

LAKE TECHNICAL COLLEGE
Board of Directors Meeting
March 14, 2016
2:30 p.m.

The Board of Directors for Lake Technical College held a meeting on Monday, March 14, 2016. Chairperson, Mr. Fred A. M. Cobb, called the meeting to order at 2:30 p.m. in the Board Room, Eustis, Florida.

DETERMINATION OF A QUORUM:

PRESENT:

Board Chairpersons: Chairperson, Mr. Fred Cobb, Vice-Chairperson, Dr. Issac Deas

Director Members: Mr. Joe Baxter, Mr. Mickey Gauldin, Tavares Fire Chief, Richard Keith, and Member, Mr. C.A. Vossberg

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

NOT PRESENT: None.

APPROVAL OF THE MINUTES: Approval of the Minutes of the February 17, 2016 Special Meeting

Vice-Chairperson, Dr. Isaac Deas, moved **APPROVAL OF THE MINUTES OF THE MEETING OF FEBRUARY 17, 2016 SPECIAL MEETING.** The Motion was seconded by Member, Mr. Joe Baxter; the motion carried unanimously.

PUBLIC COMMENT: New students of the Digital Design I program were in attendance to observe Parliamentary Procedures – Instructor, Mrs. Kerrie Johnson

PROGRAM SPOTLIGHT: None.

REPORTS: None.

UNFINISHED BUSINESS: None.

CONSENT AGENDA: Request Approval of:

Personnel

Approval to Teach:

Lake Technical College: *(part-time)*

- *Adult Education/GED – Derby, Michael (157171),*

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

- *Adult Education/Public Services, FF – Gegelman, Cameron T. (TBD), Plaster, Jeremiah W. (157621)*

Resignation:

Lake Technical College: (full-time)

- *Clerical Assistant II Ad Prep – Lopez, Samantha (157248) effective 02/12/16*

TAB 3: Non-Cash Contributions – (report update)

TAB 4: Property Disposition – (report update)

Member, Mr. Joe Baxter, moved **APPROVAL OF THE CONSENT AGENDA OF THE MEETING OF MARCH 14, 2016 MEETING.** The Motion was seconded by Member, Mr. Mickey Gauldin; the motion carried unanimously.

NEW BUSINESS:

TAB 5: RFA: BKHM Financial Statement - June 30 2015 - Prior to the meeting, Members were provided with a scanned Financial Statement for review.

Assistant Director of Finance for Charter Schools, Mrs. Mary Salter, reviewed several areas of the audit including a disclosure response (pages 29-37) pertaining to Florida Retirement System (FRS) Pension Liability, which all FRS participants were required to add this year for compliance reasons. Mrs. Salter also brought attention to various letters within the audit addressed specifically to each Board member (*beginning on page 46 to report any internal control issues, deficiencies, or matters of non-compliance, page 50 – pertaining to Federal Funding - Schedule of Findings and Question Costs, and beginning on page 53 – audit explanation in which any financial conditions or matters to make the Board aware of would be presented*). She stated that there were no internal control issues, deficiencies, or matters of non-compliance to report, no recommendations, and no findings.

Members briefly discussed how the performance incentive money amount was determined and questioned use of the school name “Lake Technical Center, Inc.” being used on the letters for Board members use. Dr. Culpepper explained that officially the incorporated name is: “Lake Technical Center, Inc. d/b/a Lake Technical College, Inc.”. She stated that the name is still acceptable to use at this time; however, there is an upcoming agenda item requesting approval to dropping the d/b/a and change the incorporated name to “Lake Technical College, Inc.”. Mrs. Salter requested approval by the Board.

Members congratulated Mrs. Salter on her hard work and with no further discussion,

Member, Chief Richard Keith, moved **APPROVAL OF THE BKHM FINANCIAL STATEMENT JUNE 30, 2015 AS PRESENTED.** The Motion was seconded by Vice-Chairperson, Dr. Isaac Deas; the motion carried unanimously.

