

LAKE TECHNICAL COLLEGE
Board of Directors Special Meeting
June 14, 2022 / 3:00 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. David Steele, Mr. Timothy Morris, and Chief Charles Broadway

DIRECTOR MEMBERS NOT PRESENT: None.

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

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

APPROVAL OF THE MEETING MINUTES OF MAY 16, 2022 (*Tab 1*) The Motion for approval of the Meeting Minutes of the May 16, 2022 Regular Board Meeting were approved including a request for a spelling correction on page 5 of 8, in the consensus statement. *M/S/P

PUBLIC COMMENT: None.

REPORTS: None.

UNFINISHED BUSINESS: None.

CONSENT AGENDA MAY 16, 2022: None.

NEW BUSINESS: Tabs 2 - 4 approved *M/S/P

Extension Request - 2022 Charter Renewal Contract between Lake County Schools (Sponsor) and Lake Technical College (Tab 2) Mrs. Thomas referred Board Members to a letter dated June 7, 2022 from Lake Technical College's (LTC) Attorney, Kevin Stone, requesting an extension to finalize the negotiation process up until the next scheduled Lake County School Board (LCSB) meeting. She stated that the extension covers LTC beyond July 1st. The extension request is month to month until negotiations are settled.

She reminded the members of the comments from Attorney Stone during the last meeting regarding the new template. Two meetings that were scheduled between LTC, LCS staff, and their attorney were cancelled by the LCS attorney. Mrs. Thomas stated that another Special Meeting will be required of the Charter Board; but, she will not schedule again until she is 100% certain it has the district's approval. She will update the Board Members accordingly.

2022-2023 Agreement between Lake Technical College and The City of Tavares – Diesel Systems Technician 1 & 2 and Automotive Service Technology 1 & 2 (Tab 3) - Chairperson, Richard Keith abstained Chairperson Richard Keith stated that as an employee of the City of Tavares, there was Conflict of Interest for him to participate in the vote on Tab 3. (*Conflict of Interest Form 8B is included with the final, approved Meeting Minutes*). The gavel was passed to Vice-Chairperson, Dr. Isaac Deas who requested Mrs. Thomas share the details of this tab item.

Mrs. Thomas stated that she is presenting a very basic agreement to allow for the City of Tavares to engage in a contract with the architect for the design phase of the construction project between The City of Tavares and LTC. The agreement was drafted by both the City of Tavares and LTC Attorney's,

together, to approve The City of Tavares entering into contract with the architect responsible for designing the buildings and to formalize the design-phase of the project.

She reminded Members that some of the grant-funding associated with the project has very tight construction deadlines and that once the actual construction details are finalized, a more extensive agreement, that outlines details of the construction phases and occupancy, will be presented to the Charter Board.

Report from Board Member, Mickey Gauldin (Tab 4) *Executive Director Evaluation Tool, Compensation – RFA’s Executive Director and Director Salary* Chairperson, Richard Keith thanked Member, Mickey Gauldin for taking on the project of researching ways to improve the Executive Director’s assessment process and salary on behalf of the Board.

Member, Mickey Gauldin reminded everyone that he was surprised to learn that the annual assessment rating by the Charter Board of Directors of the Executive Director is not associated with any district process for salary increase or bonus award, and that the Charter Board’s is responsible to make those recommendations, if any, to the district.

As a result, regular salary increases and performance pay have not been provided to the Executive Director. This has also created other potential issues; because now, LTC’s marketed value for both the positions of Executive Director and Director are no longer competitive. Following the May 16th meeting, he requested Mrs. Thomas provide him with salary comparisons so he could begin his research. He requested Mrs. Thomas report to the Board on their findings:

Mrs. Thomas thanked Board Member, Mickey Gauldin for meeting with her recently to review the details regarding evaluation tools and evaluating the base-salary levels for the positions based on comparisons of what is being used (or in place) across the state of Florida. She provided comparable data from various technical colleges across the state. In many cases the Executive Director and Director positions at LTC were considerably lower. To this end, they were even lower than some secondary principal’s and assistant principal’s salary assignments; yet, LTC’s Executive Director and Director post-secondary positions carry a different and higher-level of responsibility.

