

LAKE TECHNICAL COLLEGE
Board of Directors Meeting
July 14, 2014
2:30 p.m.

The Board of Directors for Lake Technical Center held a meeting on Monday, July 14, 2014. President, Mickey Gauldin called the meeting to order at 2:30 p.m. in the Tech Dining Room, Eustis, Florida.

DETERMINATION OF A QUORUM:

Present:

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

Board Members: Eustis Police Chief Fred Cobb, Tavares Fire Chief Richard Keith, Mr. C.A. Vossberg, IV

Director: Dr. Diane W. Culpepper

Not present:

Member, Mary K. Perfumo

APPROVAL OF THE MINUTES: Approval of the Minutes of the May 12, 2014 meeting.

Treasurer, Dr. Isaac Deas moved to **APPROVE THE MINUTES OF THE MEETING OF MAY 12, 2014.** The Motion was seconded by Member, Chief Fred Cobb; the motion carried unanimously.

PUBLIC COMMENT: Program Spotlight – Center for Advanced Manufacturing (CAM) Blue prints of the of the new CAM facility were made available to Board Members, as were architectural photographs. Members also previewed a 3-D virtual tour of the exterior perimeter of the facility, which will be located behind the existing B-building. Dr. Culpepper stated that the architect is making great progress. The next process is to place equipment on the architectural plans so that electrical needs can be determined. Once that process is complete the plans can be sent out requesting construction bids.

Dr. Culpepper also mentioned a recent newspaper article regarding one of Lake Technical College's (LTC) Business Partners, Mr. G.W. Schultz, of G.W. Schultz Tool, Inc. in Tavares. The G.W. Schultz Company has donated equipment to the LTC Manufacturing program. Mr. Schultz and was recently recognized as Volunteer of the Year.

REPORTS:

UNFINISHED BUSINESS: None.

CONSENT AGENDA: Request Approval of:

Personnel

Approval to Teach:

Lake Technical College:

- *Adult Ed Evening Short Courses – Smith, Clinton Emory (155582)*

Institute of Public Safety:

- *Adult Ed Public Service FF – Rhoden, Jerry A. (117579), Massicotte, Timothy E. (155644)*

Resignation:

Lake Technical College:

- *Teacher, Industrial Job Prep, Cosmetology – Dawson, Tonyia T. (112694)*
- *Clerical Assistant II, Admissions – Bielfelt, Marilyn L. (110113)*

Institute of Public Safety:

- *Adult Ed Public Service FF – Palmer, Eric (119328)*
- *Data Entry Operator – Lemonovich, Doris R (116503)*

2014-2015 Renewal Agreement between The School Board of Lake County and Lake Technical Center (*expanding provision of Adult and Technical Education in South Lake County, Mascotte facility*)

2014-2015 Program Advisory Committee Members

Vice-President, Joe Baxter moved to **APPROVE THE CONSENT AGENDA OF JULY 14, 2014.** The Motion was seconded by Member, Chief Fred Cobb; the motion carried unanimously.

Chief Richard Keith provided additional committee member names to Mrs. Taylor, with regard to the Fire Fighting program, to add to the program advisory committee members list.

NEW BUSINESS:

Budget Summary At-A-Glance (*Information Only*) Mrs. Salter stated that the summary as presented is as of May 31st. The process of closing-out of the fiscal year ending June 30 has begun. She reviewed the detail of the summary report to Members. The report is retained with the official Board packet and is available upon request. Mr. Salter mentioned that LTC is well ahead of what was budgeted at the beginning of the school year, and in June, LTC received an additional \$210,000.00 in revenue for industry certification.

Dr. Culpepper explained that the state made the decision to pay schools \$1,000.00 per industry certification in an area of approximately nine programs. Of the nine programs, LTC has three: Welding, Auto Service Technology, and HVAC. LTC worked very hard to submit as many certifications as possible. In the Heavy Duty Truck and Bus (Diesel) and Auto Body Collision Repair and Refinishing programs students are taught to weld. Those students were encouraged to obtain welding certifications as well. LTC submitted eighty-five certifications to the state to garner an additional \$85,000.00 to be used in those programs.