Lake Technical College (LTC) - Form 990 Tax Return - Prior to the meeting, Members were provided with a scanned Form 990 for review. Mrs. Salter stated that the Form 990 is not required to be approved by the Board; however, the document requires her to indicate that it was presented to Members prior to filing the tax return. Mrs. Salter requested that Members review and report by e-mail any information of concern or need for correction to Mrs. Payne by March 30th. She stated that the tax return is due May 15, 2016.

At-A-Glance 3 Month Financial Summary (*Information only*) Business Manager, Lorraine Foster reviewed the financial position summary with Members. No action was required by the Board.

Dr. Culpepper thanked Mrs. Salter and Mrs. Foster for their hard work on the audit and for keeping the school in good financial order. Member, Joe Baxter, stated that over the past thirty years, the school has always had a clean audit.

TAB 6: Director's Recommendation of Charter Board of Directors Member

- Mrs. Judy Beda

Dr. Culpepper stated that she was very pleased to formally introduce Mrs. Beda and recommend her to serve as a Member of the Board of Directors. She explained to Mrs. Beda that her resume was shared with Board Members at the Special Board Meeting in February to review. Members introduced themselves to Mrs. Beda and welcomed her to the meeting.

Mrs. Beda thanked Members for inviting her to the meeting. She stated that she has been a resident of Florida since 1984 and has served in the healthcare field for over 30 years; specifically, with Central Florida Health Alliance in which she is approaching twenty-five years of service to. She stated that the majority of her career has been in Clinical Information Technology and Telecommunications but, for the past four years she has served as the Compliance Officer. She loves being a resident of Tavares and is appreciative of former Board Member, Mrs. Mary Kathy Perfumo for recommending her to Dr. Culpepper to serve representing Health Science.

Dr. Culpepper requested approval by the Board of her recommendation.

Member, Chief Richard Keith, moved **APPROVAL OF THE NOMINATION OF MRS. JUDY BEDA AS A LAKE TECHNICAL COLLEGE BOARD OF DIRECTOR MEMBER.** The Motion was seconded by Member, Joe Baxter; the motion carried unanimously.

Mrs. Beda was invited to sit among the Board Members at the front of the room as a non-voting Member. She stated that she looks forward to being able to contribute as much as possible to the Board using her career and background knowledge.

TAB 7: RFA: Approval of 2016-2017 Cooperative Agreement between Lake Technical College (LTC) and Assistant Director of Finance, Charter Schools Dr. Culpepper stated that Mrs. Salter has a shared cooperative agreement for financial services provided to the Lake County Charter schools. The agreement is renewed annually by each of the Charter Boards. She recommended approval of the 2016-2017 Cooperative Agreement for Mrs. Salter.

Member, Joe Baxter, moved **APPROVAL OF THE 2016-2017 COOPERATIVE AGREEMENT BETWEEN LAKE TECHNICAL COLLEGE AND ASSISTANT DIRECTOR OF FINANCE, CHARTER SCHOOLS, MRS. MARY SALTER.** The Motion was seconded by Vice-Chairperson, Dr. Isaac Deas; the motion carried unanimously.

TAB 8: Administrator Job Description – (*Information follow-up*)
(*Drafts submitted to Lake County Schools Human Resources Department*):

- **Executive Director, Lake Technical College**
- **Director, Facilities, Lake Technical College**
- **Director, Curriculum & Instruction, Lake Technical College**

Dr. Culpepper updated Members on the status of changes of Administrator job descriptions that were presented to Members for approval at a previous Meeting. Changes included: Dr. Diane Culpepper from “Director, Lake Technical Center” to “Executive Director, Lake Technical College”, Mr. Jack Miller from “Assistant Director, Staff” to “Director, Facilities – Lake Technical College”, and Mrs. Melissa Stephan from “Assistant Director, Curriculum” to “Director, Curriculum & Instruction, Lake Technical College”.

She stated that the job description changes have been routed through several processes through Lake County Schools (LCS) District Office and are listed for approval on the LCS Board Agenda for their meeting today. Dr. Culpepper spoke to Superintendent, Dr. Susan Moxley and she informed Dr. Culpepper that these descriptions will be presented for approval without issue because the school is a post-secondary school.

