

LAKE TECHNICAL COLLEGE
Board of Directors Meeting
September 18, 2023 / 4:30 p.m.
Board Room, Building A

AGENDA

OPENING ITEMS.....Chairperson

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

TAB 1: Approval of the Minutes of the July 31, 2023 Board Meeting.....Chairperson

PUBLIC COMMENT: None.

REPORTS: None.

UNFINISHED BUSINESS: None.

PERSONNEL: 2023-2024 for Main Campus & Institute of Public Safety)

TAB 2: CONSENT AGENDA (Tabs 2 – a -g):

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

PERSONNEL: (Main Campus & Institute of Public Safety)

APPOINTMENT 2ND ASSIGNMENT, IN-HOUSE CHANGE ASSIGNMENT:

Full-time & Part-time 4531/4535

REQUEST TO HIRE:

Full-time & Part-time 4531/4535

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

Full-time & Part-time 4531/4535: None.

2023-2024 LTC Policy/Procedures/Plans - Intranet *(annual review; requirement of COE)*

- 1) **2023-2024 LTC Policy and Procedures**
- 2) **2023-2024 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) **Cleary Act**
- 5) **Drug and Alcohol Abuse Prevention Plan**

2023-2024 LTC Private School CDE Agmt-Champion Prep Academy

2023-2024 LTC Private School CDE Agmt-First Academy-Leesburg

Non-Cash Contributions *(1st quarter reports)*

Property Disposition

NEW BUSINESS: *(Tabs 3 – 7)*

TAB 3 **2022-2023 & 2023-2024 Combined Ending & Beginning Budget Reports**

TAB 4: **2023-2024 Grant Purchases Exceeding Executive Director’s Discretionary Spending Limit**
(annual update)

TAB 5: **2023-2024 First Amendment to Training Deputy Agreement between**
Lake Technical College and Lake County Sheriff’s Office

TAB 6: 2023-2024 Data Sharing Memo of Understanding between Lake Technical College and Lake Sumter State College

TAB 7: RFA: 2023-2024 Lake Technical College (LTC) Alternative Options to Required Professional Education Training *(reference 7/27/20 Board approved alternative option)*

BOARD CHAIRPERSON REPORT: Open discussion.

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

1. Legislative and General Updates
2. Tavares Transportation Project

UPCOMING EVENTS: *(non-action topics)*

1. **Fall Program Advisory Committee Reception – Monday, September 25, 2023 @ 6:00 p.m.**
2. Campus Life Calendar – September/October 2023

DATE/TIME OF NEXT MEETING:

Pre-schedule dates for 2023-2024 school year:

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

- *Monday, September 25, 2023 – Fall Program Advisory Reception – COE team visit*
- 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:

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)** – Corentin, 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)*
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ADJOURNMENT: The Meeting adjourned at 4:57 p.m.

Respectfully submitted,

Mrs. DeAnna D. Thomas
Executive Director



Lake Technical College

MEMORANDUM

TO: Board of Directors, Lake Technical College
FROM: Mrs. DeAnna Thomas, Executive Director
SUBJECT: Consent Agenda
DATE: September 18, 2023

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

APPOINTMENT 2ND ASSIGNMENT, IN-HOUSE CHANGE ASSIGNMENT:

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- 4) **Cleary Act**
- 5) **Drug and Alcohol Abuse Prevention Plan**

2023-2024 LTC Private School CDE Agmt-Champion Prep Academy

2023-2024 LTC Private School CDE Agmt-First Academy-Leesburg

Non-Cash Contributions *(1st quarter reports)*

Property Disposition

APPROVED _____

NOT APPROVED _____

Board Chairperson

Date

LAKE TECHNICAL COLLEGE

POLICIES AND PROCEDURES MANUAL

2023-2024

Book of Plans

2023-2024



TAB 2d3-5

CONSENT AGENDA


2023-2024 LTC

Campus Safety and Security

Cleary Act

Drug and Alcohol Abuse Prevention Plan

ANNUAL UPDATES AVAILABLE ON LTC WEBSITE/RESOURCES PAGE



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LOCATIONS

LAKE TECHNICAL COLLEGE- EUSTIS- MAIN CAMPUS

2001 Kurt Street
Eustis , Florida 32726
352-589-2250
[Directions](#)

LAKE TECHNICAL COLLEGE INSTRUCTIONAL SERVICE CENTER - CLERMONT

1250 North Hancock Road
Clermont, FL 34711
352-589-2250
[Directions](#)





INSTITUTE OF PUBLIC SAFETY EXTENSION CAMPUS - TAVARES

1565 Lane Park Cut-Off
Tavares, Florida 32778
352-742-6463
[Directions](#)

LAKE TECHNICAL COLLEGE INSTRUCTIONAL SERVICE CENTER - LAKE COUNTY ANIMAL SHELTER

12280 County Road 448
Tavares, Florida 32778
352-253-1838
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RESOURCES

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- [Transcript Request](#)
- [Personal Information Change](#)
- [Educator Misconduct](#)
- [Campus Safety and Security](#)
- [Child Abuse](#)
- [Comprehensive Fire Safety, Casualty Safety and Sanitation inspection](#)
- [Consumer Information \(Financial Aid Office\)](#)
- [Asbestos Notification](#)
- [Department of Health Inspection Report](#)
- [Department of Health Sanitation Certificate](#)
- [Florida Department of Law Enforcement sexual predator and sexual offender registry website – toll-free number: 1.888.357.7332](#)
- [Florida Division of Elections – Voter Registration](#)
- [Health and Safety of the Institution's Employees, Students, and Guests to Maintain Readiness Plan](#)
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TAB 2e

CONSENT AGENDA

2023-2024

LTC- Private School

CDE Agreement

Champion Prep Academy

**CAREER DUAL ENROLLMENT AGREEMENT BETWEEN
CHAMPION PREPARATORY ACADEMY AND
LAKE TECHNICAL COLLEGE**

2023-2024

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- 2. STUDENT AND PARENT PARTICIPATION NOTIFICATION (P. 4)**
- 3. COURSES AND PROGRAMS AVAILABLE TO CAREER DUAL ENROLLMENT STUDENTS (P.4)**
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- 5. CAREER DUAL ENROLLMENT ELIGIBILITY REQUIREMENTS (P.5-6)**
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2023-2024 CAREER DUAL ENROLLMENT AGREEMENT BETWEEN CHAMPION PREPARATORY ACADEMY AND LAKE TECHNICAL COLLEGE

THE CAREER DUAL ENROLLMENT (CDE) AGREEMENT

The Agreement is entered into by and between Champion Preparatory Academy (CPA) and Lake Technical College Board of Directors (LTC) concerning Career Dual Enrollment (CDE). The Agreement shall govern the eligibility and enrollment of the students and the administration of the career and technical programs offered via Career Dual Enrollment effective July 1, 2023 and ending June 30, 2024.

WHEREAS, this Agreement is being entered into between the parties in accordance with the following provisions:

§1007.24, Florida Statutes (Statewide Course Numbering system);
§1007.27, Florida Statutes (Articulated Acceleration Mechanisms);
§1007.271, Florida Statutes (Dual Enrollment Programs);
HB 7059, Acceleration Options in Public Education
HB 7057 6A-10.024 Articulation between Universities, Community Colleges and School Districts SB1514 Senate Bill (Education)
Rule 6A-10.0315 Common Placement Testing and Instruction

1. CAREER DUAL ENROLLMENT PROGRAM AND THE ARTICULATION AGREEMENT

The purpose of the Agreement is to broaden the scope of career and technical options for public high school students. The Career Dual Enrollment program allows for the enrollment of an eligible secondary student in postsecondary coursework creditable toward high school diploma requirements and industry certification/credentials. Career Dual Enrollment is offered on a space available basis and students can attend either full or part-time depending on the program.

The Agreement delineates institutional responsibilities to inform students and parents about articulated program options, eligibility criteria to ensure post-secondary readiness, the process for monitoring student performance, and the criteria by which the quality of career dual enrollment programs are to be judged. Via the provisions of this Agreement, CPA and LTC are committed to sharing resources, forming partnerships with private industries, and implementing innovative strategies, student and faculty workshops, and parental involvement activities that serve the needs of the local community.

To the extent authorized by Florida law, the parties indemnify and hold harmless each other and/or all of its officers, employees, or agents from any and all suits, claims, demands, actions, causes of actions, judgments, liability, loss damage, attorney's fees, court costs or expenses of any kind, which each party, its officers, employees or agents, may incur arising from the negligence of the other party during the performance of any provision of this Agreement or from the activities of CPA and LTC personnel, students, faculty, as aforesaid under the provisions of the Agreement.

Amendments to the agreement

The Agreement shall continue from July 1, 2023, and end June 30, 2024, and shall be revised and reviewed on yearly basis as needed when individuals from Champion Preparatory Academy apply for Career Dual Enrollment at Lake Technical College.

The Agreement, once signed by LTC and CPA, and will remain in effect throughout the academic year for which

established. All parties agree to abide by any Florida Department of Education rule changes, regarding career and technical dual enrollment, due to take effect during the relevant academic year.

Should the CPA or LTC initiate a modification or amendment to the Agreement, the Executive Director for LTC and the CPA designee will develop an action plan. The final amendment will go to both CPA and LTC for formal approval.

Modifications or Amendments

This Agreement may be modified or amended only by a written document signed by authorized representatives of CPA and LTC.

2. STUDENT AND PARENT PARTICIPATION NOTIFICATION

It is the responsibility of CPA to notify students and parents of the option to participate in Career Dual Enrollment. Students and parents can also receive information concerning CDE opportunities through [Lake Technical College's Dual Enrollment webpage](#). Career advisors are available in LTC's Admissions Office to answer questions and to assist the student, parent, and CPA designee with the application process for CDE.

3. COURSES AND PROGRAMS AVAILABLE TO CAREER DUAL ENROLLMENT STUDENTS

Pursuant to Florida statute, CDE program options are available to students to earn credit toward the completion of a high school diploma, to receive hours toward a postsecondary program certificate, and to broaden the scope of career and technical options available for the high school student.

LTC does not offer individual courses to career dual enrollment students. Students who apply for career dual enrollment are applying for complete programs with the understanding that they will meet the required program hours/competencies. Career advisors will counsel prospective students regarding requirements for specific programs, such as age, driver's license, grade-level, etc.

During the 2023-2024 school year, LTC will offer the following programs for Career Dual Enrollment. LTC reserves the right to add or delete programs at any time pursuant to §1007.271(24b).

- Accounting Operations
- Administrative Office Specialist
- Auto Collision Technology Technician
- Automotive Service Technology
- Baking and Pastry Arts
- CNC Production Specialist
- Diesel Systems Technician
- Enterprise Desktop & Mobile Support Technology
- Heating, Ventilation, Air- Conditioning/Refrigeration
- Medical Assisting
- Patient Care Technician
- Pharmacy Technician
- Professional Culinary Arts & Hospitality
- Veterinary Assisting
- Welding Technology

Please note: Cosmetology is not CDE Eligible

4. PROCESS TO PARTICIPATE IN CAREER DUAL ENROLLMENT

Established deadlines and Application Forms

Career Dual enrolled students may enroll in a program at the beginning of first and second semesters. Some programs are lock-step and have specific start dates throughout the year. Students interested in these specific programs must follow the same testing and registration deadlines as traditional adult students. They should contact Admissions for more details.

FALL ENROLLMENT: Career Dual Enrollment Applications are accepted for the fall term from February 15 through April 30. All applicable testing must be completed on or before April 30. Some programs require additional steps for admission and students must meet the same deadlines as adult students for additional testing, paperwork, etc. by the stated due date. To initiate the process, students must:

- Complete the Lake Technical College online student application – click the “Apply Now” at www.laketech.org
- Complete the Career Dual Enrollment Application available on LTC’s website
- Meet with a LTC Career Advisor to submit the application, discuss program options and career pathways, schedule a required program shadow, and to schedule a basic skills assessment, if needed.

Upon acceptance into a program, students and counselors will be notified of the priority registration period specifically for career dual enrolled students, which occurs in June. During this time, seats are reserved for career dual enrolled students on a first come, first served basis. Students must come during the Priority Registration to secure their seat; after the priority registration period, enrollment opens to the public and seat availability cannot be guaranteed.

SPRING ENROLLMENT: Career Dual Enrollment Applications are accepted from September 1 through November 15 for the spring term. To initiate the process, students must:

- Complete the Lake Technical College online student application – click the “Apply Now” at www.laketech.org
- Complete the Career Dual Enrollment Application available on LTC’s website
- Meet with a LTC Career Advisor to submit the application, discuss program options and career pathways, schedule a required program shadow, and to schedule a basic skills assessment, if needed.

