

LAKE TECHNICAL CENTER
Minutes of the March 17, 2014
Board of Directors Meeting

The Board of Directors for Lake Technical Center held a meeting on Monday, March 17, 2014. President, Mickey Gauldin called the meeting to order at 2:35 p.m. in the Tech Dining Room of Lake Technical Center in Eustis, Florida.

DETERMINATION OF A QUORUM:

Present:

Officers: President, Mickey Gauldin, , Treasurer, Dr. Isaac Deas

Board Members: Eustis Police Chief Fred Cobb, Mary K. Perfumo, Tavares Fire Chief Richard Keith

Not present: Vice-President, Joe Baxter

Director: Dr. Diane W. Culpepper

APPROVAL OF THE MINUTES: Approval of the Minutes of the December 9, 2013 meeting.

Treasurer, Dr. Isaac Deas moved to **APPROVE THE MINUTES OF THE MEETING OF DECEMBER 9, 2013.** The Motion was seconded by Member, Mary K. Perfumo; the motion carried unanimously.

PUBLIC COMMENT: Program Spotlight – Health Science, Pharmacy Technician Program
Program Lead, Mr. Carlos Reyes & Instructor, Ms. Korina Green

Mr. Reyes introduced himself as the new Health Science Program Coordinator replacing Mrs. Veremakis who now serves in the Admissions Office. Mr. Reyes introduced Ms. Korrina Green as the new instructor of the Pharmacy Technician program. Classes for the program began one month ago. Ms. Green proceeded with a brief synopsis about the program's curriculum which will cover full, functional pharmacy work and compounding. She stated that compounding is a very important aspect of the course, because this allows medications to be made customized to the patient's needs; for example, in liquid as opposed to pill medications.

Dr. Culpepper informed Members that Ms. Green has ten (10) years of experience in both retail and hospital pharmacies and is a wonderful addition to the Center's faculty.

As part of their curriculum, students of both the Administrative Office Specialist (Instructor, Mr. Charles Durante) and the Digital Design program, (Mrs. Kerrie Johnson), were present to observe Parliamentary Procedure.

REPORTS: None.

UNFINISHED BUSINESS: None.

CONSENT AGENDA: Request Approval of:

Personnel –
Approval to Teach:

(Lake Technical Center)
Adult Evening Vocational Program Courses:

- *Beliveau, David (122497) Industrial*
- *Blanchard Jr., Keith (155422) Health*
- *Fitzgerald, Barry (155366)*
- *Matheney Jr., William (155367) EMS*
- *Peters, Heidi (123071), Taylor, Bonnie (111089) Adult Education*
- *Robison, Robert (155506) Tech Trade*

Resignations:

- (Lake Technical Center)*
- *Teacher, Industrial Job Prep – Aro, James L. (118485) Commercial Foods/ Culinary Arts*
 - *Data Entry Operator – Hermann, William E. (119807) Admissions Office*

Lake Technical Center Property Disposition Form, 01/27/14

2013-2014 Training Deputy Agreement between Lake County Sheriff's Office and Lake Technical Center, Inc.

Member, Chief Fred Cobb moved to **APPROVE THE CONSENT AGENDA OF MARCH 17, 2014.** The Motion was seconded by Member, Mary Perfumo; the motion carried; four Members in favor, one Member abstained. Member Chief Richard Keith abstained from the vote acknowledging that he personally knew Mr William Matheney Jr. who is listed as a part-time instructor on the Consent Agenda for Approval to Teach in the EMS program.

NEW BUSINESS:

RFA – Appointment of new Charter Board Member Dr. Culpepper informed Members that Mr. Carl (“C. A.”) Vossberg, President of Electron Machine Corp, Umatilla, is being recommended as a new Board of Director to replace former Board Member, Mr. James Spencer who resigned on July 30, 2012. Due to unexpected travel changes, Mr. Vossburg was unable to attend the meeting. He has expressed to Dr. Culpepper that he is very excited to be considered to serve on the Board, and plans to be in attendance at the next meeting in May. This item was tabled.

