

**LAKE TECHNICAL COLLEGE**  
**Board of Directors Meeting**  
**May 12, 2014**  
**2:30 p.m.**  
*\*Institute of Public Safety\**

The Board of Directors for Lake Technical Center held a meeting on Monday, May 12, 2014. President, Mickey Gauldin called the meeting to order at 2:35 p.m. at the Institute of Public Safety, Tavares, Florida.

**DETERMINATION OF A QUORUM:**

**Present:**

Officers: President, Mickey Gauldin,

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

Director: Dr. Diane W. Culpepper

**Not present:**

Vice-President, Joe Baxter, Treasurer, Dr. Isaac Deas

**APPROVAL OF THE MINUTES:** Approval of the Minutes of the March 17, 2014 meeting.

Member, Chief Fred Cobb moved to **APPROVE THE MINUTES OF THE MEETING OF MARCH 17, 2014.** The Motion was seconded by Member, Mary K. Perfumo; the motion carried unanimously.

**PUBLIC COMMENT:** Program Spotlight – Law Enforcement/Corrections Programs  
*Program Lead, Lieutenant Russ Edwards*

Dr. Culpepper stated that she was very pleased to hold a meeting at the College's branch campus; the Institute of Public Safety (IPS). She thanked Lieutenant Edwards and the IPS staff for arranging the meeting accommodations. She then introduced Lieutenant Edwards to Members.

Lieutenant Edwards introduced staff members present; Deputy Scott O'Neil, Law Enforcement Coordinator, Deputy Keven Howard, Range Master, Ms. Phyllis Nolen, Lake County Sheriff's Office (LCSO) Office Coordinator, Ms. Tammy Ryan, IPS Office Coordinator, Ms. Doris Lemonovich, IPS Data Entry Operator and Donna Whiting, LCSO Training Verification.

Law Enforcement recruits entered the meeting room and demonstrated reciting the Code of Ethics. Board Members applauded and thanked the students and the instructors for the presentation. Dr. Culpepper recognized Firefighter program lead, Chief Ron Williams who welcomed Members to the facility and invited them to observe the current Firefighter class outside following the meeting as the class was completing flashover training. The class began in February, students will be completing a live-burn this month, and then a state test on May 27<sup>th</sup>. He reported that there are thirty-four new Firefighters in this class; including five females.

## REPORTS:

Budget Summary Report (*Information only*) Mrs. Peterson and Mrs. Salter reviewed the Budget Summary categories. Quarterly reports are kept on file and are available upon request. Mrs. Peterson also informed Members of an upcoming auditor visit on May 20<sup>th</sup>, and of a final visit scheduled for August 25<sup>th</sup>.

**UNFINISHED BUSINESS:** None.

**CONSENT AGENDA:** Request Approval of:

### Personnel

#### Approval to Teach:

##### **Lake Technical College:** (*Part time, evening*)

- *Adult Ed Tech Trade – Frazier, Kimberly (106402)*
- *Adult Ed Short Courses – Roberts, Katherine (115507)*

##### **Institute of Public Safety:** (*Part time, evening*)

- *Adult Ed Public Service – Miller, Wesley, Owens, Jeanne (127180), Spann, Shannon (155569), Stewart, Danae (155563), Whiting, Jashua (155571), Yablonski, Elaine (155570)*
- *Adult Ed Fire Fighting – Bowman, Fred S. (155568)*
- *Adult Ed Law Enforcement – Simken, Robert T.*

#### Resignation:

##### **Institute of Public Safety:** (*Part time, evening*)

- *Adult Ed Public Service – Evans, Christopher M. (133556)*

#### Property Disposition – April 25, 2014

**2014-2015 Charter Schools Cooperative Agreement,  
Mrs. Mary Salter, Assistant Director of Finance for Charter Schools**

**2014-2015 206-Day Lake Tech Faculty/Staff Calendar  
2014-2015 190-Day Lake Tech Student Calendar**

Member, Mary Perfumo moved to **APPROVE THE CONSENT AGENDA OF MAY 12, 2014.** The Motion was seconded by Member, Chief Richard Keith; the motion carried unanimously.

## NEW BUSINESS:

**RFA: Charter Board of Directors – Recommendation of Carl “C.A.” Vossberg, IV** Dr. Culpepper introduced Mr. “C. A.” Vossberg IV. He was recommended to serve the Board representing the manufacturing sector.

Mr. Vossberg's resume and business background were provided to Members for review.

Mr. Vossberg introduced himself to the Board and provided a brief overview regarding his local, family-owned business; Electron Machine Corporation. He stated that he is very familiar with business and manufacturing initiatives and feels he would be an asset to the Board. Mr. Vossberg stated that his company does employ Computer Numerical Control (CNC) machining operators, and is very excited about the manufacturing initiative in Lake County.

