

**LAKE TECHNICAL COLLEGE**  
**Board of Directors Meeting**  
**March 30, 2026 / 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, and Mrs. Bonnie Onofre

**PRESENTATIONS:** None.

**PROGRAM SPOTLIGHT:** On behalf of the Charter Board of Directors, Chairperson Keith requested three employees to step forward to receive recognition from Lake Technical College (LTC) for being selected by their peers in the following Lake County Schools (LCS) categories:

**Teacher of the Year** – Mr. Harold Lingenfelter, Center for Advanced Manufacturing (CAM)

**Rookie Teacher of the Year** – Mr. Trevor Misegades, Center for Advanced Manufacturing (CAM)  
*(Category winner representing Lake County)*

**School-Related Employee of the Year** – Mrs. Lilliana Guardiola, Senior Student Information Analyst

Each employee was presented with a personalized recognition award and thanked for representing Lake Technical College (LTC) in such a positive way. Mrs. Thomas mentioned that Mr. Misegades made history as the first LTC Rookie Teacher of the Year to win as a LCS finalist. Board Members enjoyed watching a video of Mr. Misegades’ acceptance speech that was posted on the Educational Foundation of Lake County’s website. Congratulations to all!

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

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

**APPROVAL OF THE MEETING MINUTES OF THE MARCH 30, 2026 MEETING (Tab 1)** The Motion for approval of the Meeting Minutes of the March 30, 2026 Board Meeting was approved. **\*M/S/P.**

**PUBLIC COMMENT:** None.

**REPORTS:** None.

**UNFINISHED BUSINESS:** None.

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

**PERSONNEL:** *(Main Campus & Institute of Public Safety 2025-2026 2<sup>nd</sup> quarter)*

*(Charter Board Approval supports quarterly turnover reported by LTC to LCS Human Resources)*

**2a:** **APPOINTMENT, 2<sup>ND</sup> ASSIGNMENT, IN-HOUSE CHANGE ASSIGNMENT:**

- **Program Specialist Perkins PS** – Lindamood, Sherie A. (139294) *Perkins grant funding percentage change from 100% Perkins assignment to 50/50% Perkins Grant-General funding assignment effective 08/04/25*
- **Teacher, Business Job Prep GF PS** – Knox, Kimonde S. (163075) *Perkins grant funding percentage*

*change from 50/50% Perkins Grant-General funding assignment to 100% Perkins assignment effective 07/07/25*

- **Adult Ed PT Public Serv FF** – Ridge, Michael (162187); Ridge, Joseph (171777) *3<sup>rd</sup> Assignment added to profile effective 11/20/25*
- **Adult Ed PT Health & PT Health Clinical** – Ojeda-Martinez, Yvonne L. (171339) *Part-time Assignments activated as primary effective 03/25/26*

**2b: REQUEST TO HIRE:**

- **Career Advisor AE** – Maugans, Hailey (169921) *effective 02/24/26*
- **Adult Ed PT GED ELCE** – Babauta, Linda (172046) *effective 12/12/25*
- **Adult Ed PT Public Serv FF** – Hargroves, Weston (172101) *effective 01/05/26*; Moy, Christopher (172100) *effective 01/05/26*; Patrick, Orlando (*pending*); Rajcula, Joshua (172099) *effective 01/05/26*
- **Adult Ed Part-time Law Enforcement** – Capraun, Erick (171951) *effective 12/12/25*; Williams, Jason (107365) *effective 03/02/26*; Krotenberg, Cory (*pending*)

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

- **Adult Ed PT Health** – Speir, David E. (112200) *effective 01/22/26 (Resignation)*
- **Executive Secretary AE** – Roman Ramos, Marielys M. (170693) *effective 02/20/26 (Resignation)*
- **Teacher, Health Job Prep PLGNY** – Ojeda-Martinez, Yvonne L. (171339) *effective 03/24/26 (Resignation)*

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

**NEW BUSINESS:** (*Tabs 3 – 11*)

**At-A-Glance Budget Summary (12/31/25- 01/31/26; 2/28/26) (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, December 31, 2025 – February 28, 2026. The financial status report is on file with the official Meeting Minutes of the Board. No Board action was required; and, with no further updates or discussion by the Board, Chairperson Chief Keith thanked Mrs. DiNella for her report.

