

**LAKE TECHNICAL COLLEGE**  
**Board of Directors Meeting**  
**March 16, 2015**  
**2:30 p.m.**

The Board of Directors for Lake Technical Center held a meeting on Monday, March 16, 2015. President, Dr. Diane Culpepper, called the meeting to order at 2:30 p.m. on behalf of Vice-President, Dr. Isaac Deas in the Board Room (*former Childcare Classroom*), Eustis, Florida.

**DETERMINATION OF A QUORUM:**

**PRESENT:**

**Board Chairpersons:** Vice-Chairperson, Dr. Isaac Deas (*late arrival*)

**Director Members:** Mr. Mickey Gauldin, Mr. Joe Baxter, Tavares Fire Chief Richard Keith, Mrs. Mary K. Perfumo, and Mr. C.A. Vossberg, IV

**Officers:** Dr. Diane W. Culpepper, PhD; Mrs. Lana Payne

**NOT PRESENT:**

**Director Members:** Chairperson, Eustis Police Chief Fred Cobb;

**Officers:** Treasurer, Mrs. Cathy Peterson

**APPROVAL OF THE MINUTES:** Approval of the Minutes of the December 8, 2014 meeting.

Member, Mickey Gauldin moved to **APPROVE THE MINUTES OF THE MEETING OF DECEMBER 8, 2014 MEETING.** The Motion was seconded by Member, Chief Richard Keith; the motion carried unanimously.

**PUBLIC COMMENT:** Mrs. Kerrie Johnson, Digital Design I & II program instructor, introduced students of her program who were in attendance to observe parliamentary procedures.

**PROGRAM SPOTLIGHT:** SkillsUSA - Mrs. DeAnna Thomas, Dean of Enrollment and Mr. James Brucker, Auto Body, Collision Repair and Refinishing instructor spoke to Members about SkillsUSA and their previous involvement with the organization as dual enrolled students of Lake Tech (LTC). They said it is more than participating in competitions, it is about developing partnerships, managing fundraising events, and learning the important of “soft-skills” (timeliness, good attendance, proper dress) that are so important in developing a well-rounded worker for employers.

Two students spoke to Members as well; Ms. Brandi Mullens, Accounting Student, who placed 2<sup>nd</sup> in the Speech Competition at Regional’s and who plans to go to State competition and possibly Nationals. She continues to participate in the Eustis Chapter “Toastmasters” in an effort to continue coaching and practicing and Mr. Keith McNeely, Auto Collision Repair and Refinishing Student, who placed 2<sup>nd</sup> at Regional’s for his program. He said that SkillsUSA has been interesting. He competed against his second choice school and he has found that Lake Tech has a better shop environment and better instructors, who seem to care about students and their

success. He said that made a difference to him and he was glad that he chose to enroll at Lake Tech. Also, Member Chief Keith's son, Matthew Keith, won Gold for Refinishing in High School Dual Enrolled.

Students are raising funds now in preparation of the State Competition in April and will go on to State competition in Lakeland. National competition will be in June. As part of the fundraising, Mr. Miller announced that Lake Tech is selling camouflage hats \$15 with Lake Tech's logo on them and for \$5 extra, the program name can be added to the back of the hat.

Board Members congratulated the students. Chief Keith stated that he was very proud and thanked Mr. Brucker and Mr. Beliveau and mentioned that the Lake Sentinel newspaper listed all of the student's names in a recent article. Member, Joe Baxter, offered congratulations and said that he appreciated the effort in getting the school re-involvement in the SkillsUSA organization.

**REPORTS:** None.

**UNFINISHED BUSINESS:** None.

**CONSENT AGENDA:** Request Approval of:

**Personnel**

**Approval to Teach:**

**Lake Technical College:**

- *Adult Ed, EMS/Paramedic – Giese, Edward R. (104557), Grantham, Joseph M. (129812) Meadows, Sara M. (156243), Sadeghi, Alireza - (156327)*
- *Adult Ed, ESOL – Lee, Karen A. (117236)*
- *Adult Ed, GED – Skelton, William (108692)*
- *Adult Ed, Health – Glass, Carol D. (156242)*

**Institute of Public Safety:**

- *Public Service, Fire Fighting – Taylor Jr., Richard T. (156259)*
- *Public Service, Law Enforcement – Mack, Scott D. (TBD)*

**Resignation:**

**Lake Technical College:**

- *Adult Ed, GED – Jackson, Karen W. (135946)*

**Institute of Public Safety:**

- *Public Service, Law Enforcement – Collins, Vaneese B. (111587), Colston Jr., Mornas (126450)*

Member Chief Keith requested to pull Consent Agenda item, Tab 2.