Again, some programs require additional steps for admission and students must meet the same deadlines as adult students for additional testing, paperwork, etc. by the stated due date. LTC will notify LCSB counselors of accepted students for the spring term in December as spaces are limited and filled on a first come, first served basis.

5. CAREER DUAL ENROLLMENT ELIGIBILITY REQUIREMENTS:

In order to be eligible for Career Dual Enrollment a student must:

- Be at least 16 years of age and in the 11th or 12th grade. Students that enroll in their senior year may not be able to complete a program as a high school student. Opportunity to complete as an adult student is available.

- Have a viable career-technical goal.
- Have a minimum of a 2.0 unweighted GPA and be on target for graduation.
- Have good attendance and discipline records.
- Have Basic Skills Assessment scores within 2 grade levels of state mandated exit requirements for completion of the program.

Achievement of these eligibility requirements must be documented prior to a student's enrollment in a CDE program.

Recommendations/signatures required for participation in dual enrollment

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that protects the privacy of student educational records. Even though career dual enrollment school students may be considered "dependent minors", under FERPA they have rights to privacy in all matters relating to their post-secondary educational record. Generally, LTC, including the faculty members, will not release details relating to protected student information to non-school officials or other high school representatives without the student's written consent. The practice of not releasing information extends to the release of information to parents and guardians.

LTC strongly suggests that students complete the LTC Release of Information Form in order to comply with FERPA guidelines prior to enrollment so LTC will be able to communicate with the parent/guardian regarding the student's progress during the program.

Additional forms may vary per program. See Admissions for more details.

Maximum course load

Students may enroll in one program at a time. LTC will work with the school's counselor to determine if the student has time in their high school schedule to attend LTC on a full or part-time basis. The minimum part-time schedule is three hours.

6. A DELINEATION OF THE HIGH SCHOOL CREDIT EARNED FOR THE PASSAGE OF EACH DUAL ENROLLMENT COURSE

High school credit for CDE courses is determined by the student's home high school. LTC inputs course completion grades into the FOCUS system. LTC will provide a transcript and/or progress report to CPA upon request.

7. POST-SECONDARY EXPECTATIONS AND RESPONSIBILITIES

All LTC programs meet current industry standards and career and technical training expectations as set forth by the Florida Department of Education. All Dual Enrollment students receive information concerning program expectations and general dual enrollment information on LTC's Dual Enrollment web page and during individual advising sessions with LTC Career Advisors.

Post-secondary student expectations & responsibilities

Students are expected to adhere to the policies in the LTC Student Catalog which include the Student Code of Conduct, attendance policy, and program standards/expectations. CDE high school students not meeting the standards for LTC and/or for their home high school will be withdrawn from their program and returned to their

home high school. Students who are not meeting high school graduation requirements, or who fall below the minimum 2.0 GPA during the school year, may be withdrawn from LTC and returned to their high school. Students who fail to complete a course due to withdrawal from the program will not receive credit for that particular course.

Students who withdraw from a program may request to re-enroll in the same or different program during a subsequent semester; this may require administrative approval.

Grades

LTC programs are clock hour, competency based programs. When a student completes a course, a grade will be entered into the FOCUS system through Lake County Schools.

Lake Technical College is a postsecondary institution designed to provide individuals with workforce skills, and the grading scale reflects industry standards. The approved postsecondary program grading requirements must be met if the student is to receive a certificate. These requirements are stated in the individual program Master Plans of Instruction. The general grading scale for LTC is as follows:

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Some programs have adopted a slightly different grading scale reflecting industry standards for that program. In most programs, students are evaluated in the areas of Skills, Knowledge and Professional Skills. Each of the three areas counts as one-third of a student's grade in each course or module. Students may be graded on subjects which include, but are not limited to, safety, work habits, manipulative skills, quizzes, projects, class participation, job completion, cooperation, attitude, punctuality, and attendance as per policy, unit tests, competency performance, written reports, oral reports, self-evaluation and demonstrations.

As student's grades may be reduced for any of the following reasons:

- excessive absences in accordance with the program Master Plan of Instruction Professional Skills grade (see also Attendance);
- failure to make up missed work, including tests;
- cheating/plagiarism.

A School Intervention Team (SIT) meeting may be initiated by LTC for students who do not show satisfactory academic progress in order to review the possibilities of program completion. When a student has demonstrated unsuccessful program progress based upon grades, attendance, professional skills, etc., the student may be placed on a behavior contract, or be recommended for dismissal from the program. Career dual-enrolled students who fail to make the corrections stipulated in the contract will be returned to the home high school. The CDE student may appeal to LTC's Executive Director, or designee, to return to LTC the following semester.

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There are no exceptions to the required grade point average for CDE eligibility. Students are required to maintain a 2.0 GPA or higher in their high school courses and must be on track for graduation

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LTC strongly suggested that all interested students attend a Program Information Session or visit the program and meet the instructor *prior* to beginning the application process. Based on the type of secondary school they are attending, students follow various steps to enroll in a postsecondary program as a Career Dual Enrollment student. Students must:

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All LTC faculty members must meet Florida Department of Education professional certification or obtain Local Vocational Certification from Lake County School Board. All instructors must have a minimum of six years’ experience and maintain current industry certification and/or licensure. Yearly, each instructor completes professional development via Educators in Industry and through participation in various industry related conferences and forums. In addition, they maintain ongoing Advisory Committees comprised of industry leaders, managers, and business owners which advise on current industry standards and expectations. LTC programs are evaluated and accredited by the Council on Occupational Education (COE).

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Florida Statute §1007.271(20), requires the postsecondary institution to assign a letter grade to each student in the dual enrollment course. This grade is entered into the FOCUS system. A transcript can be provided to the

home high school upon request.

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Career Dual Enrollment students registering in programs requiring additional materials such as calculators, safety glasses, clickers, uniforms, safety shoes, kits, drug screening, etc. such ancillary materials and services are purchased at the student’s expense.

15. STUDENT TRANSPORTATION

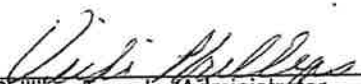
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Section 504 of the Rehabilitation Act of 1973 – prohibits discrimination against the disabled. It is the intent of LTC to identify, evaluate and provide appropriate educational accommodations to these students. Students may be disabled under this policy even though they do not require services pursuant to the Individuals with Disabilities Education Act (IDEA). Students and parents have a right to due process under Section 504.

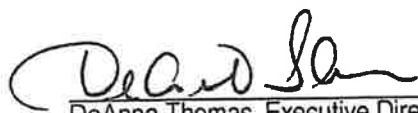
Students must self-identify and request accommodations at the post-secondary level. The Special Populations Coordinator is the coordinator of section 504 activities and may be contacted at 352-589-2250, ext.1887.

CHAMPION PREPARATORY ACADEMY



Vicki Phillips, Founder/Administrator
Champion Preparatory Academy

8-1-2023
Date

LAKE TECHNICAL COLLEGE


DeAnna Thomas, Executive Director
Lake Technical College

7/21/23
Date


Richard D. Keith, Chair
Lake Technical College Board of Directors

31 JUL 23
Date

TAB 2f

CONSENT AGENDA

2023-2024

LTC- Private School

CDE Agreement

First Academy-Leesburg

**CAREER DUAL ENROLLMENT AGREEMENT BETWEEN
FIRST ACADEMY-LEESBURG AND
LAKE TECHNICAL COLLEGE**

2023-2024

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- 2. STUDENT AND PARENT PARTICIPATION NOTIFICATION (P. 4)**
- 3. COURSES AND PROGRAMS AVAILABLE TO CAREER DUAL ENROLLMENT STUDENTS (P.4)**
- 4. PROCESS TO PARTICIPATE IN CAREER DUAL ENROLLMENT (P.5)**
- 5. CAREER DUAL ENROLLMENT ELIGIBILITY REQUIREMENTS (P.5-6)**
- 6. A DELINEATION OF THE HIGH SCHOOL CREDIT EARNED FOR THE PASSAGE OF EACH DUAL ENROLLMENT COURSE (P.6)**
- 7. POST-SECONDARY EXPECTATIONS AND RESPONSIBILITIES (P.6-7)**
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- 10. FACULTY CREDENTIALS AND INTEGRITY OF COURSE CONTENT (P.8)**
- 11. EXCEPTIONS, IF ANY, TO THE PROFESSIONAL RULES, GUIDELINES, AND EXPECTATIONS STATED IN THE STUDENT CATALOG (P.8)**
- 12. RESPONSIBILITY OF PRIVATE HIGH SCHOOL FOR ELIGIBILITY AND MONITORING OF STUDENT PERFORMANCE WHILE IN A CDE PROGRAM (P.8)**
- 13. THE RESPONSIBILITIES OF THE POST-SECONDARY INSTITUTION REGARDING THE TRANSMISSION OF STUDENT GRADES IN DUAL ENROLLMENT COURSES TO THE SCHOOL (P.8)**
- 14. FUNDING PROVISION OF COSTS INCURRED BY THE PRIVATE SCHOOL (P.9)**
- 15. STUDENT TRANSPORTATION (P.9)**
- 16. SERVICES AND RESOURCES AVAILABLE TO STUDENTS WITH DISABILITIES (P.9)**
- SIGNATURES (P.10)**

2023-2024 CAREER DUAL ENROLLMENT AGREEMENT BETWEEN FIRST ACADEMY LEESBURG AND LAKE TECHNICAL COLLEGE

THE CAREER DUAL ENROLLMENT (CDE) AGREEMENT

The Agreement is entered into by and between First Academy-Leesburg (FAL) and Lake Technical College Board of Directors (LTC) concerning Career Dual Enrollment (CDE). The Agreement shall govern the eligibility and enrollment of the students and the administration of the career and technical programs offered via Career Dual Enrollment effective July 1, 2023 and ending June 30, 2024.

WHEREAS, this Agreement is being entered into between the parties in accordance with the following provisions:

§1007.24, Florida Statutes (Statewide Course Numbering system);
§1007.27, Florida Statutes (Articulated Acceleration Mechanisms);
§1007.271, Florida Statutes (Dual Enrollment Programs);
HB 7059, Acceleration Options in Public Education
HB 7057 6A-10.024 Articulation between Universities, Community Colleges and School Districts SB1514 Senate Bill (Education)
Rule 6A-10.0315 Common Placement Testing and Instruction

1. CAREER DUAL ENROLLMENT PROGRAM AND THE ARTICULATION AGREEMENT

The purpose of the Agreement is to broaden the scope of career and technical options for public high school students. The Career Dual Enrollment program allows for the enrollment of an eligible secondary student in postsecondary coursework creditable toward high school diploma requirements and industry certification/credentials. Career Dual Enrollment is offered on a space available basis and students can attend either full or part-time depending on the program.

The Agreement delineates institutional responsibilities to inform students and parents about articulated program options, eligibility criteria to ensure post-secondary readiness, the process for monitoring student performance, and the criteria by which the quality of career dual enrollment programs are to be judged. Via the provisions of this Agreement, FAL and LTC are committed to sharing resources, forming partnerships with private industries, and implementing innovative strategies, student and faculty workshops, and parental involvement activities that serve the needs of the local community.

To the extent authorized by Florida law, the parties indemnify and hold harmless each other and/or all of its officers, employees, or agents from any and all suits, claims, demands, actions, causes of actions, judgments, liability, loss damage, attorney's fees, court costs or expenses of any kind, which each party, its officers, employees or agents, may incur arising from the negligence of the other party during the performance of any provision of this Agreement or from the activities of FAL and LTC personnel, students, faculty, as aforesaid under the provisions of the Agreement.

Amendments to the agreement

The Agreement shall continue from July 1, 2023, and end June 30, 2024, and shall be revised and reviewed on yearly basis as needed when individuals from First Academy-Leesburg apply for Career Dual Enrollment at Lake Technical College.

The Agreement, once signed by LTC and FAL, and will remain in effect throughout the academic year for which

established. All parties agree to abide by any Florida Department of Education rule changes, regarding career and technical dual enrollment, due to take effect during the relevant academic year.

Should the FAL or LTC initiate a modification or amendment to the Agreement, the Executive Director for LTC and the FAL designee will develop an action plan. The final amendment will go to both FAL and LTC for formal approval.

Modifications or Amendments

This Agreement may be modified or amended only by a written document signed by authorized representatives of FAL and LTC.

2. STUDENT AND PARENT PARTICIPATION NOTIFICATION

It is the responsibility of FAL to notify students and parents of the option to participate in Career Dual Enrollment. Students and parents can also receive information concerning CDE opportunities through [Lake Technical College's Dual Enrollment webpage](#). Career advisors are available in LTC's Admissions Office to answer questions and to assist the student, parent, and FAL designee with the application process for CDE.

