

**LAKE TECHNICAL COLLEGE**  
**Board of Directors Meeting**  
**September 26, 2017**  
*rescheduled from September 18, 2017*  
**4:30 p.m.**

**Date:**

The Board of Directors for Lake Technical College held a meeting on Tuesday, September 26, 2017. Dr. Culpepper chaired on behalf of Board Chairperson, Mr. Fred Cobb, and called the meeting to order at 2:40 p.m. in the Board Room, Eustis, Florida. Copies of the tabbed items will be included with the final, approved copy of the Meeting Minutes.

**Present:** Board Chairperson: Fred Cobb (*by phone*), Board Members: Mickey Gauldin, Judy Beda; C.A. Vossberg Board Officers: President, Dr. Diane W. Culpepper, PhD, Treasurer, Lorraine Foster, and Secretary, Lana F. Payne

IT WAS THE CONSENSUS OF THE BOARD THAT CHAIRPERSON, MR. FRED COBB TO PARTICIPATE IN THE BUDGET MEETING VIA PHONE TO MEET QUORUM REQUIREMENT AND FOR BOARD PRESIDENT, DR. DIANE CULPEPPER CHAIR THE MEETING

**Absent:** Vice-Chairperson, Dr. Isaac Deas, and Members: Joe Baxter, and Fire Chief, Richard Keith

**Public Comment:** None.

**Reports:** None.

**Program Spotlight:** Morgan Black, Student Recruiter/Campus Life Coordinator  
On behalf of the Board Members, Chairperson Cobb welcomed Mrs. Morgan.

**Meeting Minutes of July 31, 2017 (Tab 1)** The Minutes of the July 31, 2017 Regular Board Meeting were approved \*M/S/P (*\*motion made, seconded, passed*); no Members abstained.

**Consent Agenda of September 26, 2017 (Tab 2):**

The following Consent Agenda items were approved \*M/S/P; no Members abstained.

- **Personnel:**  
2017-2018 Main Campus & Institute of Public Safety - Request to Hire  
2017-2018 Main Campus & Institute of Public Safety - Resignations/Retires/Transfers

**Old Business** – None.

**New Business:** (*Tab 3-5*): The following items were approved \*M/S/P; no Members abstained.

**RFA: Ending Budget 2016-2017 (Tab 3):**

Mrs. Tarsha Jacobs, who replaces Mrs. Mary Salter (former Assistant Director of Finance, Charter Schools) was introduced by Dr. Culpepper to Director Members prior to review of budget. Mrs. Jacobs works with the school in a contractual status rather than as an employee of Lake County Schools. The Final Budget Amendment 2016-2017 was presented and reviewed with Director Members. Mrs. Jacobs requested Board approval to conform to state standard accounting and state mandates.

**RFA: Beginning Budget Amendment 2017-2018 (Tab 4)**

Mrs. Tasha Jacobs, and Mrs. Lorraine Foster, Board Treasurer reviewed Beginning Budget Amendment for 2017-2018 with Director Members. Mrs. Jacobs requested Board approval to conform to state standard accounting and state mandates.

**RFA: 2017-2018 Parental Involvement Facilitator School Representative (Tab 5)**

Board Secretary, Lana F. Payne, re-appointed for the 2017-2018 School Year.

**Executive Director's Report: (Tab 6) Discussion topics. *Items required no Board action.***

- Hurricane Irma Update (Delays, Make-up Days) Director Members provided with an updated as to Lake Tech 247-day employee make-up days and to notify them that the schedule for 206-day faculty and employees will be determined after responses are received back from student financial aid resources and licensure and certification entities.
- Accreditation - Council on Occupational Education (COE) – Dr. Culpepper notified Members that due to Hurricane Irma, the accreditation visit originally scheduled for Monday, September 25, 2017 has been re-scheduled to Monday, December 4, 2017 6:00 p.m. She asked Director Members to update their calendar reminders and requested their presence at the reception.
- Dr. Culpepper announced Mr. Jack Miller's retirement date as September 29, 2017. Lake Tech will host an open-house retirement reception on that date for family, friends, and co-workers to come celebrate his years of service. She and the Board of Directors thanked Mr. Miller for his years of service to Lake County Schools and to Lake Technical College.
- Dr. Culpepper mentioned that LTC was randomly selected by Florida Department of Education (FLDOE) for a Compliance Audit for Adult Education, ESOL, and Perkins. The team arrives on October 18<sup>th</sup> – 20<sup>th</sup>. This will be happening at LSSC as well. This audit was triggered by recent changes at both Lake County Schools (new Superintendent and administration) and at LSSC (new President of the college). Lake Tech is only involved as being part of Lake County Schools. She thanked Mrs. Stephan and Mrs. Thomas for their hard work in preparing all of the documentation for this upcoming audit. The auditing group will look at grants and financial records specifically.
- Dr. Culpepper will be going to Tallahassee again. The technical colleges will be requesting that legislators provide \$11 million more to the budget system-wide, so that all of the technical colleges are funded 100% for allocations generated, rather than the 93% that was given.
- Director Members toured The Center for Advanced Manufacturing building as it nears final phases of construction.

**Date and Time of Next Meeting: This item required no Board action.**

- Second Quarter: Monday, December 11, 2017 @ 4:30 p.m.
- Third Quarter: Monday, March 5, 2018 @ 4:30 p.m.
- Fourth Quarter: Monday, May 14, 2018 @ 4:30 p.m.

**Meeting adjourned: M/S/P; no Members abstained.**

At approximately 3:45 p.m. following the tour of The Center for Advanced Manufacturing.

Respectfully submitted,

*Diana W. Culpepper*

Executive Director