Chairperson, Mr. Fred Cobb reminded Members that the issue of salary will be discussed by Members at a future meeting once the job descriptions are approved.

TAB 9: **RFA: Incorporated Name Change from Lake Technical Center, Inc. to Lake Technical College, Inc. (LTC)** As mentioned previously, the school’s incorporated name is officially “Lake Technical Center, Inc. d/b/a Lake Technical College, Inc.” and the school has been doing business in this name for two years. She stated that it is now time to recommend changing the incorporated name to “Lake Technical College, Inc.” and drop the d/b/a. Dr. Culpepper stated that she has waited purposely to recommend this change; to be sure there were no outstanding issues, legislatively, with the name change. Of the forty-seven (47) technical centers in the State of Florida, approximately seventy-five percent (75%) of them have changed their names to Technical “College”. In expressing great pleasure to do so,

Member, Joe Baxter, moved **APPROVAL OF THE DIRECTORS RECOMMENDATION TO OFFICIALLY CHANGE THE INCORPORATED NAME OF THE SCHOOL FROM LAKE TECHNICAL CENTER, INC., D/B/A, LAKE TECHNICAL COLLEGE, INC. TO LAKE TECHNICAL COLLEGE, INC. .** The Motion was seconded by Vice-Member, Mr. Mickey Gauldin; the motion carried unanimously.

TAB 10: **RFA: Extension Campus (Longwood, FL)** Dr. Culpepper reminded Members that over the past couple of years the school has developed a relationship with Mr. Al Stimac who owns and operates a company in Longwood called *Metal Essence*; a machine shop. Mr. Stimac has also partnered with LTC with teaching some of the Computer Numerically Controlled (CNC) Machining program curriculum. She stated that he is ready to launch the training, as LTC’s training, not only across the state, but across the nation as an on-line fee-based class. She explained to Members that this is a good opportunity to market LTC’s name and to generate funding for the school. She is interested in making Metal Essence an extension campus of LTC. Currently, there are no technical centers in Seminole County. This training would focus on the CNC and machining done in Mr. Stimac’s shop. She said as the program launches at LTC, by utilizing Mr. Stimac machine equipment.it will provide students with a great opportunity to get hands-on experience

Vice-Chairperson Dr. Deas requested detail regarding the expense of \$1,500.00 listed on the request for approval. Dr. Culpepper explained that the fee is for the accreditation body, Council on Occupational Education (COE), to process the paperwork for approval of the extension campus.

Mr. C. A. Vossberg commented, as a Member representing the manufacturing sector, that he has known Mr. Stimac and of his business, Metal Essence, for many years. He stated that Mr. Stimac has a very good reputation in the manufacturing community, not only through his daily job, but also through all of the efforts he makes on behalf of manufacturers and education. Mr. Vossberg stated that from his perspective, this seems to be a good fit for LTC.

Member, Mr. C. A. Vossberg, moved **APPROVAL OF THE EXTENSION CAMPUS IN LONGWOOD, FLORIDA AT MR. AL STIMAC'S COMPANY METAL ESSENCE TO OFFER LAKE TECHNICAL COLLEGE (LTC) COMPUTER NUMERICALLY CONTROLLED (CNC) MACHINING PROGRAM CURRICULUM AND TRAINING.** The Motion was seconded by Member, Mr. Joe Baxter; the motion carried unanimously.

Chairperson, Mr. Fred Cobb questioned (for Board Member awareness) the on-line instruction and how it would be monitored. Dr. Culpepper stated that LTC would monitor the on-line program. She stated that she has met with Mr. Stimac to discuss the requirements that COE holds LTC to and that it is what Mr. Stimac will be required to follow as well based on the fact that she is the administrator of the training. He will utilize the industry instructors. Mrs. Stephan explained that will not be an issue as they will be teaching components of the program; not the full program. Dr. Culpepper assured Members that she would never put the school or its accreditation at risk.

