

**LAKE TECHNICAL COLLEGE**

Board of Directors Meeting

March 7, 2022 / 4:30 p.m.

**Board Room**

**OPENING ITEMS:**

- Call to Order; The Pledge of Allegiance followed by a Moment of Silence
- Determination of a Quorum

*\*Copies of tabbed items will be included with the final, approved Meeting Minutes.*

*\*M/S/P (\*motion made, seconded, passed)*

**DIRECTOR MEMBERS PRESENT:**

Board of Director Member, 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. David Steele, and Chief Charles Broadway

**DIRECTOR MEMBERS NOT PRESENT:**

Member, Mr. Timothy Morris

**APPROVAL OF THE MEETING MINUTES OF DECEMBER 13, 2021** *(Tab 1)* It was the consensus of the Board to postpone approval of the December 13, 2021 Meeting Minutes until the fourth quarter Board Meeting. The already approved Meeting Minutes of September 13, 2021 were, in error, included within the March 7, 2021 Board Meeting packet.

**PUBLIC COMMENT:** None.

**EMPLOYEE RECOGNITION FOR YEARS OF SERVICE:** **Mrs. Diane S. Hutchinson, Industrial Assistant Guid Srvs – Testing Department** Executive Director Thomas invited Mrs. Hutchinson to stand before the Board to be recognized for her years of service with LCS from 10/05/1989 through to her Retirement Date of 02/28/22. Mrs. Thomas stated that one of Ms. Hutchinson's greatest contribution was pioneering the Assessment Lab as LTC grew into being a certified Pearson Vue testing center and as the lab began offering different industry exams and certifications as she was responsible for developing the processes and policies alongside Mrs. Stephan; making the Lab run efficiently. She thanked Mrs. Hutchinson for her dedication and her service to LTC, its staff, and students.

**REPORTS:** None.

**UNFINISHED BUSINESS:** None.

**CONSENT AGENDA MARCH 7, 2021:** *(Tabs 2 – b approved; no Members abstained M/S/P)*  
2021-2022 for Main Campus & Institute of Public Safety: *(Charter Board Approval to support quarterly turnover activity reported by LTC to LCS Human Resources)*

**PERSONNEL:** *(Main Campus & Institute of Public Safety)*

**2a. APPOINTMENT/IN-HOUSE CHANGE ASSIGNMENT:**

(4531) *None.*

(4535) *None.*

**2b. REQUEST TO HIRE:**

**Full-time 4531:**

- **Records Specialist, Admissions** – Moore, Minnie (165355) *effective 02/01/22*
- **Custodian (30-hr weekly)** - Storm, Irene (120159) *effective 02/22/22*

**Part-time 4531:**

- **Adult Ed Part-time, Health (EMT/Paramedic)** – Benjamin Jr., Charles E. (165353) *effective 02/01/22*; Laretta, Kristen N. (165354) *effective 02/01/22*; Gault, Jacob (165352) *effective 02/01/22*

**Part-time 4535:** *(part-time hires pending)*

- **Adult Ed Public Srvc, Law Enforcement** – Olson, Jonathan (165481); Drummond, Joshua (165528) *effective 02/28/22*; McCormick, Jason (125992) (03/07/22)
- **Adult Ed Public Srvc, Firefighting - Advanced** – Fox, Joseph (165402) *effective 02/28/22*; Barton, Matthew (165398) *effective 03/07/22*; Ramey, Christopher (165401) *effective 03/29/22*

**2c. TRANSFER, RETIRING, RESIGNATION, & TERMINATION:**

**Full-time 4531:**

- **Records Specialist, Admissions** – Carnegie, Alyssa (159461) *end-date 12/22/21; Resignation*
- **Teacher, Health Job Prep** – Brooks, Rebecca (163814) *end-date 03/04/22; Resignation*
- **Records Specialist, Admissions** – Feely, Rebekah (126987) *end-date 03/11/22; Transfer*

**Part-time 4535:**

- **Adult Ed Public Srvc, Firefighting** – Longest, Robert D (110747) *death 08/13/21*; Fickett, Robert (158873) *resignation effective 12/14/21*; Elliott, Steven L. (158410) *resignation effective 12/21/21*

**NEW BUSINESS:** *(Tabs 3-8 approved; no Members abstained M/S/P)*

**At-A-Glance Budget Summary November 30, 2020 – January 31, 2021 (Tab 3)** *(no action required)* The 3-Month At-A-Glance Summary was reviewed by Business Manager and Board Treasurer, Mrs. Lorraine Foster. Mrs. Tarsha Jacobs, CPA, was also available to answer any questions. There was no discussion by the Board. On behalf of the Board, Chairperson Keith thanked Mrs. Foster for her report.

