

**LAKE TECHNICAL COLLEGE**  
Board of Directors Meeting  
May 16 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

**DIRECTOR MEMBERS PRESENT:**

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

**DIRECTOR MEMBERS NOT PRESENT:**

**Member:** Mr. David Steele

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

*\*MSP (\*motion made, seconded, passed)*

**APPROVAL OF THE MEETING MINUTES OF DECEMBER 13, 2021** (Tab 1a) The Meeting Minutes of the December 13, 2021 Regular Board Meeting were approved as written; \*M/S/P

**APPROVAL OF THE MEETING MINUTES OF MARCH 7, 2022** (Tab 1b) The Meeting Minutes of the March 7, 2022 Regular Board Meeting were approved as written; \*M/S/P

**PUBLIC COMMENT:** None.

**REPORTS:** None.

**UNFINISHED BUSINESS:** None.

**CONSENT AGENDA MAY 16, 2022:** *Tab 2 (a – c) approved; \*MSP (Charter Board Approval to support quarterly turnover activity reported by LTC to LCS Human Resources)*

**PERSONNEL:** (21-22 Main Campus & Institute of Public Safety)

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

(4531)

- **Special Populations/Campus Life Coordinator PG** – Burkett, Holly (165000) effective 10/20/21 (IHCA)
- **Adult Ed Part-time, CCT** – Keeling, Dan L. (120137) effective 04/05/22 (2<sup>nd</sup> part-time assignment)

(4535)

- **Adult Ed Part-time, Public Service Fire Fighting Advanced** – Molina, Brian C. (165682) effective 05/09/22

**REQUEST TO HIRE:**

**Full-time 4531:**

- **Records Specialist, Admissions** – Coleman, Bettina (162665) effective 05/16/22
- **Teacher, Health Job Prep** – LaBud, Pamela (163814)LHS transfer effective TBD

**Part-time 4531:**

- **Adult Ed Part-time, Adult Ed AE** – Keeling, Dan L. (120137) effective 03/21/22

**Part-time 4535:**

- **Adult Ed Part-time, Public Service Fire Fighting** – Broberg, Logan (165732) effective 05/06/22; Molina, Brian C. (165682) effective 04/13/22; Zuzchik, John C. (165681) effective 04/20/22

**NON-REAPPOINTMENT, RESIGNATION, RETIRING, TERMINATION, OR TRANSFER** – LCS/LTC-PSC Full-time Employee Roster–end-of-year non-reappointment

**Full-time 4531:**

- **Records Specialist, Admissions** – Feely, Rebekah (126987) end-date 03/11/22; Moore, Minnie G. (165355) end-date 04/29/22; both employees are Center to Center Transfers
- **Teacher, Health Job Prep, LPN/Clinical** – Willey, Anne (159377) non-reappointed-end date 06/13/22 grant-related (*Adult Ed Part-time Health - LPN/Clinical remaining active in 22-23*)
- **Teacher, Health Job Prep, Medical Assisting** – Singleton, Stephanie (159676) non-reappointed-end date 06/13/22 budget-related

**Part-time 4531:**

- **LCS/LTC Hourly Employee Roster** - end-of-year non-reappointment status
- **Adult Ed Part-time, Health (Clinical)** – Reynolds-Brown, Shellea (165599) effective 03/23/22; Connor, Meghan (165537) effective 03/29/22

**Part-time 4535:**

- **LCS/PSC Hourly Employee Roster** - end-of-year non-reappointment status
- **Adult Ed Part-time, Health (EMT/Paramedic)** – Benjamin Jr., Charles E. (165353) effective 02/01/22 (*not eligible; retired through Florida Retirement System within past 12-mos*)

**TAB 2d: Property Disposition** (*4<sup>th</sup> quarter report*)

**TAB 2e: Mission and Vision Statements** (*annual review a requirement of COE*)

**TAB 2f: 2022-2023 LTC Faculty, Staff, and Student Calendars** (*for LCS 22-23 payroll schedule*)

- 206-Day LT
- 226-Day LT
- 247-Day LT

**NEW BUSINESS:** (*Tabs 3-14 approved; no Members abstained \*M/S/P*)

**At-A-Glance Budget Summary (Tab 3)** January 31, 2022 – March 31, 2022 (*no action required*)

The 3-Month At-A-Glance Summary was reviewed by Assistant Director of Finance-LTC and Board Treasurer, Mrs. Lorraine Foster. Mrs. Tarsha Jacobs, CPA, was also available to answer any questions. There was no discussion by the Board.

