

LAKE TECHNICAL COLLEGE
Board of Directors Meeting
March 18, 2024 / 4:30 p.m.
Institute of Public Safety – Room 302

OPENING ITEMS:.....Chairperson

- Call to Order; The Pledge of Allegiance followed by a Moment of Silence
- Determination of a Quorum
- The Pledge of Allegiance followed by a Moment of Silence

DIRECTOR MEMBERS PRESENT:

Board Chairperson, City of Tavares Fire Chief, Richard Keith; **Members:** Mr. Mickey Gauldin, Mr. Gerald Cobb, Mr. Tim Morris, Chief Charles Broadway, and Mrs. Bonnie Onofre

DIRECTOR MEMBERS NOT PRESENT: **Director Members:** Dr. Isaac Deas, **Board Vice-Chairperson**, Mr. C.A. Vossberg

PRESENTATIONS: Update on the Institution of Public Safety Programs. Executive Director Thomas’ presentation is on file with the official Meeting Minutes of the Board, and is available upon request.

APPROVAL OF THE MEETING MINUTES OF DECEMBER 11, 2023 (Tab 1) The Motion for approval of the Meeting Minutes of the December 11, 2023 Board Meeting was approved. *MSP (**motion made, seconded, passed*)

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

PUBLIC COMMENT: None.

REPORTS: None.

UNFINISHED BUSINESS: In 2022, Lake County School Board Member, Bill Mathias, attended a Charter Board meeting to discuss ways of honoring Mr. Ken Bragg; not only for his contribution to Lake Technical College (LTC); but, to technical education in general. At the Meeting, the Charter Board agreed, in Mr. Bragg’s honor, to mount an additional plaque next to the existing dedication plaque mounted on the wall of the Institute of Public Safety (IPS).

She stated that today, she is presenting Members with a screen-print image of what the plaque would look like; possibly etched in bronze. However, because bronze metal does not wear well; and, of course, theft being a concern, Member Cobb reached out to some of his contacts about using alternatives to bronze and she is now seeking feedback, on behalf of Mr. Mathias, regarding the verbiage provided to Mr. Mathias via Mr. Bragg’s daughters. Mrs. Thomas asked Members if they would like to add or change any of the verbiage and, mentioned that Mr. Bragg’s shoulders were removed from the image provided, and in her opinion, a bust image was preferred.

Mrs. Thomas stated that when the ground-breaking ceremony is held for the IPS expansion project; she is also planning to do a recognition in honor of Mr. Bragg with the plaque. She stated that many of the people Mr. & Mrs. Bragg know, including many dignitaries who are present for the expansion ceremony, would like to be present when we honor Mr. Bragg.

She mentioned that last week the Lake County Board of County Commissioners (LCBCC) recently recommend changing the name of the road in front of IPS from “Lane Park Cutt-off” to “Ken Bragg Way”. This was unanimously approved; 5-0 and there will be a committee formed to make that change occur. The name change of the roadway may not happen by the time the ground-breaking ceremony occurs; however, Mr. Bragg will be made aware of that as part of the ceremony honoring him.

Members reviewed and discussed the verbiage and recommended updating: *have unlocked opportunities for “generations of graduates” to “generations of Lake County residents”*. Mrs. Thomas explained that when we think of “technical college” we think of Ken Bragg; however, prior to LTC becoming a charter school, Mr. Bragg was responsible for career and technical education in both secondary and postsecondary settings and we would be remiss in not thinking about those early contributions as well. Mr. Cobb mentioned that many individuals from outside of the county chose LTC because there is nothing like LTC in their county. He recommended updating: *have unlocked opportunities for “generations of central Florida residents”*. There were other thoughts discussed about the history of Mr. Bragg’s involvement with both LTC and IPS facilities. Mrs. Thomas shared that the original plaque mounted at the dedication of the IPS building does have that history and will be beside the newer plaque; giving a complete story about Mr. Bragg’s involvement at both centers.

