

LAKE TECHNICAL COLLEGE
Board of Directors Meeting
December 7, 2015
2:30 p.m.

The Board of Directors for Lake Technical College held a meeting on Monday, December 7, 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 Cobb, Vice-Chairperson, Dr. Issac Deas

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

Officers: President, Dr. Diane W. Culpepper, PhD, Treasurer, Mrs. Lorraine Foster, Secretary, Mrs. Lana Payne

NOT PRESENT:

APPROVAL OF THE MINUTES: Approval of the Minutes of the September 21, 2015 meeting

Member, Mr. Mickey Gauldin moved **APPROVAL OF THE MINUTES OF THE MEETING OF SEPTEMBER 21, 2015 MEETING.** The Motion was seconded by Vice-Chairperson, Dr. Isaac Deas; the motion carried unanimously.

PUBLIC COMMENT: Chairperson Fred Cobb welcomed Digital Design I & II instructor, Mrs. Kerrie Johnson who was present with new students of the Digital Design I program to observe parliamentary procedure.

PROGRAM SPOTLIGHT: None.

REPORTS: None.

UNFINISHED BUSINESS: None.

CONSENT AGENDA: Request Approval of:

Personnel

Approval to Teach:

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

- *Adult Education/Industrial – Flood, Terry (157235)*

Resignation:

Lake Technical College: (Daytime Full-time)

- *Teacher, Health Job Prep – Stanton, Diane (156724) effective 10/05/15*
- *Clerical Assistant II, Mascotte – Garcia, Sofia (134957) effective 11/09/15*
- *Bookkeeper II, Business Office – Sain, Anne L. (122724) effective 03/11/16*

Non-Cash Contributions – (2nd quarter report)

Member, Mr. Joe Baxter moved **APPROVAL OF THE DECEMBER 7, 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. Lorraine Foster reviewed the financial summary report with the Board. The summary is filed with the Board packet; no action was required by the Board.

RFA: Lake County Schools Job Description Changes for Lake Technical College Administrative Titles

- Director, Lake Technical Center
- Assistant Director for Curriculum, Lake Technical Center
- Assistant Director for Facilities, Lake Technical College

Dr. Culpepper stated that for over a year, and since the school's name has changed to Lake Technical College (LTC), administrators have been discussing better-defining Lake County Schools (LCS) job descriptions assigned to LTC in order to align the job description with correct job titles and specific duties. She stated that there are other Director-type positions (Director, Law Enforcement Academy, Director, Fire Academy) that cause confusion. There has been discussion to change the current titles to better-distinguish the leadership levels within LTC. It was suggested to change *Director, LTC* to *Executive Director, LTC* and the title of *Assistant Director, LTC* to *Director, LTC*. She stated that her current Assistant Directors, Mr. Jack Miller and Mrs. Melissa Stephan, are at perceived, by job title, to be at a less than equivalent level as the current Director of the Law Enforcement Academy.

Dr. Culpepper explained that throughout the state, many of the technical colleges commonly use the titles of *Executive Director* or *Senior Director*. First Coast Technical College, which is also a charter technical college, uses the job title *President*. In a recent discussion with Chairperson Cobb, the title *Executive Director* was considered most appropriate for Lake Technical College.

She informed Members that after speaking to Mrs. Laurie Marshall, Chief of Staff for Lake County Schools (LCS), she indicated that it would be a simple name change from *Director, Lake Technical Center* to *Executive Director, Lake Technical College*; however, for the current *Assistant Director* positions, updated job descriptions would be required listing their additional job responsibilities. These updated job descriptions would need to be provided to Human Resources for approval by the Lake County School Board (LCSB) before their titles could officially be assigned.

Dr. Culpepper recommended providing approval from the LTC Charter Board of Directors to support the request for these changes.

Chairperson Cobb noted to Members that approval of this recommendation would result in an increase in salary for those individuals and that the details of those changes would need to be provided to the Board as a budget amendment. Members were provided with a LCS Administrative Salary Matrix for reference. Chairperson Cobb stated that the increases that have been discussed are consistent with salaries throughout the District. Dr. Culpepper stated that there is a lot of work ahead in aligning LTC job descriptions with job titles, but, moving forward, as the 2019 transition approaches, it will be better to have these changes in place.