The state had additional money set aside for industry certifications, to be paid statewide, which was not used in that manner. The state has re-allocated it using a formula which allotted an additional \$200,000.00 to the school. Dr. Culpepper stated that the teachers of these programs worked very hard and she commended them on a job well done. She stated that she would like to utilize the additional funds towards the CAM program. She mentioned that the state will be adding health programs to the eligibility program list next year and LTC will benefit from those program additions.

2014-2015 Postsecondary Student Fee Calculation Mrs. Peterson reviewed the Postsecondary Student Fee Calculation approved by the state. The tuition for Career and Technical students did not increase. Students will be charged \$2.88 per hour for a certificate program. Block tuition for Adult Education students has changed. Students are charged \$30.00 per term; the school charges three terms, and there is no longer a charge for out-of-state tuition.

Vice-President, Joe Baxter moved to **ACCEPT THE 2014-2015 POSTSECONDARY STUDENT FEE CALCULATION AS PRESENTED.** The Motion was seconded by Member, Chief Richard Keith; the motion carried unanimously.

Mission and Vision Statement – New Options Board members were provided with the existing Mission and Vision Statement and the new options developed for consideration in 2014-2015. In 2013-2014, a Strategic Planning Committee made up of Faculty and Staff, reviewed in detail the Strategic Plan for the next three to five years. When reviewing the Mission and Vision Statement, the committee agreed that verbiage recognizing growth should be added to the statement. Four options were developed and were presented to the Board as information. Dr. Culpepper stated that the plan of action is to present these options to Program Advisory Committee Members in the Fall and to allow them to provide feedback, and suggestion. Then, at the 3rd quarter meeting, bring the final two preferred options to the Board for ultimate approval of a final statement. With regard to the options presented, Dr. Culpepper welcomed any comments or feedback from Members during this meeting or in the months ahead. Board members were interested in finding out the results of Program Advisory Committee Members input of the options presented.

Charter Board of Director's – Election of Board Members and Board Officers President Gauldin stated that annually, Board Members must elect members and officers of the Board. To ensure that current Members would like to continue serving in the 2014-2015 school year:

Treasurer, Dr. Isaac Deas moved **TO REAPPOINT THE EXISTING APPOINTED MEMBERS OF THE LAKE TECHNICAL COLLEGE CHARTER BOARD OF DIRECTORS TO CONTINUE SERVICE AS DIRECTOR MEMBERS FOR THE 2014-2015 SCHOOL YEAR.** The Motion was seconded by Member, Chief Richard Keith.

President Gauldin opened the floor to discussion to Member status with regard to being re-elected, or if any existing Members wanted to express plans to resign. He also mentioned that the new version of the Bylaws had not been adopted yet, in which, Board Members would have staggered service terms so that all Members are not to be re-elected at the same time. This is an effort to establish continuity should Board Members need to vacate their position for whatever reason.

The motion carried unanimously.

President Gauldin stated that it was also time to nominate officers of the Board. He mentioned that he, Vice-President, Joe Baxter, and Dr. Isaac Deas have served as Members since the Charter was founded. Although he has enjoyed serving as President; working with the administrators,

faculty, and staff of LTC. it was also important to him that he look out for the best interest of LTC. He expressed that he would not like to serve as President to allow other Members of the Board to have an opportunity to serve in this capacity and to allow him to leave the presidency and continue serving but to not leave as an officer and a Member at the same time. He said he would be available as a mentor to the newly elected officers if needed.

Vice-President Baxer informed the Board that he would be continuing one more year. Dr. Isaac Deas stated that, at this time, he plans to continue serving.

Member, Chief Richard Keith stated that in his opinion, he is happy leaving the current officers in place and normally he would tend to nominate the Vice-President to President; however, hearing what President Gauldin and Vice-President Baxter said, he would like to nominate Member, Chief Fred Cobb for Presidency of the Board. Treasurer, Isaac Deas seconded the nomination.

Member, Chief Richard Keith moved **TO APPROVE MEMBER, CHIEF FRED COBB AS PRESIDENT FOR THE 2014-2015 SCHOOL YEAR.** The Motion was seconded by Treasurer, Dr. Isaac Deas; the motion carried unanimously.

