

**LAKE TECHNICAL COLLEGE**  
Board of Directors Meeting  
December 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, and Mr. David Steele.

**DIRECTOR MEMBERS NOT PRESENT:** Members: Mr. Timothy Morris; Chief, Charles Broadway.

**APPROVAL OF THE MEETING MINUTES OF SEPTEMBER 13, 2021 (Tab 1)** The Meeting Minutes of the September 13, 2021 Regular Board Meeting were approved as written; **\*M/S/P (\*motion made, seconded, passed)**

**PUBLIC COMMENT:** Mr. Vance Jochim spoke and stated that he did not have any specific topic to discuss about LTC during Public Comment. Mr. Jochim requested to speak following CPA, Mrs. Tarsha Jacobs's presentation during Tab 4.

**PROGRAM SPOTLIGHT:** Chef Paula Lach, part-time evening Baking & Pastry Arts instructor, was introduced by Chef Koenig, Department Chairperson for the Professional Culinary Arts & Hospitality and Baking and Pastry Arts programs. He mentioned that Mrs. Lach is a former exemplary student and that LTC was so lucky that she returned to teach. Chief Keith stated it says a lot about LTC when former students want to return to teach what they've earned certification in.

Chef Lach informed Members that the students of her program are realizing there is a lot more to the program than baking pies and cupcakes or decorating cakes and making desserts. She said there are Baking & Pastry Arts disciplines such as time-management, working co-operatively and meshing with the culinary program food- service schedule, production/demand in the workforce, community-event involvement, and employment opportunities. She stated that the students are enjoying the program, and for her, it has been very fulfilling seeing the progress students make from start to finish. Chef Koenig commented that the program is successful and there is currently a waiting list for students to attend.

Member, C.A. Vossberg questioned, upon course completion, where students are finding employment. Mrs. Lach responded that decorators are hired at Publix Bakery, others at local privately-owned bakeries, restaurant industry, local Country Clubs, and Disney. She mentioned a student, who recently obtained employment with the Wolfgang Puck restaurant chain, who is in-line for promotion to over-see the restaurant's Baking and Pastry services. She stated that students of this program have no problem finding employment following their education at LTC. Both Chef Koenig and Chef Lach reported that the students stay in contact to provide updates about their experiences in industry and to network.

**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*)

**APPOINTMENT/IN-HOUSE CHANGE ASSIGNMENT:**

(4531) (*appointment of 2<sup>nd</sup> part-time assignment*)

- **Adult Ed Part-time, Health** – Taylor, J Stephen (162396) effective 10/05/21

(4535) (*appointment of 2<sup>nd</sup> part-time assignment*)

- **Adult Ed Part-time, Public Service FF**– Boris, Andrew (163469) effective 11/09/21; Warren, Micah J. (153523) effective 11/02/21

**REQUEST TO HIRE:**

**Full-time 4531:**

- **Special Populations-Campus Life Coordinator – LTC** – Holly Burkett (165000) effective 10/20/21

**Part-time 4531:**

- **Adult Ed Part-time, CCT** – Alexander, Dwight (164655) effective 09/20/21
- **Adult Ed Part-time, Health (EMT/Paramedic)** – Ando, Jesse (165133) effective 11/30/21; Madden, Brandi (164080) effective 06/07/21

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

**Full-time 4531:**

- **Program Specialist CCT** – Bryant, Laurie (159130) resignation effective 12/21/21
- **Industrial Assistant Guid**– Hutchinson, Diane (111526) resignation effective 02/28/22

**Part-time 4531:**

- **Adult Ed Part-time, GED** – Smith, Karen M. (156313) effective 10/04/21

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

- LTC 2021-2022 Consumer Information & Annual Disclosures

**Property Disposition** (*2nd Quarter Reports*)

**Non-Cash Distribution**

**2022 Dispatch Telecommunications Training Agreement Renewal Letter between Lake County Sheriff's Office and Lake Technical College**

**NEW BUSINESS:** (Tabs 3 – 9 approved; M/S/P no Members abstained)

To accommodate Attorney Stone's schedule, and without objection from the Board, Chairperson Keith rearranged the tab order of the Agenda; discussing tabs five (5) and eight (8) at the beginning of the Meeting.

**RFA Lake County Board of County Commissioners (LCBCC) American Rescue Plan Act (ARPA) grant funding (Tab 5)** Chief Keith precluded discussion by disclosing that he requested Attorney Stone to review this tab item as it related to the transportation hub project between LTC and the City of Tavares because he did not want his position as Fire Chief for the City of Tavares or as Chairperson for LTC Board of Directors to jeopardize the transportation hub project in any way. He informed Members that today, and going forward, he would follow the advisement of Attorney Stone as to whether or not he

should vote on items that involve this project. He requested Mrs. Thomas to proceed with her discussion about the project and the ARPA grant funding.

