

LAKE TECHNICAL COLLEGE
Board of Directors End-of-Year Budget Meeting
June 23, 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 and, Mrs. Bonnie Onofre

DIRECTOR MEMBERS NOT PRESENT: **Member:** Mr. Tim Morris

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

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

PRESENTATIONS: None.

APPROVAL OF THE MEETING MINUTES OF MAY 19, 2025 (Tab 1) The Motion for approval of the Meeting Minutes of the May 19, 2025 Board Meeting was approved. *M/S/P. (**motion made, seconded, passed*)

PUBLIC COMMENT: None.

REPORTS: None.

UNFINISHED BUSINESS: None.

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

PERSONNEL: (*Main Campus & Institute of Public Safety ending 2024-2025 SY & beginning 2025-2026 SY*) (*Charter Board Approval supports quarterly turnover reported by LTC to LCS Human Resources*)

2a: **Notice of Personnel Transaction, Appointment to 2nd Assignment, In-house Change Assignment - Full-time/Part-time 4531/4535:**

- **Teacher, Industrial Job Prep (504 Focus)** – Holcomb, Bonnie (158703) *effective 07/01/25*
- **Adult Ed PT Health (EMT/Paramedic)** – Robles Montanez, Imer (166547) *effective 07/01/25*; Leary, Madison J. (169361) *effective 07/01/25 (2nd PT assignment; different center - 4531)*
- **Teacher, Adult Ed** – Segreto, Anthony (146088) *effective 07/01/25 (NPT-Reappointment 25/26 SY)*
- **Adult Ed PT Health** – Swager, Susan (171091) *effective 06/30/25*; Veremakis, Elise (101084) *effective 06/30/25 (NPT-2nd assignment through 06/30/25)*
- **Adult Ed PT Health** – Veremakis, Elise (101084) *effective 07/01/25 (NPT-2nd assignment through 06/30/25)*

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

- **Executive Secretary AE** – Roman Ramos, Marielys (170693) *effective 07/01/2025 (dept. to dept. transfer)*
- **Teacher, Industrial Job Prep (Automotive Technology)** – Elkins, Stanley R. (171241) *effective TBD*
- **Adult Ed PT Public Srvs (Corrections)** – Norton, Casey (000000) *in-process effective TBD*

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

- **Accounting Specialist** – Wasicki, Denise (167861) *effective 06/06/25*
- **Teacher, Health Job Prep PLGNY** – Swager, Susan (171091) *effective 06/16/25*
- **Adult Ed PT Health Clinical** – Rosario, Jenna E. (170962) *effective 06/30/25*
- **Adult Ed PT Health (Pharmacy Tech)** – Gamble, Amber (161753) *effective 06/19/25*

2d: 2025-2026 Occupational Advisory Committee Members

*M/S/P.

NEW BUSINESS: (*Tabs 3 – 9*) (*action topics*)

2025-2026 Lake Technical College (LTC) Program Fee Schedules (*Tab 3*) Executive Director, Mrs. Thomas, stated that the 2025-2026 proposed LTC internal lab fees, schedule (for facilities use and programmatic/lab fees), did increase slightly; between three and five percent, due to an increase in cost of goods. She mentioned that, although LTC tries to remain as conservative as possible; some programs, such as the Welding program and Health Science programs, are very expensive to operate. She said there are new program coordinators and managers who are looking at more cost-effective processes. She stated that Director, Mrs. Melissa Stephan was available to answer any questions. There was no further discussion by the Board. *MSP.

2025-2026 Deputy Training Agreement between Lake County Sheriff's Office (LCSO) and Lake Technical College (*action required*) (*Tab 4*) Executive Director, Mrs. Thomas stated that the finalized draft agreement is being presented in follow-up to the discussion from the September 16, 2024 Meeting. At that time, it was confirmed there were no conflicts between the LTC and LCSO; however, the original agreement needed to be updated to reflect changes since it was written years ago. The updated legal language memorializes the changes and provides clear understanding for liability purposes and, she said it had been several years since the LCSO requested an increase; initially requesting an additional \$20,000.00 for the new school year; however, have agreed to a \$10,000.00 increase instead, recognizing that both agencies have endured cost increases for operations and facilities expenses.

