

**LAKE TECHNICAL COLLEGE**  
**Board of Directors Meeting**  
**May 16, 2016**  
**2:30 p.m.**

The Board of Directors for Lake Technical College held a meeting on Monday, May 16, 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, , Mrs. Judy Beda

**Officers:** Treasurer, Mrs. Lorraine Foster, Secretary, Mrs. Lana F. Payne

**Not Present:** Tavares Fire Chief, Richard Keith, Mr. C.A. Vossberg, President, Dr. Diane W. Culpepper, PhD

**APPROVAL OF THE MINUTES:** Approval of the Minutes of the March 14, 2016 Meeting;

Vice-Chairperson, Dr. Isaac Deas, moved **APPROVAL OF THE MINUTES OF THE MEETING OF March 14, 2016 MEETING.** The Motion was seconded by Member, Mr. Mickey Gauldin; the motion carried unanimously.

**PUBLIC COMMENT:**

**PROGRAM SPOTLIGHT:**

**Introduce new instructors:**

- **Computer Science Information Technology (CSIT) Instructor,** Mr. Aramis Martinez shared that the program trains students for completion of certification for A+ (300 hours), Network + (two-150 hour sessions), and Security + (300 hours) certifications; for a total of 900 hours. A+ certification ensures that the individual understands the basics of Windows, Lenox, or Mac-based computing systems hardware and software. He informed Members that individuals who possess A+ Certification can earn a salary ranging between \$35,000-\$40,000 annually; Network + Certification in the range of \$50,000-\$60,000 annually, or Security + Certification in the range of \$90,000 - \$120,000 annually upon completion. Mrs. Thomas also mentioned that in Mr. Martinez's first year of teaching, two hearing impaired students enrolled in the CSIT program and she said they are doing remarkable and that he has done a great job with instructing those students. Director, Jack Miller stated that one of this year's student projects was to build a gaming system. Students used a clear tower which allows individuals to see the components of the computer system which is on display in the Administrative Office. Members were invited to stop by to see it following the meeting.

- **Health Science – LPN Instructor**, Mr. Charles Srock shared that he had originally planned to retire prior to being offered the teaching position, but he has been a Registered Nurse since 1976, having worked Emergency Room, Shock Trauma, Open Heart Surgery, and Critical Care Transport as well as serving as a Hospital Administrator; working at Florida Waterman Hospital for the past ten years as the Critical Care Educator teaching physicians and nurses Cardiac Life Support and Code Management. He stated that he has taught at Stockton University, holds a Master’s Degree in Business and Doctoral Degree in Business Administration teaching graduate and undergraduate business students. However, in seeing the posting for this vacancy, he felt this position would be a very good fit for him. He explained that the evening LPN program moved from the Mascotte campus to the Lake-Sumter State College (LSSC) campus in Clermont which is now a Lake Technical College (LTC) extension campus. He commented that LSSC has been very accommodating and there are very good resources there. He stated that LTC continues to look at ways to develop programs in and around the South Lake area. At the Clermont campus, facilities include one classroom that doubles as a lab, a lab room, and a computer room. The Practical Nursing program is a total of 1350 hours upon completion of Practical Nursing 1, 2, & 3. Twelve students are currently taking core, fifteen are in Certified Nursing Assistant which begins in July, and there will be twenty-five students for Practical Nursing 1 in March. Mr. Srock stated that he was very happy to be given the opportunity to teach at Lake Technical College.

Board Members thanked each of the instructors for their summary and welcomed them to Lake Technical College.

**Demonstration:**

- Board Members relocated to the Health Science program area following the meeting to see a demonstration of Suzie® S2000 Patient Advanced Simulator by Health Science Program Specialist, Mrs. Kathy Perfumo and Industrial Assistant, Mrs. Linda Sturgeon.

**REPORTS:** None.

**UNFINISHED BUSINESS:** None.

**CONSENT AGENDA:** Request Approval of:

**Personnel**

**Approval to Teach:**

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

- *Law Enforcement – Escalante, Gustavo A (TBD)*

**Resignation:**

**Lake Technical College:** *(part-time)*

- *Adult Education/GED – Montes, Margarita (151863)*
- *Adult Education/GED – Treadway, Ashley (109899)*

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

- *Law Enforcement – Sink, Carson L. (111669) effective 03/25/16*

**Non-Cash Contributions** – *(report update)*

**Property Disposition** – *(report update)*

**2016-2017 Postsecondary Student Fee Calculation**

**2017 Program Advisory Committee Members**

Member, Mr. Joe Baxter, moved **APPROVAL OF THE CONSENT AGENDA OF THE MEETING OF MAY 16, 2016 MEETING.** The Motion was seconded by Member, Mr. Mickey Gauldin; the motion carried unanimously.

**NEW BUSINESS:**

**At-A-Glance 3 Month Financial Summary** *(Information only)* Business Manager, Lorraine Foster reviewed the financial position summary with Members. No action was required by the Board. As an update, Mrs. Foster notified Members that both the FY 2014-2015 audit and tax returns have been filed and she stated that the auditors will be visiting the school next week to begin the 2015-2016 audit.

**RFA: 2015-2016 Assessment of Executive Director by Board Member**

**2016-2017 Reappointment Resolution** - Members were presented with the Faculty & Staff Assessment of the Director Survey results, the School Climate Survey results, and the Board Member Assessment results with regard to the job performance of Dr. Diane W. Culpepper, as Director of LTC for the 2015-2016 school year.

On behalf of Dr. Diane Culpepper, Mr. Miller requested a satisfactory approval rating.

Member, Mr. Mickey Gauldin, moved **APPROVAL OF A SATISFACTORY RATING OF THE 2015-2016 SY DIRECTOR ASSESSMENT FOR DR. DIANE CULPEPPER.** The Motion was seconded by Vice-Chairperson, Dr. Isaac Deas; the motion carried unanimously.

