “to discuss” a vacancy, not for Board authorization to fill a position.

Chief Keith requested to open the floor for discussion of the matter. As discussion ensued, there was a consensus among the Members that Chief Broadway’s involvement with law enforcement; and his experience in public speaking, it was exemplary and representative of a Board of Director Member of that program.

Member Gerald (“Jerry”) Cobb noted that Chief Broadway was also hired as a part-time instructor for the Law Enforcement program. Chairperson Keith acknowledged that and stated that there is a Lake County School (LCS) district rule that states an employee cannot serve as a Member of the Charter Board of Directors. Chief Broadway was hired as a part-time instructor; however, he has never received payment for his services and essentially serves as a guest speaker.

He said, according to Attorney, Kevin Stone, as long as Chief Broadway does not receive payment for his services; this appointment is acceptable.

The discussion came to a close, and Chairperson Keith then opened the floor to vote on the need to fill the open position. Board Secretary, Mrs. Lana Payne, confirmed that the increase of Members from six to nine aided in successful meeting quorums and the vacancy creates a need for a position. The Board voted to establish a position for the vacant seat.

IT WAS THE CONSENSUS OF THE BOARD TO APPOINT CHIEF CHARLES BROADWAY TO THE LAKE TECHNICAL COLLEGE BOARD OF DIRECTORS REPRESENTING THE LAW ENFORCEMENT PROGRAM.

**PROGRAM SPOTLIGHT:** Part-time evening Baking & Pastry Arts instructor, Paula Lach, was asked to provide a report on the program; however, the evening class was in session and she was unable to present.

**REPORTS:** None.

**UNFINISHED BUSINESS:** None.

**PERSONNEL:** (2020-2021 for Main Campus & Institute of Public Safety)

**CONSENT AGENDA** (Tabs 2 – a - f): 2021-2022 for Main Campus & Institute of Public Safety: *(Charter Board Approval to support quarterly turnover activity reported by LTC to LCS Human Resources)*

**2a** **REQUEST TO HIRE:**

**Full-time 4531:**

- **Dean of Student Enrollment** – Colborne, Kelli A. (164627) *effective 09/01/21*

**Part-time 4531:**

- **Adult Ed Part-time, GED** – Cardenas, Rose J (164655) *effective 08/23/21*; Mangal, Gainwatie (158166) *effective 08/16/21*
- **Adult Ed Part-time, Health EMT/Paramedic** – Carter, Anthony G. (162386) *effective 07/15/21*
- **Adult Ed Part-time, Health LPN/Clinical** – LaBud, Pamela C. (158538) *effective 08/23/21*
- **Adult Ed Part-time, Tech Trade, Welding** – Johnson, Chase (164420) *effective 08/30/21 (date corrected from 7/26/21 Meeting Agenda)*

**Part-time 4535:**

- **Public Service Part-time, Law Enforcement - Corrections** – Dane, Mylissa (164608) *effective 08/20/21*; Capri, Craig A. (164677) *effective 08/26/21*; Causey, David (164599) *effective 08/26/21*

**2b** **TRANSFER, RETIRING, RESIGNATION, & TERMINATION:**

**Full-time 4531:**

- **Program Specialist PS** (*grant funded*) – Shadick, Tyler (161620) *resignation effective 08/27/21*

**Part-time 4531:**

- **Adult Ed Part-time, Health EMT/Paramedic** – Sadeghi, Alizera (156327)  
*termination effective 08/23/21*

**2c Ratification of Agreement** (*no changes; annual approval*)

- **2021-2022 Dual Enrollment\_Champion Preparatory Academy-LTC**
- **2021-2022 Dual Enrollment\_LCSB-LTC**
- **2021-2022 Dual Enrollment\_SCSB-LTC**

**2d 2021-2022 LTC Policy/Procedures/Plans - Intranet** (*annual review; COE requirement*)

- LTC Policy and Procedures
- Book of Plans  
*(COE requirement - Posted on LTC Intranet)*
- Cleary Act
- Campus Safety and Security Policies
- Drug and Alcohol Abuse Prevention Plan  
*(Cleary Act Federal requirement – Posted on LTC Website)*

