

LAKE TECHNICAL COLLEGE
Board of Directors Meeting
December 8, 2014
2:30 p.m.

The Board of Directors for Lake Technical Center held a meeting on Monday, December 8, 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, Vice-Chairperson, Dr. Isaac Deas

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: Member, Mary K. Perfumo

APPROVAL OF THE MINUTES: Approval of the Minutes of the September 22, 2014 meeting.

Member, Mickey Gauldin, requested a correction to page four addressing the appointment of Mrs. Peterson; the word “Secretary” changed to “Treasurer”. With no further discussion;

Member, Joe Baxter moved to **APPROVE THE MINUTES OF THE MEETING OF SEPTEMBER 22, 2014 WITH CORRECTIONS NOTED.** The Motion was seconded by Member, Mickey Gauldin; the motion carried unanimously.

PUBLIC COMMENT: Mr. Richard Rippey of US Police Instructor Team (USPIT) and Mr. Charles Saba of Department of International Cooperation Partnership reported on the law enforcement training partnership between USPIT/Saba, Lake Technical College (LTC), and Lake County Sheriff’s Office (LCSO) at the Institute of Public Safety (IPS) facility. Mr. Saba is developing an elite training program to fight international crime and would like LTC/IPS to become the site for a United Nations (UN) training institution. Brochures and literature were provided to the Board during the detailed report.

Chairperson Chief Fred Cobb recommended further discussion by the Board. He commented that USPIT has an excellent record and he is not opposed to the idea, providing that staff continue to work closely with Mr. Saba and Mr. Rippey, evaluating the schools usage & wear. Members agreed that this program will benefit LTC in maximizing facility use but also fits into the efforts being made by the City of Tavares and the Lake County Board of County Commission’s (LCBCC) Economic Development department. Board Members thanked Mr. Saba and Mr. Rippey for their presentation.

REPORTS: None.

UNFINISHED BUSINESS: None.

CONSENT AGENDA: Request Approval of:

Personnel

Approval to Teach:

Lake Technical College:

- *Adult Ed Evening, Health – Beasley, Krystal (155476)*

Institute of Public Safety:

- *Public Service, Law Enforcement – Rivera, Pablo (156021), Olson, Sarajane (156067), Giddens, Michael A. (TBD)*
- *Public Service Firefighter – Templeton, Michael P. (156062), Wheaton, Eric (TBD)*

Resignation: Institute of Public Safety:

- *Public Service, Law Enforcement – Gerard, Shikita (108767)*

Non-Cash Contributions 3rd Quarter Report

Property Disposition Form

Lake County Schools Administrative Services Fee Schedule

2014-15 Lake Technical College Lab/Application Fee Schedule (update)

Member, Mickey Gauldin moved to **APPROVE THE DECEMBER 8, 2014 CONSENT AGENDA.** The Motion was seconded by Member, Member, C.A. Vossberg; the motion carried unanimously.

NEW BUSINESS:

Financial Summary 3-Month At-A-Glance (Information only) Ms. Cathy Peterson reported on the budget summary; no action was required and there was no further discussion.

RFA – Financial Statements – June 30, 2014 Mrs. Salters stated that the financial statements were submitted to the auditor at the end of September. A copy of the official audit was provided to each Board member. She reported a clean audit; no findings and no recommendations. She requested Board approval of the report.

Member, Joe Baxter moved to **APPROVE THE LAKE TECHNICAL COLLEGE AUDIT REPORT AS PRESENTED.** The Motion was seconded by Member, Mickey Gauldin; the motion carried unanimously.

Technical College Tax Return Form 990 (Information only) A draft 2013 Tax Return Form 990 was provided to Board Members prior to the meeting via e-mail for review. Mrs. Salter encouraged all Members to contact her, Dr. Culpepper, or Mrs. Peterson with any questions or concerns.

