

**LAKE TECHNICAL CENTER**  
**Minutes of the December 9, 2013**  
**Board of Directors Meeting**

The Board of Directors for Lake Technical Center held a meeting on Monday, December 9, 2013. President, Mickey Gauldin called the meeting to order at 2:37 p.m. in the Tech Dining Room of Lake Technical Center in Eustis, Florida.

**DETERMINATION OF A QUORUM:**

Present:

Officers: President, Mickey Gauldin, Vice-President, Joe Baxter, Treasurer, Dr. Isaac Deas

Board Members: Eustis Police Chief Fred Cobb, Mary K. Perfumo, Tavares Fire Chief Richard Keith

Director: Dr. Diane W. Culpepper

**APPROVAL OF THE MINUTES:** Approval of the Minutes of the September 16, 2013 meeting.

Treasurer, Dr. Isaac Deas moved to **APPROVE THE MINUTES OF THE MEETING OF SEPTEMBER 16, 2013.** The Motion was seconded by Member, Mary K. Perfumo; the motion carried unanimously.

**PUBLIC COMMENT: Marketing Spotlight –**

- **New Lake Technical Center Career Opportunities Brochure**

Dr. Culpepper informed Members that a school committee made up of administrators, faculty, and staff has been meeting regularly since the fall with *Tools for Schools* consultant, Mr. Mark Perna. The purpose of the committee was to determine who the Center should be targeting its marketing efforts towards.

The committee agreed that the Center needed to change the paradigm with graduating seniors so that LTC was seen as a first option after graduation. The first step of the marketing concept was to create a new brochure for Lake Technical Center (LTC) targeting millennial students.

- **(High School Student Visit) LTC Showcase Event November 19, 2013**

Early in each school year, the colleges reach out to the local high schools scheduling time for college representatives to talk to students about enrollment into college. The second step of LTC's marketing process was to get LTC included in those visits. A team of administrators and faculty members arranged to meet with the high school guidance counselors to schedule presentations for students about LTC at their school. Counselors were made aware of plans for an LTC program showcase event. Some of the high schools welcomed presentations and requested that all students attend, some schools wanted the presentations held in the cafeteria, only offering this to students who were interested in attending LTC, and one high school would not allow LTC's presentation. Dr. Culpepper said, overall, it was a great response and she knows that as word gets out about LTC and the programs it offers, this response will improve in the years to come. After the presentations were made at the high schools, LTC mailed personalized post card invitations to the seniors inviting them to the showcase event.

The presentations were a tremendous success for LTC, in helping change the mindset at the high schools. Many of the guidance offices and principals have made contact with the Center inquiring about programs offered and to request more information. Also, there have been requests for LTC to follow-up with students

so that high school students do not miss upcoming LTC events. Administrators, faculty, and counselors are already looking forward to next school year. Board Members watched a video presentation of the Showcase (student visit) Event which was prepared by Program Specialist, Mr. Tom Netherton.

- **Career Night Event December 3, 2013**

The third step in the marketing effort was to provide a parent involvement event. The high school senior could bring their parent to LTC and show them their program(s) of interest and their parents could see what they experienced at the Showcase Event and had the opportunity to ask questions about the programs. Finally, the students were made aware of a priority application date of February 15, 2014. This allows the student to apply for their spot in a desired program and once accepted, a team from LTC will go to the high school to recognize and cheer on the student for being accepted into LTC.

Treasurer, Dr. Deas commented that he liked seeing how LTC students end up, in so many ways, serving the community in such a positive manner. He stated that LTC has become a premiere topic of discussion at different community events as far as "*What's happening in Lake County.*" and said the school is very well presented. Member, Chief Cobb said that it was very evident from the video that the students of LTC love their program and they surely demonstrated that to the high school students from the moment they arrived on the bus and during the tour of the campus. Member, Chief Keith stated that the new brochure is very professional looking and that he is proud of the school. This was an impressive, incredible marketing effort. Vice-President, Joe Baxter stated that for many years people would say that Lake Tech is the best known secret in Lake County; but, he sees that is beginning to change.