Member, Chief Richard Keith moved to **ACCEPT THE RECOMMENDATION OF MR. CARL. "C.A." VOSSBERG, IV TO SERVE AS A MEMBER OF THE LAKE TECHNICAL COLLEGE BOARD OF DIRECTORS.** The Motion was seconded by Member, Mary Perfumo; the motion carried unanimously.

President Gauldin invited Mr. Vossberg to join the Board and be seated with Members at the front of the room.

#### **RFA: 2013-2014 Director Evaluation, Dr. Diane Culpepper**

Member, Chief Fred Cobb moved to **ACCEPT THE 2013-2014 EVALUATION OF DR. DIANE CULPEPPER, AS PRESENTED, AS AN ACCURATE REPRESENTATION OF THE OUTSTANDING JOB SHE HAS DONE DURING HER TENURE AS DIRECTOR.** The Motion was seconded by Member, Chief Richard Keith; the motion carried unanimously.

#### **• 2014-2015 Resolution to Reappoint**

Member, Chief Richard Keith **RECOMMENDED REAPPOINTMENT OF DR. DIANE CULPEPPER AS DIRECTOR OF LAKE TECHNICAL COLLEGE FOR THE 2014-2015 SCHOOL YEAR.** The Motion was seconded by Member, Mary Perfumo; the motion carried unanimously.

#### **• 2014-2015 Personnel Resolution**

Member, Chief Fred Cobb moved to **ACCEPT THE 2014-2015 PERSONNEL RESOLUTION APPOINTING DIRECTOR, DR. DIANE CULPEPPER, TO ACT ON PERSONNEL MATTERS ON BEHALF OF THE CHARTER BOARD OF DIRECTORS.** The Motion was seconded by Member, Chief Richard Keith; the motion carried unanimously.

**RFA: 2014-2015 Parental Involvement Facilitator** Dr. Culpepper informed Members that for state compliance a Parental Involvement Facilitator must be appointed annually. Ms. Lana Taylor was recommended to serve as representative for Lake Technical College (LTC), qualifying as an individual who meets the state's criteria.

Member, Chief Fred Cobb moved to **ACCEPT THE RECOMMENDATION TO APPOINTMENT MS. LANA TAYLOR AS THE 2014-2015 PARENTAL INVOLVEMENT FACILITATOR OF LAKE TECHNICAL COLLEGE.** The Motion was seconded by Member, Mary Perfumo; the motion carried unanimously.

President Gauldin stated that there are not many instances in which parents become involved in student-related matters at LTC; however, he has been contacted by students. Ms. Taylor has been very instrumental in minimizing and eliminating a lot of those issues. Many times the issues are resolved without his involvement. He commended her on the ability to handle these matters appropriately.

**RFA: Articulation Agreements:**

- **Agreement between Valencia College** (*A.S. degree in Culinary Management*) **and Lake Technical Center, Inc.** (*Commercial Foods & Culinary Arts*)

Dr. Culpepper stated that it is very important to develop articulation agreements between the LTC students and the state college system. LTC currently has articulations agreements, state-wide, that allows any student (who completes a technical center program) to take that articulation anywhere in the state.

However, LTC is looking into having additional local articulations; such as the articulation being presented involving Valencia College. LTC already has a number of industrial program articulations; some offering between twenty-four (24) and twenty-seven (27) credits if a student completes LTC's program. The articulation for Commercial Foods and Culinary Arts, if a student completes an LTC program, will be awarded fifteen (15) credits by Valencia towards their Culinary Management degree. A number of LTC of students are already attending Valencia, so this articulation will benefit students financially, in that they will not have to pay for courses they have already taken and will allow students to continue advancing their education in their field.

- **Agreements between Lake-Sumter State College and Lake Technical College** (*general articulations*)

Dr. Culpepper explained that for the past several years, LTC has been working hard to develop articulations between the two schools. Recently, Assistant Director, Mrs. Stephan and LSSC's new Dean, Dr. Eugene Jones, began working together to develop general articulation agreements. She requested Mrs. Stephan to describe the articulations between Lake-Sumter State College (LSSC) and LTC and the processes involved. Mrs. Stephan stated that Dr. Jones is the new Dean of their version of Associates Science (AS) degrees and of Career and Technical programming. They have been meeting monthly since September, 2013. One of their first goals was to have their different faculty meet; which was done in February 2014.

