

## LAKE TECHNICAL COLLEGE

Board of Directors Meeting

August 1, 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,

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

*\*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 June 14, 2022 Special Board Meeting was approved. \*M/S/P

**PUBLIC COMMENT:** None.

**REPORTS:** Chairperson Keith acknowledged and welcomed two guests in attendance. Without objection from the Board, Chairperson Keith moved the Agenda item “Institute of Public Safety” (IPS) that was listed in the Chairperson’s Report; to the top of the Agenda; as guest, Mr. Mathias, would speak to this topic.

Chairperson Keith invited Mr. Mathias to the podium. He said Mr. Mathias requested to share an idea he has discussed with Executive Director Thomas with regards to the first Director of LTC, Mr. Ken Bragg. Chairperson Keith stated that Mr. Bragg continues to be involved with LTC and was very instrumental in the formation of, what was then called, the Public Safety Complex (PSC) campus located in Tavares.

Mr. Mathias thanked Members of the Board for welcoming him to the Meeting and for their service to LTC. He explained that in 1965 Mr. Bragg started vocational education in Lake County and he is considered the “Godfather”, or the foundation, of what LTC represents today. He said that in the years to follow, Ken Bragg organized the funding for the PSC building located in Tavares; which, was eventually named after him and a construction dedication plate was mounted in his honor on a wall of the front building of the school. There is a plaque with Ken Bragg’s name, however the campus was renamed to the Institute of Public Safety (IPS).

Mr. Mathias said that he would like to honor Ken with a wall-mounted appreciation plaque; through this, also honoring Ken’s wife, Sue Bragg, who has always been supportive of his work and was dedicated to attending every meeting in Tallahassee, always by his side. He said that the appreciation plaque would be an amazing tribute to a man who has given his heart and soul; and continues to be an active member of the community. He stated the Lake County School Board (LCSB) and the Lake County Sheriff (LCSO) were in support of this idea; and, he would like the LTC Charter Board of Directors to be in favor of this as well. Mr. Mathias stated that he would absorb the financial impact of the plaque.

Chairperson Keith explained to other Members that recently he, Mrs. Thomas, Mr. Mathias met at IPS to discuss his idea and how to appropriately honor Mr. Bragg for his contributions. Also, to identify a location that an appreciation plaque could be mounted.

After touring the IPS campus, it was decided that there was enough space to mount the new plaque next to the original construction dedication plaque. Mrs. Thomas displayed photos of the building location where the original dedication plaque honoring Mr. Bragg was mounted in 1993. Chairperson Keith suggested the possibility of a plaque with a face-image of Mr. Bragg would also be something to consider. He said although there would be no fiscal impact to LTC; he recommended a Board vote to support proceeding with the appreciation plaque, the location it would be mounted, and that LTC could assist with the verbiage on the plaque.

Mr. Mathias expressed his appreciation and stated that assistance with verbiage on the plaque would be wonderful, as it would be hard for him to limit all the good things he has to say about Mr. Bragg.

After the motion was made, Chairperson Keith opened the floor to discussion. Member Cobb questioned if there would be a ceremony to honor Mr. Bragg in addition to mounting the plaque; and if so, questioned if LTC would participate in the ceremony. Discussion ensued and several ideas and options were mentioned. Mr. Mathias thanked the Board.

Chairperson Keith also mentioned that there would need to be a quick turn-around time on this. He notified Mr. Mathias that the next Charter Board Meeting is scheduled for Monday, September 26<sup>th</sup> @ 4:30 pm. Mr. Mathias stated that he will keep the Board informed of anything that he is working on and bring forth something then.

Chairperson Keith thanked Mr. Mathias for his service on the Lake County School Board (LCSB) and for all he does for LTC. Mr. Mathias in turn thanked the Board for the opportunity and their input.

