

**LAKE TECHNICAL COLLEGE**  
**Board of Directors Meeting**  
**December 12, 2022 / 4:30 p.m.**  
**Building-A, Board Room**

**OPENING ITEMS:**

- Call to Order
- Determination of a Quorum
- The Pledge of Allegiance followed by a Moment of Silence

**DIRECTOR MEMBERS PRESENT:**

**Board Chairperson**, City of Tavares Fire Chief, Richard Keith; **Director Members:** Mr. Mickey Gauldin, Mr. C.A. Vossberg, Mr. Gerald Cobb, and Chief Charles Broadway

**DIRECTOR MEMBERS NOT PRESENT:** **Vice-Board Chairperson**, Dr. Isaac Deas; **Director Members:** Mr. Timothy Morris and 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 SEPTEMBER 26, 2022 (Tab 1)** The Motion for approval of the Meeting Minutes of the September 26, 2022 Board Meeting was approved. \*M/S/P

**PUBLIC COMMENT:** None.

**REPORTS:** None.

**UNFINISHED BUSINESS:** None.

**CONSENT AGENDA:** *(Tabs 2 – a - f):*

*(Charter Board Approval to support quarterly turnover activity reported by LTC to LCS Human Resources)*

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

**2a APPOINTMENT 2<sup>ND</sup> PART-TIME ASSIGNMENT, IN-HOUSE CHANGE ASSIGNMENT:**

**Full-time 4531:**

- **Teacher, Health Job Prep (Health Sciences)** – *Cost strip change; assignment to PIPELINE Lake grant retroactive to calendar start-dates 2022-2023 SY - Hampton, Debra (159417); Labud, Pamela (158538); Linton, Annamaria (119992); Smith, Catherine (163100); Thornton, Beth (118520)*

**Part-time 4535:**

- **Teacher, Adult Ed PT Public Serv (FF Adv)** – *2<sup>nd</sup> part-time assignment – Broberg, Logan (165732) effective 10/17/22*

**2b REQUEST TO HIRE:**

**Full-time 4531:**

- **Records Specialist (Assessment)** – Garcia Almodovar, Stella (166823) *effective 10/24/22*
- **Financial Aid Specialist (Assessment)** – Nash, Melissa (166792) *effective 10/10/22*

**Part-time 4531:**

- **Adult Ed PT Health (EMT/Paramedic)** – Clark, David (161701) *effective 10/14/22*
- **Adult Ed PT Health (Contracted SCSB – Phlebotomy)** – Lyden, Amanda (166657) *effective 09/29/22; Eldridge, Jessica N. (166807) effective 10/25/22; McNeal, Jennifer (166658) effective 11/04/22; Tsirnikas-Wilson, Chaci L. (124344) effective 11/14/22*

**Full-time 4535:**

- **Career Advisor** – Coy, Katherine D. (162966) *effective 11/29/22*

**Full-time 4535:**

- **Teacher, Adult Ed PT Public Serv (LE)** – Howard, Kevin M. (113839) *effective TBD*

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

**Full-time 4531:**

- **Financial Aid Specialist** – Coy, Katherine D. (162966) *resignation effective 10/17/22*
- **Accounting Specialist** – Hanna, Lucinda (159020) *resignation effective 12/21/22*

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

**Part-time 4531:**

- **Teacher, Adult Ed PT GED ESOL** – Taylor, Bonnie (111089) *resignation effective 09/29/22*
- **Teacher, Adult Ed PT GED ELCE** – Walker, Marcia R. (164406) *resignation effective 12/16/22*

**Full-time 4535:**

- **Teacher, Adult Ed PT Public Serv (FF)** – Hanson, David P. (127025) *effective 10/03/22*
- **Teacher, Adult Ed PT Public Serv (FF)** – Evans, Christopher M. (133556) *effective 12/02/22*

**2d. Property Disposition (*2nd Quarter Reports*)  
Non-Cash Distribution**

**2e. 2023 Dispatch Telecommunications Training Agreement Renewal Letter between Lake County Sheriff's Office and Lake Technical College**

**2f. 2022-2023 Annual Security Report and Consumer Information**

**NEW BUSINESS: (*Tab 3 – 9*)**

**Charter Board of Directors – Board Member Replacement (*Tab 3*)**

- *Mrs. Bonnie J. Onofre - Orlando Health*

Mrs. Thomas previously announced at the September Meeting that Board Member, Mrs. Judy Beda, representing the health-care sector, resigned. She mentioned that she would making the vacancy known to the individuals in the medical/health field, who are involved with Lake Technical College (LTC) and, if any individuals expressed interest in joining the Board, she would provide that detail to Members. Mrs. Thomas stated that since that time, Mrs. Onofre, of Orlando Health, expressed interest in joining LTC's Board of Directors.