3. COURSES AND PROGRAMS AVAILABLE TO CAREER DUAL ENROLLMENT STUDENTS

Pursuant to Florida statute, CDE program options are available to students to earn credit toward the completion of a high school diploma, to receive hours toward a postsecondary program certificate, and to broaden the scope of career and technical options available for the high school student.

LTC does not offer individual courses to career dual enrollment students. Students who apply for career dual enrollment are applying for complete programs with the understanding that they will meet the required program hours/competencies. Career advisors will counsel prospective students regarding requirements for specific programs, such as age, driver's license, grade-level, etc.

During the 2023-2024 school year, LTC will offer the following programs for Career Dual Enrollment. LTC reserves the right to add or delete programs at any time pursuant to §1007.271(24b).

- Accounting Operations
- Administrative Office Specialist
- Auto Collision Technology Technician
- Automotive Service Technology
- Baking and Pastry Arts
- CNC Production Specialist
- Diesel Systems Technician
- Enterprise Desktop & Mobile Support Technology
- Heating, Ventilation, Air- Conditioning/Refrigeration
- Medical Assisting
- Patient Care Technician
- Pharmacy Technician
- Professional Culinary Arts & Hospitality
- Veterinary Assisting
- Welding Technology

Please note: Cosmetology is not CDE Eligible

4. PROCESS TO PARTICIPATE IN CAREER DUAL ENROLLMENT

Established deadlines and Application Forms

Career Dual enrolled students may enroll in a program at the beginning of first and second semesters. Some programs are lock-step and have specific start dates throughout the year. Students interested in these specific programs must follow the same testing and registration deadlines as traditional adult students. They should contact Admissions for more details.

FALL ENROLLMENT: Career Dual Enrollment Applications are accepted for the fall term from February 15 through April 30. All applicable testing must be completed on or before April 30. Some programs require additional steps for admission and students must meet the same deadlines as adult students for additional testing, paperwork, etc. by the stated due date. To initiate the process, students must:

- Complete the Lake Technical College online student application – click the “Apply Now” at www.laketech.org
- Complete the Career Dual Enrollment Application available on LTC’s website
- Meet with a LTC Career Advisor to submit the application, discuss program options and career pathways, schedule a required program shadow, and to schedule a basic skills assessment, if needed.

Upon acceptance into a program, students and counselors will be notified of the priority registration period specifically for career dual enrolled students, which occurs in June. During this time, seats are reserved for career dual enrolled students on a first come, first served basis. Students must come during the Priority Registration to secure their seat; after the priority registration period, enrollment opens to the public and seat availability cannot be guaranteed.

SPRING ENROLLMENT: Career Dual Enrollment Applications are accepted from September 1 through November 15 for the spring term. To initiate the process, students must:

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- Complete the Career Dual Enrollment Application available on LTC’s website
- Meet with a LTC Career Advisor to submit the application, discuss program options and career pathways, schedule a required program shadow, and to schedule a basic skills assessment, if needed.

Again, some programs require additional steps for admission and students must meet the same deadlines as adult students for additional testing, paperwork, etc. by the stated due date. LTC will notify LCSB counselors of accepted students for the spring term in December as spaces are limited and filled on a first come, first served basis.

5. CAREER DUAL ENROLLMENT ELIGIBILITY REQUIREMENTS:

In order to be eligible for Career Dual Enrollment a student must:

- Be at least 16 years of age and in the 11th or 12th grade. Students that enroll in their senior year may not be able to complete a program as a high school student. Opportunity to complete as an adult student is available.

- Have a viable career-technical goal.
- Have a minimum of a 2.0 unweighted GPA and be on target for graduation.
- Have good attendance and discipline records.
- Have Basic Skills Assessment scores within 2 grade levels of state mandated exit requirements for completion of the program.

Achievement of these eligibility requirements must be documented prior to a student's enrollment in a CDE program.

Recommendations/signatures required for participation in dual enrollment

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that protects the privacy of student educational records. Even though career dual enrollment school students may be considered "dependent minors", under FERPA they have rights to privacy in all matters relating to their post-secondary educational record. Generally, LTC, including the faculty members, will not release details relating to protected student information to non-school officials or other high school representatives without the student's written consent. The practice of not releasing information extends to the release of information to parents and guardians.

LTC strongly suggests that students complete the LTC Release of Information Form in order to comply with FERPA guidelines prior to enrollment so LTC will be able to communicate with the parent/guardian regarding the student's progress during the program.

Additional forms may vary per program. See Admissions for more details.

Maximum course load

Students may enroll in one program at a time. LTC will work with the school's counselor to determine if the student has time in their high school schedule to attend LTC on a full or part-time basis. The minimum part-time schedule is three hours.

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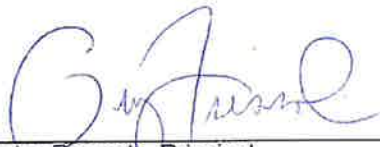
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FIRST ACADEMY-LEESBURG



Gregory Frescoln, Principal
First Academy-Leesburg

8/3/2023
Date

LAKE TECHNICAL COLLEGE



DeAnna Thomas, Executive Director
Lake Technical College

7/31/23
Date



Richard D. Keith, Chair
Lake Technical College Board of Directors

31 JUL 23
Date

TAB 2g1

CONSENT AGENDA LTC

2023-2024

Non-Cash Contributions

Non-Cash Contributions for 2023-2024

[illegible]

Approved

Disapproved

Total

650

Date

Charter Board Signature

TAB 2g2

**CONSENT AGENDA
LTC**

2023-2024

Property Disposition

Property Disposition

[illegible]

Facilities Manager

Date

Disapproved

Charter Board Signature

TAB 3

New Business

Ending 22-23

and Beginning 23-24

Combined Budget Report

Lake Technical College, Inc.

Final 2023 Budget - Beginning Budget 2024

Fund 100

		2023			2024	
		Actual	Beginning Budget	2023 Final Budget	Increase/ Decrease	Beginning Budget
100 - Current Operating Budget						
Revenues						
100.9999.43199	Miscellaneous Federal Direct	\$2,412.00	\$4,000.00	\$2,412.00	(\$2,412.00)	\$0.00
100.9999.43310	FEFP - FTE	\$198,365.83	\$150,000.00	\$198,365.83	\$9,183.17	\$207,549.00
100.9999.43315	Workforce Development Funding	\$5,402,658.00	\$5,402,658.00	\$5,402,658.00	\$1,168,137.00	\$6,570,795.00
100.9999.43399	Other Miscellaneous State Revenues	\$714,102.92	\$0.00	\$714,102.92	\$49,794.08	\$763,897.00
100.9999.43431	Investment Income	\$0.68	\$0.00	\$0.68	(\$0.68)	\$0.00
100.9999.43440	Gifts, Grants, & Bequests	\$0.06	\$1,000.00	\$0.06	(\$0.06)	\$0.00
100.9999.43461	Adult General Educational Fees	\$32,865.90	\$30,000.00	\$32,865.90	(\$2,865.90)	\$30,000.00
100.9999.43462	Postsecondary Course Fees	\$1,569,459.79	\$1,400,000.00	\$1,569,459.79	\$30,540.21	\$1,600,000.00
100.9999.43463	Postsecondary Course Fees CWE	\$60,744.00	\$66,080.00	\$60,744.00	\$5,256.00	\$66,000.00
100.9999.43464	Capital Improvement Fee	\$78,805.80	\$70,000.00	\$78,805.80	\$1,194.20	\$80,000.00
100.9999.43465	Lab Fees	\$673,792.66	\$615,000.00	\$673,792.66	\$1,207.34	\$675,000.00
100.9999.43467	Assessment Fees	\$10,520.94	\$20,000.00	\$10,520.94	\$479.06	\$11,000.00
100.9999.43469	Other Student Fees	\$472,412.25	\$400,000.00	\$472,412.25	\$2,587.75	\$475,000.00
100.9999.43470	Facility Fees	\$49,113.35	\$55,000.00	\$49,113.35	\$886.65	\$50,000.00
100.9999.43474	Tech Fees	\$78,063.43	\$70,000.00	\$78,063.43	(\$63.43)	\$78,000.00
100.9999.43493	Sale of Junk	\$4,282.21	\$20,000.00	\$4,282.21	\$717.79	\$5,000.00
100.9999.43495	Other Miscellaneous - Local Sources	\$29,827.16	\$10,000.00	\$29,827.16	(\$9,827.16)	\$20,000.00
100.9999.43496	Cash Deposit Over/Under	(\$21.33)	\$0.00	(\$21.33)	\$21.33	\$0.00
100.9999.43497	Pell Returns	\$6,312.59	\$1,200.00	\$6,312.59	(\$5,312.59)	\$1,000.00
100.9999.43510	Fee Based Tuition	\$406,589.15	\$500,000.00	\$406,589.15	(\$6,589.15)	\$400,000.00
100.9999.43522	Bookstore	\$35.00	\$0.00	\$35.00	(\$35.00)	\$0.00
100.9999.43527	Coffee Committee	\$105.00	\$0.00	\$105.00	(\$105.00)	\$0.00
100.9999.43591	RevTrak- Online Payments	\$150.00	\$0.00	\$150.00	(\$150.00)	\$0.00
100.9999.43610	Transfers	\$60.00	\$0.00	\$60.00	(\$60.00)	\$0.00
Total Revenues		\$9,790,657.39	\$8,814,938.00	\$9,790,657.39	\$1,242,583.61	#####
Expenses						
100.5302.50120	Instructor Salaries	\$1,749,282.66	\$1,741,156.48	\$1,749,282.66	\$135,096.60	\$1,884,379.26
100.5302.50130	Other Certified Salary	\$81,251.42	\$72,133.34	\$81,251.42	(\$4,207.35)	\$77,044.07
100.5302.50150	Aide Salary	\$20,862.60	\$20,202.67	\$20,862.60	(\$654.00)	\$20,208.60
100.5302.50160	Other Support Personnel Salary	\$19,738.92	\$19,744.11	\$19,738.92	\$469.68	\$20,208.60
100.5302.50192	Other Supplements	\$12,262.50	\$14,110.00	\$12,262.50	\$1,077.00	\$13,339.50
100.5302.50193	Extra Duty Pay Instructional	\$3,486.51	\$0.00	\$3,486.51	(\$3,486.51)	\$0.00
100.5302.50210	Retirement	\$235,168.49	\$229,930.75	\$235,168.49	\$54,245.15	\$289,413.64
100.5302.50220	FICA	\$146,519.63	\$149,515.60	\$146,519.63	\$13,876.47	\$160,396.10
100.5302.50230	Group Insurance	\$230,796.64	\$250,861.75	\$230,796.64	\$72,403.27	\$303,199.91
100.5302.50240	Workers' Comp.	\$15,375.63	\$14,560.74	\$15,375.63	(\$3,127.13)	\$12,248.50
100.5302.50250	Unemployment Comp.	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00
100.5302.50310	Professional & Technical Services	\$211,265.50	\$212,500.00	\$211,265.50	\$5,734.50	\$217,000.00
100.5302.50319	Technology-Related Professional and Technical Service	\$0.00	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00
100.5302.50330	In-County Travel	\$8.89	\$1,095.00	\$8.89	\$2,186.11	\$2,195.00
100.5302.50331	Out of County Travel	\$2,135.53	\$8,750.00	\$2,135.53	\$16,514.47	\$18,650.00
100.5302.50332	Out of State Travel	\$0.00	\$4,300.00	\$0.00	\$500.00	\$500.00
100.5302.50350	Repairs & Maintenance	\$60,171.62	\$87,350.00	\$60,171.62	\$63,619.38	\$123,791.00
100.5302.50360	Rentals	\$47,544.27	\$15,756.00	\$47,544.27	(\$2,994.27)	\$44,550.00
100.5302.50369	Technology- Related Rentals	\$48.00	\$0.00	\$48.00	\$3,152.00	\$3,200.00
100.5302.50370	Communications	\$127.38	\$215.00	\$127.38	\$237.62	\$365.00
100.5302.50382	Water &Sewer	\$7,796.97	\$14,750.00	\$7,796.97	\$4,203.03	\$12,000.00