**UNFINISHED BUSINESS:** None.

**CONSENT AGENDA:** *(Tabs 2a – 2e):* Ending 2021-2022 and Beginning 2022-2023 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 or IN-HOUSE CHANGE ASSIGNMENT:**

- **Executive Secretary** – Chester, Kathy S. *(160671) calendar increase from 226 to 247*
- **Teacher, Health Job Prep** – Hampton, Debra A. *(159417) calendar decrease from 216 to 206*

**2b REQUEST TO HIRE:**

**Full-time 4531:**

- **Director of Operations** – Hefley, Tonya *(165977) effective 08/01/22*
- **Program Specialist, Retention and Career Dual-Enrollment** – Knox, Kimonde S. *(163075) effective 07/25/22*
- **Records Specialist** – Radcliffe, Alyssa R. *(166007) effective 07/5/22*; Robinson, Sherie A. *(114019) effective 07/11/22*
- **Teacher, Health Job Prep (Medical Assisting)** – Phillips, James *(166404) effective 08/08/22*
- **Teacher, Industrial Job Prep (Welding)** – Johnson, Chase *(164420) effective 08/08/22*

**Part-time 4531:**

- **Adult Ed PT CCT** – Woodard, Lisa *(164349) LTC effective 02/24/22*
- **Adult Ed Health (EMT/Paramedic)** – Wilkins, Sean *(165964) effective 06/22/22*

## **2c NON-REAPPOINTMENT, RESIGNATION, RETIRING, TERMINATION, OR TRANSFER**

### **Full-time 4531:**

- **Assistant Director** – Knight, Seth - (163991) *assignment end-date 06/30/22*
- **Records Specialist, Admissions** – Robbins, Courtney (164372) *resignation effective 06/02/22*
- **Teacher, Industrial Job Prep: – Welding** – Johnson, Aaron (160459) *non-reappointed effective 06/13/22*; **CNC Machining** – Felker, David (162930) *resignation effective 06/13/22*

### **Part-time 4535:**

- **Adult Ed PT, Public Safety-LE-TF** – Olson, Jonathan (165481) *resignation effective 07/01/22*
- **Adult Ed PT, Public Safety-FF and FF ADV** – Davis, John Earl (160238) *resignation effective 12/17/20*; Hage, Steven B. (161105) *resignation effective 12/16/21 (omitted from 3/7/22 Consent Agenda)*

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

## **2e 2022-2023 Training Deputy Agreement between Lake Technical College and Peyton Grinnell, Sheriff of Lake County Florida**

### **NEW BUSINESS: (Tabs 3-11)**

**At-A-Glance Budget Summary** (April 30, 2022 – June 30, 2022) (*no action required*) (**Tab 3**) The Lake Technical College (LTC) 3-Month At-A-Glance Budget Summary, April 30 2022 – June 30 2022, 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.

**2022-2023 State of Florida Fee Schedule** (*Annually approved for LTC guidelines*) (**Tab 4**) Executive Director, Thomas stated that the 2022-2023 State of Florida Fee Schedule is an annual survey provided by the State of Florida Department of Education (FLDOE) and is a guideline that LTC adheres to. She reported there are no changes to the schedule this year; however, because LTC follows the states schedule, it is presented annually to the Board to approve adoption of the fee schedule.

**Charter Renewal Agreement Lake Technical College and Lake County School Board** (**Tab 5**) Attorney Stone stated that LTC was operating under a five-year charter agreement with Lake County Schools (LCS) that had been extended an additional two-years. He noted the details of the K-12 oriented template were discussed at the July Board Meeting. He said, over the summer, most everyone who was involved in the initial discussions about the contract renewal have either retired or are now in the process of retiring. He said there are new district employees reviewing all the information; which, is a good thing; however, it is causing the process to take longer than he preferred. Attorney Stone stated that since he last provided an update to the Charter Board, LCS requested to re-add some of the agreement sections that both parties had previously agreed to remove. The changes required additional meetings with the LCSB attorney and the School Choice department. He stated that what the Board has before them today, is a final-draft version that is being reviewed by the LCS attorney and what he expects will be submitted for approval by the LCSB.

Attorney Stone stated that, today, he is seeking to have a good, robust discussion with Board Members regarding any questionable items and to seek approval of the form; but, with some flexibility that if the form needs some insignificant changes made to it; then those types of changes could be incorporated into the document and the Executive Director's signature could still be applied in approval, to be able to execute the new agreement.

He stated this would not include changes to the material, physical impact, or fundamental programs and if there are material or significant changes made to the agreement, then a special Meeting would be scheduled to provide an opportunity for the Charter Board Members to review and discuss those changes prior to approval.

