

LAKE TECHNICAL COLLEGE
Board of Directors Meeting
May 18, 2015
2:30 p.m.

The Board of Directors for Lake Technical Center held a meeting on Monday, May 18, 2015. Chairperson, Eustis Police Chief, Fred Cobb, called the meeting to order at 2:30 p.m. in the Board Room (*former Childcare Program Classroom*), Eustis, Florida.

DETERMINATION OF A QUORUM:

PRESENT:

Board Chairpersons: Chairperson, Eustis Police Chief Fred Cobb; Vice-Chairperson, Dr. Isaac Deas

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

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

NOT PRESENT:

Officers: Treasurer, Mrs. Cathy Peterson

APPROVAL OF THE MINUTES: Approval of the Minutes of the March 16, 2015 meeting.

Member, Joe Baxter moved to **APPROVE THE MINUTES OF THE MEETING OF MARCH 16, 2015 MEETING.** The Motion was seconded by Member, Mickey Gauldin; the motion carried unanimously.

PUBLIC COMMENT: Dining with the Teacher Event. Dr. Culpepper introduced Program Specialist, Mrs. Kimberly Frazier, who is responsible for general marketing. This year she focused on ways to attract more high school graduates to Lake Technical College (LTC) in an effort to increase dual enrollment by getting students to think of LTC as a first option in continuing their education.

Mrs. Frazier provided Board members with details regarding school year events, such as the recent *Dining with the Teacher* event. From the Program Showcase & Career Night events held last fall, 149 students applied to attend LTC. Of those 149 students, 45 followed-up during the school year and committed to attending LTC this fall. She displayed photos from the *Dinner with the Teacher* event. Approximately 80+ people attended, (*29 students along with their parents and the program instructors*). The event provided a great opportunity for parents and students to learn more about LTC in a friendly, welcoming atmosphere. Following the dinner, instructors led their guests to specific program areas (*including the Institute of Public Safety (IPS) campus*), to show them the facilities; some individuals had never visited the campus before. Mrs. Frazier stated that this was a perfect opportunity to allow visitors to see what the school has to offer. She stated that she received numerous thank you letters following the event, and some messages confirmed that their family member had made the right decision in selecting LTC. All student participants received T-shirts and backpacks as gifts for attending.

Board Members thanked Mrs. Frazier for her efforts.

REPORTS: None.

UNFINISHED BUSINESS: Conflict of Interest from the March 16, 2015 Consent Agenda acknowledged. The form is on file with the official Meeting Minutes.

CONSENT AGENDA: Request Approval of:

Personnel

Approval to Teach:

Lake Technical College: (*Evening Part-time*)

- *Adult Ed, Cosmetology – Jackson Christine D. (127329)*
- *Adult Ed, EMT/Paramedic – Guastella Lorena M. (156407)*
- *Adult Ed, GED – Cahuaya Wanda L. (119893)*
- *Adult Ed, Health – Matthews Jordan C. (156491), Augustine Cheryl (154686)*

Institute of Public Safety: (*Evening Part-time*)

- *Public Service, Law Enforcement – Anderson Sammy (156384), Dale Tamara R. (156489)*
- *Public Service, Telecommunications - Scheckler Dustin (TBD)*

Resignation:

Lake Technical College: (*Daytime Full-time*)

- *Industrial Assistant, Cosmetology – Jackson, Christine D. (127329)*
- *Teacher, Health Job Prep – Rausch, Jennifer L. (154416)*
- *Teacher, Adult Ed/ESOL – Dailey, Gertrude M. (110096)*
- *Clerical Assistant II – Heater, Darlene K. (116933)*
- *Teacher, Business Job Prep – Durante, Charles P. (151275)*
- *Teacher, Health Job Prep – Weaver, Rachel A. (154220)*
- *Special Populations Tech Coordinator – Peterson, Catherine A. (117242)*
- *Teacher Industrial Job Prep-Cosmetology – Davis-Pettaway, Yolanda (155412)*

Institute of Public Safety: (*Evening Part-time*)

- *Public Service, Law Enforcement – Feleccia, Danny T. (117790)*

2015-2016 Calendars:

- 206-Day Lake Tech Faculty/Staff Calendar
- 190-Day Lake Tech Student Calendar

Member, Mickey Gauldin moved to **APPROVE THE MAY 18, 2015 CONSENT AGENDA.** The Motion was seconded by Member, Chief Richard Keith; the motion carried.