		2023			2024	
		Beginning	2023 Final	Increase/	Beginning	
		Actual	Budget	Decrease	Budget	
100.5302.50390	Other Purchased Svcs	\$23,032.27	\$18,550.00	\$23,032.27	\$93,467.73	\$116,500.00
100.5302.50420	Bottled Gas	\$5,810.91	\$12,750.00	\$5,810.91	\$7,089.09	\$12,900.00
100.5302.50450	Gasoline	\$2,665.64	\$1,760.00	\$2,665.64	\$644.36	\$3,310.00
100.5302.50460	Diesel Fuel	\$965.89	\$460.00	\$965.89	\$1,684.11	\$2,650.00
100.5302.50510	Supplies	\$70,945.69	\$68,500.00	\$70,945.69	\$22,991.49	\$93,937.18
100.5302.50511	Supplies - Students	\$593,520.12	\$534,957.00	\$593,520.12	(\$381.12)	\$593,139.00
100.5302.50519	Technology- Related Supplies	\$36.00	\$500.00	\$36.00	\$964.00	\$1,000.00
100.5302.50550	Repair Parts	\$1,160.82	\$1,300.00	\$1,160.82	\$139.18	\$1,300.00
100.5302.50560	Tires & Tubes	\$1,792.75	\$1,600.00	\$1,792.75	\$207.25	\$2,000.00
100.5302.50610	Classroom Reference Textbook	\$469.30	\$2,200.00	\$469.30	\$2,080.70	\$2,550.00
100.5302.50641	Capitalized Equipt	\$39,383.43	\$0.00	\$39,383.43	\$56,366.57	\$95,750.00
100.5302.50642	Non-Capitalized Equipment	\$55,127.11	\$500.00	\$55,127.11	(\$45,777.11)	\$9,350.00
100.5302.50644	Non-Capitalized Computer Hdwe	\$118,522.44	\$1,638.00	\$118,522.44	(\$118,522.44)	\$0.00
100.5302.50649	Technology-Related Non-Capitalized Furniture, Fixture	\$592.97	\$0.00	\$592.97	(\$592.97)	\$0.00
100.5302.50692	Non-Capitalized Software	\$2,476.69	\$600.00	\$2,476.69	(\$1,376.69)	\$1,100.00
100.5302.50730	Dues & Fees	\$16,272.80	\$14,989.00	\$16,272.80	\$21,512.20	\$37,785.00
100.5302.50752	Adult Part Time Salary	\$481,597.25	\$533,701.00	\$481,597.25	\$141,532.75	\$623,130.00
100.5302.50790	Miscellaneous Expense	\$69,179.63	\$100.00	\$69,179.63	\$1,110.37	\$70,290.00
Totals for Function(s) 5302 - Vocational Adult Prep:		\$4,327,394.87	\$4,055,036.44	\$4,327,394.87	\$543,985.49	\$4,871,380.36
100.5303.50220	FICA	\$128.22	\$305.00	\$128.22	\$2,837.03	\$2,965.25
100.5303.50240	Workers' Comp.	\$53.98	\$128.00	\$53.98	\$1,193.47	\$1,247.45
100.5303.50752	Adult Part Time Salary	\$8,844.00	\$21,000.00	\$8,844.00	\$58,656.00	\$67,500.00
Totals for Function(s) 5303 - Vocational Adult Supplemental:		\$9,026.20	\$21,433.00	\$9,026.20	\$62,686.50	\$71,712.70
100.5400.50110	Administrator Salary	\$83,957.58	\$83,957.58	\$83,957.58	\$0.00	\$83,957.58
100.5400.50117	Merit Pay	\$2,099.00	\$0.00	\$2,099.00	(\$2,099.00)	\$0.00
100.5400.50120	Classroom Teacher Salary	\$50,562.48	\$48,057.89	\$50,562.48	(\$2,504.59)	\$48,057.89
100.5400.50210	Retirement	\$16,186.00	\$15,723.04	\$16,186.00	\$1,728.50	\$17,914.50
100.5400.50220	FICA	\$9,879.44	\$10,099.18	\$9,879.44	\$219.74	\$10,099.18
100.5400.50230	Group Insurance	\$17,152.80	\$17,152.94	\$17,152.80	\$1,618.72	\$18,771.52
100.5400.50240	Workers' Comp.	\$844.61	\$805.29	\$844.61	(\$39.32)	\$805.29
100.5400.50331	Out of County Travel	\$2,798.70	\$1,000.00	\$2,798.70	(\$298.70)	\$2,500.00
100.5400.50360	Rentals	\$2,230.42	\$400.00	\$2,230.42	\$269.58	\$2,500.00
100.5400.50369	Technology- Related Rentals	\$648.00	\$1,500.00	\$648.00	\$102.00	\$750.00
100.5400.50390	Other Purchased Svcs	\$17,185.86	\$0.00	\$17,185.86	(\$17,185.86)	\$0.00
100.5400.50510	Supplies	\$134.33	\$0.00	\$134.33	\$365.67	\$500.00
100.5400.50641	Capitalized Equipt	\$5,985.00	\$600.00	\$5,985.00	(\$5,985.00)	\$0.00
100.5400.50644	Non-Capitalized Computer Hdwe	\$111.87	\$3,500.00	\$111.87	(\$111.87)	\$0.00
100.5400.50730	Dues & Fees	\$1,483.00	\$0.00	\$1,483.00	\$17.00	\$1,500.00
100.5400.50752	Adult Part Time Salary	\$1,776.75	\$0.00	\$1,776.75	(\$1,776.75)	\$0.00
100.5400.50790	Miscellaneous Expense	\$75.61	\$200.00	\$75.61	\$524.39	\$600.00
Totals for Function(s) 5400 - Adult General:		\$213,111.45	\$182,995.92	\$213,111.45	(\$25,155.48)	\$187,955.97
100.5900.50220	FICA	\$2,613.15	\$2,533.00	\$2,613.15	(\$148.15)	\$2,465.00
100.5900.50240	Workers' Comp.	\$1,130.59	\$1,065.00	\$1,130.59	(\$93.59)	\$1,037.00
100.5900.50310	Professional & Technical Services	\$0.00	\$0.00	\$0.00		\$2,000.00
100.5900.50330	In-County Travel	\$0.00	\$62.00	\$0.00	\$0.00	\$0.00
100.5900.50350	Repairs & Maintenance	\$3,553.63	\$10,000.00	\$3,553.63	\$6,446.37	\$10,000.00
100.5900.50360	Rentals	\$27,332.33	\$40,000.00	\$27,332.33	\$12,667.67	\$40,000.00
100.5900.50370	Communications	\$0.00	\$150.00	\$0.00	\$0.00	\$0.00
100.5900.50382	Water &Sewer	\$29,820.35	\$21,000.00	\$29,820.35	(\$4,820.35)	\$25,000.00
100.5900.50390	Other Purchased Svcs	\$1,378.33	\$4,300.00	\$1,378.33	(\$378.33)	\$1,000.00
100.5900.50450	Gasoline	\$2,079.90	\$1,300.00	\$2,079.90	(\$379.90)	\$1,700.00
100.5900.50460	Diesel Fuel	\$1,004.99	\$2,000.00	\$1,004.99	\$495.01	\$1,500.00
100.5900.50510	Supplies	\$8,990.52	\$7,200.00	\$8,990.52	(\$490.52)	\$8,500.00
100.5900.50511	Supplies - Students	\$41,386.05	\$51,000.00	\$41,386.05	\$3,613.95	\$45,000.00
100.5900.50550	Repair Parts	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00

		2023		2024	
		Beginning	2023 Final	Increase/	Beginning
		Actual	Budget	Decrease	Budget
100.5900.50642	Non-Capitalized Equipment	\$405.53	\$0.00	\$405.53	\$0.00
100.5900.50644	Non-Capitalized Computer Hdwe	\$4,799.00	\$0.00	\$4,799.00	\$0.00
100.5900.50730	Dues & Fees	\$75.00	\$0.00	\$75.00	\$0.00
100.5900.50752	Adult Part Time Salary	\$172,016.25	\$174,610.00	(\$169,766.25)	\$2,250.00
Totals for Function(s) 5900 - Other Instruction - Fee Based:		\$296,585.62	\$316,220.00	(\$157,133.62)	\$141,452.00
100.6120.50130	Other Certified Salary	\$77,640.72	\$122,433.16	\$77,640.72	\$0.00
100.6120.50137	Other Certified-Performance Incentive Pay	\$3,882.00	\$0.00	\$3,882.00	\$0.00
100.6120.50160	Other Support Personnel Salary	\$361,812.84	\$436,507.38	\$361,812.84	\$11,327.24
100.6120.50210	Retirement	\$52,339.00	\$66,569.82	\$52,339.00	\$4,778.10
100.6120.50220	FICA	\$32,982.08	\$42,758.95	\$32,982.08	\$6,169.93
100.6120.50230	Group Insurance	\$88,232.20	\$120,070.58	\$88,232.20	\$5,625.40
100.6120.50240	Workers' Comp.	\$2,704.12	\$3,409.54	\$2,704.12	\$566.16
100.6120.50310	Professional & Technical Services	\$2,700.00	\$0.00	\$2,700.00	(\$2,700.00)
100.6120.50330	In-County Travel	\$103.49	\$200.00	\$103.49	\$96.51
100.6120.50331	Out of County Travel	\$7,311.75	\$5,100.00	\$7,311.75	\$188.25
100.6120.50350	Repairs & Maintenance	\$0.00	\$1,500.00	\$0.00	\$0.00
100.6120.50360	Rentals	\$1,090.00	\$0.00	\$1,090.00	(\$90.00)
100.6120.50390	Other Purchased Svcs	\$19,755.96	\$39,500.00	\$19,755.96	\$244.04
100.6120.50510	Supplies	\$18,119.14	\$8,000.00	\$18,119.14	\$1,880.86
100.6120.50730	Dues & Fees	\$1,521.00	\$3,000.00	\$1,521.00	(\$21.00)
100.6120.50750	Other Personal Svcs	\$0.00	\$6,000.00	\$0.00	\$0.00
100.6120.50790	Miscellaneous Expense	\$252.52	\$0.00	\$252.52	(\$252.52)
Totals for Function(s) 6120 - Guidance Services:		\$670,446.82	\$855,049.43	\$670,446.82	(\$21,751.89)
100.6300.50130	Other Certified Salary	\$104,362.09	\$65,902.95	\$104,362.09	\$32,631.32
100.6300.50160	Other Support Personnel Salary	\$0.00	\$0.00	\$0.00	\$76,090.00
100.6300.50192	Other Supplements	\$0.00	\$1,796.00	\$0.00	\$1,167.00
100.6300.50210	Retirement	\$11,660.17	\$7,849.04	\$11,660.17	\$8,399.11
100.6300.50220	FICA	\$7,319.26	\$5,041.58	\$7,319.26	\$3,989.03
100.6300.50230	Group Insurance	\$10,726.87	\$8,576.47	\$10,726.87	\$8,044.65
100.6300.50240	Workers' Comp.	\$591.27	\$402.01	\$591.27	\$310.44
100.6300.50330	In-County Travel	\$0.00	\$200.00	\$0.00	\$0.00
100.6300.50331	Out of County Travel	\$0.00	\$2,000.00	\$0.00	\$0.00
100.6300.50369	Technology- Related Rentals	\$2,895.25	\$3,200.00	\$2,895.25	\$104.75
100.6300.50370	Communications	\$0.00	\$100.00	\$0.00	\$0.00
100.6300.50390	Other Purchased Svcs	\$470.89	\$400.00	\$470.89	\$29.11
100.6300.50510	Supplies	\$5,343.72	\$800.00	\$5,343.72	(\$343.72)
100.6300.50519	Technology- Related Supplies	\$240.95	\$1,000.00	\$240.95	\$9.05
100.6300.50610	Classroom Reference Textbook	\$0.00	\$200.00	\$0.00	\$0.00
100.6300.50644	Non-Capitalized Computer Hdwe	\$0.00	\$500.00	\$0.00	\$0.00
100.6300.50692	Non-Capitalized Software	\$54.40	\$0.00	\$54.40	(\$54.40)
100.6300.50730	Dues & Fees	\$75.00	\$350.00	\$75.00	(\$75.00)
100.6300.50790	Miscellaneous Expense	\$85.41	\$500.00	\$85.41	(\$85.41)
Totals for Function(s) 6300 - Inst & Curriculum Dev Svcs:		\$143,825.28	\$98,818.05	\$143,825.28	\$64,953.28
100.6400.50390	Other Purchased Svcs	\$111.52	\$0.00	\$111.52	0
100.6400.50730	Dues & Fees	\$85.00	\$0.00	\$85.00	0
Totals for Function(s) 6400 - Inst. Staff Training Svcs:		\$196.52	\$0.00	\$196.52	\$0.00
100.6500.50130	Other Certified Salary	\$84,599.68	\$81,709.81	\$84,599.68	\$2,937.05
100.6500.50160	Other Support Personnel Salary	\$57,323.76	\$57,328.11	\$57,323.76	\$0.00
100.6500.50192	Other Supplements	\$1,000.00	\$950.00	\$1,000.00	(\$500.00)
100.6500.50210	Retirement	\$22,715.44	\$25,861.05	\$22,715.44	\$7,893.58
100.6500.50220	FICA	\$10,817.55	\$10,636.40	\$10,817.55	\$264.28
100.6500.50230	Group Insurance	\$17,152.80	\$17,152.94	\$17,152.80	\$1,618.72
100.6500.50240	Workers' Comp.	\$3,680.74	\$848.13	\$3,680.74	(\$2,797.09)
100.6500.50331	Out of County Travel	\$31.00	\$0.00	\$31.00	(\$31.00)

