

LAKE TECHNICAL COLLEGE
Board of Directors Meeting
September 18, 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. Tim Morris, and Mrs. Bonnie Onofre

DIRECTOR MEMBERS NOT PRESENT: **Director Members:** Chief Charles Broadway

**Copies of tabbed items will be included with the final, approved Meeting Minutes.*

**MSP (*motion made, seconded, passed)*

APPROVAL OF THE MEETING MINUTES OF July 31, 2023 (Tab 1) The Motion for approval of the Meeting Minutes of the July 31, 2023 Board Meeting was approved. *M/S/P

PUBLIC COMMENT: None.

REPORTS: None.

UNFINISHED BUSINESS: None.

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)*

2a: **APPOINTMENT 2ND ASSIGNMENT, IN-HOUSE CHANGE ASSIGNMENT 4531/4535:**

Full-time 4531/4535:

- **Maintenance Mechanic** – Vega, Francisco (157916) *center-to-center change effective 07/01/23*
- **Teacher, Health Job Prep PLG** – Hampton, Debra A. (159417) *project code change effective 08/07/23*; LaBud, Pamela – (158538); Linton, Annamaria – (119992); Smith, Catherine L. (163100) *project code change effective 07/10/23*

Part-time 4531/4535:

- **Adult Ed PT GED IELCE (4531)** – Hedberg, Julie R. (162001); Naranjo, Ruben D. (155402); Weldon, Katarzyna Z. (154704) *allocation position group change effective 02/02/23*

2b: **REQUEST TO HIRE 4531 & 4535:**

Full-time 4531/4535:

- **Teacher, Industrial Job Prep (Automotive Collison Technology)** – Rednour, Christopher (168013) *effective 08/07/23*
- **Food Service Assistant** – Gonzalez, Maria (125649) *hours change from 6.0 to 8.0 hours daily effective 08/22/23*
- **Lead Maintenance Technician** – Henry, Jamie A. (142443) *center-to-center change effective 09/05/23*

Part-time 4531/4535:

- **Adult Ed Part-time Health (LPN Clinical)** Cook-Treziok, Jerilynne (167904) *effective 07/31/23*
- **Adult Ed Part-time Health (Phlebotomy-contracted)** Sookdeo, Darsani (160325) *effective 08/03/23*
- **Adult Ed Part-time Health (EMT/Paramedic)** Griffin, Jason S (168271) *effective 08/22/23*; Thomas, Joshua L (168270) *effective 08/25/23*
- **Adult Ed Part-time GED AEG** Pascalar, Susan L (154294) *effective 9/1/23*
- **Adult Ed Part-time Public Service-LE** Vasquez Kristina (168440) *effective 10/26/23*

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

Full-time/Part-time 4531/4535:

- **Assistant Director, Finance-LTC** – Foster, Lorraine K. (113260) *effective 09/28/23*
- **Adult Ed PT Public Serv** – Parker, Robert W. (101409) *effective 10/01/23*

2d: 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**

2e: 2023-2024 LTC Private School CDE Agmt-Champion Prep Academy

2f: 2023-2024 LTC Private School CDE Agmt-First Academy-Leesburg

2g: Non-Cash Contributions *(1st quarter reports)*
Property Disposition

*M/S/P.

NEW BUSINESS: (Tabs 3 – 7)

2022-2023 & 2023-2024 Combined Ending & Beginning Budget Reports (Tab 3) CPA for LTC, Mrs. Tarsha Jacobs, reviewed the individual budgets with Board Members. At the start of Mrs. Jacobs budget review, she notified Members of a formatting issue and a calculation error that she discovered in Fund 100. During review, Mrs. Thomas also clarified to Members that the \$4.5 Million appropriation for the Transportation project was not listed in the budget report because those funds are channeled through the school district first, similar to how grant funding flows. During review, Member, Tim Morris, mentioned that the Fund 600 balance, as is, is not earning interest and he recommended an FDIC insured Cash Sweep (ICS) account. He advised that this could add a significant amount of earnings to that balance. Mrs. Thomas and Mrs. Jacobs agreed that this idea would be worth looking into. Member, Dr. Deas recommended to seek guidance from Attorney, Kevin Stone first.

