

LAKE TECHNICAL COLLEGE
Special Board of Directors Meeting
February 17, 2016
2:30 p.m.

The Board of Directors for Lake Technical College held a special meeting on Wednesday, February 17, 2016. Chairperson, Mr. Fred A. M. Cobb, called the meeting to order at 2:30 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, and resigning Member, Mrs. Mary K. Perfumo

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

NOT PRESENT: Member, Mr. C.A. Vossberg

APPROVAL OF THE MINUTES: Approval of the Minutes of the December 7, 2015 meeting

Vice-Chairperson, Dr. Isaac Deas, moved **APPROVAL OF THE MINUTES OF THE MEETING OF DECEMBER 7, 2015 MEETING.** The Motion was seconded by Member, Mr. Mickey Gauldin; the motion carried unanimously.

PUBLIC COMMENT: None.

PROGRAM SPOTLIGHT: None.

REPORTS: None.

UNFINISHED BUSINESS: None.

CONSENT AGENDA: Request Approval of:

Personnel

Approval to Teach:

Lake Technical College: (*part-time*)

- *Adult Education/GED – Arnold, Daniel (157141), Roberson, Rebecca (114527)*
- *Adult Education/Health Science – Brewer, Misty (157580), Lopez, Cristina (157597), Elliot-Manning, Leslie (157596)*

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

- *Adult Education/Public Services, FF – Chimento, Daniel J (157598), Parisi, Anthony S. (157498)*
- *Adult Education/Public Services, LE – Vitale, Charles V (157599)*

- *Adult Education/Telecommunications – Winkler, Haley D (157581)*

Resignation:

Lake Technical College: *(full-time)*

- *Records Specialist – Leon, Herendira (129351) effective 12/22/15*

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

- *Adult Education/Public Services, FF – Whitaker, Steven K (112131) effective 1/10/16*
- *Adult Education/Public Services, LE – Woods, Michael M (122450)*

2016 Career and Technical Education Proclamation

Member, Mr. Mickey Gauldin moved **APPROVAL OF THE CONSENT AGENDA OF THE FEBRUARY 17, 2016 SPECIAL MEETING.** The Motion was seconded by Member, Chief Richard Keith; the motion carried unanimously.

NEW BUSINESS:

RFA: Budget Amendment – Federal Grant Fund 422 Business Manager, Mrs. Lorraine Foster, reviewed the budget amendment report with Members notifying them of the additional funding assigned for the implementation of the Florida Department of Education (FLDOE) Integrated Career and Academic Preparation System (FICAPS) Grant and made them aware of other adjustments made within the budget pertaining to the HVAC program. She requested approval of the amendment.

With no further discussion,

Vice-Chairperson, Dr. Isaac Deas moved **APPROVAL OF THE BUDGET AMENDMENT FOR FEDERAL GRANTS FUND 422 TO UPDATE THE FUND TO INCLUDE ADDITIONAL FLORIDA DEPARTMENT OF EDUCATION (FLDOE) INTEGRATED CAREER AND ACADEMIC PREPARATION SYSTEM (FICAPS) GRANT FUNDING.** The Motion was seconded by Member, Mr. Mickey Gauldin; the motion carried unanimously.

RFA: Fire Engine Purchase for Firefighting Program Dr. Culpepper mentioned that she and Program Specialist, Chief Ron Williams of the Firefighting program, are quite excited about the opportunity to purchase a fire engine; it has been a need for many years. Chief Williams was asked to provide Members with better details about the purchase.

Chief Williams informed Members that approximately five (5) companies were contacted to compare pricing and engine specifications. A proposal from the company, *Rosenbauer* prevailed as the company that could build the type of engine specifically needed for training, at the best price; approximately \$190,000.00. Chief Williams requested approval by the Board to proceed with the bidding process, as the fire engine will be custom-built. He said that he anticipates it taking anywhere from six (6) months to a year to build the engine. All were on the state-bid list.

