

**LAKE TECHNICAL COLLEGE**  
**Board of Directors Meeting**  
**March 6, 2023 / 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, Mr. David Steele, and Mrs. Bonnie Onofre

**DIRECTOR MEMBERS NOT PRESENT:** **Vice-Board Chairperson**, Dr. Isaac Deas; **Director Member:** 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 DECEMBER 12, 2022 (Tab 1)** The Motion for approval of the Meeting Minutes of the December 12, 2022 Board Meeting was approved. \*M/S/P

**PUBLIC COMMENT:** None.

**REPORTS:** None.

**UNFINISHED BUSINESS:** None.

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

*(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:**

- None.

**Part-time 4535:**

- **Adult Ed PT Public Safety LE EOT** – Howard Kevin M. (113839) *2<sup>nd</sup> part-time assignment effective 12/15/22*
- **Adult Ed PT Public Safety TF** – Howard Kevin M. (113839) *3<sup>rd</sup> part-time assignment effective 12/15/22*
- **Adult Ed PT Public Safety FF** – Burkholder, Jordan R. (158411) *2<sup>nd</sup> part-time assignment effective 02/08/23*

**2b REQUEST TO HIRE:**

**Full-time 4531:**

- **Teacher, Adult Ed AE** – Avelli, Colleen (135774) *effective 01/18/23- transition from part-time*
- **Accounting Specialist (Business Office)** – Gantner, Laura (104789) *effective 01/23/23*
- **Teacher, Business Job Prep** – Knox, Kimonde S. (163075) *effective 02/07/23 transition from non-instructional Financial Aid Specialist to instructional Student Retention and Dual Enrollment Specialist*
- **Corporate and Community Training Coordinator** – Marquez, Diana (167205) *effective 03/06/23*

**Part-time 4531:**

- **Adult Ed PT Health (EMT/Paramedic)** – Carey, Jonathan A. (164141) *effective 01/03/23*; Davis, Christopher (163711) *effective 01/04/23*; Warren, Chancey (166548) *effective 10/24/22*; West, Randall (166848) *effective 10/24/22*; White, Jason (153337) *effective 01/05/23*
- **Adult Ed PT GED (IELCE)** – Hedrick, Terri (102906) *effective 01/02/23*; Sanchez, Carolina (159585) *effective 12/15/22*; Walker, Marcia (166406) *effective 12/15/22- withdrew Dec. resignation*

**Full-time 4535:**

- **Adult Ed PT Public Svcs (Firefighter Adv)** – Elliott, Steven L. (158410) *effective 02/15/23*

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

**Full-time 4531:**

- **Teacher, Industrial Job Prep (Auto-Collision Repair/Refinishing)** – Beliveau, David (122497) *resignation-retirement effective 06/19/23-Retirement*
- **Teacher, Health Job Prep (Health Science Coordinator)** – Thornton, Beth (118520) *resignation-retirement effective 06/30/23*
- **Senior Executive Assistant (IPS)** – Ryan, Tammy K. (110414) *resignation-retirement effective 06/30/2023*
- **Facilities Assistant (IPS)** – Banks, Arland R. (154316) *resignation-retirement effective 06/30/23*

**Part-time 4531:**

- **Adult Ed PT GED AEG** – Cox, Doreen (154368) *resignation effective 01/23/23*
- **Adult Ed PT Health Clinical** – Ebanks, Ena - (163890) *resignation effective 03/06/23*; James-Fahie, Sharon - (164021) *resignation effective 03/06/23*
- **Adult Ed PT Health Phlebotomy** – McNeal, Jennifer - (166658) *(grant SCSB) effective 03/06/2*; Smith, Clinton E. - (155582) *resignation effective 03/06/23*; Stokes, Holly C. - (159459) *resignation effective 03/06/23*

**Part-time 4535:**

- None.

**2d. 2022-2023 Program Advisory Committee Members** *(annual review, COE requirement)*

M/S/P.

**NEW BUSINESS: (Tabs 3 – 7)**

**At-A-Glance 3 mo. Budget Summary** (11/30/22- 01/31/23) **(Tab 3)** *(review only; no action required)*

The Lake Technical College (LTC) 3-Month At-A-Glance Budget Summary, November 30, 2022 – January 31, 2023, was reviewed by Mrs. Lorraine Foster, Assistant Director of Finance-LTC. On behalf of the Board, Chairperson Keith thanked Mrs. Foster for her report. There were no questions or additional discussion by the Board; the summary required no Board action.

