

LAKE TECHNICAL COLLEGE
Board of Directors Meeting
September 19, 2016
2:30 p.m.

The Board of Directors for Lake Technical College held a meeting on Monday, September 19, 2016. Board Chairperson, Mr. Fred Cobb, called the meeting to order at 2:30 p.m. in the Board Room, Eustis, Florida.

DETERMINATION OF A QUORUM:

PRESENT:

Board Chairperson: Mr. Fred Cobb

Director Members: Mr. Joe Baxter, Mr. Mickey Gauldin, Mr. C.A. Vossberg, and Mrs. Judy Beda

Officers: President, Dr. Diane W. Culpepper, PhD, Treasurer, Mrs. Lorraine Foster, Secretary, Mrs. Lana F. Payne

NOT PRESENT:

Vice-Chairperson, Dr. Isaac Deas, Member, Tavares Fire Chief, Richard Keith

APPROVAL OF THE MINUTES: Approval of the Minutes of the August 22, 2016 special Meeting;

Member, Mr. Mickey Gauldin, moved **APPROVAL OF THE MINUTES OF THE AUGUST 22, 2016 SPECIAL MEETING AS PRESENTED.** The Motion was seconded by Member, Mr. Joe Baxter; the motion carried unanimously.

PUBLIC COMMENT: None.

PROGRAM SPOTLIGHT: PowerPoint presentation by Mark Starcher, President, Evergreen Construction Management, Inc. Dr. Culpepper introduced Mark Starcher, President of Evergreen Construction Management, Inc., the top-ranked construction management firm selected to manage the Center for Advanced Manufacturing (CAM) construction project.

Mr. Starcher said he was honored and excited to be able to start the project for Lake Technical College (LTC). His team's intentions are to have the project completed by fall of 2017. He informed Members that the firm is a Tavares-based company which specializes in industrial projects involving Healthcare and Educational-type facilities using the Construction Management Risk process. He said the project is a great fit for Evergreen Construction and he appreciates the opportunity to work on the project.

Mr. Starcher reviewed a PowerPoint presentation with Members which provided an overview of the project design, timeline, and preliminary site-plan to help answer questions Board Members may have about the project or the building to house the new Welding and Computer Numeric Controlled (CNC) Machining programs. He stated that once the contract is approved, the

subcontracting bidding process will immediately begin, which will take approximately thirty (30) – forty (40) days due to construction statutory requirements. He expects the process to end on or near the first week of October and the Board should be made aware of Guaranteed Maximum Price (GMP) by mid-November 2016. Dr. Culpepper stated that the next regular Board meeting is scheduled in December; however, a special Meeting could be scheduled as needed in order to proceed with the project.

Member, Mr. C.A. Vossberg questioned if there were any primary concerns, in general, about the project. Mrs. Startcher stated there are not a lot of challenges to this project; it is straight-forward, and the firm specializes in this type of work. Concerns, if any, would focus on how to streamline designs or improve results by correcting any problems in the design review process and being innovative to improve efficiency. For example, there are ways to save structural features of the buildings by using bracing, which can save on project costs. Currently, it is a subcontractors market, and it is a challenge for every project right now. He will be reaching out to some regions where subcontracting prices haven't increased such as North Lake and Marion counties verses Orange County where subcontracting jobs are plentiful and prices have escalated. He will be pre-qualifying subcontractors before they submit their bids and he will bring in a minimum of five (5) bidders for every trade. Chairman Cobb mentioned that Mr. Starcher's process will help to avoid Change Orders during construction process. Member, Mickey Gauldin questioned if the building was checked for asbestos. Dr. Culpepper stated yes, and that abatement has already been completed.

In closing, Mr. Starcher introduced Allen Thompson of Evergreen Construction to Members, who will be involved heavily in the pre-construction and construction process. Dr. Culpepper welcomed him and also recognized LCS Director of Facilities Mr. Craig Jackson who was also in attendance. She expressed her appreciation for the hard work of, Mr. Jackson, LCS Purchasing Manager, Mrs. Pamela Hayes, and LTC Director of Facilities, Mr. Jack Miller for all of their work and assistance throughout this project.

REPORTS: None.

UNFINISHED BUSINESS: None.

