

LAKE TECHNICAL COLLEGE
Board of Directors Meeting
September 21, 2015
2:30 p.m.

The Board of Directors for Lake Technical College held a meeting on Monday, September 21, 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

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

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

NOT PRESENT:

Vice-Chairperson, Dr. Issac Deas, Member, Mr. C.A. Vossberg

APPROVAL OF THE MINUTES: Approval of the Minutes of the August 3, 2015 meeting

Member, Mr. Mickey Gauldin moved **APPROVAL OF THE MINUTES OF THE MEETING OF AUGUST 3, 2015 MEETING.** The Motion was seconded by Member, Chief Keith; 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: Health Science Simulation Lab Mrs. Stephan reported that she and Dr. Culpepper, along with two Health Science Program Specialists had an opportunity to travel to the State of Indiana to visit the headquarters of Hill Rom with a vision of creating a simulation lab for the Health Science program. The school is looking into purchasing a manikin that simulates different patient types that may be encountered in any health science career. The Board was presented with an informational sheet with details about the iStan manikin. Mrs. Stephan described that the iStan Base Patient Manikin offers six preconfigured patient simulations each with different scenarios. She explained that the manikin will be useful in training in all health programs including Certified Nursing Assistant (CNA), Patient Care Technician (PCT), and Emergency Medical Technician (EMT). Mrs. Stephan stated that representatives from Hill Rom were unable to attend the meeting today, but most-likely will present to the Board on a future date. She explained that one of the reasons for creating a simulation lab is that, for nursing program clinical, fifty (50%) of the student's clinical requirement can now be met in a simulation lab providing the lab offers scenario-type exercises.

She said that this will help LTC meet that requirement. No action was required by the Board at this time.

REPORTS: None.

UNFINISHED BUSINESS: None.

CONSENT AGENDA: Request Approval of:

Personnel

Approval to Teach:

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

- *Health Science – Baxter-Trotter, Jennifer (TBD)*
- *EMS/Paramedic – Carpenter, Thomas (107887)*

Resignation:

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

- *Bookkeeper, Business Office – Molina, Jill A (113172)effective 11/20/15*
- *Industrial Assistant, Guidance – Pruett, Yvonne M. (106703)effective 12/22/15*
- *Program Specialist, Adult Prep Health Science – Reyes, Carlos E. (135708) effective 09/30/15*

2015-2016 Organizational Flow Chart *(update and annual review)*

Strategic Plan *(update and annual review)*

Book of Plans *(update and annual review)*

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

Career Source Central FL 2015-2016-Training Provider Agreement

Non-Cash Contributions Report *(beginning 2015-2016)*

Chairperson, Mr. Fred Cobb pulled Consent Agenda, Tab 2 as Member, Joe Baxter requested to abstain from voting on that topic due to a conflict of interest. Member, Chief Keith requested to pull tab 2 for discussion. The request was granted

Moving forward, Chairperson, Mr. Fred Cobb requested approval of tabs 3 – 8 of the Consent Agenda.

Member, Mr. Joe Baxter moved **APPROVAL OF THE SEPTEMBER 21, 2015 CONSENT AGENDA; TABS 3 - 8.** The Motion was seconded by Member, Chief Richard Keith; the motion carried.

Chairperson, Mr. Fred Cobb opened the floor for discussion of tab 2 – Personnel of the Consent Agenda. Chief Keith expressed disappointment in seeing an employee's name, who he personally knew, listed on the Consent agenda as a resignation from Lake Technical College (LTC) and he wished him well. Dr. Culpepper agreed, and commented that two other individuals listed are retiring from the school after a very long tenure. She wished them all well in their retirement and said they will surely be missed.

Member, Chief Richard Keith moved **APPROVAL OF THE SEPTEMBER 21, 2015 CONSENT AGENDA; TABS 2.** The Motion was seconded by Member, Mr. Mickey Gauldin; the motion carried.

NEW BUSINESS:

Dr. Culpepper introduced new Business Manager, Lorraine Foster. Mrs. Foster was hired in July, transferring from the Lake County School's (LCS) District Office of Finance. She was not in attendance at the meeting in August and had not yet been introduced to the Board. The budget documents were provided to the Board prior to the meeting for review. Mrs. Salter reviewed the 2014-2015 Ending Budgets and the 2015-2016 Beginning Budgets with the Board in detail and answered questions accordingly.

