

LAKE TECHNICAL COLLEGE
Board of Directors Meeting
December 11, 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 SEPTEMBER 18, 2023 (Tab 1) The Motion for approval of the Meeting Minutes of the September 18, 2023 Board Meeting was approved. *M/S/P

PUBLIC COMMENT: None.

REPORTS: None.

UNFINISHED BUSINESS: None.

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

PERSONNEL: (Main Campus & Institute of Public Safety)

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

Full-time/Part-time 4531/4535:

- **Adult Ed PT CCT** – Rivera, Natacha (162753) *2nd Assignment effective 11/01/23*; Sookdeo, Darsani (160325) *2nd Assignment effective 11/01/23*; Crawford, Stephanie (168597) *2nd Assignment effective 11/30/23*

2b: REQUEST TO HIRE Full-time/Part-time 4531/4535:

- **Records Specialist Guid Srvs (Admissions)** – Schaffer, Janice (168855) *effective 11/27/23*
- **Assistant Director, Finance-LTC** – DiNella, Amy (168899) *effective 12/04/23*
- **Adult Ed PT CCT**– Watson, Randy (168542) *effective 10/19/23*
- **Adult ED PT GED AEG (Cagan Library)** – Edwards, Heidi (103696) *effective 11/13/23*; Hedberg, David (168682) *effective 10/19/23*; Laurie, Jack (168784) *effective 11/09/23*
- **Adult Ed PT GED IELC** – Rivera, Natacha – (162753) *effective 10/03/23*; Tarquine, Sylvia (155030) *effective 10/09/23*; Francois-Lormeus, Farah (165911) *effective 12/11/23*
- **Adult Ed PT Health (EMT)** – Behan, Christopher L (162089) *effective 09/19/23*; Crawford, Stephanie (168597) *effective 10/18/23*; Maleski, Joseph (168793) *effective 11/29/23*; Stevenson, Christopher (168794) *effective 12/07/23*; Triana, Christopher (168795) *effective 11/20/23*
- **Adult Ed PT Tech Trade VP (Cosmetology)** - Hurst, Patricia (168840) *effective 12/04/23*; Patten, Hillary (168827) *effective 11/14/23*; Steele, Jordan (168826) *effective 12/11/23*
(Enterprise/Cloud) – Wagenhauser, Tom (165497) *effective 12/11/23*
(Diesel) – Dover, Patrick (168939) *effective 12/11/23*

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

Full-time/Part-time 4531/4535:

- **Records Specialist** – Radcliffe, Alyssa R. (166007) *effective 09/12/23*

- **Adult Ed PT Health** – Ledford, Jr. Sam D. (161319) *effective 10/23/23*
- **Adult Ed PT GED AEG/ELCE** – Hedberg, Julie R. (162001) *effective 10/06/23*; Walker, Marcia R. (166406) *effective 09/20/23*
- **Adult Ed PT Health, Public Srvc FF/FF Adv** – Taylor, Stephen J. (162396) *effective 11/30/23*

2d: Non-Cash Contributions **Property Disposition**

*M/S/P.

NEW BUSINESS: (*Tabs 3 – 7*) (*items 4-7; action topics*)

TAB 3 **At-A-Glance Budget Summary** (*August 31 – October 31 2023*) The LTC 3-Month At-A-Glance Budget Summary, August 31, 2023 – October 31, 2023, was reviewed by Mrs. Tarsha Jacobs, CPA. She notified Members that while briefing the new Assistant Director of Finance-LTC, Mrs. Amy DiNella, prior to today’s Meeting, an error was noticed and corrected. The revised budget summaries are provided, hard-copy, to Members at their work stations. The revision will be filed with the official Meeting Minutes of the Board. Ending the review, Mrs. Jacobs informed Members that LTC revenues were on-track and that it was too soon to report November’s budget information, as expenses from that month are being closed-out to be reported to the district.

There were no questions and no further discussion by the Board. No Board action was required.

In follow-up of the September 18, 2023 Meeting, Member, Mr. Cobb, questioned if the administrative and financial management teams had an opportunity to explore the establishment of an FDIC insured ICS account (unrestricted funds) as recommended.

Mrs. Thomas informed Members that staff have met with two of LTC’s financial institutions and confirmed that LTC is able to proceed with the suggest account. Mrs. Thomas stated that a lot of information was provided to Mrs. Stephan and Mrs. Jacobs during this process and at the meetings with the financial institutions. Therefore, the administrative team agreed that decisions about the new account would be made after a new Assistant Director of Finance was selected.

Mrs. Thomas stated that she planned to introduce Mrs. DiNella in Tab 5 of the Agenda; however, with mention of this topic, she proceeded to introduce the new Assistant Director of Finance to the Board of Directors, stating that Mrs. DiNella joined the LTC team on December 4th and having only been actively working six (6) days in this position, it was too soon to make any decisions about the establishment of the new accounts, that could be reported back to the Board. At Mrs. Thomas’ invited Mrs. DiNella to provide a brief introduction and work-experience summary about herself to the Board Members. On behalf of the Charter Board of Directors; Chairperson, Keith welcomed Mrs. DiNella to LTC.