**RFA: Annual Instructor Stipend – Health Science, Pharmacy Technician (Tab 4)** *(Approval Required for LCS)* Mrs. Thomas stated that prior to working at LTC, the Pharmacy Technician program instructor taught Biology at Leesburg High School (LHS) for five years. As an established K-12 instructor, her salary was set according to the Lake County Schools (LCS) instructional salary schedule. The supplement request is approved annually to compensate Mrs. Chaklos for the difference in salary for those additional years of industry experience. The Executive Director recommends a charter supplement in the amount of \$3,100.00 for the 2023-2024 School Year. M/S/P.

**RFA: Annual Instructor Stipend – Firefighter Program Director (Tab 5)** *(Approval Required for LCS)* Mrs. Thomas stated that Donald Adams’ Doctorate Degree subject area is Organizational Leadership. LCS does not apply the Doctorate Degree differential to his salary. She stated that Donald Adams’ job duties as Fire Academy Director at LTC’s Institute of Public Safety are primarily to provide administrative oversight to the Fire Academy and other associated programs; duties that align with the Doctorate Degree primary content assignment of Business. Therefore, Executive Director recommended a charter supplement to be applied to his salary in 2023-2024 for the differential amount of \$4,325.00. M/S/P.

**Memo of Understanding (MOU) between Orlando Health South Lake Hospital and Lake Technical College (LTC) (Tab 6)** Mrs. Thomas stated that she is extremely excited about the opportunity to expand LTC’s partnership with Orlando Health South Lake Hospital. This MOU will address expansion of the program by providing classroom space.

Mrs. Thomas explained that because this will now be an additional classroom site, it requires Board approval for LTC’s accreditation body, Council on Occupational Education (COE).

M/S/P. Member, Bonnie Onofre requested to abstain from voting on the SL MOU due to a conflict of interest.

**Telecommunications Training Agreement between Lake County Sheriff’s Office (LCOS) and Lake Technical College (Tab 7)** Mrs. Thomas stated that the agreement between LCSO and LTC has existed for years and renews annually. In recent review of the agreement, it still referred to Lake Technical “Center” rather than “College”; so, in good-faith and in preparation of the COE accreditation visit in September, several minor updates were made, but no major content. M/S/P.

**BOARD CHAIRPERSON REPORT:** Open discussion.

- **New Member, Bonnie Onofre** – Governance Training Status *(4-hour course completed 02/17/23)*
- **Reminder: C. A. Vossberg** – Governance Training Status *(2-hour refresher course due 05/05/23)*
- **Reminder: Board of Director Annual Elections** take place at the next scheduled Meeting in May.
- **Staff and students held a “Push-in” ceremony at the IPS facility** for a newly purchased fire engine. Chairperson, Chief Keith explained to Members that a “Push-in” ceremony is a traditional and historic ceremony that happens in the firefighting community and stated that he was happy to see both the firefighting and law enforcement students participating in this meaningful ceremony.
- **On Wednesday, March 15, 2023 at 4:00 p.m., the Tavares City Council will meet** in the Tavares City Hall building, located at 201 E. Main Street in Tavares. As part of their agenda, council members will discuss the Tavares-LTC Transportation Project. It is a public meeting and all LTC Board Members are invited to attend.
- **Board Members evaluation process of the Executive Director Member** – Member, Mickey Gauldin reported to the Board on the assignment asked of him at a previous meeting regarding the Charter Board of Directors evaluation process for the Executive Director.

He stated that he has met with Mrs. Thomas and recently they determined an evaluation model to present to the Charter Board for approval. However, it is too late in the year to change the evaluation process. He stated that this change not only requires approval from the LCSB; he is also not certain they will approve changing from the current evaluation method. For that reason, he recommends continuing with the in-house online evaluation and LEADS evaluation tool for the 2022-2023 School Year.

Chairperson Keith questioned if this has always been the process for the Executive Director’s evaluation. The challenge is that the LTC Executive Director’s job duties are not at all that of a high school Principal and should not be evaluated using the tool to assess high school Principals. As well, the position reports immediately to the Charter Board of Directors and is evaluated by the Charter Board of Directors; but is also a LCSB employee.