Bid – Scott Self Contained Breathing Apparatus (SCBA) Dr. Culpepper referred to a previously approved lease with Scott Safety for new Breathing Apparatus for the Fire Fighter program. Firefighting Program Specialist, Chief Williams, stated that it was a challenge working with Scott Safety's rental equipment initially; there were constant issues because of the quality of the equipment. The cost to replace the product (whether leased or purchased) was over \$50,000.00, which required LTC to go through a bid process. Mr. Miller only received one bid by the deadline and the response was approximately \$20,000.00 over budget.

Dr. Culpepper recommended not approving the purchase of the lease for the forty apparatus tanks at this time.

Chief Williams stated that the program will continue to rent for now, but is working on another arrangement with Mount Dora Fire Department to purchase a reduced number of breathing apparatus at a time over a three to four year period. IPS is now in its second year of rental and more recently, employees of Scott Safety visit the program more often and actually test and check on the condition of

all equipment used in the classrooms. So, the relationship has improved and he will continue renting through that company for now.

IT WAS THE CONSENSUS OF THE BOARD TO SUPPORT PURCHASING A REDUCED NUMBER OF BREATHING APPARATUS EQUIPMENT UNDER THE \$50,000 SPENDING LIMIT SET BY THE STATE, SPREAD OUT THE COSTS OF THE EQUIPMENT OVER SEVERAL YEARS, ENABLING THE FIREFIGHTING PROGRAM TO BENEFIT FROM HAVING UPDATED EQUIPMENT A MORE FREQUENT RECYCLING PROCESS WHICH KEEPS UP WITH THE TECHNOLOGY CHANGES OF THE EQUIPMENT.

Member, Joe Baxter moved **TO SUPPORT DIRECTOR CULPEPPER'S RECOMMENDATION TO REJECT THE BID WITH SCOTT SAFETY, WHICH WAS \$20,000 OVER BUDGET.** The Motion was seconded by Member, Mickey Gauldin; the motion carried unanimously.

Lake Technical College Mission Statement Dr. Culpepper reviewed four draft Mission Statement options provided by the school's Strategic Planning Committee. She stated that the options were presented to the Program Advisory Committee Members for their input at their fall program meetings. The four Mission Statement options for consideration were:

Option 1:

"The Mission of Lake Technical College is to contribute to the economic and community development of the region served through quality career-training programs and courses."

Option 2: (2nd choice in voting results)

"The Mission of Lake Technical College is to enrich lives and strengthen the economy by preparing a workforce that is skilled, diverse, and flexible."

Option 3:

"The Mission of Lake Technical College is to prepare our students for success in the workplace by offering market driven education."

Option 4 (1st choice in voting results)

"The Mission of Lake Technical College is to be an integral component of the economic growth and development in our community by offering a variety of high quality career-training opportunities."

Dr. Culpepper stated that she appreciated receiving input from Faculty and Staff members of the Strategic Planning Committee and from Advisory Committee Members who serve the school and requested a final recommendation from Board Members. After review and discussion

Member, C.A. Vossberg moved **TO APPROVE OPTION FOUR: "THE MISSION OF LAKE TECHNICAL COLLEGE IS TO BE AN INTEGRAL COMPONENT OF THE ECONOMIC GROWTH AND DEVELOPMENT IN OUR COMMUNITY BY OFFERING A VARIETY OF HIGH QUALITY CAREER-TRAINING OPPORTUNITIES."** The Motion was seconded by Member, Joe Baxter; the motion carried unanimously.

DIRECTOR'S REPORT:

Update – Recent Events:

- **Ground Breaking Ceremony for The Center for Advanced Manufacturing, October 30th**

Dr. Culpepper expressed her thanks to Board Members for attending the ground breaking ceremony for the Center for Advanced Manufacturing. She especially thanked Chairperson, Chief Cobb for speaking at the event representing the Charter Board. She stated that she appreciated all of the support from state and local legislative representatives who attended the event.

- **Campus Showcase, November 6th & 7th** In an ongoing effort to encourage graduating seniors of Lake County Schools to choose Lake Technical College first once they complete high school, approximately three hundred (300+) senior students from various Lake County high schools attended Lake Tech's Campus Showcase. Students were given the opportunity to job-shadow programs of interest and to do something hands-on, and enjoy lunch on campus before returning to their high school campus.

