

LAKE TECHNICAL COLLEGE
Board of Directors Meeting
December 9, 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; **Board Vice-Chairperson**, Mr. C.A. Vossberg

Members: Mr. Mickey Gauldin; Dr. Isaac Deas; Mr. Gerald Cobb; Mr. Tim Morris; Chief Charles Broadway; and, Mrs. Bonnie Onofre

DIRECTOR MEMBERS NOT PRESENT: None.

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

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

APPROVAL OF THE MEETING MINUTES OF SEPTEMBER 16, 2024 (Tab 1) The Motion for approval of the Meeting Minutes of the September 16, 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 DECEMBER 16, 2024 (Tabs 2 – a -d): (*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 Pub Srvc FF Adv** – Burkholder, Jordan (158411); Chavers, Nicole (161276); Clark, David (161701); Leary, Madison (169361); Maleski, Joseph (168793); Molina, Brian (165682); Morsett, Austin (169215); Moore, William (170535) **Adult Ed PT Pub Srvc FF**– Hewling, Trelycia (161715)
- **Adult Ed PT Pub Srvc LE (EOT/TF)** – Walsh, Shannon L. (161912); Hemby, Nicholas D. (164196)
- **Adult Ed PT Health (LPN)** – Bain, Stephanie (169444)
- **Adult Ed PT Health (LPN CLINICAL)** – Bain, Stephanie (169444)

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

- **Adult Ed PT Health (EMT/Paramedic)** – Gonzalez, Oscar (170452) *effective 10/03/24*; Papastamatatos, Nikolas (170493) *effective 11/19/24*
- **Adult Ed PT Pub Srvc LE (Corrections)** – Farrar, Kenna Kailey C. (170534) *effective 10/30/24*
- **Information Technology Support Specialist** – Graves, James (164180) *effective 11/1/24*
(*ctr to ctr transfer*)

- **Records Specialist (Admissions)** – Roman-Ramos, Marielys (170693)*_effective 12/02/24*
- **Adult Ed PT Pub Srvc FireFighting** – Moore, William (170535) *effective 11/12/24*
- **Adult Ed PT Pub Srvc FireFighting Adv** – Haynes, Edward L. (166257) *effective 12/06/24*
- **Adult Ed PT Tech Trade VP** – Thompson, Michael A. (170542) *effective 10/28/24*

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

- **Adult Ed PT Health (EMT/Paramedic)** – Floyd, Andrew D. (161700) *effective 11/19/24*
- **Facilities Assistant** – Vega, Francisco – (157916)*_effective 12/05/24*
- **Teacher, Health Job Prep (PLGNY)** – Bain, Stephanie N. (169444) *effective 11/06/24*
- **Teacher, Health Job Prep (Pharmacy Technician)** – Linton, Samantha K. (169967) *effective 09/27/24*

2d: Property Disposition (2nd quarter report)

*M/S/P.

NEW BUSINESS: (Tabs 3 – 6)

At-A-Glance Budget Summary (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, August 31, 2024 – October 31, 2024. The financial status report is on file with the official Meeting Minutes of the Board. Mrs. DiNella reported that now, having completed a full year at LTC, the Business Office is fully staffed and tasks are caught up and the financial reports are becoming more accurate; showing a true picture of budget status. She informed Members that in addition to general business operations, the department is currently preparing to work on tax-oriented business in preparation of January deadlines.

With no further updates and no further discussion by the Board, on behalf of the Board, Chairperson Keith thanked Mrs. DiNella for her report. Board action was required.

2024 BKHM Final Financial Statements June 30, 2024 (Tab 4) *(action required)* CPA, Mrs. Tasha Jacobs, reviewed each section of the 61-page Financial Statement ending June 30, 2024 and provided a detailed summary of each section; consisting of Management Discussion Analysis, Auditors Report, Revenue/Expenses of each individual Financial Statements, Notes and Supplemental Information, and Federal Awards Reporting. She concluded in stating that she is proud to report that LTC received another clean audit with no findings or audit issues. The Financial Statement ending June 30, 2024 is available on the LTC Website: laketech.org.

Executive Director, Thomas thanked Mrs. Jacobs, Mrs. DiNella, and Business Office staff for their hard work throughout the year and on behalf of the Board, Chairperson Keith thanked Mrs. Jacobs for the detailed report and congratulated the entire financial team for their hard work; this year especially, in maintaining these results. Mrs. Jacobs requested approval of the Financial Statement ending June 30, 2024 to conform to state standard accounting and mandates. *M/S/P.

RFA: Annual Stipend for Safe School Officers (Guardians) (Tab 5) *(action required)* Mrs. Thomas reminded Members that the LTC Safe School Officer stipend is requested annually for individuals who voluntarily trained and serve as certified Safe School Officers (Guardians) and incur additional expenditures for supplies and equipment needed to protect students, employees, or guests of LTC. The Executive Director recommends a \$2,000 annual stipend for the 2024-2025 SY to help offset additional costs for ammunition when practicing and for purchase of a personal holster. Member, Mr. Gauldin mentioned the annual amount has remained the same for several years and questioned if an increase was needed. Mrs. Thomas stated no; and confirmed that the stipend amount covers duty-related expenses and not costs of the weapon itself. *M/S/P.

