

LAKE TECHNICAL COLLEGE
Board of Directors Meeting
May 15, 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, Mr. Tim Morris, 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)*

PRESENTATIONS: Executive Director, Thomas welcomed LSSC President, Dr. Heather Bigard to provide updates regarding partnership between Lake Technical College (LTC) and Lake-Sumter State College (LSSC). Following, LTC's administrative team made a presentation describing "LakeWorks"; Career pathways through LTC and LSSC for earning Certificates, Associate's and Bachelor's degrees. The slide presentation is available upon request and is on file with the official Minutes of the Board.

APPROVAL OF THE MEETING MINUTES OF March 6, 2023 (Tab 1) The Motion for approval of the Meeting Minutes of the March 6, 2023 Board Meeting was approved. *M/S/P

PUBLIC COMMENT: None.

REPORTS: None.

UNFINISHED BUSINESS: None.

CONSENT AGENDA: *(Tabs 2 – a - d):*

PERSONNEL: *(2022-2023 for Main Campus & Institute of Public Safety)*

TAB 2: CONSENT AGENDA *(Tabs 2 – a -e):*

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

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

APPOINTMENT 2ND PART-TIME ASSIGNMENT, IN-HOUSE CHANGE ASSIGNMENT 4531/4535:

- None.

REQUEST TO HIRE 4531 & 4535:

Part-time 4531:

- **Adult Ed PT (GED AEG)** – Ramos-Rodriguez, Yara (161662) *effective 03/28/23*
- **Adult Ed PT Health (EMT/Paramedic)** – Davis, Brian S. (167374) *effective 03/08/23*;
Oxendine, Jeremy D (167401) *effective 03/21/23*; Pajil, Alex M. (167371) *effective 02/24/23*

NON-REAPPOINTMENT, RESIGNATION, RETIRING, TERMINATION, OR TRANSFER

Full-time 4531:

- **Records Specialist (Testing)** – Gilliard, Constance (163519) *resignation effective 04/14/23*
- **Accounting Specialist (A/R)** – Gantner, Laura (104789) *Center to Center transfer effective 04/21/23*

Part-time 4531:

- **Adult Ed PT (GED AEG)** – Avelli, Colleen A. (135774) (*assigned to Adult Ed FT AE position 01/18/23*); **Reported inactive effective 04/27/23 - HR resigned effective 05/03/23**: Botts, Azure D. 163007; Mangal, Gainwatie (158166)
- **Adult Ed PT (Health-EMT/Paramedic)** – **Reported inactive effective 04/27/23 - HR resigned effective 05/03/23**: Behan, Christopher L. (162089); Brigham, April R. (159013); Carter, Anthony G. (162386); Eldridge, Jessica (166807); Grantham, Joesph M. (129812); Mencia, Iman (164079); Owens, Ryan D. (160044); Pepper, Jason L. (160847); Robles-Montanez, Imer (166547)
- **Adult Ed PT (Health Sciences)** – **Reported inactive effective 04/27/23 - HR resigned effective 05/03/23**: Connor, Meghan (165537); Reynolds-Brown, Shellesa (165599); Rivera, Kaila X. (162188)
- **Adult Ed PT Corporate and Community Training** – Carlson, Tyler R. (159344); Cyr, Debbie (132929); Keeling, Daniel (120137)

Part-time 4535:

- **Adult Ed PT Public Svcs (Firefighter/Firefighter Adv)** – Rajcula, Michael (159484) *effective 04/04/23 – retirement*; **Reported inactive effective 04/27/23 - HR resigned effective 05/03/23**: Barnard, Daniel L. (160240); Butschek, Scott B. (128069); Covell, Michael A. (158851); Ledford, William B. (160239); Patterson, Frank (162159); Ricci, Mark A. (133001); Tucker, Chad A (157232); Vollmer, Ryan M. (155054)
- **Adult Ed PT Public Svcs (Law Enforcement/EOT/TF)** – Jones, Frederick L. (125531) *effective 04/27/23 – resignation*; **Reported inactive effective 04/27/23 - HR resigned effective 05/03/23**: Perry, Jacqueline C. (160063); Wells, Shawn M. (148864); Willits, Alex J. (146831)

Mission and Vision Statements *(annual review a requirement of COE)*

2023-2024 LTC Faculty and Student Calendars

(for LCS 23-24 payroll schedule; LCS 247-day unavailable at this time)

*M/S/P.