Mrs. Thomas discussed with Members, the delays that were faced in getting the finalized update to the Charter Board. She said that there have been staffing changes at the LCSO, such as retirements and promotions. Throughout the school year, she, Attorney Stone, and Captain Bond have held meetings with the new LCSO legal counsel; and, the new LCSO Major. The agreement has been thoroughly reviewed by key stakeholders and the new LCSO legal counsel, together with Attorney Stone, therefore Mrs. Thomas does not anticipate any changes to the final format agreement submitted to LCSO; and, as presented. She requested approval for the 2025-2026 school year contingent of any significant changes. She stated that if there are significant changes, she will present the updated agreement to the Charter Board at the next Meeting. *MSP

2025-2026 Agreement between Lake Technical College and Tarsha R. Jacobs CPA (*Tab 5*) Executive Director, Mrs. Thomas presented the newly proposed agreement. She mentioned to Members that there were no significant changes to the scope of service and that the last increase had been approved in 2021. This agreement would be to continue that service, with a \$100.00 increase. *MSP

RFA: United Data Technologies, Inc. Purchase (*Tab 6*) Chairperson, Richard Keith explained to Members that Tab 6 is an added Agenda item and that Members may not have had an opportunity to review the documentation as part of the tab. Executive Director, Mrs. Thomas confirmed that the tab documentation was added to the agenda today. She requested Members to please take their time to review the tab while she provided details and welcomed any questions that they may have.

Mrs. Thomas said that for the last several months, LTC has been working with LCS preparing to update the information technology infrastructure as well as the WIFI. She pointed to the WIFI Aero-hive boxes, located on the ceiling, explaining that they had been installed in 2014. She noted the current boxes will be reaching their end-of-life in the Fall of 2025; and, after that, there will be no tech support available. In end-of-life stage, the Aero-hive boxes lack the advanced capabilities needed to support increasing bandwidth demands, modern security protocols, and seamless integration with cloud-based services. She said that she received a quote last week for the new hive-boxes in the amount of \$51,000.00; which, was within the Executive Directors Discretionary Spending Limit and approved and processed.

However, part-two of this quote is the information she received in e-mail today, just prior to the Meeting, in the amount of \$95,615.85; which, exceeds the Executive Directors Discretionary Spending Limit. This amount is for all of the equipment; including Cisco Network Switches and Related Components needed at both the main and Institution of Public Safety (IPS) campuses. In addition, she shared that LTC will be receiving over \$50,000.00 worth of network switches from the district to use towards this upgrade as well.

Mrs. Thomas mentioned that this is an approved district vendor; already configured and set-up to coincide with the district's networking; therefore, LTC is not required to obtain three quotes. Because the next Charter Board of Directors Meeting is not scheduled until September, she is seeking approval today to purchase Cisco network switches and related components. She stated that the district will help assist with installation when it is time to do so.

As mentioned in the Request for Approval, the upgrade will ensure the continued reliability, security, and scalability of LTC's network infrastructure. The items requested are industry-standard solutions that offer high performance, robust security features, centralized management, and long-term support. This investment will enhance network stability, enable future expansion, and reduce the risk of downtime or security breaches. The proposed purchase aligns with LTC's IT strategy and Strategic Plan, LCS, and supports the growing operational needs of the organization. She said, total costs to LTC will be approximately \$145,000.00 for upgraded infrastructure and WIFI.