**2022-2023 Agreement between Lake Technical College and Tarsha R. Jacobs CPA (Tab 4)**

Mrs. Thomas stated that in previous years, the charter schools shared an Assistant Director of Finance, for Charter Schools. Recently interviews were held in effort to replace this position. Unfortunately, none of the applicants had qualifications needed to support LTC's Assistant Director of Finance.

Mrs. Thomas shared that Mrs. Jacobs agreed to continue to provide her services with the exception of coming physically to campus two-days per month because her business is growing as well. She stated that Mrs. Jacobs would still physically attend Board Meetings or special events that require her to be present on campus.

Mrs. Thomas recommended approval of Mrs. Jacobs, CPA annual contract, as presented, for an additional year; trying out the virtual method to help decide if this manner of support could continue in the future.

**2022-2023 Lake Technical College Program Fee Schedules (Tab 5)** Mrs. Stephan stated that, annually, LTC updates its Program Fee Schedule. She said the Program Fees Schedule presented, once approved, will be published to students.

Member, Gerald Cobb questioned the average percentage of increase. Mrs. Stephan stated that LTC tried to keep it to less than 10%; if it goes above that, they will further analyze why. She stated that each administrator completed an exercise with the program instructors assigned to them, to review supply orders from 2019 and compare them against supply orders from the current year; and in some cases, such as with medical supplies, costs increased 700%. She stated that the school would not increase costs to the student at that same percentage.

**RFA – Certification, Firefighting Program Director, Dr. Donald Adams (163450) (Tab 6)** Mrs. Stephan stated that LCS requires completion of certain coursework for faculty members to be able to obtain a permanent vocational teaching certificate. She said that many CTE instructors do not have degrees and must take a series of classes required for certification. She informed Board Members that Dr. Adams has an extensive educational background, and after evaluation of his college transcripts, it was determined that his coursework aligns with, and meets, LTC’s requirements. Mrs. Stephan said she is seeking Board approval to accept the coursework completed by Dr. Adams in lieu of the additional courses. He would still be required to complete the Teaching Students with Disabilities course.

**RFA – Adjunct Faculty Pay (Tab 7)** Mrs. Thomas stated that LTC’s CTE part-time instructors hourly pay rates have not been increased since 2018. Adult Education part-time instructors hourly pay rates have not been increased since 2014. She acknowledged that the increases must respect the budget and recommended increasing the CTE part-time instructors hourly pay rates from \$23 per hour to \$25 per hour and increasing the Adult Education part-time instructors hourly pay rates from \$21 to \$23 per hour. She said that her recommendation before the Board is for part-time instructors of basic training.

Member, Gerald Cobb questioned if this increase was budgeted for. Mrs. Thomas stated yes. Member, Mickey Gauldin questioned, if the rate increase recommendation were implemented, where it puts LTC in comparison to its peers. Mrs. Thomas stated that in Lake County, LTC would still be a little bit lower; but closer. She stated that it does not compare to the pay rate of part-time instructors of state colleges as they are funded differently.

IT WAS THE CONSENSUS OF THE BOARD THAT HOURLY RATE INCREASES FOR PART-TIME INSTRUCTORS IS A NECESSARY STEP TO RETAIN PART-TIME INSTRUCTORS.

