

LAKE TECHNICAL COLLEGE
Board of Directors Meeting
September 22, 2014
2:30 p.m.

The Board of Directors for Lake Technical Center held a meeting on Monday, September 22, 2014. Chairperson, Chief Fred A. M. Cobb called the meeting to order at 2:30 p.m. in the Tech Dining Room, Eustis, Florida.

DETERMINATION OF A QUORUM:

Present:

Officers: Chairperson, Eustis Police Chief Fred Cobb,

Board Members: Mr. Mickey Gauldin, Mr. Joe Baxter, Tavares Fire Chief Richard Keith, Mr. C.A. Vossberg, IV

Director: Dr. Diane W. Culpepper

Not present:

Vice-Chairperson, Dr. Isaac Deas and Member, Mary K. Perfumo

APPROVAL OF THE MINUTES: Approval of the Minutes of the July 14, 2014 meeting.

Member, Joe Baxter moved to **APPROVE THE MINUTES OF THE MEETING OF JULY 14, 2014.** The Motion was seconded by Member, Mickey Gauldin; the motion carried unanimously.

PUBLIC COMMENT:

Chairperson Cobb recognized the Students of Digital Design program who were in attendance observing Parliamentary Procedure.

Program Spotlight: Mrs. Sonya Rosenglick - Career Success Center

Mrs. Rosenglick informed Members about the new Career Success Center which is open to students Monday, Wednesday, and Friday's with extended hours on Monday's for evening students. The Center is to assist students in developing skills through workshops focusing on resume writing, follow-up letters to employers, filling out job applications, and social media awareness – the do's & don't's.

All workshops tie to the Center's annual job fairs which have been hosted by Lake Tech for two years. The Center also helps with student placement. Exit interviews are conducted when students complete a program and at that time Students are provided with graduation information and are asked to complete a survey about the school to provide administrators with information about their experience at Lake Tech.

Mrs. Rosenglick stated that she is constantly collecting resources for the Center that students can use or refer to. There were no questions from Members. Chairperson Cobb thanked Mrs. Rosenglick for her presentation on behalf of the Board.

REPORTS: None.

UNFINISHED BUSINESS: None.

CONSENT AGENDA: Request Approval of:

Personnel

Approval to Teach:

Lake Technical College:

- *Adult Ed Evening Short Courses – Matthews, Jason S. (155910), Ross, Laura (106519), Nichols, Edward (TBD), Casta, Scott (TBD), Kry, Patricia (107241)*

Institute of Public Safety:

- *Public Service Firefighter – Fisher, Jason R. (155867), Saradin, Christopher S. (155587), Beeler, Christopher R. (155939)*
- *Public Service Law Enforcement – Mysinger, Christie (127592)*

Resignation:

Lake Technical College:

- *Adult Education Instructor – Bell, Patricia S. (110873)*

Institute of Public Safety:

- *Adult Education Public Service, LE – Harden, Stephen L. (110358)*

Property Disposition Form – August 29, 2014

2013-2014 Non-Cash Contribution Report

Member, Mickey Gauldin moved to **APPROVE THE MINUTES OF THE CONSENT AGENDA OF SEPTEMBER 22, 2014.** The Motion was seconded by Member, Chief Keith; the motion carried unanimously.

NEW BUSINESS:

RFA: Ending Budget Amendment 2013-2014 Mrs. Mary Salter, Assistant Director of Finance for Charter Schools, reported on all ending budgets for the 2013-2014 school year including all report columns Actuals, Beginning Budget, Increases/Decreases, and Final Budget Totals for Fund 100 (*Operating*), Fund 300 (*targeted CTE program funds; specifically, Auto Service Technology, Welding, Diesel, CNA, HVAC, & Pharmacy Technician*), Fund 320 (*Manufacturing*), Fund 420 (*Federal Funding through PELL*), Fund 422 (*Federal Grants*), Fund 424 (*Local/State Grants*), Fund 425 (*formerly HVAC*), Fund 500 (*Internal Student Activities*), Fund 600 (*Financial Aid Funding*). She requested Board action on the Amendment.

