

LAKE TECHNICAL COLLEGE
Board of Directors End-of-Year Budget Meeting
September 15, 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 (*virtually*);

Members: Mr. Mickey Gauldin; Mr. Gerald Cobb and, Mrs. Bonnie Onofre

DIRECTOR MEMBERS NOT PRESENT:

Members: Dr. Isaac Deas; Mr. Tim Morris

Separately, Lake Technical College’s (LTC) Legal Counsel, Attorney, Kevin Stone, and Executive Director, Mrs. DeAnna Thomas joined the meeting (*virtually*).

**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 THE JUNE 23, 2025 ENDING 2024-2025 BUDGET BOARD MEETING (Tab 1)

The Motion for approval of the Meeting Minutes of the June 23, 2025 Ending 2024-22025 Budget Board Meeting was approved. ***M/S/P.** (**motion made, seconded, passed*)

PUBLIC COMMENT: Lake County Fiscal Rangers, Mr. Vance L. Jochim, Chief Fiscal Watchdog.

REPORTS: None.

UNFINISHED BUSINESS: None.

TAB 2: CONSENT AGENDA (a -k): (action topics)

PERSONNEL: (*Main Campus & Institute of Public Safety 2025-2026 1st quarter*)

(*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:

- **Assistant Director-Curriculum (LTC)** – Frazier, Kimberly D. (106402) *IHAC - position title change from Senior Administrator effective 08/04/25*
- **Adult Ed PT FF & ADV FF** – Swope, James W. (171084) *Recommendation to Appoint 2nd & 3rd part-time assignments*
- **Teacher, Adult Ed GED (Clermont)** – Alvarez, George (159419) (*NPT-Reappointment 25/26 SY*)
- **Adult Ed PT Health (Clinical)** – Veremakis, Elise – (101084) *Recommendation to Appoint 2nd part-time assignment effective 07/01/25*

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

- **Accounting Specialist** – Jackson, Joshua (171355) *effective 07/23/25*
- **Facilities Assistant** – West, Bruce (160959) *effective 09/08/25 Maintenance North ctr-to-ctr transfer*

- **Records Specialist - Admissions** – Rodriguez, Milagros (160107) *ctr-to-ctr transfer effective 07/28/25*
- **Student Information System Support Specialist** – Costarella Anthony (171385) *effective 08/04/25*
- **Teacher, Industrial Job Prep (Automotive Service Tech)** – Elkins, Stanley (171241) *effective 08/04/25*; McPherson, Michael (171390) *effective 08/04/25*
- **Teacher, Industrial Job Prep (Commercial Foods & Culinary Arts)** – Houseman, Ashley (171408) *effective 08/04/25*
- **Teacher, Industrial Job Prep (Diesel)** – Dover, Patrick (168939) *part-time to full-time effective 08/04/25*
- **Teacher, PT Adult Ed GED ELCE** – Benson, Kevin (171748) *effective 09/12/25*; Derby, Michael (157179) *effective 08/19/25*; Greigo-Kelleher, Regina (171727) *effective 09/16/25*; Ortiz, Jessica (171782) *effective 09/23/25*
- **Teacher, PT Adult Ed GED ELCE2** – Amos, Linda – (164528) *effective 08/12/25*; Caldwell, Kerri (162176) *effective 09/12/25*; Lewis, Jennifer (130155) *effective 09/03/25*; Whittie, Amy (126714) *effective 08/12/25*
- **Teacher, PT Adult Ed Health** – Maynard, Grady (171774) *effective 09/24/25*; Ridge, Joseph (171777) *effective 09/19/25*; Ridge, Michael (162187) *effective 09/19/25*; Thorndike, William (171783) *effective 09/22/25*
- **Teacher, PT Adult Ed Health Clinical** – Duggan, Deborah (171699) *effective 09/12/25*; Rivera, Arlene (171698) *effective 09/08/25*
- **Teacher, PT Adult Ed Public Srvc-FF** – Benway, Christopher (171664) *effective date pending*; Bliffen, Thomas (171694) *effective 09/04/25*; Edwards II, Michael (171663) *effective 10/07/25*; Fyock, Nicolas (171662) *effective 10/06/25*; Gamble, Brian (171696) *effective date pending*; Green, Benjamin (171661) *effective date pending*; Rice, John (171697) *effective 09/04/25*; Wozniak, Robert (171735) *effective 09/22/25*
- **Teacher, PT Adult Ed Tech Trade (Baking/Pastry)** – Schlagel, Amanda (171813) *effective 09/22/25*

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

Full-time/Part-time 4531/4535:

