

LAKE TECHNICAL COLLEGE
Board of Directors Meeting
August 3, 2015
2:30 p.m.

The Board of Directors for Lake Technical College held a meeting on Monday, August 3, 2015. Chairperson, Mr. Fred A. M. Cobb, called the meeting to order at 2:35 p.m. in the Board Room, Eustis, Florida.

DETERMINATION OF A QUORUM:

PRESENT:

Board Chairpersons: Chairperson, Mr. Fred A. M. Cobb; Vice-Chairperson, Dr. Isaac Deas

Director Members: Mr. Mickey Gauldin, Mr. Joe Baxter, Tavares Fire Chief, Richard Keith, Mrs. Mary K. Perfumo, and Mr. C.A. Vossberg, IV

Officers: President, Dr. Diane W. Culpepper, PhD; Secretary, Mrs. Lana Payne

NOT PRESENT:

Officers: Treasurer, to be named

APPROVAL OF THE MINUTES: Approval of the Minutes of the May 18, 2015 meeting.

Member, Mr. Mickey Gauldin moved **APPROVAL OF THE MINUTES OF THE MEETING OF MAY 18, 2015 MEETING.** The Motion was seconded by Member, Chief Richard Keith; the motion carried unanimously.

PUBLIC COMMENT: None.

REPORTS: None.

UNFINISHED BUSINESS: None.

CONSENT AGENDA: Request Approval of:

Personnel:

Approval to Teach:

Lake Technical College: *(Daytime Full-time)*

- *McDuffie, Latonya D. (125981) Adult Education / GED*

Institute of Public Safety: *(Evening Part-time)*

- *Public Service, Fire Fighting – Evans, Christopher M. (133556), Parkhurst, Matthew J. (156589)*
- *Public Service, Law Enforcement – Givens, Michael R. (TBD)*

Resignation:

Lake Technical College: *(Daytime Full-time)*

- *Teacher, Health Job Prep – Sheets, Linda (110076)*

Institute of Public Safety: *(Evening Part-time)*

- *Public Service, Law Enforcement – Mock, James (111517), DeLibro, Christopher (102973)*

Non-Cash Contributions Report *(ending 2014-2015)*

Property Disposition Listing

2015-2016 Program Advisory Committee Members

2015-2016 Deputy Training Agreement between Lake Technical College (LTC) and Lake County Sheriff's Office (LCSO)

Mission and Vision Statement *(Annual Review)*

Renewal of Agreements between Lake-Sumter State College and Lake Technical College *(general articulations)*

Member, Mr. Joe Baxter moved **APPROVAL OF THE AUGUST 3, 2015 CONSENT AGENDA.** The Motion was seconded by Member, Chief Richard Keith; the motion carried.

NEW BUSINESS:

Financial Summary 3-Month At-A-Glance *(Information only)* Mrs. Salter reviewed the At-A-Glance summary report with Members. The report is on file with the official Minutes of the Board. No action was required by the Board. Dr. Culpepper thanked Mrs. Salter for her hard work.

Election of Charter Board of Directors and Board Officers Member, Mr. C.A. Vossberg, moved **APPROVAL OF REAPPOINTMENT OF THE CURRENT BOARD OF DIRECTOR MEMBERS OF LAKE TECHNICAL COLLEGE FOR THE 2015-2016 SCHOOL YEAR.** The Motion was seconded by Member, Chief Richard Keith; the motion carried.

Chairperson Cobb opened the floor for nominations for Board Chairperson. Member, Chief Richard Keith, nominated Mr. Fred A.M. Cobb to the Chairperson position. The nomination was seconded by Member, Mr. Joe Baxter. The nomination was accepted.

Member, Chief Richard Keith, moved **APPROVAL OF MR. FRED A.M. COBB TO SERVE AS BOARD CHAIRPERSON.** The Motion was seconded by Member, Mr. Joe Baxter; the motion carried.

The floor was open for nominations for Board Vice-Chairperson. Member, Mr. Mickey Gauldin, nominated Dr. Isaac Deas, to the Vice-Chairperson position. The nomination was accepted.

Member, Mr. Mickey Gauldin, moved **APPROVAL OF REAPPOINTMENT OF DR. ISAAC DEAS TO SERVE AS BOARD VICE-CHAIRPERSON.** The Motion was seconded by Member, Mr. Joe Baxter; the motion carried.

RFA: 2015-2016 Election of Board Officers The Director requested reinstatement of the current President and Secretary and due to personnel changes, made a recommendation for the new Business Manager, Mrs. Lorraine Foster, to serve as Board Treasurer.