There were no other suggestions. Mrs. Thomas stated that she will work with Mr. Mathias and the administrative team to finalize the verbiage. She encouraged Members, if they think of something specific, to notify her right away. Members agreed, and it was the consensus among Members that they were happy to see this task moving along in its process and that the event to honor Mr. Bragg is going to happen soon.

PERSONNEL: *(2023-2024 for Main Campus & Institute of Public Safety)*

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

PERSONNEL: *(Main Campus & Institute of Public Safety)*

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

APPOINTMENT, 2ND ASSIGNMENT, IN-HOUSE CHANGE ASSIGNMENT

4531/4535:

- **Senior Executive Assistant (IPS)** - Coy, K. (162966) *effective 01/16/2024*

REQUEST TO HIRE 4531/4535:

- **Adult Ed PT AEG GED** – Smith, Karen M. (156313) *effective 01/10/24*
- **Adult Ed PT Public Svcs (Firefighter)** – Boone, Gregory A (169205) *effective 02/21/2024*; Morsett Austin (169215) *effective 02/21/2024*
- **Adult Ed PT Public Svcs (LE-Corrections)** – Hemby, Nicholas D. (164196) *effective 02/29/2024*; Hoover David (169290) *effective 02/29/24*
- **Adult Ed PT Health (EMT/Paramedic)** – Clutter, Gina (169104) *effective 02/29/2024*
- **Adult Ed PT Tech Trade (Cosmetology)** – Hurst, Patricia (168840) *effective 12/04/23*
- **Teacher, Business Job Prep** – Wagenhauser, Thomas (165497) *effective 01/30/24*
- **Program Specialist Adult Prep (Health Sciences)** – Terry, Melissa (169200) *effective 02/16/2024*

NON-REAPPOINTMENT, RESIGNATION, RETIRING, TERMINATION, OR TRANSFER 4531/4535:

- **Accounting Specialist (A/R)** – Serrano, Maria (167706) *resignation effective 02/09/24*
- **Adult Ed PT Health (EMT/Paramedic)** – Matheny, William R. (155367) *resignation effective 01/11/24*
- **Adult Ed PT Public Svcs (LE/EOT)** – Brown Jr., George R. (159708) *termination effective 02/12/24*
- **Corporate & Community Training Coordinator** – Marquez, Diana N. (167205) *resignation effective 01/02/24*
- **Dean of Student Services** – Kelli Colborne (164627) *resignation effective 02/01/24*

- **Program Manager, Adult Education** – Seidner, Arthur A. (133417) *retirement effective 06/28/24*
- **Records Specialist (Testing/Assessment)** – Corentin, Shidira (161866) *resignation effective 02/02/24*
- **Teacher, Health Job Prep (LPN)** – LaBud, Pamela - (158538) *resignation effective 02/16/24*

2023-2024 Program Advisory Committee Members *(COE required annual review)*

Property Disposition *(3rd quarter reports)*

*MSP

NEW BUSINESS: *(Tabs 3 – 7)*

At-A-Glance 3 mo. Budget Summary *(11/30/23- 01/31/24; 2/2024 not final)* *(review; no action required)* *(Tab 3)* The Lake Technical College (LTC) 3-Month At-A-Glance Budget Summary, November 30, 2023 – January 31, 2024, was reviewed by Mrs. Tarsha Jacobs, Certified Public Accountant for LTC. She mentioned that the report does not include financial information for February.

There were no additional questions or discussion by the Board. On behalf of Board, Chairperson Keith thanked Mrs. Jacobs for her report.

RFA: Annual Instructor Stipend – Health Science, Pharmacy Technician *(Tab 4)* *(LCS Requires Approval)* Mrs. Thomas stated that prior to working at LTC, the Pharmacy Technician program instructor taught Biology at Leesburg High School (LHS) for five years. As an established K-12 instructor, her salary was set according to the Lake County Schools (LCS) instructional salary schedule. The instructor, who was a licensed pharmacy technician, transferred to a career-technical instructor position for the Pharmacy Technician program at LTC. The district’s Human Resources department would not credit the years of experience in the Pharmacy industry to her salary. The supplement request is approved annually to compensate Mrs. Chaklos for the difference in salary for those additional years of industry experience. The Executive Director recommends a charter supplement in the amount of \$3,100.00 for the 2024-2025 School Year. *MSP