TAB 11: RFA: Instructional Service Center (Lake-Sumter State College) Dr. Culpepper stated that she is very excited to inform Members that she and the new Lake Sumter State College (LSSC) President, Dr. Stan Sidor, have had several conversations and meetings and she is very impressed by the opportunities for LSSC and LTC and to work together. She stated that one outstanding issue for LTC has been to be able to offer a nursing program in the South Lake County area. She stated that LTC attempted to offer the program at the LCS Mascotte location; however, due to the age of the facility, it is not the best facility to hold classes in, and it is not the best location.

Dr. Culpepper and Dr. Sidor discussed the potential of opening the LTC practical nursing program on the LSSC South Lake Campus. Dr. Sidor was very willing to move forward with this request. Mrs. Stephan held meetings with Dean of the South Lake facility to discuss the program, and it will start, in that facility, beginning in May; therefore, the request for approval of the Instructional Service Center at LSSC is needed for accreditation purposes.

Dr. Culpepper commented to Board members that she is excited for this new day. Members also expressed that they were very encouraged to see this happening, also mentioning there are so many areas that will open up for the schools. She and Dr. Sidor have agreed to meet regularly to ensure LTC's programs can articulate smoothly with LSSC programs. With regard to any conflict of interest, Vice-Chairperson, Dr. Isaac Deas, reminded Members that he serves both the Board of LSSC and of LTC and that there may be certain votes that he will need to abstain from. Members acknowledged that and there was no further discussion.

Vice-Chairperson, Dr. Isaac Deas moved **APPROVAL OF THE INSTRUCTIONAL SERVICE CENTER CAMPUS LOCATED AT THE LAKE SUMTER STATE COLLEGES SOUTH LAKE COUNTY CAMPUS IN CLERMONT, FLORIDA.** The Motion was seconded by Member, Chief Richard Keith; the motion carried unanimously.

DIRECTOR'S REPORT:

Reminder: Annual On-line Assessment of Executive Director by Board Member
Mrs. Payne notified Members that the responses from the annual School Climate Survey and the Faculty & Staff Administrator Assessment Survey are in. The information will be provided to Members in April as supporting documentation for the Board's assessment of Dr. Culpepper and recommendation for the 2016-2017 Reappointment process. Board Members will preview the survey results prior to receiving an assessment link. The Board will review their results at the May meeting for approval.

2019 Charter School Transition (*update recent proposal*) Dr. Culpepper stated that she still plans to request through the attorney to push LTC's transition year to 2022 along with the other four conversion charter schools. The Board needs to hold several workshops to focus on the topic and discuss direction. Member, Chief Keith suggested that the meetings be held at different sites such as IPS, and the new Longwood campus to give members; especially new Members a chance to see different campus'.

Legislative (*update*) The funding for The Center for Advanced Manufacturing was approved. Dr. Culpepper publicly thanked Board Member, C.A. Vossberg for offering (and following through with) flights to and from Tallahassee and for participating in meetings and speaking engagements involving Governor Scott. Member Vossberg thanked Dr. Culpepper acknowledging that she is very well-respected by all of her peers involved with the Florida Association of Colleges for Teacher Education (FACTE) association. He said her efforts will mean a lot to the current and future students of LTC. She stated that moving forward; Mr. Jack Miller is proceeding with the Procurement Office at LCS to begin the process.

CAMPUS LIFE: (*calendar and upcoming events*) Calendar provided to Members with an outlook of upcoming campus-wide events.

She mentioned there are twenty-one (21) students who will be competing at the next State SkillsUSA event. Spring Break is next week and upon returning the 2015 Partners for Success event will be held. This is the third year businesses are invited to meet the students of different programs.

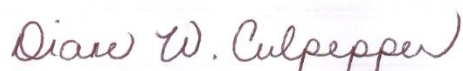
DATE/TIME OF NEXT MEETING:

- Fourth Quarter: Monday, May 16, 2016

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

ADJOURNMENT: The meeting was adjourned at 3:25 p.m.

Respectfully submitted,



Dr. Diane W. Culpepper, Executive Director