RFA: Community Leasing Partners Lease Agreement – Firefighter program Firefighter Instructor, Mr. Ron Williams, presented to Members a self-contained breathing apparatus (SCBA) equipment piece with face mask that is currently used in the Firefighter program. The equipment being used is old, and needs to be replaced.

Mr. Williams recently connected with *Scott Safety*, which offers a Lease/Purchase to provide the proper equipment. With this change, student lab fees are expected to increase by approximately \$100.00 per student. However, the SCBA equipment is needed and heavily used in the Firefighter program. The equipment will last ten (10) years and through this company there is a five-year warranty on all parts.

Member, Chief Keith, commented that it is a requirement to replace this equipment after ten (10) years, regardless. Dr. Culpepper clarified that student's lab fees will cover costs of the equipment for the first five (5) years and then after that, the lab fees will be applied toward maintenance and repair costs of the equipment.

Because the lease amount of \$126,700.00 is greater than the Director's Discretionary Spending Limit, Dr. Culpepper requested approval to enter into the lease agreement.

Member, Chief Fred Cobb moved to **APPROVE THE FIVE-YEAR LEASE AGREEMENT WITH SCOTT SAFETY IN THE AMOUNT OF \$126,700.00 TO PURCHASE SELF-CONTAINED BREATHING APPARATUS (SCBA) WITH FACE PIECES FOR USE IN THE FIREFIGHTER PROGRAM; COSTS OF THE EQUIPMENT WILL BE APPLIED TO STUDENT LAB FEES FOR THE FIRST FIVE YEAR PERIOD; AND THEN AFTER FEES WILL BE APPLIED TOWARD MAINTAINING THE EQUIPMENT.** The Motion was seconded by Member, Chief Richard Keith. The motion carried.

Lake Technical Center Financial Summary (*Information only*)

Board members were provided a Budget Summary for review. There was no discussion. This item required no action by the Board.

Strategic Plan 2013-2017 Members of the Board were provided with the 2013-2017 Strategic Plan document replacing the plan from 2010-2013. The new plan includes focus on the Center for Advanced Manufacturing, simulation labs for the Health Science programs, and marketing efforts geared toward graduating high school students. The document is also a requirement of the Charter Renewal process.

IT WAS THE CONSENSUS OF THE BOARD TO IMPLEMENT THE NEW STRATEGIC PLAN 2013-2017 AS PRESENTED.

Dr. Culpepper thanked the Strategic Planning Committee, (*Members were provided with a list of faculty and staff members who serve on the "Delivering Happiness to Customers" committee*), for working hard to develop the updated plan. There was no further discussion and no further action required by the Board.

TAB 10: DIRECTOR'S REPORT:

- **Legislative Update:** The House passed Bill 7057; however, the Bill is still making its way through the Senate. The Bill will allow technical centers statewide to become technical colleges and to be able to offer college credit certificates and also AAS degrees as appropriate.

This is new to the State of Florida, but this process is already in place in most states nationally. One of the amendments includes technical centers continuing to be governed by the school districts. Representative Marlene O'Toole is a proponent of the Bill. The centers will now be reaching out to their Business communities as the Bill progresses to the Senate to help generate support, to get what will be called Senate Bill 2012, passed.

- **Charter Application Renewal Rubric** Board Members were presented with a binder that included the state's evaluation instrument for renewal of the charter application. Dr. Maggie Teachout, Director of the district's Career, Adult, and Community Education department has requested approximately 20-25 binders to provide to a committee who will review the Center's application for approval. The charter agreement is currently being reviewed and revised by Attorney, Lewis Stone so that it will meet the state's requirements. Members will be provided with the tabs electronically.
- **Lake Technical Center By Laws Revision** The Center's Board met in late January to review and recommend changes to the Center's Bylaws document. A draft is being prepared and will be presented to the Board in May.

