

TAB 1

**LTC FINAL DRAFT
MEETING MINUTES**

LAKE TECHNICAL COLLEGE
Board of Directors Meeting
July 31, 2017
4:30 p.m.

Date:

The Board of Directors for Lake Technical College held a meeting on Monday, July 31, 2017. Board Chairperson, Mr. Fred Cobb, called the meeting to order at 4:30 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, Vice-Chairperson, Dr. Isaac Deas, Board Members: Mickey Gauldin, Fire Chief, Richard Keith, and Judy Beda; Board Officers: President, Dr. Diane W. Culpepper, PhD, Treasurer, Lorraine Foster, and Secretary, Lana F. Payne

Absent: Members: Joe Baxter, C.A. Vossberg

Public Comment: None.

Reports: None.

Program Spotlight: Dr. Culpepper introduced two new employees to Board Members; Mrs. Laurie Bryant, Program Specialist and Dr. Mark Crenshaw, Assistant Director, Facilities who will replace Director, Mr. Jack Miller who retires. Dr. Culpepper stated that both individuals have manufacturing backgrounds which will be very important as the new Center for Advanced Manufacturing nears its opening.

Mrs. Bryant, who holds an engineering degree and Master's in Operations Management, spoke to Members about her new role as Corporate and Community Training Coordinator, stating that she is responsible for providing customized training and short-courses for either the community or companies.

Current projects include:

- Sewing Course - In partnership with the Lake County Sheriff's Office (LCSO) Detention Facility, offer a 10-week training course for female inmates to teach them to sew.
- Agriculture and Horticulture training courses & ESOL classes - In partnership with a Cherry Lake Tree Farm, Groveland, offer an Agriculture and Horticulture to employees as well as ESOL course for their migrant workers.
- Craft-Beer - In partnership with a local beer brewery opening in downtown Eustis; a Craft-Beer Brewing short-course. To begin, how to pair foods with different craft-beers, an introduction to home brewing, and introduction to practical brewing.
- Construction course - In partnership with Safe Neighborhood, Groveland, offering classes to single-mom led families to help them obtain a better income through courses such as Administrative Office Assistant/Accounting Operations, Medical Assisting, but also in the construction field. The aspect of offering Construction courses is still in the meeting phase to see how many single-moms express interest in that field and to speak to industry leaders to research the types of jobs would be available to them.
- Management Training – In partnership with a local company that is growing, a Business Acumen Training course for supervisors of the company.
- Upcoming – Drone classes - training individuals about registration and proper use of drones.

On behalf of the Board Members, Chairperson Cobb welcomed Dr. Crenshaw and Mrs. Bryant. He stated that he appreciated hearing the enthusiasm from Mrs. Bryant during her summary.

Meeting Minutes of May 15, 2017 (Tab 2) The Minutes of the May 15, 2017 Regular Board Meeting were approved *M/S/P (**motion made, seconded, passed*); no Members abstained. Chief Richard Keith acknowledged and complimented the new format.

Consent Agenda of July 31, 2017 (Tab 2 - 10):

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

- Personnel:
 - 2016-2017 Main Campus & Institute of Public Safety - Request to Hire
 - 2016-2017 Main Campus & Institute of Public Safety - Resignations/Retires/Transfers
 - 2017-2018 Main Campus & Institute of Public Safety - Request to Hire
 - 2017-2018 Main Campus & Institute of Public Safety - Resignations/Retires/Transfers
- 2017-2018 Organizational Chart
- Mission and Vision Statement (*annual review*)
- Book of Plans Policy/Procedures/Plans - update and annual review (*COE requirement*)
- Disability Waiver for the Test of Adult Basic Education (*update*)
- 2017-2018 Lake Technical College Lab Fees Schedule(*update and annual review*)
- 2017-2018 Lab Fees Including High School (*update and annual review*)
- 2017-2018 Program Advisory Committee Members
- Non-Cash Contributions *4th quarter Report*
- Property Disposition *4th quarter Report*

Old Business – None.

New Business: (Tab 11-15):

Financial Reports – 3-Month At-A-Glance Summary (Tab 11): *Item required no Board action.*

3-Month At-A-Glance Summary was reviewed by Business Manager and Board Treasurer, Mrs. Lorraine Foster. No questions or concerns were raised by the Board.

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

2017-2018 Charter Board of Director Members Election of Chair and Vice-Chairpersons

FOLLOWING DISCUSSION, ACKNOWLEDGING TWO MEMBERS WERE NOT PRESENT, IT WAS THE CONSENSUS OF THE BOARD THAT MR. FRED COBB REMAIN BOARD CHAIRPERSON AND THAT DR. ISAAC DEAS REMAIN BOARD VICE-CHAIRPERSON.

RFA: 2017-2018 Election of Board Officers – The Director recommends reinstating:

- Board President: Executive Director, Dr. Diane Culpepper
- Board Treasurer: Business Manager, Mrs. Lorraine Foster
- Board Secretary: Senior Executive Specialist, Mrs. Lana Payne

RFA: 2017-2018 Lake Technical College By Laws (update): The document was updated to reflect the correct Mission Statement of the college and to update the name from Lake Technical Center, Inc. d/b/a Lake Technical College to Lake Technical College, Inc.