		2023	2023	2024	
		Beginning	Final	Increase/	Beginning
		Budget	Budget	Decrease	Budget
		Actual			
Totals for Function(s) 6500 - Instructional Related Technology:		\$197,320.97	\$194,486.44	\$197,320.97	\$9,385.54 \$206,706.51
100.7100.50310	Professional & Technical Services	\$42,812.50	\$35,000.00	\$42,812.50	\$2,187.50 \$45,000.00
100.7100.50320	Bond & Insurance Premiums	\$69,917.76	\$75,000.00	\$69,917.76	\$5,082.24 \$75,000.00
Totals for Function(s) 7100 - Board:		\$112,730.26	\$110,000.00	\$112,730.26	\$7,269.74 \$120,000.00
100.7300.50110	Administrator Salary	\$409,390.52	\$415,057.02	\$409,390.52	\$14,585.06 \$423,975.58
100.7300.50117	Administrator-Performance Incentive Pay	\$20,753.00	\$0.00	\$20,753.00	(\$753.00) \$20,000.00
100.7300.50160	Other Support Personnel Salary	\$326,506.73	\$258,565.73	\$326,506.73	(\$28,219.45) \$298,287.28
100.7300.50167	Other Certified-Performance Incentive Pay	\$4,135.00	\$0.00	\$4,135.00	(\$4,135.00) \$0.00
100.7300.50210	Retirement	\$123,132.23	\$83,912.38	\$123,132.23	(\$13,019.78) \$110,112.45
100.7300.50220	FICA	\$56,000.22	\$51,532.14	\$56,000.22	(\$747.11) \$55,253.11
100.7300.50230	Group Insurance	\$85,055.67	\$79,332.35	\$85,055.67	\$8,801.93 \$93,857.60
100.7300.50240	Workers' Comp.	\$4,695.32	\$4,109.10	\$4,695.32	(\$289.52) \$4,405.80
100.7300.50310	Professional & Technical Services	\$42,116.00	\$25,000.00	\$42,116.00	(\$17,116.00) \$25,000.00
100.7300.50320	Bond & Insurance Premiums	\$1,660.00	\$500.00	\$1,660.00	\$340.00 \$2,000.00
100.7300.50330	In-County Travel	\$254.40	\$500.00	\$254.40	\$245.60 \$500.00
100.7300.50331	Out of County Travel	\$9,398.05	\$8,000.00	\$9,398.05	\$601.95 \$10,000.00
100.7300.50332	Out of State Travel	\$2,554.21	\$0.00	\$2,554.21	(\$54.21) \$2,500.00
100.7300.50350	Repairs & Maintenance	\$803.11	\$3,500.00	\$803.11	\$196.89 \$1,000.00
100.7300.50360	Rentals	\$9,120.56	\$12,100.00	\$9,120.56	(\$8,120.56) \$1,000.00
100.7300.50370	Communications	\$2,858.14	\$150.00	\$2,858.14	\$141.86 \$3,000.00
100.7300.50390	Other Purchased Svcs	\$15,842.62	\$52,400.00	\$15,842.62	\$29,157.38 \$45,000.00
100.7300.50510	Supplies	\$15,107.39	\$15,000.00	\$15,107.39	(\$107.39) \$15,000.00
100.7300.50641	Capitalized Equipt	(\$3,295.00)	\$0.00	(\$3,295.00)	\$3,295.00 \$0.00
100.7300.50642	Non-Capitalized Equipment	\$2,518.75	\$1,500.00	\$2,518.75	(\$18.75) \$2,500.00
100.7300.50643	Capitalized Computer Hdwe	\$0.00	\$1,500.00	\$0.00	\$0.00 \$0.00
100.7300.50644	Non-Capitalized Computer Hdwe	\$993.92	\$2,500.00	\$993.92	\$6.08 \$1,000.00
100.7300.50652	Other Vehicles	\$39,577.10	\$0.00	\$39,577.10	(\$39,577.10) \$0.00
100.7300.50730	Dues & Fees	\$12,389.25	\$20,000.00	\$12,389.25	\$7,610.75 \$20,000.00
100.7300.50790	Miscellaneous Expense	\$61,284.78	\$65,000.00	\$61,284.78	\$28,715.22 \$90,000.00
Totals for Function(s) 7300 - School Administration:		\$1,242,851.97	\$1,100,158.72	\$1,242,851.97	(\$18,460.15) \$1,224,391.82
100.7400.50630	Buildings and Fixed Equipment	\$0.00	\$0.00	\$0.00	\$250,000.00 \$250,000.00
Totals for Function(s) 7400 - Facilities Acquisition and Construction		\$0.00	\$0.00	\$0.00	\$250,000.00 \$250,000.00
100.7500.50160	Other Support Personnel Salary	\$270,799.91	\$377,040.39	\$270,799.91	\$107,520.15 \$378,320.06
100.7500.50167	Other Certified-Performance Incentive Pay	\$2,940.00	\$0.00	\$2,940.00	(\$2,940.00) \$0.00
100.7500.50210	Retirement	\$32,252.24	\$44,905.51	\$32,252.24	\$19,085.79 \$51,338.03
100.7500.50220	FICA	\$20,137.05	\$28,843.59	\$20,137.05	\$8,804.43 \$28,941.48
100.7500.50230	Group Insurance	\$38,826.69	\$60,035.29	\$38,826.69	\$26,873.63 \$65,700.32
100.7500.50240	Workers' Comp.	\$1,669.93	\$2,299.95	\$1,669.93	\$637.82 \$2,307.75
100.7500.50369	Technology- Related Rentals	\$4,624.48	\$4,000.00	\$4,624.48	\$375.52 \$5,000.00
100.7500.50390	Other Purchased Svcs	\$20,070.48	\$5,000.00	\$20,070.48	(\$70.48) \$20,000.00
100.7500.50510	Supplies	\$1,745.24	\$1,500.00	\$1,745.24	\$254.76 \$2,000.00
100.7500.50691	Capitalized Software	\$10,443.12	\$10,000.00	\$10,443.12	(\$443.12) \$10,000.00
100.7500.50730	Dues & Fees	\$25,786.76	\$45,000.00	\$25,786.76	\$19,213.24 \$45,000.00
Totals for Function(s) 7500 - Fiscal Services:		\$429,295.90	\$578,624.73	\$429,295.90	\$179,311.75 \$608,607.65
100.7720.50310	Professional & Technical Services	\$250.00	\$6,000.00	\$250.00	\$250.00 \$500.00
100.7720.50330	In-County Travel	\$0.00	\$300.00	\$0.00	\$0.00 \$0.00
100.7720.50331	Out of County Travel	\$1,915.76	\$100.00	\$1,915.76	\$84.24 \$2,000.00
100.7720.50360	Rentals	\$11,340.00	\$13,000.00	\$11,340.00	\$1,660.00 \$13,000.00
100.7720.50390	Other Purchased Svcs	\$33,439.36	\$26,000.00	\$33,439.36	\$1,560.64 \$35,000.00
100.7720.50510	Supplies	\$8,073.96	\$10,000.00	\$8,073.96	\$1,926.04 \$10,000.00
100.7720.50730	Dues & Fees	\$9,539.50	\$6,500.00	\$9,539.50	\$460.50 \$10,000.00
Totals for Function(s) 7720 - Information Svcs:		\$64,558.58	\$61,900.00	\$64,558.58	\$5,941.42 \$70,500.00

		2023			2024	
		Beginning	2023 Final	Increase/	Beginning	
		Actual	Budget	Decrease	Budget	
100.7900.50160	Other Support Personnel Salary	\$161,250.40	\$159,761.99	\$161,250.40	\$3,287.08	\$164,537.48
100.7900.50167	Other Certified-Performance Incentive Pay	\$3,804.00	\$0.00	\$3,804.00	(\$3,804.00)	\$0.00
100.7900.50192	Other Supplements	\$0.00	\$6,000.00	\$0.00	\$0.00	\$0.00
100.7900.50193	Extra Duty Pay Instructional	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$4,000.00
100.7900.50210	Retirement	\$13,266.16	\$19,027.65	\$13,266.16	\$9,061.58	\$22,327.74
100.7900.50220	FICA	\$12,899.52	\$12,221.79	\$12,899.52	(\$312.40)	\$12,587.12
100.7900.50230	Group Insurance	\$17,305.60	\$17,152.94	\$17,305.60	\$10,851.68	\$28,157.28
100.7900.50240	Workers' Comp.	\$5,204.82	\$8,802.89	\$5,204.82	\$3,861.20	\$9,066.02
100.7900.50320	Bond & Insurance Premiums	\$96,841.00	\$70,000.00	\$96,841.00	\$3,159.00	\$100,000.00
100.7900.50330	In-County Travel	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00
100.7900.50350	Repairs & Maintenance	\$68,640.90	\$60,000.00	\$68,640.90	\$36,359.10	\$105,000.00
100.7900.50369	Technology- Related Rentals	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00
100.7900.50370	Communications	\$44,050.58	\$45,000.00	\$44,050.58	\$949.42	\$45,000.00
100.7900.50371	Dedicated Phone-Energy Mgmt	\$1,538.26	\$3,000.00	\$1,538.26	(\$38.26)	\$1,500.00
100.7900.50381	Garbage	\$25,034.06	\$33,100.00	\$25,034.06	(\$5,034.06)	\$20,000.00
100.7900.50382	Water &Sewer	\$47,388.97	\$70,800.00	\$47,388.97	\$12,691.03	\$60,080.00
100.7900.50390	Other Purchased Svcs	\$464,736.34	\$350,000.00	\$464,736.34	\$93,263.66	\$558,000.00
100.7900.50410	Natural Gas	\$6,087.71	\$7,000.00	\$6,087.71	\$912.29	\$7,000.00
100.7900.50430	Electricity	\$288,539.86	\$250,000.00	\$288,539.86	\$61,460.14	\$350,000.00
100.7900.50450	Gasoline	\$0.00	\$47,500.00	\$0.00	\$15,000.00	\$15,000.00
100.7900.50510	Supplies	\$72,944.07	\$7,500.00	\$72,944.07	(\$15,444.07)	\$57,500.00
100.7900.50641	Capitalized Equipt	\$12,394.47	\$0.00	\$12,394.47	\$122,605.53	\$135,000.00
100.7900.50642	Non-Capitalized Equipment	\$5,461.67	\$2,000.00	\$5,461.67	\$24,538.33	\$30,000.00
Totals for Function(s) 7900 - Operation of Plant:		\$1,351,388.39	\$1,169,567.26	\$1,351,388.39	\$373,367.24	\$1,724,755.63
100.8100.50160	Other Support Personnel Salary	\$34,267.22	\$34,392.68	\$34,267.22	\$134.94	\$34,402.16
100.8100.50210	Retirement	\$4,081.20	\$4,096.17	\$4,081.20	\$587.17	\$4,668.37
100.8100.50220	FICA	\$2,592.01	\$2,631.04	\$2,592.01	\$39.76	\$2,631.77
100.8100.50230	Group Insurance	\$8,576.40	\$8,576.47	\$8,576.40	\$0.07	\$8,576.47
100.8100.50240	Workers' Comp.	\$1,888.10	\$1,895.04	\$1,888.10	\$7.46	\$1,895.56
Totals for Function(s) 8100 - Maintenance of Plant:		\$51,404.93	\$51,591.40	\$51,404.93	\$761.94	\$50,278.77
Total Expenses		\$9,110,137.76	\$8,795,881.39	\$9,110,137.76	\$1,275,161.75	#####
BEGINNING FUND BALANCE		\$3,928,384.57	\$3,928,384.57	\$3,928,384.57		\$4,609,700.31
ADJUSTMENTS TO FUND BALANCE		\$796.11	\$796.11	\$796.11		\$0.00
TOTAL ADJUSTED FUND BALANCE		\$3,929,180.68	\$3,929,180.68	\$3,929,180.68		\$4,609,700.31
NET SURPLUS/(DEFICIT)		\$680,519.63	\$19,056.61	\$680,519.63		\$648,026.11
ENDING FUND BALANCE		\$4,609,700.31	\$3,948,237.29	\$4,609,700.31		\$5,257,726.42

