

LAKE TECHNICAL COLLEGE
Board of Directors Meeting
March 6, 2017
4:30 p.m.

The Board of Directors for Lake Technical College held a meeting on Monday, March 6, 2017. 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, **Vice-Chairperson,** Dr. Isaac Deas

Director Members: Mr. Mickey Gauldin, Mr. C.A. Vossberg, Member, Mr. Joe Baxter and Mrs. Judy Beda

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

NOT PRESENT: Member, Tavares Fire Chief, Richard Keith

APPROVAL OF THE MINUTES: Approval of the Minutes of the December 5, 2016 Regular Board Meeting;

Member, Mr. C. A. Vossberg, moved **APPROVAL OF THE MINUTES OF THE DECEMBER 5 2016 MEETING AS PRESENTED.** The Motion was seconded by Member, Mr. Mickey Gauldin; the motion carried unanimously.

PUBLIC COMMENT: None.

PROGRAM SPOTLIGHT: Dr. Culpepper informed the Board that Lake Technical College (LTC) had established a Staff Alumni Association. Mrs. Trudy Johnson, retired LTC Adult Education program instructor, was introduced as President of the Alumni Association. Mrs. Johnson shared that Dr. Culpepper contacted her in 2015, to assist in planning a Homecoming event for past employees. The event was in conjunction with the school's upcoming 50th Anniversary. Over the months, she has worked with Campus Life Coordinator, Mrs. Kimberly Frazier, to help locate as many past employees. Approximately forty past employees attended including past school Directors; (of eight past Directors, all of them attended, except for one, and one who had passed away). She stated that most everyone was local; however, Mrs. Maxine Felts, who served as Director, drove from Georgia to be at the event. Mrs. Johnson stated that the event was quite a tribute, and afterwards, several past employees decided that they wanted to help keep the momentum going. A Staff Alumni Association was formed and soon after, a Board of Directors was elected, and Bylaws were created.

In November 2016, a reunion was held with the goal of keeping in touch, enjoying each other's company, and to still be able to help make a difference and touch student's lives; this time financially, through fundraising opportunities for LTC scholarships.

She said one member suggested a goal of \$50,000 for the 50th Anniversary; which was a very steep goal. She said her personal goal would be to reach \$10,000.00 and members continue to solicit local businesses; especially businesses who have hired students of LTC or those who have graduated from LTC and now own a business. Association members continue working on their outreach to past employees and hold bi-monthly meetings. They are currently working on a way to generate funds through a mail-out request. Mrs. Johnson stated that donations, no matter the denomination, all makes a difference. She welcomed Board of Director Member participation, informing them that the Bylaws do allow for current or past Director Members to contribute if they so choose.

A first annual Homecoming Breakfast was held in February 2017, kicking-off LTC's 50th Anniversary. In the time between the November 2016 reunion and the February 2017 breakfast, the Alumni Association successfully collected \$6,220.00. Mrs. Johnson thanked Members for the opportunity to speak.

Dr. Culpepper explained that because the Alumni Association will be raising money on behalf of LTC, the Association's Bylaws require LTC Board approval. She said the Request for Approval is an agenda item, but she wanted Members to have an opportunity to meet Mrs. Johnson and to have an understanding of the association and its purpose prior to vote.

On behalf of the Board, Chairperson Cobb thanked Mrs. Johnson for her update.

REPORTS: Mark Starcher, Evergreen Construction Management, Inc. – Construction Project Schedule Report Mr. Starcher provided a project update to Members for job status since his last report in October 2016. He thanked Vice-Chairperson, Dr. Isaac Deas for meeting him on New Year's Eve to sign documents executing the Guaranteed Maximum Price (GMP). At that point the material and subcontractor buy-out process began, which is now coming to conclusion. Over the last couple of months the team has been involved in procurement, coordination of sub-contracting, and a lot of the front-end work has happened. Progress on-site includes:

- site-clearing
- building demolition with the exception of removing the existing roof joist at building four, in preparation of installing a new joist
- prepped foundations for connector buildings between buildings three and four
- retention pond is excavated
- beginning site layout for underground utilities, storm-grades, and sewer system
- working on underground plumbing in building three and the connector building is roughed-in. The plumbing will be completed and ready for the slab to be poured in the next couple of weeks

Progress in the field includes: (near future)

- concrete block walls that form the connector building will be at full-height (roof-height) in the next couple of weeks
- structural steel will be installed to complete all of the roofs on buildings three and four and the connector building

- in May, work will begin on the pre-engineered building where the welding program will be housed
- underground utilities will continue to be worked on until completed

