

LAKE TECHNICAL COLLEGE
Board of Directors Meeting
December 5, 2016
4:30 p.m.

The Board of Directors for Lake Technical College held a meeting on Monday, December 5, 2016. Board Chairperson, Mr. Fred Cobb, called the meeting to order at 4:30 p.m. in the Board Room, Eustis, Florida.

DETERMINATION OF A QUORUM:

PRESENT:

Board Chairperson: Mr. Fred Cobb

Director Members: Mr. Mickey Gauldin, Mr. C.A. Vossberg, Tavares Fire Chief, Richard Keith and Mrs. Judy Beda

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

NOT PRESENT: **Vice-Chairperson,** Dr. Isaac Deas, Member, Mr. Joe Baxter

APPROVAL OF THE MINUTES: Approval of the Minutes of September 19, 2016 and the Special Meeting Minutes of October 11, 2016

Member, Mr. Mickey Gauldin, moved **APPROVAL OF THE MINUTES OF THE SEPTEMBER 19 2016 REGULAR MEETING AND THE OCTOBER 11, 2016 SPECIAL MEETING AS PRESENTED.** The Motion was seconded by Member, Mr. Joe Baxter; the motion carried unanimously.

REPORTS: None.

UNFINISHED BUSINESS: None.

CONSENT AGENDA:

Personnel

Approval to Teach:

Lake Technical College: *(part-time)*

- *Teacher Adult Ed (EMS) – Gerbig, Chris (101799)*

Resignation:

Lake Technical College: *(full-time)*

- *Teacher Industrial Job Prep, Cosmetology – Dawson, Tonyia (112694) effective 12/05/16*

Institute of Public Safety: *(part-time)*

- *Firefighting – Clutter, Brandon (128836) effective 09/26/16*
- *Public Safety Telecommunication – Spann, Shannon L (155569) effective 10/19/16*

2nd Quarter Reports: Non-Cash Contributions and Property Disposition

Member, Mr. Joe Baxter moved **APPROVAL OF THE CONSENT AGENDA OF DECEMBER 5, 2016.** The Motion was seconded by Member, Mrs. Judy Beda; the motion carried.

NEW BUSINESS:

Contract between Lake Technical College and Evergreen Construction Management, Inc. (*discussion only*) Dr. Culpepper introduced guests, Mr. Mark Starcher and Mr. Alan Thompson of Evergreen Construction, Mr. Craig Jackson Lake County Schools Director of Facilities, and Attorney, Mr. Kevin Stone of the Law Office of Stone & Gerken.

Mr. Starcher provided an update regarding status of the Center for Advanced Manufacturing (CAM) construction project. He summarized that originally in September, Evergreen Construction provided a preliminary estimate, which was required by contract, of just over \$4,231,000.00 2016. Later, in mid-November, a formal draft Guaranteed Maximum Price (GMP) of just over \$4,320,000 was projected. The cost difference was partly based on clarifications addressed through the bidding process by subcontractors. In an attempt to bring to the project closer to the original stated and published budget, Evergreen Construction conducted an extensive value engineering process, and through this process, identified approximately \$425,000.00 in cost reducing options. Some of the options were viable and some would not work with the intended use of the building. In addition to these options, an expected yield of at least a \$40,000 -\$50,000 from sales tax would be expected; reclaim during the purchasing process. In recent meetings between Evergreen Construction, Lake Technical College (LTC), and Lake County School Board (LCSB) an options short-list was agreed upon. A revised GMP, taking the short-list items into consideration, will be submitted for approval at the next Charter Board of Directors meeting.

Mr. Starcher provided an opportunity for Members to ask questions about any aspects of the project and provided Members with a graphic report for review. The report will be kept on file with the official Meeting Minutes.

He explained that contributing factors of the difference in pricing were due to Evergreen Construction's costs never being a part of the architect's original budget of \$2.9 million and those projected costs are now approximately two years old. Cost trends of the market in a two-year window were researched and he found that nationally, there was 16% construction inflation; 20% locally. He stated that currently, there is a strong economy; the housing market is very strong, subcontractor wages have increased substantially, and insurance rates have increased. Material costs are still somewhat stable. Mr. Starcher stated that he wanted to provide Members with a path to move forward and to still keep the project on-track, schedule-wise, so the revised GMP submittal can be approved, with Members knowing that the final costs of the project will continue to decrease as the process of drawing and design revisions are made based on the engineering efficiency findings.

Mr. Starcher explained that some issues do not come to the surface during the GMP phase, so during the submittal phase he will continue to try and find ways for additional savings. He expects, if these phases are worked through, to be able to break-ground as soon as possible and maintain a project completion date in August 2017. This is pending approval of the revised GMP and schedule completion.

Dr. Culpepper confirmed with Members that the short-item options list was very robust and some of the items discussed, although cosmetic, she felt were necessary to have in the design and she did not want to reduce. Mr. Thompson reported a final GMP number of \$4,320,099.00, but stated that number does not factor in the reduced costs from the short-list items.