Executive Director, Mrs. DeAnna Thomas, informed Members that the Lake County Board of County Commissioners (LCBCC) allocated some of their ARPA funding for the Transportation project in partnership with Tavares. The LCBCC recently approved allocating \$3.5 Million to LTC for the transportation hub project.

She said that separately, over the past two years, former Executive Director, Dr. Diane Culpepper, and City of Tavares Director of Public Works, Mr. James Dillon, partnered to work on multiple grant requests trying to secure funding for the transportation hub project. Mr. Dillon, who was in attendance, was introduced by Mrs. Thomas. She informed Members that a Department of Economic Opportunity (DEO) grant request that was submitted on behalf of the two organizations by Mr. Dillon was approved by the DEO and Governor DeSantis visited Lake County to announce the award of \$6 Million in late October.

Mrs. Thomas stated it will save money to be able to utilize both the funding awarded by Lake County and the DEO to complete Phase 1 and 2 of construction together and it makes possible, the ability to eventually move the entire transportation cluster over to the new city property and site. Mrs. Thomas said she will be working with Attorney Stone to develop a contract between LTC and the LCBCC and that she is very excited about this project.

Questions by Members of the Board ensued regarding what the projected amount of funds would remaining following completion of phase one and two construction, project bidding, spending deadlines, building ownership, enrollment number comparisons from the old building to the new building, and what long-term financial obligations or exchanges there would be for LTC. Mrs. Thomas and Mr. Dillon responded and provided details regarding each of those concerns.

Mrs. Thomas commented that the City of Tavares has been amazing in allowing the program instructors to have input in the design as well. She said, for LTC, it's based on outcomes of placement of students and number of students trained. She assured Members that the project would not be putting LTC in a negative position. She said the programs are already at max-capacity and said that LTC will have no problem meeting those outcomes. She said that she continues to look for methods of funding because once those programs relocate, it will free-up precious space needed at the main campus for other programs and funds will need to be set aside for remodeling the current building. Mrs. Thomas stated that long-term obligations include a lease-agreement, monthly operational costs such as utilities and internet, and costs for training and material. She stated that customer service costs are not a factor at this time.

Attorney Stone stated that the fundamental agreement will cover what Mrs. Thomas spoke of; the benefit is that capital improvements are being paid for by these external funds for workforce development purposes. Operational costs are similar to what they would be if located on-campus. He said what will be different in the negotiations with the City of Tavares is tailoring the agreement to meeting the conditions of the DEO and ARPA grants. It is a long-term plan between LTC and the City of Tavares and LTC does not pay for the classroom space; but, LTC will pay to operate the program like it otherwise would.

On behalf of the Board, Chairperson Keith thanked Mr. Dillon, Mrs. Thomas, and former Executive Director, Dr. Diane Culpepper for their hard work and commended them for all of their passion in getting funding for the transportation hub project.

Mrs. Thomas requested Charter Board approval to accept the funds of The LCBCC's ARPA funding plan which authorizes the allocation of \$3,500,000 to Lake Technical College (LTC) and these funds to be used to complete Phase Two of the Transportation and training Hub project with the City of Tavares and to increase the Executive Director's Discretionary Spending Limit for planned project to meet the LCBCC's grant requirements and deadlines. There is no fiscal impact to the general fund, as all expenses incurred will be covered by the approved grant. M/S/P

**Charter Contract Renewal Application (Final Draft Review) (Tab 8)** Mrs. Thomas reported that, in November, LTC passed its annual LCS Charter School audit and LTC will now begin the Charter Renewal application process with the district. The school's draft Charter Renewal Application was provided to Members ahead of the Meeting for review and comment ahead of the submittal deadline of January 5, 2022. She stated that she is proud of the content of the application as it displays the good work of the college. She commented although the application template is very secondary focused, she believes the application completed will best display what LTC does as postsecondary. She thanked her administrative team for their hard work on this process.

Mrs. Thomas made Members aware that the district will begin to hold capacity interviews following the application submittal process and once the renewal application is approved, then Attorney Stone will begin working with LCS Attorney, Johnson on the Charter Renewal contract. Mrs. Thomas mentioned that, as part of the Charter Renewal process, the Board must approve the application's Letter of Intent and Certification Statement to be able to proceed with the submittal. M/S/P

**At-A-Glance 3 mo. Budget Summary (08/31/21 – 10/31/2) (moved from Tab 3) (no action required)** The LTC 3-Month At-A-Glance Budget Summary, August 2021 – October 2021, was reviewed by Mrs. Lorraine Foster, Assistant Director of Finance-LTC. There was no discussion by the Board and the summary required no Board action.