As background, Mrs. Stephan informed Members that in the past there were challenges in getting articulations agreements between the two schools; the last signed articulation agreement between LSSC and LTC was in 2006. She said she is very glad to have something to go forward with. The agreements are not everything that was desired; but one of the messages that was shared with Dr. Jones was if the agreement offers credits, not much more than the state articulation, LTC would not be interested. Each committee has gone with that as the guiding principal and it has worked out well.

Three of the articulations are very robust. LTC's Licensed Practical Nurse (LPN) to LSSC's Registered Nurse (RN). LTC has been working based on the state articulation of ten (10) credits for some time. LTC students will now be receiving seventeen (17) credits. This is a great benefit to the students of these programs.

The LTC's Administrative Office Specialist to LSCC's Office Administration degree; the state articulation offers eighteen (18) and the articulation between LSSC and LTC offers twenty-three (23). LTC was hoping for 26; but this is a great beginning of good communication and working together with partnerships, all of which will benefit the students of Lake and surrounding counties.

President Gauldin stated that he very happy to see this happening. Dr. Culpepper stated that Mrs. Stephan has worked very hard to get the communication and articulations started again.

Mrs. Stephan told the Board that she is very happy with Dr. Jones and looks forward to continuing this process. She said he is from another county, replacing Dr. Mary Jo Rager who retired. He is very open to working together with LTC just as other colleges are. She said she is hopeful that Dr. Mojock will agree to and sign the agreements at their Board meeting scheduled in June. She stated that she will report back to the Board to keep them informed.

She stated that she feels that there is a change due to Dr. Culpepper's efforts and the momentum around the state. There was a great turn-out and support for LTC at the Partners for Success event. Member, Chief Cobb stated that LTC's students will speak volumes about the quality of education at LTC once these articulations are put into place. Dr. Culpepper also mentioned that as part of Mrs. Stephan's efforts, she toured the faculty of LSCC around the LTC campus to see our instructors and the students in action so they could see first-hand the quality of instruction provided at LTC. The Board commended Mrs. Stephan for her efforts.

Member, Chief Richard Keith moved to **ACCEPT THE ARTICULATION AGREEMENT BETWEEN VALENCICA COLLEGE (ASSOCIATES DEGREE IN CULINARY MANAGEMENT) AND LAKE TECHNICAL COLLEGE (COMMERCIAL FOODS AND CULINARY ARTS)**. The Motion was seconded by Member, Mary Perfumo; the motion carried unanimously.

Member, Chief Richard Keith moved to **ACCEPT THE GENERAL ARTICULATION AGREEMENTS AS PRESENTED BETWEEN LAKE-SUMTER STATE COLLEGE AND LAKE TECHNICAL COLLEGE**. The Motion was seconded by Member, Mary Perfumo; the motion carried unanimously.

Dr. Culpepper informed the Board that additional articulations would be forthcoming in July.

**RFA: 2014-2015 FDLE Training Trust Fund Distribution Agreement between The Criminal Justice Standards and Training Commission and Lake Technical College, Criminal Justice Academy**

Dr. Culpepper stated there is a Trust Fund account in existence which funds some of the specialized training that the Law Enforcement program offers. However, Florida Department of Law Enforcement (FDLE) has asked to have an agreement in place. She requested Lieutenant Russ Edwards to provide the details.

Lieutenant Edwards informed the Board that the school; the Law Enforcement program, receives its revenue directly from the FDLE. During a recent audit of FDLE by the Department of Revenue it was discovered that there was no agreement in place for the trust fund. The agreement confirms that the school; the Law Enforcement program, receives the funding and the funding will be distributed appropriately, and if not, FDLE can take action for not doing so.

The agreement is a requirement by the state and must be in place by July 1<sup>st</sup>. If the school/department fails to meet this deadline, funding can be held back.

No outside auditor is required by LTC; FDLE and the schools accrediting body audits LTC. Typically it funds \$30.00 per officer; it is his understanding that it has changed to 67.00 per officer. In the past, it was \$110.00 per officer; it has dropped over the years. Mrs. Peterson will oversee this is tracked, the LTC auditor will check, and FDLE audit will check.

Member, Chief Fred Cobb moved to **ACCEPT THE 2014-2015 FLDOE TRAINING TRUST FUND DISTRIBUTION AGREEMENT BETWEEN THE CRIMINAL JUSTICE STANDARDS AND TRAINING COMMISSION AND LAKE TECHNICAL COLLEGE, CRIMINAL JUSTICE ACADEMY.** The Motion was seconded by Member, Mary Perfumo; the motion carried unanimously.

President Gauldin thanked Lieutenant Edwards for the report.

