

LAKE TECHNICAL COLLEGE
Board of Directors Meeting
June 10, 2024 / 4:30 p.m.
Board Room, Building A

OPENING ITEMS:.....Chairperson

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

DIRECTOR MEMBERS PRESENT:

Board Chairperson, City of Tavares Fire Chief, Richard Keith

Members: Mr. Mickey Gauldin, Dr. Isaac Deas, Mr. Gerald Cobb, and Mrs. Bonnie Onofre

DIRECTOR MEMBERS NOT PRESENT:

Board Vice-Chairperson, Mr. C.A. Vossberg,

Director Members: Mr. Tim Morris, Chief Charles Broadway

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

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

APPROVAL OF THE MEETING MINUTES OF MAY 13, 2024 (Tab 1) The Motion for approval of the Meeting Minutes of the May 13, 2024 Board Meeting was approved. **MSP (*motion made, seconded, passed)*

PUBLIC COMMENT: None.

REPORTS: None.

UNFINISHED BUSINESS: None.

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

CONSENT AGENDA (Tabs 2 – a -c): *(action topics)*

PERSONNEL: *(Main Campus & Institute of Public Safety) Ending 23-24 and Beginning 24-25 (Charter Board Approval supports quarterly turnover reported by LTC to LCS Human Resources)*

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

- **Teacher, Adult Ed FT AE (Adult Program Coordinator)** – Segreto, Anthony (146088) *IHAC calendar change from 206-day to 247-day instructional and removed from AEG Grant effective 7/1/24*
- **Teacher, Health Job Prep** – Blanchard, Keith (155422) *IHAC calendar change from 226-day to 247-day instructional effective 7/1/24*
- **Custodian LTC and PSC** – Storm, Irene B. (120159) *IHAC hours reduction request effective 8/5/24*
- **Senior Executive Secretary** – Coy, Kathrine D. (162966) – *IHAC center to center transfer effective 06/04/24*
- **Executive Secretary** – Chester, Kathy S. (160671) - *IHAC to Career Advisor effective 6/17/24*

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

- **Dean of Student Services** – Hayes, Samantha (156264) *effective 07/01/2024*
- **Teacher, Health Job Prep (EMT/Paramedic)** – Madden, Brandi (164080) *effective 07/08/24*

- **Teacher, Industrial Job Prep-CNC/Machining** – Misegades, Trevor (169786) *effective 07/08/24*
- **Corporate & Community Training Coord.** – Marquez, Diana N. (167205) *effective 06/17/24*
- **Accounting Specialist (A/R)** – Wagenhauser, Kristin (169596) *effective 06/17/24*
- **Adult Ed PT Health (EMT/Paramedic)** – Fahringer, Mark (169560) *effective 06/04/24*
- **Adult Ed PT Health LPN (Clinical)** – Ocasio, Stacy (168631) *effective 06/11/24*
- **Adult Ed PT Public Serv LE (Corrections)** – Hall, Jon (128345) *effective 06/10/24*; Hughes, Robin (169587) *effective 06/10/24*

2c: NON-REAPPOINTMENT, RESIGNATION, RETIRING, TERMINATION, OR TRANSFER Full-time/Part-time 4531/4535:

- **Records Specialist (EMT/Paramedic)** – Libby, Alissa T. (161754) *resignation effective 05/31/24*
- **Financial Aid Manager** – Knight, Ila (157517) *non-reappointed; effective 06/27/24*
- **Special Populations/Campus Life Coordinator PG** – Burkett, Holly (165000) *resignation effective 07/03/24*

*MSP

NEW BUSINESS: (Tabs 3 – 6)

2024-2025 Lake Technical College Program Fee Schedules (Tab 3) Mrs. Thomas stated that the Program Schedule fees are evaluated by the leadership team at the end of each budget year to review costs involved with program supplies. The fees are approved annually. This year, most of the program fees remained the same because costs have now begun leveling out since the pandemic; however, there were a couple of small increases applied on a few programs. Members were provided the schedule of fees for review prior to the meeting however, Mrs. Stephan stated that one of the vendors reported a price increase just after sending the meeting packet to the Board. The recent changes are indicated in blue highlight on the updated schedule being presented. *MSP