Mrs. Thomas shared Mrs. Onofre experience and qualifications and noted she would be an excellent choice to consider for the Board vacancy. Board Members were able to review Mrs. Onofre's resume as part of their board packet ahead of the meeting, and during discussion, agreed that her resume was impressive.

Mrs. Thomas invited Mrs. Onofre to the podium to introduce herself to the Board of Directors. Mrs. Onofre shared her healthcare and administrative experience. She stated that when looking at healthcare, overall, we have to prepare for its workforce no matter what healthcare setting that is in. She thanked the Board of Directors for their consideration.

Chairperson Keith thanked Mrs. Onofre for her introduction and with no further discussion from Members, Chairperson Keith recommended Mrs. Onofre to join the Board. There were no objections,

and the Board officially appointed Mrs. Onofre as a Member of the Board to fill the vacancy for the remainder of its term. M/S/P

On behalf of the Board, Chairperson Keith welcomed her as a new Director Member.

**At-A-Glance 3 mo. Budget Summary** (*August 31 – October 31 2022*) (*review only; no action required*) (**Tab 4**) The LTC 3-Month At-A-Glance Budget Summary, August 31, 2022 – October 31, 2022, was reviewed by Mrs. Lorraine Foster, Assistant Director of Finance-LTC. There were no questions and no discussion by the Board and the summary required no Board action.

Mrs. Thomas thanked Mrs. Foster and Mrs. Jacobs for the work they have been doing and requested that Mrs. Foster share this message of appreciation with her team for their hard work.

**2022 BKHM Audit Review**(*action required*) (**Tab 5**) Mrs. Tasha Jacobs, CPA also thanked Mrs. Foster and her team. She stated that due to the increased amount of stabilization funds over the past few years, the school’s audits have entailed an increased amount of document requests. Mrs. Jacobs proceeded with an overview of the sections contained in the 58-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.

Discussion ensued about the ongoing project of researching potential new auditing firms.

Mrs. Jacobs has requested approval of the Financial Statement ending June 30, 2022 to conform to state standard accounting and mandates. M/S/P

Chairperson Keith stated that the audit overview and the “No findings” results are very important to the Board as the fiduciary oversight of the school. On behalf of the Board, he thanked Mrs. Jacobs and congratulated the entire financial team for their hard work in maintaining these results. The Financial Statement ending June 30, 2022 is available for review on the LTC Website: laketech.org.

**Book of Plans - Review and Evaluate** (*action required*) (**Tab 6**) Mrs. Thomas referred Members to the Book of Plans. She stated that the Plan revision dated September 7, 2023 was reviewed and approved by the Board at the September 26<sup>th</sup> Meeting. However, since then, other revisions were made; therefore, it is being presented for approval once again. Once approved, the revision date will reflect an approval date of December 12, 2023.

Mrs. Thomas stated that the Book of Plans are one of eight (8) plans that LTC operates on, as far as processes and procedures and it is a requirement of Council on Occupational Education (COE), the schools accrediting body. This includes the Student Retention Plan and the Strategic Plan; which, Board Members will be attending a Workshop later in January to review and discuss. Mrs. Thomas stated that COE is now using “Evaluate” and “Review” in their terminology, and it may be different for each Plan. She decided to be in compliance, to tab the Book of Plans for review and evaluation going forward; because, typically, it is listed on the Consent Agenda for its annual review and approval.

She stated that Faculty, Staff, and Students, (through the Student Ambassadors), are given the opportunity to provide input on some of the Plans and currently, for the Book of Plans, she is providing Board Members with that same opportunity. As Members reviewed the plans, Mrs. Thomas directed them to where the changes range; Health and Safety, Technical Infrastructure, Student Retention, Student Services, Media Services, Operation and Maintenance, Placement, Follow-up, and LTC’s Strategic Plan. She said, especially when it comes to Facilities, Technical Infrastructure, and Safety and Security, LTC abides by the district’s policy (of what that applies to post-secondary), because this facility does still belong to the district and employees are still considered employees of Lake County Schools (LCS).