Dr. Culpepper opened item for discussion. Member Keith requested to abstain from voting on the Approval to Teach Adult Ed, EMS/Paramedic instructor Edward Giese because the instructor was personally known to him and it may be deemed as a conflict of interest.

Member Joe Baxter moved **TO APPROVE TAB 2 OF THE MARCH 16, 2015 CONSENT AGENDA, PERSONNEL.** The motion was seconded by Member, C.A. Vossberg. The motion carried 6 in favor-1 abstained; the motion carried. (*Memorandum of Voting Conflict is on file with the official Board records and is available upon request.*)

Member, Joe Baxter moved to **APPROVE TAB 3 & 4 OF THE MARCH 16, 2015 CONSENT AGENDA.** The Motion was seconded by Member, Mickey Gauldin; the motion carried.

#### **NEW BUSINESS:**

**Financial Summary 3-Month At-A-Glance** (*Information only*) In Mrs. Peterson's absence, Mrs. Mary Salter, Assistant Director of Finance – Charter Schools, reviewed the financial summary January 2015 – March 2015. After providing detail, Mrs. Salter confirmed that the budget was in line for the quarter. There was no further discussion by Members and no action was required by the Board.

#### **RFA – Agreement between Lake Technical College (LTC), US Police Instructor Team (USPIT), Department of International Cooperation Partnership (Mr. Charles Saba)**

Dr. Culpepper mentioned the previous presentation to the Board made by Mr. Rippy and Mr. Saba regarding the long-standing USPIT agreement with LTC. She stated that there were several pieces to their presentation involving the partnership and cooperative agreement; Facility Use, and the topic of being a United Nations (UN) school.

It was decided, since Mr. Rippy left the Lake County Sheriff's Office (LCSO), that USPIT and LTC should have a separate agreement and not continue a three-way agreement which included the LCSO. USPIT and LCSO will have their own separate agreement. A Facilities agreement will still be in place; USPIT will continue to pay LTC for use of the Facility. Dr. Culpepper stated that the UN school topic needed further discussion. She requested to hear Board member's thoughts.

Member, Mickey Gauldin moved to **APPROVE THE 2015-2016 COOPERATIVE AGREEMENT BETWEEN US POLICE INSTRUCTOR TEAM (USPIT) AND LAKE TECHNICAL COLLEGE/INSTITUTE OF PUBLIC SAFETY (LTC/IPS).** The Motion was seconded by Member, Mary K. Perfumo.

The item was open for discussion.

Member, Mickey Gauldin requested to update the verbiage of the agreement to read "renewed annually" and the time frame to read "07/01/15 – 06/30/16"

Mickey Gauldin confirmed with Dr. Culpepper that the agreement had the same language as before. Dr. Culpepper stated that only indemnity language had been added, (Article 7), which is language that protects LTC. She said this language was reviewed with the attorney and will be included in all future agreements.

With no other recommendations; the motion carried.

Discussion ensued regarding raising a UN flag at LTC's Institute of Public Safety (IPS) identifying the campus as a UN school site.

Dr. Culpepper stated that this topic would need approval by the Lake County School Board; she was not sure that raising a UN flag on a school board-owned property was appropriate. Some Members expressed they were not in support of raising a foreign flag over a school campus which offers rental space for training. Vice-Chairperson Deas stated that he would be interested in hearing that Board's position; ultimately it may be their decision to make. Multiple Members agreed that it may not be appropriate for the LTC Charter Board to take action at this time.

