

LAKE TECHNICAL COLLEGE
Board of Directors Meeting
March 17, 2025 / 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: Mr. Mickey Gauldin; Dr. Isaac Deas; Mr. Gerald Cobb; Mr. Tim Morris; Chief Charles Broadway; and, Mrs. Bonnie Onofre

DIRECTOR MEMBERS NOT PRESENT: None.

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

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

PRESENTATIONS: Scholarship Update – Executive Director, Thomas stated that there have been a variety of scholarships that have been made available through Lake Technical College (LTC), and she has asked Mrs. Frazier, who oversees the Financial Aid Department, to share some information about scholarship awards. Mrs. Frazier stated that, many times, Charter Board Members see students at graduation as an end result of completing a program successfully. However, many times, that was only possible through great financial assistance opportunities that were handled through the Financial Aid Department.

Mrs. Frazier presented detailed award information to include: Pell Grants, Pathways to Prosperity, Florida First Responders Grant, Open Door Grant, and miscellaneous private donors.

Mrs. Thomas stated that she is very proud of the work that LTC’s departmental staff do. Chairperson, Chief Keith stated that it is incredible to be able to offer over \$3.5M through four grants awarded to LTC and he commended staff for their work in assisting and guiding students through this very important process.

APPROVAL OF THE MEETING MINUTES OF DECEMBER 9, 2024 (Tab 1) The Motion for approval of the Meeting Minutes of the December 9, 2024 Board Meeting was approved. *M/S/P. (**motion made, seconded, passed*)

PUBLIC COMMENT: None.

REPORTS: None.

UNFINISHED BUSINESS: None.

PERSONNEL: (2024-2025 Main Campus & Institute of Public Safety)

APPROVAL OF THE CONSENT AGENDA OF MARCH 17, 2025 (Tabs 2 – a -d): (*action topics*)

PERSONNEL: (Main Campus 4531 & Institute of Public Safety 4535; full- and part-time)
(*Charter Board Approval supports quarterly turnover reported by LTC to LCS Human Resources*)

2a: APPOINTMENT, 2ND ASSIGNMENT, IN-HOUSE CHANGE ASSIGNMENT:

- **Program Specialist Adult Prep (EMT/Paramedic/Firefighting)** – Harper, Eric (133053)
IHAC position title change from Teacher, Health Job Prep, effective 3/3/25
- **Adult Ed PT Health (Clinical)** - Naranjo Ruben D. (155402) *2nd part-time assignment*

- **Adult Ed PT Public Safety FF & FF Adv** – Davis, Brian (167374) *2nd & 3rd part-time assignment*
- **Adult Ed PT Public Safety LE-EOT & TF** – Hemby, Nicholas D. (164196) *2nd & 3rd part-time assignment*

2b: REQUEST TO HIRE:

- **Facilities Assistant 4531** – Storm, Irene B. (120159) *effective 01/15/25 (from Custodian position)*
- **Accounting Specialist (Business Office)** – Helfman, Emily (170754) *effective 01/02/25*
- **Program Specialist Adult Prep (PLG)** – Valente, Jessica (170861) *effective 03/17/25*
- **Teacher, Health Job Prep (Pharmacy Tech)** – Owens, Dyneice (170803) *effective 01/21/25*
- **Adult Ed PT Tech Trade- (Baking/Pastry)** – Maysonet, Gabriel (170791) *effective 01/13/25*
- **Adult Ed PT GED/ESOL** – Celius-Russian, Gretta (165300) *effective 01/06/25*; Da Silva, Anna Paula (170731) *effective 01/02/25*; Mulero-Echevarria, Rosemarie (155932) *effective 01/21/25*; Day, David (156284) *effective 02/11/25*; Stanearth, Sandy (170970) *effective 02/25/25*; Kaczmarek, Stephen (171001) *effective 03/19/25*
- **Adult Ed PT Pub Srvc FireFighting/Adv.** – Miller, Dustin (170533) *effective 12/17/24*
- **Adult Ed PT Pub Srvc Law/Corrections** – Deaton, Garret (TBD) Giddens, William (171033) *effective 04/04/25*; Hart, Daniel (TBD); Heuser, Joseph (159621) *effective 04/03/25*; Scrivens, Tadasha (171032) *effective 04/01/25*
- **Adult Ed PT Health (Clinical)** – Ventura, Amanda (170883) *effective 02/12/25*; Rosario, Jenna (170962) *effective 03/24/25*

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

- **Career Advisor (504 Focus) Admissions** – Cash, Amy D. (163063) *effective 01/30/25 (district transfer)*

2d: Non-Cash Contributions *(3rd quarter reports)*

*M/S/P.