Member, Mrs. Bonnie Onofre questioned if this expense was budgeted. Mrs. Thomas stated that approximately \$80,000.00 was budgeted because she was aware of the upcoming Aero-hives expense, and the school has received grant dollars and performance funding so the remaining expense will not be deducted from the main budget. Member, Mr. Mickey Gauldin questioned how LTC is linked to LCS. Mrs. Thomas stated that for both campuses, it is through the district servers in a combination of Fiber technology and Cloud-based services. She stated the upgrade at IPS will take place as the expansion construction project is being worked on. She mentioned that LTC also has servers that are not connected to LCS network. Member, Mrs. Bonnie Onofre questioned when the upgrade is expected to be completed. Mrs. Thomas stated late September to early October. Currently, LCS is working on newer schools and that timeframe also depends on how quickly the equipment is received. She said that she plans to attend a meeting with district staff soon to review the schedule & school and district responsibilities. *MSP

Review 2023-2026 Strategic Plan *(annual review only - COE requirement; no action required)* **(Tab 7)**
Executive Director, Mrs. Thomas stated that LTC's Strategic Plan is a three-year plan, currently 2023-2026. It is required by the accreditation body, Council on Occupational Education (COE), to the plan annually and provide updates and to receive Member feedback so that when a COE team schedules their re-affirmation visit, they will be able to see the progress of the goals and how the organization aligned to the plan.

She referred to the plan provided in Tab 7 informing Board Members that she kept the prior-year comments in red and the current year comments in green so that they could see the status of certain topics. She stated

that the document is a goal plan and helps drive decisions on initiatives; but there is no rule that every topic listed must be completed within the three years. She said, for instance, midway through the prior three-year plan, the COVID pandemic occurred and much of what was on the Strategic Plan could not be addressed. However, the administrative, instructional, and departmental leadership meets regularly and are making good progress. There are a few goals that will be worked on in this final year, but overall, there has been great progress made. On behalf of the Board, Chairperson Keith thanked Mrs. Thomas for the plan update.

RFA: Report on Salary (Tab 8) In accordance with the directive from the Board of Directors, Executive Director, Mrs. Thomas reviewed the Request for Approval regarding salary status and decisions for the upcoming 2025-2026 school year as follows:

- **2024-25 Instructional positions** received a 2–3% salary increase (excluding performance-based pay). Adjustments were determined by the district in coordination with union agreements, based on the step chart and contract type (annual vs. continuing).
- **2024-25 Classified positions** received salary increases ranging from 4–10%. These adjustments were negotiated between the district and the union and were also extended to non-bargaining employees. Higher increases in some cases reflect lane resets and adjustments for wage compression that occurred over recent years.
- **2024-25 Professional Managerial and Administrative** eligible positions in these categories received a 5% increase, approved by the Charter Board at its June 2024 meeting. This increase is effective for the 2024–2025 school year.

The current national Cost of Living Adjustment (COLA) for 2025 is estimated at 2.5%. Based on this, the Executive Director recommends maintaining all full-time salary levels, as-is, for the 2025–2026 fiscal year.

Mrs. Thomas informed Members that the LCEA and SEIU will still negotiate for teachers and classified employees in the upcoming school year; however, she understands that the district will be experiencing massive budget cuts in 2025-2026 and if there are increases, they will most likely be minimal. She stated that if there is a significant increase approved; this topic will be brought back to the Board for discussion.

Member, Mr. Mickey Gauldin questioned if the district conducts a range comparison, or a market survey, to compare how similar positions are paid in other counties. Mrs. Thomas stated that she could find out more details about that. She said to do a comparison would require relating the cost of living from county-to-county; for instance, the cost of living in Lake County is very different from the cost of living in south Florida counties; and, it would be difficult to relate that. She said, in comparison to past years, she feels that the district has done their very best to get the salaries increased to the current salary rates. Mrs. Thomas stated that, she agrees, there are still some positions where there is a shortfall in salary that needs to be addressed; however, in increments, the district is progressing and getting there as budgets are allowing them to.

She stated that, fortunately, during her years as Executive Director, she has not had to work with a lean budget; but she has worked with past administrations who did and who faced cuts to part-time pay and decrease in workforce; and, thankfully, her administration has not had to do that. She stated that her administrative team has been able to expand staffing with positions that are needed and overall, LTC is in a good place. She said it is not always perfect, but she and her administration are making good strides.