TAB 4: **2023 BKHM Final Financial Statements June 30, 2023** CPA, Mrs. Tasha Jacobs, reviewed highlights of the 58-page Financial Statement and provided a detailed summary of each section, which included; Management Discussion Analysis, Auditors Report, Revenue/Expenses of each individual Financial Statements, Notes and Supplemental Information, and Federal Awards Reporting. She also reviewed the comparisons from last year. She stated that although closing the audit proved to be difficult this year with the resignation of the Assistant Director of Finance, she and Mrs. Stephan are proud to report that LTC received a clean audit with no findings or audit issues.

Executive Director, Thomas thanked Mrs. Jacobs and Mrs. Stephan.

On behalf of the Board, Chairperson Keith thanked Mrs. Jacobs and Mrs. Stephan for the detailed report and congratulated the entire financial team for their hard work in maintaining these results. Mrs. Jacobs requested approval of the Financial Statement ending June 30, 2023 to conform to state standard accounting and mandates. *M/S/P.

The Financial Statement ending June 30, 2023 is available for review on the LTC Website: laketech.org.

TAB 5: RFA: Change of Board Officer – Treasurer Mrs. Thomas reminded Members that at the September 18, 2023 Meeting, the Charter Board of Directors accepted the resignation of Mrs. Lorraine Foster, Assistant Director of Finance. Her resignation became effective on September 28, 2023.

Director, Mrs. Melissa Stephan has served as interim Assistant Director of Finance during the applicant search and interview process and effective December 4, 2023, Mrs. Amy DiNella was selected to fill the Assistant Director of Finance (LTC) position. Because this assignment is also an appointed position as Board Officer, Treasurer; for LTC Bylaw and banking purposes, the Executive Director recommends Mrs. Amy DiNella be appointed to serve as Board Officer-Treasurer. *M/S/P.

TAB 6: 2023-2024 Lake County Schools Contract for Services for Purchase by Charter Schools and Annual Costs

- a. *Annual Costs for Purchased Services Form*
- b. *Contract for Services for Purchase*

Mrs. Thomas stated that this contract is approved annually as a requirement of the district. She stated there were no changes to fees compared to last year, and the same services were selected for the 2023-2024 SY. She requested approval of both documents. Both documents were *M/S/P.

TAB 7: RFA: Annual Stipend for Safe School Officers (Guardians) Mrs. Thomas reminded Members that the Safe School Officer stipend is requested annually because the individuals who voluntarily trained to serve as Lake Technical College's Safe School Officers (Guardians) pay for their own ammunition when practicing and must purchase their own holsters. Because these expenditures are for supplies and equipment needed to protect students, employees, or guests of Lake Technical College, The Executive Director recommends a \$2,000 stipend to each certified Safe School Officers. This year, there are two Safe School Officers assigned to LTC, for a total of \$4,000 total fiscal impact for the 2023-2024 SY. *M/S/P.

BOARD CHAIRPERSON REPORT: Chairperson Keith thanked Members for being engaged in the school's meetings and events and he wished everyone a Merry Christmas and Happy New Year.

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

1. **Council on Occupational Education Accreditation** – Mrs. Thomas stated that the Council on Occupational Education approved LTC's reaffirmation for a period of six (6) years; the maximum time allowed.
2. **Legislative and General Updates** – Mrs. Thomas stated that she has begun working through local legislators on legislative appropriation requests for the project in the Clermont location. She said, as part of the school's strategic plan, LTC would like to expand its presence in the south part of the county. She stated that she is also working on some grants for the project as well.
3. **Tavares Transportation Project** – Mrs. Thomas stated that the administrative team will be visiting the new construction site located at Captain Haynes Road in Tavares over the next couple of months. She invited Members to contact her to schedule a time to do a walk-through at the site. She stated that it is pretty impressive to now be able to see, with walls up and the roof on the building; how much space the instructors will have to train students. She stated that everything is still on track with the project, to be completed in April. The equipment for the Auto Service Technology and Diesel Systems Technician programs will be moved over the summer months so that classes for those programs can start in August.
4. **TAB 8: Job Growth Grant** – Mrs. Thomas referred Members to the announcement document that had been e-mailed to Members prior to the Meeting. She was pleased LTC had been selected for the semiconductor funding.
5. **Institute of Public Safety (IPS) Campus Expansion** – Mrs. Thomas stated that we are ready to begin the expansion process, of approximately 8,000 square feet, of classrooms, labs, restrooms, and four offices at the IPS facility. She said this funding will also be used to renovate the existing locker rooms, showers, and bathrooms in those areas. This will allow the EMT/Paramedic program to relocate to that campus; keeping the Public Safety component at one location and free-up space at the main campus. The administrative team will be discussing the plans for use of that space in the near future.

UPCOMING EVENTS: (*non-action topics*)

1. Campus Life Calendar – (*December 2023*)

DATE/TIME OF NEXT MEETING:

Pre-schedule dates for 2023-2024 school year:

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

- 3rd qtr. – Monday, **March 18, 2024 @ 4:30 p.m.** (*rescheduled to 3/18, Spring Break 3/11 – 3/15/23*)
- 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,

A handwritten signature in blue ink that reads "DeAnna D. Thomas". The signature is written in a cursive style with a large initial "D".

Mrs. DeAnna D. Thomas
Executive Director