

LAKE TECHNICAL COLLEGE
Board of Directors Meeting
September 16, 2024 / 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;

Members: Dr. Isaac Deas, Mr. Gerald Cobb, Chief Charles Broadway, and Mrs. Bonnie Onofre

DIRECTOR MEMBERS NOT PRESENT:

Director Members: **Board Vice-Chairperson**, Mr. C.A. Vossberg; Mr. Tim Morris

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

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

APPROVAL OF THE MEETING MINUTES OF July 29, 2024 (Tab 1) The Motion for approval of the Meeting Minutes of the July 29, 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 SEPTEMBER 16, 2024 (Tabs 2 – a -g): (*action topics*)

PERSONNEL: (Main Campus & Institute of Public Safety)

(*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:**

- **Adult Ed PT GED** – Pascalar, Susan (154294) *IHAC (cost strip assignment change effective 7/1/24)*
- **Senior Executive Specialist-LTC** – Toscano, Bernice M. (160858) *IHAC (title change effective 9/5/24)*
- **Adult Ed PT Pub Srvc FF Adv** – Murphy, Christopher B (162395); Burkholder, Jordan (158411) *Appointment (2nd PT assignment)*
- **Adult Ed PT Pub Srvc LE TF** – Conlee, Daniel C. (166255) *Appointment (2nd PT assignment)*
- **Adult Ed PT Tech Trade Pathways to Career Opportunities (PCO) grant** – Avelli, Colleen A. (135774) (*Decrease 2nd PT assignment*)
- **Adult Ed PT GED ELCE2** – Naranjo, Ruben D. (155402); Sanchez, Carolina (159585) (*IHAC (position/cost strip assignment change effective 7/1/24)*)

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

- **Teacher, Industrial Job Prep (Welding)** – Carlson, Tyler R. (159344) *effective 10/01/24*
- **Adult Ed PT Health (EMT/Paramedic)** – Green, Christopher (170172) *effective 08/29/24*; Lubell, Jeffrey (170174) *effective 08/30/24*
- **Adult Ed PT Pub Srvc FF and FF ADV** – McCormick Jason (125992) *reinstated to FF effective TBD*; Murphy, Christopher B. (162395) *reinstated to FF ADV effective 07/01/24*

- **Director of Satellite Campus Operations** – Valente, Steven – (170294) *effective 09/30/24*
- **Career Advisor (504 Focus)** – Rodriguez, Amy (163063) *internal transfer effective 08/22/24*
- **Adult Ed PT GED AEG (CareerSource, Lsbg.)** – Lenschow, John (170140) *effective 08/22/24*
- **Student Recruiter/Campus Life Coordinator** – Ramirez, Yliana (169994) *effective 08/19/24*
- **Industrial Assistant (Culinary)** - Herring, Jessica (137505) *internal transfer effective 8/15/24*
- **Adult Ed PT Public Serv LE (Corrections)** – Robinson, Melissa (169979) *re-hire effective 08/14/24*
- **Adult Ed PT GED AEG (Lsbg Resource Ctr)** – Perry, Michael V. (170040) *effective 08/13/24*

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

Full-time/Part-time 4531/4535:

- **Program Specialist (Data)** – Netherton, Thomas (109632) *effective 01/31/25*
- **CCP Technician (LTC)** – Zehner, Robert (119572) *effective 10/31/24*
- **Fiscal Assistant** – Herring, Jessica (137505) *internal transfer effective 8/15/24*
- **Adult Ed PT GED ELCE** – Rivera-Ruiz, Natacha (162753) *effective 08/06/24*
- **Adult Ed PT Health (Phlebotomy)** – Davis, Christopher J. (163711) *effective 05/10/24*

2d: 2024-2025 LTC Policy/Procedures/Plans - Intranet *(annual review; requirement of COE)*

1) 2024-2025 LTC Policy and Procedures

2) 2024-2025 Book of Plans

(Federal requirement – Posted on LTC Website)

3) Campus Safety and Security Policies

4) Cleary Act

5) Drug and Alcohol Abuse Prevention Plan

(LTC student flyer, Policies & Procedures pgs 59-64; LTC Catalog, pgs 25-28)

2e: 2024-2025 Career Dual Enrollment Agreement between Lake Technical College and Sumter County Public Schools

2f: 2024-2025 Memo of Understanding between Lake Technical College and -Sumter County Public Schools *(Phlebotomy Program/reference CDE Agmt)*

2g: 2024-2025 Career Dual Enrollment Agreement between Lake Technical College and Lake County School Board

*M/S/P.