President Gauldin stated that in the current document, the duties that are defined for Board officers; for example Secretary and Treasurer are not handled by Board of Director members and also directly conflict with governance. The duties are handled by employees of the school and while it is important to have these Board positions to ensure certain functions are completed, it is to be done through the proper organizational structure.

- **Second Amendment to Charter School Contract Renewal – 1.3 School Name** (*Information only*) A Second Amendment must be submitted to the Lake County School Board (LCSB) for approval of the name change Lake Technical Center, Inc. dba Lake Technical College. The Second Amendment is scheduled to be on the LCSB April 12th agenda. She invited Members to attend in support of the name change.
- **Center for Advanced Manufacturing Progress Report, February 24, 2014** The Progress Report was provided to Members as information. The report was prepared at the request Mr. Robert Chandler on behalf of the Lake County Board of County Commissioners (LCBCC) to provide a summary to Representative Larry Metz and Senator Alan Hays following a request for funding for the Center for Advanced Manufacturing.
- **SkillsUSA Regional Event** LTC hosted the Regional SkillsUSA competition event this year. Thirty-one (31) of LTC's students will be proceeding to the State competition. The Digital Design program won a Gold medal in High School and Gold and Bronze medals in the Adult categories.

There were also first time participants in recent history from the Auto Collision Repair and Refinishing, Administrative Office Assistant, Welding, Culinary, HVAC and Diesel Mechanic programs. Fundraising activities are planned throughout the campus to help with state competition travel expenses.

- **Facilities Use Letter - Non-Community Rates/Fees** Detective Merritt, Representing the Florida Police Combat League Inverness has pleaded to Dr. Culpepper by phone and through written communication (*letter provided to Members*) to request that the new policy Non-Community fees/rates not be applied to the organization as the organization does incorporate officers from the local community. For that reason, Dr. Culpepper felt that the item should be brought to the Board for discussion and consideration. The Non-Community fees have doubled, increasing from \$30 per hour to \$60 per hour. After discussion;

IT WAS THE CONSENSUS OF THE BOARD TO DECLINE APPROVAL OF THE REQUEST OR TO MAKE EXCEPTIONS WITH REGARD TO THE NEW FEE POLICY.

- Dr. Culpepper congratulated Chris DeLibro was recently promoted to Captain and welcomed Lieutenant Russell Edwards who will now serve as the Director the training academy at the Institute of Public Safety (IPS). Chief Cobb expressed his appreciation for Lieutenant Edwards taking the time to meet with all of the local chiefs to ensure quality candidates are available to hire in local agencies. He stated that the program is something to be proud of.
- **Upcoming Spring Fling event** On Friday, there will be a Health Fair event. There will be a band playing on campus, the culinary program will serve food, there will be presentations by the Lake County Health Department, and there will be a fund raising event hosted by Mrs. Beth Thornton's Medical Assistant program. Mrs. Layne Hendrickson of the EMT/Paramedic program informed Members that "Team J" – is for Jay Ryan, the 9 year old son of Nick Ryan who is a graduate of the EMT/Paramedic program. Jay was diagnosed with Leukemia; a very aggressive form. The local fire departments are raising money by selling Team J t-shirts and the Medical Assisting program will also hold a silent auction to help. All proceeds will be given to this cause.
- Dr. Isaac Deas stated that he appreciated the Friday Update and the e-mail communication with regard to upcoming meetings; all the information is very helpful.
- Chief Keith mentioned that there was recently a news article in the Lake Legal news magazine about the Brazilian SWAT training at IPS and the challenges that have been involved. Both Dr. Culpepper and Captain DeLibro are mentioned in the article.

DATE/TIME OF NEXT MEETING:

The pre-scheduled meeting dates are:

Monday, May 12, 2014 at 2:30 p.m.

ADJOURNMENT: @ 3:25 p.m.

Respectfully submitted,

Diane W. Culpepper