Assistant Director of Finance for Charter Schools, Mrs. Mary Salter, informed Members that a leasing purchase, as previously discussed, was no longer an option because the financing companies would not extend the lease past the length of the charter contract; which expires in

three years. She stated that other banking options were explored; however, the school proved to be in a good financial position to pay up-front for the purchase of the engine and this option would save the school nearly \$4,000.00 in the overall purchase of the engine. Additionally, it would save approximately \$10,000 - \$20,000 in interest costs over the duration of a lease agreement purchase. Mrs. Salter informed Members that over the next five (5) – seven (7) years, Chief Williams will include costs in his program budget to recover the funds for this purchase.

Members questioned what the life-years expectancy would be for the new vehicle. Chief Williams said at least ten (10) years of very good service and after that period, repair costs will begin. He stated that the engine being replaced is twenty (20) years old and it was refurbished approximately two years ago. Typically, in-service engines can last ten (10) years. However, when an engine is used in training instances rather than for over-the-road usage, parts and electrical components will wear down quicker. For example, an engine pump used for training may run eight hours at a time, whereas an engine used in serving the community may run its pump for only one hour at a time.

Dr. Culpepper mentioned that the purchase of used engines was explore as well; however, the engines available were already ten years old and would cost nearly the same as the new truck being purchased.

Member, Joe Baxter moved **APPROVAL OF THE PURCHASE OF A NEW FIRE ENGINE FOR THE FIRE FIGHTER PROGRAM LOCATED AT THE INSTITUTE OF PUBLIC SAFETY AS OUTLINED IN THE PROPOSAL PROVIDED TO THE BOARD.** The Motion was seconded by Member, Chief Richard Keith; the motion carried unanimously.

Charter Board of Directors:

- **Board of Director Member Resignation** – Dr. Culpepper recognized resigning Board Member, Mrs. Mary Kathy Perfumo for her years of service as a Board of Director Member for Lake Technical College. Mrs. Perfumo was presented with her Board of Director photo and Board Members applauded and thanked her for serving. Mrs. Perfumo has accepted a Program Specialist position at LTC overseeing the Health Science program.

For review, Dr. Culpepper provided Members with Mrs. Judy Beda’s resume. Mrs. Beda was recommended by Mrs. Perfumo to serve as her replacement. Mrs. Beda met with Dr. Culpepper prior to the Board meeting to discuss her interest in serving; she currently works for Central Florida Health Alliance. Dr. Culpepper informed Members that Mrs. Beda has been invited to attend the regular Meeting scheduled March 14, 2016 so that Members a chance to meet and interview her.

Mrs. Perfumo commented that she has known Mrs. Beda for many years and highly recommends her as a Board of Director Member. She stated that Mrs. Beda is adored by those who know her. She is very active and engaged with friends, co-workers, and in the community. She is extremely familiar with and is a big supporter of Lake Technical College. She has previous experience with Lifestream, which, at one time, was located behind LTC’s main campus. Additionally, Mrs. Beda’s husband serves as a Program Advisory Committee Member for the Welding program and visits the campus regularly.

Governance Training Status (*Information Only*) Governance Training Certificates for three Members will expire in 2016; two of them in the upcoming months of March and April. Members due to expire were reminded to complete the 2-hour Refresher course prior to their certificate expiration dates.

RFA: Stipend Perfumo K Health Science Chairperson Dr. Culpepper informed Members that Lake County Schools has denied applying the Master's Degree Differential amount to Mrs. Perfumo's salary stating that her Master's Degree subject area is Business Administration and her Bachelors and Associates in Science degrees are in Nursing.

For reference, Dr. Culpepper provided Members with Mrs. Perfumo's resume and the LCS Salary Schedule. She said that she recommends the degree differential, as Mrs. Perfumo's job duties as Program Specialist for the Health Science program at Lake Technical College (LTC) are primarily to provide administrative oversight to the entire Health Science program, which aligns with the Master's Degree primary content assignment of Business Administration. Dr. Culpepper said she is requesting Board approval as additional support for her request to the District's Human Resources office to have the pay differential applied immediately to her salary.