NEW BUSINESS: *(Tabs 3 – 13)*

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, February 28, 2023 – April 23, 2023, was reviewed with Board Members by Executive Director Thomas on behalf of Treasurer, Mrs. Lorraine Foster, Assistant Director of Finance-LTC. There were no questions or additional discussion by the Board about the summary, and no Board action required.

2023-2026 Strategic Plan (Tab 4) Mrs. Thomas stated that the finalized 2023-2026 Strategic Plan is a result of the feedback from the collaborative Strengths, Weaknesses, Opportunities, and Threats (SWOT) sessions held with Board Members, Faculty, and Staff. The four main strategic goals remain the same; and only sub-goals were updated. She stated that the Plan is very comprehensive and challenging, but it is very doable. Once approved, it will be shared with Faculty and Staff. The Strategic Plan is available upon request, is on file with the official Minutes of the Board, and located on the website. *MSP

2023-2024 Lake Technical College Program Fee Schedules (Tab 5) Mrs. Thomas stated that Fees are annually approved by the Board in May for the upcoming School Year. She said that only a few programs experienced a slight increase to lab fees, based on supplies; especially the healthcare and manufacturing programs. She stated there was no fee increase to liability insurance, drug screen, background, and industry certification (only if the external agency's fees increased). She said, in light of the current state of the economy, the schedule is conservative. There was no further discussion by the Board. *MSP

RFA: 2023-2024 Parental Involvement Facilitator (Tab 6) Mrs. Thomas stated that the assignment of LTC's Parental Involvement Facilitator is approved annually in May for the upcoming School Year. Mrs. Thomas notified the Board that Mrs. Kelli Colborne, Dean of Student Services, will continue in this assignment as she meets the requirements in the Florida Charter School Legislation of residing in the school district, and is an employee of the school. *MSP

RFA: 2022-2023 Executive Director Assessment of Mrs. DeAnna Thomas by Board of Director Members (Tab 7).....Board Approval of Highly Effective rating of job performance)

Review of:

- a) Board Assessment Survey Results/Executive Summary*
- b) Climate Surveys - (Student, Instructional, and Staff)*
- c) Instructional Survey Report*
- d) Classified Staff Survey Report*

Prior to the Board Meeting, Members were provided the survey results of items a- d listed above and the Executive Director's first annual summary, responding to the Board of Director's internal evaluation survey; which, matches the Lake County Schools (LCS) Leadership Empowerment and Development System (LEADS) evaluation tool. Director Members reviewed those results as part of Tab 7, and approved the request by the Executive Director for a Highly Effective job performance rating, having demonstrated a Highly Effective job performance during the 2022-2023 School Year. *MSP

2023-2024 Lake County Schools Reappointment Resolution for Mrs. DeAnna Thomas, Executive Director of Lake Technical College (Tab 8) After review of the 2023-2024 Reappointment Resolution, IT WAS THE CONSENSUS OF THE BOARD TO REAPPOINT MRS. DEANNA THOMAS, EXECUTIVE DIRECTOR, FOR THE UPCOMING 2023-2024 SCHOOL YEAR. *MSP

2023-2024 Lake County Schools Personnel Resolution (Tab 9) After review of the 2023-2024 Personnel Resolution, IT WAS THE CONSENSUS OF THE BOARD TO APPOINT MRS. DEANNA THOMAS, EXECUTIVE DIRECTOR, TO ACT ON THE BEHALF OF THE BOARD FOR MATTERS INVOLVING PERSONNEL APPOINTMENTS FOR THE UPCOMING 2023-2024 SCHOOL YEAR. *MSP

RFA: Part-time Instructor Advanced Pay (Tab 10) Mrs. Thomas reminded Members that at the May 16, 2022 Meeting, Members approved an hourly rate increase for adjunct CTE and Adult Education instructors to take effect in the 2022-2023 School Year. Advanced specialized instructors were not increased at that time.