**Final Financial Statements ending June 30, 2021 (Tab 4)** Mrs. Tasha Jacobs, CPA provided an overview of the sections contained in the 56-page Financial Statement; reviewing briefly the basic financial statements and expanded notes. She stated that LTC received a clean report with no findings or audit issues with regards to funding and audit controls involving the Business Office. Mrs. Jacob's requested approval of the Financial Statement ending June 30, 2021 to conform to state standard accounting and mandates. M/S/P

Chairperson Keith thanked Mrs. Jacobs and the financial team for their hard work. He stated that the pandemic has generated a lot of additional grant funding resources which also creates additional work. The Financial Statement ending June 30, 2021 is available for review on the LTC Website: laketech.org.

**RFA: Annual Stipend for Safe School Officers (Guardians) (Tab 6)** Mrs. Thomas requested approval of the Annual Stipend for Safe School Officers (Guardians) who have voluntarily trained to serve as LTC's Safe School Officers (Guardians). She stated that the individuals pay for their own ammunition when practicing and must purchase their own holsters and because these expenditures are for supplies and equipment needed to protect students, employees, or guests of Lake Technical College, a stipend is offered to help offset these additional costs. The Executive Director recommended stipends for three certified Safe School Officers in the amount of \$6,000; which is \$2,000 to each Safe School Officer.

**2021-2022 Articulation LTC to LSSC (Tab 7)** Director, Mrs. Melissa Stephan, informed Members that there are very few changes made to the agreement this school year; however, more are expected next school year due to program changes at Lake Sumter State College (LSSC); which, will affect what articulates over to the college. She stated there continues to be good conversations between

the colleges. She reported that LSSC representatives had an opportunity to visit the LTC campus recently and had good interaction with students. Board Member, Isaac Deas, questioned about the nursing program and ability to potentially offer a RN program. Mrs. Thomas stated the Bill did not pass last year, however there is enough enrollment to support such a program. It will ultimately be up to the Florida legislature.

### **BOARD CHAIRPERSON REPORT:**

**LTC Leadership Team:** Board Chairperson, Chief Keith, stated that he participated at a recent LTC Firefighting Program Advisory Committee Meeting in which Executive Director Thomas, Director Stephan, and Program Director, Mr. Don Adams, all were in attendance. He said that the college's leadership interacted very well, even at times individually, with some very tenured fire chiefs. He said it was impressive to see how the leadership team demonstrated their knowledge about the firefighting program during the meeting, and he complimented the Board of Director Members for their selection in leadership at LTC. He stated that with this leadership team, there is a level of participation that happens campus-wide; for each program and because of that participation, LTC has not missed a beat. Mrs. Thomas thanked the Board and stated that her leadership team continues to conduct gap analysis and by attending these meetings, it provides the leadership team with valuable information about what is going on in the surrounding communities and helps identify any gaps that the school may have in the occupational advisory committees. Member, C.A. Vossberg stated that LTC is providing students an opportunity to learn specialized program skills at a closer location eliminating the long drive to neighboring counties.

**Board of Director Governance Training:** Reminder – Member, Judy Beda's Governance Training Certification expires March 2022.

### **EXECUTIVE DIRECTOR REPORT:**

#### **College Updates:**

- LTC ranked 3<sup>rd</sup> in the state for industry certifications earned at technical colleges in 2021; (374 students obtained advanced certification or licensure last school year)

#### **Legislative and general updates:**

- Mrs. Thomas serves on the CareerSource Central Florida Board (Workforce Training focus)
- Mrs. Stephan now serves as a Member of the Manufacturing Association of Central Florida (MACF) Board
- Mrs. Thomas thanked Board Member Cobb for the nomination he made for the Eustis Chamber of Commerce Community Service Award in the area of Education recognizing Mrs. Thomas.
- Across the state of Florida, FTE for CTE has decreased and this is mainly due to the previous shut-down which mandated schools to stop training. LTC did not stop training and its FTE did not see a decrease. LTC was able to bring students on campus in small numbers during the pandemic. Mrs. Thomas thanked the Board for their support and partnership to LTC, especially during that time, and for all the support she has received since being named to the Executive Director position.
- **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, 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,

*DeAnna D. Thomas*

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Mrs. DeAnna D. Thomas  
Executive Director