

**LAKE TECHNICAL COLLEGE**  
**Board of Directors Special Meeting**  
**March 5, 2018**  
**4:50 p.m.**

**Date:**

The Board of Directors for Lake Technical College held a Meeting on Monday, March 5, 2018. Board Member, Mr. Mickey Gauldin, called the meeting to order on behalf of Chairperson, Fred A.M. Cobb at 4:40 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 (*late arrival*); Director Members: Mr. Mickey Gauldin; Fire Chief, Richard Keith; Mrs. Judy Beda; Mr. C.A. Vossberg and Board Officers: President, Dr. Diane W. Culpepper, PhD, Treasurer, Lorraine Foster, and Secretary, Lana F. Payne

**Absent:** Board Vice-Chairperson: Dr. Isaac Deas; Member, Mr. Joe Baxter

**Public Comment:** None.

**Reports:** None.

**Program Spotlight:** Instructor, Mr. David Beliveau of the Automotive Collision Technology Technician Program, discussed a new project; “Grass Roots Racing” which involves turning a donated car into a race car. Lake Technical College (LTC) was fortunate to receive a donation of an MR2 from a Member of the Lake-Sumter State College (LSSC) Board of Trustees. Also, a 1953 rat-rod (hot-rod) race truck is slowly being built all in an effort to participate in next year’s racing event. The project became popular with students and a committee was formed to help students decide how and what to build; program instructors would provide input and guidance throughout the project. Member, Mr. Mickey Gauldin mentioned the criteria: to compete in auto cross; compete in drag-racing; and compete in concourse (*originality and quality of workmanship*). The overall winner is not necessarily the best in any of the three categories; but, who receives the most points. The project promotes creativity and innovation and the results can be amazing and the races are exciting to watch! Mr. Beliveau stated that many colleges are involved in this project and it’s a great opportunity for LTC students to be involved in. He stated that a competition will be held in October 2018 in Gainesville, at the raceway.

Member, C.A. Vossberg asked if the Board could do anything to support the program’s endeavors. Mr. Beliveau stated that the program possesses a lot of donated vehicles and he is interested in selling parts to help cover project expenses. He suggested that Board Members could assist with getting the word out.

**Meeting Minutes of January 29, 2018 Special Meeting (Tab 1):** The Minutes of the January 29, 2018 Special Board Meeting were approved \*M/S/P (*\*motion made, seconded, passed*); no Members abstained.

**Consent Agenda of March 5, 2018 (Tab 2-3):** The Consent Agenda items of March 5, 2018 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
- Non-Cash Contributions & Property Disposition (*3<sup>rd</sup> Quarter Reports*)

**Old Business** – None.

**New Business: (Tab 4-8):** Tab 4 required no action by the Board; Tabs 5-8 were approved M/S/P; no Members abstained.

**At-A-Glance Summary (Tab 4) (information only):** (non-action item) Mrs. Lorraine Foster reviewed the status summary as of January 2018 provided as part of the Board packet.

**Articulation Agreements between Lake Technical College and Lake-Sumter State College (Tab 5)** Members reviewed the first group of articulations; several new and the existing ones had been reviewed and updated for the year. LSSC just completed deletion of certificate programs with focus on Associates of Arts and Science degrees. Now, LTC's articulations with LSSC will align with a college degree program. Mrs. Stephan reported that the *LTC-Industrial Related Programs to LSSC-Associate in Science in Industrial Management Technology* articulation finally came to fruition thanks to LSSC President, Dr. Stanley Sidor's support. This articulation provides that students of all of LTC's programs, that are 900 hours or more, will be able to articulate between 24-27 credit hours into the IMT degree; which, will also internally articulate at LSSC to the Bachelors of Management degree. The articulations presented for approval included:

- LTC Accounting Operations to LSSC Business Administration College Credit Certificate (CCC)
- LTC Accounting Operations to LSSC Business Administration Associate in Science
- LTC Administrative Office Specialist to LSSC Business Administration Associate in Science
- LTC Administrative Office Specialist to LSSC Medical Office Management College Credit Certificate (CCC)
- LTC Correctional Officer & Law Enforcement Officer to LSSC Criminal Justice Technology Specialist College Credit Certificate (CCC)
- LTC Correctional Officer & Law Enforcement Officer to LSSC Associate in Science in Criminal Justice Technology
- LTC Industrial Related Programs to LSSC Associate in Science in Industrial Management Technology
- LTC Paramedic or Practical Nursing (PN) to LSSC Registered Nurse (RN) Associate in Science
- LTC Medical Assisting (MA) or Practical Nursing (PN) to LSSC Health Information Technology (HIT) Associate in Science

Mrs. Stephan said this is exciting for LTC students who might be interested in obtaining a degree, but attend programs that do not offer one. Now it is possible to obtain one by pursuing this path. This also allowed so LTC program instructors are able to earn their Associates degree and move on to a Bachelor's degree if they desire. LTC and LSSC have been working to identify program outcomes attainment; looking at the 10-12 major outcomes that students have to be competent in and the schools pass rates. This will be looked at annually and will improve the articulation process. She and Dr. Wymer (LSSC Student Services) will continue to meet monthly. In addition, we are discussing articulations with Valencia College. Member, Chief Richard Keith complimented the work of both executive leadership teams.

