

LAKE TECHNICAL COLLEGE
Board of Directors Meeting
July 29, 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; **Board Vice-Chairperson**, Mr. C.A. Vossberg,
Members: Dr. Isaac Deas, Mr. Gerald Cobb, Chief Charles Broadway, and Mrs. Bonnie Onofre

DIRECTOR MEMBERS NOT PRESENT:

Director Members: Mr. Mickey Gauldin, Mr. Tim Morris

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

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

APPROVAL OF THE MEETING MINUTES OF JUNE 10, 2024 (Tab 1) The Motion for approval of the Meeting Minutes of the June 10, 2024 Board Meeting was approved. *M/S/P. (**motion made, seconded, passed*)

PUBLIC COMMENT: None.

REPORTS: None.

UNFINISHED BUSINESS: None.

PERSONNEL: (*Ending 2023-2024; Beginning 2024-2025 Main Campus & Institute of Public Safety*)

APPROVAL OF THE CONSENT AGENDA OF JULY 29, 2024 (Tabs 2 – a -e): (*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 FT/PT 4531/4535:

- **Senior Administrator (LTC)** – Frazier, Kimberly D. (106402) *IHAC position title change from Program Manager effective 7/1/24*
- **Teacher, Adult Ed**– Segreto, Anthony (146088) *IHAC calendar change from 206-day to 247-day instructional and as named Program Coordinator, removed from AEG Grant effective 7/1/24*
- **Teacher, Business Job Prep GF PS** – Knox, Kimonde (163705) *IHAC (50%) Perkins Grant (50%) General budget effective 07/08/24*
- **Teacher, Health Job Prep PLGNY (LPN)** – Bain, Stephanie (169444) *IHAC (100%) PLGNY (LPN) effective 07/08/24*
- **Teacher, Adult Ed FT AE** – Alvarez, George (159419) *IHAC (100%) AEG Grant effective 8/5/24*
- **Program Specialist Perkins PS** – Lindamood, Sherie A. (139294) *IHAC (100%) Perkins Grant effective 08/05/24*

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

- **Adult Ed PT Public Serv LE (Corrections)** – Robles, Imer (166547) *re-hire effective TBD*
- **Teacher, Business Job Prep (Accounting/AOS)** – Woodard, Lisa (164349) *transfer effective TBD*
- **Records Specialist (Admissions/Reception)** – Maugans, Hailey (000000) *effective TBD*
- **Teacher, Health Job Prep (Pharmacy Tech)** – Linton, Samantha (000000) *effective TBD*
- **Executive Secretary (Health Sciences)** – Arnold, Danielle (100986) *LCS transfer effective TBD*
- **Teacher, Health Job Prep (EMT/Paramedic)** – Gault, Jacob D. (165352) *from PT effective 07/18/24*
- **Teacher, Industrial Job Prep (Machining)** – Misegades, Trevor (169786) *effective 07/15/24*
- **Adult Ed PT Health (EMT/Paramedic)** – Patterson, Frank (162159) *effective 07/08/24*
- **Executive Secretary (Adult Ed)** – Garcia, Elizabeth (163703) *internal transfer effective 07/01/24*
- **Records Specialist (Testing)** – Coleman, Bettina (162665) *internal transfer effective 07/01/24*
- **Teacher, Health Job Prep (LPN)** – Stephanie Bain (169444) *effective 06/10/24*

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

Full-time/Part-time 4531/4535:

- **Program Specialist Adult Prep (Health Sciences)** – Terry, Melissa A (169200) *effective 07/22/24*

2d: 2024-2025 Occupational Advisory Committee Members

2e: Non-Cash Distributions and Property Disposition *(4th quarter reports)*

*M/S/P.

At-A-Glance Budget Summary *(April 30, 2024 – June 30, 2024) (Tab 3) (no action required)*
Secretary Payne notified Members that due to an error discovered in the previous summary provided to the Board for review, an updated, hard-copy summary was placed at the Member's workstations for reference during Assistant Director of Finance, Mrs. Amy DiNella's review.

Following the review, on behalf of the Board, Chairperson Keith thanked Mrs. DiNella for the report. There were no questions or additional discussion by the Board about the summary, and no Board action required. The updated summary is on file with the official Meeting Minutes of the Board.

Executive Director, Mrs. DeAnna Thomas, thanked Mrs. DiNella for her review and stated to Members that Mrs. DiNella has worked hard, since her hire this past December, to catch everything up, budget-wise, in the Business Office; as well as, getting the office fully-staffed. She stated that team is doing a great job!