**RFA: Agreement between Lake Technical Center, Inc. and John S. Dickerson Architect, Inc.**

The Board previously approved John S. Dickerson Architect, Inc. as the architect that LTC would hire to move forward with the Center for Advanced Manufacturing. The contract being presented requires Board approval so that the architect can begin working with LTC and start developing drawings.

Member, Chief Richard Keith moved to **ACCEPT THE AGREEMENT BETWEEN LAKE TECHNICAL COLLEGE AND JOHN S. DICKERSON ARCHITECT, INC.** The Motion was seconded by Member, Chief Fred Cobb; the motion carried unanimously.

President Gauldin confirmed with Dr. Culpepper if she was in agreement with the contract presented; he knew there were concerns with the first agreement submitted. Dr. Culpepper stated that both she and Assistant Director, Mr. Jack Miller, have since met with the Architect numerous times and has had the project broken down into phases. In additions, the agreement has been reviewed rigorously by an attorney who is experienced with architects and construction. AIA is a standard contract used, but the issues that were previously a concern have been addressed in this agreement version.

Culpepper stated that the project is projected to cost over two million dollars. The amount due to the architect will be 7.5% of the construction cost. The actual cost will be determined once the drawings are produced.

**DIRECTOR'S REPORT:**

**Hometown Health TV Video Segment featuring Dr. Culpepper** Dr. Culpepper said that Hometown Health TV offers a half-hour show on the local channel. She was asked to take part in an interview segment focusing on *Lady Leaders of Lake*. She was one of five women who were asked to take part in the video segment. She stated that she used the opportunity to focus attention on LTC and the new manufacturing initiative. She mentioned that former LTC Board Member, Mr. Robert Chandler, of Lake County Board of County Commissioners (LCBCC) Economic Development department is also featured in this video segment. The Board previewed the video segment.

**Differentiated Part-time Instructor Pay** Approximately six years ago, part-time instructor pay was reduced hourly from \$25.00 an hour to \$20.00 an hour due to foreseeable budget constraints. Since then, LTC has not been in the position to raise that hourly rate. Dr. Culpepper said it has been a very long time since a raise has been given to part-time instructors; district-wide, raises were even held back to full-time instructors and those raises were just distributed this school year. LTC is finding it difficult to find qualified part-time instructors for courses such as LPN, EMT/Paramedic, Firefighter, and Law Enforcement for an hourly rate of \$20.00 an hour. She informed Members that Lieutenant Edwards has thought of a way to be able to pay part-time Law Enforcement instructors, for specialized classes in Law Enforcement, a better hourly rate.

She stated that she would like to have a conversation about this rate with Members; a vote will not be requested at this time. Lieutenant Edwards thanked Dr. Culpepper for allowing him to present this to the Board.

Mentioning the FDLE Trust Fund and explaining how it is created, Lieutenant Edwards described ways that he could pay a higher rate for instructors of Advanced Specialized Courses in the Law Enforcement program by use of the Trust Fund mechanism. After researching the rates paid at the local state colleges and after meeting with all of the training coordinators around the county, he wrote a proposal and presented it to Dr. Culpepper and Members of the Board. Lieutenant Edwards recommended \$30.00h hourly, for advanced specialized part-time hourly pay in his proposal. He stated that he has not yet found a way to fund an increase to wages for Corrections. Dr. Culpepper described the same situation of other specialized programs at LTC agreeing that it is also getting difficult to find part-time nursing instructors for \$20.00 hour, especially for clinical work.

Dr. Culpepper questioned Members if they would like her to further explore ways to fund an hourly rate increase. She stated that tuition rates are set by the state; so instructors for courses such as basic recruit; the hourly rates would not increase.

Member, Chief Richard Keith stated that he supported an increase to part-time instructor's hourly pay rate and he commended Lieutenant Edwards for coming up with this idea; however, he does not want this in any way to demean other part-time specialized program instructors. It seems to send an unintended message of being less worth-while of receiving an increase. He recommended exploring this further, so that if it could be done, it is done in the proper way.

Lieutenant Edwards said that he understood Chief Keith's perspective; Dr. Culpepper had the same concerns for the Nursing and Firefighting part-time instructors when he discussed this initially with her. However, with regard to the Law Enforcement program, there is a funding mechanism to pay for the increase and he did not want the opportunity to pass by for these instructors while continuing to explore ways to fund pay increases in other programs.

Discussion ensued among the Members of the Board.