BOARD CHAIRPERSON REPORT: Open discussion.

Chairperson Keith thanked Members for their service as Board Members and for their continuous service to LTC. He stated that the Board had not met since the recent grand opening and dedication ceremony at the Institute of Public Safety (IPS) or the grand opening ceremony for the Transportation Hub, and on behalf of the Board also thanked the professional staff for all of their hard work organizing and coordinating those events.

He said that when recently visiting Advent Health (Waterman) Hospital, on business, he saw a group of LTC students, in uniform, with LTC's logo, being led by their instructor during clinical. He stated, that it made him very proud, as a Board Member, to witness the group while there. Mrs. Thomas commented that students of the Patient Care Technician (PCT) program were attending their final clinical. She informed Members that the state exam was last week and the class had a 100% passing rate. Members applauded the students and faculty members for their reported success. Chairperson Keith mentioned that he also observes students of the Pharmacy Tech program whenever he visits a local pharmacy; and, that it is great to see the impact that LTC is having on the community.

24-25 SY – Governance Training Status (Tab 6)

Completed:

- *Broadway C., 2-hour refresher course completed November 14, 2024*

EXECUTIVE DIRECTOR REPORT: Open discussion.

Mrs. Thomas introduced new Director of Satellite Campuses, Mr. Steven Valente, to the Board. She explained that as the new transportation training center opened in Tavares, more supervision was needed to oversee the programs offered in Tavares. She said that Mr. Valente is new to LTC, and possesses a public safety background, and other related experience, qualifying him for this position; which will eventually directly provide oversight to the programs offered at both the IPS and Tavares Transportation Hub facilities. Currently, oversight of the IPS Law Enforcement and Firefighting programs are assigned to the Executive Director; the transportation programs are assigned to the Director of Curriculum.

On behalf of the Charter Board, Chairperson Keith welcomed Mr. Valente to LTC.

• Grants –

- **Legislative grant funding request** – Mrs. Thomas stated that session does not start until the spring; however, she has an upcoming meeting scheduled with Florida Senator, Keith Truenow and Florida House of Representatives, Taylor Yarkosky regarding the Lincoln Park site. She stated that LTC is at a point, with the grant funding it has received; that additional funding is needed for site work or the construction project cannot go further.
- **Upgrade - Modernization Grant** – LTC was awarded a \$240,000 grant, written and submitted for the Firefighting/EMT-Combined program; which, will assist with the costs of modernizing and upgrading equipment.
- **Capitalization Grant** – LTC was awarded a \$3.9 million grant to renovate the section of B-building that formerly housed the transportation programs; which, are now located in Tavares.

Director Members congratulated Mrs. Thomas for her hard work in obtaining these grant funds. Mrs. Thomas thanked Members for this compliment, and stated that LTC is very fortunate in that way, and would not be able to do these projects without this awarded funding.

Member, Mickey Gauldin commented, that he speaks on behalf of he and other founding Director Member, Dr. Isaac Deas, that since becoming Director Members in the 2003-2004 School Year; when observing all of the events and past and current projects going on, there is such a difference in LTC. He said the college has experienced a tremendous amount of change in its the facilities, organization, community image, and impact; exceeding expectations. Director Member, Dr. Deas mentioned that one of the biggest changes, that has brought him joy, is the improved relationship and partnership between

LTC and Lake Sumter State College (LSSC) and the two schools working together focusing on student success. Member, Tim Morris, added that there are now more articulations in place for students to be able to apply credit hours earned at LTC to continue their education at LSSC; which, is a great start. Mrs. Thomas agreed, informing Members that the Admissions Office staff work hard to communicate those details to individuals interested in enrolling in LTC programs.

- **Veteran Affairs (VA) Audit** – Mrs. Thomas reported that the Financial Aid Office was recently audited by the state’s Veteran Affairs (VA) office. She stated that she is proud to report that there were no findings of non-compliance and all records were in order. She stated that she was also recently notified that the Florida Department of Education (FLDOE) has scheduled an audit in April to review state issued Adult Education grants.
- **Guest Speaker opportunity** – Mrs. Thomas informed Members that she was invited to speak on December 3rd on a panel for the Florida Chamber Foundation’s 2024 Florida Transportation, Growth and Infrastructure Solution Summit. She was able to share a lot of information about the new Transportation Hub and partnership between the City of Tavares and LTC. She stated that from that opportunity, she was able to schedule a representative from the Florida Chamber’s Division of Workforce Training, to tour the LTC campus.
- **Board Member/Community participation** –
 - Mrs. Thomas mentioned that, for many years, the Martin’s Sports Car Club has reserved the IPS driving-pad in Tavares that is used mainly by the Law Enforcement program. She mentioned that Board Member, Mickey Gauldin has served as a Martin’s Sports Club Member for 20+ years; many of them as the club’s Board President; and, on Sunday evening he was inducted into the club’s Hall of Fame in recognition of his lengthy service and dedication to the car club. Mrs. Thomas congratulated Board Member Gauldin and thanked him for inviting her to the club’s special event, which took place in Orlando, so that she had the opportunity to witness him receiving that very special award.
 - Mrs. Thomas congratulated Director Member, Mr. Tim Morris, for his recent election win, now serving as a Lake County Board of County Commissioner. She thanked him for his service to Lake County and LTC.
- **Executive Director’s Grants Discretionary Limits** – Considering the upcoming renovation project mentioned previously for B-building, Executive Director Thomas asked what was the pleasure of the Board regarding scheduling an emergency Board Meeting to discuss the conceptual plans of the renovation project.