Review and Approval of Ending Budget 2014-2015 Mrs. Salter requested Board approval of the 2014-2015 Ending Budget:

Member, Mr. Mickey Gauldin moved **APPROVAL OF THE 2014-2015 ENDING BUDGET.** The Motion was seconded by Member, Member, Chief Richard Keith; the motion carried.

Review and Approval of Beginning Budget Amendment 2015-2016 Mrs. Salter requested Board approval of the 2015-2016 Beginning Budget:

Member, Mr. Joe Baxter moved **APPROVAL OF THE 2015-2016 BEGINNING BUDGET AMENDMENT.** The Motion was seconded by Member, Mr. Mickey Gauldin; the motion carried.

At-A-Glance Summary: In closing, Mrs. Salter reviewed the Summary 3-month At-A-Glance report to inform members of current quarter status. The report was provided as information only and no action was required by the Board.

Review and Approval of 2015 Annual Security Report Dr. Culpepper explained to Members that because the school offers PELL grant funding, it will now be required to have an Annual Security Report in place. She stated that the Annual Security report consists of two components: Drug and Alcohol Abuse Prevention Plan and Campus Safety and Security Policies. The Safety and Security Policy was already in place; however, several new components that are required by the federal government have been added to that policy.

Member, Member, Chief Richard Keith moved **APPROVAL OF THE 2015 ANNUAL SECURITY REPORT CONSISTING OF THE DRUG AND ALCOHOL ABUSE PREVENTION PLAN AND CAMPUS SAGETY AND SECURITY POLICIES** The Motion was seconded by Member, Mr. Mickey Gauldin; the motion carried.

Chairperson Cobb stated that he could not overemphasize the need to ensure this plan is reviewed, not only by students, but with faculty and staff. He said the plan should not just be added to a book to meet a requirement; faculty and staff should have an understanding of the plan, its importance, and the reason it exists. He assured administrators that should an incident occur on the school's campus, the school will be held to the standards set by the plan. It is also in place to avoid situations involving litigation.

RFA New Fire Engine for Firefighting Program Program Specialist, Chief Ron Williams stated that the determining factor of this request is the age and unreliability of the primary engine which was purchased in 1995 when the Institute of Public Safety campus was built. The 20 year old engine is currently used for minimum standards classes in the Firefighting I and II programs and the Pump class. The vehicle's reliability is very questionable; on a regular basis the engine breaks down and has caused some difficult and embarrassing situations when demonstrating to students. He stated that the two back-up engines are 25 and 30 years old.

Chief Williams informed Members that in the 2014-2015 school year, approximately \$20,000 was spent for repair work on the primary engine. The state requires engines used for training pass an in-service engine criteria test. Last year, the pumping capacity failed on the engine and had to be rebuilt, the priming pump fails at times, and the electronics are also deteriorating.

Chief Williams said that reliability is the most important issue. This request was recently discussed by the Firefighting Program Advisory Committee, and in consensus recommended approaching the Charter Board with the request. Chief stated that the cost ranges for a new engine run from \$176,000 to \$300,000 for a fully equipped engine; \$215,000 for a version with some of the emergency response equipment removed; equipment that is not necessary for training. Chief Williams stated that this primary engine will become the back-up engine.

Member, Chief Keith stated the City of Tavares is currently looking at a fully equipped engine costing approximately \$400,000. He confirmed that the costs mentioned by Chief Williams are conservative numbers.

Chief Williams stated that the leases he checked into are 10 to 12 year leases costing the school approximately \$25,000 per year. It would be a lease-to-buy and he will also be looking into maintenance costs of the engine as part of the lease. He stated that the process will be involved and will take some time to research, but when a decision is made as to which manufacturer the school would like to work with, that information will be brought before the Board.

Dr. Culpepper told Members that at this time she is only recommending approval to pursue exploration of a lease agreement and that a special Meeting may be required sometime in November to approve purchase.

Member, Mr. Joe Baxter moved **APPROVAL TO PURSUE EXPLORATION OF POSSIBLE LEASE/PURCHASE OF A NEW FIRE TRUCK FOR THE FIRE FIGHTING PROGRAM AT THE INSTITUTE OF PUBLIC SAFETY THROUGH A BIDDING PROCESS.** The Motion was seconded by Member, Member, Chief Richard Keith; the motion carried.

Chief Williams stressed the importance of having contingency funds for future costly equipment expenses such as this. He said a perfect example of this was with the Burn Building, which is a critical component of the program, but the building had become antiquated and required upkeep.

Member, Mickey Gauldin, clarified that maintaining and replacing program equipment such as the engine, breathing apparatus, or even the phone systems is the responsibility of the school. However, the Lake County School Board is responsible for maintenance and repairs of the building facilities.