Mrs. Thomas stated that, similar to the Executive Director position, the Director position has only received a few very small cost-of-living increases and, in order to stay competitive, the Director salaries should be reviewed. She said the Director position’s base salary-level must be determined first in order to attract the talent that LTC needs and to be able to proceed with the hiring process. Normally, for the Director position, she would make a recommendation to the Board; however, in light of what Member, Gauldin mentioned, and what the research revealed, she felt it would be best for the Board to make recommendations in the base-salary decision for this position and, going forward, to review this annually with Board Members.

Member, Mickey Gauldin stated that the problem has created a salary compression issue. Therefore, the Director’s salary level cannot be addressed until the Executive Director’s salary-level is determined. He stated that looking at the comparable figures from across the state, those salaries are running in the \$128,000 - \$133,000 salary-level range and Mrs. Thomas is currently at a salary level of \$110,000.

Member, Mickey Gauldin recommended to the Board to elevate the Executive Director’s salary level to \$130,000. Vice-Chairperson, Isaac Deas, stated that he agreed with the recommendation providing that the school’s budget could sustain that.

Mrs. Thomas explained that LTC’s Workforce funding budget pays employee salaries and that it would support a small increase to better align with the state comps. She stated that LTC’s budget is affected annually by decisions made at State level, and she understands that the future is unknown, and said if

LTC should experience a significant budget cut, that she would bring that issue to the Board to re-evaluate.

Members voted on an increase the Executive Director salary, to \$130,000 annually effective July 1, 2022, to establish a base-salary commensurate to level of responsibility for job performed with a fiscal impact of \$20,000.00.

Member, Mickey Gauldin stated that he also requested that in the future, at the time of annual performance and assessment, to have a pay-adjustments and comparables item added to the meeting agenda so that salary levels could be discussed from the executive level; down, annually. Mrs. Thomas stated that with an established base salary-level determined for LTC's administrative positions, keeping Board Members informed about workforce funding and budget; and what the district negotiates for faculty and staff, she will be able to make the appropriate recommendations regarding salary increases or pay awards to the Board. She acknowledged that there may be years when salary increases or pay awards cannot be awarded based on budget; but, it would be prudent for her to inform Members of those changes each year. Chairperson Keith thanked Member, Mickey Gauldin and Executive Director Thomas. He said by doing this research, the Executive Director and Board Members are now better acquainted with the annual processes and will know what questions to ask when reviewing budget annually.

Member, Chief Broadway questioned if this increase addresses the compression when hiring a second Director and if it provided enough of a salary gap between the Executive Director and Director positions. Member, Mickey Gauldin stated that from his observation, this increases the bandwidth; but, there is a compression issue that the Board must now take action on to get the Director level position at the correct base salary-level. Mrs. Thomas stated that currently, there is approximately a \$14,000 difference in Director salary compared to the Executive Director's salary-level and the comparable figures are running in the \$103,000 - \$105,000 salary-level range. Members voted on an increase the Director position to \$105,000.00 effective July 1, 2022, to establish a base-salary commensurate to level of responsibility for job performed with a fiscal impact of \$9,000.00.

Mrs. Thomas also shared she will be working with Board Member Gauldin to develop a new evaluation tool that focuses on the areas that the Charter Board expects to evaluate the Executive Director on. She said that when she met with Member, Mickey Gauldin, to discuss his vision she was tasked to provide him with information to develop a preliminary evaluation tool that could be presented to the Board for approval. She stated that currently, the district uses the (LEADS) Leadership Empowerment and Development System in True North Logic (TNL), to assess their administrators; which, does not work well for the Executive Director position. If a new assessment tool is determined by the Board it will need to be approved by the district. The new evaluation tool will focus on the Executive Director's performance and it will reward results. He stated that he does not want to rush the development process because he wants the school to have an evaluation tool that will last a long time. However, he does expect it to appear on a later Meeting Agenda so that it will be in place prior to when the district's annual evaluation process happens at the end of the 2022-2023 school year.

BOARD CHAIRPERSON REPORT:

- **Graduation Commencement Speakers** – Chairperson, Richard Keith reported that last Friday, June 10th, there was a great graduation! Three graduation ceremonies were held in one day at the Everett Kelley Convocational Center at the Lake Sumter State College (LSSC) in Leesburg. He thanked Board Members, Jerry Cobb and Chief Broadway for being in attendance and Vice-Chairperson, Isaac Deas for serving as one of the CTE ceremony Commencement Speakers and he complimented his speech. Vice-Chairperson, Isaac Deas also complimented how smoothly the ceremony went. Mrs. Thomas thanked LTC's Career & Technology Specialist, Mrs. Sonya Rosenglick, who also serves as LTC's Graduation Coordinator for organizing the three events. Chairperson, Richard Keith also

recognized Lake County Sheriff's Office, Major, Chris DeLibro, who served as the Adult Education programs Commencement Speaker.