Member, Chief Richard Keith moved to **APPROVE THE 2013-2014 ENDING BUDGET AMENDMENT.** The Motion was seconded by Member, Mickey Gauldin; the motion carried unanimously.

RFA: Beginning Operating Budget Amendment 2014-2015 Mrs. Cathy Peterson, Business Office Manager, reviewed projections on all beginning operating budgets for the 2014-2015 school year. Specifically, Fund 300 (*targeted CTE programs: Auto Service Technology, Welding, Diesel, CNA, HVAC, & Pharmacy Technician*) will be spent on capitalized equipment. Fund 320 (*Manufacturing*) primarily will be spent on construction of The Center for Advanced Manufacturing building. She stated that students were awarded over one million dollars last year in Fund 420 (*PELL Grant*), and she anticipate that funding to continue and to grow as the school's population increases. Fund 422 (*Federal Grants*) and Fund 424 (*Local/State Grants*) balances are spent each year and no balance is reflected in the report. She requested Board action on the beginning Amendment.

Member, Mickey Gauldin moved to **APPROVE THE 2014-2015 BEGINNING OPERATING BUDGET AMENDMENT.** The Motion was seconded by Member, Chief Richard Keith; the motion carried unanimously.

Financial Summary At-A-Glance (Information only) Mrs. Cathy Peterson reviewed the 3-month financial summary detail July 2014 through September 9th. The summary is kept on file with the original Board packet and is available upon request. No Board action was required on this item.

Lake Technical College Lab/Application Fees Schedule 2014-2015 Dr. Culpepper stated that each year, the Board approves Tuition Fees, however the Lab/Application Fee Schedule was not part of that process. Members reviewed the Lab/Application Fee Schedule which provided detail of what students are charged for their program consumables, liability insurance, background checks/drug screening, and tool deposits if required. Dr. Culpepper informed Members that the Lab/Application fees are reviewed annually by Faculty and administrators to ensure that students are only charged for what is necessary to complete their program successfully. The schedule provided was already implemented for the 2014-2015 school year, but in the future, this schedule will be provided along with the Tuition Fee Schedule for approval at the beginning of the school year.

Member, Joe Baxter moved to **APPROVE THE LAKE TECHNICAL COLLEGE LAB/APPLICATION FEE SCHEDULE 2014-2015.** The Motion was seconded by Member, Chief Richard Keith; the motion carried unanimously.

There was no further discussion.

RFA: Training Deputy Agreement between Lake Technical Center Inc., and Lake County Sheriff's Office 2014-2015 Dr. Culpepper stated that the amount of the Training Deputy Agreement with the Lake County Sheriff's Office (LCSO) has increased \$5,000.00 annually. Because of this change, the agreement is listed separately as an item for approval.

Member, Joe Baxter moved to **APPROVE THE 2014-2015 TRAINING DEPUTY AGREEMENT BETWEEN LAKE TECHNICAL CENTER, INC. AND LAKE COUNTY SHERIFF'S OFFICE.** The Motion was seconded by Member, C. A. Vossberg; the motion carried unanimously.

Dr. Culpepper stated that the agreement also reflects the new school name on the agreement.

RFA: Charter Contract Renewal – July 1, 2014 – June 30, 2019 Dr. Culpepper informed Members that the Charter Renewal Agreement was approved by the Lake County School Board (LCSB) at their July 29th meeting. She requested Charter Board approval of the five-year agreement.

Member, Mickey Gauldin moved to **APPROVE THE CHARTER CONTRACT RENEWAL JULY 1, 2014 – JUNE 30, 2019.** The Motion was seconded by Member, Chief Richard Keith; the motion carried unanimously.

There was brief discussion regarding the new agreement being more robust than in previous years and that the language pertaining to K-12 had been removed. Language regarding fees charged to LTC by LCSB for Human Resources and Information Technology services was updated, and Dr. Culpepper confirmed the LTC Policies and Procedures manual referenced a Code of Ethics for LTC. It was the Board's consensus that the new contract read clearly and correctly.