NEW BUSINESS:

Budget Summary (*January 2015-March 2015*) Mrs. Salter reviewed the quarterly summary ending March 31st. (*Information only; no action required by the Board.*) Mrs. Salter mentioned that there were no items or concerns to address and that the school is in a good financial position. She reported that the auditors visited last week and will return in August.

Approval of 2015-2016 Cooperative Agreement between Lake Technical College and Assistant Director of Finance, Charter Schools . Culpepper recommended approval of the 2015-2016 Cooperative Agreement for Mrs. Salter. LTC is responsible for 1/5 of Mrs. Salter's negotiated salary for financial services shared by the charter schools.

Member, Joe Baxter moved to **APPROVE THE 2015-2016 COOPERATIVE AGREEMENT BETWEEN LAKE TECHNICAL COLLEGE AND ASSISTANT DIRECTOR.** The Motion was seconded by Member, Mickey Gauldin; the motion carried.

RFA: 2014-2015 Director Evaluation, Dr. Diane Culpepper The Board was provided survey response data from Board Members, Faculty, Staff, and the school's Climate surveys. Dr. Culpepper requested approval of her 2014-2015 evaluation.

Member, Mickey Gauldin moved to **APPROVE THE 2014-2015 DIRECTOR EVALUATION FOR DR. DIANE W. CULPEPPER.** The Motion was seconded by Member, Chief Keith; the motion carried.

Member, Chief Keith commented that he has the greatest faith in Dr. Culpepper as Director. Chairperson Cobb mentioned that both he and Member, Mickey Gauldin have had the opportunity to work with Dr. Culpepper closely with regard to college issues; specifically student related matters, and she has always tried to provide the best, quality education to students and that she has changed the public's and business community's perception of the school by efforts made in changing the name to Lake Technical College. Member, Mickey Gauldin agreed and stated that the decision to hire Dr. Culpepper was one of the best decisions he had ever been involved in making; she has exceeded the Boards high expectations in serving as Director of the school. With no further discussion by Members of the Board,

Member, Mickey Gauldin moved to **APPROVE THE RESOLUTION TO REAPPOINT DR. DIANE W. CULPEPPER AS DIRECTOR FOR THE 2015-2016 SCHOOL YEAR.** The Motion was seconded by Member, Mary Kathy Perfumo; the motion carried.

The Director will act on behalf of the Board with regard to Personnel-related matters;

Member, Mickey Gauldin moved to **APPROVE THE 2015-2016 PERSONNEL RESOLUTION.** The Motion was seconded by Member, Joe Baxter; the motion carried.

RFA: 2015-2016 Parental Involvement Facilitator Dr. Culpepper recommended Mrs. Payne to be reappointed as Parental Involvement Facilitator for LTC as she meets the requirements outlined by the state.

Member, Chief Richard Keith moved to **APPROVE MRS. LANA PAYNE AS THE 2015-2016 PARENTAL INVOLVEMENT FACILITATOR.** The Motion was seconded by Member, C. A. Vossberg; the motion carried.

Approval of Agreement between Lake Technical College and City of St. Cloud Florida / general Agreement approval discussion Dr. Culpepper presented an agreement between LTC and City of St. Cloud which would allow LTC's EMT's to ride in the city vehicles as part of training. She said that she included this agreement in the agenda for approval, but also to get clarification from Members as to which types of agreements they would like presented for approval.

Member, C. A. Vossberg stated, especially as a new Board Member, he would like to see a list of agreements for awareness of LTC's business relationships in the community. Member, Joe Baxter commented that he would like reviewing this as an information item. Member, Mickey Gauldin questioned if the school's policies and guidelines outlined any of this detail. Dr. Culpepper explained that the Director does have a discretionary spending limit outlined by the Board, and training or operational agreements of the school involving money, (Architectural and Phone System agreements), have gotten Board approval. However, many agreements that LTC engages in do not involve money, instead they are for providing a service or opportunity to students of LTC through clinical, hospital, and other agencies sites for all kinds of training and services. It is unclear to her if these types of agreements should be brought to the Board for approval.