- **Career Night, November 12th** Following the Campus Showcase, students were asked to invite their parents to Career Night; an afterhours event, to meet instructors of their programs of interest and to give parents the opportunity to see first-hand what program their child is interested in attending. Dr. Culpepper reported that attendance was not as high as last year, and that many of the students who attended had not participated in the previous Campus Showcase event, while that was not the intent of the evening; overall, the feedback from parents and students was positive and she feels is a worthwhile event. She stated that staff will be looking into different ways to structure Career Night.

- **Partners for Success Event, November 18th & 19th** Dr. Culpepper stated that the Partners for Success event was held in South Lake County this year. This is a Lake County Government activity which offers an opportunity for all schools to come together to showcase career and technical education to businesses of Lake County so they can see what students of these schools are learning. Participants were Lake County Schools (LCS), Lake Technical College (LTC), and Lake Sumter State College (LSSC). Dr. Culpepper stated that LTC's students performed extremely well.

- **Graduation - Dispatch Telecommunications Training Program** Dr. Culpepper thanked EMT/Paramedic Program Specialist, Layne Hendrickson for a successful first graduation ceremony of the Dispatch Telecommunications Training Program. There were seven (7) graduates of this class and there will be another class in the spring.

- **National Technical Honor Society Induction Ceremony (NTHS)** Dr. Culpepper thanked Board member, Dr. Issac Deas for serving as Key Note Speaker at the induction ceremony. She stated that fifty-seven (57) students were inducted this year. Dr. Deas commented that the ceremony was very well-planned and it impressed him to see such a large number of fine students being produced by LTC. He stated how pleasing it was for him to see the parental and community support for these students.

- **Lake Cares Food Drive (collecting non-perishable food items)** LTC students will be participating in a food drive over the next few weeks. Board members had been made aware prior to the meeting and contributed to the drive.

- **Federal Grant Application (Response Letter)** Dr. Culpepper stated that she was disappointed to inform Members that the recent Federal grant application that was submitted to receive funding to use toward development of the new manufacturing program was denied. She said she has been in communication with the East Central Florida Region Planning Council who advised her of the grant to assist in making necessary corrections to re-submit the application in March 2015. Dr. Culpepper informed Members that specifically, engineering and environmental reports were not submitted; however, it was understood that these reports were not to be submitted until phase two of the process. Another factor that contributed to the denial was that Lake County's unemployment rate is not reported as high as it needed to be. She stated that the category will be changed to a Special Needs category for further consideration. Also, although twenty-seven (27) letters of support were provided from local businesses, the letters needed to provide detail as to the number of people employers in our community would hire. This again, was understood to be submitted as a part of phase two.

She and Mr. Robert Chandler of Lake County Board of County Commissioners LCBCC Economic Development plan to meet with legislators, Florida Senator Hayes and Florida House of Representatives, Larry Metz and Marlene O'Toole, to discuss the status and needs in developing the manufacturing program. Dr. Culpepper stated that she has also asked Mrs. Mary Salter, Assistant Director of Finance, (Charter Schools), to research efforts in borrowing money to complete this project, then as a third option, to build the center in phases.

Dr. Culpepper recognized and congratulated Member C.A. Vossberg for being awarded *Lake County Regional Innovator*. Mr. Vossberg thanked Dr. Culpepper and stated that the award is contributed to the

skilled workforce in the Lake County community and to the team at LCBCC, Economic Development department who work so hard to bring business to this county.

At a previous meeting, in memory of Board Member Joe Baxter's late wife, Mrs. Barbara Baxter, a tree had been planted on campus. Chairperson Chief Cobb announced that in addition to that, a plaque with her name has been prepared and will be placed beneath the tree in her honor as well.

DATE/TIME OF NEXT MEETING:

- Third Quarter: Monday, March 16, 2015
- Fourth Quarter: Monday, May 18, 2015

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

ADJOURNMENT: The meeting adjourned at 3:33 p.m.

Respectively submitted,

A handwritten signature in dark ink that reads "Diane W. Culpepper". The signature is written in a cursive style with a large initial 'D'.

Dr. Diane W. Culpepper, Director