IT WAS THE CONSENSUS OF THE BOARD OF DIRECTORS THAT ADMINISTRATION BEGIN EXPLORING FUNDING OPTIONS IN AN EFFORT TO INCREASE THE HOURLY PAY RATE OF PART-TIME INSTRUCTORS OF ADVANCED SPECIALIZED COURSES, AND THAT ADMINISTRATION SHOULD PROCEED WITH CAUTION IN OFFERING DIFFERENTIATED PAY TO PREVENT A NEGATIVE AFFECT ON THE MORALE OF OTHER PART-TIME INSTRUCTORS OF THE SCHOOL, AND THAT LANGUAGE BE DEVELOPED IN HOW DIFFERENTIATED PAY IS ASSIGNED AND DETERMINED, AND THAT THE RATE INCREASE WILL AFFECT BUDGETS OF INDUSTRY-RELATED EMPLOYERS SUCH AS LAW ENFORCMENT AND FIRE FIGHTING DEPARTMENTS IN THE COUNTY.

On behalf of the Board, President Gauldin thanked Lieutenant Edwards for his efforts in researching this information. He stated that Members would review his proposal and further discussions will take place regarding this issue. There was no further discussion.

**Lake Technical College Bylaws Revisions** (*review & discussion*) Dr. Culpepper reviewed a draft Bylaws document with Members. The new draft focuses on defining Board of Directors and Officers. The draft references Board Officers as Chairperson and a Vice-Chairperson; the current Bylaws references Officers as President, Secretary, and a Treasurer.

President Gauldin stated that the current Bylaw document outlines very specific job duties for these positions and that the current language has Board officers as "doers" and Board officers do not handle the duties of employees; Board Members oversee that these duties are handled. Following discussion regarding officers, Dr. Culpepper said she will verify with Attorney Stone if a President, Secretary, and Treasurer are required. President Gauldin stated that if these positions are required, then the Bylaws need to better define the positions as belonging to employees of the school, or the Bylaws need to state that the officers oversee or ensure the work is being done. He said no matter what, it must be corrected. Member, Chief Richard Keith, suggested to Dr. Culpepper that she contact LCS to find out the make-up of the LCSB. They have a Board Chairperson and Board Vice-Chairperson, but questioned if they have a Secretary or Treasurer. Dr. Culpepper stated that she would check on that.

The Board also discussed staggering Board Member terms with the intention to minimize the effect on LTC should a personal event change a Member's ability to participate in meetings; such as a career opportunity that causes them to move for example.

There was no further discussion.

**Legislative Update – Name Change Bill and update regarding status of the Second Amendment to the Charter Contract with Lake County Schools** Dr. Culpepper informed Members that the Tech Center Bill to change the name of technical centers across the state to technical colleges did not pass in the Senate. Senator Negron, of the Stuart, FL area did not support the Bill. There is not a technical center in the area he represents and the Senator was also not supportive of the State College name change either. Dr. Culpepper stated that there are a lot of misunderstandings with regard to technical centers; some legislators claimed that there was no need for this Bill as there was no pathway from technical centers to colleges. But, that is not the case; articulation agreements credits transfer from centers to colleges.



Dr. Culpepper thanked Members for their support and for contacting their legislators to generate support for the Bill. She said there will be a de-briefing in June and they hope to find a different co-sponsor for the next try. She mentioned that Senator, Marlene O'Toole is supportive of the name change and that locally, the LCSB passed the Name Change Amendment at their meeting in April.

**Charter Contract Renewal** (*status discussion*)

The Charter Application is scheduled to go before the LCSB for approval tonight and then the actual contract will go before the Board in June. She expects that to pass.

**Department of Veterans Affairs Compliance Survey** Dr. Culpepper announced that LTC received an outstanding audit response following a recent audit by Veteran's Affairs (VA). She complimented Mrs. DeAnna Thomas, Dean of Enrollment and Mrs. Cathy Peterson, Business Manager for a job well done in preparing for the visit. The VA representative who conducted the audit called Dr. Culpepper to personally let her know that LTC was overall the best prepared school. The representative also followed up with a letter which was provided to Members for review.

Member, Richard Keith asked Dr. Culpepper to thank Mr. David Beliveau and Mr. James Brucker, instructors of the Auto Body Collision Repair and Refinishing program for the enthusiasm and encouragement they gave to his son Matthew. He stated that his family was provided good information from the front desk and then throughout a tour of the program in B-Building. After speaking with everyone at LTC, his son's eyes lit up and because of this, his son has enrolled in the program already. President Gauldin agreed. He said as a customer and as a former Welding student, LTC has provided him with great experiences in both areas.

**DATE/TIME OF NEXT MEETING:**

Recommended meeting dates for the 2014-2015 school year are:

- First Quarter: Monday, July 14, 2014 & 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:** The meeting adjourned at 4:21 p.m.

Respectfully submitted,

*Diane W. Culpepper*