NEW BUSINESS: *(Tabs 3 – 5)*

At-A-Glance Budget Summary (Tab 3) *(Review; no action required)* Assistant Director of Finance-LTC, Mrs. Amy DiNella reviewed the Lake Technical College (LTC) 3-Month At-A-Glance Budget Summary, November 30, 2024 – January 31, 2025. The financial status report is on file with the official Meeting Minutes of the Board. Mrs. DiNella reported that the budget report is through January 31st; Following the review of the At-A-Glance summary, CPA, Mrs. Tarsha Jacobs, provided additional information regarding changes to the At-A-Glance report. She stated that when the report was due, prior to Spring Break for inclusion in the March Board packet, much of February's financials had not cleared. However, since the report, there is now a \$1.4M increase to accounts receivables. LTC has received reimbursement funds from the Florida Job Growth grant; which, were funds used for expansion of the Center for Advanced Manufacturing (CAM) building; including additional CNC equipment.

With no further updates and no further discussion by the Board, on behalf of the Board, Chairperson Chief Keith thanked Mrs. DiNella for her report. Board action was required.

2025-2026 Calendars *(LCS Payroll Requires Approval)* **(Tab 4)** Executive Director, Thomas stated that, annually, Mrs. Frazier references the details of the Lake County Schools (LCS), school calendars to develop the LTC school instructional and student calendars.

She said the LTC calendars mimic LCS, as far as winter and spring breaks, and holidays; except, LTC's calendars have a longer schedule. Once approved, these calendars are posted to the LTC website, intranet,

and provided to the district's Payroll department for use in developing payroll schedules for the upcoming school year.

Board Members were provided the 2025-2026 school calendars for review prior to the Meeting.

- *LTC Student (1162.5 Hour)*
- *206- day LTC Faculty/Staff (201 Days, plus 5 Paid Holidays)*
- *247- day LTC Faculty/Staff (242 Days, plus 5 Paid Holidays)*

*MSP.

Telecommunications Training Agreement between Lake Technical College and Lake County Sheriff's Office (Tab 5) Executive Director, Thomas stated that this contract pertains to the partnership between LTC and the Lake County Sheriff's Office (LCSO) specific to the 911 Telecommunications training program. She stated that no contract verbiage changed; only the duration of the contract was updated.

There was no further discussion by the Board. *MSP.

RFA: Program Director Charter Supplement – Eric Harper, Program Specialist Adult Prep (Fire Academy Director and Emergency Medical Services/Paramedic Programs Director) (Tab 6) Executive Director, Thomas stated that at the end of the 2023-2024 school year, former Director of Firefighting, Dr. Donald Adams, retired. Following his retirement, Mr. Eric Harper, was named Interim Fire Academy Director, as well as, the EMS Programs Director. She stated that LTC did not replace the EMS Program Coordinator position; however, has assigned Mr. Keith Blanchard as the Clinical Coordinator of the EMT/Paramedic to assist Mr. Harper as he assumed both roles. She stated that she would now like to drop the interim title and assign him formally to the full-time LCS, Program Specialist, position to serve as Programs Director of LTC Fire Academy and EMS Programs.

Lake County Schools does not recognize a "Program Director" position, nor a position overseeing two separate program sectors and the LCS "Program Specialist" position is recognized as an instructional 37.5-hour position by Lake County Educators Association (LCEA) union contract; and, in this case, the position requires a 40-hour per week hours schedule.

With regards to compensation, Mrs. Thomas recommended the following compensation for overseeing the two program sectors and for additional hours worked, as appropriate, for his position at Lake Technical College:

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|--|------------|
| • Difference between 37.5hrs and 40hrs. weekly - | \$4,898.79 |
| • Program Director stipend for Fire and EMS - | \$5,000.00 |
| • Total fiscal impact per year: | \$9,898.79 |

The amount to be paid to Mr. Harper, monthly, in the amount of \$824.90, as additional compensation, for the remainder of the 2024-2025 and 2025-2026 School Years.

*MSP.