Dr. Culpepper requested a recommendation from the Board that she could share with Mr. Rippy and Mr. Saba. Members expressed that more information is needed to make a recommendation. Their reservations were in raising a UN flag at the campus. The school site would not be a UN enclave, so the Board needs better understanding of what this means. Does this suggest a friendly agreement? Or, does this represent something very official? Dr. Culpepper said that according to her conversation with them, this would be very official. There would only be three UN designated schools in the world; one being the IPS site. She said they indicated that if IPS was not an option, then they would begin consulting with schools in Orlando.

Member, Mickey Gauldin stated that he feels it is an honor for LTC to be selected as one of the three international school sites, and he does not want to detract from that, because even to be recognized at that level by the UN, is something to be applauded. However, he still has reservations about moving forward with this. Member, C. A. Vosseburg stated that every decision must be based on the Mission of this Board as it relates to Lake Technical College and the benefit of its students and that is the question that should be asked of Mr. Rippy and Mr. Saba. Dr. Culpepper stated that at her meeting, she did ask how this would benefit LTC and the response centered on publicity and recognition; but, she did not receive a good, clear-cut answer.

IT WAS THE CONSENSUS OF THE CHARTER BOARD OF DIRECTORS, REGARDING A UNITED NATIONS FLAG BEING RAISED ON THE INSTITUTE OF PUBLIC SAFETY CAMPUS IDENTIFYING IT AS ONE OF THREE INTERNATIONAL SCHOOL SITES FOR THE UNITED NATIONS, THAT DR. CULPEPPER MEET WITH MR. RIPPY AND MR. SABA FOR THE PURPOSE OF GATHERING ADDITIONAL INFORMATION AND TO BE PROVIDED WITH FULL DETAILS AS TO HOW THIS OPPORTUNITY WILL BENEFIT LAKE TECHNICAL COLLEGE'S MISSION IN ORDER TO DETERMINE A RECOMMENDATION FOR DR. CULPEPPER.

Dr. Culpepper stated that she will try to have more information at the upcoming meeting in May.

**RFA- Agreement between Lake Technical College and Career Source Central Florida** Dr. Culpepper updated the Board with regard to a Request for Quote (RFQ) for training providers sent out by the Career Source Central Florida (formerly Workforce Central Florida). LTC applied and was awarded federal money to be a short-term training provider for at-risk youth; which is described as individuals who are 16 - 17 years old up to 21 year old; with a focus on individuals who are 19 - 21year old. Dr. Culpepper stated that this fits with the schools mission. The LTC short-term courses they may be deciding to enter are programs such as CNA, Forklift Operator, Computer CNC Production Specialist, Security Guard, Cable Installer, and Computer Literacy Basics and Advanced. She stated that part of the agreement with the student is that the must finish, because both LTC and Career Source Central Florida want these individuals to complete the program. Many times, due to outside circumstances, it is hard for

them to do that and they need a champion, so costs for mentors had been figured into the dollar amount to shepherd them through the program. The agreement is renewable for two years and if successful between now and June 2015, LTC will have a chance to apply for a larger RFQ. LTC stands to generate \$40,000 to \$50,000 depending on how many students enroll.

The students participating were identified already by Career Source Central Florida.

Member, Joe Baxter moved to **APPROVE THE AGREEMENT THROUGH JUNE 2015 BETWEEN LAKE TECHNICAL COLLEGE AND CAREER SOURCE CENTRAL FLORIDA.** The Motion was seconded by Member, Mary K. Perfumo; the motion carried.

Member, Chief Keith stated that the agreement reflects the name “Lake Technical Center” and asked that the next agreement be updated to “Lake Technical College”.

Member, Mickey Gauldin questioned how the students benefiting from this training were chosen; did they volunteer to participate, want to participate, or made to participate? Dr. Culpepper stated that they are individuals who were already participating with one of the three service providers and are working on soft-skills, study habits, GED; some are already GED students at LTC. Then, they are assisted in helping find employment. Mrs. Thomas mentioned that the students already selected and who are participating in the program now are coming from underprivileged families and who would normally not have chances in the real world. This program serves as an effort to try and break that cycle; to start them with short-term training to get them working and then to focus on the long-term goal in determining a career and contribute to society in a positive manner.