RFA: Instructor Stipend – EMT/Paramedic and Firefighter Program Coordinator (Tab 4) At a previous Meeting, Mrs. Thomas announced that Chief Donald Adams, (Firefighting Academy program Director), made a decision to retire; his contract ended on June 13th and, rather than quickly searching for his replacement, she informed Members that she has spoken with Mr. Eric Harper about serving as interim Firefighting Academy Director and EMT/Paramedic programs Director.

Mrs. Thomas informed Members of Mr. Harper’s background; that he already serves Lake Technical College (LTC) in a 247-day instructional position; and over the past three years, at the level of Program Specialist for the EMT/Paramedic program. He has many years of instructional experience prior to that and he possesses both Firefighting and EMT/Paramedic credentials.

Because the position Mr. Harper is assuming is interim, a salary increase cannot be assigned; therefore, she is recommending a \$750.00 monthly stipend be paid to Mr. Harper while serving interim and assuming additional responsibilities not included in his regular salary/job description. She stated that since there is no longer a salary expense for Chief Adams’ former position, there will be no fiscal impact.

It was the Boards consensus that this decision is logical and money well-spent. Mrs. Thomas and Chairperson Keith, on behalf of the Board, thanked Mr. Harper, who was present at the meeting, for stepping-up to take on these additional responsibilities. *MSP

RFA: Operations Performance – Leadership (Tab 5) Mrs. Thomas stated that this topic was approved, last year, by the Charter Board as a topic for annual review.

She stated that it is her suggestion to the Board that the leadership team receive the same amount of effective performance pay as last school year. The RFA provided the following detail:

Lake Technical College has seven operational leadership administrators and managers, excluding the Executive Director. These exempt employees do not qualify for overtime pay or adjusted schedule. Each of these employees have worked this year above and beyond their regularly scheduled time and have absorbed the increased workload due to increased projects. Therefore, it is the Executive Director's recommendation to provide highly effective operational performance awards of 5% or effective operational awards of 2.5% (as applicable) to the seven leadership employees. Two operational performance award recommendations were presented for discussion:

FISCAL IMPACT: Minimum \$14,025; maximum \$28,050

- Amount varies based on effective or highly effective performance evaluations.

At the request of Board Chairman Chief Richard Keith the following amounts are listed for Board discussion as to whether include the Executive Director in this request, applying the award to eight employees in total.

FISCAL IMPACT: Minimum \$17,275; maximum \$34,550

- Amount increase if Executive Director is included at the same percentage in the approval with the other employees.

Mrs. Thomas confirmed to Members that the fiscal impact amounts are very conservative and small in comparison to the additional responsibilities that LTC's administrators have managed this past year. She mentioned Mrs. Stephan serving as interim Assistant Director of Finance; Mrs. Hefley serving as interim Health Science Coordinator, alongside, now retired, and former Health Science Coordinator, Mrs. Elise Veremakis, and Mrs. Frazier who serving as interim as Dean of Student Services all while maintaining the administrative program/department duties. She stated that the increase request, in her opinion, is very well-deserved and, in some ways, their efforts have saved in salary expenses of those vacated positions.

It was the Board's consensus to recommend and approve the percent ranges outlined in the second fiscal impact suggestion as presented; to include the Executive Director.

Mrs. Thomas stated that administrator assessments are being finalized this month and the Highly Effective and Effective will be determined and the appropriate percentage applied for increase. *MSP

RFA: Report on Salary Mrs. Thomas stated that today's Meeting is the first annual End-of-the-Year Budget Review Meeting since Board consensus, last year, to be informed annually about salary increases and status because in previous years, Charter Board of Director Members were not informed that the district does not always determine, assign, or implement salary increases on all position levels. Mrs. Thomas stated that the 2023-2024 salary status information for LTC employees is outlined in the form of an RFA for clarity, discussion, and action; whether approved or not approved.