**2026-2027 Calendars (*LCS Payroll Requires Approval*) (Tab 4)**

- *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)*

Executive Director Thomas stated that annually, the Charter Board approves Lake Technical College's (LTC), student, faculty, and staff calendars for the upcoming school year. She stated that LTC's calendars differ slightly from the Lake County School (LCS) district calendars; having more class-days for students to be able to complete their program in a year. Because LTC began offering a four-day class-week to students and staff working a four and a half-day work-week; LTC's calendars did not always align with the district's calendars. However, by the end of the school year, the work-hours are identical and aligned. She said, faculty and staff assigned to the 206-day and 247-day calendars were polled regarding options surrounding holidays during the 2026-2027 School Year and from their input, the 2026-2027 calendars were generated. Members were provided the calendars in advance of the Meeting for review; there was no additional discussion. \*M/S/P.

**2025-2026 Career Dual Enrollment Agreement between LTC and students of Private School, Champion Preparatory Academy (Tab 5)** Executive Director, Thomas spoke regarding both Tab 5 and Tab 6; although acknowledged that both tabs needed to be approved separately. She stated that the Tab 5 agreement is the traditional career dual-enrollment agreement that comes from the State of Florida; that statutorily states that LTC must have an agreement with any one dual-enrollment student (home-school or private school). The Charter Board does approve agreements identical to this, annually, at the beginning of the school year between Lake County School Board (LCSB) or Sumter County School Board (SCSB); however, the agreements may come intermittently throughout the year afterwards to have in place for dual-enrollment students that enroll in a program mid-school year. The agreement is identical to the established agreements; just specific to the two entities. There was no additional discussion. \*M/S/P.

**2025-2026 Career Dual Enrollment Agreements between LTC and Home Education Students (Tab 6)** Chairperson Keith continued the discussion into Tab 6; Member, Mickey Gauldin questioned if an agreement was required for each, individual Home Education Student. Mrs. Thomas stated, yes and that it is all outlined in Florida statute. As mentioned previously; it is identical. \*M/S/P.

The Board was in agreement with a suggestion from Executive Director, Thomas, since the Board approves the agreements, annually, at the beginning of the year; to inquire with Attorney Stone about having a blanket approval for the mid-year dual-enrolled students, so that the additional agreements do not have to come before the Board throughout the school year.

**2026 Telecommunications Training Agreement between Lake Technical College and Lake County Sheriff's Office (Tab 7)** Executive Director, Thomas stated that this agreement is separate from the Deputy Training Agreement between Lake County Sheriff's Office and LTC. The Telecommunications agreement was re-written recently; stating that it will be continued unless there are changes necessary. There are no changes to report, so the LCSO legal department generated this letter to officially extend the terms of the previously approved agreement.

Chairperson, Keith commented that in the State of Florida, Telecommunicators in Public Safety complete required training to a certain, high-level based on case-experience of bad handling of a variety of 911 calls in the past. He stated that it is a blessing to have LTC be a part of that process. \*M/S/P.

**RFA Continuing Services Construction Task Order Five with Gatorskch Corp. Architects & Planners of Clermont Florida (Tab 8)** Executive Director, Thomas addressed both Tab 8 and Tab 9 reminding Members that at last year's legislative session, LTC received an additional \$4.9 million for the *Lake Technical College South* project. Phase 1 of this project is scheduled to be completed in approximately three weeks; LTC is currently waiting on delivery of equipment and other supplies before a ribbon-cutting ceremony is scheduled. She said LTC will soon be moving into Phase 2 of the project; which is Design and Build to utilize the funds mentioned.

She described that the construction project began at the North end of the building next to the LCS high school construction portion of the building. Phase 2 will go into the next building; which, is intended to house student support services offices; (such as, Administrator, Financial Aid; Career Advisors; and a Pearson Vue Testing Lab/Media Center). Mrs. Thomas stated that the site work will be one of the big expenses in this phase of the project, because of the way that the storm water flows, and because it was formally an elementary school, with only a parent pick-up area; a parking lot is needed for the adult students who will be driving.

She said in 2024, LTC entered into a Continuous Service Contract with Gatorskch Corporation, Architects & Planners of Clermont Florida and Gatorskch has been involved with the project since the project started as the Lincoln Park project. For this reason, she told Members that she would prefer to stay with this group because they are familiar with this property and the project; and, they have done a good job in Phase 1. Mrs.

Thomas said it makes sense to continue with the same type of design so that the property looks planned and continuous; and, that LTC isn't jumping into another entities, completely different, design aspect.