**Career Dual Enrollment Expansion Memos of Understanding (Tab 8)** Mrs. Thomas stated that Sumter County Schools (SCS) and LCS district’s recently received a Career Dual-Enrollment Expansion Grant and that the grant requires collaboration with a post-secondary provider on the project to expand dual-enrollment pathways. Mrs. Thomas mentioned that she and Attorney Stone worked together on these Memos of Understanding, because it is different running post-secondary programs on a secondary campus versus the students attending at the main campus in Eustis. The detail is outlined in those documents.

*a) Lake County School District* LCS requested LTC to provide an EMT program on the Mount Dora High School (MDHS) campus. She stated that the students of the program must still meet dual-enrollment student requirements. She said, it is essentially a LTC program being run at a high-school campus.

Member, Gerald Cobb, questioned if LTC would need to hire part-time instructors and if it was cost-effective to run the programs at the high school campuses. Mrs. Thomas stated that LTC will be

providing the instructor for the EMT programs at MDHS; but, the grant would help offset the costs during the implementation year.

*b) Sumter County School District* Mrs. Thomas stated that SCS requested LTC to provide a Phlebotomy program at South Lake and Wildwood Middle High School. Member, Tim Morris, questioned if LTC would break-even with the program offered at MDHS. Mrs. Thomas explained the funding would work in the same way it does for career dual-enrolled students that attend on the LTC campus. The grant will assist during the implementation year to cover administrative costs of coordinating the program that involves dual-accreditation, coordinating ride-times, and submitting those records properly. She said that administrators plan to observe the program this year and will re-evaluate it at the end of the school year to determine whether or not to participate beyond one-year.

Member, Mr. Tim Morris recommended keeping good record of the FTE and questioned if LTC would transport the high school dual-enrolled students. Mrs. Thomas said either the high school will or the students will drive themselves. She mentioned the students of the program will be considered LTC students attending postsecondary classes at their high school. Member, Tim Morris emphasized good record keeping for the project. He said this is going to be interesting, because even though it is a grant funded program; two different funding mechanisms are involved. Mrs. Thomas acknowledged and agreed. She clarified to Members that the grants were only eligible to secondary providers requiring a partnership with a post-secondary provider.

Discussion ensued among Members that the project is focused on serving students and, being a pilot program, it was worth the try. Mrs. Thomas said that she will provide an outcomes report to the Board if she seeks approval to participate again next year. Member, Mickey Gauldin questioned, if the program is successful, will LTC intentionally expand these programs or wait to see what the market bares. Mrs. Thomas stated that it would not necessarily be in those programs; and, based on community needs and location. Member, Mickey Gauldin mentioned the possibility of offering the post-secondary programs in Sumterville. Mrs. Thomas stated that she would like to work in partnership with LSSC; because, there is a lot of opportunity there.

**RFA: 2021-2022 Executive Director Assessment of Mrs. DeAnna Thomas by Board of Director Members (Tab 9)** Members were provided, Campus Climate Survey Reports and Instructional and Classified Staff Survey Reports to be able to individually assess Mrs. Thomas through an online process. The Board of Directors' Survey report was presented as part of Tab 9. Mrs. Thomas received the highest rating from Board Members.

During discussion, Mrs. Thomas explained that the K-12 principal's assessment tool, available through the district's True North Logic (TNL) system, is misaligned with her duties as Executive Director; however, is the tool used to assess her position. She stated that the Executive Director of LTC's responsibilities are very different from that of a K-12 school principal. She recommended, with Board approval, developing a different type of assessment that is better aligned with her work goals and requirements. She stated that her assessment should effectively assess her on the tasks that she is actually responsible for and on what the Board's expectations of her as Executive Director are.

Mrs. Thomas shared a slide presentation that she had prepared containing 2021 data focused on LTC and the accomplishments of the Executive Director.

Members complimented Mrs. Thomas for a job well-done and for the details provided in the slide presentation because, it provided better detail about the true duties Members were assessing her for. Discussion followed among Board Members regarding the Request for Approval, questioning the language "Satisfactory" rating. According to the TNL assessment, the rating choices listed are: Highly Effective; Effective; Needs Improvement; or Unsatisfactory.