- **Governance Training Status Report (Tab 5) (2-hour refresher course due in 2022)**

Timothy Morris – Completed 06/03/22; Dave Steele – certificate expires 06/28/22; Gerald Cobb – certificate expires 07/01/22. Board Secretary, Lana Payne has e-mailed Members the log-in details for the Governance Training website.

EXECUTIVE DIRECTOR REPORT:

- **Safety Update** – Regarding safety updates and discussions, Chairperson, Richard informed Members reminded everyone that often safety information is not for public knowledge and that if specifics such as names, timelines, or special details need to be discussed, there is a provision in Florida Statute to hold a separate Shade Meeting. Mrs. Thomas thanked Chairperson, Richard Keith and said that she planned to report on safety and wanted Members to understand why she may not elaborate too much on specific details during discussion. She stated that she is always happy to meet with any of LTC's Charter Board Members individually if ever the need arises.

Mrs. Thomas reported that LTC is focused on safety and security of students, faculty, and staff on a regular basis. However, situations like the recent school shooting at Robb Elementary School in Uvalde, Texas always spotlight the need for regular review of LTC's plans and processes.

Mrs. Thomas said although since assuming the Executive Director's position, there have been no incidents to report, she thought it would be good to provide an update to the Board about what security improvements have been made at LTC and to ask Members to share any recommendations they may have with her.

Mrs. Thomas reviewed the following:

- Open-carry, armed security guard
- Restricted campus perimeter
- Evening administrator work-schedule
- Upgraded camera system
- Radio system upgrade
- Door strikes
- Raptor
- Florida Safe School Assessment Tool (FSSAT)
- Active Killer Training

Mrs. Thomas stated that she is proud of the work that has been done in making the school campuses secure. She said that in thinking of the building and the investment of hardening a building that LTC does not own; yet, there is no price that can be put on the safety of people. LCSO Captain, Mike Bond was in the audience commented that he has been a participant of safety and security tours at other schools and is an active participant with LTC safety and security. He noted the LTC campus is a locked-down campus and has taken good security measures.

Member, C. A. Vossberg questioned if there was a process in place for students to report warning signs to school officials. Mrs. Thomas stated yes. The armed security works closely with students and they are visibly present during student breaks and lunch times to interact and build relationships with students. She also confirmed there are the appropriate support staff in place to handle those sorts of reports.

Member, Mickey Gauldin stated that one of his concerns, and why he asked the question about security, is because although LTC is not classified as K-12, with postsecondary campuses, there are adult-students matters that occur and he did not feel comfortable with LCS defining LTC's level of security. By having

a review, it makes the Board aware of what is in place and perhaps there are things that the Charter Board would like to do that are above and beyond what has been put in place. He stated that LTC is not like a traditional college campus, where individuals can get out of their car, walk across the parking lot, and all over campus. LTC has more of a controlled area than that. However, it could always be more secure. Mrs. Thomas reiterated that it isn't necessarily LCS stating what we should do or not do, but Florida statute.

Chairperson, Richard Keith thanked administration for their hard work. He asked Member, Chief Broadway, to be a part of the school's safety and security team; representing the Board, to keep informed of all of safety and security details. Member, Chief Broadway accepted responsibility of that task. Member, Chief Broadway commented that he has been taking notes, and for a higher education facility, he is very impressed and believes there are a lot of good measures in place. He said the security company is a highly professional business, the school safety officers receive their training directly from the LCSO. Chairperson, Chief, Richard Keith requested that as part of his Board representation, if he could help keep the Board aware of fiduciary matters involving stipends when appropriate; or make training, equipment, or hardware recommendations.

Legislative: Mrs. Thomas confirmed that the \$4.5 million legislative request for the Tavares transportation project was approved and made official for LTC's budget.

PUBLIC COMMENT: None.

DATE/TIME OF NEXT MEETING:

Pre-scheduled meetings dates scheduled for the 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,



Mrs. DeAnna Thomas
Executive Director