Following review and discussion, Mrs. Jacobs requested Board approval to conform to state standard accounting mandates. The Budgets were approved; pending corrections to Fund 100 as mentioned. The Budgets will be available for review on the LTC Website: laketech.org. *MSP

2023-2024 Grant Purchases Exceeding Executive Director's Discretionary Spending Limit (annual update) (Tab 4) Mrs. Thomas reviewed a Request for Approval (RFA) for all purchases exceeding the Executive Director's approved Discretionary Spending Limit of \$65,000, to be approved 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.). This action would allow for completion of contracts and purchasing of materials/equipment/technology/supplies in a timely manner to meet the deadlines in fiscal process. The Fiscal Impact is 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. Mrs. Thomas reminded Members that the quarterly At-A-Glance Budget reports provided the details regarding all expenditures known or planned for and that this RFA is strictly for purchases that pertain to grants and special projects that are over \$65,000. * MSP

2023-2024 First Amendment to Training Deputy Agreement between Lake Technical College and Lake County Sheriff's Office (Tab 5) Mrs. Thomas stated that the Deputy Training Agreement that is presented annually to the Board is currently in review by staff of the Lake County Sheriff's Office (LCSO) and LTC; as well as LTC's Attorney, Kevin Stone. She stated that the agreement has been repeated, year after year, and it needed to be brought up-to-date to properly memorialize some items that have not been included previously. There are no new or significant changes, only putting into writing what the two agencies are currently already doing; and, with the approaching Council on Occupational Education (COE) accreditation visit, the agreement extension will be in place while the agreement it is being updated. *MSP

2023-2024 Data Sharing Memo of Understanding between Lake Technical College and Lake Sumter State College (LSSC) (Tab 6) Mrs. Thomas stated that the new MOU having to do with new Lake Works initiative has been reviewed and approved by Attorney, Kevin Stone. She stated that, in the past, there has never been a formal data sharing agreement between LTC and LSSC and explained that data sharing will streamline communication between both organizations, help track students who are navigating in the articulation between LSSC and LTC, and make the process work more efficiently for student success. Member, Mr. Morris agreed and stated that, across the state, many organizations do not communicate; which, is key to finding out what students need. He praised LTC and LSSC for communicating; even rearranging class schedules to work in partnership. All Members agreed that this is an amazing new initiative. *MSP

RFA: 2023-2024 Lake Technical College (LTC) Alternative Options to Required Professional Education Training (Tab 7) Executive Director, Mrs. Thomas, mentioned that the Charter Board approved a request for Alternative Professional Training Options on July 27, 2020 and LTC continues to honor the state and district's hiring requirements pertaining to licensure/certification of in-field industry experienced career-technical education instructors. She stated that Director, Mrs. Stephan, has recently attended several meetings with district staff; some who are new to LTC's postsecondary certification processes; and, she asked Mrs. Stephan to speak on this topic.

Mrs. Stephan explained, for newer Board Members, that the purpose of Alternative Professional Training Options is to give LTC the ability to train its own postsecondary instructors, as part of the onboarding process, rather than having new CTE instructors attending K12 instructor training which has a completely different focus. At a recent meeting, she discussed a degreed LTC instructor-level, Program Specialist, and his certification renewal. After lengthy discussion, district staff requested an updated Charter Board approval for the Alternative Professional Training Options, stating that the 2020 approval listed a former LTC Executive Director and a new approval with the current Executive Director was required in order to proceed with the renewal process of this instructor.

To support Director, Mrs. Stephan, with her efforts in the ongoing renewal process for the instructor, the item was *MSP.

Discussion ensued among Members regarding the district's request to have the Charter Board "re-approve" the option because the Board took action on the Request for Approval (RFA) Alternative Professional Training Option in 2020; it has been LTC's policy since 2020.

IT WAS THE CONSENSUS OF THE CHARTER BOARD OF DIRECTORS THAT ANY REQUEST FOR APPROVAL DOCUMENT(S), PAST OR PRESENT, PERTAINING TO THE BUSINESS, POLICIES, OR PROCEDURES OF LAKE TECHNICAL COLLEGE, APPROVED OR NOT-APPROVED, AFFIRM THE ACTION OF THE CHARTER BOARD OF DIRECTORS AND, ARE RECORDED IN THE OFFICIAL MEETING MINUTES OF THE BOARD AND, THESE APPROVED DOCUMENTS DO NOT REQUIRE RE-APPROVAL DUE TO EXECUTIVE DIRECTOR CHANGE AND, ANY CHANGES PERTAINING TO THE APPROVED BUSINESS, POLICIES, OR PROCEDURES OF LAKE TECHNICAL COLLEGE WILL BE PRESENTED BY THE EXECUTIVE DIRECTOR AS A NEW REQUEST FOR APPROVAL WITH THOSE DETAILS FOR VOTE BY THE CHARTER BOARD OF DIRECTORS.

BOARD CHAIRPERSON REPORT: Chairperson, Chief Keith, recapped that on June 16th, LTC held its graduation ceremonies at Lake-Sumter State College (LSSC). He thanked Members who attended and encouraged Members to attend future graduations to experience the energy of the students, staff, and guest attending the ceremonies.