IT WAS THE CONSENSUS OF THE BOARD TO PROVIDE A CONTRACTS LIST AS AN INFORMATIONAL ITEM OF THE BOARD PACKET ANNUALLY, FOR BOARD MEMBER AWARENESS.

Member, Richard Keith mentioned that LTC has a similar agreement with the City of Tavares, but he noticed that the St. Cloud agreement language is more detailed and he liked the language. Dr. Culpepper stated that LTC had provided its standard agreement to St. Cloud and in response they wanted additional items included. The attorneys for both agencies reviewed and agreed to the agreement verbiage. She said that currently, LTC's standard agreement language is being reviewed by its attorney. Additionally, she and Mrs. Payne have been developing an agreement tracking system for consistency.

Chairperson Chief Cobb and Vice-Chairperson Isaac Deas both agreed that they are comfortable with Dr. Culpepper entering into training agreements for the school and also knowing that these agreements are being reviewed by attorneys makes it even better for the school.

Member, Joe Baxter moved to GIVE DR. CULPEPPER AUTHORIZATION, AS SCHOOL DIRECTOR, TO NEGOTIATE INTERLOCAL AGREEMENTS FOR CLINICAL OR RIDE TIME. The Motion was seconded by Member, Mickey Gauldin; the motion carried.

Member, Mickey Gauldin recommended incorporating this into the operating procedures of the school so that there is no question about this in the future. Members agreed.

In amendment, Member, Joe Baxter moved to GIVE DR. CULPEPPER AUTHORIZATION, AS SCHOOL DIRECTOR, TO NEGOTIATE INTERLOCAL AGREEMENTS FOR CLINICAL OR RIDE TIME AND TO INCORPORATE THIS LANGUAGE INTO THE OPERATING PROCEDURES OF THE SCHOOL. The Motion was seconded by Member, Mickey Gauldin; the motion carried.

DIRECTOR'S REPORT:

Dr. Culpepper informed Members of the following:

- **Charter Board of Directors Fingerprinting Status** In 2010, Chairperson, Chief Fred Cobb was fingerprinted and is due for renewal, as well as, Vice-Chairperson, Isaac Deas, Member, Joe Baxter, and Mrs. Payne is waiting on clarification about fingerprinting requirements for Member, Chief Richard Keith who was exempt in 2010.
- **Charter Board of Directors Governance Training Status** Vice-Chairperson, Dr. Deas and Member, Mickey Gauldin are to complete the 2-hour refresher course by mid-July.

Legislative Issues Dr. Culpepper informed Members that at the last legislative session ended early.

Dr. Culpepper emphasized two big issues that Senator Negron was concerned about last session and this session -- mission creep and the technical college/center name change. She indicated that Senator Negron is from the Stuart area where there are no technical centers so he is not familiar with the work we do. Despite appointment requests and letters, and offering discussion opportunities to help familiarize him with the technical college system, the technical directors have been unsuccessful in getting appointments with him. Vice-Chairperson Isaac Deas questioned if Senator Negron would like to visit Lake Tech as part of that outreach. Dr. Culpepper said that he has been invited to campuses in south Florida, and while she would love him to visit; the technical college directors are not able to communicate to him at all. Member, C. A. Vossberg questioned if Senator Hayes would be able to assist in any way. Dr. Culpepper stated that Senator Hayes is extremely supportive of Lake Technical College; however, he does not serve on the Education Committee that Senator Negron serves on. She said it is the technical center director's goal is to meet with every Senator this year.

She mentioned that technical centers are changing their names across the state; and now over 50% have changed names to technical colleges.