2017-2018 Training Deputy Agreement between Lake Technical College and Peyton C. Grinnell, Sheriff of Lake County Florida – Dr. Culpepper noted a change in the agreement to item 5 - Vandal Watcher. At the Institute of Public Safety (IPS) campus and at the Range grounds and facility there are

deputies living on the premises as vandal watchers. For liability reasons, Lake County Schools (LCS) wanted to do-away with vandal watchers on school grounds. She and former Sheriff, Gary Borders, worked together to change the agreement so that the LCSO took responsibility for the liability of the vandal watchers at these two facilities. The agreement has been reviewed by the agencies attorneys. Dr. Culpepper explained that the liability change had to do with criminal background of friends or family who visit or stay at the vandal watcher's home. Because it is a school property, there would be a liability issue should a person be on campus with a criminal background. Member, Chief Keith applauded the efforts of getting that language into the agreement.

RFA Annual Program Specialist Stipend - Perfumo - Health Science Chairperson – A degree differential must be approved annually to apply the Master's Degree Differential amount to Mrs. Perfumo's salary as her Master's Degree subject area is Business Administration and her Bachelors and Associates in Science degrees are in Nursing. Mrs. Perfumo's job duties as Program Specialist for the Health Science program at Lake Technical College (LTC) are primarily to provide administrative oversight to the entire Health Science program, which aligns with the Master's Degree primary content assignment of Business Administration. The Director recommends the degree differential, supplement of \$2,375.00 annually per school year.

RFA: Health Science Clinical Rotation Instructor Hourly Rate – Lake Technical College's part-time faculty are hired at the rate of \$21.00 hourly as approved by the Charter Board of Directors. For the Health Science Nursing program, it is difficult to hire clinical rotation faculty at that rate. Over the years, clinical rotation faculty have been hired using a Third-Party Contract at a rate of \$28.00 hourly. For consistency in hiring part-time faculty, Lake Technical College would like to hire clinical rotation faculty through the Lake County Schools hiring process at the increased rate of \$28.00 hourly. This rate is necessary to retain nursing faculty. An allocation must be established to identify the clinical faculty and to assign them to this specific hourly rate. There is no fiscal impact because these specialized instructors are currently paid at the \$28.00 hourly rate through contract.

Executive Director's Report: Discussion topics. *Items required no Board action.*

- **Legislative Update** – Due to the election cycle, the Legislative Session will start much earlier this year; the first committee meeting will be held the week of September 11th. Dr. Culpepper plans to participate in advocating for the technical college division, because at last session, the division did not receive performance funding for industry certifications that students earned. Approximately \$4.5 million was reserved for technical college's industry certifications; however, secondary and state college schools will still receive that funding. The local state college lost approximately \$200,000 in funding; overall the system endured a \$20 million cut. Members were provided an information page "Career in a Year Florida Public Technical College/Center System Legislative Platform for 2017-2018". The division will be requesting \$7 million be added back into the budget for performance funding; to be paid in arrears, and to increase the state funding model to the equalization method. Lake Technical College only received \$200,000 of the \$500,000 in funds it should have received based on what the school generated. Also being addressed will be the Flag Grant; which is \$3 million reserved to start-up apprenticeship.
- **Accreditation - Council on Occupational Education (COE)** – Dr. Culpepper reminded Members that the team will arrive on Monday, September 25th; the same date as the Fall Program Advisory Committee reception. She requested all Members be present to participate in the evening event.

Dr. Culpepper thanked all of the administrators for their hard work in preparing for the upcoming visit. She gave Mr. Jack Miller extra thanks (*with applause*) for his hard work in getting the Center for Advanced Manufacturing building project completed. She added that Dr. Crenshaw has also began work on a grant through the State of Florida's Department of Economic Opportunity. Of the \$85 million available, \$10 million has been reserved for workforce training. She is hopeful this additional funding will assist with purchasing much needed equipment for the Center for Advanced Manufacturing. Dr. Crenshaw applied for just over \$1 million for the school.

- Partnership with LSSC (update) – The partnership with Lake-Sumter State College (LSSC) is very positive and continues to grow. There are regular meetings held at the Sumterville campus to discuss the programs offered out there and at the Clermont campus. Dr. Culpepper stated that she was excited to learn through these discussions that when the Clermont programs moved into their new building, that Lake Technical College (LTC) would be offered an entire wing of the building to offer its classes. Lieutenant Russ Edwards added that in turn, LTC has offered space to LSSC at the Institute of Public Safety to teach incumbent police officers, who do not have degrees, and provide them with an opportunity to earn an Associates Degrees. Board Members commented that the relationship between the two schools is amazing and very refreshing.
- Mrs. Mary Salter, Assistant Director of Finance for Charter Schools has accepted another position with an outside entity. Tarsha Jacobs, Mrs. Salter's former mentor, will begin working with LTC beginning on August 7th. She will be working as a contracted employee.

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

IT WAS THE CONSENSUS OF THE BOARD THAT ALL MEETINGS BE HELD AT THE MAIN CAMPUS RATHER THAN AT OFF-CAMPUS SITES AND THAT A SEPARATE DATE BE SCHEDULED FOR VISITS TO EACH OFF-CAMPUS SITE.

- First Quarter: Budget Meeting - Monday, September 18, 2017 @ 4:30 p.m.
 - *Due to Hurricane Irma the September meeting was rescheduled to 9/26/17 @ 2:30 p.m.*
- 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 6:00 p.m. the group finished their tour of The Center for Advanced Manufacturing construction site, ending the meeting.

Respectfully submitted,

Diane W. Culpepper

Executive Director