Dr. Culpepper recognized Assistant Director, Mrs. Stephan for spear-heading this exciting project. She said both the High School Visit and Career Night events were very successful. She also recognized DeAnna Thomas, Dean of Enrollment, for her involvement and hard work involving logistics of transportation; coordinating the visits for both campuses, and thanked the faculty and staff members for hosting the students in such an organized fashion. Approximately three hundred (300) students attended the Showcase Event and approximately fifty (50) individuals attended Career Night and from these efforts forty (40) high school students are signing-up to attend Lake Technical Center (LTC) in the fall. Mrs. Hendrickson, Chairperson of EMT/Paramedic program, mentioned that shortly after Career Night she received a thank you letter from a student, who attended career night with a parent, expressing how much she enjoyed the event.

**REPORTS:** None.

**UNFINISHED BUSINESS:** None.

**CONSENT AGENDA:** Request Approval of:

**Personnel - Approval to Teach:**

*(Lake Technical Center)*

- *Poster, Patrick., Adult Evening Vocational, EMS*

*(Institute of Public Safety)*

- *Holcomb Jr., George., Adult Evening Vocational, Law Enforcement*
- *Stewart, Jimmy R., Adult Evening Vocational, Corrections*

**Personnel - Resignations:**

*(Institute of Public Safety)*

- *Kelly, Jeffery., Adult Evening Vocational, Firefighting*
- *Roenbeck, Walter, Adult Evening Vocational, Firefighting*

Property Disposition Form 7/15/13

Member, Chief Fred Cobb moved to **APPROVE THE CONSENT AGENDA OF DECEMBER 9, 2013.** The Motion was seconded by Member, Chief Richard Keith; the motion carried unanimously.

#### **NEW BUSINESS:**

**Budget Summary** *(Information only)* Assistant Director of Finance, Mrs. Mary Salter prepared a summary for informational purposes only. President Gauldin called for questions or comments from Members. There was no further discussion and no action was required by the Board.

**RFA – Ranking of Architectural Service Providers** A Request for Quote (RFQ) was presented to the community with regard to architectural services in preparing the campus for the Center for Advanced Manufacturing (CAM) programs.

Two architect firms responded to the request. The representatives of the John S. Dickerson Inc. Architect Firm and the GatorSkitch Corporation were interviewed by Dr. Culpepper, Assistant Director, Mr. Jack Miller, and Facilities Maintenance Technician, Mr. Mark Prescott; a tour of the main campus was also conducted. **IT WAS THE CONSENSUS OF THE INTERVIEW PANEL TO RANK THE JOHN S. DICKERSON ARCHITECT, INC. FIRM AS THE FIRST CHOICE ARCHITECT AND THE GATORSKITCH CORPORATION AS THE SECOND CHOICE ARCHITECT.**

Dr. Culpepper requested approval of the recommendation in order to proceed with negotiating price of services. The negotiated price will be provided to the Board for approval at a later date and the architect will then be requested to provide LTC with a conceptual plan.

Vice-President, Joe Baxter moved to **APPROVE THE RANKING OF THE ARCHITECTURAL FIRMS ONE AND TWO AS RECOMMENDED; AND TO PROCEED WITH NEGOTIATIONS BETWEEN LAKE TECHNICAL CENTER AND THE JOHN S. DICKERSON, INC. ARCHITECT FIRM.** The Motion was seconded by Treasurer, Dr. Isaac Deas; the motion carried unanimously.

Dr. Culpepper stated that she is anticipating hosting a Manufacturing CEO Roundtable meeting at LTC in mid-January. She will request a conceptual drawing be prepared for this event.

**RFA – Machining Training Solutions Training Software - Center for Advanced Manufacturing** Dr. Culpepper presented Members with a proposal from Mr. Al Stimac, of Metal Essence, Inc. of Longwood, FL for virtual CNC Machining Software Training and Curriculum which will be used as a teaching tool in the new machining program. Mr. Stimac is also the President of The National Association of Manufacturing Board (MAF), an organization representing manufacturers' statewide.

The overall cost of the proposal is \$82,500.00; for twenty (20) licenses and a reoccurring maintenance fee of \$9,000.00 annually which covers machining upgrades that occur over time. However, the Center will receive support from the state as well to assist covering these costs. Dr. Culpepper said that she

and members of the Lake County Board of County Commissioners (LCBCC) Economic Development department recently visited Mr. Stimac's facility to observe virtual training simulations for various machining encountered in the manufacturing industry and the training was fascinating to see and would be a good investment for the LTC program.

President Gauldin questioned if, in addition to the CNC software training, students would be trained on the actual manual operations of the machinery, commenting that it is just as important for individuals to understand how the machinery works; for instance, if the computer software in industry was not working as it is would be to understand the limits of the software. Assistant Director, Jack Miller stated that the students will learn both basic craftsmanship and the CNC portion. The curriculum includes basics concepts, including safety, but also covers shop math, and blueprint reading which applies to the Welding program. Upon completion of the program, the student receives certification that is accepted in the machining industry.