- **Adult Ed PT Public Serv LE and LE EOT** – Holtzclaw, Greg N. (163540) *effective 06/03/25*
- **Adult Ed PT Public Serv FF/FF ADV** – Wages, Eric T. (125389) *effective 06/30/25*
- **Teacher, Industrial Job Prep (Cloud/Info. Tech)** – Wagenhauser III, Thomas (165497) *effective 06/16/25*
- **Adult Ed PT GED ELCE2** – Ramos-Rodriguez, Yara (161662) *effective 08/01/25*

2d: 2025-2026 LTC Policy/Procedures/Plans - Intranet (*annual review; requirement of COE*)

- 2025-2026 LTC Policy and Procedures
- 2025-2026 Book of Plans
(Federal requirement – Posted on LTC Website)
- Campus Safety and Security Policies *(LTC Catalog, pgs 20-24)*
- Drug and Alcohol Abuse Prevention Plan
(LTC student flyer, Policies & Procedures pgs 58-63; LTC Catalog, pgs 22-23)
- Cleary Act *(laketech.org - Resources/Campus Safety & Security link)*

2e: 2025-2026 Agreements between Lake Technical College and Sumter County Public Schools

- a) Career Dual Enrollment Agreement
- b) 2025-2026 Memo of Understanding (*Phlebotomy Program/reference CDE Agmt*)

2f: 2025-2026 Career Dual Enrollment Agreement between Lake Technical College and Lake County School Board

2g: 2025-2026 Agreement between Lake Technical College and The Villages Charter School, Inc.

- a) 2025-2026 Career Dual Enrollment Agreement-The Villages Phlebotomy
- b) 2025-2026 Memo of Understanding The Villages Phlebotomy *reference CDE Agmt*)

2h: 2025-2026 Career Dual Enrollment Agreements between LTC and Private School students:

- a) Real Life Christian Academy
- b) Covenant Light Private School & Co-Op

2i: 2025-2026 Career Dual Enrollment Agreements between LTC and Home Education students (*Individual Agreements a - f*)

2J: Property Disposition (*1st quarter report*)

2k: 2025-2026 LTC Organizational Chart effective 07/01/25 (*Annual review and approval for COE*)

*MSP for all Consent Agenda tabs.

On behalf of the Board of Directors, Chairperson, Chief Keith conveyed a message of appreciation to staff for their good work on the tabbed items of the Consent Agenda.

NEW BUSINESS: (*Tabs 3 – 13*)

2024-2025 & 2025-2026 Combined Ending & Beginning Budget Reports (*Tab 3*) (*action required*)

Mrs. Jacobs reviewed, individually, the fund balance budgets and encouraged Members to let her address any questions during or after her view. Board approval is required to conform to state standard accounting mandates and for the accounting firm, BKHM, to be able to proceed in finalizing the Financial Statement ending 2024-2025.

*MSP

On behalf of the Charter Board of Directors, Chairperson, Chief Keith, thanked Mrs. Jacobs for her detailed review of all budget groups and he extended congratulations to the entire LTC financial team for the good numbers reported and the tremendous work that they do in that office.

The approved combined ending 2024-2025 and beginning 2025-2026 budgets will be available on the Lake Technical College (LTC) Website: laketech.org.

FLDOE 2025-2026 District Postsecondary Student Fee Survey Memo (*Tab 4*) (*Annually adopted; action required*) Mrs. Thomas stated that LTC is required to submit the approved State Student Fee Memo to the state annually. She said approval is a formality; as LTC does not have any control over the tuition rate set by the state; to which, there have been no tuition changes to report.

*MSP

2025-2026 Lake County Schools Contract for Services for Purchase by Charter Schools and Annual Costs (*Tab 5*)

- *Contract for Services for Purchase*

- *Annual Costs for Purchased Services Form*

Mrs. Thomas stated that this is an annual contract for services for purchase that the district requires of all charter schools in Lake County. She stated that LTC did not select any different services for purchase in comparison to past school years and there were also no cost increases for the 2025-2026 SY. She requested approval of both documents:

***MSP.**

RFA Main Campus, B-Building Renovation Contract (Tab 6) Mrs. Thomas stated that LTC was awarded funding from the state's Florida Workforce Development Capitalization Grant in the amount of \$3,936,000 to be able to renovate and redesign the areas of Building 2 of the main campus in Eustis, where the Transportation and Welding programs were formerly located.

New instructional space will be established to offer Aluminum Welding and Fabrication and Industrial Machinery Maintenance Technician programs.

Mrs. Thomas stated that she and Attorney, Kevin Stone worked on a design-build Request for Approval (RFA).

