

**LAKE TECHNICAL COLLEGE**  
Board of Directors Meeting  
September 26, 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:**

**Vice-Board Chairperson**, Dr. Isaac Deas; **Director Members**: Mr. Mickey Gauldin, Mr. C.A. Vossberg, Mr. Gerald Cobb, Mr. David Steele

**DIRECTOR MEMBERS NOT PRESENT:** **Board Chairperson**, City of Tavares Fire Chief, Richard Keith; **Director Members**: Mr. Timothy Morris, and Chief Charles Broadway

Executive Director Thomas announced that Charter Board Member Mrs. Judy Beda resigned from the Board, effective immediately, on September 9, 2022. Mrs. Thomas shared that Mrs. Beda had retired from her position at UF Health and conveyed a message on Mrs. Beda's behalf, that she enjoyed the time as a Board Member and wished each Member the best. She said she would always be a supporter of LTC.

Mrs. Thomas informed Members that she has been working to gather resumes of individuals who she has been working with in the medical/health field who might be interested in serving as Board Member, and she will bring that information before the Board in December, at the 2<sup>nd</sup> quarter Meeting; if not before.

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

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

**APPROVAL OF THE MEETING MINUTES OF AUGUST 1, 2022 (Tab 1)** The Motion for approval of the Meeting Minutes of the August 1, 2022 Board Meeting was approved. \*M/S/P

**PUBLIC COMMENT:** None.

**PROGRAM SPOTLIGHT:** Mrs. Thomas invited Mr. Art Seidner, Program Manager of Adult Education to the podium to speak about a new and exciting training program for Lake Technical College (LTC) called Career Navigator. The program involves connecting adult students to success by focusing on LTC's Adult Education students and their potential to continue as Career Technical Education (CTE) students and beyond by providing sufficient career advisement. He stated that the Florida Department of Education (FLDOE) advocated for the program and LTC had to meet specific requirements to be able to qualify as a participant, but it is now one of three colleges in the state of Florida participating in the training. Mr. Seidner stated that the training was free to LTC; the National Career Development Association funded the training program.

Mrs. Thomas stated that the training ultimately helps LTC to motivate and guide students toward the right career-training path. Mr. Seidner mentioned that this training also serves the English Speakers of Other Language (ESOL) students.

**REPORTS:** None.

**UNFINISHED BUSINESS:** None.

**CONSENT AGENDA: (Tabs 2 – a - d): \*MSP**

*(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:**

- **Teacher, Industrial Job Prep (CNC/Machining)** – Linginfelter, Harold (166681) *calendar increase from 206 to 226 effective 9/19/22*

**2b REQUEST TO HIRE:**

**Full-time 4531:**

- **Records Specialist (Assessment)** – Ingold, Kimberly (158847) *effective 08/10/22*
- **Financial Aid Specialist (Assessment)** – Rodriguez, Amy (163063) *effective 09/01/22*
- **Teacher, Industrial Job Prep (CNC/Machining)** – Linginfelter, Harold (166681) *effective 09/19/22*

**Part-time 4531:**

- **Adult Ed PT GED** – Walker, Marcia (166406) *LTC effective 08/22/22*
- **Adult Ed PT Health (EMT/Paramedic)** – Lavrusky, Ryan (165965) *effective 08/01/22* ; Robles-Montanez, Imer (166547) *effective 09/12/22*
- **Adult Ed PT Tech Trade (Welding)** – Holloway, Cody (166381) *effective 08/15/22*

**Part-time 4535:**

- **Adult Ed PT Public Service FF ADV** – Broccolo, Keith P. (166235) *effective 08/17/22*; Haynes, Edward L. (166257) *effective 08/11/22*
- **Adult Ed PT Public Service LE** – Bell, Ethan C. - (166233) *effective 08/11/22*; Conlee, Daniel C. (166255) *effective 07/28/22*; Dambro, Nicholas B. – (166232) *effective 08/09/22*; Faust, Joshua M. (163189) *effective 08/09/22*; Kruse, Kristopher D. (166300) *effective 08/09/22*; Palmer, Richard T. (166253) *effective 07/28/232*; Williams, Zachary N. (166254) *effective 09/12/22*
- **Adult Ed PT Public Service LE - EOT** – Palasky, Christopher - (166173) *effective 08/01/22*; Rock, Michael T. (166196) *effective 08/09/22*

**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**

**Board of Director Member** – Beda, Judith L. (160117) *resignation notification effective 09/06/22*

**Full-time 4531:**

- **Financial Aid Specialist** – Coy, Katherine D. - (162966) *assignment end-date 10/17/22*
- **Records Specialist** – Robinson, Sherie L. – (114019) *Transfer center-to-center effective 09/02/22*