**RFA: Effective Performance Award (Tab 4)** Mrs. Thomas provided a Request for Approval stating that the Lake County School Board approved retention bonuses for all LCS employees to be distributed in two parts (March 2022 and September 2022).

Lake Technical College faculty and staff are LCS employees. The Higher Education Emergency Relief funds (HEERF) that were received by LTC allow for all employees, except executive salaries, to be paid an effective performance award for work performed during the unusual circumstances of the last few years. These funds are available until May 2022. The Lake County School District has agreed to contribute to the payment in September. Mrs. Thomas made this recommendation to provide effective performance awards to all faculty and staff with the HEERF and executive staff with regular budget. The Fiscal Impact amount of \$201,413.00 is based on the following categories:

- Full-time faculty and staff - \$150,041 (\$2,000 per employee)
- Executive staff - \$23,816 (\$2,000 per employee)
- Part-time adjunct faculty in 21-22 year - \$27,556 (\$250 per employee)

**RFA: Annual Instructor Stipend – Health Science, Pharmacy Technician** (*Approval Required for LCS*) (**Tab 5**) Mrs. Thomas stated that prior to working at LTC, the Pharmacy Technician program instructor taught Biology at Leesburg High School (LHS) for five years. As an established K-12 instructor, her salary was set according to the LCS instructional salary schedule. The instructor, who was a licensed pharmacist, transferred to a career-technical instructor position for the Pharmacy Technician program at LTC. The district’s Human Resources department would not credit the years of experience in the Pharmacy industry to her salary. This supplement request is submitted annually for approval to compensate the difference in salary for those additional years of industry experience. The Executive Director recommends a charter supplement in the amount of \$3,100.00 for the 2022-2023 School Year.

**RFA: Annual Instructor Stipend – Firefighter Program Director** (*Approval Required for LCS*) (**Tab 6**) Mrs. Thomas stated that Donald Adams’ Doctorate Degree subject area is Organizational Leadership. Lake County Schools does not apply the Doctorate Degree differential to his salary. She stated that Donald Adams’ job duties as Fire Academy Director at Lake Technical College’s Institute of Public Safety are primarily to provide administrative oversight to the Fire Academy and other associated programs; duties that align with the Doctorate Degree primary content assignment of Business. Therefore, Executive Director recommended a charter supplement to be applied to his salary in 2022-2023 for the differential amount of \$4,325.00. She reminded Members that previously, at the July 26, 2021 Meeting, the Board approved two RFA’s for salary differential. One; to compensate at a pro-rated amount from hire-date of May 14, 2021 through the end of his 2021 contract and a second; to compensate the full differential amount for the 2021-2022 school year.

**2021-2022 Lake County Schools Contract for Services for Purchase by Charter Schools and Annual Costs** (**Tab 7**)

- Annual Costs for Purchased Services Form*
- Contract for Services for Purchase*

Mrs. Thomas stated that charter schools purchases services from LCS annually. The services selected were initialed for reference. Mrs. Thomas stated that the district’s Choice, Charter, and Community Education department typically provides the new contract and annual costs selections are approved in September by the Board. This year, it was received late. Mrs. Thomas assured Members that there is no impact to what LTC has been paying and the services that LTC is already receiving from LCS.

**BOARD CHAIRPERSON REPORT:**

Chairperson Keith complemented the school on the new LED monument sign at the front of the campus on Kurt Street.

Chairperson Keith stated that in May each year, the Board of Director Members vote on the Board Chairperson and Vice-Chairperson Positions for the upcoming school year.

He said it has been his honor to be a part of the Board and to serve as Chairperson; however, he has served in this position for several years and encouraged other Members of the Board, who might be considering to serve as Chair or Vice-Chairperson, or who have questions about serving in this capacity, to please contact Executive Director, Thomas. He stated that there are responsibilities that come with these positions; such as a flexible schedule to be available to Mrs. Thomas and Mrs. Payne when needed, or for conversations, phone calls, signatures, etc; but, nothing outlandish. Vice-Chairperson, Dr. Isaac Deas supported this suggestion for the Vice-Chairperson position also.

Chairperson Keith recommended that all Director Members participate in the upcoming graduation ceremonies. The main graduation will be held at Lake Sumter State College's (LSSC) Leesburg campus, in the Everett A. Kelly Convocation Center, on Friday June 10, 2022. Three ceremonies will take place; 9:00 a.m. State of Florida High School graduates, 11:30 a.m. and 2:00 p.m. CTE program graduates. Members, please notify Graduation Coordinator, Mrs. Sonya Rosenglick @ [rosenglicks@lake.k12.fl.us](mailto:rosenglicks@lake.k12.fl.us), if you are planning to attend all, or if you are only available during certain time-frames, so that seating arrangements and proper introductions are made at each of the ceremonies.