Member, Gerald Cobb, commented that what seems to be hurting the public school system is the voucher system. He recently learned that when a child's public-school voucher is received by another school; and later, if that child has behavioral issues causing a withdrawal, the child may return to the public school system; however, the voucher funding for that child does not return to the public school district. He said

they are losing a lot of money; especially affecting Orange County Schools, who has hired an advertising company to help with enrollment.

Mrs. Thomas stated that thankfully, LTC is workforce-funded, and the budget issues affecting the district employees are not impacting LTC this year. She said she has been proactively keeping LTC employees informed and being transparent about budget and legislative topics affecting postsecondary education.

Member, Mrs. Onofre, questioned if any of the current salaries are impacting hiring. Mrs. Thomas stated yes, and said that in some ways, that will always be the case. The challenge is getting applicants to understand that coming from private industry making \$36 an hour; even though they might make that same hourly rate at LTC; overall, because of only working 206-days per year, (not working through the holidays, winter and spring breaks, or summer months), the annual salary amount is less because there are less work days. Administrators are now reviewing a salary breakdown with selected applicants to show them the base salary and salary with the added benefits and insurance packages to help them understand. Mrs. Thomas stated that until, in general, money is put into teachers' salaries across the board, this will be the case. She said Members of the Board have been positive and supportive of the stipends recommended for some of the critical positions. This helps LTC be somewhat competitive; which, is not an option in K12.

There was no further discussion. *MSP

RFA: Operations Performance Award – Leadership (Tab 9) Executive Director, Mrs. Thomas stated that her recommendation for Operations Performance Awards is presented annually to the Board based on the status of LTC's fund balance at the end of the school year; whether positive from receiving additional revenue or from having less expenditures during the year or, a combination of the two.

She said, Performance Awards are something she is very supportive of for the leadership team members (department management and administrators); inclusive of the Executive Director position or not, who do a lot; with a little. She reminded Members that at the May Meeting, based on the At-A-Glance budget report, LTC's fund balance looked very healthy and although there were still some outstanding bills to be paid to finish out the 2024-2025 school year. She has confirmed with Assistant Director of Finance, Mrs. Amy DiNella, and CPA, Mrs. Tarsha Jacobs that the fund balance will support the recommendation presented affecting eight LTC employees serving in operational leadership (nine; if Executive Director position is included); both managers and administrator roles. As exempt employees, they are not eligible for overtime compensation or flexible scheduling adjustments. Throughout the current year, these individuals have consistently exceeded their standard responsibilities and hours to support increased institutional demands and project loads; and, their dedication and contributions have played a critical role in sustaining operational effectiveness and advancing strategic initiatives. In recognition of their exceptional performance, she recommended the implementation of a one-time Operational Performance Award, modeled after the instructional performance pay structure; proposed as:

- **5% of base salary** for employees rated as *highly effective*
- **2.5% of base salary** for employees rated as *effective*

She confirmed that the awards do not constitute a permanent salary adjustment. She stated that just as last school year, at the request of Board Chairman Chief Richard Keith, there are two fiscal impact amounts listed. One is inclusive and one is not inclusive of the Executive Director as options for discussion:

- Amount varies based on effective or highly effective performance evaluations.
Minimum \$14,868; maximum \$29,735

- Amount increase if Executive Director is included at the same percentage in the approval with the other employees. Minimum \$18,280 maximum \$36,560

Following discussion, the Board of Directors selected option 2; inclusive of the Executive Director.

*MSP

Executive Thomas thanked the Board for their decision.

Member, Mrs. Bonnie Onofre, commented that it is very important that the administrative team understands that the Board is very supportive of the hard work they do. Mrs. Thomas stated that many of the leadership team members are present at the Meeting and these individuals are very responsible with their department and program budgets throughout the year; stay informed legislatively, and work transparently to support the work for the good of the college.