Dr. Culpepper thanked Mr. Starcher and his team for the hard work in helping identify and refine the list in this cost-saving effort. She informed Members that the increase will leave very little funding for equipment and furnishings which presents a separate challenge for LTC; however, she will begin work to reach out to the community's local business partners for possible donations. Mr. Jackson stated that the project is very intricate and many of the options are very expensive. He agreed with Mr. Starcher and Dr. Culpepper that the project has been reviewed extensively.

Dr. Culpepper informed Members that she's planned to schedule a special meeting next week to allow time for Members to absorb and consider what has been reported about the project's cost changes. However, if the Members of Board felt comfortable enough to vote on the revised GMP amount of \$4,320,099.00 at this time, a Request for Approval had been prepared.

Discussion ensued among Members. They did not mind attending a Special Meeting next week, but felt that enough information had been presented to them for review and as a group knew enough at this time to move forward with the project.

IT WAS THE CONSENSUS OF THE BOARD TO HAVE A CENTER FOR ADVANCED MANUFACTURING BUILDING THAT IS ATTRACTIVE, MADE OF LONG-LASTING CONSTRUCTION MATERIALS, AND BUILT AS COST-EFFECTIVE AS POSSIBLE; AND TO PROCEED WITH COMPLETION OF THE BUILDING; AND THAT A SHOW OF PROGRESS WOULD IMPROVE THE LIKELINESS OF OBTAINING DONATED EQUIPMENT, AND TO CONTINUE TO IDENTIFY EQUIPMENT AND FURNISHINGS NEEDS IN THE UPCOMING MONTHS.

Member, Chief Richard Keith moved **APPROVAL OF THE GUARANTEED MAXIMUM PRICE OF \$ 4,320,099.00 FOR THE CENTER FOR ADVANCED MANUFACTURING PROJECT AT LAKE TECHNICAL COLLEGE.** The Motion was seconded by Vice-Chairperson, Dr. Isaac Deas; the motion carried.

Board Members commended the team for their continuous work in reducing costs of the project.

RFA: Audit Report Ending 2016 Mrs. Salter reviewed the Budget Report Ending June 30, 2016. Members were provided a hard-copy Audit Report for their review; a digital format of the report was provided to Members for review prior to the meeting. She explained that the Audit consisted of all financial statements which include federal funds, long-term liabilities such as pension, fund balance statements, notes regarding the accounts, and policies.

Mrs. Salter informed Members that there were no control findings, no compliance findings and with regard to Federal Programs (PELL and additional audit), there were no findings. She said Lake Technical College (LTC) qualifies as a low-risk audit with regard to a Federal standpoint since no prior audit findings or conditions were reported on any level. LTC received a clean audit report. Dr. Culpepper thanked Mrs. Salter and Mrs. Foster for their work and for Mrs. DeAnna Thomas for overseeing PELL and staying in compliance.

Member, Mr. Mickey Gauldin moved **APPROVAL OF THE 2015-2016 AUDIT REPORT ENDING JUNE 30, 2016.** The Motion was seconded by Member, Chief Richard Keith; the motion carried.

At-A-Glance Summary (*information only*) Mrs. Foster reviewed a three-month Budget Summary with Board Members. No action was required by the Board. The summary report is kept on file with the official Meeting Minutes of the Board.

Amendment to Charter Contract for Lake Technical College Dr. Culpepper informed Members that the Amendment of the Charter Contract changed the date of the Charter School contract renewal to the year 2022, which allows LTC to be in alignment with the renewals of all Charter Schools in the District. The Lake County School Board approved this extension and the change requires approval by the Charter Board of Directors. Attorney Stone confirmed that he had reviewed the agreement and that it is simply approving the extension.

Member, Mr. C.A. Vossberg moved **APPROVAL OF THE AMENDMENT TO THE CHARTER CONTRACT FOR LAKE TECHNICAL COLLEGE AS PRESENTED.** The Motion was seconded by Member, Judy Beda; the motion carried.

Joint Use Building on LSSC campus Dr. Culpepper stated that there is a true partnership between LTC and Lake-Sumter State College (LSSC) and she is very excited about that. She and LSSC President, Dr. Stanley Sidor, have been working together to develop two of LTC's instructional service centers at LSSC campuses. She said they are really packing the curriculum and content for strong articulations from LTC to LSSC. Dr. Sidor has been extremely involved and interested in the career-technical training that LTC is offering in the community, and is sure to bring Dr. Culpepper into any conversation involving career training opportunities.

She informed Members that Dr. Sidor is planning to request \$20 million from the state for a joint STEM and Business building. The plan would be for it to be built on the LSSC main campus; an existing building is being torn down and the STEM and Business building will be built in its place. Dr. Sidor and Dr. Culpepper would like to offer LTC career-certificate programs and LSSC to offer the Associates Degree classes in that building. The schools will share resources, equipment, and faculty. Although it is not expected to receive \$20 million from this legislative session, together they have an upcoming appointment with Florida House of Representative, Mr. Larry Metz, who is very excited about this opportunity, because this has never happened before between the state and technical colleges.