CONSENT AGENDA:

Personnel

Approval to Teach:

Lake Technical College: *(part-time)*

- *Teacher Adult Ed (GED) – Dennis, Patrick (103690)*
- *EMS – Bauchman, Heather (147648), Burkholder, Jordan (158411), Jackson, David (TBD)*
- *Adult Ed/Law, Public Safety, & Security – Miller, Donald P. (106108)*

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

- *Firefighting – Elliott, Steven L (TBD), Gibson, Matthew (TBD), Longest, Matthew (TBD)*
- *Corrections/Law Enforcement – Jones, Frederick (125531)*
- *Law Enforcement - Wiles, Danielle (TBD)*

Resignation:

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

- *Admissions, Clerical Assistant II – Newman, Maria (149930) effective 07/28/16*

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

- *Head Custodian I - Herman, Cherri (112690) effective 08/30/16*
- *Firefighting – Ricketson, Chief James (128235) effective 08/26/16*
- *Custodian (Temporary) – Walker, Kevin (157778) effective 07/28/16*

Non-Cash Contributions – (report update)

Member, Mr. Mickey Gauldin moved **APPROVAL OF THE CONSENT AGENDA OF SEPTEMBER 19, 2016.** The Motion was seconded by Member, Mr. C. A. Vossberg; the motion carried.

NEW BUSINESS:

Contract between Lake Technical College and Evergreen Construction Management, Inc. Dr. Culpepper stated that at the August 22nd Special Meeting, Members were presented with the ranking list of the top four (4) construction management firms. Evergreen Construction Management, Inc. was ranked number one (1).

The contract was negotiated approximately three (3) weeks ago along with LCS Director of Facilities Mr. Craig Jackson and LCS Purchasing Manager, Mrs. Pamela Hayes. Dr. Culpepper stated that LTC's attorney has reviewed and approved the agreement and Mr. Starcher confirmed that he is comfortable with the agreement, as presented to Members. Therefore, she stated that she is recommending the contract for approval by LTC's Charter Board of Directors.

Member, Mr. Joe Baxter moved **APPROVAL OF THE CONSTRUCTION CONTRACT WITH EVERGREEN CONSTRUCTION MANAGEMENT, INC. AS PRESENTED.** The Motion was seconded by Member, Mr. C. A. Vossberg; the motion carried.

Mr. Starcher thanked the Board and both he and Dr. Culpepper stated they were very excited to get started on the project.

Review and Approval of Ending Budget 2015-2016 Mrs. Salter reviewed all ending budgets before Members and requested formal Board approval of the 2015-2016 Ending Budget:

Member, Mr. Mickey Gauldin moved **APPROVAL OF THE 2015-2016 ENDING BUDGET.** The Motion was seconded by Member, Mr. Joe Baxter; the motion carried.

Review and Approval of Beginning Budget Amendment 2016-2017 Mrs. Salter introduced new Fund 110 involving Industry Certification. She explained that approximately two (2) years ago the state began Performance Incentive Funding for industry certification that certain programs, such as Welding, Auto Service Technology, HVAC, Health Care, Information Technology programs, earn. Dr. Culpepper commented that the legislature designed this to incentivize the industry certifications that students earn. The student earns the certification of particular programs that were targeted based on the high-tech nature of them then, the school

receives \$1,000.00 per industry certification. She said there are no strings attached to the funding; schools may use the incentive funding as they would like. LTC chooses to put the money back into the program for equipment needs, or for costs involving program expansion. She said that she feels this is what was intended for use of the funding earned. LTC was 6th in the state for the number of industry certifications earned and it is not the sixth largest school. LTC earned approximately \$248,000. However, because there were so many industry certifications earned the state had to reduce the amount earned per student to \$918.00 per student.

With no further discussion, Mrs. Salter requested formal Board approval of the 2016-2017 Beginning Budget:

Member, Mr. Joe Baxter moved **APPROVAL OF THE 2016-2017 BEGINNING BUDGET AMENDMENT.** The Motion was seconded by Member, Mr. C. A. Vossberg; the motion carried.

At-A-Glance Summary (*information only*) Mrs. Foster reviewed the Summary 3-month At-A-Glance report to inform members of current quarter status. The report was provided as information only and no action was required by the Board.

RFA: LCS Master's Degree Supplement – Mary K. Perfumo, Program Specialist, Health Science and Sonya M. Rosenglick, Curriculum Resource Teacher / LTC Career-Technology Specialist Dr. Culpepper reminded Members that last school year a supplemental salary was approved for Mrs. Perfumo because the District does not recognize her degree. The same situation applies to Mrs. Rosenglick whose degree is focused on Educational Technology and is in the subject area of the primary content assignment as the school's Career & Technology Specialist.