Mr. Stone and Mrs. Thomas recommended approval of the charter renewal contract if there are no significant changes in the current discussions.

Chairperson Keith summarized Attorney Stone's recommendation for the Board approve the charter contract allowing flexibility to make insignificant changes, if needed, in order to be able to execute a final contract that is either this exact contract or a contract substantially similar after today's meeting. Attorney Stone assured Members that if there are any substantial changes made; a special Meeting will be called so that Members can review those changes for approval.

**2022-2023 Articulation Agreement Between Lake Technical College and Lake-Sumter State (LSSC) (Tab 6)** Mrs. Stephen stated that the articulation agreement between LTC and LSSC is renewed each year. She said the colleges have a good working relationship and continue to renew and improve articulations. She stated that the agreement before the Board has been updated to reflect current programs and also the up-to-date courses offered at LSSC.

**2022-2023 Career Pathways Articulation Between Sumter County Public Schools and Lake Technical College** (*received on 8/1/22; provided hard copy @ Member's work-space*) Mrs. Stephan stated to Members that there is not a post-secondary technical training facility in Sumter County, so both LTC and Withlacoochee Technical College serve those students. She said they are expanding their CTE programming. She stated that LTC has been in discussions to be in alignment with those added programs and has added articulations into the programs that LTC offers. Mrs. Thomas recommended approval.

**2022-2023 Career Dual Enrollment Agreement Between Champion Preparatory Academy, Apopka and Lake Technical College (Tab 7)** Mrs. Thomas stated that this is a standard agreement that is approved annually by the Charter Board. She stated that the agreement template changed a few years ago; however, Attorney Stone reviewed it recently to be sure all the information was still in alignment. She said that it is a requirement, even with private schools, whenever LTC serves one of their students, for this documentation to be on file at the school and recorded with the state.

**2022-2023 Career Dual Enrollment Agreement Between Lake County School Board and Lake Technical College (Tab 8)** Mrs. Thomas stated that this is the same agreement template as used for the private school; with one exception in the area under "Fees", because LTC does not charge LCS tuition for dual-enrollment students.

**2022-2023 Lake Technical College Organizational Chart** (*Annual review and approval for COE*) (**Tab 9**) Mrs. Thomas stated that this is the school's 2022-2023 Organizational Chart. She said as a requirement of COE, it is approved annually by the Charter Board. Mrs. Thomas said that she discussed at a previous Board Meeting that the administrative team planned to move back to the leadership structure of Executive Director and two Directors. She said the new chart reflects that change being implemented and explained that this change was necessary to distribute responsibility-load equally among the administrative team.

At this time, Mrs. Thomas introduced the Board to the new Director of Operations, Mrs. Tonya Hefley. On behalf of the Charter Board, Chairperson Keith welcomed Mrs. Hefley. Mrs. Hefley approached the podium and provided a brief introduction and description of her work history.

Board Members welcomed Mrs. Hefley. Mrs. Thomas stated that LTC is excited to have Mrs. Hefley join the LTC family; she brings a lot of experience that is desperately needed; especially with the growth that LTC is experiencing.

#### **2022-2023 Hutto Enterprizes, Inc. Full-Service Janitorial Company Proposal (Tab 10)**

Mrs. Thomas stated that for the 2022-2023 school year there were no cost increases to contract. She stated that Hutto has been doing great work; and, recently completed work on the floors; which look great. They are very responsive to the needs of the school. Mrs. Thomas confirmed to Members that LTC has an agreement for lawn service also; but it is with a different company.

#### **BOARD CHAIRPERSON REPORT:**

- 1. Institute of Public Safety**
- 2. Governance Training Status Reminder** *(2-hour refresher course due in 2022-2023)*
  - Chief, Richard Keith – November 6, 2022
  - C. A. Vossberg – May 5, 2023

Chairperson Keith commented that LTC and the Charter Board of Directors are blessed to have Mrs. DeAnna Thomas as the Executive Director. He stated that he has had the opportunity to be present during negotiations where she is involved and she does an incredible job. He stated directly to her that she had big shoes to fill, and she has filled them.