Member, Dr. Isaac Deas questioned when Phase 2 of the projects was scheduled to begin. Mrs. Thomas stated that they are ready to start now. Mrs. Thomas responded that some of the preliminary pre-work has already been completed; but, it also an economy of scale. Because as they wrap up Phase 1 of the current building, by being able to continue into Phase 2 without interruption; it helps in many aspects of the project. Member, Gerald Cobb questioned, based on the expenses of Phase 1; if she knew the anticipated amount of expense for Phase 2. Mrs. Thomas stated that the idea is to get as much building as possible from the amount of money LTC received. She stated that this discussion will lead into Tab 9; however, one of the reasons that she is requesting to "Piggy-back" is to allow Scorpio to continue on during the contract. They did great during Phase 1; and, this would allow them to be involved in design, versus the first time in Phase 1, Gatorskch designed for LTC, and then it went out to bid. The piggy-back will allow Scorpio to provide information in real-time. She said that LTC will still continue to work through site quotes and those sorts of tasks; but, in real time. She mentioned that Scorpio was the contractor for LCS' high school portion of the project and are very familiar already with Phase 1 and what is needed going into Phase 2 and confirmed, by not continuing with them on this property, that it would definitely set LTC back in a lot of time and money. With no further discussion, \*MSP.

#### **RFA Scorpio Construction Manager Services, Lake Technical College South – Phase 2 (Tab 9)**

Executive Director, Thomas stated that this approval will allow LTC to continue on with Scorpio contractors. She reminded Members that LTC previously advertised and Request for Approval (RFA) for a Construction Manager at Risk; and Scorpio was selected and they have done a great job in Phase 1 of the project and LTC would like to proceed with them in Phase 2. She said that she met with Attorney Stone to find out the proper process to follow and through that research, they found that LCS did put Scorpio on a Continuing Services Contract and that LTC has the ability to piggy-back on that contract particularly because the building is owned by LCS. She said that Scorpio understands how much money is available for the project and that they are working within that scope; so LTC and Scorpio are continuously negotiating and working through the options available for the buildings. She said they have been a great team to work with and have produced fantastic work not only with this project but as well as the expansion project that is currently underway at the Institute of Public Safety Complex(IPS) in Tavares. With no further discussion, \*M/S/P.

#### **RFA Approval of Leadership Title Alignment with Postsecondary Structure (Tab 10)**

Executive Director, Thomas stated that during former Executive Director, Dr. Diane Culpepper's tenure, when her job title was Director, she brought before the Board an RFA to update administrator positions titles; the Director position to Executive Director, and both Melissa Stephan and Jack Miller's from Assistant Director position titles to Director's titles.

She said, since that time, LTC has grown a lot and campuses are spreading throughout the county. Mrs. Thomas said that she brought this topic to the Board for their input because LTC now has five required "Program Director" positions that are non-loadbearing instructional positions. "Required", for example: The Florida Department of Law Enforcement (FDLE), Criminal Justice Academy; The Florida Fire College; The Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP); and The Medical Assisting Education Review Board (MAERB) and Commission on Accreditation of Allied Health Education Programs (CAAHEP), as accreditation bodies, all require a titled Program (or Academy) Directors to oversee their programs.

These position titles can be very confusing, internally, because these Directors do not have administrator capacity; for example, authority to dismiss students. The current LCS positions: Executive Director,

Director of Curriculum and Instruction, Director of Operations, and the Assistant Director administrator have capacity or power, within the district, to be able to dismiss students.

She recommended to the Board, select leadership job titles at Lake Technical College to align with standard higher education organizational structures. The proposed titles are as follows:

- DeAnna Thomas, M.A. – President
- Melissa Stephan, M.Ed. – Vice President of Academic Affairs
- Tonya Hefley, M.Ed. – Vice President of Operations
- Kimberly Frazier, M.A. – Associate Vice President

She said there would be no change in the job description, compensation, or status; only a change in title name and it would not become effective until next school year. This would be to delineate true administrator capabilities and scope of work versus the Program Directors and some of the other management positions at LTC. She compared within the district, there are three different Regional Directors, and that is completely different than the Executive Director of LTC.

Member, Bonnie Onofre questioned if this change would require updates to existing job descriptions or policies and procedures that reflect the existing job titles.

Mrs. Thomas stated that she brought this to the Board now, because she and her administrative team are currently working on LTC's 2026-2027 Policies and Procedures, so action on this item now would be in good timing. Because there are no changes to the Job Descriptions and no changes to salary; the district would only be updating the titles on the existing job descriptions. The position titles that are being recommended are all positions specific to LTC; and not LCS, so it would not affect any others in LCS positions. There was no further discussion among Members, \*M/S/P.