Chairperson Keith questioned if the Book of Plans, once approved, would continue to change during the remainder of the school year. She stated that she only expects additional changes to the Strategic Plan. She stated that this revision of the Book of Plans is a final product; current with COE requirements and accurate. The Board discussed, reviewed, evaluated, and approved the Book of Plans. M/S/P

**Finalized LTC Charter Contract Renewal Agreement** (*review only; no action required*) (**Tab 7**)

Mrs. Thomas stated that over the summer, the Board did review an updated and finalized version of the renewal agreement. It was later approved it at the first quarter Meeting in August; with the condition that no significant changes be made while processed through the district. She explained that before them today was a fully signed agreement, and that no significant changes made since the Charter Board's approval. She stated that this makes LTC a legal Charter through June 2027. She explained that postsecondary career centers have a 5-year cycle by statute.

On behalf of the Board, Chairperson Keith thanked all involved in the renewal process for their hard work in bringing forth a finalized agreement.

**2022-2023 Career Dual Enrollment Agreement between Lake Technical College and First Academy-Leesburg** (*action required*) (**Tab 8**)

Mrs. Thomas stated that several similar agreements with LCS, Sumter County School Board (SCSB), and some private colleges were approved at the September Meeting. The agreements are a requirement of the state. First Academy – Leesburg wanted to have a dual-enrollment agreement with LTC as well and this additional agreement was not ready at that time. She stated that the standard contract language did not change. MSP

**RFA: Annual Stipend for Safe School Officers (Guardians)** (*action required*) (**Tab 9**)

Mrs. Thomas stated that for the 2022-2023 School Year, there are two certified LTC Safe School Officers. She stated that these individuals voluntarily trained to serve as Lake Technical College's Safe School Officers, (Guardians). To help offset any additional costs they have personally incurred, a stipend is offered to these individuals. Mrs. Thomas recommended approval of the annual Safe School Officers (Guardians) stipend amount of \$4,000 or \$2,000 for each Safe School Officer. MSP

**VICE-BOARD CHAIRPERSON REPORT:** Open discussion.

Chairperson Keith stated that he had not seen Members of the Board since the Program Advisory Committee Reception held in September. He stated that it was a tremendous event and said that he is always proud of the school; but said that event makes LTC shine! He extended thanks to the culinary team for all of their hard work and outstanding job on preparing and beautifully displaying the food and to the faculty and staff who helped coordinated the event. He also mentioned:

**Governance Training Status Reminder** (*2-hour refresher course due in 2022-2023*)

- Chief, Richard Keith – (*completed*) November 21, 2022 - 2025
- C. A. Vossberg – due by May 5, 2023

**Paramedic Graduation** – Board Members were encouraged to attend the Paramedic graduation ceremony at the Eustis Community Center on December 19, 2023 @ 6:30 p.m. The Keynote Speaker will be Congressman, Daniel Webster; has always been a great supporter of LTC.

**Special thanks to Dr. Isaac Deas, Vice-Chairperson** – Chairperson Keith thanked Vice-Chairperson Deas for chairing the September 26<sup>th</sup> Meeting unexpectedly in his absence.

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

- **Legislative and general updates** – Mrs. Thomas stated that the next legislative sessions will begin in early Spring. She is beginning to work with local delegation on a legislative appropriation request for expansion of the Institute of Public Safety building. The additional space is intended to provide expanded programming.
- **City of Tavares Diesel Hub project** – The project is out for bid and it is open through early January 2023.

- **Clermont Elementary** – Discussion are still taking place. There are no final expectations to report. Mrs. Thomas will discuss this topic in better detail with the Board during the Strategic Planning Workshop as she plans to discuss opportunities for school expansion in the South end of the county and to decide where to focus resources.

She stated that she has met with many business partners and with Lake County Board of County Commissioners (LCBCC), then Chairman, Mr. Sean Parks and recently with the new LEAD group for Economic Development to be able to report to the Board what is happening, county-wide, during the Strategic Planning Workshop.

- **Miscellaneous Projects** Mrs. Thomas stated she is communication with several local cities about workforce projects. She stated that she is getting calls every day regarding partnerships and work projects.
- **Reminder: Lake Technical College Strategic Plan Workshop** in preparation of its accreditation visit in the 2023-2024 School Year. Members agreed to schedule the Strategic Planning Workshop on Tuesday, January 24, 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.
- **Leesburg Chamber** – Mrs. Thomas stated that she was nominated and received an award from the Leesburg Chamber for the Leadership in Education in Lake County award.
- **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)*

- 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:**

Respectfully submitted,



Mrs. DeAnna D. Thomas  
Executive Director