Design and coordination includes:

- major electrical revision being completed by the engineers as a result of the Lincoln Welding system that was chosen and then coordinating the electrical design to work with that system
- site coordination design issues were discovered when tying into existing manholes; the elevations are not accurate compared to the drawings
- materials equipment, and components are undergoing coordination processes (such as door hardware, HVAC light fixture, floor and wall finishes) before they can be installed

Board Members, Mickey Gauldin and C. A. Vossberg had questions regarding security system installation or if there were other concerns, unknowns, or any major hurdles to overcome at this time. Mr. Starcher said that many of the life-safety systems; such as the existing fire-alarm system, will be extended into the new buildings. He stated that unknowns are always going to happen in construction of a building; however, at this time, there were no out of the ordinary issues requiring special attention. She said that Mr. Starcher's team, she and Mr. Miller, and staff of Lake County Schools meet each Tuesday to keep informed about the project's status and to work through any issues that arise.

On behalf of the Board, Chairperson Cobb thanked Mr. Starcher for the construction update.

UNFINISHED BUSINESS: None,

CONSENT AGENDA: Request Approval of:

Personnel

Approval to Teach:

Lake Technical College: (*part-time*)

- *Teacher Adult Ed Evening – Albritton, Ebony (158729)*
- *Teacher, Health Job Prep – Augustine, Cheryl (154686-straight-time rate)*
- *Teacher Adult Ed (EMS) – Brigham, April (TBD), Escobar, Jaime (TBD)*

Resignation:

Lake Technical College: (*full-time*)

- *Teacher Health Job Prep – Moyerman, Patricia (154825) effective 02/21/17*

Non-Cash Contributions (3rd Quarter Report)

Property Disposition (3rd Quarter Report)

Member, Mr. Joe Baxter, moved **APPROVAL OF THE CONSENT AGENDA OF THE MARCH 6, 2017 MEETING.** The Motion was seconded by Vice-Chairperson, Dr. Isaac Deas; the motion carried unanimously.

NEW BUSINESS:

At-A-Glance Summary (*information only*) Business Manager, and Board Treasurer reviewed the three-month financials with Members of the Board. The summary is kept on file with the official Meeting Minutes. There were no questions from Members and no Board action was required. Chairperson Cobb thanked Mrs. Foster for review of the report.

2017-2018 Cooperative Agreement between Lake Technical College and Assistant Director of Finance, Charter Schools Dr. Culpepper stated that Mrs. Salter's agreement is renewed annually by Lake Tech and by four other charter schools. She requested approval for the 2017-2018 school year. Member, Joe Baxter requested a correction be made to the school's name on the agreement (from Lake Technical "Center", Inc. to Lake Technical "College", Inc.). Dr. Culpepper agreed, and stated that she would notify Mrs. Salter to update the original document.

Member, Mr. C. A. Vossberg, moved **APPROVAL OF THE 2017-2018 COOPERATIVE AGREEMENT BETWEEN LAKE TECHNICAL COLLEGE AND ASSISTANT DIRECTOR OF FINANCE, CHARTER SCHOOLS WITH CHANGES TO THE NAME OF SCHOOL AS REQUESTED.** The Motion was seconded by Member, Mr. Mickey Gauldin; the motion carried unanimously.

RFA: By-laws for the Staff Alumni Association of Lake Technical College Member, Mickey Gauldin requested to have compensation verbiage added to the document to define whether or not Board Officers are compensated.

Mrs. Johnson stated that perhaps in the future there will be a Lake Technical College Foundation; which would require, at the least, a part-time paid position to coordinate foundation's efforts; however, for now, all Officers and Members are simply volunteering their time.

Member, Mr. Mickey Gauldin, moved **APPROVAL OF THE BYLAWS FOR THE LAKE TECHNICAL COLLEGE STAFF ALUMNI ASSOCIATION.** The Motion was seconded by Member, Mrs. Judy Beda; the motion carried unanimously.

RFA: Advisory Board-District Instructional Certification Process Dr. Culpepper stated that in order for a teacher to be certified, they can either have a state issued certificate or a local issued certificate. Most instructors at LTC have a local certificate, because they do not have a degree and are not able to obtain a state certificate. However, the District will issue a local certificate if the faculty member meets certain requirements; having six-years of industry experience in their career field and complete the educational coursework over a three-year period, to become fully certified. She stated that in Orange County, there was a third option called the Program Advisory Committee option. With this option, if a faculty member was industry qualified and had the skill-set to teach, the Program Advisory Committee would interview and recommend the industry skill qualification and the Director would recommend the teaching skill-set so they could obtain certification without the six-years of experience.