As information, Members were provided with the document that will be presented to legislators during later sessions in Tallahassee. She reviewed the document with Members to ensure they were aware of this endeavor and to be sure the Board was comfortable with LTC heading in this direction with LSSC. She mentioned that she and Chairperson Cobb met with Dr. Sidor and LSSC Chairperson, Kelly Rice, to discuss sharing resources.

Vice-Chairperson Deas questioned the risks involved in this decision. Dr. Culpepper suggested that having enough equipment and staff are risks involved. In the past, relations with the state college weren't always so cooperative, so the governance issues are always in the back of her mind. She stated that she has had very candid conversations about that and does not feel that is Dr. Sidor's objective. Member, Mickey Gauldin expressed concern about the risk in the possibility of the schools losing their identity by joint use of the building; LTC and LSSC being perceived as one institution.

Member, Chief Richard Keith stated that while this may be a risk, on the other hand, it gives Tallahassee another big opportunity to hear about the good stuff happening here at LTC and in Lake County.

Dr. Culpepper agreed and stated that this is not happening anywhere else in the State of Florida. She said it shows good use of tax payer dollars and based on the students responses from the jointly used building in Clermont; LTC's Health Science students know that they are LTC students, but are made to feel comfortable at LSSC. That encourages these students to continue on into the Registered Nurse program offered by LSSC. It makes a smooth transition for them and that is good for students. She explained that sharing resources makes sense when both schools struggle for resources. A good example of this, is finding a simulation instructor for the Health Science labs at both schools. It would make sense for the two schools to purchase different manikins and one faculty member who could travel to both institutes; even the students could attend both institutions to be more cost-effective.

Member, C. A. Vossberg suggested protection through contractual language to maintain the original intent. Dr. Culpepper stated that Attorney Stone would certainly need to be involved. She stated that Dr. Sidor is always looking for ways to improve articulations between the schools to benefit students who desire to further their education locally.

DIRECTOR'S REPORT:

- **Council on Occupational Education (COE) Short-site Visit to South Lake and Sumter Counties** Mrs. Stephan discussed that there are ten (10) school area standards and also program standards to prepare for in preparation of the upcoming accreditation visit in September. Several years ago, administrators were notified that the new process of proving standard criteria would be done digitally. As a heavy amount of documents are scanned, they are finding that the task of consistency and accuracy of managing the documentation digitally is difficult as well. However, on a positive note, at this time there are approximately 300-400 documents scanned and are able to be utilized in multiple standard areas. As the process proceeds they are getting a better vision of what is needed as the project continues.

With regard to the recent short-site visits to extension campuses, Mrs. Stephan reported that both visits were excellent. It provided a great training-ground opportunity for LTC's relationship with Lake-Sumter State College (LSSC). She said LSSC has been very responsive to the requests of LTC and has entered into discussions about great opportunities between the two schools. The COE team told her they have never had representatives from a partner in education show up to their site visits. She stated that three of LSSC's administrators showed-up for the visit; one being President, Dr. Sidor.

The team were provided campus tours and Dr. Sidor and his staff really made an effort to make the COE visiting team feel welcome at their campus; the COE team could actually see the joint-venture between the schools. Mrs. Stephan reported receiving confirmation that the two sites were approved since their visit. Dr. Culpepper added that it was the first day of classes for students at the Sumter County extension campus. The instructor, Mrs. Jennifer Baxter-Trotter, who is fairly new to LTC, and her new students were prepared and did very well during the visit.

Mrs. DeAnna Thomas also shared that when visiting the LSSC Clermont campus in November to present a scholarship during an evening LTC Nursing class she walked to check on students of the Adult Education program who were testing. She noticed LTC students carrying plates of foods back to their classes. She found that LSSC's Student Government offered free Thanksgiving dinners to all students for the holidays and their students were collaborating with LTC's students for the event. She agreed that the two schools is a very respectful partnership and relationship and all of the students benefit from that.

New Hours Schedule – Dr. Culpepper provided an update about the pilot-hours schedule. She stated that from the standpoint of students and faculty members, it appears to be working and everyone seems to be in favor of it. From the administrative standpoint, there is more difficulty in being able to see faculty as much as they would like. Since the instructor’s work-days are longer during the week, many times they are ready to go home by the end of the work day. On Friday, when students are not there, it’s their opportunity to address any outstanding issues. That usually takes up the administrator’s Friday time. She stated that she is not sure there is a better solution, but part of the difficulty may be due to the COE Self-Study and the extra meetings involved with that project.

- **Campus Life Calendar** (*Information only*)

DATE/TIME OF NEXT MEETING:

Pre-scheduled meetings for 2016-2017 school year:

- Fourth Quarter: Monday, May 15, 2017 (location TBD)

All meetings to begin at 4:30 p.m.; locations are to be determined at off-campus school extension sites.

Respectfully submitted:

A handwritten signature in dark ink that reads "Diane W. Culpepper". The signature is written in a cursive style and is positioned above the typed name of the signatory.

Executive Director