RFA: Annual Instructor Stipend – Firefighter Program Director *(Tab 5)* *(LCS Requires Approval)* Mrs. Thomas stated that Donald Adams’ Doctorate Degree subject area is Organizational Leadership. LCS does not apply the Doctorate Degree differential to his salary. She stated that Donald Adams’ job duties as Fire Academy Director at LTC’s Institute of Public Safety are primarily to provide administrative oversight to the Fire Academy and other associated programs; duties that align with the Doctorate Degree primary content assignment of Business. Therefore, Executive Director recommended a charter supplement to be applied to his salary in 2023-2024 for the differential amount of \$4,325.00. *MSP

RFA: 2023-2024 Parental Involvement Facilitator *(Tab 6)* *(Approve 23-24 Mid-year Change)* Mrs. Thomas stated that the assignment of LTC’s Parental Involvement Facilitator is approved annually in May for the upcoming School Year. However, Mrs. Samantha Hayes is currently serving as interim Dean of Student Services since the recent resignation of Mrs. Kelli Colborne. Mrs. Hayes meets the requirements in the Florida Charter School Legislation of residing in the school district, and is an employee of the school. *MSP

In May, the 24-25 School Year recommendation will be presented to the Board for regular, annual approval.

2024-2025 Calendars *(Tab 7)* *(LCS Requires Approval)*

- *LTC Student (1162.5 Hour)*

- 206- day LT Employee
- 247- day LT Employee

The 2024-2025 LTC calendars were approved as presented and will be provided the the LCS Payroll department for creation of the 2024-2025 LTC payroll schedules. *MSP

RFA: Focus - School Software Agreement (Tab 8) Mrs. Thomas reviewed the Request for Approval (RFA) pertaining to the “Focus” Postsecondary Student Information System Software Agreement stating that this system will now be used to manage state approved student information; such as student enrollments, registrations, and state reporting. LTC has used an in-house created system for student information since becoming a conversion charter in 2004. With the tremendous growth of students and locations, it has become necessary to use a state approved product to manage student records, report instructional hours and to transmit essential information to the state.

There is a fiscal impact of \$67,544.50; student licensing fees (based off number of student records) and implementation. *MSP

Telecommunications Training Agreement between Lake County Sheriff’s Office and Lake Technical College (Tab 9) The annual agreement renewal is effective February 28, 2024 – February 28, 2025 under the same terms and conditions as in the original agreement. *MSP

RFA: Agreement between GatorSkitch Corporation and Lake Technical College – Institute of Public Safety Expansion Project (Tab 10) As mentioned in the Executive Directors Report of the Meeting Minutes dated July 31, 2023, Mrs. Thomas informed Members that LTC received the appropriation request for the expansion project at the IPS facility and, due to grant deadlines involved, she would begin working on the design phase with the architect for determining costs. She stated that once she had a finalized proposal, she would bring that before the Board for review and approval.

GatorSkitch Corporation Architects and Planners had been selected to enter into contract with Lake Technical College’s expansion and remodel project at the Institute of Public Safety. GatorSkitch Corp. Architects & Planners of Clermont Florida provided design and architectural services for a new addition to building A, approx. 8350 single story building to house classrooms, student labs, men’s /women’s restrooms, storage for each lab, staff offices and a conference room. This addition appends off building A at the large window in the breakroom area. In building A, there will be some limited remodeling in this break room area. Services would also include a remodel of both locker rooms located on the property. The cost in the finalized proposal is \$490,846.00; which, is included in the approved and funded state appropriation request from June, 2023.

A Motion was made and seconded; to **deny** the recommendation made by Staff in the RFA; five (5) Members in-favor of non-approval; and one (1) Member, Chief Keith, in opposition; being in favor of Staff’s recommendation.