Member, Mr. Joe Baxter moved **APPROVAL OF LAKE COUNTY SCHOOLS JOB DESCRIPTION CHANGES FOR LAKE TECHNICAL COLLEGE ADMINISTRATIVE TITLES.** The Motion was seconded by Vice-Chairperson, Dr. Issac Deas; the motion carried.

RFA: The General Knowledge Test requirement replaced with program specific licensure/industry certification for all new Career and Technical Education (CTE) faculty Mrs. Stephan stated that for approximately four years, LTC administrators have been working on a new comprehensive training program for all of its new career-technical instructors which focuses on the uniqueness of post-secondary education and what CTE instructors are faced with in their classroom environment and the different program requirements involving career placement, licensure, and accreditation. In the past, career technical education instructors were required to participate in a District K12 academic focused training program. In recent years, a representative from the District has been attending the school's monthly training meetings and she has been completely supportive and recognizes the need for this differentiated training.

In April 2015, the LCSB reviewed the requirements; specifically for CTE teachers in K12, and updated some particulars. For instance, instructors in the field of welding, auto body and auto technology, or cosmetology do not usually hold Bachelor's degrees. Instructors are required to take college credit courses and pay approximately \$4,000-\$5,000 to obtain their local certification. In some instances, teachers were not able to complete the required classes in their first three years to be certified and therefore could not be retained. Mrs. Stephan stated that it is a big investment for the District, the hiring school, and the new instructor.

Dr. Maggie Teachout, Director of Career, Adult and Community Education, Mrs. Stephan, and others across the state have been exploring alternatives for the class work and found that an organization called Florida Association of Colleges for Teacher Education (FACTE) offered on-line classes, which are free to the CTE teachers.

Mrs. Stephan stated that one of the trade-offs became that instead of just completing the Professional Education Test, which is what the instructors of CTE have been taking for over eight years; the General Knowledge Test would be added; which is basic academic test of English, Math, and Writing and it is taken after the first year of teaching; the Professional Education Test is taken after new CTE instructors have completed their new teacher training program or classes. Career-Technical education proposes, since the instructors hired are already certified and licensed, to continue taking the Professional Education Test and that the certification and licensure be accepted in lieu of or to waive the General Knowledge Test. Mrs. Stephan explained that the General Knowledge Test is not a state requirement; it is a District requirement.

She stated that there are other technical colleges in the state that do not utilize that requirement of extra testing of their teachers; however, all of them have a new teacher program or classes to

ensure the instructors being hired are qualified in their profession, and equally important, to provide relevant training to ensure they are qualified in the classroom.

Member, Member, Chief Richard Keith moved **TO APPROVE THE GENERAL KNOWLEDGE TEST REQUIREMENT BE REPLACED WITH PROGRAM SPECIFIC LICENSURE/INDUSTRY CERTIFICATION FOR ALL NEW CAREER AND TECHNICAL EDUCATION (CTE) FACULTY.** The Motion was seconded by Member, Mr. Joe Baxter; the motion carried.

RFA: Proposed Legal Representation *(for 2019 Charter School Transition)* Dr. Culpepper stated that the Law Offices of Stone and Gerken have been LTC's legal representatives for many years. As the charter school transition approaches and LTC prepares to employ its own employees, charter conversion schools leaders have begun working to explore commonalities in order to work together through the transition.

It was decided by the charter conversion schools to use the same law firm to negotiate with the District. Dr. Culpepper stated that the idea was to save time, money, and give one voice to be a stronger team. Information regarding The Arnold Law Firm was provided to Members. She stated that the law firm is out of Jacksonville and is very focused on charter schools across the state. They have a lot of experience in Personnel/Human Resources matters involving charter schools. This is the firm that all of the other charter conversion schools have chosen to hire and Dr. Culpepper stated that she would like to propose that LTC does the same for the purposes of Human Resources and the transition of becoming Lake Technical College employees. She stated that if the Board chooses to expand the use of The Arnold Law Firm beyond that, it can be considered; however, for now, she is recommending utilizing the firm during the transition because of their specific experience and focus involving charter conversion schools.