Chief Cobb stated that he met with Dr. Culpepper to complete the Lake County Schools (LCS) on-line assessment in which he input all data results from the Board Member Assessment Survey and on behalf of the Board he commended Dr. Culpepper Director for a job well-done and expressed appreciation for the job she is doing. He said it was very easy to assess the criteria based on experiences and information brought forward at Board Meetings throughout the year where the school is making advancements. He said he is generally pleased about where LTC is now and the direction it is heading. Several Members agreed. With no further discussion,

Member, Mr. Mickey Gauldin, moved **APPROVAL OF REAPPOINTMENT OF DR. DIANE CULPEPPER, EXECUTIVE DIRECTOR FOR THE 2016-2017 SY.** The Motion was seconded by Member Joe Baxter; the motion carried unanimously.

Member, Mr. Mickey Gauldin, moved **APPROVAL OF THE 2016-2017 PERSONNEL RESOLUTION.** The Motion was seconded by Member Joe Baxter; the motion carried unanimously.

**Renewal Agreement between Lake Technical College and Central Florida Workforce Board d/b/a CareerSource Central Florida** (*Vendor Agreement: For Youth Development and Training Services*) Mr. Jack Miller explained that this is a renewal agreement and CareerSource Central Florida requires the Charter Board review the agreement and approve it annually.

Member, Vice-Chairperson Dr. Isaac Deas, moved **APPROVAL OF THE RENWAL OF THE AGREEMENT BETWEEN LAKE TECHNCIAL COLLEGE AND CENTRAL FLORIDA WORKFORCE BOARD d/b/a CAREERSOURCE CENTRAL FLORIDA VENDOR AGREEMENT FOR YOUTH DEVELOPMENT AND TRAINING SERVICES.** The Motion was seconded by Member Joe Baxter; the motion carried unanimously.

#### **Approval of Federal Grant:**

**RFA Grant: Adult Education\_TAPS 17B022** Member Joe Baxter, moved **APPROVAL OF THE ADULT EDUCATION GRANT TAPS 17B022.** The Motion was seconded by Vice-Chairperson Dr. Isaac Deas; the motion carried unanimously.

**RFA Grant: English Literacy Civics\_TAPS 17B023** Mr. Miller explained that the EL Civics Grant is a continuation from the 2015-2016 School Year.

Member, Joe Baxter Deas, moved **APPROVAL OF THE EL CIVICS GRANT TAPS 17B023.** The Motion was seconded by Member Mickey Gauldin; the motion carried unanimously.

**RFA Grant: Perkins\_TAPS 17B005** Vice-Chairperson Dr. Isaac Deas, moved **APPROVAL OF THE PERKINS GRANT TAPS 17B005.** The Motion was seconded by Member, Joe Baxter Deas the motion carried unanimously.

#### **RFA 2016-2017 Lake Technical College Calendars:**

- 2016-2017 Lake Technical College Student Calendar (*base calendar*)
- 2016-2017 Lake Technical College Faculty/Staff 206-day Calendar

Vice-Chairperson Dr. Isaac Deas, moved **APPROVAL OF THE 2016-2017 LAKE TECHNCIAL COLLEGE 190-DAY STUDENT CALENDAR AND THE 206-DAY FACUTLY/STAFF CALENDAR.** The Motion was seconded by Member, Joe Baxter Deas the motion carried unanimously.

*Members were provided with the following calendars as information only)*

- 2016-2017 Lake County Schools 196-day Calendar (*base calendar*)
- 2016-2017 Lake County Schools 247-day Calendar (*Information Only*)

## **DIRECTOR'S REPORT:**

**2016-2017 Work Hours Schedule for Instructional and Non-Instructional** Dean of Student Affairs, Mrs. DeAnna Thomas, reported that several years ago, administrators visited other schools to look at how their student schedules worked, particularly as students increasingly began to report financial difficulties and school schedules conflicting with work schedules. It was found that many of the career-technical colleges had changed to a four-day instructional week. Students attended longer days Monday – Thursdays and were off on Friday, whereas the instructors had pre-planning hours on Friday. This provided opportunities for instructors to attend professional development activities through their district, through their industry visits, or through co-op visits.

In the 2015-2016 SY LTC piloted a new school hours schedule with the Transportation Cluster in the B-building; (Auto Technology I & II, Diesel, and Auto Body Collision Repair and Refinishing) programs. The new schedule has been received well by both students and instructors. As these results became known, additional programs such as the Adult Education program and Nursing programs expressed interest in trying the pilot schedule in the spring-term and those programs began working the schedule in January.

Administrators met repeatedly to refine the Faculty/Staff school work hours schedule, considering the 2016-2017 calendars, in order to implement a pilot-hours schedule, school-wide. The new schedule will begin on August 8<sup>th</sup>; the week of pre-planning.

**Charter Board of Directors Fingerprinting Status** (all Members current at this time)

**Charter Board of Directors** (all Members current at this time)

**CAMPUS LIFE:** (*calendar and upcoming events provided as information*)

### **DATE/TIME OF NEXT MEETING:**

May 16, 2015 is the final scheduled meeting for 2015-2016 school year.

Meeting date recommendations for the 2016-2017 school year are:

- First Quarter: Monday, July 18, 2016 & Monday, **September 19, 2016**
- Second Quarter: Monday, December 12, 2016
- Third Quarter: Monday, March 6, 2017
- Fourth Quarter: Monday, May 15, 2017

\*All meetings to begin at 2:30 p.m.

### **ADJOURNMENT:**

**ADJOURNMENT:** The meeting was adjourned at 3:15 p.m.

Respectfully submitted,



Dr. Diane W. Culpepper, Executive Director