Chairperson Keith congratulated and complemented the Board on their choice for Executive Director. He stated that, as Chairperson, he has had opportunities to observe Mrs. Thomas when representing LTC at various meetings and events and said that she does a phenomenal job; especially, with the recent meetings involved in the Charter Contract Renewal process. He mentioned that Attorney Stone was present to answer any questions Members may have about the process and to provide an update on contract negotiations. He also suggested that during the five-year period in between contract renewal, after the first two years, Members taking time to discuss, without rushing, the possibility of final separation from the district in the future. Vice-Chairperson, Deas also thanked Chairperson Keith and Mrs. Thomas for their dedication to LTC in these positions by attending the various meetings and outside events. Member, Mr. Mickey Gauldin commented that he and Vice-Chairperson, Deas, are founding Director Members, and when they joined the Board, LTC was a good school; no problems and kind of unknown around the county, but it was a good school. Through the years, LTC has become a great school with excellent leadership, excellent teachers, and an excellent Board and he is proud to serve on the Board.

**TAB 8: Governance Training Status Report** (2-hour refresher course due in 2022)

Chairperson Keith reviewed the following details regarding completed and upcoming expiration dates of governance trainings certificates:

- *Judy Beda* – *completed on 02/07/22*
- *Timothy Morris* – *06/17/22*
- *Gerald Cobb* – *07/01/22*

**EXECUTIVE DIRECTOR REPORT:**

- **Update regarding the Charter Renewal** - The Charter Renewal Application reviewed by the Board and approved in December 2021 was submitted. LTC is now approved to move forward with the contract negotiation phase. LTC's Attorney, Kevin Stone, is working with LCS Attorney, Steve Johnson on this phase.

Attorney Stone was present and stated that the charter renewal contract is based on a form from the state of Florida's Department of Education (FLDOE). LTC is the only charter career and technical school in the state; and the FLDOE form does not work well for LTC. Over the years, the district has modified the form specifically for LTC; and, over the years, that has been acceptable to the state. He informed the Board that a draft-contract is expected soon for Board review and that Members may be intermittently provided updates by either he or Mrs. Thomas if needed.

Mrs. Thomas stated that the deadline for the charter renewal process is June 30, 2022; however, there is an option to file for an extension if needed. A Special Meeting would be required for approval of the extension request. Member, Mickey Gauldin, questioned if, fundamentally, the current charter contract bears any resemblance to the new charter contract. Attorney Stone stated that the majority of it will be word-for-word identical to what LTC has currently been operating under; many of the items in the FLDOE concept are true for any school; listing the responsibilities of the sponsor by law and the responsibilities of the school board. He stated that the relationship between LTC and LCSB is a good one and he does not anticipate anything disruptive.

Mrs. Thomas stated that in more recent years, LCS has acknowledged the differences between LTC and K-12 and work with the school. LTC and LCS have a good working relationship. She said, that LTC and LCS are partners and always look for ways to work together for the betterment of the community and the students here. On behalf of the Board, Chairperson Keith thanked Attorney Stone for his update.