Assistant Director of Finance – Charter Schools, Mrs. Mary Salter, mentioned that she has worked with the firm quite a bit with matters at Minneola Elementary School and she confirmed that their only focus is charter schools. She stated that they are well-versed in legislation and matters involving charter schools. She said they have worked with other schools in Lake County and are familiar with our district and the LCSB attorney. The firm is more knowledgeable and specializes in this type of work. She stated that it is a husband and wife team; his background was in Labor Law prior to working in the charter school market.

Members reviewed the firm's background information and the proposal document. Mrs. Salter explained the one-time fee is considered a good faith deposit, and once used the school would be billed for future services.

Member, Mickey Gauldin moved **TO APPROVE THE PROPOSAL PROVIDED BY THE ARNOLD LAW FIRM TO PROVIDE LEGAL COUNSEL TO LAKE TECHNICAL COLLEGE FOR MATTERS INVOLVING THE 2019 TRANSITION CHANGING FROM LAKE COUNTY SCHOOL EMPLOYEES TO LAKE TECHNICAL COLLEGE EMPLOYEES.** The Motion was seconded by Member, Chief Richard Keith; the motion carried.

DIRECTOR'S REPORT:

2019 Charter School Transition – (Human Resources) LTC transition will happen in 2019; the other charters in 2022. Mrs. Salter reviewed a list of Human Resources and Benefit elements for the school. Leave balances are yet to be addressed and participation in the Florida Retirement System (FRS) still an option. Charter Principals will continue to meet to work on these details.

New Program Specialist, Health Science Coordinator Dr. Culpepper announced that Board Member, Kathy Perfumo has accepted the position at Lake Technical College as Program Specialist for the Health Science program. Board Members congratulated her. She stated that she has enjoyed serving as a Board Member and has learned a lot about the school, its operation, and all of the great things that go on at the campus for its students!

New Fire Engine for Firefighting Program (progress/status report) Dr. Culpepper informed Members that there is no vendor selected at this time. Mary Salter provided financing options. She stated that a special meeting may be necessary in January if a vendor is selected.

Legislative (Update) Dr. Culpepper provided updates regarding recent events including individual meetings with local representatives and the Lake Legislative Days event in Tallahassee.

Dr. Culpepper reported that the Lake County Board of County Commissioners (LCBCC) Department of Economic Development has hired a lobbyist for the Center for Advanced Manufacturing (CAM) effort. Mr. Jack Miller is continuing to work with the architect and the attorney and continues making progress on a portion of the CAM building at the back of the campus. Dr. Culpepper said she is currently securing support letters to provide to the governor's office.

CAMPUS LIFE:

- **Winter Door Decorating Contest** – check out the program doors!
- **Canned Food Drive** – 12/7 – 12/14
- **Campus Showcase Days** – 12/9 & 12/10
- **NTHS Ceremony** – will be held at 2pm on 12/17 in the EMS building on the main campus.

Member, Chief Richard Keith complimented the school on its Fall Festival held in late October. He said all the activities and student involvement were to benefit SkillsUSA was phenomenal. He also thanked Dr. Culpepper for securing Congressman Daniel Webster as guest speaker for the Firefighter Program graduation ceremony.

The Board and administrators congratulated Mr. James Brucker, Auto Body Collision Repair and Refinishing program instructor, on his return to work December 4th after an extended absence.

DATE/TIME OF NEXT MEETING:

- Third Quarter: Monday, March 14, 2016
- Fourth Quarter: Monday, May 16, 2016

*All meetings to begin at 2:30 p.m.

AJOURNMENT: The meeting adjourned at 3:26 p.m.

Respectfully submitted,

Diane W. Culpepper

Dr. Diane W. Culpepper, Director