Dr. Culpepper stated that what Chairperson Cobb said earlier is true; the name change has changed the perception of who we are and what we do. Member, Mickey Gauldin stated that the name change is good, and it does help with the image, but what is equally important is that perception isn't changing only from the name change, but from Dr. Culpepper and the product that leaves the school; not only in terms of quantity, but in terms of quality. It used to be the best kept secret, but that is no longer the case.

Dr. Culpepper stated that at every level; universities, state colleges, and technical colleges there is a concern of competition. She stated that the working relationship between LTC and Lake-Sumter State College (LSSC) has greatly improved over the years and she would like for that to continue. She said she sees no need for Lake Technical College to duplicate a college credit certificate that is offered by the state college, unless the need is there in the community to do so. The schools have different markets. LTC is about career-technical training and LSSC is about academics. There is a way to work together to enhance education for all of the students in Lake County.

SkillsUSA Member, Chief Richard Keith said in April, it was an honor for him to be a part of SkillsUSA for LTC. He mentioned that his son, Matthew, participated in both the Regional and State SkillsUSA competitions and he was amazed about what goes on at the competitions. He said the awards presentation was an incredible experience. Students of all ages receive recognition for what they have learned in their schools. He feels that the Board should really get involved in seeing these competitions. He mentioned that the chaperones were so committed and carried the brunt of the event. A lot of work went into it. Matthew Keith was 2nd in State for Collision Repair in secondary category. He stated that in the Friday Update the results from the state are listed. There are five students going to Nationals.

He mentioned that he learned a lot about the history of SkillsUSA. It originated as Vocational and Industrial Clubs of America (VICA).

Member Keith stated that he was so proud of the students and of the school; to see the passion and excitement from all of the students at the ceremony was amazing. Dr. Culpepper agreed; she said that the Nationals competition is huge; and the winners receive brand named tools for

their program field and some receive scholarships. She said it is always so exciting seeing the students learn and succeed. She said we are so proud of them.

Information Technology Focus Group (Program Development) Dr. Culpepper stated that she hopes to start a new Information Technology program in the Fall. She has been involved with the South Lake Technology Committee for about one year now, and recently held a focus group meeting to discuss the needs in the community. She plans to use the computer lab that is used in the evening for the new CNC Programming class during the day for this program. It is pending funding from the legislature to be able to hire an instructor for the class.

USPIT/Department of International Cooperation (contract update & follow-up mtg) Dr. Culpepper informed Members that she has not yet had the opportunity to meet with Mr. Rippy since the March meeting, in which this topic was discussed. A meeting has been scheduled with in July. She will bring back information to the Board at that time. She also informed the Board that in addition to the approval of the agreement and the corrections of the year in March, when the updated agreement was presented to Mr. Rippy, he requested the renewal be every two years beginning June 2015. The change was made to the agreement and was provided to the Board for awareness.

Postsecondary Data Reporting System – New FOCUS system In reviewing the pre-scheduled meeting dates for the 2015-2016 School Year, with regard to the September meeting, Dr. Culpepper informed Members that the Florida Department of Education (FLDOE) has a need for technical colleges to use the same data system, because the technical colleges do not report their data in the same way as K-12. Currently, it is reported to K-12, and from there reported to the state; and by the time it gets to Tallahassee, the data does not seem to make sense. There was money in the budget last year to bring about eleven school districts on to using a new system called FOCUS. There was money allocated for a second group this year

and LTC is one of them. Changing to this new system will require a Board Resolution for approval and there will be a contract that will need to be signed. If the agreement is not ready by the September meeting, a special meeting may be needed.

DATE/TIME OF NEXT MEETING:

May 18, 2015 is the final scheduled meeting for 2014-2015 school year. Recommended meeting dates for the 2015-2016 school year are:

- First Quarter: Monday, July 13, 2015 & Monday, September 21, 2015
- Second Quarter: Monday, December 7, 2015
- Third Quarter: Monday, March 14, 2016
- Fourth Quarter: Monday, May 16, 2016

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

Board Members seemed in agreement of the pre-set dates.

ADJOURNMENT: The meeting was adjourned at 3:35 p.m.

Respectfully submitted,

Diane W. Culpepper

Dr. Diane W. Culpepper, Director