Facilities Manager, Mr. Jack Miller, provided a verbal summary to the Board describing the tasks and timeline for posting the RFA, the Request for Proposal (RFP) and ranking, and selection process that followed. He confirmed that Scorpio Construction Company was the highest-ranking out of four contractor bids and was selected to enter into a design-build contract with Lake Technical College. The company will provide design and construction services for renovation and remodeling of approximately 12,000 square feet of vacant program areas at the main campus. The fiscal impact is unknown until negotiations are complete; but, all funds spent, will not exceed the allocated grant amount.

Mrs. Thomas said that Scorpio Construction Company is actively working on the Lincoln Park and the Institute of Public Safety (IPS) expansion projects and are doing a really great job. She said she attends regularly scheduled construction meetings with them. They are very organized and on-point in working with a postsecondary institution and understanding what LTC's needs are and it has been a pleasant experience.

***MSP**

RFA Combi-CB Lift (Tab 7) Executive Director Thomas stated that LTC receives Performance Incentive Funds from the state. One of the programs at LTC that earns quite a bit of performance incentive fund is the Welding program; earned from welding certifications that students receive. She said that the Welding Program is requesting approval to procure a COMBi-CB 8000D Multi-Directional Forklift using funds that the program earned. Mrs. Thomas stated that the initial cost of the equipment was \$108K; however, it was negotiated to \$95K. Mrs. Thomas noted this investment will strengthen program outcomes and maintain Lake Tech's commitment to high-quality, career-focused education.

Mrs. Thomas described to Members that the Welding program is housed in an L-shaped building section, and this type of forklift supports the safe and efficient handling of heavy steel and large materials used in training and it will significantly improve workshop safety, reduce the risk of injury from manual handling, and enhance the overall instructional environment. To be more cost-effective, the program now receives long and heavy materials. The forklift that is currently used is not able to handle the weight of those larger materials. This forklift is unique; having multi-directional capabilities; making it ideal for navigating tight shop spaces while transporting. She stated that this piece of equipment will be primarily used for transporting welding materials into the shop; load materials onto the storage racks, and in the lab area; but, also by the Center for Advanced Manufacturing (CNC/Machining program), or other campus projects, as needed.

Facilities Manager, Mr. Jack Miller, commented that it is an amazing piece of equipment to observe. When a shipment of long materials is received; it is no longer necessary to turn the actual forklift. The wheels on this equipment can rotate sideways with a press of a button; which, allows the forklift operator to enter the building sideways. Once inside, the wheels can be turned again, so that the operator can proceed to the storage destination inside the shop. He said that the individuals who have had an opportunity to operate it said it will make things so much easier for them, and it will make the receiving process so much safer.

Member, Gerald Cobb questioned where the equipment was purchased from. Chairperson Keith referred Members to the details in the RFA; which included a sole source letter. Mr. Miller confirmed that the dealer with the piece of equipment in stock, and in Florida, was Southern States Toyota. Other dealers could order one; however, it would take five to six months to have one made.

Discussion ensued among Members. Member, Gerald Cobb questioned if this equipment was used in any other technical colleges across the state and, if this purchase was cost-saving. Mr. Miller said that he was only guessing; but, believed that LTC was the only technical college that acquired this type of equipment. Member, Mickey Gauldin questioned how many other centers have a welding program like LTC; and, all Members agreed that LTC's welding program is a long-standing program; offered for over 50 years, and that from a safety standpoint, it is cost-saving.

Director, Mrs. Melissa Stephan stated that LTC is now ordering longer pieces of steel; which, is cost-saving. She stated that the longer pieces of steel can be custom-cut and sized for a particular project. Because LTC is receiving longer pieces of steel, it has become difficult to maneuver the materials into the shop. She reiterated that this expense is coming from Fund 110; Performance Incentive Funds; which, the program earned from its students earning their industry certifications. Mrs. Thomas informed Members that not all programs have the ability to earn performance funds from the state. She said, historically; and, if possible, LTC administrators try to put the earned performance incentive funding back into the program that earned it, but there is no stipulation, by the state of Florida, as to where those funds are used.

Vice-Chairperson, C. A. Vossberg, commented that he would love to be able to have a forklift like this at his business; there are similar constraint issues with large pieces. He stated that while it is a big expense; if it prevents one injury or one accident then, it more than pays for itself; probably ten-times over, and, that, must be taken into account. There was no further discussion.

***MSP**

Remote Attendance Policy (Tab 8) Executive Director, Thomas stated that a remote attendance policy is something that administration has been thinking about doing for some time.

During the COVID Pandemic there were certain allowances, and Board Members were able to meet virtually. Prior to this Meeting, Vice-Chairperson, C.A. Vossberg contacted the office, because even though he could not physically be present to vote; he did not want to miss the Meeting, and asked if he could call-in while in travel to stay informed.