Member, Chief Richard Keith moved **APPROVAL TO APPLY THE ANNUAL DEGREE DIFFERENTIAL FOR A MASTERS DEGREE AS OUTLINED ON THE LAKE COUNTY SCHOOLS INSTRUCTIONAL SALARY SCHEDULE TO HEALTH PROGRAM SPECIALIST, MARY K. PERUFMO; A PRO-RATED AMOUNT OF \$1250.00, (BASED ON A MID-YEAR START DATE OF 12/14/15 FOR THE 2015-2016), AND \$2,375.00 ANNUALLY PER SCHOOL YEAR.** The Motion was seconded by Vice-Chairperson, Dr. Isaac Deas; the motion carried unanimously.

DIRECTOR'S REPORT:

Charter School Transition - Dr. Culpepper reminded Members that in 2019, the District has requested that all Charter conversion employees become school-based employees. She stated that she plans to discuss two things with the Attorney, Sean Arnold:

- **LTC transitioning in 2022** - Dr. Culpepper will be asking that LTC join the other schools in the 2022 transition so that all schools transition at the same time, together. Currently all of the Charter school contracts expire in 2022, except for LTC's, which expires in 2019.
- **Sick Leave balances** – Currently, Sick Leave days that employees accrued prior to the school becoming Charter are banked five (5) years by the District. When planning for the transition, LTC will be deciding how many of those Sick Leave days can be transferred over with the employee. The amount is being explored at this time with Mrs. Salter. Dr. Culpepper stated that she has also been discussing this topic with faculty Cluster Leaders. She stated that they are excited about the transition; yet, leery of the changes. She said since the District will only hold those days for a five-year period, employees who have served LCS and LTC for a long time, will face a serious financial implications. Employees will still be part of the Florida Retirement System (FRS), the school will still be considered a Charter Conversion school, (using the District's building); not many more changes are to occur. Although going through this process will be challenging, (because there is a lot of preparation to be done ahead of time); there are good things that will come from it such as development of better job descriptions and policies outlining pay structure, job titles, and how leave will be accrued. As a result, situations, similar to Mrs. Perfumo's for instance, will not be an issue because they will no longer be tied to the District.

Mrs. Salter provided better detail to Members stating that under current District policy, when an

employee retires, the employee is paid-out for Sick and/or Vacation Leave and the District bills the school for the portion of accrued time earned after the school became Charter. With Vacation Leave, there is a limit of a maximum of 30 days that can be carried from year to year, however with Sick Leave, there is no balance limit.

In a resignation situation, the District will pay-out Vacation Leave and the Sick Leave balance is banked with the District for a period of five-years. At any time during those five years, if the individual returns to employment with LCS their banked Sick Leave balance will be reinstated. Otherwise, after five years without return, the leave balance dissolves. Mrs. Salter informed Members that in recent discussions, the District took the position that employees of the transition are considered as “leaving the school district” and the District no longer wants to be held liable for continuing to bank those employees Sick Leave balances.

Mrs. Salter stated that at the Charter Principal’s Meetings, they are trying to combat issues involving Human Resources, because it affects many employees, and recent discussions have focused on Information Technology, because the District currently supports IT services for the school. She said in the Charter, there is a section that refers to facility maintenance; that there will be a mutual facilities agreement or plan in place; however, it has never been in place nor ever drafted. She stated that before the transition or conversion occurs, all of these pieces must be in place so the expectations are clear for all parties involved. Mrs. Salter reiterated that the District’s position is that on June 30, 2019, if employees would like to continue with LTC; resignation papers will be provided. If employees choose to remain employees of the District, they will be absorbed for placement into the District’s workforce.