IT WAS THE CONSENSUS OF THE BOARD TO UPDATE THE REQUEST FOR APPROVAL LANGUAGE FROM “SATISFACTORY” TO “HIGHLY EFFECTIVE”; THE HIGHEST RATING; TO ALIGN WITH THE DISTRICT’S TRUE NORTH LOGIC EVALUATION RATING SCALE.

Chairperson, Chief Richard Keith, notified Members that he will schedule a follow-up meeting with Mrs. Thomas to complete the LCS online assessment on behalf of all Members for 2021-2022.

As it pertained to assessment, Mrs. Thomas informed the Board that currently, there is no district mechanism in place to provide a pay award or salary increase to the Executive Director, based on a Highly Effective work-performance rating. She explained that former Executive Director, Dr. Diane Culpepper, did not receive any performance awards during her tenure. Member, Mickey Gauldin stated that this information was a surprise to him and other Members agreed. She explained that in the district, the positions of Executive Director and Director of LTC are compared to school principals and assistant principals and that their base-salary rates are at the determination of the district. Mrs. Thomas explained that she is able to make a recommendation to the Board for additional compensation for LTC staff but not for herself; this is up to the board.

Chairperson Keith suggested to Board Members that they re-evaluate the salary level of the Executive Director position as it should be higher than a K12 principal. Mrs. Thomas assured Members that she was not asking the Board to address her salary at this time; her main objective was to have a proper metrics to work towards each year.

Discussion ensued among Members regarding LTC’s Executive Director’s responsibilities being similar to a college president; being responsible for running the technical college and having the greater levels of community and legislative involvement. Board Members recommended Member, Mickey Gauldin to be involved in developing a new assessment in a fashion that the Executive Director could be eligible for reward if certain criteria are met.

IT WAS THE CONSENSUS OF LTC’S CHARTER BOARD OF DIRECTORS THAT MRS. THOMAS PROVIDE EXECUTIVE DIRECTOR RESPONSIBILITY AND RESULTS DATA TO MEMBER, MICKEY GAULDIN AND, THAT A BOARD SUBCOMMITTEE BE FORMED TO DETERMINE ASSESSMENT DIMENSIONS BASED ON THIS DATA TO DEVELOP AN ASSESSMENT METRICS THAT EFFECTIVELY ASSESSES THE EXECUTIVE DIRECTOR AND, TO PRESENT A FINALIZED ASSESSMENT TO THE CHARTER BOARD OF DIRECTORS FOR APPROVAL.

Mrs. Thomas informed Members, that the new, approved assessment would need to be provided to the district office, and approved by the LCSB. On behalf of the Board; at Chairperson, Richard Keith’s request, Member, Mickey Gauldin, agreed to work on developing a guideline to determine salary increase, if any, for the Executive Director position and to bring back a recommendation to the Board at a later meeting.

Mrs. Thomas discussed other items she is working on such as increasing all employees at LTC that are not yet at \$15 per hour and bringing a much needed grant management position. Member, Gerald Cobb, asked if a grant writer position would ultimately pay for itself if it were to be created. Mrs. Thomas stated that she envisions a Grants Manager position to manage the work-load associated with the grants; such as, budgeting amendments, following Red-Book guidelines, tracking, coordinating with the district, and compliance. She noted these are time-consuming tasks and have significantly increased workload.

**2022-2023 Lake County Schools Reappointment Resolution for Mrs. DeAnna Thomas, Executive Director of Lake Technical College (Tab 10)** Members were provided the 2022-2023 Reappointment Resolution for review prior to the Meeting. IT WAS THE CONSENSUS OF THE BOARD TO REAPPOINT MRS. DeANNA THOMAS, EXECUTIVE DIRECTOR, FOR THE 2022-2023 SCHOOL YEAR.

**2022-2023 Lake County Schools Personnel Resolution (Tab 11)** Members were provided the 2022-2023 Personnel Resolution for review prior to the Meeting. IT WAS THE CONSENSUS OF THE BOARD TO APPROVE MRS. DeANNA THOMAS, EXECUTIVE DIRECTOR, TO ACT ON PERSONNEL APPOINTMENTS ON BEHALF OF THE BOARD OF DIRECTORS IN THE 2022-2023 SCHOOL YEAR.