RFA: Agreement between GatorSkitch Corporation and Lake Technical College – Lincoln Park Gym Project (Tab 11) GatorSkitch Corporation Architects and Planners has been selected to enter into contract with Lake Technical College’s remodel project at the Lincoln Park Gymnasium. GatorSkitch Corp. Architects & Planners of Clermont Florida will provide design and architectural services for a remodel to the Lincoln Park Education Center gymnasium, approx. 13,000 single story remodel to house four classrooms, three student labs, men’s /women’s restrooms, storage for each lab, staff offices, break area, and a conference room. The final project will provide classroom and lab space for LTC’s HVAC and Electricity programs and shared space for programming offered by Lake Sumter State College. The cost in the finalized proposal is \$322,091.00; which, is included in the approved and funded Florida’s Workforce Development Capitalization Incentive Grant.

A Motion was made and seconded; to **deny** the recommendation made by Staff in the RFA; five (5) Members in-favor of non-approval; and one (1) Member, Chief Keith, in opposition; being in favor of Staff's recommendation.

Regarding Tabs 10 and 11, Member, Tim Morris questioned if the Request for Proposal process was followed. Mrs. Thomas stated that she and Mr. Jack Miller, Facilities Manager, met with the district's Chief Financial Officer, Mr. Scott Ward and his staff, informed them that as a charter school, LTC is not under the same rules as K12 schools. Because grant deadlines and time constraints were involved; and the architect indicated in the RFA was already familiar with LTC's transportation project and the current costs associated with that project; they were able to provide up-to-date preliminary numbers to support the legislative appropriations request. She stated that it was required to spend the grant within one-year's time. Mrs. Thomas informed Members that LTC intended to and will complete the construction bid process.

Chairperson Keith stated that he would like to give staff direction through Board consensus; Mrs. Thomas requested advisement from Attorney, Kevin Stone. At the advisement of Attorney Stone: Chairperson Keith made a Motion to authorize the Executive Director to develop and issue a Request for Qualifications (RFQ); and then, to form a selection committee to evaluate and rank the RFQ responses; and bring the recommendations to the Board at a Special Meeting for approval. *MSP

BOARD CHAIRPERSON REPORT: Open discussion.

- Reminder: Governance Training Status *(2-hour refresher course due May 2024)*
 - Member, Dr. Isaac Deas expires 05/14/24
 - Member, Mickey Gauldin expires 05/15/24

Chairperson Keith stated that he had mentioned at the last annual Meeting in May, that he was ready to step down from the Board Chairperson position and allow another Member to serve in that position. Member C.A. Vossberg was named Vice-Chairperson last year, and he had also expressed interest in possibly serving as Chairperson in the future. Although he is not present at today's Meeting, he stated that he has changed his mind and would like Members to know, that if they so chose, he would like to continue as board chair.

Member, Cobb mentioned that Chief Charles Broadway was the guest speaker at a Mothers Against Drunk Driving (MADD) award ceremony in Orlando several weeks ago. He was in attendance at the event and said it was so good to see a familiar face at an event in Orlando; but, Chief Broadway's message was excellent and represented Lake County well. He said it made him feel proud to live in Lake County. Chairperson Keith commented that this was excellent news and expressed how proud he was that Chief Broadway serves on the LTC Board of Directors.

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

- Council on Occupational Education – Notice of Reaffirmation
- Legislative and general updates
- Campus Life Calendar *(March and April Draft)*

UPCOMING EVENTS: *(non-action topics)*

Campus Life Calendar

Schedule of Program Graduation Ceremonies:

Main Campus: *(Ceremonies held at the Leesburg campus of Lake Sumter State College)*

- Adult Education Ceremony on Thursday, May 9th at 6:00pm
- Career Technical ceremonies on Friday, May 10th at 8:30am and 11:00am

Institute of Public Safety Campus:

- Night Law Graduation ceremony on April 29, 2024, at 10am

DATE/TIME OF NEXT MEETING:

Remaining pre-scheduled Meeting dates for 2023-2024 school year:

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

- 4th qtr. – Monday, May 13, 2024 @ 4:30 p.m.*
- *4th qtr. – Monday, June 10, 2024 @ 4:30 p.m. End of Year Budget and Employee Updates*

ADJOURNMENT:

Respectfully submitted,



Mrs. DeAnna D. Thomas
Executive Director