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

- 1. Clermont Elementary School** – Mrs. Thomas stated that she wanted to provide the Board Members with an update about the Lincoln Park South Lake Alliance project and to get a consensus from the Board as to how they feel LTC should proceed.

Mrs. Thomas stated that more recently, Superintendent Kornegay approached both she and Dr. Heather Bigard, President of LSSC, with an idea for LCS to be able to offer high school with an 18-credit option and flex-scheduling and for LTC and LSSC to partner in offering programs there.

Mrs. Thomas stated that this Wednesday evening; she and both Superintendent Kornegay and Dr. Heather Bigard plan to share a presentation at an event to provide information about this project to city and county officials to talk about this project. Additionally, she said, the Superintendent has requested that LTC, and LSSC work on a joint legislative request for funding for the building. Mrs. Thomas said she is in support of this partnership but can only commit to what LTC has funding to support. Mrs. Thomas stated at this time, much of the details are still developing and if something changes with regards to funding; then, she will revisit this topic for approval at that time. However, because she plans to speak publically about the project, she wanted to answer any questions the Charter Board Members may have about this project.

Discussion ensued among Members. They liked the idea of having a space for LTC in the south end of the county, but were of the opinion that the project may not be ideal for a large LTC expansion. Members confirmed with Mrs. Thomas that there were no issues with LTC participating in a joint legislative request. She explained that the request is really a LCS request with LTC as a supportive partner.

Mrs. Thomas stated that ultimately, when anything is decided; Charter Board approval will be required first; especially, if the building becomes an instructional service center. She stated that besides offering the GED, ESOL, and community education classes that were mentioned; LTC also needs a space for its HVAC Apprenticeship program; because, the program runs twice a week and all of the students who attend are from the south end of the county.

**County Schools Mental Health Plan for Lake Technical College** Mrs. Thomas stated that, in the past, for the K-12 youth mental health plan, it was acceptable for LTC to state in policy that it refers its dual-enrollment students to their home high school counselors. This year, the state of Florida moved this information to an on-line portal requiring administrators to complete all information in the portal. She said as she tried to do so, it became more evident to her that it was designed specifically for elementary, middle, and high schools and that it would be difficult for her to complete the information for LTC. She said that she reached out to the Chancellor's office for clarification and received written response that postsecondary institutions were exempt from the state required mental health plan for K-12. She shared LTC's current methods for connecting adult students with services.

2. **2023-2026 Lake Technical College Strategic Plan (Board, Faculty/Staff Workshops)**  
*(Current Plan Expires June 2023)* Mrs. Thomas stated that this year, in an effort to update and renew the Strategic Plan, administrators will be scheduling meetings with faculty and staff initially; and then, a Board Workshop will be scheduled to discuss those findings with LTC's Board. She stated that among many of the topics, LTC's expansion to the south end of the county will be a topic of focus. She said LTC plans to expand both towards 192 South and South Clermont area.
3. **2022-2023 Council on Occupational Education Accreditation Certificates**  
*(received on 8/1/22; provided hard copy @ Member's work-space)* LTC is in good standing as it enters its Self-Study year. The COE team will be visiting the campus in the Fall of 2023.
4. **Fall Program Advisory Committee Reception – Thursday, September 22, 2022 @ 6:00 p.m.** Mrs. Thomas requested Members to "Save the Date" for the upcoming reception. Invitations are scheduled to be sent next week.
5. **Summer Reminders:**
  - LTC Instructors return for pre-planning the week of Monday, August 8, 2022
  - LTC Students begin classes the week of Monday, August 15, 2022

**PUBLIC COMMENT:** In closing the Meeting Chairperson Keith requested Dr. Culpepper to provide a brief update about her endeavors in retirement. He said, on behalf of the Board, "We miss you" and thanked her for setting LTC on a great path and that LTC continues on that path. She shared with the group some of her retirement activities. Dr. Culpepper thanked Board Members for their continuous service to LTC; she said LTC holds a special place in her heart.

**DATE/TIME OF NEXT MEETING:**

**Pre-scheduled meeting dates for 2022-2023 school year:**

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

- Monday, September 26, 2022 @ 4:30 p.m. - Budget Meeting 1<sup>st</sup> quarter
- 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