Lake Technical College, Inc.
Final 2023 Budget - Beginning Budget 2024
Fund 110

		Actual	2023 Beginning Budget	2023 Final Budget	Increase/ Decrease	2024 Beginning Budget
110 - Performance Incentive Funds						
Revenues						
110.9999.43317	Performance Based Incentives	\$479,003.00	\$404,000.00	\$479,003.00	(\$160,003.00)	\$319,000.00
Total Revenues		\$479,003.00	\$404,000.00	\$479,003.00	(\$160,003.00)	\$319,000.00
Expenses						
110.5302.50350	Repairs & Maintenance	\$8,385.65	\$0.00	\$8,385.65	(\$8,385.65)	\$0.00
110.5302.50390	Other Purchased Svcs	\$3,037.72	\$0.00	\$3,037.72	(\$3,037.72)	\$0.00
110.5302.50510	Supplies	\$5,878.60	\$0.00	\$5,878.60	(\$5,878.60)	\$0.00
110.5302.50641	Capitalized Equipt	\$76,318.76	\$0.00	\$76,318.76	\$23,681.24	\$100,000.00
110.5302.50642	Non-Capitalized Equipment	\$40,748.19	\$100,000.00	\$40,748.19	\$59,251.81	\$100,000.00
110.5302.50644	Non-Capitalized Computer Hdwe	\$2,449.51	\$0.00	\$2,449.51	(\$2,449.51)	\$0.00
110.5302.50652	Automobile	\$347,062.00	\$300,000.00	\$347,062.00	(\$347,062.00)	\$0.00
110.5302.50671	Improvements Other than Bldgs, Cap.	\$0.00	\$275,000.00	\$0.00	\$100,000.00	\$100,000.00
110.5900.50641	Capitalized Equipt	\$9,168.10	\$0.00	\$9,168.10	(\$9,168.10)	\$0.00
110.7900.50390	Other Purchased Svcs	\$312,236.00	\$0.00	\$312,236.00	(\$312,236.00)	\$0.00
110.7900.50510	Supplies	\$2,240.00	\$0.00	\$2,240.00	(\$2,240.00)	\$0.00
Total Expenses		\$807,524.53	\$675,000.00	\$807,524.53	(\$507,524.53)	\$300,000.00
BEGINNING FUND BALANCE		\$692,970.93	\$692,970.93	\$692,970.93		\$364,449.40
NET SURPLUS/(DEFICIT)		(\$328,521.53)	(\$271,000.00)	(\$328,521.53)		\$19,000.00
ENDING FUND BALANCE		\$364,449.40	\$421,970.93	\$364,449.40		\$383,449.40

Lake Technical College, Inc.
Final 2023 Budget - Beginning Budget 2024
Fund 420

		2023	2023	2024		
		Beginning	Final	Beginning		
		Budget	Budget	Budget		
		Actual		Increase/		
				Decrease		
420 - Federal Direct - Pell						
Revenues						
420.9999.43199	Miscellaneous Federal Direct - Pell	\$1,814,567.27	\$1,769,452.80	\$1,814,567.27	(\$556,432.02)	\$1,258,135.25
Total Revenues		\$1,814,567.27	\$1,769,452.80	\$1,814,567.27	(\$556,432.02)	\$1,258,135.25
Expenses						
420.5302.50210	Retirement	\$42.03	\$43.00	\$42.03	(\$42.03)	\$0.00
420.5302.50220	FICA	\$29.72	\$30.00	\$29.72	(\$29.72)	\$0.00
420.5302.50240	Workers' Comp.	\$2.37	\$3.00	\$2.37	(\$2.37)	\$0.00
420.5302.50331	Out of County Travel	\$516.00	\$700.00	\$516.00	(\$516.00)	\$0.00
420.5302.50369	Technology- Related Rentals	\$6,840.00	\$20,000.00	\$6,840.00	(\$6,840.00)	\$0.00
420.5302.50641	Capitalized Equipt	\$10,005.72	\$10,005.72	\$10,005.72	(\$10,005.72)	\$0.00
420.5302.50642	Non-Capitalized Equipment	\$9,052.84	\$50,000.00	\$9,052.84	(\$9,052.84)	\$0.00
420.5302.50750	Other Personal Svcs	\$388.50	\$1,500.00	\$388.50	(\$388.50)	\$0.00
420.5302.50790	Miscellaneous Expense	\$1,417,947.14	\$1,190,657.66	\$1,417,947.14	(\$159,811.89)	\$1,258,135.25
420.7300.50331	Out of County Travel	\$209.00	\$1,000.00	\$209.00	(\$209.00)	\$0.00
420.7300.50369	Technology- Related Rentals	\$11,172.00	\$0.00	\$11,172.00	(\$11,172.00)	\$0.00
420.7300.50390	Other Purchased Svcs	\$15,783.00	\$20,000.00	\$15,783.00	(\$15,783.00)	\$0.00
420.7300.50644	Non-Capitalized Computer Hdwe	\$154,389.54	\$155,000.00	\$154,389.54	(\$154,389.54)	\$0.00
420.7900.50390	Other Purchased Svcs	\$67,160.77	\$40,572.00	\$67,160.77	(\$67,160.77)	\$0.00
420.7900.50510	Supplies	\$9,369.22	\$5,053.42	\$9,369.22	(\$9,369.22)	\$0.00
420.7900.50641	Capitalized Equipt	\$77,525.38	\$40,888.00	\$77,525.38	(\$77,525.38)	\$0.00
420.7900.50642	Non-Capitalized Equipment	\$33,658.50	\$15,000.00	\$33,658.50	(\$33,658.50)	\$0.00
420.7900.50643	Capitalized Computer Hdwe	\$0.00	\$219,000.00	\$0.00	\$0.00	\$0.00
420.9999.50790	Miscellaneous Expense	\$348.32	\$0.00	\$348.32	(\$348.32)	\$0.00
Total Expenses		\$1,814,440.05	\$1,769,452.80	\$1,814,440.05	(\$556,304.80)	\$1,258,135.25
BEGINNING FUND BALANCE						
		\$0.00	\$0.00	\$0.00		\$127.22
NET SURPLUS/(DEFICIT)						
		\$127.22	\$0.00	\$127.22		\$0.00
ENDING FUND BALANCE						
		\$127.22	\$0.00	\$127.22		\$127.22

Lake Technical College, Inc.

Final 2023 Budget - Beginning Budget 2024

Fund 422

		2023	2023	2024		
		Actual	Beginning Budget	Final Budget	Increase/Decrease	Beginning Budget
422 - Federal Through State Grant						
Revenues						
422.9999.43199	Miscellaneous Federal Direct	\$951,602.62	\$1,166,781.67	\$951,602.62	(\$68,556.06)	\$883,046.56
Total Revenues		\$951,602.62	\$1,166,781.67	\$951,602.62	(\$68,556.06)	\$883,046.56
Expenses						
422.5302.50310	Professional & Technical Services	\$1,051.48	\$3,000.00	\$1,051.48	(\$1,051.48)	\$0.00
422.5302.50330	In-County Travel	\$82.81	\$1,260.69	\$82.81	\$4,934.90	\$5,017.71
422.5302.50331	Out of County Travel	\$0.00	\$748.00	\$0.00	\$0.00	\$0.00
422.5302.50390	Other Purchased Svcs	\$0.00	\$3,500.00	\$0.00	\$381.15	\$381.15
422.5302.50510	Supplies	\$4,698.30	\$5,929.10	\$4,698.30	(\$4,398.30)	\$300.00
422.5302.50520	Textbooks	\$457.00	\$2,024.87	\$457.00	\$43.00	\$500.00
422.5302.50642	Non-Capitalized Equipment	\$7,392.00	\$9,427.34	\$7,392.00	(\$7,392.00)	\$0.00
422.5302.50691	Capitalized Software	\$0.00	\$2,005.00	\$0.00	\$0.00	\$0.00
422.5400.50120	Classroom Teacher Salary	\$183,941.30	\$237,398.72	\$183,941.30	\$81,492.66	\$265,433.96
422.5400.50160	Other Support Personnel	\$0.00	\$0.00	\$0.00	\$16,640.00	\$16,640.00
422.5400.50210	Retirement	\$21,632.72	\$27,219.53	\$21,632.72	\$13,669.09	\$35,301.81
422.5400.50220	FICA	\$14,870.51	\$19,503.16	\$14,870.51	\$5,577.44	\$20,447.95
422.5400.50230	Group Insurance	\$17,191.00	\$37,137.20	\$17,191.00	\$28,485.20	\$45,676.20
422.5400.50240	Workers' Comp.	\$1,571.55	\$2,013.95	\$1,571.55	\$56.00	\$1,627.55
422.5400.50315	Consultant	\$25,464.00	\$25,375.00	\$25,464.00	(\$16,538.74)	\$8,925.26
422.5400.50330	In-County Travel	\$49.52	\$6,957.26	\$49.52	(\$49.52)	\$0.00
422.5400.50331	Out of County Travel	\$1,705.22	\$1,580.74	\$1,705.22	(\$1,045.77)	\$659.45
422.5400.50335	Conference Registration	\$2,100.00	\$2,100.00	\$2,100.00	\$41,700.00	\$43,800.00
422.5400.50350	Repairs & Maintenance	\$15,162.55	\$15,822.00	\$15,162.55	(\$15,162.55)	\$0.00
422.5400.50360	Rentals	\$24,093.96	\$22,156.96	\$24,093.96	\$5,702.96	\$29,796.92
422.5400.50365	Rental Expenditure	\$19,773.00	\$19,773.00	\$19,773.00	\$981.66	\$20,754.66
422.5400.50369	Technology- Related Rentals	\$3,472.00	\$2,000.00	\$3,472.00	\$42,231.81	\$45,703.81
422.5400.50510	Supplies	\$19,200.48	\$41,966.87	\$19,200.48	(\$19,200.48)	\$0.00
422.5400.50520	Textbooks	\$30,548.11	\$33,655.03	\$30,548.11	\$17,850.63	\$48,398.74
422.5400.50560	Tires & Tubes	\$2,059.72	\$2,060.00	\$2,059.72	(\$2,059.72)	\$0.00
422.5400.50641	Capitalized Equipt	\$54,851.00	\$54,851.00	\$54,851.00	(\$54,851.00)	\$0.00
422.5400.50642	Non-Capitalized Equipment	\$77,411.67	\$81,678.00	\$77,411.67	(\$77,411.67)	\$0.00
422.5400.50643	Capitalized Computer Hdwe	\$57,300.68	\$65,577.00	\$57,300.68	\$16,047.07	\$73,347.75
422.5400.50644	Non-Capitalized Computer Hdwe	\$90,580.29	\$86,901.00	\$90,580.29	(\$90,580.29)	
422.5400.50649	Technology-Related Non-Capitalized Furniture, Fixtu	\$0.00	\$13,306.00	\$0.00	\$0.00	
422.5400.50752	Adult Part Time Salary	\$75,335.25	\$80,383.83	\$75,335.25	(\$75,335.25)	
422.6300.50130	Other Certified Salary	\$144,494.79	\$142,715.54	\$144,494.79	(\$30,406.79)	\$114,088.00
422.6300.50210	Retirement	\$17,935.67	\$15,330.74	\$17,935.67	\$919.33	\$18,855.00
422.6300.50220	FICA	\$11,534.20	\$10,943.06	\$11,534.20	(\$889.53)	\$10,644.67
422.6300.50230	Group Insurance	\$17,241.45	\$23,783.63	\$17,241.45	\$2,527.75	\$19,769.20
422.6300.50240	Workers' Comp.	\$837.97	\$865.90	\$837.97	\$10.06	\$848.03
422.7200.50792	Indirect Cost-Grants	\$18,799.95	\$23,974.00	\$18,799.95	\$9,908.65	\$28,708.60
422.7300.50790	Miscellaneous Expense	\$3,114.95	\$7,418.54	\$3,114.95	(\$3,114.95)	\$0.00
422.7720.50390	Other Purchased Svcs	\$21,592.61	\$28,814.01	\$21,592.61	\$5,827.53	\$27,420.14
422.7900.50390	Other Purchased Svcs	\$0.00	\$5,625.00	\$0.00	\$0.00	\$0.00
Total Expenses		\$987,547.71	\$1,166,781.67	\$987,547.71	(\$104,501.15)	\$883,046.56
BEGINNING FUND BALANCE		\$0.00	\$0.00	\$0.00		\$0.00
NET SURPLUS/(DEFICIT)		(\$35,945.09)	\$0.00	(\$35,945.09)		\$0.00
ENDING FUND BALANCE		(\$35,945.09)	\$0.00	(\$35,945.09)		\$0.00