DIRECTOR'S REPORT:

Reminder: Charter Board of Directors - Fingerprinting Record Updates Board Members Mr. Joe Baxter and Fire Chief Richard Keith will contact Mrs. Payne next week to schedule appointments with LCS Human Resources office to be fingerprinted.

Florida Integrated Career and Academic Preparation System (FICAPS) Grant Award Dr. Culpepper reported that LTC received the award and will begin the planning phase of this grant, for implementation next school year. By the third year of funding, the school should have a Building Construction Technologies Program up and running. There is consideration being given to operate the program in the Mascotte location.

Funding for the Center for Advanced Manufacturing (CAM) Dr. Culpepper stated that she continues to pursue funding for the CAM building. Recently she, along with LTC Board Member C.A. Vossberg, and Mr. Rick McIntyre of G.W. Shultz attended meetings with the local delegation; Representatives Larry Metz and Jennifer Sullivan and Senator Hayes. She had previously met with Representative Marlene O'Toole in Tallahassee. She stated that all were very supportive about this effort and encouraged Dr. Culpepper to get in contact with the Governor's office, which she did and is in the process of submitting a request to visit the campus.

She stated that Lake County Board of County Commissioner (LCBCC), Mrs. Leslie Campione has invited her to meet with lobbyists that they are planning to hire for the project, which will be addressed also during *Legislative Days* in Tallahassee this fall. She and Mr. Jack Miller are also working on preparing a bid for construction to get quotes on costs.

Members expressed their thanks to Dr. Culpepper for all of her efforts recognizing that this is a very important project for the school and for the county. Although there was no funding received from the state, they were appreciative of her continued efforts in pursuing funding.

2019 Charter School Transition from Lake County Schools Dr. Culpepper was informed by the LCSB attorney and Superintendent, Dr. Susan Moxley that when the next Charter contract renewal comes due in 2019, LTC employees will no longer be Lake County School Board employees. Instead, the employees will become Lake Technical College school employees. LTC employees will remain a part of the Florida Retirement System (FRS) and as for benefits, because so many Charter schools have pooled together, an equivalent benefits package should be provided to employees compared to what is received now from LCS.

The details of transitioning existing employees from LCS to Charter will need to be worked out. There will be benefits to the transition such as proper job descriptions for employees and salaries can be set-up differently. She stated that 2019 is not far off, so discussions are beginning now to prepare for this change.

Industry Certification Dr. Culpepper stated that the school should receive some additional Industry Certification funds from the State. Anytime a student receives their industry

certification, the school receives \$1,000. This is for specific programs and recently Law Enforcement and Corrections were included.

Millennial's in the Workforce Speaking Engagement October 13, 2015 at the IPS facility Dr. Culpepper informed Members that LTC is sponsoring Mr. Mark Perna (Tools for Schools) who will be speaking to local employers about Millennial workers. She invited all Board Members and encouraged them to attend at 8:30 a.m.

Chairperson Cobb asked if the school offers any services to assist veterans with technical programs.

Mrs. DeAnna Thomas, Dean of Student Affairs stated that initially approximately 28 veterans were enrolled at LTC, now the school has approximately 80 veterans enrolled. They are utilizing their benefits, the school is able to better counsel them through the enrollment process and is partnering them with mentors and coaches. The school also works with a local veteran's homeless coalition to help them with integrating back into society. There were three local scholarships established by local organizations. She stated that these are small steps, but more and more is being done at the school to help get veterans back into the workforce.

Dr. Culpepper stated that the school recognizes veterans by distributing buttons celebrating veteran's service on Veterans Day, honoring them with free dessert coupons and graduating veteran students wear special red, white, and blue cords to recognize their service also.

Chairperson Cobb thanked the school for helping the veterans utilize their educational benefits and for recognition and thanks to them for their service.

Program Advisory Committee Fall Reception On Thursday at 6:00 p.m. the school will begin its reception of all its Program Advisory Members and all program meetings will follow at 6:30 p.m. Members were invited to attend.

DATE/TIME OF NEXT MEETING:

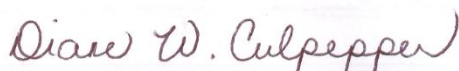
Remaining meeting dates for the 2015-2016 school year:

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

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

ADJOURNMENT: The meeting was adjourned at 3:48 p.m.

Respectfully submitted,



Dr. Diane W. Culpepper, Director