President Gauldin reminded Members that the duties as outlined in the current Bylaws document are not performed by Board Members. These duties are completed by members of faculty and staff. The new Bylaws will reference new titles such as Chairperson, Vice-Chairperson, and may dissolve the Secretary/Treasurer title all together. The nominations will stand and once the new Bylaws are approved, the Member status will adjust in accordance with the Bylaws.

Newly elected President, Chief Fred Cobb, moved **TO APPROVE CURRENT TREASURER, DR. ISAAC DEAS AS VICE-PRESIDENT FOR THE 2014-2015 SCHOOL YEAR.** The Motion was seconded by Member, Chief Richard Keith; the motion carried unanimously.

Newly elected Vice-President, Dr. Isaac Deas moved **TO APPROVE MEMBER MR. C.A. VOSSBERG AS SECRETARY/TREASURER FOR THE 2014-2015 SCHOOL YEAR.** The Motion was seconded by Member, Chief Fred Cobb; the motion carried unanimously.

Dr. Culpepper congratulated Members on being elected to their new positions on the Board.

DIRECTOR'S REPORT:

Legislative Update – Name Changes to Technical Centers Statewide Dr. Culpepper stated on June 18th and June 19th she attended a Technical Center Directors meeting and it appears that a good number of other technical centers across the state, that are not charter, are changing their name to technical college. Broward County has already changed and Miami-Dade County plans to change at the end of August. Currently, Pinellas County is working to change their name too. She stated that this is a great step in the getting the technical schools to come together as a system.

Legal Topics:

Charter Contract Renewal- The Charter Contract Renewal Application passed unanimously by the Lake County School Board (LCSB) in April; however, the Charter Contract had yet to be developed, written, and it was anticipated to be added to the LCSB agenda for approval in June. Unfortunately, the process did not move forward as anticipated due to communication issues between the LTC and the LCSB law offices. Consequently, although placed on the June 14th LCSB meeting agenda, the final contract was pulled because it did not include the updates and corrections that LTC requested and could not be approved.

Attorney Kevin Stone of Stone and Gerkin indicated it would probably be sufficient to approve the contract prior to all the details being finalized. However, Dr. Culpepper stated that she did not feel comfortable requesting that of the Board. Even though the contract technically expired on June 30th, she preferred waiting until the LCSB approves the contract at their August meeting and said the final contract will be available by the September Charter Board Meeting.

Charter Bylaws – At the Board's request in March, Dr. Culpepper has been trying to determine if a Secretary/Treasurer is required as part of the Charter Board officers. Attorney, Kevin Stone contacted her recently to confirm that a Secretary/Treasurer is not required as part of the Board. There must be an individual named as Secretary, but it can be a member of staff.

The final draft of the Bylaws has been submitted to Attorney, Kevin Stone for review. This final document should be ready by the September Charter Board Meeting also.

Public Information Requests – Dr. Culpepper made Members aware of an information request which was to provide her December 31, 2013 paycheck. The same request was made to the other charter school principals within the county. She requested that Mrs. Salters provide details to the Board with regard to the law suit that resulted following the response from the LCSB Public Information Office, which reportedly did not provide the information in the proper format. Because of that, a law suit has resulted and so far, only Mascotte Elementary has been named in the law suit. Mrs. Salter stated that it was determined by the charter schools to settle as a group, \$2,800.00 per school. Schools do have insurance to cover things such as this; but, their deductible is \$5,000.00 and it would cost somewhere between \$10,000.00 - \$20,000.00 in legal fees if the school chooses not to settle. President, Chief Cobb stated that he is familiar with the request, and who made it. He stated, for the record, he feels there is sufficient grounds to file a Bar complaint against this particular attorney. Public requests are made consistently by this attorney across the state, and if the entity does not provide the information in a certain format, it results in a law suit and it is the hope the agencies settle; this is how they make their money. Dr. Culpepper stated that LTC was not mentioned in the law suit, but is a part of the charter schools. She questioned if Members preferred LTC pay its share toward settlement with the group of schools or if LTC should wait until a separate written communication is provided. President, Chief Cobb said although when weighing the cost of litigation against the cost of settlement it seems better to go with the settlement, he does not feel comfortable paying when LTC has not been named in the law suit.