She stated that at a previous Meeting, the Board of Directors approved a Request for Approval (RFA) “of all purchase exceeding the Executive Director’s approved Discretionary Spending Limit of \$65,000, when purchases are connected to grant or appropriation request allocation that has been awarded to LTC to allow for timely completion of contracts and purchasing of materials/equipment/technology/supplies, in a timely manner, to meet the deadlines in fiscal process.”, and said that, unlike other projects, this grant funding will be applied towards renovation of existing building space to make new use of the vacated area to be able to offer new career-technical programs and she needed to confirm if the formerly approved RFA included renovation construction projects or only new construction.

Mrs. Thomas stated that all of these building areas are good spaces to offer these programs; however, they need to be refreshed, renovated, revitalized, and have electric upgrade. She said none of the project (equipment and renovations) will exceed the amount of the grant funding; as well, Lake County Schools will be involved to provide input, as the building is a district asset and the work must meet certain standards. She said that after speaking with Attorney Stone, LTC will follow the Request for

Qualifications (RFQ) process for a “Design Build”, and the projects will be in process between now and before the next scheduled Board Meeting in March.

Member, Gerald Cobb requested details about the renovation plans.

Mrs. Thomas reported that the area that formerly housed the Welding program, LTC will reconfigured the space; which, is less cost for the renovation project, and offer a new 360-hour Welding program called *Aluminum Welding and Fabrication*.

The area that formerly housed the Diesel program, LTC plans to offer a new *Industrial Machining and Maintenance Technician* program. Larger industrial plants in commerce parks are expressing the need for these types of employees to maintain their equipment.

The area that formerly housed the Automotive Technology program, LTC plans to offer a new *Plumbing* program.

Member, Gerald Cobb questioned if there is currently enough space for the HVAC and Refrigeration program located in B-building. Mrs. Thomas stated that there is plenty of room. She said that program can usually enroll 18-22 students and there is currently a waiting list for enrollment. In speaking to HVAC Instructor, Steve Bagg recently about moving the program location across the hallway to the vacated area, he informed her that the outer courtyard is utilized to house much of his HVAC equipment and that leaves plenty of space for lab and classroom space for students. Mrs. Thomas stated that the HVAC and Refrigeration program will soon be offered at the new Lincoln Park location in Clermont; which, will employ an additional full-time instructor at that location, and will relieve the enrollment list for that program.

IT WAS THE CONSENSUS OF THE CHARTER BOARD OF DIRECTORS THAT AN EMERGENCY MEETING WAS NOT NECESSARY AND THAT THE EXECUTIVE DIRECTOR IS TO PROCEED WITH THE CONSTRUCTION PROJECTS AND THAT THE EXECUTIVE DIRECTOR PROVIDE REPORT/PROJECT UPDATE TO THE BOARD AT THE 3RD QUARTER BOARD OF DIRECTORS MEETING SCHEDULED MONDAY, MARCH 17, 2025.

- **Construction Projects Update** – Mrs. Thomas reported that the Lincoln Park project design-phase is essentially finished. At a previous meeting, the contract was reviewed with Scorpio and LTC is currently waiting on confirmed timelines and contract language from Attorney Stone. She said that another meeting has been scheduled on Wednesday to finalize the contract and send out to bid and she expects to be moving forward with the project in early January. She stated that the status of the IPS project is the same because the two projects are being worked on simultaneously, with one project manager overseeing the projects and two superintendents; one at each site.

UPCOMING EVENTS: *(non-action topics)*

Campus Life Calendar/Schedule of Program Graduation Ceremonies:

- Law Enforcement Program Graduation – 12/05/24 @ 9:00 a.m. @ the Eustis Community Center, 601 Northshore Dr., Eustis FL 32726
- Law Enforcement Corrections Program Graduation – 12/12/24 @ 4:00 p.m. @ IPS (Room 302), 1565 Ken Bragg Way, Tavares FL 32778
- Eustis Paramedic Graduation – 12/16/24 @ 6:00 p.m. @ the Eustis Community Center, 601 Northshore Dr., Eustis FL 32726
- Firefighting Class 136 Graduation Ceremony – 01/16/25 @ 6:00 p.m. @ the Venetian Center, 1 Dozier Court, Leesburg, FL 34748
- Firefighter/EMT Combo, evening Class 135 Graduation Ceremony – 02/24/25 @ 6:00 p.m. @ the Venetian Center, 1 Dozier Court, Leesburg, FL 34748

DATE/TIME OF NEXT MEETING:

Pre-schedule dates for 2024-2025 school year:

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

- 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