Dr. Culpepper mentioned that other schools throughout the state that have purchased this training software. In Lake County, LTC will be the only center that offers this type of training. Currently, the instructor search is underway.

Member, Chief Richard Keith moved to **APPROVE PURCHASE OF THE TURN-KEY, STATE-OF-THE-ART MANUFACTURING TRAINING PROGRAM AND AUTHORIZE DR. CULPEPPER TO PROCEED WITH CONTRACT NEGOTIATIONS WITH MACHINE TRAINING SOLUTIONS (MTS).** The Motion was seconded by Vice-President, Joe Baxter; the motion carried unanimously.

**Charter Board of Directors – Board Member Replacement** Dr. Culpepper reminded Members that the search to replace Board Member, James Spencer continues. She suggested that the replacement Member be a member of the manufacturing business community for representation of the CAM programs and encouraged current Members, if they knew of someone from the business community with a manufacturing background who was interested in serving, to make recommendations.

## **DIRECTOR'S REPORT:**

**Legislative Update** Dr. Culpepper reviewed a statewide legislative platform document for technical centers, starting with "A Career in a Year". Later in December, a Bill will go before the Florida House and Senate addressing this platform. Legislators are currently very interested in the technical centers and it is expected that the center's will be successful in all the items mentioned in the platform, including name changes from technical centers to technical colleges. Another positive aspect will be that the technical centers funding model will be addressed. The current model does not adequately take into consideration the expenses involved in programs such as Health Science, Law Enforcement, and Paramedic/EMS that are managed by the centers.

Member, Chief Cobb commented that technical centers are working toward the ability to offer two-year degrees, and state colleges have begun offering four-year degrees and are now exploring technical certification programs. From the video presentation, he could see that LTC's students recognize the value of learning a skill, being excited about it, and furthering their education as a long-term goal. These elements are a perfect marriage and he would like to see better cooperation between the state college and the technical center. It also saddened him to hear that during the plans to visit high schools, there were high school career counselors with an antiquated attitude about LTC and that one high school would not allow a presentation at all; this is what limits options for students.

Mr. Reyes, who was involved with coordinating the visits explained that high schools were willing to allow LTC to visit, but not during college presentations in the fall. Rather, in the springtime, as a second option for students. He said this was a very different concept for the high schools this year. Through visits, the mindset about LTC will change to being recognized as a first option for continuing education after graduation, just like the colleges are. He assured Members that the presentations and events had a great impact on the high school students. LTC's program showcase students were enthusiastic about greeting the high school students and wanted to show them the skills they have learned. Mrs. Layne Hendrickson, Paramedic/EMT program lead, told Members that her showcase greeters returned another evening and served as guest speakers with the same enthusiasm. Assistant Director, Jack Miller told Members that the students were very impressed and they told members of faculty and staff that no one had ever welcomed them like that when arriving on a campus and asked if it was always like this at the Center.

Member, Chief Cobb said that the level of excitement and the confidence that LTC's students have comes from the faculty and teaching techniques. The skills LTC's students learn takes them on to bigger and better things. President Gauldin asked how good it must feel, from the student's standpoint, to be in a program you are excited about with a program instructor who shares your excitement. Dr. Culpepper agreed and stated that it will take time and effort, but she is confident that idea about LTC will change in the future.

**New Program – Public Safety Telecommunications Program** Mrs. Layne Hendrickson, Paramedic/EMT program lead, announced that she and Lt. Chris DeLibro have been working on implementation of a new Telecommunications program. This program is a two hundred thirty two (232) hour program; running approximately eight or nine weeks, Monday through Thursday, 8:00 a.m. until 5:00 p.m. The program is offered to individuals who were hired to dispatch for law enforcement, firefighting, or EMT. Also, any individuals who were hired for dispatch after October 2012 are by law required to take the program. The program begins March 3, 2014.

**DATE/TIME OF NEXT MEETING:**

The pre-scheduled meeting dates are:

Monday, March 17, 2014 at 2:30 p.m.

Monday, May 12, 2014 at 2:30 p.m.

**ADJOURNMENT:**

The meeting was adjourned at 3:45 p.m.

Respectfully submitted,



Dr. Diane Culpepper