**2d 2022-2023 LTC Policy/Procedures/Plans - Intranet**

*(annual review; requirement of COE)*

- 1) **2022-2023 LTC Policy and Procedures**
- 2) **2021-2022 Book of Plans** *(2022-2023 plan is currently under review and edit)*  
*(Federal requirement – Posted on LTC Website)*
- 3) **Campus Safety and Security Policies**
- 4) **Clery Act**
- 5) **Drug and Alcohol Abuse Prevention Plan**

**NEW BUSINESS: (Tabs 3 – 6) \*MSP**

**2021-2022 & 2022-2023 Combined Ending & Beginning Budget Reports (Tab 3)** Mrs. Tarsha Jacobs, CPA for LTC reviewed each individual budget with Board Members and requested Board approval to conform to state standard accounting mandates. The Budgets are available for review on the LTC Website: laketech.org.

**RFA: Grant Purchases Exceeding Executive Director Discretionary Spending Limit (Tab 4)** Executive Director, Thomas stated that the Board of Directors established a Discretionary Spending Limit of \$65,000 for the Executive Director and the Board approves any purchases that exceed that limit. Purchases through grants such as the Adult Education, Perkins, and Open Door grants, have purchasing deadlines. To assist with timeliness in being able to meet deadlines with general grant deadlines, the Executive Director requested Board approval to exceed the spending limit when purchasing equipment, technology, or supplies that are in alignment with or within the scope of any grants already awarded to LTC.

Mrs. Thomas mentioned two upcoming projects involving grants. The repaving of the driving-pad at the driving range property in Tavares and a request she has been working on with the Florida Department of Education (FLDOE) for purchase of a large bus/recreation vehicle with adult education grant funds. The intended use will be to assist LTC to reach individuals with barriers to access. She referred Board Members to Budget Fund 422, for grants, which reflected a \$102,000 allocation specifically for that project.

**2022-2023 Agreement/MOU between Sumter County School Board and Lake Technical College: (Tab 5)**

- **Career Dual-Enrollment**
- **Memo of Understanding**

Mrs. Stephan stated that at the August 1<sup>st</sup> Meeting, Board Members discussed LTC's EMT program to be offered at Mount Dora High School and a Phlebotomy program to be offered at South Sumter High School.

Mrs. Stephan explained that there are three separate agreements in total with Sumter County School Board (SCSB) for South Sumter High School (SSHS), The Villages High School (VHS), and an addition made to Lake County Schools' (LCS) current agreement. Mrs. Thomas mentioned that these agreements model previously approved Career Dual-Enrollment agreement language; the only change was insertion of a new organization's name.

**RFA: Purchase of New Fire Engine (Tab 6)** Mrs. Thomas stated that the last purchase of a fire engine for the school was in 2016, and the one prior to that was twenty years. The program is in need of a newer fire engine to provide training to students using current and safe equipment. She stated that the Engine is the primary piece of equipment used in the Fire Fighter/EMT (ATD) program and is also used for the State certification exam where its reliability is critical. Last year, 98 Fire Fighter/EMT – Combined students graduated from the program. The engine is also the primary pumper for the Pump Operator classes where it must pump for eight hours a day, for one week (a total of 40 hours), four times a year; much more wear than is put on a Fire Department emergency response engine. She stated that last year, 56 local firefighters enrolled in the Pump Operations class. In addition, Lake Tech's Fire Academy is required each year by the Florida Bureau of Fire Standards & Training to run a pump test to maintain certification as a Training Center.

New truck schematics were provided to Members for review and Mrs. Thomas mentioned that Chief Adams, Firefighting Program Director, was present to help answer any questions specific to the fire engine and needs for it in the program.

Mrs. Thomas referred Members to Budget Fund 110, which reflected a \$300,000 allocation for this purchase. Vice-Chairperson, Dr. Isaac Deas questioned if the Request for Approval (RFA) presented should be modified to reflect the budgeted amount. Mrs. Thomas stated no because the expense amount listed is a projection of costs and felt that as long as the Board was in agreement about the purchase, that was the most important thing. She explained to Members that there is a surplus in that budget from performance funds.

Board Member, Jerry Cobb questioned where the local warranty company is for this engine. Chief Adams responded that the closest proximity is Sanford. He stated that LTC currently utilizes the same exact engine, from 2016, for classes with an existing agreement for maintenance and repair work. He stated that the engines are under state-bid and currently; there is a two-year wait for engine purchases. Mrs. Thomas mentioned that the state-bid was the cheapest for an in-production, readily available engine and she suggests LTC's programs to be prepared now rather than experiencing a two-year backlog.