Member Gauldin stated that he likes this concept, but there is some risk. He expressed concern is with student commitment, especially since the school’s completion and hiring rates of various programs are so good. He did not want those programs to suffer if students being served did not have commitment to the program they are enrolled in. Dr. Culpepper stated that with short-term programs, it does not affect the schools completion and placement rate. It could possibly affected the CNA program which is being watch very closely and that is one of the reasons for factoring mentors into the request. She said sometimes a little chunk of success in getting a job will inspire a person to go on to the next goal.

#### **DIRECTOR’S REPORT:**

**Legislative Update** Dr. Culpepper provided Members with the 2015-2016 Legislative Platform for Technical Colleges/Center System. She stated that so far, approximately twenty-seven centers have changed their names from technical center to technical college.

Dr. Culpepper stated that a couple of things have changed this year legislatively. There is a renewed interest by the state for apprenticeship training. She is hoping that something called a “Flag” grant will be approved, which will provide approximately three million dollars to technical and state colleges. Colleges can apply for a grant that will pay for a teacher to start an apprenticeship program. She stated that the schools are many times funded after the fact, and the committee for technical colleges have explained that to the legislature. It is very difficult to start apprenticeship programs without any up-front funding.

She stated that technical colleges are again asking for the ability to offer College Credit Certificates (CCC); this is what stalled last year in the Senate, because Senator Negron was very concerned about mission creep and the state colleges offering too many baccalaureate degrees

thinking that the technical colleges are going to try and offer AAS degrees, which technical colleges have asked for. Technical colleges are now looking to offer CCC's only, which would then articulate to the state college.

Dr. Culpepper said she is very excited to announce that Governor Scott has been visiting technical colleges in the state discussing the Rapid Response Grant initiative; which is a \$20,000,000 grant that would be given to technical colleges to use for upgrading and responding to business and industry needs. She is currently waiting to see the model of how the funding would be distributed. In a recent model provided, LTC would receive approximately \$500,000 which would have to be applied to an area of need. She said the manufacturing program is one area of need of this funding at LTC, but she would also like see it used toward a new simulation lab for Health Science, or to open an Information Technology program to help support the IT industry in the area.

**Completion, Placement, Licensure Rates** Dr. Culpepper provided the Completion, Placement, & Licensure rate (CPL) data report. This data is reported to the accreditation body each December. The school must meet a 60% Completion Rate, 70% Placement Rate, & 70% Licensure Placement rate. At this time the Phlebotomy program Placement rate and the Nursing Assistant program Licensure rate are low. The Licensure rates may be affected by the Nursing Assistant testing company, Prometric. Mrs. Stephan stated that the problem is not unique to Lake Tech. The company has lost student payments, student packets, and has caused confusion with scheduling of testing. This has been reported to the State Board of Nursing, but they have contracted again with Prometric. The technical colleges are networking to try and find ways of bettering this process. Technical centers all over the state are having problems with Prometric.

**New Information Technology Program** Dr. Culpepper will be hosting an IT Focus group meeting on Thursday, April 23<sup>rd</sup> to discuss opening an IT program at LTC. Participants will be provided with curriculum information for Computer Systems and Information Technology and the 2015-2016 Regional Demand Occupational List.

**Human Resources Discussion Topics:** (*Information only*)

- Development of Lake Technical College's Faculty Assessment Model (*Marzano*) has been approved by Human Resources
- Lake Technical College's Job Titles to be updated to match job duties
- Director and Assistant Director's Annual Assessment (*Due May 2015*)

**Federal Grant Application (*Application Status*)** LTC applied for a federal grant last fall (*U.S. Economic Development Administration Grant*) and it was denied. Dr. Culpepper has met with Mr. Luis Nieves-Ruiz (*East Central Florida Regional Planning Council*) to review and re-applying for the Federal Grant in June. Dr. Culpepper will be traveling to Tallahassee and will be bringing the grant information to present to Governor Scott's office.

**Charter School Audit, March 17, 2015** (*Information only*)

**DATE/TIME OF NEXT MEETING:**

- **Fourth Quarter: Monday, May 18, 2015**  
All meetings to begin at 2:30 p.m.

**ADJOURNMENT:** The meeting adjourned at 3:36 p.m.

Respectfully submitted,

*Diane W. Culpepper*

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Dr. Diane W. Culpepper, Director