**Board of Directors Annual Elections: (Tab 12)**

a) *Approval of 2022-2023 Election of Board of Director Members (2-year term; odd-year)* Chairperson, Keith asked each Member individually if they wished to serve another 2-year term as Board Member; each Member agreed.

<b>MEMBER 2-YEAR TERMS; ODD YEAR ENDING</b>
Member Judy Beda
Member Mr. Gerald Cobb
Chairperson Richard Keith
Member Mr. Tim Morris
Member C. A. Vossberg

b) *2022-2023 Reappointment of Charter Board of Director Members as a group*

c) *2022-2023 Election of Board Chairperson and Vice-Chairperson* IT WAS THE CONSENSUS OF THE BOARD THAT MEMBER, CHIEF RICHARD KEITH AND MEMBER, DR. ISAAC DEAS CONTINUE SERVING AS CHAIRPERSON AND VICE-CHAIRPERSON OF LAKE TECHNICAL COLLEGE’S CHARTER BOARD OF DIRECTORS.

**RFA: 2022-2023 Board Officers Annual Election: (President, Treasurer, and Secretary) (Tab 13)** The Bylaws state: *“The officers of the organization shall be President, Secretary, and Treasurer, each of whom shall be elected by the Board of Directors and may be employees of Lake Technical College. The officers of the organization shall be elected annually by the Board of Directors at the meeting after the annual meeting, or as soon thereafter as practical. The Officers of the Corporation shall serve as ex-officio members (without vote) of the Board.”*

Members approved the Executive Director’s recommendation to reinstate and newly appoint for the 2022-2023 school year:

- Board President: Executive Director, Mrs. DeAnna Thomas
- Board Treasurer: Business Manager, Mrs. Lorraine Foster
- Board Secretary: Senior Executive Specialist, Mrs. Lana Payne

**RFA: 2022-2023 Parental Involvement Facilitator (Tab 14)** Mrs. Thomas notified the Board that Mrs. Frazier is currently the assigned facilitator; however, she recommends the LTC Dean of Student Services, Mrs. Kelli Colborne to fill the role of Parental Involvement Facilitator going forward. She stated any discussions with parents would start with the Dean of Student Services, so this employee is an appropriate recommendation.

## **BOARD CHAIRPERSON REPORT:**

**Facility upgrades** – Chairperson, Keith paid a compliment to the facility upgrades including a new canopy cover and glass doors that exit to the patio off of the Board Room.

**Graduation Commencement Speakers** – The Adult Education Commencement Speaker will be Lake County Sherriff, Major, Chris DeLibro and the Career-Technical Education (CTE) Commencement Speakers will be Chairperson, Richard Keith and Vice-Chairperson, Dr. Isaac Deas. Chairperson, Keith thanked Vice-Chairperson, Deas for agreeing to speak at one of the CTE graduation ceremonies on June 10, 2022.

### **Governance Training Status Report** (*2-hour refresher course due in 2022*) (**Tab 15**)

Timothy Morris – certificate expires 06/17/22; Dave Steele – certificate expires 06/28/22; Gerald Cobb – certificate expires 07/01/22. Board Secretary, Lana Payne will e-mail Members the log-in details for the Governance Training website.

**Tavares Chamber Luncheon** – Vice-Chairperson, Deas informed the Board that Mrs. Thomas was a guest speaker at a recent luncheon and he complimented her on a job well-done. He stated that she is an excellent speaker and her message about LTC was well-received. He mentioned that she will be speaking at a Leesburg Chamber event in September. Mrs. Thomas mentioned that she is also scheduled to speak in Lady Lake in the near future.

## **EXECUTIVE DIRECTOR REPORT: (Tab 16)**

1. **Charter Renewal Update** – Mrs. Thomas invited Counselor Stone to speak to the Board about the Charter Renewal Update.