RFA: Adjunct Instructor Pay Increase (Tab 10a & 10b) CTE and AE Program Instructors
Executive Director, Thomas spoke about Tabs 10a and 10b together; because they apply to the same topic of discussion. She stated that over the years LTC has had fluctuating budgets as a result of funding. There have been years in which the hourly rates did not experience an increase; and, in recent years experienced slight increases as a result from the increase to full-time salaries that were adjusted due to compression. She stated that the slight increase to part-time pay was very appreciated; mentioning that the part-time instructors are very dedicated individuals who love being able to teach about a career that they love doing; as most of the part-time employees; especially in the Public Safety programs, work full-time jobs in the same line of work.

She stated that LTC's CTE and Adult Education part-time hourly pay rates have not increased since 2022, and the advanced part-time hourly pay rates have not increased since 2023. She said that increases are necessary because it is becoming increasingly difficult for LTC to stay competitive with industry, and other educational institutions; and, therefore, makes the following recommendations:

Increasing hourly rate for LTC part-time CTE instructors from \$25 per hour to \$27 per hour and increasing Adult Education instructors from \$23 to \$25 per hour with a fiscal impact of:

- CTE - \$41,717
- Adult Education - \$9,069

and, increasing the hourly rate for LTC part-time advanced instructors from \$26 per hour to \$28 per hour and increasing practical nursing clinical instructors from \$30 to \$32 per hour with a fiscal impact of:

- Advanced/Specialized/Nursing Clinical - \$13,903

Tabs 10 a and 10 b were each approved separately. *MSP

BOARD CHAIRPERSON REPORT: Chairperson, Chief Keith expressed his thanks to Board Members for their participation and continuous support to the school. He stated that he looked forward to working together in the 2025-2026 SY.

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

- **Construction updates** – LTC is now mobilized at the Lincoln Park project in Clermont and the phases of the project are beginning. All of the quotes should be coming in for the IPS Expansion project; she expects final numbers next week to be able to get mobilized at that site too. Weekly meetings continue to be scheduled as the projects are underway. Good progress is being made on both projects. The Request for Design Build Proposals (RFP) for the B-Building renovation project will be sent in the near future. The

scope of work is pending from the architect; the Board will be advised of any bids and will be presented that information at the September meeting. New programs that are to be offered in the renovated space are expected to run in the spring of 2026.

- **Legislative** – Appropriation request placed this year did not make it through. The administrative team will continue working on applying for other grant funds and a new request for the upcoming school year to try and continue our phase work at Lincoln Park other projects that need to be finalized.

UPCOMING EVENTS: *(non-action topics)*

Campus Life Calendar/Schedule of Program Graduation Ceremonies:

- **Clermont Paramedic Program - Graduation**, Monday, June 23, 2025 @ 6:00 p.m., Clermont City Center, 620 W. Montrose Street, Clermont
- **Day Law Enforcement Program – Graduation**, Thursday, June 26, 2025 @ 10:00 a.m., Eustis Community Building, 601 Northshore Dr., Eustis
- **Corrections Program – Graduation**, Thursday, June 26, 2025 @ 2:00 p.m., IPS - Room 302

DATE/TIME OF NEXT MEETING:

Pre-schedule dates for 2025-2026 school year:

- 1st qtr. – Monday, September 15th, 2025 @ 4:30 p.m. Regular *Annual Budget Meeting*
- 2nd qtr. – Monday, December 8, 2025 @ 4:30 p.m.
- 3rd qtr. – Monday, March 30, 2026 @ 4:30 p.m.
- 4th qtr. – Monday, May 25, 2026 @ 4:30 p.m. *Annual Meeting*
- Second, 4th qtr. – Monday, June 22 (*or 29th*), 2026 @ 4:30 p.m. *End-of-Year Budget Review*

ADJOURNMENT:

Respectfully submitted,



Mrs. DeAnna D. Thomas
Executive Director