Executive Director, Thomas stated that Mr. Harper has been doing a fantastic job in this role; continuing to improve the program and continuing the legacy of the Institute of Public Safety (IPS) training programs. Chairperson Chief Keith stated that he agreed and stated, speaking on the firefighting/EMS side, Mr. Harper brings a breath of fresh air to that program and there is a lot of excitement at the IPS campus; especially

seen when leading the graduation programs; his work also speaks for itself. He stated that he is completely in support of the additional compensation as outlined.

RFA: Program Director Charter Supplement – Jessica Valente, Program Specialist Adult Prep (Health Science Programs Coordinator) (Tab 7) Executive Director, Thomas stated that former Health Sciences Coordinator, Mrs. Beth Thornton retired two years ago, and in the months following, an ongoing search and interview process resulted in hiring an individual, who also ended up being interim and resigned a short time after.

Prior to Mrs. Thornton, Mrs. Elise Veremakis served as the Health Sciences Coordinator, and she returned to LTC, from retirement, to serve as the interim Health Sciences Coordinator. LTC is extremely thankful for this, because without her willingness, some of the LTC Health Science programs would not have been able to continue. A second search and interview process were conducted this past year and recently, a selection was made. Dr. Jessica Valente, whose hire date is effective today; will now serve as LTC’s Program Specialist (Health Sciences Programs Coordinator). Dr. Valente started her healthcare career as a Licensed Partitioning Nurse (LPN) at a technical school, holds a doctorate, and is a registered nurse practitioner, and is now looking forward to taking her knowledge and paying it forward to the next generation of students.

As with past coordinators, the district does not recognize some of Dr. Valente’s related industry experience, and as a result, are not awarding years of experience in a viable position. Therefore, a Request for Approval (RFA) is being presented to request additional compensation for that work experience and additionally, similar to Mr. Harper’s request, the LCS Program Specialist positions are not recognized to work 40 hours per week by contract, although the job requires these additional hours.

With regards to compensation, Mrs. Thomas recommended the following compensation for her years of experience in the industry and for additional hours worked as appropriate for her position at Lake Technical College:

Difference between 37.5hrs and 40hrs. weekly -	\$4,555.14
Years of experience -	\$4,000.00
Total fiscal impact per year:	\$8,555.14

The amount to be paid to Dr. Jessica Valente, monthly, in the amount of \$712.93, as additional compensation, for the remainder of the 2024-2025 and 2025-2026 School Years.

Member, Bonnie Onofre stated that she is very much in support of the additional compensation. She stated that Dr. Valente’s credentials are impressive for this type of position. The program suffers without the proper leadership. Mrs. Thomas agreed stating that the quality of a program is driven by the quality of the teachers. She stated that Dr. Valente will be invited to attend the next Charter Board Meeting in May for introductions.

*MSP.

BOARD CHAIRPERSON REPORT: Open discussion.

On behalf of the Board, Chairperson, Chief Keith congratulated Member, Cobb’s wife, Nan Cobb, as a new member of the 26th district of the Florida House of Representatives. He thanked her for her service to the state of Florida. Executive Director, Thomas also thanked Representative Cobb for meeting with her to discuss some of the legislative issues affecting the Florida technical college system; which, she believes, had a direct connection to the recent invites received to speak in Tallahassee.

Reminder: Governance Training Status (2-hour refresher course due June 2025)

- Member, Timothy Morris 06/03/25
- Member, Gerald Cobb expires 06/29/25

Member, Mr. Morris, mentioned that he just completed a governance training course for his service in an elected position as a member of the Lake County Board of County Commissioners, and questioned if it was necessary for him to complete the 2-hour refresher course. Secretary, Mrs. Payne stated that she will contact the charter school training website and report back with a response.

**An e-mail reminder with Governance Training website log-in information will be sent to Members mid-May.*

Chairperson, Chief Keith announced that Member, Chief Broadway has accepted a position in his profession with the City of Kissimmee and has submitted his letter of resignation as a Charter Board Member. On behalf of the Board, Chairperson, Chief Keith thanked Chief Broadway for attending today's Meeting and for his service to the Board; stating that he brought a level of professionalism to the Board; that he will be missed, and that LTC wished him the best as he moves on to his next leadership role.

Chairperson, Chief Keith stated that with the resignation of Chief Broadway, the Board will consist of seven Members; Charter Bylaws requires between five and nine Members. He stated that as to the replacement of this position, it will be up for discussion at a later Meeting.