Mrs. Thomas recommended an hourly rate increase for LTC advanced CTE adjunct instructors from \$24 per hour to \$26 hourly and LTC Clinical Practical Nursing adjunct instructors from \$28 to \$30 per hour for the upcoming 2023-2024 School Year. She stated that the rate increase was necessary, because when the general CTE adjunct instructor hourly rates were increased, those rates were the same as the advanced adjunct instructors. The increase will also keep LTC competitive with industry, and other educational institutions having a fiscal impact of \$11,896 for advanced/specialized and \$6,918 for Clinical nursing annually. *MSP

RFA: Operations Performance – Leadership (Tab 11) Mrs. Thomas stated that LTC has nine operational leadership administrators and managers, excluding the Executive Director.

These nine exempt employees do not qualify for overtime pay or adjusted schedule. She mentioned that each of these employees have worked above and beyond their regularly scheduled time this year, absorbing an increased workload due to the accreditation self-study and increased projects. She recommended providing highly effective operational performance awards of 5% or effective operational awards of 2.5% (as applicable) to the leadership employees.

At the request of Board Chairman, Chief Keith, discussion ensued among Members as to whether or not the Executive Director should be include in this request. IT WAS THE CONSENSUS OF THE BOARD TO INCLUDE THE EXECUTIVE DIRECTOR, IN THE REQUEST FOR OPERATIONS PERFORMANCE – LEADERSHIP AWARDS AT THE SAME PERCENTAGE DESCRIBED.

With this inclusion, the fiscal impact increases to between \$20,849 and \$41,697. *MSP

Board of Directors Annual Election: (Tab 12)

a) *Approval of 2023-2024 Election of Board of Director Members (2-year term; even-year ending)* Chairperson, Keith asked the Charter Board of Director Members listed below if they wished to continue serving another 2-year term and unanimously agreed.

MEMBER 2-YEAR TERMS; EVEN YEAR ENDING
Member Chief Charles Broadway
Member Dr. Isaac Deas
Member Mickey Gauldin
Member David Steele

b) *Reappointment of 2023-2024 Charter Board of Directors* *MSP

c) IT WAS THE CONSENSUS OF THE BOARD THAT MEMBER, CHIEF RICHARD KEITH CONTINUE TO SERVE AS CHAIRPERSON AND MEMBER C. A. VOSSBERG SERVE AS VICE-CHAIRPERSON OF LAKE TECHNICAL COLLEGE’S CHARTER BOARD OF DIRECTORS IN THE 2023-2024 SCHOOL YEAR. *MSP

RFA: 2023-2024 Board Officers Annual Election (Tab 13) *(President, Treasurer, and Secretary)* The Bylaws state: “*The officers of the organization shall be President, Secretary, and Treasurer, each of whom shall be elected by the Board of Directors and may be employees of Lake Technical College. The officers of the organization shall be elected annually by the Board of Directors at the meeting after the annual meeting, or as soon thereafter as practical. The Officers of the Corporation shall serve as ex-officio members (without vote) of the Board.*”

Members approved the Executive Director’s recommendation to reinstate and newly appoint:

- Board President: Executive Director, Mrs. DeAnna Thomas
- Board Treasurer: Business Manager, Mrs. Lorraine Foster
- Board Secretary: Senior Executive Specialist, Mrs. Lana Payne

for the 2023-2024 school year: *MSP

BOARD CHAIRPERSON REPORT: Open discussion.

Chairperson Keith acknowledged Member, C. A. Vossberg’s completion of the 2-hour Governance Training session and his Certificate of Completion (Tab 14).

Chairperson Keith thanked Members for their participation throughout the year at different LTC events. He referenced two invitations as a part of the Board packet; mentioning the upcoming Adult Education and Career Technical Education graduation ceremonies and the groundbreaking ceremony for the Transportation Hub. He stated that all of these events will be taking place in early to mid-June and he encouraged Board Member participation.

