

LAKE TECHNICAL COLLEGE
Board of Directors Meeting
July 31, 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; **Board Vice-Chairperson**, Mr. C.A. Vossberg; **Members**: Mr. Mickey Gauldin, Dr. Isaac Deas, Mr. Gerald Cobb, Mr. David Steele, and Mrs. Bonnie Onofre

DIRECTOR MEMBERS NOT PRESENT: **Director Members**: Chief Charles Broadway, and Mr. Tim Morris

**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 15, 2023 (Tab 1) The Motion for approval of the Meeting Minutes of the May 15, 2023 Board Meeting was approved. *M/S/P

PUBLIC COMMENT: None.

REPORTS: None.

UNFINISHED BUSINESS: None.

CONSENT AGENDA: (Tabs 2 – a - g):

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)

2a: APPOINTMENT 2ND PART-TIME ASSIGNMENT, IN-HOUSE CHANGE ASSIGNMENT

Full-time 4531/4535:

- **Senior Executive Specialist (4535)** – Darst, Russell C. (133139), effective 07/01/23

2b: REQUEST TO HIRE 4531 & 4535:

Full-time 4531:

- **Accounting Specialist (A/R)** – Serrano, Maria D. (167706) *effective 06/06/23*
- **Accounting Specialist (A/P)** – Wasicki, Denice (167861) *effective 07/10/23*
- **Records Specialist (Assessment Lab)** – Coentini, Shidira (161866) *effective 07/19/23*

Part-time 4531:

- **Adult Ed Part-time Health (LPN & Clinical)** Eldridge, Jessica (166807) *reactivated effective 06/02/23*
- **Adult Ed Part-time Health (LPN)** Veremakis, Elise (101084) *effective 07/11/23*

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

Full-time 4531/4535:

- **Accounting Specialist (A/P)** – Yang, Mai M. (145502) *resignation, effective 06/22/23*

Part-time 4531/4535:

- **Adult Ed PT Health/Clinical** – Willey, Anne (159377) *resignation, effective 06/01/23*

2d: **2023-2024 LTC 247-day Faculty and Staff Calendar** (*for LCS 23-24 payroll schedule*)

2e: **1st quarter Property Disposition Report**

2f: **2023-2024 Career Dual Enrollment Agreement Between Sumter County Public Schools and Lake Technical College (LTC)**

2g: **2023-2024 Career Dual Enrollment Agreement Between Lake County School Board and LTC**

*M/S/P.

NEW BUSINESS: (Tabs 3 – 9)

At-A-Glance 3 mo. Budget Summary (*March 31, 2023 – May 31, 2023*) (**Tab 3**) 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.

2023-24 FLDOE District Postsecondary Student Fee Survey Memo (Tab 4) (*Annually approved/adopted*) Executive Director, Thomas stated that the fee schedule is presented annually for approval. The tuition rate per clock hour is \$2.88; and, is a rate that is set legislatively and has remained the same for many years. The Request for Approval acknowledges LTC adhering to the state’s tuition fee schedule.
*MSP

2023-2024 Articulation Agreement Between Lake Technical College and Lake-Sumter State College (Tab 5) Mrs. Thomas stated that the articulation agreement between LTC and LSSC is renewed each year. She asked Mrs. Stephan to elaborate on updates to the 23-24 agreement.

Mrs. Stephan stated that there are no changes to the programs listed for articulation; however, reverse articulation between LTC and LSSC and the new LakeWorks initiative were the focus. She stated that so many of the challenges that LTC students experienced transitioning from LTC to LSSC were eliminated and the agreement will now make it a smoother experience for students.

Chairperson, Keith stated that this is incredibly exciting for both colleges and on behalf of the Board, he thanked the leadership of LTC and LSSC for working together to accomplish this and bring this effort full-circle. *MSP

RFA LTC Procurement - Updated purchasing thresholds (Tab 6) Mrs. Thomas referenced the Request for Approval which outlined the updates regarding Applicable Thresholds for Purchasing limits and district policy:

- | | | |
|-----|----------------------------|--|
| (a) | \$0-\$35,000 | One Price Required |
| (b) | \$35,000.01 - \$194,999.99 | Three Written Quotes |
| (c) | \$195,000.00 and above | Formal Bidding Process (ITB/RFP/RFQ/ITN) |

She stated that “a” limit from \$10,000 to \$35,000 aligns with the recent change in the Lake County School District policy and no changes to items “b” and “c”. These provisions will govern purchasing and bidding procedures, other than for capital projects or federal grant projects, which are covered by separate Board rules or governmental regulations. *MSP