Member Gauldin asked Members of the Board if they would be satisfied with a performance evaluation as a narrative, providing the Board with a status report of the last year, by category. Members agreed that this type of report would be much more meaningful to read than to see “a document”.

Mrs. Thomas stated that the evaluation process is necessary to complete as part of the districts reappointment process; and, it is possible for the Charter Board of Directors to approve a new evaluation process that Members could score based on her report detail. She said that the school climate and culture is very important too; so, the Charter Board will continue to receive response reports from the internal surveys conducted with Faculty and Staff and annual Climate Surveys of Students, Faculty, and Staff. She stated that the exhibit documents are always available should any Member of the Board prefer to see additional details about a particular section of the evaluation other than what is provided in the written narrative. She stated that she wanted the Charter Board of Directors to have a bigger picture of what she is doing as a leader of the college.

IT WAS THE CONSENSUS OF THE BOARD TO EVALUATE THE EXECUTIVE DIRECTOR FOR THE 2022-2023 SCHOOL YEAR USING THE CURRENT LCS LEADS EVALUATION CRITERIA REFLECTED IN LAKE TECHNICAL COLLEGE’S INTERNAL ON LINE EVALUATION TOOL, AND TO ELIMINATE LINKED EXHIBIT DOCUMENTATION, AND TO REPLACE THIS INFORMATION WITH A WRITTEN SUMMARY FROM THE EXECUTIVE DIRECTOR DESCRIBING HOW SPECIFIC CRITERIA WERE MET, AND THAT THE BOARD CHAIRPERSON ENTER THE COMPILED CHARTER BOARD MEMBER EVALUATION RESPONSES INTO THE TRUE NORTH LOGIC SYSTEM ON BEHALF OF THE CHARTER BOARD OF DIRECTORS.

At Chairperson Keith’s request, Member Gauldin agreed to continue to work on the Executive Director’s evaluation process with Mrs. Thomas. Chairperson Keith stated that once an evaluation process is finalized for the Executive Director position and brought before the Charter Board for approval, he is happy to recommend this to the LCSB for approval in preparation of the evaluation process in the 2023-2024 School Year.

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

- Tavares Diesel Hub Project – All Bids have been received and a contractor was selected by the City of Tavares. Estimates were much higher than projected and final negotiations to lessen the amount were included in that contract. She stated that the City of Tavares has made a few minor modifications to their portion of the project plans but LTC’s portion of the project continues as planned. Construction groundbreaking is expected in April.
- Legislative and general updates –Florida House Representative, Truenow and Senator Baxley have submitted a \$3.5 Million appropriation request for expansion at the Institute of Public Safety. Mrs. Thomas stated that she has received letters of support from many local cities, police departments, fire departments and economic development agencies who are familiar with the LTC and IPS campuses, facilities, and training programs and they understand and support the need to provide this additional space.
- Aviation program – Board Member, C.A. Vossberg and Mrs. Thomas will visit south Florida to look at aviation programs to continue on with planning for Power Plant and Airframe Mechanics programming. She stated that she has been in conversation with the Umatilla Airport about being able to create some partnership opportunities.
- Mrs. Thomas introduced Mrs. Diana Marquez as the new LTC Corporate and Community Training Coordinator.
- At a recent Rotary Club luncheon, Mrs. Thomas, along with City of Tavares Fire Chief and LTC Board Chairperson Chief Keith and the City of Eustis Fire Chief, Chief Swanson, accepted an

award on behalf of the students and staff of LTC for participation in the Tri-city Firefighter Food Drive. LTC was in partnership with the Eustis Fire Department this year, and collected over 2,200 pounds of food from the main, IPS, and extension campuses; including Clermont. The food collected at LTC was added to the Fire Department's drive collection.

- United Way Fundraiser Luncheon – Café/Courtyard 03/29/23 (flyer provided)
- Career TechXpo (Main/IPS campuses) (flyers provided)
- Campus Life Calendar

**DATE/TIME OF NEXT MEETING:**

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

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

- Monday, May 15, 2023 @ 4:30 p.m.

Members: Please enter through the front doors of the school and then please proceed to the Board Room, Hallway A, last door on left.

**ADJOURNMENT:**

Respectfully submitted,



Mrs. DeAnna D. Thomas  
Executive Director