Member, Cobb mentioned that approximately two weeks ago, Mrs. Thomas spoke at the Eustis Chamber of Commerce breakfast and did an excellent job. He stated that approximately 100 people attended the breakfast and following the engagement, many stayed behind to ask questions about LTC. He also mentioned that on Wednesday night, at Venetian Gardens, Mrs. Thomas will be presented with a Community Service award. Chairperson Keith, thanked Member Cobb for mentioning this good news and stated that the Board was very proud of her leadership as Executive Director of LTC.

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

1. Legislative and General Updates – Regarding appropriation requests and items related to Workforce Funding; she said that today, Governor DeSantis will be signing Florida Senate Bill 240; which, is the Bill that will allow technical colleges to offer Associate of Science (AS) degrees and Associate in Applied Science (AAS) degrees in critical areas.

2. Workforce Funding – Mrs. Thomas stated that the budget is looking very good. She reminded Members that she previously made quite a few visits to Tallahassee to advocate for funding and that she is anticipating a 21/% increase for the 23-24 School Year; which will fund LTC at 100%. She provided additional updates to special funding for industry certifications, nursing pipeline, and career success.

3. Tavares Transportation Project – Mrs. Thomas reviewed the project’s final budget with the Board. She stated that due to increased construction costs, the Automotive Collision Technology Technician program will not be able to move to the new facility as part of Phase 3.

The Auto Services Technology 1 & 2 and Diesel Systems Technology 1 & 2 programs are moving to the new facility as originally planned. Mrs. Thomas stated that she is hopeful that some aspects of the construction project will come in under budget and that she is researching other funding sources so that the Automotive Collision Technology Technician program will soon be able to move to the new location. She said that approximately \$500,000 has been set aside for FFE purchases.

Mrs. Thomas informed Members that all of the asphalt work is complete at the IPS range.

UPCOMING EVENTS: *(non-action topics)*

1. 2023 Graduation Schedule *(3 Ceremonies @ the Everett A Kelly Convocation Center)*
 - Tuesday, June 6, 2023 LSSC – @ 9:00 a.m. Adult Education Graduation Ceremony
 - Friday, June 16, 2023 LSSC – @ 8:30 a.m. and 11:00 a.m. CTE Graduation Ceremonies.
2. Tuesday, June 20, 2023 – Groundbreaking Tavares Transportation @ 9:00 a.m. Members who are able to attend should RSVP to be recognized and provided a shovel at the ceremony.
3. Campus Life Calendar – May/June 2023

DATE/TIME OF NEXT MEETING:

Pre-scheduled Board Meeting Dates – Discussion

(consider a second 4th quarter Meeting in June) Mrs. Thomas stated that LTC schedules two Board Meetings in the first quarter. One in July or August, as required for a first quarter Meeting and then again, in September, due to auditing requirements of approving beginning and ending year budgets.

She said that she is finding it necessary to schedule similarly in the fourth quarter. In May, as required for the fourth quarter; it is considered the school's annual Meeting, and items on the agenda must be approved in accordance to district deadlines. However, legislatively, school budgets for the new school year are approved in June and is when she will be able to accurately report to the Board about budget as it relates to employee updates. She stated that the Meetings scheduled in June would be brief and only addressing items that help closeout the school year. She stated that, as always, Meeting dates can be flexible, if needed, during a quarter. With no further discussion, the pre-scheduled dates are as follows:

Draft pre-schedule dates for 2023-2024 school year:

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

**Discussion*

- 1st qtr. – Monday, July 31, 2023 @ 4:30 p.m.
- *1st qtr. – Monday, September 18, 2023 @ 4:30 p.m. Annual Budget Meeting*
- *Monday, September 25, 2023 - accreditation visit begins- Council on Occupational Education (COE)*
- 2nd qtr. – Monday, December 11, 2023 @ 4:30 p.m.
- 3rd qtr. – Monday, March 11, 2024 @ 4:30 p.m.
- *4th qtr. – Monday, May 13, 2024 @ 4:30 p.m.*
- *4th qtr. – Monday, June 10, 2024 @ 4:30 p.m. End of Year Budget and Employee Updates*

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