**Strategic Plan** (*update 03/19/26 COE requirement*) (**Tab 11**) Members were provided an updated, color-coded status of the current 3-year Strategic Plan for review prior to the Meeting. Executive Director, Thomas stated that this current plan is coming to an end. She explained to Members that items highlighted in solid-green are complete and purple text indicates notes from the current school year. Member, Timothy Morris congratulated LTC for the many green-highlighted areas on the report. Mrs. Thomas thanked Member Morris and stated that the green represents a lot of hard work and she is proud to report about 73% of the goals were met, so far; and most all are on-track. She mentioned that there are a few indicators that need to be re-visited, because during the 3-years, other tasks may have shifted priorities or focus away from them.

Board Secretary, Lana Payne confirmed to Chairperson, Chief Keith that no action was required at this time; this is the Board's final review during the three-year period. Mrs. Thomas mentioned that, separate from the quarterly Meetings, a strategic planning session with Board Members will be scheduled during the upcoming school year next year in order to get feedback from the Board on new goals; and, the same type of Meetings will be scheduled with faculty and staff. At the end of next school year, the new, finalized plan will be presented to the Board for approval.

**BOARD CHAIRPERSON REPORT:** Open discussion.

- Member, Bonnie Onofre *completed 02/18/26*
- Vice-Chairperson, C. A. Vossberg *due 04/06/26*

Chairperson, Chief Keith reminded Members that at the Annual Meeting in May; the Board will vote on its officers; Chairperson and Vice-Chairperson, and requested that they begin thinking of Members they would like to nominate for these Board positions.

## EXECUTIVE DIRECTOR REPORT: Open discussion.

- Legislative updates – Special Sessions continue; at this time there is no information about budget-related topics.
- Construction updates – **Clermont Phase 1** is scheduled to be completed in approximately three weeks. She will be scheduling a ribbon-cutting ceremony; however, would like to have the furniture and equipment delivered and in place so individuals can see the full set-up when attending that event. **The Institute of Public Safety (IPS) Renovation** is going very well. They are currently managing work on the locker rooms. The building is coming along beautifully and the project is on schedule to be completed in June. In July, she anticipates the EMT/Paramedic program to move to the new IPS facility space from the main campus in Eustis. All Firefighting, EMT, and Paramedic programs will run out of that facility in the 2026-2027 school year. **B-Building, Main Campus Renovation** is on track and expected to be completed in June. This is the area that formally housed the Welding and Transportation programs. There will be three new programs offered in that space. She said there are five new programs starting between the new Clermont campus and the main campus and some additional cohorts of existing programs as well. **Lincoln Park Phase 2 – Design** is beginning. Mrs. Thomas stated that considering that LTC does not have a full-time facilities team; it has been a group effort by the administrative team and she said she is very proud of them. She mentioned that Facilities Manager, Mr. Jack Miller will be resigning for full-retirement at the end of June.
- Grant updates – None.

## UPCOMING EVENTS: *(non-action topics)*

### April Campus Life Calendar/Schedule of Program Graduation Ceremonies:

- **April 7, 2026 – 6:00 p.m.** LPN South Lake Hospital Capping and Pinning – Eustis Community Center, 601 Northshore Dr., Eustis, FL 32726
- **April 30, 2026 – 6:00 p.m.** Night Law Graduation – IPS 1565 Ken Bragg Way, Tavares FL 32778
- **May 4, 2026 @ 6:00 p.m.** Class 139 EMT/FF Combo Graduation – 4215 CR-561 Tavares, FL 32778
- **Lake Technical College Graduation Ceremonies** – Lake-Sumter State College campus, Everett A. Kelly Convocation Center 9501 U.S. Highway 441, Leesburg, FL 34788
  - **May 14, 2026 – 6:00 p.m.** *(GED, Veterinary Assisting, HVAC)*
  - **May 15, 2026** – Lake Technical College Graduation Ceremonies
    - **8:30 a.m.** *(Medical Assisting, Patient Care Technician, Pharmacy Technician, Phlebotomy, Practical Nursing, Cosmetology, Facials, Nails)*
    - **11:00 a.m.** *(PST 911, Advanced Manufacturing & Prod Tech, CNC Production Specialist, Welding Technology and Advanced, Auto Collision Tech, Diesel Systems Tech 1 & 2, Master Auto Service Tech 1 & 2)*

## DATE/TIME OF NEXT MEETING:

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

- 4<sup>th</sup> qtr. – Monday, May 18, 2026 @ 4:30 p.m. \*Annual Meeting\*
- Second, 4<sup>th</sup> qtr. – Monday, June 22, 2026 @ 4:30 p.m. \*End-of-Year Budget\*

## ADJOURNMENT:

Respectfully submitted,



Mrs. DeAnna D. Thomas  
Executive Director