Dr. Culpepper recommended approval of the salary supplements for these two instructors.

Member, Mr. C. A. Vossberg moved **APPROVAL TO APPLY THE MASTERS DEGREE SALARY DIFFERENTIAL IN THE AMOUNT OF \$2,375.00 AS OUTLINED ON THE LAKE COUNTY SCHOOLS INSTRUCTIONAL SALARY SCHEDULE TO HEALTH PROGRAM SPECIALIST, MARY K. PERUFMO AND CAREER AND TECHNOLOGY SPECIALIST, SONYA M. ROSEGLICK. ANNUALLY, PER SCHOOL YEAR.** The Motion was seconded by Member, Mr. Joe Baxter; the motion carried unanimously.

2016-2017 Organizational Flow Chart (*update and annual review*) Mrs. Payne informed Members that the Organizational Flow Chart must be reviewed annually by the Board. This year, the chart reflects updates to recently approved administrator job titles as well as an additional program responsibility listed for Director, Jack Miller; Private Security Guard, listed on page two; the Programmatic chart.

Member, Mrs. Judy Beda moved **APPROVAL OF THE 2016-2017 LAKE TECHNICAL COLLEGE ORGANIZATIONAL FLOW CHART.** The Motion was seconded by Member, Mr. C. A. Vossberg; the motion carried.

RFA: Lake Technical College Employees Alternative Work Hours Schedule Dr. Culpepper stated that this year students are attending classes longer and faculty and staff are working longer hours Monday through Thursday. On Friday, all students are off, with the

exception of some EMT/Paramedic students. The new schedule allows faculty to have planning hours on Friday and is also one less day students would drive; saving them some gas money, one less day of childcare expenses, or an additional day that they can work. This schedule change provides an opportunity for twelve-month staff and administrators to be available to evening students in the Admissions, Financial Aid, and Business offices and to evening instructors for meetings, if needed. The following general schedule was decided for twelve-month employee hours:

Monday	Tuesday	Wednesday	Thursday	Friday
7:30 a.m.	7:30	7:30	7:30	8:00
6:30 p.m.	4:30	4:30	4:30	12:00

Members were provided a master Alternative Work Hours Schedule reflecting all full-time LTC employee work-shifts and the acknowledgement page signed by all employees. The master Alternative Work Hours Schedule will be updated as recommended by the Executive Director, will list only current employees, and it will be kept on file in the Administration office. Dr. Culpepper commented that the schedule has been in effect approximately five weeks and appears to be working well. She requested approval by the Board adopting the new schedule.

Member, Mr. Joe Baxter moved **APPROVAL OF THE ALTERNATIVE WORK-HOURS SCHEDULE AS OUTLINED FOR LAKE TECHNICAL COLLEGE.** The Motion was seconded by Member, Mr. C. A. Vossberg; the motion carried.

RFA 2016-2017 Parental Involvement Facilitator As required annually by Florida charter statute, Dr. Culpepper recommended Mrs. Payne be re-appointed as Parental Involvement Facilitator for LTC, as she meets the state requirements.

Member, Mr. Mickey Gauldin moved to **APPROVE MRS. LANA PAYNE AS THE 2016-2017 PARENTAL INVOLVEMENT FACILITATOR.** The Motion was seconded by Member, Mrs. Judy Beda; the motion carried.

RFA: Certiport Assessment Fee Dr. Culpepper stated that LTC is an authorized Certiport testing site which offers industry certifications testing. She explained that Non-students of LTC are expressing interest in taking those tests at LTC because the other location options are in Maitland, Lake Mary, and Tampa. While this is a good service to offer in Lake County, the school will need to begin charging a \$15.00 proctor fee to non-students for use of the school's testing lab. She explained that the Certiport fee is new, and will need to be added to the Fee Schedule that was previously approved by the Board in July. Dr. Culpepper recommended approval of the new fee being implemented and added to the Fee Schedule.

Member, Mr. Joe Baxter moved **APPROVAL OF A PROCTOR FEE OF \$15.00 FOR NON-STUDENT TESTING APPOINTMENTS FOR USE OF THE TESTING LAB AT LAKE TECHNICAL COLLEGE AND TO BE ADDED TO THE LAKE TECHNICAL COLLEGE FEE SCHEDULE.** The Motion was seconded by Member, Mr. C. A. Vossberg; the motion carried.