She requested approval of the purchase of a new fire engine for the Fire Fighter/EMT – Combined program with a fiscal impact is \$345,123.00 including delivery. There was no further discussion.

Mrs. Thomas pointed out a \$275,000 allocation listed under *improvements other than buildings* in Budget Fund 110. She said that she has no details to provide Members at this time; but wanted Members to be aware that LTC is planning to repave the driving pad at the driving range in Tavares. She stated the project will be over \$200,000, so a request for bid is required. She stated that she had hoped to bring a solid bid to the board for approval, however six companies declined to bid because they do not have enough employees to do the job and they do not have enough asphalt to complete the job. She stated that for now, the amount will remain as a placeholder in the budget and she is hopeful to be able to bring details back to the Board in December.

She shared that if LTC receives a reasonable quote before then, she would call a Special Meeting to get that expense approved because she would like to get that started as soon as possible. She stated that, right now, it is hard to find companies to fill holes in the parking lots and called on Board Members to notify her or Facilities Manager, Jack Miller, if they have experience with or any recommendations of companies who are willing to do a bid. Members requested to see a list of the six companies contacted so far. Mrs. Thomas stated that Mr. Jack Miller would have that detail.

Member, Mickey Gauldin, made a suggestion to Members of the Board to go ahead and provide Mrs. Thomas with the approval she needs at this time, rather than having to call a Special Meeting of the Board just to be able to proceed, especially if LTC were to receive a reasonable bid. He advised the Board that as a member and participant of a car club that utilizes the driving pad, he would recuse himself from the vote.

Mrs. Thomas mentioned that the Board already approved Budget Fund 110, which included the \$275,000 allocation placeholder for repaving the driving pad. She suggested an RFA to formalize the Board's approval of the Executive Director to be able to exceed the spending limit for purchases of materials involved in repaving the driving pad at the driving range in Tavares.

Member, Mickey Gauldin acknowledged, due to Member attendance, by recusing himself from the vote, it would eliminate meeting a quorum for vote in approval. Board Secretary, Mrs. Lana Payne, read aloud the conflict measures listed on Form 8B – Conflict of Interest, and Member Gauldin could declare none of the measures listed. Board Vice-Chairman, Dr. Isaac Deas, opted to proceed with vote to authorize Mrs. Thomas, if LTC receives an acceptable bid, to proceed; however, directed Mrs. Thomas not to move forward on this action until she has confirmation about the Conflict of Interest form from Attorney Stone.

## **VICE-BOARD CHAIRPERSON REPORT:**

1. Vice-Chairperson, Dr. Deas stated that he had the pleasure of hearing Mrs. Thomas speak at the recent Leesburg Chamber of Commerce meeting last Thursday and said she did an excellent job. He stated that from the presentation she made there were a lot of good comments and feedback from those in attendance. He thanked Mrs. Thomas on behalf of the Board for her representation of LTC at public speaking events.
2. **Institute of Public Safety**
3. **Governance Training Status Reminder** (*2-hour refresher course due in 2022-2023*)
  - o Chief, Richard Keith – November 6, 2022
  - o C. A. Vossberg – May 5, 2023

## **EXECUTIVE DIRECTOR REPORT:** (*non-action topics*)

**Update regarding Charter Contract Renewal** – Mrs. Thomas stated that she has checked with her contacts at LCS who assured her that there were no outstanding issues to address, that the hold-up in approval is because of staffing and legal counsel changes. She said she expects the contract to go before the LCSB soon for final approval.

**Lake Technical College Strategic Plan Workshop** (*Determine a workshop date in January*) Mrs. Thomas stated that LTC is working on updating its Strategic Plan for the next three-years in preparation of its accreditation visit in the 2023-2024 School Year. Members agreed to schedule the Strategic Planning Workshop on Tuesday, January 23, 2023; meeting for breakfast at 8:00 a.m. in the Tech Dining Room and then to conduct business in the Board Room located in Building A. See date added below to the pre-scheduled meetings for 2022-2023.

**Campus Life Calendar** – made available at Member's workstations.

## **PUBLIC COMMENT:**

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

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

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

- Monday, December 12, 2022 @ 4:30 p.m.
- Tuesday, January 24, 2023 @ 8:00 a.m. *BOD Strategic Planning Workshop*
- Monday, March 6, 2023 @ 4:30 p.m.
- Monday, May 15, 2023 @ 4:30 p.m.

**ADJOURNMENT:** 5:38 p.m.

Respectfully submitted,



Mrs. DeAnna Thomas  
Executive Director