Member, Mr. Mickey Gauldin moved **APPROVAL OF REINSTATEMENT OF DIRECTOR, DR. DIANE CULPEPPER; PRESIDENT, SENIOR HUMAN RESOURCES SPECIALIST, MRS. LANA PAYNE; SECRETARY, AND BUSINESS MANAGER, MRS. LORRAINE FOSTER; TREASURER.** The Motion was seconded by Member, Mrs. Mary K. Perfumo; the motion carried.

Dr. Culpepper thanked all of the Board Members for their continued service and support to the school.

2015-2016 Postsecondary Student Fee Calculation Dr. Culpepper stated that there has been no tuition/fee change from 14-15 SY to 15-16 SY.

Member, Mr. Mickey Gauldin, moved **APPROVAL OF THE 2015-2016 POSTSECONDARY STUDENT FEE SCHEDULE AS PRESENTED.** The Motion was seconded by Member, Mr. Joe Baxter; the motion carried.

Approval of 2015-2016 Lab Application Fees Assistant Director, Mrs. Stephan has been working closely with instructors to develop the Lab Application Fee schedule which covers costs of consumable materials used by students. The first fee report was presented last school year. Dr. Culpepper stated that it was important to present this information to the Board for approval, as it provides better detail of what students are paying for when enrolled in a program. Mrs. Stephan informed Members that the yellow highlighted fee information for the Firefighting program was based on a quote and was subject to change.

Dr. Culpepper mentioned that Adult Education students pay a \$30 tuition fee per semester. Typically, Adult Education students enroll and then drop out of school many times during the course of a semester. In an effort to slow or stop this from happening, some schools across the state are implementing a new Adult Education Re-enrollment Fee, which is now reflected in LTC's report. This fee is to help cover costs of additional work in removing and then re-adding a student's record to the school's computer system.

Member, Mr. Joe Baxter, moved **APPROVAL OF THE 2015-2016 LAB APPLICATION FEE SCHEDULE NOTING THAT THE HIGHLIGHTED INFORMATION FOR THE FIREFIGHTING PROGRAM IS A QUOTED AMOUNT.** The Motion was seconded by Member, Mr. Chief Richard Keith; the motion carried.

Approval of 2015-2016 Cooperative Agreement between The School Board of Lake County and Lake Technical College (Mascotte Campus) Board Members were presented with the renewal agreement between LTC and Lake County School Board (LCSB) regarding the facilities in Mascotte. Dr. Culpepper mentioned that one correction was made regarding part time custodial services.

She stated that this school year, LTC administration will be evaluating as to whether or not it will continue use of the Mascotte facility. At this time, LTC offers General Education Diploma and the English for Speakers of Other Languages (ESOL) classes which serves approximately seventy-five (75) students. There had been a nursing class offered in Mascotte; however, because of the age of the-building, there were issues related to flooding, the roof leaking, and the air conditioner not working. Those students now attend at the main campus in Eustis. Dr. Culpepper stated that this change has been tough for those students, because they enrolled with the intention of attending in South Lake County. She stated that they will be looking into other facilities in that area because LTC does want a presence in South Lake. The Center pays approximately \$1200.00 per month for utilities.

Member, Mr. Joe Baxter, moved **APPROVAL OF THE 2015-2016 COOPERATIVE AGREEMENT BETWEEN THE SCHOOL BOARD OF LAKE COUNTY AND LAKE TECHNICAL COLLEGE.** The Motion was seconded by Member, Mr. Mickey Gauldin; the motion carried.

RFA: Advanced Specialized Pay Rate – Part-time Equivalency of Training Class Instructors Dr. Culpepper stated that last school year, the Board approved increasing the general part-time instructor pay rate from \$20 hourly to \$21 hourly and increased the Law Enforcement Advanced Specialized course instructor’s pay rate was increased from \$20 hourly to \$24 hourly. This was possible, without any additional costs to the school, because of funding that comes from a State of Florida Department of Law Enforcement (FDLE) Trust Fund.

Additionally, Lieutenant Edwards is requesting approval from the Charter Board to increase the rate of pay for Equivalency of Training Class instructors from \$21 hourly to \$24 hourly. These instructors teach certified out-of-state- Law Enforcement Officers to become officers of the State of Florida. The program offered at the Institute of Public Safety (IPS) earned the school approximately \$130,000 last school year. Dr. Culpepper informed Members that not all law enforcement training academies are Equivalency of Training sites. IPS is one of those sites and gets enrollment from students all over the United States; and, there has been a lot of business from law enforcement officers from Puerto Rico. She stated that there should be no fiscal impact to the school.