2018-2023 Strategic Plan (discussion) Dr. Culpepper informed the Board that administrators have begun work with faculty and staff doing a **S**trengths **W**eakness **O**pportunities **T**hreats (S.W.O.T.) analysis to get their thoughts on these subjects. The information, once compiled, will be presented to the Board for consideration in updating the Strategic Plan. She requested a Board workshop to focus and provide direction and guidance as to the next big thing that the school should work on. She suggested scheduling the workshop in conjunction with the Special Meeting requested by Mark Starcher in mid-November. Members were receptive. Mrs. Lana Payne will coordinate the workshop date/time; a start time of 2:30 p.m. was mentioned.

Campus Safety Issue Mrs. Stephan updated Members about a recent incident involving a disruptive and verbally abusive student which resulted in a dismissal.

Mrs. Stephan said the occurrence prompted requests to lock doors and add security. Dr. Culpepper stated that a decision was made to have a second security guard to man both the front and back hallways of the school, locking all side doors after students arrive, and allowing the instructors to lock their classroom doors if they desired. Dr. Culpepper requested continued conversation at the Board workshop to discuss security measures.

Chairperson Cobb stated that it sounds as if all school employees involved responded properly; that there was a good process followed. He said “You don’t know what you don’t know.” and, the bottom line is that administrators must depend on the instructor’s judgement about likeliness. He asked; What did we know? When did we know it? He said there can’t be over-reaction, because this can upset students, but the instructor’s judgement must be trusted and administrators were right to follow-through in trespassing the person, holding them responsible for their actions, and letting it be known that there is zero-tolerance for this type of behavior. He said the instructors know their students better than anyone. Member, Mickey Gauldin stated LTC is an open campus and maybe it should be more restricted. Dr. Culpepper assured him that the doors are now locked by 8:30 a.m. and the only way into the school is through the front and the back of the school; however, the side courtyard is open. They agreed that the way the school is designed, it is very hard to close it off completely.

DIRECTOR’S REPORT:

Enrollment Update Dr. Culpepper stated that she is pleased to announce that enrollment numbers are up; in July she did not think that would be the case. Board members were provided with an Enrollment Report for review. No action item.

Legislative Platform 2017-18 The Statewide Legislative Platform updated presented for review.

Florida’s Technical Colleges/Centers are a powerful network of training resources that have become a “solution provider” in improving and growing Florida’s Workforce. We are providing a Return on Investment that minimizes student cost and time and maximizes the use of public dollars.

1. INCREASE THE LEVEL OF WORKFORCE EDUCATION FUNDING FOR POSTSECONDARY INSTRUCTIONAL PROGRAMS

- Accurately align our funding model and provide additional dollars to reflect student enrollment growth in Career, Technical, and Adult Education programs and support the implementation of new Career, Technical and Adult Education programs designed to meet the local workforce needs of our community and the State of Florida.

2. APPRENTICESHIP TRAINING PROGRAMS

- Support the expansion of the apprenticeship training through a \$3 million grant to assist employers throughout the State of Florida meet their immediate needs for a high skilled and professional workforce.

3. INDUSTRY CERTIFICATIONS

- Support the addition of new industry certifications where necessary and validated by industry.
- Increase the current funding level of \$4.5 million to \$7 million to fully fund the attainment of industry credentials that are included on the Postsecondary CAPE funding list.

Charter Board of Directors – Governing information and status update – Current.

- *Charter School Update-Governing Board Quorum without In-Person Attendance*
- *Fingerprinting/Governance Training – Current*

Campus Life Calendar – Fall Program Advisory Committee Reception Thursday, Sept. 22nd
Provided to each Member as information.

DATE/TIME OF NEXT MEETING: Dr. Culpepper stated that the new alternative hours schedule has faculty/staff working later with students and they are unable to come to Board meetings at 2:30 p.m. as before. She discussed meeting at a new time, later in the day to accommodate the ability for faculty and staff to attend if they desire to. She suggested either moving the meetings to 4:30 p.m. or on Friday when faculty and staff are not with students. It was the Board's consensus to meet at 4:00 p.m. or 4:30 p.m. during the week and that Friday's are not good.

Pre-scheduled meetings for 2016-2017 school year:

- Third Quarter: Monday, March 6, 2017 (location TBD)
- Fourth Quarter: Monday, May 15, 2017 (location TBD)

All meetings to begin at 2:30 p.m.; locations are to be determined at off-campus school extension sites.

ADJOURNMENT: The meeting adjourned at 3:30 p.m.

Respectfully submitted:



Executive Director