Attorney Stone stated that for many years LTC has been required to use the forms of the charter agreement, primarily based on K-12. LTC had done its best to use; and for the most part could use, the same forms that the other charter schools used. However, this year, the sponsor is using a form that was generated by the Florida Department of Education (FLDOE) and primarily focused on K-12 concepts, which are not part of LTC's programming. Although, the district has worked to make the form work for LTC by changing some of the language; it was not aligned with post-secondary requirements. He stated that the contract is not being presented today because it is not ready yet and assured Members that new form is what caused the delay. He stated that this is because of the extra time it took to research and that we are working toward goals aligned with postsecondary charter requirements and postsecondary staffing. He anticipated having a finalized form ready by the end of May that could be approved by scheduling a special Board Meeting.

Member, Mickey Gauldin questioned if the new agreement would prevent vulnerability reoccurrences of LTC employees benefits; such as health insurance and retirement. Attorney Stone stated that creating LTC's own employee classification; having its own article for post-secondary instructors and, being able to determine pay-rates that are not limited would help alleviate that potential issue. This will also allow Lake Tech to give more input and planning for post-secondary faculty salaries and performance awards.

2. **Auditor - Lake Technical College Audit Engagement Letter (Tab 16)** BKHM auditing firm reached out to CPA, Tarsha Jacobs to let her know that they were significantly increasing their rates at approximately 90%. She informed Members that she, Lorraine Foster, and Tarsha Jacobs had a meeting with BKHM to discuss the increase and learned that for several years BKHM was undercharging LTC and that the work is requiring more time.

Mrs. Thomas stated that in order to select a new auditing firm, LTC requires review by an Auditing Review Committee, in which one Board Member must be a part of, to be able to put out an RFP. She said she would like to start this process for next year; but, wanted Members to know why she requested a one-year engagement letter, rather than a three-year engagement letter and she recommended beginning that search process in the 2022-2023 School Year. **IT WAS THE CONSENSUS OF THE BOARD TO BEGIN A SEARCH PROCESS FOR A NEW AUDIT FIRM IN THE 2022-2023 SCHOOL YEAR.** Attorney Stone gave input and confirmed the process. Mrs. Thomas informed Members that two of the other charter schools would also like to partner in this process, because they use BKHM as well. She suggested that one of LTC's Board Members work with one of each of their Board Members, and with Tarsha Jacobs to form a committee; which, would meet all of the requirements by statute to advertise the Request for Proposal (RFP). On behalf of the Board, Chairperson Keith asked Member, Tim Morris, to represent LTC on that committee. Member, Tim Morris agreed to.

3. **Grants** – Mrs. Thomas informed the Board that the Adult Education and Perkins Grants have been submitted and LTC is waiting to hear the outcome of those submissions. In April, Mrs. Thomas wrote a grant for Cybersecurity to expand and re-open that program and is waiting to find out if it is approved. Mrs. Thomas stated that she and Attorney Stone worked with the City of Tavares attorney to create a Memo of Understanding between LTC and the City of Tavares. She is awaiting the signed copy to present to the Board at the upcoming special meeting.
4. **2022 Graduation Schedule of Ceremonies** –Friday, June 10, 2022 LSSC – Everett Kelley Convocational Center (3 Ceremonies) Members were advised to notify Mrs. Sonya Rosenglick if they planned to attend any or all three of the ceremonies.
5. Campus Life Calendar – May/June 2022

**PUBLIC COMMENT:** None.

**DATE/TIME OF NEXT MEETING:**

**Recommended pre-scheduled meetings dates for 2022-2023 school year:**

*(Location: Building A – Board Room unless otherwise notified)*

- Monday, August 1, 2022 @ 4:30 p.m.
- Monday, September 26, 2022 @ 4:30 p.m.
- Monday, December 12, 2022 @ 4:30 p.m.
- Monday, March 6, 2023 @ 4:30 p.m.
- Monday, May 15, 2023 @ 4:30 p.m.

**ADJOURNMENT:**

Respectfully submitted,



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Mrs. DeAnna Thomas  
Executive Director