

**LAKE TECHNICAL COLLEGE**  
**Board of Directors Meeting**  
**December 11, 2017**  
**4:30 p.m.**

**Date:**

The Board of Directors for Lake Technical College held a meeting on Monday, December 11, 2017. Board Chairperson, Mr. Fred Cobb, called the meeting to order at 4:32 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; Director Members: Mickey Gauldin; Fire Chief, Richard Keith; Judy Beda; C.A. Vossberg and Board Officers: President, Dr. Diane W. Culpepper, PhD, and Secretary, Lana F. Payne

**Absent:**, Director Member: Joe Baxter; Treasurer, Lorraine Foster

**Public Comment:** None.

**Reports:** None.

**Program Spotlight:** Mr. Chris McMahon, new Machining Instructor for The Center for Advanced Manufacturing. On behalf of the Board Members, Chairperson Cobb welcomed Mr. McMahon.

**Meeting Minutes of September 26, 2017 (Tab 1)** The Minutes of the September 26, 2017 Regular Board Meeting were approved \*M/S/P (*\*motion made, seconded, passed*); no Members abstained.

**Consent Agenda of December 11, 2017 (Tab 2-5):**

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

- 2017-2018 Main Campus & Institute of Public Safety - Request to Hire
- 2017-2018 Main Campus & Institute of Public Safety - Resignations/Retires/Transfers
- Lake Technical College Facilities Use Policy (*school name change only*)
- Lake Technical College Facilities Use Guidelines (*school name change only*)
- Lake Technical College Facility User Fee Schedule\_Community\_Non-Community Members (*school name change only*)
- 2018 LCSO Dispatch Telecommunications Training Agreement
- Property Disposition (*2<sup>nd</sup> quarter report*) Non-cash contribution (*Report not available*)

**Old Business** – None.

**New Business: (Tab 6-11):** The following items were approved \*M/S/P; no Members abstained.

**At-A-Glance Summary – Financial Position (Tab 6):** (*non-action item*)

Mrs. Tarsha Jacobs, reviewed budget status and informed Members that auditor documentation would be forthcoming; the schedule was delayed due to effects of Hurricane Irma. She informed Members that it would not be necessary to obtain Board Member signature; Dr. Culpepper's signature would be sufficient for submittal of final documentation.

**RFA: Request to Waive Rental Fees for Martin Sports Car Club Following Hurricane Relief Fund/Donation Event (Tab 7)** (\*M/S/P; Mr. Mickey Gauldin abstained-Form 8B Memorandum of Voting Conflict filed). The Facility User Fee of \$600.00, (\$60.00 per hour) was waived for the Martin Sports Car Club, for use of the facility over a ten-hour period during a fund-raising event.

**RFA: Lake Technical College's 2017 Annual Security Report (Tab 8)** Lake Technical College (LTC) offers PELL Grant funding; therefore, is required to have an Annual Security Report approved annually to be in compliance with federal government policy requirements. The Annual Security report consists of two components: Drug and Alcohol Abuse Prevention Plan and Campus Safety and Security Policies.

**RFA: 2017-2018 Agreement - Eustis Police Department - LTC's Campus Security (Tab 9)**

Agreement to work with the local police department to provide law enforcement and police services to the college, college grounds, and areas adjacent to the college. The police department will invoice LTC for services rendered to exceed no more than \$21,000.00 annually.

**RFA: 2017 Agreement - City of Tavares - Flashover Simulator Lease Agreement with Lake Technical College (Tab10)** Update to an Operating Lease Agreement between the City of Tavares and LTC for Flashover Simulator that expired in 2013. Member, Chief Richard Keith worked with city officials to provide an update through 2018. Member, Judy Beda noted a date error on the agreement presented which was corrected prior to final signature approval.

**RFA: 2017 MOU between Lake-Sumter State College, Redd Ash, and Lake Technical College (Tab11)** Memo of Understanding between partners to provide an "Innovation Station" on the Lake-Sumter State College (LSSC), Clermont campus with the goal of providing students with opportunities to participate in small-scale projects, vendor training, and internships.

**Executive Director's Report: (Non-Tabbed) Discussion topics. *Items required no Board action.***

- **FLDOE Audit** – A recent FLDOE audit for Perkins and Adult Education grants resulted in no findings. The audit team ensured that the grant money received was used responsibly and appropriately. The team was very complimentary about how the technical college worked cooperatively and in partnership with the District and K-12 system.
- **Council on Occupational Education (COE) (accreditation team visit results)** – The COE team's visit last week for the schools five (5) years reaffirmation of accreditation resulted in no findings of non-compliance and the school received a commendation for its business partnerships and community connections. Dr. Culpepper stated that this was an important visit; because, the school is celebrating its 50<sup>th</sup> year in serving the community and it ensured that LTC continues to operate in compliance with COE standards. For her, as a COE Commissioner, it was very important for Lake Tech to be an example of excellence to her colleagues from across the nation. Dr. Culpepper thanked the administrators for all of their hard work in preparing for the visit and the Board Members who attended the Business and Program Advisory Committee Reception. On behalf of the Board, Chairperson Cobb thanked administrators, faculty, and staff for all of their hard work too and said the Board takes a great deal of pride in the school and its students.
- **Partnership with Lake-Sumter State College (update)** – Dr. Culpepper and Dr. Sidor continue to meet regularly. He recently complimented LTC's Program Advisory reception. Dr. Culpepper said that she appreciates that Dr. Sidor recognizes the impact LTC has on the community through its business and industry partnerships and its participating Board, Faculty, and Staff members.

Dr. Culpepper provided updates regarding LTC and LSSC partnerships.

- LSSC developed a new AS degree program in Industrial Management so LTC's programs can now articulate to LSSC's degree program. A similar articulation has been in place for many years with Valencia College; however, Dr. Sidor's vision is that Lake County students further their education in Lake County.

- Dr. Culpepper reminded Members that in June 2017, LTC-LSSC held a reception to announce scholarship funding that was available through the Donnelly Foundation. Dr. Sidor's decided to make the scholarship funding available to LTC students who plan to transfer to LSSC to further their education. Approximately thirty (30) LTC students immediately took advantage of that assistance. LTC Board Chairperson Cobb commented that Dr. Sidor ensured that his staff was onsite that evening to assist LTC students with the application process.

- Dr. Culpepper and Dr. Sidor are working on a healthcare workforce summit. Groups will consist of representative from Lake County Schools (LCS), LTC, LSSC, and CEO's from local hospitals in an effort to hold good conversation about healthcare in this community and what can be done at all the different levels, and to ensure LTC is providing the proper workforce for them. LTC will be hosting the meeting and she expects it to take place sometime in March.

- Health Science program lead, Mrs. Kathy Perfumo, is working with staff from LSSC on developing a Dementia component that could eventually be a part of the CNA and LPN programs. As follow-up; LSSC's law enforcement classes that help students work towards an AS degree are now taking place at Lake Tech's Institute of Public Safety campus.

Dr. Culpepper stated that LTC and LSSC are really working in partnership where it fits and where it is appropriate because working together is good for our community and its employers.

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

- Special Meeting: Monday, January 29, 2018 @ 1:00 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 5:08 p.m.

Respectfully submitted,



Dr. Diane W. Culpepper,  
Executive Director