EXECUTIVE DIRECTOR REPORT: Open discussion.

- **Legislative updates** – Mrs. Thomas stated that legislative Committee sessions are over. She said she was invited to Tallahassee several times for separate meetings, and spoke before the Florida Senate Higher Education Appropriations Committee to discuss funding and grants; the Florida House Career and Workforce Committee, and attended the annual Technical College Directors Legislative Meeting. Across the state, technical colleges, as a whole, are deficient in the Workforce Funding Model by about \$85M; and, approximately \$1.7M is LTC's portion. Therefore, this year, the technical college system is not asking for additional funding; but, to be level funded for what has been earned. She said, although she has been told revenue projections are looking better, it is expected that legislators will be tightening budget in the upcoming year, so, only a small appropriations request was submitted to help with the next phase of the Lincoln Park project to cover expenses that are not covered by existing Workforce Development Capitalization Incentive Grants (CAP). She stated that there has been great support for LTC, legislatively, from Florida Senator Truenow and Florida House Representatives Taylor Yarkosky and Nan Cobb.
- **Construction updates** – Mrs. Thomas stated that progress continues for the Lincoln Park and IPS expansion construction projects. Weekly meetings are being held at this time. The final design has been received for Lincoln Park and nearing final design for the IPS expansion project. The preliminary work such as the bidding process; soil samples, electrician work is still being done.
- **Grant updates** – Mrs. Thomas stated that Mrs. Frazier shared a lot of the details regarding grants; however, she wanted Members to be aware that the Florida Job Growth grant is coming to an end for close-out.
- **LCEA Post-secondary Article** – Mrs. Thomas stated that this topic of discussion requires no action at this time; however, she wanted to make Members aware of recent conversations that have taken place. She stated that the conversation regarding LTC employees becoming employees of the college has resurfaced and, through multiple conversations, it has been determined that if LTC's employees remain district employees; a post-secondary article could become necessary.

She said that in years past, district administration informed LTC's administration that it would be separating from LCS. However, she stated that the current administration is very positive about this discussion and has offered to assist LTC through the process of developing the post-secondary article in order to remain LCS employees; or, to assist LTC in its transition from under the umbrella of LCS, to becoming LTC employees and still maintain all of the services that LCS currently provides.

Mrs. Thomas stated with approval, she will gather more data to bring before the Board, to discuss the risk and benefits. She stated that she would like to go over the details with the Board and then bring more defined information to the faculty and staff to get their input as well. She stated that it is a good time to look at these options because there is no urgency for LTC to make a decision by a deadline and because the district is very supportive in helping the college make the best decision for the school and its employees. Member, Mickey Gauldin, agreed that it is a much different discussion when these options are decided upon voluntarily.

IT WAS THE CONSENSUS OF THE CHARTER BOARD OF DIRECTORS TO ALLOW EXECUTIVE DIRECTOR DEANNA THOMAS TO PROCEED IN CONDUCTING RESEARCH AND COMPILING DATA FOR THE COSTS INVOLVED FOR TRANSITIONING FROM LCS EMPLOYEE STATUS TO LTC EMPLOYEE STATUS; AND THE COSTS FOR CONTINUATION OF SOME LCS ADMINISTRATIVE SERVICES; CONTINUATION AS A PARTICIPANT OF THE FLORIDA RETIREMENT SYSTEM, AND THE COSTS FOR ESTABLISHING INDEPENDENT SERVICES FOR PAYROLL AND HEALTH INSURANCE BENEFITS; AND TO PRESENT THIS DATA FOR REVIEW AND DISCUSSION AT A FUTURE CHARTER BOARD OF DIRECTORS MEETING.

UPCOMING EVENTS: *(non-action topics)*

March Campus Life Calendar/Schedule of Program Graduation Ceremonies:

- Licensed Practical Nurse (South Lake) Capping and Pinning Ceremony – 03/25/25 @ 6:00 p.m. @ Living Hope Church @ Wesley Center, 950 7th St., Clermont, FL 34711

DATE/TIME OF NEXT MEETING:

Pre-schedule dates for 2024-2025 school year:

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

- 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*
Executive Director, Thomas stated that there is a conflict with her calendar for the 9th and notified Members that she would provide a new date to Members later in May.

ADJOURNMENT:

Respectfully submitted,



Mrs. DeAnna D. Thomas
Executive Director