Member, Mr. Mickey Gauldin, moved **APPROVAL OF THE ADVANCED SPECIALIZED PAY RATE INCREASE FROM \$21 HOURLY TO \$24 HOURLY FOR PART-TIME LAW ENFORCEMENT EQUIVALENCY OF TRAINING CLASS INSTRUCTORS.** The Motion was seconded by Member, Mrs. Mary K. Perfumo; the motion carried.

Approval of Policies and Plans: (Information Only)

- Drug and Alcohol Abuse Prevention Plan
- Campus Safety and Security Policies

Dr. Culpepper informed Members that the Federal Government is now requiring schools to have a plan for Drug and Alcohol Abuse that can be shared with or provided to students and a Campus Safety and Security Policy which will include The Violence Against Women Documentation Act. This act was passed in 2012 and designed for institutions that are involved with on-campus housing; which, LTC does not offer. However, because LTC is a part of higher education, offers PELL Grants and Title IV funding, LTC is included in those rules and regulations.

Board Members were presented with the Minutes of the Meetings with regard to these two topics. Dr. Culpepper stated that the Board is required to review the plans; however the plans are still in rough draft format at this time and will most-likely be ready to present to Members at the next Board Meeting. No action is required by the Board at this time.

DIRECTOR'S REPORT:

Dr. Culpepper informed Members of the following:

Status of Florida Integrated Career and Academic Preparation System (FICAPS) Dr. Culpepper stated that in July, on short-notice, the Board was asked to vote on a grant opportunity and voted on-line in favor of pursuing a \$25,000.00 FICAPS grant.

She explained that the grant involves integration of academics into a career and technical institutions. This is a movement across the whole nation. Currently, there are twenty-two (22) states that are fully integrating General Education Diplomas (GED) with career and technical education programs.

There are ten (10) \$25,000.00 grants available, and if funding is received for this grant, the administrative team will spend time planning how to develop the curriculum and the activities to be integrated with regard to the math and reading skills that are involved with the particular career being pursued. The student who obtains their GED will completely understand their academics through true application in their program or career.

Dr. Culpepper informed Members that LTC has submitted the documentation and awaits notification as to whether or not the school will receive the grant funding.

Charter Board of Directors - Fingerprinting Status Mrs. Payne informed the Board that only two Members were in need of being fingerprinted. Mr. Baxter, who would be re-fingerprinted after finishing a five-year period, and there was some confusion about whether or not Chairperson Fred Cobb, (former City of Eustis Chief of Police, now retired), or Member Chief Keith would need to be fingerprinted; because of their career fields, one or the other had been exempt in years previous.

In May, LCS Human Resources department confirmed that Chairperson Fred Cobb's fingerprints were being resubmitted and that he would not need to come in to be re-fingerprinted at this time; however, if still serving at the end of five years, would be required to. In July, Human Resources confirmed that Board Member, Fire Chief Richard Keith would need to be fingerprinted.

Human Resources provided explanation stating that the rules for Board Members and Public Safety Instructors are not the same. All Board Members, regardless of what their occupation may be, need to be fingerprinted.

Update on Instructor, James Brucker Dr. Culpepper provided Members with a positive update with regard to Mr. Brucker. She stated that he is making tremendous progress in anticipation of returning to work. She stated that he may be back, at the earliest, in January 2016. Dr. Culpepper thanked the Board, Faculty, & Staff for all of their positive thoughts and prayers for Mr. Brucker.

Light at the End of the Tunnel Dr. Culpepper informed Members of the 2015-2016 school year theme; “Light at the End of the Tunnel”. Members were provided with a key chain/flashlight. The focus this year will be for faculty to help students grasp the concept of seeing the light at the end of their tunnel because there are many things in life that can keep individuals from finishing a program. She said she wants students to focus on their future job, life experience that they will have in their career-field, or anything that will help keep their motivation up to help them finish. Her goal is to retain students and help motivate them to finish their program.

Lake Technical College Event - Embracing Millennial’s in the Workforce, the morning of October 13, 2015 Dr. Culpepper informed Members that LTC and the Lake County Board of County Commissioners (LCBCC) will be sponsoring an event at the IPS facility to discuss Millennial’s in the workplace. Millennial’s are between the ages of 18 and 34 and are the largest part of the workforce. The event is open to employers who would like to gain understanding about these hardworking, loyal workers and the quirkiness that helps them do their job well. There will be a national speaker present as well. Invitations will be forthcoming.