RFA: Lake Technical College Bylaws Dr. Culpepper consulted with Attorney Lewis Stone's office regarding Board Designations (President, Vice-President, Treasurer, and Secretary). It was determined that the Board would consist of Chairperson, Vice-Chairperson, and Members and that staff "*may be*" designated to serve as President, Secretary, and Treasurer.

Member, Mickey Gauldin moved to **APPROVE THE CHANGES TO THE BYLAWS AS PRESENTED.** The Motion was seconded by Member, Joe Baxter; the motion carried unanimously.

Chairperson, Chief Cobb, requested Members to nominate for positions of President, Secretary, and Treasurer of the Board.

Member, Mickey Gauldin nominated Dr. Diane Culpepper to serve as Board President.

Member, Mickey Gauldin moved to **APPROVE DR. DIANE CULPEPPER, DIRECTOR OF LAKE TECHNICAL COLLEGE, TO SERVE AS BOARD PRESIDENT.** The Motion was seconded by Member, Joe Baxter; the motion carried unanimously.

Member, Mickey Gauldin nominated Ms. Lana Taylor to serve as Board Secretary.

Member, Mickey Gauldin moved to **NOMINATE MS. LANA TAYLOR, HUMAN RESOURCES SPECIALIST OF LAKE TECHNICAL COLLEGE, TO SERVE AS BOARD SECRETARY.** The Motion was seconded by Member, Chief Keith; the motion carried unanimously.

Member, Joe Baxter nominated Mrs. Cathy Peterson to serve as Board Treasurer.

Member, Joe Baxter moved to **NOMINATE MS. CATHY PETERSON, BUSINESS MANAGER OF LAKE TECHNICAL COLLEGE, TO SERVE AS BOARD TREASURER.** The Motion was seconded by Member, Chief Keith; the motion carried unanimously.

RFA: Articulation Agreements between Lake-Sumter State College and Lake Technical College Dr. Culpepper stated that Mrs. Stephan, Assistant Director of Curriculum, and Dr. Jones of Lake Sumter State College (LSSC) have worked diligently to make progress with Health and Business articulation agreements. Mrs. Stephan stated that she will be focusing on articulations involving Law Enforcement programs for the Institute of Public Safety (IPS) next.

The Board commended Dr. Culpepper and Mrs. Stephan for establishing a dialog with LSSC and coming up with a workable agreement between the schools, giving the students what is deserved and to recognize the quality of education that comes from working together.

Member, Mickey Gauldin moved to **APPROVE THE ARTICULATION AGREEMENTS AS PRESENTED BETWEEN LAKE-SUMTER STATE COLLEGE AND LAKE TECHNICAL COLLEGE.** The Motion was seconded by Member, Chief Keith; the motion carried unanimously.

RFA: Addendum to Agreement between Lake Technical College and John S. Dickerson Architect, Inc. Dr. Culpepper stated that an original budget of one million (\$1M) was approved to begin designing The Center for Advanced Manufacturing (CAM). The costs reported by the architect to draw-up the design for all three components (Welding, Computer Lab/entry area, and Machining area) costs out at 2.8 million dollars. More fund-raising is necessary and this change causes the architectural fees outlined in the original agreement to increase. The addendum reflects the new amount and requires Board approval.

Member, Chief Richard Keith moved to **APPROVE ADDENDUM TO AGREEMENT BETWEEN LAKE TECHNICAL COLLEGE AND JOHN S. DICKERSON ARCHITECT, INC.** The Motion was seconded by Member, Mickey Gauldin; the motion carried unanimously.

Dr. Culpepper stated that she will be discussing this further in a future tab as she would like to share information about a recent application for a Federal Grant and other ideas that she has with regard to funding.