NEW BUSINESS: *(Tabs 3 – 6)*

2023-2024 & 2024-2025 Combined Ending & Beginning Budget Reports (Tab 3) *(action required)* Mrs. Jacobs notified Members of a calculation error discovered in the Fund 420 budget that corrected and updated in the digital tab for review. Budgets were reviewed individually, by fund, to address any questions from Board Members. Following review and discussion, Mrs. Jacobs requested Board approval to conform to state standard accounting mandates.

The Budgets were approved; acknowledging the correction to Fund 420 as mentioned. The Budgets will be available for review on the Lake Technical College (LTC) Website: laketech.org. *MSP

Mrs. Thomas informed Members that last week, BKHM, auditor group staff, were present to finalize the 2023-2024 Financial Statement.

2024-2025 District Postsecondary Student Fee Survey Memo (Tab 4) (action required) Mrs. Thomas stated that it is a formality for LTC to submit the State Student Fee Memo to the state annually. LTC does not have any control over the tuition rate set by the state; and, over the past thirteen years, there have been no tuition changes on the report. She notified Members that in the future, it will be tabbed and approved as part of the Consent Agenda items. *MSP

2024-2025 Training Deputy Agreement between Lake Technical College and Lake County Sheriff's Office (Tab 5) (action required) Mrs. Thomas stated that this year's agreement is being presented in draft form, because it is still at the Lake County Sheriff's Office's (LCSO) legal department. She reported that she has worked with Attorney Stone on the update, and is awaiting feedback from the Sheriff. She stated that over the years, if the contract's dollar amount changed, then it was presented to the Board for approval. Previously, there was a general assumption between LTC and LCSO about how much space would be used and the responsibility for facility-related expenses and that has changed over the years. Now, those details are memorialized in the contract.

Member, Mr. Gauldin questioned if there had been any conflicts that brought about the need to memorialize these topics in the contract.

Mrs. Thomas stated that LTC and LCSO have a good working relationship and, there are no conflicts between agencies. However, a lot that has changed since the original contract was written and it has needed to be updated for some time. Since there is a new legal team at the LCSO; she and Attorney Stone decided that this time-frame would be a good opportunity to bring an up-to-date contract before the new team. She stated that when she and Attorney Stone reviewed the original contract, it was written for three LCSO employees to be assigned to the Institute of Public Safety (IPS) facility. There has been an increase in the number of employees assigned there simply because there are now more trainings offered during the year. With more training and more employees; it increases usage of valuable training space, general use of the facility, and the center's operating costs. In addition, the facility is also undergoing an expansion. The updated contract will help avoid problems and going forward, it will serve as a useful guideline for administrators regarding space and staff housing. If those needs change, leadership can address this through communication between the two agencies. Also, the contract will have a longer length of time before expiring; hoping, in the future, to only bring the contract before the Board if the contract amount changes or if there are significant changes needing approval. Mrs. Thomas confirmed to Member, Mr. Cobb that the Deputy Training contract pertains only to the shared facility usage between LTC and the LCSO; and, not to collection of student tuition or fees.

RFA for Construction Manager at Risk (Tab 6) (action required) Mrs. Thomas stated that the Construction Manager at Risk will be the model used for the IPS expansion project as well as the Lincoln Park Gym construction project. She said the selection processes for Construction Manager at Risk was overseen by Director of Operations, Mrs. Tonya Hefley and Facilities Manager, Mr. Jack Miller. Members were provided the scoring results as part of the Board packet for review ahead of the Meeting. Mrs. Thomas stated that LTC advertised and there were two submittal packets received in response. Both submittals were eligible and met the qualifications included in the ranking criteria and both contractors made presentations to the administrative team.