She stated that the percentage varied based on job classification status; such as, Administrator (A), Professional/Managerial (P/M), Instructional: Professional Service Contract (PSC), Annual (IA), Probationary Annual (IPA), and Probationary First Year (IPF). Also, Classified staff; Non-instructional, Bargaining (NI-B) and Non-instructional, Non-bargaining (NI-NB).

Members were referred to the bulleted information listed on the RFA.

- **2023-24 Instructional positions** received a 7-10% increase (not including performance pay) based on district step chart and annual versus continuing contracts. State/union/district determined.
- **2023-24 Classified positions** received a 4% increase. The district determined with union and applied same increase to non-bargaining as well.
- **2023-24 Professional Managerial and Administrative** positions did not receive an increase. There was an increase in 2022-23 for all district and LTC professional managerial and administrative positions of a flat \$6,000, not based on salary percentage. The Executive Director and Directors did not participate in the district increase of \$6,000 since the baseline salaries of those positions had just been increased and reset 4 months prior by the LTC Board of Directors.

Leadership positions received effective performance awards for the 2022-2023 year of 2.5% or 5% based on effective or highly effective performance evaluations. This was not a salary adjustment but provided as a one-time award to the leadership based on performance for the year. This was to align with instructional positions that qualify for performance awards since leadership must maintain the same requirements. This was reviewed by and approved by the Board of Directors on May 15, 2023 during a regular board meeting.

For informational purposes the current national Cost of Living Adjustment (COLA) for 2024 is 3.2% and was 8.7% in 2023. Fiscal impact for employees this consideration would include is listed below, should the Board of Directors choose to make an adjustment.

Fiscal Impact:

- 3.2% increase - \$16,000
- 5% increase - \$25,001
- 8% increase - \$40,002

Discussion ensued among Board Members. Member, Mickey Gauldin requested to know Mrs. Thomas' percentage recommendation. Mrs. Thomas suggested that 5% is fair because it was 3.2% this in 2023-2024 and 8% 2022-2023; and, the 5% would be mid-range of the two and based on COLA and last year's data. She stated that she is grateful for any review and consideration by the Board.

Member, Dr. Isaac Deas questioned if it is 5% for all positions and Mrs. Thomas responded that it would be 5% in the Administrative and Professional/Managerial classifications active for the entire 2023-2024 school year. Those who are starting positions in the 2024-2025 school year will be evaluated at the end of the new school year. Member, Mickey Gauldin clarified that increases for instructional and non-instructional classifications are already allocated by the district and that the request is addressing only the Administrative and Professional/Managerial classifications; Mrs. Thomas confirmed and stated that the COLA (non-performance based) request would be effective July 1, 2025 for the two classifications who worked full-year; fiscal amounts to include five positions; (A-level) Executive Director, Director of Curriculum, Director of Operations, Program Manager-CTE, and (P/M-level) Facilities Manager.

In the 2023-2024 school year, the Financial Aid Manager (P/M) was non-reappointed; and the Assistant Director, Finance-LTC (P/M) was a mid-school year hire; therefore, not included in the COLA request. However, as leadership positions, the performance-based Highly Effective or Effective rating performance award would apply; percentage amounts adjusted based on performance during tenure in the 23-24 school year.

With that clarification, Members agreed to the 5% COLA increase for the five employees mentioned who are assigned to Administrative and Professional/Managerial positions. *MSP

On behalf of the Charter Board of Directors, Chairperson Keith thanked the administrative and professional managerial employees for their service to LTC.