- **FLDOE monitoring staff on-site visit** – Mrs. Thomas informed Members that the purpose of the on-site visit was to monitor all of the college’s grants; this included Adult Education, Perkins, and Rapid Credentialing grants. The Exit Interview took place last Thursday and she said she was extremely proud to report there were no findings; a perfect score. She thanked Director, Mrs. Stephan, Program Manager-Adult Ed, Mr. Seidner, and Assistant Director of Finance, (and Board Treasurer) Mrs. Foster, and their support team for their hard work.
- **Legislative update** – Mrs. Thomas informed the Board that the state budget is currently in negotiation stages between the Florida House of Representatives and the Florida Senate. This past fall, an allocation appropriation request for 3.5 million was submitted by LTC for the Tavares Transportation HUB project and that allocation is included in the budget to be approved. She stated that a similar legislative process was followed when the Center for Advanced Manufacturing (CAM) building was built and hoped this will be approved as well.
- **State of Florida Workforce Funding Committee** – Mrs. Thomas currently serves on the State Workforce Funding Committee and reported currently there are two differing amounts before the Florida House of Representatives and the Florida Senate in effort to fully fund the technical colleges. She is hopeful LTC will become 100% funded or movement in that direction. Mrs. Thomas noted Florida’s Governor is very supportive of workforce education and training and thanked Mrs. Foster for assisting with financial information requested by the Chancellor’s office.
- **RFA Lake County Board of County Commissioners (LCBCC) American Rescue Plan Act (ARPA) grant funding** – Mrs. Thomas referenced the Request for Approval (RFA) that the Board approved in December to accept \$3.5 Million in ARPA grant funds from the Lake County Board of County Commissioners (LCBCC) to use towards the three phases of the Tavares Transportation HUB building project. She said that she was happy to inform Members that Mrs. Foster received a check for \$5.5 Million. The LCBCC included an additional \$1.988 Million for Workforce Training and expansion of programs, a proposal she also submitted to the LCBCC last July. She said this will also be utilized towards another project she has been working on called Pathways to Prosperity; a project working with the sectors most impacted by Covid-19.
- **Executive Director Annual Assessment process: (forthcoming)** Mrs. Thomas informed Members that each year, during the months of February and March, several surveys are provided to Faculty, Staff, and Students. The survey results are provided to the Board in May for review as part of the Executive Director’s annual assessment. Once Climate Survey results are provided, Mrs. Payne will share them with the Board assessment tool in May ahead of the 4<sup>th</sup> Quarter Meeting so that each Member can assess her individually. Mrs. Thomas stated that she is happy to provide to the Board any information needed to conduct her assessment; and in the past, large amounts of digital exhibits or attachments were uploaded as proof that the indicators were met. However, with the recent Charter Renewal and LCS on-site monitoring visit, she suggested utilizing the documentation generated from those two events in place of separate exhibits.

She said that there would be an indicator to refer Members to the specific sections of the documentation. She is hopeful to move this direction.

Member, Mickey Gauldin stated that the exhibits provide information; what is time-consuming, is that many different areas of the assessment address the same exhibits. He suggested sequentially numbering the exhibits so that if one exhibit references three indicators, it is labeled to indicate that. Members agreed that many times it takes a lot of time for their personal computer system to load large attachments. Members were receptive to being provided exhibits for the assessment indicators in other formats.

- **Google – Board of Directors Hub** – Mrs. Thomas informed Members that, internally, the district works with the charter schools using a Charter Hub in Google. She stated that she and Mrs. Payne will be working in Google to create a similar private hub intended for Board of Director Members and its assigned Board Officers to work together. This would replace e-mailing large attachments. Members would simply be e-mailed a link that brings Members directly to the Google folder and there, Members would be able to view or reference any documents pertaining to Assessments or regular Board Meetings. She said the hub will allow for more efficient work and will lessen error.
- **South Lake Alliance - Lincoln Park** – Mrs. Thomas stated that in July 2021, Mrs. Sharon Keys of the Lincoln Park South Lake Alliance and Lincoln Park Impact Committee provided a presentation to the Charter Board about a community project to revitalize the vacated Clermont Elementary School facility. Mrs. Thomas provided an update on this project. She stated there has been increased community discussions about the project; even to house a “*Lake Tech South*” facility; but funding is the main issue. She notified Director Members that she has not brought this topic to the Board as a discussion item because there is no solid information to report; but, assured Members that she is very involved in the ongoing discussions.
- **Manufacturing Association of Central Florida (MACF)** – Mrs. Thomas thanked Board Member, C.A. Vossberg for joining her and Mrs. Stephan, who serves on the MACF Board, at the MACF President’s Dinner last Thursday. She stated that one of LTC’s students received a \$500 scholarship from MACF and was awarded at the dinner; his parents were able to be in attendance as well. Member Vossberg mentioned that Orange Technical College was also present. He informed the Board that LTC does have a presence outside of Lake County; LTC was mentioned many times in different conversations during the event.
- **LTC Receives Scholarship** – Mrs. Thomas referenced a recent press-release announcing that LTC received a \$30,000 scholarship specifically for Workforce Training and Career-Technical education from a long-time City of Eustis community member, Dr. Zeller. She stated that she was in Tallahassee when the scholarship was awarded; however, Mrs. Stephan and Mrs. Frazier met with him to accept the scholarship award on behalf of LTC.
- **United Way Fundraiser** – Zesty Ziti Lunch Flier – Mrs. Thomas invited Members to stop by on Wednesday, April 6<sup>th</sup> for lunch to raise money for the United Way of Lake and Sumter Counties.
- **Campus Life Calendar - March 2022** – provided for review and notification about upcoming events at LTC.

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

#### **Remaining Meeting schedule for 2021-2022 school year:**

- Fourth Quarter: Monday, May 16, 2022 (4:30 p.m.)

#### **ADJOURNMENT:**

Respectfully submitted,



---

Mrs. DeAnna Thomas  
Executive Director