2024-25 Memo of Understanding between Lake Technical College and City of Tavares
(Facility Management Operation Agreement) (Tab 4) As an employee of the City of Tavares, and being subject to the Ethics Code for Elected Officials and Voting Conflict Rules, Chairperson, Keith declared a *Conflict of Interest* in participating in a vote on tab four. Chairperson Keith passed the gavel to Vice-Chairperson, C.A. Vossberg. Chairperson Keith's Form 8B Conflict of Interest is on file with the official Meeting Minutes of the Board.

Executive Director, Thomas invited Attorney, Kevin Stone to the podium to provide a report on the Memo of Understanding regarding Facility Management Operations at the new Tavares location. He noted LTC has invested eleven Million dollars (\$11M) into this facility; much of it from grant funding or allocations from the legislative body and LTC is responsible for following grant conditions outlined in the language of the grants and ensure that the facility is used for workforce education programs as intended.

The purpose of the Memo of Understanding (MOU) is to guarantee LTC the right to use the space, for that purpose, for a period of thirty-years (30). It also allows LTC the flexibility to offer all kinds of programs there. He informed Members of the brackets seen throughout the MOU document that are there as space-holders to insert appropriate language for things such as indemnification as a governmental agency, because as a Charter School; LTC is considered a hybrid. He also mentioned that rent for the facility is \$1; there was never an intention to exchange funds because LTC will be helping students develop workforce for the local economy. He stated that approval of the MOU, provides the Executive Director the delegated authority to get those bracketed areas completed with the appropriate language. The City of Tavares will be approving the MOU, as well, at the next City of Tavares Council Meeting. Executive Director, Thomas also mentioned that each portion of the facility is responsible for its own operating costs; for example, there are separate meters for electric, cleaning services.

Member, Cobb questioned the responsibility for student insurance liability. Mrs. Thomas stated that it is similar to LTC students who work clinicals at other facilities; LTC is covered for those instances and students are also offered coverage through the student accident insurance as well.

Mrs. Thomas confirmed that Automotive Collision Technology Technician program did not move at this time; there is space available; however, administration would need to work on securing funding to do so.

*M/S/P. (with the understanding that the appropriate language is to be added to the bracketed areas.)

2024-25 Lake Technical College Organizational Chart (Tab 5) *(Annual review and approval for COE)* Mrs. Thomas stated that LTC is required by the school's accreditation body; the Council on Occupational Education (COE), to approve an Organizational Chart annually. Once approved, the chart is inserted into the LTC Student Policy and Procedures manual so that students can see which areas of supervision a program falls under and the administrator assigned to oversee a program.

Member, Cobb questioned the status of the Program Specialist, Firefighting (Program Director) assignment since the retirement of Don Adams. Mrs. Thomas stated that Mr. Eric Harper continues to serve interim in that role and that assignment is included in the updated Organizational Chart being presented for approval. She stated that once the school year begins and as it proceeds, the position will be advertised. There was no further discussion.

*M/S/P.

2024-2025 Lake County Schools Contract for Services for Purchase by Charter Schools and Annual Costs (Tab 6a & 6b) Mrs. Thomas stated that this contract is approved annually as a requirement of the district. She stated there were no changes to fees for Human Resources Services (HR) and Information Technology Services (IT) *(Internet & Classlink portal)* managed by the district, compared to last year, and the same services were selected for the 2024-2025 SY. She requested approval of both documents:

6a Annual Costs for Purchased Services Form

6b Contract for Services for Purchase

*M/S/P.

Mrs. Thomas informed Members that she is in conversations currently with the LCS IT Department regarding a separate contract for IT services; which, is not reflected in the costs presented to the Board today. While LTC has its own IT Department, (one employee), there are growing needs for cyber security measures and requirements; in addition to this, LTC is switching over to a new Student Information System effective of January 1, 2025. She stated that LTC is doing a gap analysis and has discovered that one thing that is missing is the possibility of students being assigned LCS e-mail addresses; rather than them using their own to be a little more structured. Mrs. Thomas stated that costs to do this with the district will be much less expensive than contracting with an independent IT company. She said after she meets with the district's IT department staff and has better details about the services that will need to be provided to LTC, she will be able to provide preliminary costs involved to the Board. She said she would rather keep the services needed ala carte; by LTC having its own IT staff member, it is more efficient, when a simple computer or printer issue surfaces, to have it fixed right away rather than waiting a few days for a district tech. She would rather schedule/report more serious IT issues through the district's work order system. However, the services that are needed are more than what is listed on the check list for services needing to be approved today.