Lake Technical College, Inc.
Final 2023 Budget - Beginning Budget 2024
Fund 423

		Actual	2023 Beginning Budget	2023 Final Budget	Increase/ Decrease	2024 Beginning Budget
423 - Federal through Local Revenues						
423.9999.43280	Federal through Local	\$0.00	\$5,488,732.00	\$0.00	\$0.00	
Total Revenues		\$0.00	\$5,488,732.00	\$0.00	\$0.00	\$0.00
Expenses						
423.5302.50510	Supplies	\$157.96	\$0.00	\$157.96	(\$157.96)	\$0.00
423.5400.50110	Administrator Salary	\$0.00	\$150,000.00	\$0.00	\$141,754.94	\$141,754.94
423.5400.50193	Extra Duty Pay Instructional	\$8,087.10	\$0.00	\$8,087.10	(\$8,087.10)	\$0.00
423.5400.50210	Retirement	\$963.19	\$17,865.00	\$963.19	\$15,938.62	\$16,901.81
423.5400.50220	FICA	\$617.49	\$11,475.00	\$617.49	\$10,240.02	\$10,857.51
423.5400.50230	Group Insurance	\$0.00	\$8,576.47	\$0.00	\$8,576.47	\$8,576.47
423.5400.50240	Workers' Comp.	\$49.35	\$915.00	\$49.35	\$816.30	\$865.65
423.5400.50310	Professional & Technical Services	\$6,000.00	\$0.00	\$6,000.00	(\$6,000.00)	\$0.00
423.5400.50390	Other Purchased Svcs	\$0.00	\$60,000.00	\$0.00	\$54,000.00	\$54,000.00
423.5400.50510	Supplies	\$0.00	\$50,000.00	\$0.00	\$50,000.00	\$50,000.00
423.5400.50520	Textbooks	\$0.00	\$75,000.00	\$0.00	\$75,000.00	\$75,000.00
423.5400.50642	Non-Capitalized Equipment	\$0.00	\$250,000.00	\$0.00	\$250,000.00	\$250,000.00
423.5400.50643	Capitalized Computer Hdwe	\$0.00	\$350,000.00	\$0.00	\$350,000.00	\$350,000.00
423.5400.50644	Non-Capitalized Computer Hdwe	\$0.00	\$100,000.00	\$0.00	\$100,000.00	\$100,000.00
423.5400.50790	Miscellaneous Expense	\$138,042.79	\$0.00	\$138,042.79	(\$138,042.79)	\$0.00
423.7300.50790	Miscellaneous Expense	\$0.00	\$914,900.53	\$0.00	\$776,857.74	\$776,857.74
423.7400.50630	Building and Fixed Equipment	\$0.00	\$3,500,000.00	\$0.00	\$3,500,000.00	\$3,500,000.00
Total Expenses		\$153,917.88	\$5,488,732.00	\$153,917.88	\$5,180,896.24	\$5,334,814.12
BEGINNING FUND BALANCE		\$5,488,732.00	\$0.00	\$5,488,732.00		\$5,334,814.12
NET SURPLUS/(DEFICIT)		(\$153,917.88)	\$0.00	(\$153,917.88)		(\$5,334,814.12)
ENDING FUND BALANCE		\$5,334,814.12	\$0.00	\$5,334,814.12		\$0.00

Lake Technical College, Inc.

Final 2023 Budget - Beginning Budget 2024

Fund 500

		2023 Actual	2023 Beginning Budget	2023 Final Budget	Increase/ Decrease	2024 Final Budget
500 - Internal Funds Unrestricted						
Revenues						
500.9999.43431	Investment Income	\$5,621.66	\$20,000.00	\$5,621.66	\$4,378.34	\$10,000.00
500.9999.43440	Gifts, Grants, & Bequests	\$2,000.00	\$100.00	\$2,000.00	\$3,000.00	\$5,000.00
500.9999.43469	Other Student Fees	\$5,444.16	\$0.00	\$5,444.16	(\$444.16)	\$5,000.00
500.9999.43471	Campus Tech Fees	\$4,970.46	\$250.00	\$4,970.46	\$29.54	\$5,000.00
500.9999.43495	Other Miscellaneous- Local Sources	\$32,495.12	\$20,000.00	\$32,495.12	(\$2,495.12)	\$30,000.00
500.9999.43501	Customer Service Fees	\$248,688.98	\$225,000.00	\$248,688.98	\$1,311.02	\$250,000.00
500.9999.43502	Health Malpractice Ins	\$44,041.70	\$35,000.00	\$44,041.70	\$958.30	\$45,000.00
500.9999.43504	Health Testing Fee	\$25.00	\$0.00	\$25.00	(\$25.00)	\$0.00
500.9999.43506	Drug Screening	\$18,127.54	\$20,000.00	\$18,127.54	\$1,872.46	\$20,000.00
500.9999.43507	Background Check	\$7,445.50	\$5,000.00	\$7,445.50	\$54.50	\$7,500.00
500.9999.43508	Immunitrax Service	\$4,245.50	\$4,000.00	\$4,245.50	\$254.50	\$4,500.00
500.9999.43509	Student Accidental Insurance	\$10,226.88	\$10,000.00	\$10,226.88	(\$226.88)	\$10,000.00
500.9999.43510	Fee Base Tuition	(\$565.00)	\$1,200.00	(\$565.00)	\$565.00	\$0.00
500.9999.43511	Specialized Fee Based Course	\$0.00	\$25,000.00	\$0.00	\$0.00	\$0.00
500.9999.43515	Ed2Go Tuition	\$35.00	\$2,150.00	\$35.00	(\$35.00)	\$0.00
500.9999.43520	TABE Testing Fee	\$41.51	\$0.00	\$41.51	(\$41.51)	\$0.00
500.9999.43522	Bookstore	\$212,768.16	\$245,000.00	\$212,768.16	\$12,231.84	\$225,000.00
500.9999.43523	Sales Tax	\$8,486.54	\$15,000.00	\$8,486.54	\$1,513.46	\$10,000.00
500.9999.43526	Vending Commissions	\$71,514.68	\$50,000.00	\$71,514.68	\$3,485.32	\$75,000.00
500.9999.43527	Industry Certification /Exam Fee	\$53,587.05	\$40,000.00	\$53,587.05	\$1,412.95	\$55,000.00
500.9999.43528	School Club Fund Raisers	\$19,573.70	\$4,500.00	\$19,573.70	\$426.30	\$20,000.00
500.9999.43590	Suspense	\$25,678.41	\$5,350.00	\$25,678.41	(\$10,678.41)	\$15,000.00
Total Revenues		\$774,452.55	\$727,550.00	\$774,452.55	\$17,547.45	\$792,000.00
Expenses						
500.5302.50390	Other Purchased Svcs	\$0.00	\$1,500.00	\$0.00	\$0.00	\$0.00
500.5302.50511	Supplies - Students	(\$6,834.28)	\$1,500.00	(\$6,834.28)	\$6,834.28	\$0.00
500.5900.50390	Other Purchased Svcs	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00
500.5900.50510	Supplies	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00
500.5900.50511	Supplies - Students	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00
500.5900.50730	Dues & Fees	\$0.00	\$150.00	\$0.00	\$0.00	\$0.00
500.5900.50752	Adult Part Time Salary	\$0.00	\$9,000.00	\$0.00	\$0.00	\$0.00
500.6120.50160	Other Support Personnel Salary	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00
500.6120.50210	Retirement	\$0.00	\$595.50	\$0.00	\$0.00	\$0.00
500.6120.50220	FICA	\$0.00	\$3,825.00	\$0.00	\$0.00	\$0.00
500.6120.50240	Workers' Comp.	\$0.00	\$5.00	\$0.00	\$0.00	\$0.00
500.9999.50193	Extra Duty Pay Instructional	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00
500.9999.50210	Retirement	\$517.70	\$595.50	\$517.70	(\$17.70)	\$500.00
500.9999.50220	FICA	\$404.09	\$382.50	\$404.09	\$45.91	\$450.00
500.9999.50240	Workers' Comp.	\$47.89	\$30.50	\$47.89	\$2.11	\$50.00
500.9999.50320	Bond & Insurance Premiums	\$11,250.00	\$20,000.00	\$11,250.00	\$750.00	\$12,000.00
500.9999.50331	Out of County Travel	\$9,059.55	\$0.00	\$9,059.55	\$940.45	\$10,000.00
500.9999.50350	Repairs & Maintenance	\$279.09	\$0.00	\$279.09	\$20.91	\$300.00
500.9999.50360	Rentals	\$323.45	\$800.00	\$323.45	(\$23.45)	\$300.00
500.9999.50390	Other Purchased Svcs	\$4,942.31	\$5,300.00	\$4,942.31	\$57.69	\$5,000.00
500.9999.50510	Supplies	\$250,264.92	\$220,000.00	\$250,264.92	\$24,735.08	\$275,000.00
500.9999.50511	Supplies - Students	\$3,932.15	\$10,000.00	\$3,932.15	\$67.85	\$4,000.00
500.9999.50512	Testing Fees- Student	\$38,135.09	\$40,000.00	\$38,135.09	\$1,864.91	\$40,000.00

		2023				
		Actual	Beginning Budget	2023 Final Budget	Increase/Decrease	2024 Final Budget
500.9999.50520	Textbooks	\$157,702.46	\$145,000.00	\$157,702.46	\$2,297.54	\$160,000.00
500.9999.50730	Dues & Fees	\$41,750.93	\$38,000.00	\$41,750.93	\$249.07	\$42,000.00
500.9999.50750	Other Personal Svcs	\$6,176.18	\$3,000.00	\$6,176.18	(\$176.18)	\$6,000.00
500.9999.50752	Adult Part Time Salary	\$1,675.00	\$0.00	\$1,675.00	\$325.00	\$2,000.00
500.9999.50790	Miscellaneous Expenses	\$29,752.49	\$10,000.00	\$29,752.49	\$247.51	\$30,000.00
Total Expenses		\$549,379.02	\$531,184.00	\$549,379.02	\$38,220.98	\$587,600.00
BEGINNING FUND BALANCE		\$2,228,520.38	\$0.00	\$2,228,520.38		\$2,453,593.91
NET SURPLUS/(DEFICIT)		\$225,073.53	\$196,366.00	\$225,073.53		\$204,400.00
ENDING FUND BALANCE		<u>\$2,453,593.91</u>	<u>\$196,366.00</u>	<u>\$2,453,593.91</u>		<u>\$2,657,993.91</u>

Lake Technical College, Inc.
Final 2023 Budget - Beginning Budget 2024
Fund 600

		Actual	2023 Beginning Budget	2023 Final Budget	Increase/ Decrease	2024 Beginning Budget
600 - Internal - Temporarily Restricted Revenues						
600.9999.43431	Investment Income	\$3,855.45	\$5,000.00	\$3,855.45	\$1,144.55	\$5,000.00
600.9999.43440	Scholarship Contributions	\$55,175.00	\$40,000.00	\$55,175.00	(\$15,175.00)	\$40,000.00
600.9999.43468	Financial Aid Fees	\$157,034.64	\$140,000.00	\$157,034.64	\$2,965.36	\$160,000.00
Total Revenues		\$216,065.09	\$185,000.00	\$216,065.09	(\$11,065.09)	\$205,000.00
Expenses						
600.9999.50390	Other Purchased Svcs	\$6,207.72	\$0.00	\$6,207.72	(\$6,207.72)	\$0.00
600.9999.50510	Supplies	\$80.73	\$0.00	\$80.73	(\$80.73)	\$0.00
600.9999.50730	Dues & Fees	\$501.90	\$0.00	\$501.90	(\$501.90)	\$0.00
600.9999.50790	Miscellaneous Expense	\$129,555.12	\$150,000.00	\$129,555.12	\$20,444.88	\$150,000.00
Total Expenses		\$136,345.47	\$150,000.00	\$136,345.47	\$13,654.53	\$150,000.00
BEGINNING FUND BALANCE		\$1,583,258.30	\$1,583,258.30	\$1,583,258.30		\$1,662,977.92
NET SURPLUS/(DEFICIT)		\$79,719.62	\$35,000.00	\$79,719.62		\$55,000.00
ENDING FUND BALANCE		\$1,662,977.92	\$1,618,258.30	\$1,662,977.92		\$1,717,977.92

TAB 4

NEW BUSINESS

23-24 RFA

Grant Purchases

**Exceeding Executive
Director's Discretionary
Spending Limit**



MEMORANDUM

TO: Board of Directors
Lake Technical College

FROM: DeAnna Thomas, Executive Director

SUBJECT: All Grant Purchases Exceeding Executive Director's Discretionary
Spending Limit of \$65,000

DATE: September 18, 2023

REQUEST APPROVAL OF: all purchases exceeding the Executive Director's approved Discretionary Spending Limit of \$65,000, when purchases are connected to a grant or appropriation request allocation that has been awarded to Lake Technical College. (i.e. Adult Education, Perkins, Open Door, LEASP, Expansion appropriation, etc.)