Member, Mr. Joe Baxter stated that he was very aware of the option because he implemented the option in Lake County Schools many years ago. Dr. Culpepper informed Mr. Baxter that apparently the District did away with the option. However, Mrs. Stephan informed everyone that recently, at a separate meeting, she learned that the District had been looking into allowing this option again. Dr. Culpepper informed Members that she contacted Orange County and was sent

the form which she in turn provided to the Human Resources office and the current department Director, Mrs. Julie Summerlin. The District's response was that before discussing the option and presenting it to the Lake County School Board (LCSB) for approval, they wanted to know that the school's Charter Board Members were in agreement. Dr. Culpepper emphasized that the third option simply provides an opportunity for the school to hire instructors who come from more difficult work fields.

Member, Mrs. Judy Beda questioned how "six" was the number of years determined as qualifying someone to teach. Member, Mr. Baxter stated that the District did not determine the number; it was determined by the state, who issued certificates. Dr. Culpepper stated that the state no longer issues certificates; local vocational certificates are assigned a # and recorded digitally and no longer provides copies of certificates to instructors. Mrs. Stephan mentioned that the District also allows certification based on a combination of a degree and experience, but again, for many program instructors, the degree most-likely is not in relation to their industry experience. Member Baxter stated that it is very rare that the school finds an individual who is fully qualified with less than six years experience, but it does happen. He said that there are several tenured instructors that began that way and have served the school well.

Dr. Culpepper said that she is proposing this third option to Members and requested Board recommendation for use of this option if the situation ever presented itself. Member, Joe Baxter stated that he strongly approved this option and was surprised the option was no longer in effect.

Member, Mr. Joe Baxter, moved **APPROVAL OF THE PROGRAM ADVISORY BOARD INTERVIEW OPTION AS A THIRD OPTION FOR DISTRICT INSTRUCTIONAL CERTIFICATION.** Motion was seconded by Vice-Chairperson, Dr. Isaac Deas; the motion carried unanimously.

DIRECTOR'S REPORT:

- **Construction Commencement Ceremony - February 28, 2017** Dr. Culpepper thanked Member, C. A. Vossberg for speaking at the event and members for attending. She said although it was very hot, the event was well-attended and a success.
- **Legislative (update)** Dr. Culpepper stated that she has traveled to Tallahassee several times this year. In the fall, she attended an Economic Summit and was told that the economy was growing; that one in every nine new jobs being generated were in Florida; if Florida were its own country, its economy would be the sixteenth largest in the world; just very exciting news. In February, at Lake Legislative Days the news was completely different. She learned that next year the State will be facing a \$1.9 billion revenue shortfall and the following year a \$1.2 billion revenue shortfall. She learned from the Florida Senate members that there have been so many tax reductions and incentives that the state is now experiencing the results of not collecting enough taxes.

Vice-Chairperson, Isaac Deas questioned what he had been hearing about the legislative issues involving the name changes to State College and Technical College.

Dr. Culpepper informed Members that Senate Bill 374, pulls the community/state colleges from under the Florida Board of Education and creates a new system, which will be called the Community College System. The schools can keep their name, but they will be of their own system similar to the university system. Some programs will now be governed by the Florida Board of Education and some by the Community College System. In that Bill, there is a line that states that technical centers may not offer degrees or college credit certificates. She said there is also a footnote that mentions LTC specifically.

- **Accreditation - Council on Occupational Education (COE)** (*school progress report*)
Mrs. Stephan reported that initial submissions are almost completed. They are working on collecting exhibits now. Dr. Culpepper asked Members to reserve September 25th at 6:00 p.m.; the evening that the COE team will be visiting LTC and along with that, the school will be celebrating its 50th year anniversary.
- **School Partnership Report –**

Powertech, Leesburg, donated five brand new, in the box, diesel engines to Mr. Randy Yates, Heavy Duty Truck and Bus program instructor. The engines were worth \$100,000.00. Dr. Culpepper stated that she recently had the opportunity to tour the company and the owner of the company now had worked with technical schools before and is pro-partnership and wants graduates working at his company. During the tour, she learned that five LTC alumni (from both Welding and Diesel programs) are currently employed by the company.

Del-Air, Sanford, representatives met with Dr. Culpepper recently informing her that they are in need of 85 HVAC technicians. They met HVAC Instructor, Steve Bagg, and donated new and gently used equipment. Mr. Bagg was extremely excited and began putting the equipment to good use right away. Students were invited to tour their facility and Del-Air representatives will be providing classes on installing ventilation. They also expressed interest in being guest speakers and in participating as Program Advisory members for the HVAC, Accounting, and Administrative Office Assistant programs.

