

LAKE TECHNICAL CENTER
Minutes of the July 15, 2013
Board of Directors Meeting

The Board of Directors for Lake Technical Center held a meeting on Monday, July 15, 2013. President, Mickey Gauldin called the meeting to order at 2:30 p.m. in the Early Childhood program classroom of Lake Technical Center in Eustis, Florida.

DETERMINATION OF A QUORUM:

Present:

Officers: President, Mickey Gauldin, Vice-President, Joe Baxter, Treasurer, Dr. Isaac Deas

Board Members: Chief Fred Cobb, Mary K. Perfumo,

Director: Dr. Diane Culpepper

Not Present: Chief Richard Keith

APPROVAL OF THE MINUTES: Approval of the Minutes of the April 30, 2013 meeting.

Vice-President, Joe Baxter moved to **APPROVE THE MINUTES OF THE MEETING OF APRIL 30, 2013.** The Motion was seconded by Treasurer, Dr. Isaac Deas; the motion carried unanimously.

PUBLIC COMMENT: Program Spotlight, Security Guard Training – Herb Tillman

Dr. Culpepper welcomed Mr. Tillman who was present to provide information to Members about the new Security Guard program and details about the more advanced classes that will be offered at Lake Technical Center's (LTC), Institute of Public Safety (IPS) campus in the fall. A program brochure was provided to Members to review during Mr. Tillman's presentation. Mr. Tillman's shared details with regard to his work experience:

- Twenty years in law enforcement; retiring from Orange County Sheriff's Department (OCSO) in 1980
- Security Guard for Barnett Bank of Central Florida
- Candidate running for Orange County Sheriff
- Hotel Royal Plaza in Lake Buena Vista, hotel security manager
- Partial owner of Eagle One International, a marketing company specializing in law enforcement, military and private security equipment and products
- Security Guard for Isleworth, a wall-gated community in Windermere; completed a five-year agreement
- Mid Florida Technical (MFT), Orlando, teaching the Security Training program

He said the Security Training program being implemented at the IPS campus will offer a forty-hour (40) Class D Licensed Unarmed Security Officer program and a twenty-hour (20) Class G Licensed Armed Security Officer program. Mr. Tillman stated that Human Relations and Community Relations are the basis of building security officers; interviewing and effective report writing is also important aspects of his training. He also mentioned other customized training such as critical incident preparedness, use of force for private security officers, and a supervisor's course; which, enables the officer to become more efficient and effective in their job.

Mr. Tillman stated that his goal is to create a bridge between the first responders of any type of emergency, (such as fire, medical, police, and private security), because many times under those conditions, it is difficult, yet important, to communicate effectively.

He is currently working hard to promote and will continue to evaluate the marketing aspect of this training, so that individuals who want this type of training, when looking for these services; they can begin by looking at LTC's IPS facility.

Mr. Tillman thanked the Board for the invitation and opportunity to speak.

REPORTS: None.

UNFINISHED BUSINESS: None.

CONSENT AGENDA: Request Approval of:

Personnel

(Lake Technical Center)

Approval to Teach:

- *Sherwood, Robert T. (154857), Adult Evening Vocational, Welding*
- *Gruetzmacher, Michael C. (124897), Adult Evening Vocational, EMS*

(Institute of Public Safety)

Resignations:

- *Custodian – Dawkins, Oswald W. (124427) effective date: 08/01/13*
- *Part-time instructor, Fire Fighting program – Gage, Christopher S. (117377) effective date 06/01/13*
- *Part-time instructor, Law Enforcement program – Baine, Brian K. (109101) effective date 06/30/13*

2013-2014 Program Advisory Committee Members Listing

2013-2014 Training Deputy Agreement between Lake County Sheriff's Office and Lake Technical Center, Inc.

Lake Technical Center's Mission and Vision Statements 2013-2014

Treasurer, Dr. Isaac Deas moved to **APPROVE THE CONSENT AGENDA OF THE MEETING OF JULY 15, 2013.** The Motion was seconded by Member, Chief Fred Cobb; the motion carried unanimously.

NEW BUSINESS:

Financial Statements – May 31, 2013 (*information only*) Mrs. Peterson referred Members to a summary sheet provided in the Board packet indicating that the Revenues were in-line with the budget. She informed Members that there are still outstanding budget items, yet to be received, which are preventing the close-out of the 2012-13 fiscal year. Both the Final Budget Ending School Year 2012-2013 and the Beginning Budget for School Year 2013-2014 will be presented for approval at the upcoming meeting of September 16, 2013. The Budget summary is on file with the official Meeting Minutes.