Dr. Culpepper stated that LTC also enjoys a partnership with LSSC involving the Law Enforcement program. She introduced Sergeant Mike Bond who has assumed the role of Director of the Law Enforcement Academy at the Institute of Public Safety (IPS) and who has served many years as a Law Enforcement Program Coordinator. Sergeant Bond informed Members about the *Leadership Academy (formerly known as the Chris Daniels Leadership Academy)*; a complete partnership between Lake County Sheriff's Office (LCSO), LSSC, and LTC which offers classroom space for the classes. The academy offers four college-credit classes; participant attended a week-long, forty-hour course, and have three weeks to work on their assignments and tests. The classes have not been offered for approximately five (5) years, but since starting back up; eighteen (18) students have graduated. The academy will now be offered every year; the next classes are to begin in August 2018. He thanked LSSC representatives

for participating in the graduation ceremony. Mrs. Stephan mentioned that these classes are also part of the articulations approved.

**Career Dual Enrollment Agreement between Lake County Schools and Lake Technical College (Tab 6)** The Career Dual Enrollment Agreement is a requirement of the State of Florida which outlines all policies and procedures followed for dual-enrollment students of the district. LTC's Dean of Student Affairs, Mrs. Kimberly Frazier and staff of the district have worked on the details of the agreement over the past eight months and it has been reviewed by Attorney, Mr. Kevin Stone for approval by Members.

**RFA: Instructor Stipend - Health Science Pharmacy Technician (Tab 7)** In 2013, Mrs. Candace McLendon was hired as a LCS K-12 Science instructor. In January 2018 she transferred to LTC filling an instructor position in the Pharmacy Technician program. By transitioning from K12 to CTE, Mrs. McLendon's years of pharmacy industry experience was not recognized as part of her salary. Dr. Culpepper met with representatives in Human Resources who notified her that with Charter Board approval, Ms. McLendon, could be compensated for her years of experience. The Executive Director recommended this increase retro to her start-date in January 2018, and informed Members that approval would be required annually.

**RFA: CTE Instructor Exemption - Professional Education Test (Tab 8)** This requirement was reintroduced into the Lake County School District *Qualifications for Employment of Non-degreed Full Time and Part-Time Career-Technical Education and Degreed Adult Instructional Personnel* manual in April of 2015. For eight years prior to that, new CTE teachers were exempted from taking and passing the General Knowledge Test, but had to take the Professional Education Test. Dr. Culpepper recommended exemption of Postsecondary Career Technical Education (CTE) Faculty from taking the Professional Education Test; Lake County School K-12 Requirement.

Members were provided with the verbiage according to Florida Statutes 1012.39 which outlines requirements of non-degreed full-time instructors. Faculty of Lake Technical College are required to complete a Beginning Teacher Program; which includes meeting with a mentor for one year, attending new teacher meetings for two years, taking courses as listed in the outline, and must possess the appropriate industry certification and/or licensure for their field.

Lake Technical College's Board of Directors previously approved exemption from the General Knowledge Test at the meeting of December 20, 2015.

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

- **Campus Security** Dr. Culpepper provided a campus security update following the recent school shooting in Fort Lauderdale and discussed the actions that the administration has taken towards improving campus security which included:
  - Partnership and presence of officers from the Eustis Police Department to provide security on campus; at random times.
  - Meeting with LCS to request a full-time School Resource Officer on campus in the 2018-2019 School Year.
  - Re-implementing locking of school's side doors.
  - Reminding students about the importance of wearing school uniforms and identification badges to identify students, faculty and staff versus guests on campus. Administrators

have been reminding students in the morning as they arrive in the parking lot. She said that student surveys may reflect negative comments due to this, but in this day and age, we must be careful. Chief Richard Keith questioned if there were still issues with the bus stop and individuals using the facilities. Dr. Culpepper stated that facility use is under control, but she would need to follow-up on the stop being relocated.

- Continuation of scheduled lock-down drills as a precaution.

Chairperson Cobb emphasized, the importance of school staff documenting their observations and any steps taken when an individual has been identified as being in need of services. Dr. Culpepper confirmed that there is a process for documenting and stated that she is very thankful for the services of Dr. Sherie Lindamood, LTC's Student Success Counselor, and Director, Mrs. Stephan, who also has a counseling background. Both see a lot of students and have a great way of working with and counseling students in a variety of situations helping students identify the types of assistance they need.

- **SkillsUSA Regional Conference (update)** Dr. Culpepper thanked Members Chief Keith and Mr. Joe Baxter for participating as a judges at the recent competition. Fifteen (15) students will be going to the State SkillsUSA competition in May.
- **New Program Opportunity** – LTC is exploring an opportunity with The Villages hospital to offer a Surgical Tech program. The program would be taught at that site. The hospital has offered use of its surgical rooms and equipment for the classes which is a great cost-savings to LTC. The search for an instructor will begin soon.
- **Governance Training Status Report (2 hour refresher course due in 2018)** Reminder for Members whose training expires in June and July.
- **Reminder: Executive Director Annual On-line Assessment (forthcoming)** In April, all Director Members will receive a link to complete a 2017-2018 on-line assessment of Executive Director, Dr. Diane Culpepper. The Board Member results will be provided at the May 14<sup>th</sup>
- **Campus Life Calendar – March** *provided for reference only.*

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

- Fourth Quarter: Monday, May 14, 2018 @ 4:30 p.m.

**Meeting adjourned: M/S/P; no Members abstained.**

At approximately 5:35 p.m.

Respectfully submitted,



Dr. Diane W. Culpepper,  
Executive Director