2024-25 Hutto Services Janitorial Proposal (Tab 7) Mrs. Thomas stated this is an updated agreement for the new school year. No changes. She stated that LTC began using the Hutto company years ago, when LTC moved away from using full-time custodial staff. Classes began running day and evening and on weekends throughout the school year and that did not work with the traditional school custodian work hour schedules. She stated that Hutto has been in place for approximately six years now and they provide a good service to the school. Mr. Hutto is always quick to respond and rectify any issue/problem that may arise. There was no price increase and she recommended approval of the 2024-2025 contract.

*M/S/P.

Chairperson Keith complimented the newly waxed floors and how the inside of the school looked when he arrived. He said they did a great job. Mrs. Thomas agreed.

BOARD CHAIRPERSON REPORT: Open discussion. Chairperson Keith said he did not have any specific topics of discussion; however, wanted to take the time to thank Members for their commitment and contributions to the school.

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

- **Construction updates** – The Tavares project, as mentioned, is continuing to address punch list, and equipment is being moved there during this time. She said she expects classes to start on August 26, 2024. Both classes are completely full and have both have a waiting list. The Lincoln Park Project and the Tavares Expansion Project for the Institute of Public Safety (IPS) are both in design phase and are beginning the Construction Manager/At Risk/Contract Request for Qualifications phase to be able to present details to the Board in helping to determine which construction company the Charter Board would like to approve for work on the projects. She said she anticipates having recommendations to present to the Board at the September 16, 2024 Meeting. She expects to break ground on those projects in November. She stated that LTC is spending the grant funding received and the projects are moving along as planned.

- **Grant updates** –

- **\$1.8 M Grant for expansion of the Advanced Manufacturing program** – Mrs. Thomas reported the additional instructor has been hired and almost all of the equipment is delivered. The anticipated start-date for the new Advanced classes will be the day after Labor Day. Rather than a Grand Opening ceremony, she is considering hosting an open-house so that the community can stop by and see the upgrades and how the program is running.

Renovation Grant – Mrs. Thomas informed Members that there is a grant being written for renovation of the space the transportation programs vacated to ready those areas for future programs. **Upgrades & Modernization Grants** – Mrs. Thomas also shared that LTC received wrote a grant for equipment upgrades and modernization in the Firefighter/EMT/Paramedic Combined program. She will update the board if LTC is approved for the grant.

Member, Onofre requested an update on the LTC Bus usage. Mrs. Thomas stated the Bus has been used at off-campus events several times. Program Manager, Arthur Seidner, who managed that project, retired at the end of June. His replacement, Mr. Anthony Segreto is working with LTC's partners in the South end of the county to be able to deploy that and offer mobile testing. She stated that, currently, Mr. Segreto is working on a calendar schedule for this year; reaching out to partners.

Mrs. Thomas also provided an update to Members regarding a new Aviation program. She said that she recently met with the City of Umatilla, City Manager, Mr. Scott Blankenship to discuss a partnership between the City of Umatilla and the Umatilla Airport for the Aviation, Airframe, and Powerplant. They are researching funding opportunities. She is considering working with a consultant to begin preparing for the FAA approval. She has received an equipment list already, and plans to move forward as soon as funding has been secured for the project.

UPCOMING EVENTS: *(non-action topics)*

1. Fall Occupational Advisory Committee Reception – **Thursday, September 19, 2024 @ 6:00 p.m.**
2. Calendar Details:
 - LTC 206-day Instructors Pre-planning Week begins Monday, August 5, 2024
 - LTC Students begin classes for the 24-25 SY the week of Monday, August 12, 2024

Campus Life Calendar/Schedule of Program Graduation Ceremonies:

- Sponsored Law Enforcement Graduation – August 13, 2024 @ 7:00 PM, Clermont Performing Arts Center (3700 S. Hwy. 27, Clermont, FL 34711) *(for sponsored, hired graduates)*
- South Lake (Clermont) Nursing Program Capping and Pinning Ceremony – August 27, 2024 @ 6:00 PM, East Ridge High School Auditorium
- EMT Graduation - Thursday, September 5, 2024 6:00 PM-7:00 PM, IPS - Room 302

DATE/TIME OF NEXT MEETING:

Pre-schedule dates for 2024-2025 school year:

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

- *1st qtr. – Monday, September 16th, 2024 @ 4:30 p.m. Annual Budget Meeting*
- 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:

The Meeting was adjourned at 5:07 p.m.

Respectfully submitted,



Mrs. DeAnna D. Thomas
Executive Director