BOARD CHAIRPERSON REPORT:

- Chairperson Keith promoted the upcoming graduation ceremonies; noticing the majority pertained to the public safety and health programs. He stated that it was an honor to be able to attend and participate in the recent end of the year graduation ceremonies. He mentioned that he and Member, Cobb were able to attend all three main ceremonies and Member, Broadway was able to attend one of the ceremonies; he thanked them for their participation. He said it made him very proud to be involved with LTC; stating that the LTC graduation ceremonies are phenomenal and he encouraged all Members, if they ever have the opportunity; to attend.
- Honorable mention; Member, Dr. Isaac Deas was featured on face page of the local Style Magazine; an article written about him and his service to the community as both a pastor for the New Bethel Community Church in Summerfield and the business he founded; Deas Consulting serving as a counselor for all age groups; which, also promotes young individuals to explore vocational options.

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

- Construction updates:
The ground-breaking ceremony for the expansion project at the Institution of Public Safety (IPS). She is coordinating this event with Lake County Board of County Commissioners because they are re-naming Lane Park Cut-off Road to Ken Bragg Way. The dedication and plaque presentation is being combined and the ceremony has been scheduled for September 18, 2024 @ 9:00 a.m.; at the IPS facility located at 1565 Lane Park Cut-off Road, Tavares, FL 32778. This date/time is at Mr. Bill Mathias' request as this will be when Mr. & Mrs. Bragg's family will be in town. She is awaiting confirmation from the County Manager to ensure that the county commissioners can attend. She requested Members save this date and she will follow up with all Members once this is confirmed.

Final walk-through for the Transportation program project is nearing. She stated that the new facility is extremely impressive. The ribbon-cutting ceremony is tentatively scheduled for August. She is meeting this week with state leadership. It is her hope that the Governor can come when the students are active in their classes. It will be impressive to see the students actively working in class.

Design of the Lincoln Park project. Mrs. Thomas has a meeting this week regarding the architect/design phase of the project. She met with staff of Lake County Schools (LCS) last week about this project. She stated that she is still pursuing grant funding and the district is supporting her in this effort to keep things moving along.

Council on Occupational Education – Washington, DC Commissioner trip. Mrs. Thomas stated that the recent trip was a combination commissioner meeting and legislative advocacy efforts. She had the honor of visiting Capitol Hill and speak legislative aids to the Committee on Education and Workforce; which was interesting for her, and they were very interested in learning about workforce education and accreditation. She stated that she had an opportunity to visit the White House Communications Center/Training Academy located on a joint armed forces military base located just outside Washington, DC; which, is a school that is also accredited by Council on Occupational Education.

UPCOMING EVENTS: *(non-action topics)*

Campus Life Calendar/Schedule of Program Graduation Ceremonies:

- Firefighter/EMT Graduation, Venetian Center; Harris Room, Leesburg, June 13, 2024 @ 6:00 p.m. *(Chief Adams to be recognized entering into retirement)*

- Part-time LPN Capping and Pinning, Community Center; Eustis, July 23, 2024 @ 6:00 p.m.
- Clermont Paramedic Graduation –Civic Center; Clermont, June 24, 2024 @ 6:00 p.m.
- Corrections, Institute of Public Safety, June 27, 2024 @ 2:00 p.m.

DATE/TIME OF NEXT MEETING:

Pre-schedule dates for 2024-2025 school year:

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

- 1st qtr. – Monday, July 29, 2024 @ 4:30 p.m.
- *1st qtr. – Monday, September 23rd, 2024 @ 4:30 p.m. Annual Budget Meeting*
(*Note-since the June Meeting, this meeting date was changed to 9/16/24. See 7/29/24 Agenda)
- 2nd qtr. – Monday, December 9, 2024 @ 4:30 p.m.
- 3rd qtr. – Monday, March 17, 2025 @ 4:30 p.m.
- 4th qtr. – Monday, May 19, 2025 @ 4:30 p.m.*
- *4th qtr. – Monday, June 9, 2025 @ 4:30 p.m. End of Year Budget and Employee Updates*

ADJOURNMENT:

Respectfully submitted,



Mrs. DeAnna D. Thomas
Executive Director