Mrs. Thomas stated that she appreciated this Board Member's request in an effort to stay engaged. She mentioned that she already had a meeting scheduled with Attorney Stone regarding another matter, so she took the opportunity to discuss this with him as well and worked with him to create a Remote Attendance Policy, to move forward, if the Board chose to, with a Remote Attendance policy that is quite specific; so, it was not demeaning the value of being physically present; face-to-face, at meetings.

Attorney Stone agreed with Mrs. Thomas. He stated that as a charter school in Florida, the LTC Charter Board is subject to the Sunshine Law; which requires all Meetings be in a place where the public can hear them; so, there are some constraints on how boards are able to meet.

He stated that charter schools have a little bit more flexibility, and so the path that he and Mrs. Thomas have chosen is to propose a policy that will allow a Meeting to proceed, as long as a quorum is physically present; and then once a quorum is physically present, other Board Members, providing there is a circumstance that justifies it, can participate remotely; by phone or other technology and that their participation is full-participation, meaning they can vote and participate as a Board Member would normally be able to.

Attorney Stone commented that, obviously, we do not expect this policy to be abused; however, if it is, the Board has the option to have that policy adjusted on a case-by-case basis.

***MSP**

Facilities Use Agreement between LTC and Lake County Fire/EMS (Tab 9) Executive Director, Mrs. Thomas stated that LTC has a traditional Facilities Use Agreement when there are organizations request use of the campus facilities for a specific training, class, or in-service that they are doing for their agencies. However, recently, she said that she was approached by Lake County Public Safety Director, David Kilbury; who expressed their desire to have a regular presence at the IPS campus.

She stated that IPS's Fire Academy & EMS Programs Director, Mr. Eric Harper is in full support of having them there. Essentially, they would like to house the Battalion Chief and two staff members who oversee agency training in a couple of the offices on the IPS campus.

Mrs. Thomas stated that they have had a couple of really good meetings; but it has yet been determined how often they would need to use the training grounds; and, that, obviously, the equipment, burn building, and fire tower must first and foremost, be used for LTC/IPS students. She stated that the partnership would look different from the one LTC has with the Lake County Sheriff's Office (LCSO) because LTC contracts with them to oversee the Law Enforcement program; however, their training services and offices have moved and there are only the Law Enforcement Academy Director and two Program Coordinators on campus. The partnership with Lake County Fire Rescue Emergency Medical Services is merely for facilities use and not to oversee fire training programs.

She stated that because the Board does not plan to meet again until December, she wanted to bring the draft agreement and descriptive memorandum before the Board to know if this partnership is something the Board is in favor of and whether or not to move forward, working with Attorney Stone, and their legal counsel, to try and develop an agreement the use for students and when they would be able to use the facility around students.

Mrs. Thomas stated that, over the years, Lake County has been a great partner to LTC, with funding; opportunities; and, help with expansion projects; and she said she feels it could be a good partnership after working through and navigate those areas. She said because it is a regular use space, and doesn't really fall under the current Facilities Use Agreement, she said she felt it was important to bring before the Board.

Member, Gerald Cobb questioned if Lake County Fire Rescue Emergency Medical Services will be compensating LTC for the use of its space. Executive Director, Thomas stated yes; that she and Attorney Stone have met at length about this; and, the set monthly amount will depend on the amount of square footage being used and, as for trainings, depending on regular use of the tower and burn-buildings; there would be more frequent maintenance costs involved. She stated that the very draft agreement provided as part of this tab reflects what their agency is asking for and what is being negotiated; but does not yet contain those specifics.

Chairperson Keith commented, as background, Lake County Fire Rescue did use an old fire station facility located in the Sunnyside area that they were using for training and they vacated it. He stated that the IPS facility will provide them with another opportunity to centralize the training part and he feels that is a good move and looks forward to Mrs. Thomas and legal team exploring this deeper and said he appreciated that this topic is being discussed.

The amended motion for approval of the tabbed “conceptual agreement” was ***MSP**

Existing Agreements (Tabs 10, 11, and 12) Executive Director, Thomas stated that these are existing contracts with companies that LTC has worked with for quite some time; however, the cost of doing business, for everyone, has increased. Currently, the approved Executive Director’s Discretionary Spending limit set at \$65,000. Although Director, Tonya Hefley and Mr. Miller negotiated the contract amounts for the new school year; there have been slight increases, and now the contracted amounts exceed the \$65,000 spending limit. Because of that, the new contracts were included in today’s Board Agenda as New Business tabs for approval.