RATIONALE: Allows for timely completion of contracts and purchasing of materials/equipment/technology/supplies in a timely manner to meet the deadlines in fiscal process.

FISCAL IMPACT: Unknown at this time; however, no fiscal impact to the general fund, as all expenses incurred will be covered by the approved grant or allocation.

APPROVED _____

NOT APPROVED _____

Board Vice-Chairperson

Date

TAB 5

NEW BUSINESS

First Amendment

LCSO Training Deputy Agreement

FIRST AMENDMENT TO TRAINING DEPUTY AGREEMENT
BETWEEN LAKE TECHNICAL COLLEGE. AND
PEYTON C. GRINNELL, SHERIFF OF LAKE COUNTY, FLORIDA

This Amendment is effective from the 1st day of July 2023, between Lake Technical College (hereinafter referred to as COLLEGE) and Peyton C. Grinnell, as Sheriff of Lake County, Florida, (hereinafter referred to as SHERIFF) for the purpose of amending the Agreement between the parties effective July 1, 2022 ("Agreement").

For consideration of the mutual benefits received by SHERIFF and by COLLEGE by providing training to all Law Enforcement and Corrections officers through the use of the facilities and personnel of COLLEGE, SHERIFF and COLLEGE hereby agree as follows:

1. Renewal. The Agreement is hereby amended to delete and replace section 12 as follows:

The terms of this Agreement shall commence on July 1, 2023, and end on June 30, 2024. Either party may cancel this agreement, with or without cause, by giving the other party not less than ninety (90) days advance written notice of its intent to cancel or withdraw. There will be no modifications, additions or amendment to this Agreement unless in writing and signed by all parties. The Agreement automatically renews each year unless one party provides the other party notice in writing at least 90 days prior to the renewal date of its intention to not renew the Agreement.

2. In the event of conflict between the terms of this Amendment and the Agreement, the terms of this Amendment shall supersede and control.

Executed this ____ day of
August, 2023 by

Lake County Sheriff

Executed this ____ day of
August, 2023 by

Lake Technical College



Peyton C. Grinnell, Sheriff

Chief Richard Keith

TAB 6

NEW BUSINESS

LTC-LSSC Data Sharing Agreement

Memorandum of Understanding Between Lake-Sumter State College and Lake Technical College

This Memorandum of Understanding (MOU) is made and entered into the 25th day of May, 2023 by and between **Lake-Sumter State College** (hereinafter "LSSC") and **Lake Technical College** (hereinafter "LTC") by and through their duly authorized administrators. The Agreement shall remain in effect in perpetuity. Either party may terminate this agreement with 30 days' written notice. LSSC and/or LTC may amend this agreement by mutual consent, in writing, at any time.

Purpose of Agreement

This agreement, entered into between LSSC and LTC, seeks to establish the terms and conditions under which data sharing shall take place pertaining to student achievement and communication between both institutions. The purpose of this agreement is to leverage shared data to more effectively identify and communicate with prospective, current, and former students to ensure personalized support and accurate success metrics. Furthermore, knowledge of the attributes of students who articulate between LSSC and LTC shall inform how services are tailored to students' needs. It is hereby clarified that the data-sharing activities under this agreement shall be limited to data relevant to enhancing program articulation.

Duration and Amendments

This Agreement shall be deemed to be in force indefinitely. However, it may be terminated by either party upon the provision of a written notice of not less than thirty (30) days. Furthermore, LSSC and/or LTC may amend the terms of this Agreement at any time, provided such amendments are made in writing and with mutual consent. Notice of the intent to terminate shall be sent to the following addresses:

AS TO LSSC:
Dr. Heather Bigard, President
Lake-Sumter State College
9501 US Hwy 441
Leesburg, Florida 34788

AS TO LTC:
DeAnna Thomas, Executive Director
Lake Technical College
2001 Kurt Street
Eustis, Florida 32726

Data Sharing

The articulation of credit among the academic programs of LSSC and LTC requires data exchange between the two institutions. Such data exchange shall be utilized to identify students eligible for program articulation, furnish programmatic information to students, and enhance the likelihood of successful navigation of articulation between LSSC and LTC. Examples of the data items to be shared include, but are not limited to, student certificate or credit attainment, demographic information, and course progress.

- Security of Data

- Both Parties adhere to reasonable security measures to protect sensitive data in hard copy and electronic formats. This would include clean desk policies and locked cabinets where documents may reside. Both parties will ensure that all sensitive data stored on systems under their control will be encrypted at rest and in transit. Before disposal, systems will be wiped using the NIST 800-88 standard. Lake-Sumter State College sensitive data includes but is not limited to the following:
 - Personally identifiable information (Social Security numbers, date of birth, driver's license number, passport information)
 - Medical information (medical records, doctor names and claims, prescription information)
 - Academic information (transcripts, grade information)
 - Business information (federal id numbers, security systems, employee identifiers, passwords)
 - Financial information (credit card information, bank account numbers)
- Both Parties adhere to the same information security requirements under the common privacy regulations. This is specific to the information that either party may have direct or indirect access to as part of this agreement. It includes:
 - Family Educational Rights and Privacy Act (FERPA)
 - Fair and Accurate Credit Transactions Act (FACTA)
 - Payment Card Industry (PCI)
 - Health Insurance Portability and Accountability Act (HIPAA)
 - Gramm-Leach-Bliley Act (GLBA)
 - General Data Protection Regulation (GDPR)
- Both Parties ensure background checks on all employees that may access sensitive data belonging to the College. Both Parties ensure that employees are trained in information security best practices. This includes:
 - Information security awareness training
 - Background checks filed for all employees
 - Common privacy regulation training (pci, glba, hipaa)
- In the event that the security, confidentiality, or integrity of the exchanged data is or is reasonably believed to have been compromised, both parties shall be notified without delay. Such notification shall be made within twenty-four (24) hours of discovering the breach. The appropriate course(s) of action shall be determined based on inputs from representatives of both LSSC and LTC.

I have read, understood, and will comply with these requirements

Lake Technical College

As Witnessed:

APPROVED:

By _____

By _____
DeAnna Thomas, Executive Director

By _____

This ____ day of _____, 2023.

(Remainder of this page left blank intentionally)

I have read, understood, and will comply with these requirements

Lake-Sumter State College

As Witnessed:

APPROVED:

By _____

By _____
Dr. Heather Bigard, President

By _____

This ____ day of _____, 2023.

(Remainder of this page left blank intentionally)

TAB 7

NEW BUSINESS

RFA -LTC Alternative Options to Required Professional Education Training



MEMORANDUM

TO: Board of Directors
Lake Technical College

FROM: Mrs. DeAnna Thomas, Executive Director

SUBJECT: Lake Technical College (LTC) Alternative Options to Required Professional Education Training

DATE: September 18, 2023

REQUEST APPROVAL OF: Lake Technical College (LTC) Alternative Options to Required Professional Education Training

RATIONALE: According to Florida Statutes 1012.39 the following is required of non-degreed full-time instructors:

Documentation of education and successful occupational experience including documentation of:

- a. A high school diploma or the equivalent.
- b. Completion of six (6) years of full-time successful occupational experience or the equivalent of part-time experience in the teaching specialization area. The district's school board may establish alternative qualification for teachers with an industry certification in the career area in which they teach.
- c. Completion of career education training conducted through the local school district in-service master plan.
- d. For full-time teachers, completion of professional education training in teaching methods, course construction, lesson planning, evaluation, and teaching special needs students. This training may be completed through coursework from an accredited or approved institution or an approved district teacher education program.
- e. Demonstration of successful teaching performance.
- f. Documentation of industry certification when state or national industry certifications are available and applicable.

LTC offers a robust new teacher program; Guiding Useful Instruction for Developing Educators (GUIDE) to new full-time instructors and completion of classes through the Florida Association of Career and Technical Education (FACTE) is part of the approved district teacher education program. However, these online courses have limited enrollment and do not cover all instructional practices necessary for success in the postsecondary environment.

Therefore, LTC has developed courses to be taught by highly trained LTC faculty and recommends adding them as options in meeting the above requirements. This includes classes on the following: professional education training in teaching methods, course construction, lesson planning and evaluation, classroom management and teaching special needs students. These courses will be accepted in lieu of the FACTE courses for the purpose of obtaining local certification for employment at LTC.

The GUIDE program also includes meeting with a mentor for one (1) year, attending new instructor meetings for two (2) years, taking courses as listed above, and requires the instructor to have the appropriate industry certification and/or licensure for their field.

FISCAL IMPACT: None.

APPROVED _____

NOT APPROVED _____

Board Chairperson

Date

JOIN US FOR THIS VERY
SPECIAL EVENT AS WE HOST
THE COUNCIL ON
OCCUPATIONAL EDUCATION
REACCREDITATION TEAM



SEPTEMBER 25, 2023
2001 KURT ST.
EUSTIS, FL 32726



You're Invited!

Event begins at 6:00pm

Heavy hors d'oeuvres and
refreshments will be served.



**Please RSVP by
September 15, 2023
using the link or QR code below**

<https://forms.office.com/r/7sK5ebhXmn>




Social Media Tags
#laketech
#careerinayearFL
#fltechnicalcolleges
#getthereFL
#WorkforceWayLake

September 2023

Hispanic Heritage Month
National IT Professionals Day - Sept 17
National Adult Education and Family Literacy Week - Sept 18-23

**Exit Interviews in the
Career Success Center every:**
Monday 1pm – 3pm; 4pm – 6pm
Wednesday 9am - 11am
Thursday 9am - 11am

Workshop Wednesdays Rm 208

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
	Student Services Open until 6:00pm on Mondays				1 Student Services Open Fridays 8am – Noon	
4 No Classes Offices Closed 		5 Program Information Session 2:30pm	6 Creating a Winning Resume 11:00am (208A) 6:00pm Zoom	7	8	
11 GAMES in the Courtyard!		12	13 Professional Headshot Days 8:00am – 9:00am (208A) SkillsUSA Intro Meeting 2:30pm Café	14 Budgeting in a Crisis Student Seminar 10:00am (210A)	15	
18 Constitution Day GED Scavenger Hunt ESOL Puzzle Mania		19 Library Card Sign up Table 9:00am – 1:00pm <i>Student of the Month Awarded for Sept but lunch will be in October</i>	20 Voter Registration Table 8:45am – 1:00pm Building & Repairing Your Credit 10:00am (210A) Student Ambassador Mtg 2:45pm/Café	21 Visual Literacy: What's going on in this picture/cartoon?	22	
25 Pre-sales for Breast Cancer Awareness T-shirts Begins		26	27	28	29	

October 2023

National Manufacturing Month

National Cosmetology Month

National Disability Awareness Month

National Pharmacy Technician Week - Oct 16-22

National Medical Assistants Day - Oct 18

**Exit Interviews in the
Career Success Center every:**

Monday 1pm – 3pm; 4pm – 6pm

Wednesday 9am - 11am

Thursday 9am - 11am

Workshop Wednesdays Rm 208

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
	2	3 Program Information Session 2:30pm	4 Insurance 101 – Intro to Property & Casualty Seminar 2:30pm (210A)	5	6 Student Services Open: 8am – Noon	
	9	During October Pink Out T-shirts for sale outside of café during lunch		11 Get Your Cover Letter Noticed 11:00am (208A) 6:00pm Zoom	12 Draft	13
	Career TechXpo Eustis 4:00pm – 6:00pm	17	18 Professional Headshot Days 8:00am – 9:00am (208A) Interview Tips & Tricks Seminar 2:30pm (210A) Student Ambassador Mtg 2:45pm/Board Room	19 PINK OUT DAY Group Photo 10:30am & 5:30pm Main Entrance	20	
	23	24 Blood Drive 10am – 4:00pm	25 New Home Buyer Seminar 10:00am (210A)	26	27	
	30	31 FALL FEST 11am -1pm Carnival Style, Chili Cook Off, Costume Contest Please follow posted dress code guidelines.				