RFA LTC Facilities Pavilion (Tab 7) Mrs. Thomas stated that approval of the RFA allows LTC to proceed with the completion of the existing pavilion/building; which, is a much needed air-conditioned facilities space for storage, supplies, and a receiving located at the main campus. This proposal includes all labor, equipment, miscellaneous materials, and to furnish engineering for renovations. *(The scope covers structural only, does not include electrical, plumbing, ADA, site, and landscaping)*. Mrs. Thomas stated that, at this time the 2023-2024 Budget has not been finalized; therefore, no spending will occur, if approved, until the budget reflects the funds are fully in place. The fiscal impact of this project is \$147,235.50. *MSP

2023-2024 Lake Technical College Organizational Chart (Tab 8) *(Annual review and approval for COE)* Mrs. Thomas stated that there was only one change to the school's 2023-2024 Organizational Chart and that was assigning the Corporate and Community Training program to the Executive Director chart. All other charts remain the same. *MSP

2023-2024 Hutto Enterprizes, Inc. – Full Service Janitorial Company Proposal (Tab 9) Mrs. Thomas is requesting approval of the 2023-2024 agreement; there are no changes.

Board Member, Cobb questioned if the agreement covered and asked if landscaping was included. Mrs. Thomas stated no, that LTC has an agreement with a local company, Prestige Pro, for those services. She stated that Hutto handles flooring (moping, waxing), trash collection, dusting, general cleaning, and restrooms. There was no further discussion. *MSP

BOARD CHAIRPERSON REPORT: Open discussion.

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

Legislative and General Updates –

1. Institute of Public Safety Expansion Project – LTC received the appropriation request for the expansion project at the IPS facility. Mrs. Thomas said that she is currently working on the design phase with the architect and determining costs. She stated that once she has a proposal, she will bring that before the Board for review and approval.

2. LTC nominates LSSC as a “Business Partner of the year” at the Florida Association for Career and Technical Education (FACTE) annual conference – Mrs. Thomas stated that this state award is a prestigious honor. This year, LTC nominated LSSC President, Dr. Heather Bigard. LTC's nominee was selected and Dr. Bigard was able to attend the awards ceremony to accept the award on behalf of LSSC.

3. Tavares Transportation Project – Mrs. Thomas thanked everyone who was able to attend the ground-breaking ceremony. Construction work is moving along very swiftly, and a completion date of June 2024 is still expected; programs and classes should be up and running in August 2024.

4. Council on Occupational Education (COE) Preliminary Accreditation Site-Visit – Mrs. Thomas stated that the COE accreditation team will consist of seven team members. The preliminary team leader arrived on Sunday, July 30th, was on campus all day today. She said that the preliminary visit went well; the team leader expressed to her that LTC looks to be very prepared for the upcoming accreditation visit; everything that he reviewed was in perfect order, and the facility was in fantastic shape. He recommended moving forward with the team visit. She stated that LTC being prepared is a testament to its entire faculty and staff who have been working very diligently and she said she looks forward to a successful visit in September.

UPCOMING EVENTS: *(non-action topics)*

- 1. LakeWorks initiative launch** – As a reminder, Mrs. Thomas stated that the LakeWorks initiative launch will happen on Wednesday, August 2nd, at the LSSC campus. Commissioner, Doug Shields will be in attendance and will formally announce the initiative

at a video recorded press conference/panel-type setting. The footage will be used to help market this program in the future.

2. **Annual Fall Program Advisory Committee Reception – Monday, September 25, 2023 @ 6:00 p.m.** This will be a brief meet and greet for the accreditation team because many programs are hosting their advisory Meetings immediately following the reception. However, this will be a great opportunity for the accreditation team to meet advisory members, LTC's Board of Directors, and other important community partners of the college. A calendar reminder will be forthcoming.
3. **Calendar Details:**
 - LTC 247-day Staff Summer Schedule ends Thursday, August 4, 2023
 - LTC 206-day Instructors Pre-planning Week begins Monday, August 7, 2023
 - LTC Students begin classes for the 23-24 SY the week of Monday, August 14, 2023
4. **Campus Life Calendar – August 2023**

DATE/TIME OF NEXT MEETING:

Pre-schedule dates for 2023-2024 school year:

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

- 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: The Meeting adjourned at 4:57 p.m.

Respectfully submitted,



Mrs. DeAnna D. Thomas
Executive Director