He stated that on August 2nd, Executive Director Thomas and LSSC President, Dr. Brigard, were a dynamic duo, on stage at LSSC, to announce Lake Works. He stated that the event was well-planned and presented and, in his opinion, deserved more video air-time. He recommended Mrs. Thomas send Members a link to be able to view the video presentation. He stated that the relationship between LTC and LSSC is unheard of; such as scheduling classes to complement each other's programs. He said it was something to be proud of. Member, Tim Morris agreed. He stated that staff from LTC and LSSC are working well together and have a common understanding about how Lake Works will help students.

Chairperson, Chief Keith, announced Board Member, Mr. David Steele's, resignation. He stated that Dave was a great asset to the Board and he will be missed. He suggested Board discussion about filling (or not filling) the position. He stated that the Charter Board may have up to nine Members; and, no less than five Members.

Executive Director, Thomas requested the discussion be put on hold, for now, as she and her staff have been preparing for the Council on Occupation (COE) accreditation visit and, she said, although Mr. Steele worked for UF Health, he represented the Information Technology sector. She would like to discuss with her administrative team if they would like to replace a Member with the IT background or not, because currently, there is a strong Occupational Advisory Committee for that sector. She would like to do her due diligence in analyzing what program sector should be represented going forward.

IT WAS THE CONSENSUS OF THE CHARTER BOARD OF DIRECTORS TO SUPPORT EXECUTIVE DIRECTOR THOMAS' REQUEST TO ANALYZE PROGRAM SECTORS BEFORE MAKING A RECOMMENDATION REGARDING DIRECTOR MEMBER REPLACEMENT.

Chairperson, Chief Keith, encouraged Members, that if they see Mr. Steele, to be sure and thank him for his service to LTC and the Board.

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

1. Assistant Director of Finance – LTC – Mrs. Thomas announced that Mrs. Foster has submitted her resignation from this position with a two-week notice; her last day will be Thursday, September 28th.

Mrs. Thomas stated that this job is critical and she has met with Mrs. Jacobs who has agreed to check with her contacts to see if there is an individual who can assist the office, temporarily, specifically with more complex budget-related tasks that Mrs. Foster handled. Mrs. Jacobs agreed to assist Mrs. Stephan, as needed, when questions arise related to financial matters as well as participate in the interview process for this position. Mrs. Stephan has been tasked with serving as interim supervisor of the Business Office so that those employees have guidance while the search for replacement continues and two employees who recently resigned from the Business Office, were contacted and will return as contracted staff to assist with training and keeping the operations of the office working efficiently. She stated that the rest of the administrative team will divide Mrs. Stephan's programmatic load during this time.

2. Legislative and General Updates – Mrs. Thomas stated that the state House of Representatives meets tomorrow. She has been in contact with the local delegation because there is a very strong push for the Lincoln Park Center in Clermont; which, is a partnering project sharing use of a building by LTC, LSSC, and Lake County Schools (LCS). She stated that LTC is in the decision process of determining what programming will be offered at that new center. Mrs. Thomas provided a brief report on the history of the Lincoln Park project so that newer Board Members understood how the idea was presented to LTC years ago, as a community center, in which LTC would provide adult education programs among other business of the center. She stated that since the beginning, funding has been an issue. She will be working on an appropriation request for this session guided by local delegation.

3. Tavares Transportation Project – Mrs. Thomas informed the Board that the construction project is moving along, on schedule.

4. Institute of Public Safety (IPS) Expansion Project – Mrs. Thomas that she has begun to focus on the conceptual plan for the IPS expansion project; which, will allow the Paramedic Program to be offered at that campus in the future.

5. Florida Chamber Forum, Orlando – Mrs. Thomas informed Members that she has been invited to be a panelist on the Florida Chamber Forum to present on workforce development partnerships for the Florida Chamber. The event takes place at the end of October.

UPCOMING EVENTS: *(non-action topics)*

1. Fall Program Advisory Committee Reception – Monday, September 25, 2023 @ 6:00 p.m. – Mrs. Thomas reminded Board Members that the fall reception takes place on Monday.

She stated that the Council on Occupational (COE) visiting team will arrive that evening and will join everyone at the reception. She stated that, as part of the COE team visit, it is important to demonstrate to the team how much support LTC has in its local community.

Board Member, Mr. Cobb inquired about the possibility of offering a short program; such as a 12-week course in construction/carpentry. Mrs. Thomas explained that LTC cannot shorten programs; LTC must run a full program. She stated that it all depended on space, the projection for LTC's region, or the projected job outlook, in 3-5 year span, on the targeted occupation list that is provided by the Florida Department of Economic Opportunity (FLDEO). She stated that currently,

LTC is focused on HVAC, Electrical, and possibly Plumbing. She stated that currently, those are the more-in-demand trades, bringing a higher wage.

2. Campus Life Calendar – September/October 2023 *(for review only; no action item)*

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:

Respectfully submitted,



Mrs. DeAnna D. Thomas
Executive Director