Dr. Culpepper stated that when she spoke to Attorney, Kevin Stone about this, he agreed with the Board's position.

Student-Related Matters Dr. Culpepper stated that a student has filed a complaint against LTC and administrators responded to the complaint. Following, the student e-mailed a nine-page complaint to all LTC Board Members. Again, LTC administrators responded to the complaint in a timely manner. The student did not follow LTC's grievance policy as outlined on page eighteen of the Policy Manual. It explains that Students may write a complaint to the Director, and if they not satisfied with the Director's response, there are steps to take with a Grievance Committee. The committee is made up of one Board Member and two staff Members (not related to the program that the student is enrolled in). This student skipped that step and went on to file a formal complaint with the schools accreditation body, Council on Occupational Education (COE). LTC administrators had twenty-one days to respond, this all happening at the end of the school year in preparation of LTC's Adult Education and Career and Technical Education graduation ceremonies.

Dr. Culpepper commended Assistant Director, Mrs. Stephan, Health Science Chairperson, Mr. Reyes, and the Health Science program instructors for keeping good record of all instances and for working on the response so diligently. LTC's response was offered to Members for review. She stated that because student information is involved, if Members had questions, she would be glad to meet with Members individually regarding the complaint.

Differentiated Part-time Instructor Pay Dr. Culpepper reminded Members that in 2009, part-time instructor pay was reduced from \$25 hourly to \$20 hourly. Since then, with continuous budget reductions, it has been difficult to provide another increase. Recently, Lieutenant Russ Edwards shared with the Board that he had an opportunity to pay Law Enforcement part-time specialized course instructors a higher rate using the Law Enforcement Trust Fund Account funds. He provided college comparison information; however, she felt that comparisons were instead needed from other technical schools. In speaking to other directors at a recent Technical Center Directors meeting, she found that technical school's part-time hourly rates were all in the range of \$20-\$21 hourly. She requested a cost analysis from Mrs. Peterson using several different hourly rates. The results were as follows: Increasing the hourly rate to:

- \$21 hour increases the payroll budget by \$20,000.00 annually
- \$22 hour increases the payroll budget by \$38,000.00 annually
- \$25 hourly increases the payroll budget \$100,000.00 annually

Dr. Culpepper stated that the Center would not be able to pay part-time instructors at the rate of \$25 hourly, but she would further analyze the annual costs of increasing to either \$21 or \$22 hourly. There is an exception for part-time Adult Education instructors who are paid by grants. Since the increase was not planned, there is not additional funding in the grant to cover an increase to hourly rates. With regard to the differentiated pay for specialized course instructors, a meeting has been scheduled between Dr. Culpepper, Lana Taylor, and Human Resources personnel at the District on July 24th to see how this would be possible. She mentioned that Sarasota Tech is the only school that does have a Law Enforcement academy which pays differential pay to instructors. Their rate is \$50 hourly; however, they do not offer many courses there.

No action was required by the Board and Dr. Culpepper stated that she would provide updates as information is provided to her. She said it is her opinion that all part-time instructors are worthy of raises, but it is a matter of budget.

Document Presentation at Meetings – Dr. Culpepper questioned if the Board would be opposed to being provided the Board packet in digital format on I pads at the next meeting in September.

Members agreed, since the Board packet is already e-mailed to them as a .pdf, that they were willing to try it. One Member suggested that all documents are broken into tabs to follow the agenda in an orderly way or to be able to refer back to documents in an easy way. Mrs. Taylor stated that she will continue to provide a hard copy agenda for notes.

Graduation - Flash Mob – The Board watched a video presentation LTC’s faculty and staff surprise Flash Mob dance performed at the June Career and Technical Graduation Ceremony in June.

Upcoming Events:

- August 11th, pre-planning week begins
- August 18th, Students return

DATE/TIME OF NEXT MEETING:

- First Quarter (budget): Monday, September 22, 2014
- Second Quarter: Monday, December 8, 2014
- Third Quarter: Monday, March 16, 2015
- Fourth Quarter: Monday, May 18, 2015

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

ADJOURNMENT:

Respectfully submitted,



Dr. Diane Culpepper,
Director