Attorney Kevin Stone – Stone & Gerken P.A. Dr. Culpepper addressed the Board regarding a legal matter involving a student and the case status. Detail is included in the meeting recording (file marker 36:00). Dr. Culpepper informed Members that counsel for LTC has filed a Motion to Dismiss. The Board discussed insurance, the expenses involved in the case, and Members were informed that they may contact Attorney Kevin Stone for further detail regarding the case.

USPIT/Department of International Cooperation (follow-up mtg) Dr. Culpepper informed the Board that she met with Mr. Richard Rippey and Charles Saba as a follow-up regarding their request to become one of three United Nations school and to be able to fly the United Nations flag at the IPS campus calling the . They feel that by doing this, it will create more jobs at LTC, generate more money, and to able to raise the United Nations flag at the IPS facility will make that campus unique to any other campus in Florida. Dr. Culpepper request further direction from the Board as to how to proceed.

Dr. Culpepper explained to Members that their goal is to have the Institute of Public Safety become: *The World University of Security and Social Development of the United Nations, US Campus* in addition to its current title. She said they would like a United States (US) campus that is bigger and could offer more courses than are offered currently. There is no history of another school in the US doing this; there is another campus in Brazil.

Dr. Culpepper read aloud the detail provided to her regarding the importance of the United Nations flag being flown at Lake Technical College.: “To begin with there is not a university or college in the US that is authorized at this time to fly the United Nations flag; LTC/IPS would be the first. There are fifty or more technical colleges in Florida. In order to draw more students, there needs to be a difference. The United Nations flag is a symbol of diversity and possibility in international education. Currently, the only income the school has to draw from is a local market, and funding will remain limited as there are larger schools in the state that will receive funding ahead of LTC due to its demographics. This is an opportunity to grow financially and structurally.”

Dr. Culpepper stated that she wants to be on-track with the school’s mission.

Discussion ensued among Board members who expressed hesitance in acting on the request made by USPIT/Department of International Cooperation due to their uncertainty in knowing who would be attracted to this type of school, exactly what curriculum would be taught, and if the request fit the Mission of the school. Members agreed that companies are currently able to enter into contract to utilize the facility or ranges for the potential revenue.

IT WAS THE CONSENSUS OF THE BOARD THAT THERE IS NO OBJECTION TO USE OF FACILITIES TO ACCOMMODATE THE EXPANSION OF USPIT/DEPARTMENT OF INTERNATIONAL COOPERATION'S OPERATION, WHICH IS TO INCLUDE INTERNATIONAL STUDENTS, AND THAT THE COLLEGE IS NOT INVOLVED IN THE SPECIFIC TRAINING OFFERED BY THE ORGANIZATION, AND THAT THE COLLEGE SHOULD NOT BE AFFILIATED WITH THE UNITED NATIONS OR THE UNITED NATIONS FLAG.

Legislative Updates Dr. Culpepper stated that she was very disappointed to report that the school did not receive any funding from the legislature to help in funding the Center for Advanced Manufacturing (CAM). She stated that Commissioner, Leslie Campione, has informed her that the LCBCC will be hiring a lobbyist to assist during this session. She stated that the community has been very supportive of the project and individuals have called local legislators to express that they are in favor of it. She invited Board Member C.A. Vossberg to attend meetings in Tallahassee with her if possible.

Dr. Culpepper informed Members that she has been invited to speak to the Board of Education in Orlando to speak specifically about LTC on Wednesday, August 5th. She will speak to individuals in this group about the CAM project while she is present at that meeting.

Mrs. Stephan informed the Board that the new instructor assessment "ComPAS" was approved by LCS. Dr. Culpepper commended Mrs. Stephan for all of her hard work in getting that completed and for the excellent job she did in presenting the new evaluation process to the LCS committee.

Dr. Culpepper stated that with regard to the construction contract, Attorney, Kevin Stone is meeting with LCS Attorney, Steve Johnson, to draw up an agreement due to building ownership issues. The agreement will need to come before the Board for approval sometime in the near future.

DATE/TIME OF NEXT MEETING:

Remaining meeting dates for the 2015-2016 school year:

- Second Quarter: Monday, December 7, 2015
- Third Quarter: Monday, March 14, 2016
- Fourth Quarter: Monday, May 16, 2016

*All meetings to begin at 2:35 p.m.

ADJOURNMENT: The meeting was adjourned at 3:34 p.m.

Respectfully submitted,

Diane W. Culpepper

Dr. Diane W. Culpepper, Director