Mrs. Thomas stated that Scorpio Construction Group scored higher, over Mark Cook Builders, in the ranking and she recommended moving forward with Scorpio Construction Group in negotiations; however, said if LTC is not satisfied in the negotiations; because Mark Cook Builders is qualified, LTC would be able to enter into negotiations with them.

She said that the reason Scorpio Construction Group scored better was because, in their conversation, they showed the administration team some realized savings doing both projects, having have a superintendent at

each site; but, only one project manager overseeing both projects. Since these projects will be happening simultaneously; that plan worked in favor of economy of scale. As well, Scorpio Construction Group is already very familiar with the Lincoln Park project because they were hired by Lake County Schools (LCS) to re-construct the High School portion of that project. They are already on-site, familiar with the property and the unknowns of that building. There was no further discussion by the Board. *MSP

BOARD CHAIRPERSON REPORT: Open discussion.

- Reminder: Governance Training Status *(2-hour refresher course due November 2024)*
 - Member, Chief Broadway expires 11/16/24

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

- **Construction updates** – Mrs. Thomas reminded Members about an upcoming ribbon-cutting ceremony, in partnership with the City of Tavares, for the transportation projects. She stated that they should have received an invitation to the event scheduled for Friday, October 4, 2024, at 9:00 a.m. She encouraged Members to attend, and to join her at the transportation site that morning. She stated that any Members who are unable to come to the event; but who are still interested in touring the facility, may contact her to schedule a tour at a later date. Mrs. Thomas stated that the students have been attending classes at that facility for a couple of weeks now and both they and the faculty are loving the new space.
- **Grant updates** – Mrs. Thomas stated that both the IPS and Lincoln Park projects are entering the design phase and at this time is when the construction manager is needed for doing price-out and build-out based on LTC's budget with the architect and the design. It was important to get approval on the Request for Construction Manager at Risk to be able to move forward on the projects. The work can potentially start in early December and are giving an eight-month timeline for those projects; which, will allow the programs to be running at this time next year.
- **Lincoln Part Education Center Ribbon Cutting & Lake Technical College Ground-breaking Ceremonies scheduled for Friday, October 18, 2024 @ 9:00 a.m.** *(removed from the "Upcoming Events section" below)*, Mrs. Thomas notified Members that October 18th is actually the date of the LCS ribbon-cutting ceremony; which, she plans to attend. LTC will hold its ground-breaking ceremony at a later time; most-likely in early December.

UPCOMING EVENTS: *(non-action topics)*

1. **Institute of Public Safety Groundbreaking event and Ken Bragg Way Dedication Ceremony** – Wednesday, September 18, 2024 @ 10:00 a.m. (Outside and Room #302)
2. **Fall Occupational Advisory Committee Reception** – Thursday, September 19, 2024 @ 6:00 p.m. (Eustis, main campus)
3. **Tavares Transportation Ribbon Cutting/Grand Opening** Friday, October 4, 2024 @ 9:00 a.m.

Campus Life Calendar/Schedule of Program Graduation Ceremonies:

- Practical Nursing Capping and Pining – *(location pending)*, November 15, 2024 @ 6:00 p.m.
- Law Enforcement Program Graduation – *(location/time pending due to size of class)* December 5, 2024
- Paramedic Program Graduation – Eustis Community Building, December 16, 2024 @ 7:00 p.m.

Member, Chief Broadway commended Mrs. Thomas for her exemplary representation at recent events in the community. He stated that he is very proud to serve LTC as one of its Board of Director Members. In response, Mrs. Thomas thanked Chief Broadway and congratulated Chief Broadway for his win at the 4th annual *Battle for Hope*; competing against the Lake County Sheriff's Office. She stated that both teams did a fantastic job.

DATE/TIME OF NEXT MEETING:

Pre-schedule dates for 2024-2025 school year:

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

- 2nd qtr. – Monday, December 9, 2024 @ 4:30 p.m.
- 3rd qtr. – Monday, March 17, 2025 @ 4:30 p.m.
- 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*

ADJOURNMENT:

Respectfully submitted,



Mrs. DeAnna D. Thomas
Executive Director