IT WAS THE CONSENSUS OF THE BOARD REGARDING SICK LEAVE BALANCES FOR TRANSITIONING EMPLOYEES THAT LAKE COUNTY SCHOOLS (LCS) SHOULD BE RESPONSIBLE FOR THE COMMITMENT THAT THEY INCURRED AND THAT LAKE TECHNICAL COLLEGE (LTC) SHOULD NOT BE LIABLE WITHOUT ANY TYPE OF REIMBURSEMENT AND THAT ACTUARIES NEEDED TO BE PROVIDED FOR REVIEW PRIOR TO LCS TAKING A POSITION IN THIS MATTER AND THAT ATTORNEY INVOLVEMENT IS NEEDED IN ANALYZING THE SUBJECT OF TRANSITIONING EMPLOYEES BEING FORCED TO GIVE UP ACCRUED LEAVE; AND, THAT THROUGHOUT THE TRANSITION, THE BOARD OF DIRECTORS WILL WATCH CLOSELY THE SCHOOLS FIDUCIARY RESPONSIBILITIES AND WILL HOLD WORKSESSIONS INVOLVING ALL MEMBERS AND ADMINISTRATORS WITH EXPERTS IN ATTENDANCE TO ASSIST.

Mrs. Salter informed Members that there is a liability fund that exists; LTC keeps record of its pro-rated calculation portion and the District has its own liability for schools, including LTC. She stated that during the recent audit, she addressed that the District tried to write-off LTC’s entire liability this year. Dr. Culpepper expressed concern that if LTC does not agree with the District’s position, it may jeopardize the charter contract renewal. There was no further discussion.

Discussion - Vandal Watcher Agreement There are three vandal watchers. One is located on the main campus, one located at the Institute of Public Safety (IPS) campus, and one exists at the gun range campus. The District owns the property and has decided throughout the District that they no longer want the liability of vandal watchers. The District’s Risk Manager explained that the residents are not their concern; however, their guests could have backgrounds that are in violation of LCS policy (such as sex offenders) and could cause a conflict.

It was suggested by Risk Management that if LTC wanted to continue with vandal watchers that there would need to be an agreement between them and the school rather than with LCS. LTC's attorney advised that there has been an increase of law suits by vandal watchers regarding 24-hour service, but not being paid for the time they work. Dr. Culpepper said she is getting the costs analyzed and meanwhile, she has asked the Lake County Sheriff's office to include the vandal watcher in the annual training agreement and is awaiting input from their attorney. She requested input from Members of the Board to address any concerns they may have. The Board suggested to establish a landlord/tenant agreement with stipulations of being good stewards of their home, or to possibly pay them a minimum wage for the time they are on call so that there is a cash value in place. Some suggested to state in the agreement verbiage such as "in lieu of a salary". Members agreed that the vandal watcher tenants need to adhere to the law with regard to sex offenders; those individuals know very well that they should not be near a certain radius of any schools.

Extension Campus Opportunity Dr. Culpepper informed Members of a unique opportunity to create an extension campus. There is a company in Longwood named Machine Training Solutions (MTS), which is owned and operated by Mr. Al Stimac, who is also the President of the Florida Manufacturing Association and who has a machine shop. This is the company that LTC purchased software from which was used in the CNC Production course offered at the school. She said Mr. Stimac has been a great partner of the school and she has been talking about offering training together. If he serves as an extension campus of LTC, he will fall under the schools accreditation and can offer LTC certificates from his facility. She will be meeting with him about accreditation requirements so he has a full understanding of policy and procedures. She will provide Members with an update as the steps progress.

Dr. Culpepper reviewed upcoming Campus Life events, such as the Career Expo taking place this evening, SkillsUSA first round regional competition on Thursday and Friday, and LTC's First Annual Homecoming of retired employees will be meeting on February 23rd for breakfast. This is the kick-off event heading toward the 50th year celebration. It is also a step in establishing a foundation for LTC. Dr. Culpepper that same day she will be attending a Lake County Manufacturing Summit event in Tavares.

Dr. Culpepper visited Tallahassee recently to attend events hosted by Governor Scott such as celebrating career and technical education week, the \$20 million for technical colleges and LTC Member, C.A. Vossberg, spoke at the Governor's press conference and did an incredible job. They were invited to attend a reception at the Governor's mansion as well.

Chief Cobb mentioned that an ongoing lawsuit has been settled through mediation without any cost to LTC. He assured Members that both he and Dr. Culpepper were happy with the outcome; however, welcomed a closed-session meeting if any Members wanted to discuss the further details.

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.

ADJOURNMENT:

Respectfully submitted,

Diane W. Culpepper

Dr. Diane W. Culpepper, Director