**2e Mission and Vision Statement** (*annual review; COE requirement*)

**2f Property Disposition** (*1<sup>st</sup> Quarter Report*)

**NEW BUSINESS:** (*Tabs 3 – 7 approved; M/S/P no Members abstained*)

**RFA 2020-2021 Ending Budget (Tab 3)** Mrs. Tarsha Jacobs, CPA for LTC reviewed the Final Budget Amendment 2020-2021 with Director Members. Mrs. Jacobs requested Board approval to conform to state standard accounting and state mandates.

**RFA 2021-2022 Beginning Budget Amendment (Tab 4)** Mrs. Tasha Jacobs, CPA for LTC reviewed Beginning Budget Amendment for 2021-2022 with Director Members. Mrs. Jacobs requested Board approval to conform to state standard accounting and state mandates.

The Budgets are available for review on the LTC Website: laketechnology.org.

**2020-2023 Lake Technical College Strategic Plan (Tab 5)** (*Updated position titles only*) Mrs. Thomas stated that LTC's Strategic Plan is a three-year plan; however, the school's accreditation body, Council on Occupational Education (COE), requires annual review and approval.

She mentioned that former Executive Director, Dr. Diane Culpepper, presented the plan at the May 17<sup>th</sup> Meeting for annual review with updates made to the leadership page in preparation of the Executive Director transition beginning June 1, 2021. However, following Dr. Culpepper's retirement date of August 31, 2021, additional changes were made to the leadership team. The page has been updated to reflect the changes. She confirmed that no changes were made to the strategies or indicators approved in May. She informed Members that status updates have been colored-coded in red so that Members are aware of what has been determined completed or in-progress.

Vice-Chairperson, Dr. Isaac Deas, recommended updating the Board of Director Members page to include new Board of Director, Chief Charles Broadway to finalize the approved revision.

**Letter of Intent between Lake Technical College and Lake County Schools (LCS) for renewal of Charter Contract (Tab 6)** Mrs. Thomas informed Members that the Letter of Intent between LTC and LCS must be submitted by October 1, 2021 to confirm the Board's desire to continue with the Charter renewal process. Mrs. Thomas said that the district's Career-Technical, School Choice, and Community

Education department handles LTC's Charter renewal and she recently attended a meeting with the staff and was provided a time-line and a monitoring tool listing specific categories of focus for this process.

During discussion, Member, Tim Morris, mentioned that the Request for Approval (RFA) stated through 2027 and he questioned if the contract period is normally five-years. Mrs. Thomas stated that the length and term of the contract will be decided during the negotiation process and referred Members to the form accompanying the RFA that is required by Florida Department of Education (FLDOE). She said the form requires a date to be entered and the year 2027 was based on a five-year period of the current contract's expiration date of June, 2022. She stated that the form is a normal part of the renewal process and it is strictly a formality.

Mrs. Thomas stated that annually, the district conducts site visits for monitoring and the most recent monitoring was conducted this past spring. This year, an application to renew the Charter must be submitted in January and she anticipates that application being ready for review in December Board Meeting.

Member, Mickey Gauldin recommended that Board Members read the current Charter contract. Mrs. Thomas advised Members that Board Secretary, Lana Payne, will follow-up by providing the current contract to Members in an e-mail communication. He recommended the contract changes be a point of discussion at the next Meeting. He reminded Members that previously, Superintendent Kornegay encouraged LTC to remain a conversion charter, with the district at its sponsor, and an agreement, of principal, was recently signed acknowledging the working relationship and continuation of partnerships. Mrs. Thomas, agreed and stated that Superintendent Kornegay supports LTC's Mission, values the relationship between LCSB and LTC and its partnerships, and she is a supporter of Workforce Education and she encourages the connections from career pathways all the way through to college. Members were in agreement for Mrs. Thomas and her leadership team to proceed with the renewal process.