2025-2026 Hutto Enterprizes, Inc. – Professional Janitorial Service Proposal (Tab 10)

2025-2026 Eagle Globe Protective Services, Inc. - Security Agreement (Tab 11)

2025-2026 Prestige Pro – Property Maintenance Agreements (Tab 12)

- Lake Technical College, Eustis
- Institute of Public Safety, Tavares

***MSP.** Each contract is on file with the official Board Meeting tabs.

Requests to Increase Executive Director Discretionary Spending Limit (Tab 13)

- **2025 Resolution to Enter into Contracts and Limit Executive Director’s Discretionary Spending** Executive Director, Thomas stated that Member, Timothy Morris, contacted her prior to today’s Meeting to inform her that he would not be present due to a schedule conflict. While discussing the tabbed agreements and the increase in the costs of goods and services, Member, Morris suggested that the topic of the Executive Director’s Discretionary Spending Limit be re-visited, and perhaps increased. He said, this would allow her to carry on with business and have the ability to move forward knowing that items to be purchased must be budgeted for. ***MSP**
- **Update RFA: All Grant Purchases Exceeding Executive Director’s Discretionary Spending Limit** Executive Director, Thomas continued in discussion stating that separate from the Discretionary Spending Limit Resolution for policy and procedures; the Board approved a request to allow the Executive Director to act on purchases, within the Executive Director’s Discretionary Spending Limit, when working within grant conditions or deadlines. ***MSP**

BOARD CHAIRPERSON REPORT: Chairperson, Chief Richard Keith said that he had no items for discussion; only to thank the Board Members for their participation at today’s Meeting and to the Administrators, Faculty, and Staff for all of their hard work. Vice-Chairperson, C. A. Vossberg thanked Director, Mrs. Hefley and Board Secretary, Mrs. Lana Payne for coordinating virtual attendance so that he could participate during travel. Member, Mr. Mickey Gauldin thanked Board Secretary, Mrs. Lana Payne for working through some of the difficulties she encountered when trying to send the large amount of digital content that was generated for this Meeting. He said she went above and beyond to get the Meeting tabs to all Board Members; outstanding. Vice-Chairperson, C.A. Vossberg agreed and stated that during the Meeting he used the link she provided and was easily able to see all tabs without issue.

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

- **Construction updates – Lincoln Park and IPS Expansion Projects – Notice to Proceed:**
Executive Director, Mrs. Thomas stated that the main campus renovation project was discussed previously in tab 6 and because the next formal Board Meeting is not until December 8th, she will be sharing with Board Members, via e-mail, photos of the progress being made at the two construction sites. The Lincoln Park project in Clermont is on schedule for a completion date in March 2026 and with regards to the IPS Expansion project in Tavares; LTC is waiting on the permits to come back from the Lake County School district. She stated that next Tuesday begins a series of bi-weekly construction meetings.

UPCOMING EVENTS: *(non-action topics)*

1. Fall Occupational Advisory Committee Reception – **Thursday, October 2, 2025 @ 6:00 p.m.**
2. Calendar Details:
 - LTC 206-day Instructors Pre-planning Week began Monday, August 4, 2025
 - LTC Students classes for the 25-26 SY began Monday, August 11, 2025

Campus Life Calendar/Schedule of Program Graduation Ceremonies:

- **Thursday, November 6, 2025 5:00 PM – 8:30 PM Taste of South Lake & Business Expo**
Clermont's Waterfront Park (Lake Tech's Commercial Foods and Culinary Arts program participating)
- **Monday, November 17, 2025 6:00 PM – Eustis PN Class (Capping and Pinning ceremony)**
- Eustis Community Center-601 Northshore Dr. Eustis FL 32726
- **Monday, December 8, 2025 6:00 PM - IPS Class 138 Combo Graduation**
Eustis Community Center-601 Northshore Dr. Eustis FL 32726
- **Tuesday, December 16, 2025 6:00 PM - Eustis Paramedic Graduation**
- Eustis Community Center-601 Northshore Dr. Eustis FL 32726

DATE/TIME OF NEXT MEETING:

Pre-scheduled dates remaining for 2025-2026 school year:

- 2nd qtr. – Monday, December 8, 2025 @ 4:30 p.m.
- 3rd qtr. – Monday, March 30, 2026 @ 4:30 p.m.
- 4th qtr. – Monday, May 18, 2026 @ 4:30 p.m. *Annual Meeting*
- Second, 4th qtr. – Monday, June 22 (or 29th), 2026 @ 4:30 p.m. *End-of-Year Budget*

ADJOURNMENT:

Respectfully submitted,



Mrs. DeAnna D. Thomas
Executive Director