RFA: Part-time Instructor Pay Dr. Culpepper provided information outlining the request to increase part-time hourly instructors' pay from \$20 per hour to \$21 per hour. There was also discussion to increase the pay for instructors teaching Law Enforcement Advanced Specialized Classes funded through the State of Florida Trust Fund from \$20 per hour to \$24 per hour. Dr. Culpepper stated that in 2009, the pay for part time hourly instructors was reduced from \$25 per hour to \$20 an hour due to a decrease in statewide funding and its impact on the center's budget. The \$1 per hour increase will be the first rate increase since the 2009 decrease.

In addition, the classes funded through the Trust Fund require instructors with advanced knowledge and experience. Local colleges are able to pay up to \$30 per hour for law enforcement instructors who teach the advanced courses, so Lake Technical College is often not able to compete for their services. She stated that the general part-time instructor pay increase from \$20 to \$21 per hour will have a fiscal impact to the Center of approximately \$19,000.00. The increase from the Trust Fund will have a small impact of approximately \$3,894.00 (The Trust Fund classes are advanced classes paid for through special funding authorized by the Florida Legislature. The fund increased this year from \$31,560 to \$51,657). The number of classes offered will be impacted by the pay increase.

Member, C. A. Vossberg moved to **APPROVE A PART-TIME INSTRUCTOR PAY INCREASE AS OUTLINED** The Motion was seconded by Member, Chief Richard Keith; the motion carried unanimously.

RFA: Federal Grant for The Center of Advanced Manufacturing Dr. Culpepper stated that she will continue to request funding from the legislature this year. There is good support by local government; the manufacturing topic is top priority with the Lake County Board of County Commissioners (LCBCC) Economic Development department. She has also met with Mr. Ruiz who is affiliated with the East Central Florida Regional Planning Council, which focuses on Orange, Seminole, Oceola, Lake, Volusia, and Brevard counties, and he is very interested in Lake County's emphasis on manufacturing. He has made her aware of a 2.2 million dollar (\$2.2M) grant and has suggested Lake Tech apply.

Dr. Culpepper stated that the grant will be difficult to write. Rather than educational grant, it is an infrastructure grant and the Federal government language is different. Mrs. Betty Jones, former Dean of Enrollment, will be assisting LTC with writing the grant. Many letters of support and commitment from business and industry will be required as part of the grant. Dr. Culpepper stated that the grant is due on October 15th and Board approval is required to move forward in submitting this grant.

She stated that she must also obtain approval of the LCSB to be able to build the CAM on this property and may need to have a title search completed as well. Dr. Culpepper said she has been keeping the LCSB abreast of the CAM project as well as with Superintendent Moxley, John Davis, Chief Operating Officer of Facilities, and has an upcoming meeting scheduled with Dr. Maggie Teachout, Director of the Career, Adult, and Community Education to discuss this project further. She stated that Mr. Ruiz feels confident that the Center could be awarded this grant. He stated that Lake County had been neglected for many years in the area of manufacturing and this was a "game changer".

With no further discussion,

Member, Mickey Gauldin moved to **APPROVE PROCEEDING WITH WRITING AND SUBMITTING THE FEDERAL GRANT FOR THE CENTER OF ADVANCED MANUFACTURING.** The Motion was seconded by Member, Chief Richard Keith; the motion carried unanimously.

DIRECTOR'S REPORT:

As information only, Dr. Culpepper mentioned the upcoming events listed below and requested Board Members to be present at the upcoming Groundbreaking Ceremony.

- Annual Program Advisory Committee/Business Partner Fall Reception, September 25, 2014
- CNC Production Specialist Course to open, October 6, 2014
- Ground Breaking Ceremony for The Center for Advanced Manufacturing October 30, 2014 @ 10:00 a.m.
- Campus Showcase, November 6th & 7th
- Career Night, November 12th
- Partners for Success Event, (*Tentatively November 18th & 19th*)

DATE/TIME OF NEXT MEETING:

- 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.

Respectfully submitted,

A handwritten signature in dark ink, reading "Diane W. Culpepper". The signature is written in a cursive style with a large initial 'D' and 'C'.

Dr. Diane W. Culpepper