Mrs. Peterson informed Members that she is trying to determine whether or not the Center has been paid \$72,000.00 owed for Administrative Fees from last year and it appears that the Center has been over charged approximately \$10,000.00 in Administrative Fees for this year. The District has charged the Center for part-time instructors and administrators; however, the Center is supposed to only be charged one percent (1%) of the bargaining employees, which does not include these employee types. She informed Members that she has contacted the District, but has not received a response back yet.

President Gauldin, on behalf of the Board, encouraged Mrs. Peterson to continue communicating with the District to resolve this issue and to provide an update at the next Charter Board meeting in September.

Mrs. Peterson also informed Members that the Auditors will be visiting the Center during the week of August 12, 2013 for an independent audit.

2013-2014 Postsecondary Student Fee Calculation The Board members were presented the new Student Fee Calculation reflecting new tuition rates. The Center will not raise its tuition rate this school year; it will remain the same rate. She requested approval to adopt the 2013-2014 Postsecondary Student Fee Calculation.

Vice-President, Joe Baxter moved to **APPROVE THE 2013-2014 POSTSECONDARY STUDENT FEE CALCULATION.** The Motion was seconded by Member, Chief Fred Cobb; the motion carried unanimously.

RFA: Lake Technical Center - Parental Involvement Facilitator Dr. Culpepper stated that the Center is required by Florida statute to name a Parental Involvement Facilitator. She recommended reappointment of Lana Taylor, who meets the requirements outlined in the statute. This information must now be posted on the school's website, provided in writing to all dual enrollment students, as well as throughout the campus for public awareness.

Member, Chief Fred Cobb moved to **APPROVE THE 2013-2014 LAKE TECHNICAL CENTER PARENTAL INVOLVEMENT FACILITATOR.** The Motion was seconded by Vice-President, Joe Baxter; the motion carried unanimously.

Charter Board of Directors – Election of Board Members and Board Officers President Gauldin reminded Members that the Center's By Laws require an annual vote for retention of the existing Board and then a nomination and election of officers. He opened the floor to suggestions. Members expressed no interest in changing the current structure of the Board

Treasurer, Dr. Isaac Deas moved to **APPROVE THE CURRENT STRUCTURE OF THE LAKE TECHNICAL CENTER CHARTER BOARD OF DIRECTORS FOR THE 2013-2014 SCHOOL YEAR.** The Motion was seconded by Member, Chief Fred Cobb; the motion carried unanimously.

President Gauldin thanked Members for their support; however, he advised Members to begin planning for the future. He said that he has loved serving the Center as both a member and officer but he would also like to help train an experienced Member of the Board as President. As a founding Board of Directors Member, serving since 2004, he said he is not sure how much longer he will continue serving. He would like to do his part in supporting a new President while he is actively serving on the Board to help maintain continuity and to answer questions as needed serving in the best interest of Lake Technical Center.

Member, Chief Fred Cobb moved to **APPROVE THE CURRENT CHARTER BOARD SELECTION OF OFFICERS; MICKEY GAULDIN, PRESIDENT, JOE BAXTER, VICE-PRESIDENT, AND DR. ISAAC DEAS, TREASURER FOR THE 2013-2014 SCHOOL YEAR.** The Motion was seconded by Treasurer, Dr. Isaac Deas; the motion carried unanimously.

DIRECTOR'S REPORT:

Charter Board Member Resignation - Member, Mr. Robert Chandler IV Dr. Culpepper informed Members that the Lake County Board of County Commissioner's (LCBCC) Ethics Board determined it would be a conflict of interest for Mr. Chandler to serve as a Lake Technical Center Charter Board Director. She stated that Mr. Chandler he is very supportive of the Center and chooses to remain involved with business of the Center. She stated that she will continue to seek a replacement for

recommendation and encouraged Board members to recommend individuals who they know would like to serve. She suggested finding an individual from the manufacturing sector if possible.

Vice-President, Joe Baxter moved to **ACCEPT THE RESIGNATION OF APPOINTED MEMBER, ROBERT CHANDLER IV.** The Motion was seconded by Member, Mary K. Perfumo; the motion carried unanimously.