**RFA – Lake Technical College COVID-19 Policy (Tab 7)** Mrs. Thomas reported that as of July 1, 2021, LTC experienced 111 COVID-19 exposed or positive faculty, students, and staff out of a total of 1,105 full time personnel and students who served in this timeframe. LTC continues to follow the recommended CDC guidelines as well as acceptable industry standards as related to the occupational program. However, since this action varies somewhat from the decision made by the Lake County School Board, and as a conversion charter we are allowed to vary from their decision, she is seeking approval from the LTC Charter Board on the following recommended protocols:

- Faculty, staff, and students would continue mask optional, with those working closely together strongly encouraged to wear a mask.
- All faculty, staff, and students will continue to be encouraged to stay home if they are sick or not feeling well.
- Mask required as related to industry in certain program areas such as culinary, emergency medical services, cosmetology, and health science and when students are working with each other, the public, or a group project (where they will be closer than 6 feet for more than 15 minutes). Requirement must be authorized by administrator.
- Recognition that programs held at non-LTC sites such as LSSC Clermont campus, Lake County Animal Shelter, various clinical sites, and various adult education community partner sites will be required to follow the guidelines established by those locations.
- Positive students/personnel needing isolation will follow the return protocols of LCS and CDC based on length of time and symptoms.
- Exposed students/personnel needing quarantined will follow the return protocols of LCS and CDC based on length of time, symptoms (or lack of), and option of negative PCR test.

Mrs. Thomas stated that the Board provided a consensus of approval about these protocols earlier this year; however, there should be a Board approved, formalized policy in place to support school staff when they are advising students. She said that county-wide, there has been an increase in numbers. However, the protocols that LTC follows are working and, in general, compared to the numbers locally, LTC's case numbers are good considering the face to face work that is conducted by instructors and students. She confirmed that taking staff and student temperatures is not required as it was initially; individuals are presenting without fever. The school is continuing to take temperatures of guests of the school and is able to stop individuals with fever before they go any further than the entrance in the front lobby. Instructors are encouraging students who are coughing or not feeling well, to stay home. Mrs. Thomas stated that self-rapid tests have been ordered and are kept in administration for staff who suddenly feel symptoms at work and want to test. She stated that, as an added measure of protection for staff, there are also Plexiglas barriers in place in the offices dealing directly with the public and she is leaving that decision to the individual staff members in their work areas.

#### **EXECUTIVE DIRECTOR REPORT:**

- **Update regarding Charter Contract Renewal** (*discussed on Tab 6*)
- **Fall Program Advisory Committee Reception – Thursday, September 23, 2021 @ 6:00 p.m.**  
Chairperson Keith and Executive Director, Thomas encouraged Board Members to attend the Fall Program Advisory Committee Reception. Mrs. Thomas stated that each program has volunteer advisory committees that consist of individuals from industry who contribute to a program by providing current and relevant information about technologies or business practices being used in industry. COE requires two Committee Meetings per year and the Fall Advisory Reception is a way to welcome them, network, and thank them for serving the school in that capacity. She said the reception is scheduled to take place between 6:00 p.m. and 6:30 and that some programs are holding their fall Meetings before the reception and some following the reception. She stated that to provide an opportunity for social-distancing to those who feel uncomfortable indoors, additional tables were ordered to expand attendance to the outside courtyard and there is still an option to attend virtually.
- **2021-2022 Council on Occupation Accreditation Certificates** (*Information only*)
- **Campus Life Calendar** (*3-month at-a-glance - Information only*)

#### **DATE/TIME OF NEXT MEETING:**

Recommended pre-scheduled meetings dates for **2021-2022** school year:

- Monday, December 13, 2021 @ 4:30 p.m. *Board Room, Hallway A*
- Monday, March 7, 2022 @ 4:30 p.m. *Board Room, Hallway A*
- Monday, May 16, 2022 @ 4:30 p.m. *Board Room, Hallway A*

#### **ADJOURNMENT:**

Respectfully submitted,



Mrs. DeAnna D. Thomas  
Executive Director