Red-ash Tours –Dr. Sidor of LSSC introduced Dr. Culpepper to the owner of this company because he wanted to partner with an Information Technology (IT) program. They met at LSSC's Clermont campus and as they were speaking, she found out that the gentleman had no idea that LTC existed or that it was offering an IT program. He made arrangements to visit LTC and the students of the IT program gave him a demo of what they have learned and what they do in the program. The gentleman, who is an entrepreneur, has a vision of partnering with both LTC and LSSC and is in the process of writing curriculum for another degree. He would like to students to intern with his company and eventually hire them. If the students choose to obtain a degree, they would attend LSSC and everything would articulate. He has invited the entire class for lunch and a tour of his business and he is very ambitions to donate equipment such as servers to the program.

LSSC Articulation changes – The new draft version of the Law Enforcement articulation would allow students to earn 27 credits from the academy into the AS degree course. They are working on streamlining the General Education portion of that

so that they can finish and earn that degree. Classes for the AS degree will now be offered at the Institute of Public Safety (IPS) campus. Just as LSSC has opened its Clermont campus to LTC, in turn, LTC will open its IPS campus to LSSC students in Tavares. Reverse articulation will be created for young Law Enforcement students to obtain their degree through LSSC, then certification through the academy.

- **Executive Director Annual On-line Assessment – (Board Member Criteria)** Dr. Culpepper reminded Members that it is time for her annual assessment and in the next few weeks will be receiving e-mailed survey results from faculty, staff, and climate surveys and will be provided a link to individually evaluate the Executive Director. The results of the Members survey will be presented as part of the May Board Meeting packet for approval and recommendation for reappointment for the 2017-2018 SY. Chairperson Cobb will follow-up by meeting with Dr. Culpepper separately to enter the data in the District's evaluation program.
- **Governance Training Status Report** All Members are current. Member, C. A. Vossberg is due to take the 2-hour refresher course by June 2017.
- **Campus Life Calendar** Provided to Members as Information at-a-glance.
- **Parking Permits** – All Board Members were issued Lake Tech parking permits.
- **New Fire Truck** – Dr. Culpepper stated that the new fire truck is ready and as it was being driven here for delivery the instrument panel went out. It is now at Freightliner in Ocala being repaired. She said apparently this is a known problem for that particular brand of firetruck. Instructor Williams and she have only been shown pictures; they still have yet to see the truck.

DATE/TIME OF NEXT MEETING:

Pre-scheduled meetings for 2016-2017 school year:

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

Chairperson Cobb addressed the Board regarding Member, Chief Keith, who because of his work schedule, has mentioned that it becomes very difficult for him to be able to attend Board Meetings at the new meeting time of 4:30 p.m. Mr. Cobb said the time change was made previously at the request of administration and he asked for input from other Members.

Dr. Culpepper reminded Members that the meeting time change was requested following discussions about First Coast Technical College and also due to the new hours schedule for faculty & staff. She said that the Board could try and to meet on Friday morning if need be, but 4:30 p.m. was the only time that worked for them to be able to attend.

Chairperson Cobb said his concern is that he knows Chief Keith; and he takes his service as a Board Member seriously; it is important to him. If the time were to remain 4:30 p.m.; it may become frustrating to him if he is not able to participate as much as he would like to.

Members discussed the importance of faculty/staff being able to attend meetings also and said they were flexible, as long as they could pre-schedule the meetings and also suggested changing to meeting on Tuesdays at 4:30 p.m.

Mrs. Payne told Members that Chief Keith did not suggest any date or time that was preferable to him and that he had the May meeting on his schedule; since there was only one meeting left for this school year, he would try to finish out the existing meeting schedule.

IT WAS THE CONSENSUS OF THE BOARD FOR MRS. PAYNE TO CONTACT MEMBER, CHIEF KEITH TO FIND OUT WHAT DAY OF THE WEEK WOULD WORK BEST FOR HIM TO MEET AT 4:30 PM.

Dr. Culpepper also suggested, if the meeting time needed be at 2:30 pm that an e-mail could be sent to faculty/staff ahead of time asking them, if they are interested in attending a Board Meeting, to let their administrator know in advance and arrangements could be made to cover their classroom. Mrs. Stephan confirmed that there is flexibility in doing so.

The May meeting time will remain 4:30 p.m.

ADJOURNMENT:

Respectfully submitted,

Diana W. Culpepper

Executive Director