Facility Use Policy, Guidelines, and Fee Schedule

- Facilities Use Policy
- Guidelines
- Fee Schedule for Community and Non-Community Members

Dr. Culpepper presented a new draft LTC Facility Use Policy, Guidelines, and Fee Schedule for awareness. She said the District has updated their Facility Use Fee Schedule and Guideline based on both community members and for-profit companies; for instance, a company that wants to make a profit utilizing a public, governmental facility.

She reviewed the new draft policy which breaks down and defines Community or Non-Community Members, short-term and long-term use, and required insurance coverage to be able to use the facility. It also outlines the prohibited uses of the facilities. She also reviewed the guidelines and Schedule of Fees.

Members suggested that Dr. Culpepper check the District policy to be consistent or to not interfere with policies that already exist.

Dr. Culpepper stated that the updated LTC policy and guidelines will be used by employees of LTC and IPS's internally; however she would like to be able to provide the new fee schedule as soon as possible to individuals or groups who are inquiring to use the facility. Although updates would be made to the policy and guidelines to reflect items discussed by Members, she requested approval from Members to implement the fee schedule immediately.

Vice-President, Joe Baxter moved to **APPROVE THE FACILITY USE FEE SCHEDULE AND TO FURTHER CHARGE DR. CULPEPPER WITH DEVELOPING A UNIFORM POLICY FOR IMPLIMENTATION.** The Motion was seconded by Member, Chief Fred Cobb; the motion carried unanimously.

Other Discussion Topics:

Legislative Update Dr. Culpepper informed Members that Center received an additional \$423,000.00 in funding this year from the legislature to be allocated to a targeted list of programs. She stated that a focus group meeting will be held this Thursday for the new HVAC program with an anticipated opening at the end of October and the other programs; Pharmacy Technician and Computer Information Technology, are expected to open in January.

She said the Center also received \$936,661.00 as a line item for the Center for Advanced Manufacturing. LTC is in the process of trying to raise additional funds for this project. Mr. Starcher, owner of Evergreen Construction, has been working with the Center to develop a budget. She stated that Mr. Starcher, has already inspected the existing structure located in the back of the school and is working on a budget. Dr. Culpepper stated that she is currently looking for an architect that will work with her on cost as well. She is hopeful that in one year, a newly remodeled building for the expansion of the Welding program and the start of a new Machining program.

Dr. Culpepper informed the Board that that next week she will be traveling to Atlantic Tech in Ft. Lauderdale to tour their Machining program along with Mr. Robert Chandler (LCBCC), Mr. Schultz, Owner of G.W. Schultz Tool Manufacturing, and Mr. Mike Soos, Owner of Eagle Machining.

Dr. Culpepper mentioned that three technical center directors, herself included, were called to Tallahassee this past Wednesday and Thursday by the House Policy Analysts. Sixteen (16) individuals met with them; a group made up of members from the Florida House of Representatives, the Florida Senate, and The Office of Program Policy Analysis and Government Accountability (OPPAGA).

The group informed them that technical centers were an underutilized resource in Florida, and this year, the technical centers will be on the agenda in both the House and Senate.

Accomplishments Summary Provided to the Board as part of their Board packet and is filed with the official Meeting Minutes of the Board.

Chief Cobb announced that he now serves on the Board of Directors for the Florida Police Chief's Association. Members congratulated him on his accomplishment.

Strategic Planning Work Session The Administrative Team plans to meet on August 9th to finalize the next Strategic Plan in order to present it to the Board at the next meeting.

Charter Contract – Renewal Dr. Culpepper stated that the process will begin for renewal of the Charter Contract. A request will be submitted at the next Board meeting.

Admissions Office – Electronic Waiting List Dr. Culpepper stated that Mr. Netherton is developing an electronic waiting list which will be on display on the television monitors in the front lobby. The system will assist in keeping the order of visitors and potential students waiting to speak to staff in Admissions. The system will track the guests program interests, and when the system comes to their name, fun facts about the program of interest will display on the screen.

Upcoming Events:

- August 12th, pre-planning week begins
- August 19th, Students return

DATE/TIME OF NEXT MEETING:

The pre-scheduled meeting dates are:

Monday, September 16th, 2013 at 2:30 p.m.

Monday, December 9, 2013 at 2:30 p.m.

Monday, March 17, 2014 at 2:30 p.m.

Monday, May 12, 2014 at 2:30 p.m.

ADJOURNMENT: The meeting was adjourned at 4:07 p.m.

Respectfully submitted,



Dr. Diane W. Culpepper, Director