

LAKE TECHNICAL COLLEGE
Board of Directors Meeting
May 14, 2018
4:30 p.m.

Date:

The Board of Directors for Lake Technical College held a Meeting on Monday, May 14, 2018. Vice-Chairperson, Dr. Isaac Deas 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 Vice-Chairperson: Dr. Isaac Deas; Director Members: 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 Chairperson: Fred Cobb; Member, Director Members: Mr. Mickey Gauldin; Mr. Joe Baxter

Public Comment: None.

Reports: None.

Meeting Minutes of March 5, 2018 Meeting (Tab 1): The Minutes of the March 5, 2018 Board Meeting were approved *M/S/P (**motion made, seconded, passed*); no Members abstained.

Program Spotlight - SkillsUSA Students - State Winners Dr. Culpepper informed Members that seventeen (17) students from Lake Technical College (LTC) competed at state-level in the SkillsUSA competition in Pensacola. She said she was very excited to announce that two (2) Cosmetology students would be going on to compete at national-level.

The two students, who were present at the meeting, were introduced to Members and applauded. Members asked questions about their experiences at the state-level competition and the students discussed how excited they are to be able to compete at nationals. The students reported that it was a good experience, provided practice, and showed them that working hard pays off. They are currently trying to raise funds to go to the national competition.

Consent Agenda of May 14, 2018 (Tab 2-5): The Consent Agenda items of May 14, 2018 were approved M/S/P; no Members abstained.

2017-2018 Main Campus & Institute of Public Safety – (Request to Hire Report)

2017-18 Main Campus & Institute of Public Safety – (Retire, Resign, & Terminate Full-time & Part-time)

2018-19 LTC Faculty and Non-Instructional Calendars

- LTC 206-Day Faculty/Staff Calendar
- 1155 Hours –Student Calendar (LTC Full-Time)
- LTC 247-Day Faculty/Staff Calendar

Property Disposition Report (4th Quarter Report)
(No Non-Cash Contributions report for 4th Quarter)

2018-2019 Agreement between Lake Technical College and Tarsha R. Jacobs CPA

Old Business – None.

New Business: (Tab 6-14): Tab 6 required no action by the Board; Tabs 7-14 were approved M/S/P; no Members abstained.

At-A-Glance Summary (Tab 6) (information only): (non-action item) Mrs. Lorraine Foster reviewed the status summary as of March 31, 2018 provided as part of the Board packet. There was no discussion among Board Members.

2018-2019 Postsecondary Student Fee Calculation (Tab 7) Dr. Culpepper notified Members that the 2018 – 2019 student fee calculations were provided to LTC early. Normally, this information is received in July or early August. There is no tuition increase; and there has not been an increase for approximately ten (10) years. Dr. Culpepper reviewed the fee amounts listed on the form and explained that the Continuing Workforce Education (CWE) fees are not dictated by the state; however LTC tries to stay competitive with the area schools and vendors. CWE includes customized, fee-based, and trust fund classes.

2018-2019 Postsecondary Program Fee Calculation (Tab 8) Mrs. Stephan explained that in addition to tuition, there are other fees charged to students for consumable lab items used in program areas, supply, and a variety of other items. Depending on the program, this may include student liability insurance, student background checks, student drug screening, industry certifications, uniforms, and kit/tools that belong to the student. The school may collect the fees at registration and be responsible to an external vendor for payment rather than the student.

She stated that program fees vary by program and help offset costs that the school incurs. Fees are tracked throughout the school year and if increases are requested, the program instructor must justify that change to their administrator who meets with their assigned programs annually. Programs reflecting a decrease in fees include Licensed Practical Nursing, Law Enforcement, Firefighting, and Corrections. Programs increasing fees include Welding and CNC.

Dr. Culpepper informed Members that once the fee calculation is approved, it will be provided to outside sources that help fund student; for example Career Source Central Florida. The calculation cannot be changed during a school year.

RFA: Instructor Stipend - (update from March) (Tab 9) The Board previously approved an instructional stipend for Mrs. Candace McLendon of the Pharmacy Technician program, who transferred from Leesburg High School to LTC. The stipend was to credit her for her years of work-related experience in her field. Dr. Culpepper explained that LCS instructors are assigned to different Instructional Salary Schedules:

- 16-17 (hired after July 1, 2016)
- 15-16 (hired between July 1, 2015 - June 30, 2016)
- Grandfather Salary Schedule (hired on or before June 30, 2015)

She said the initial stipend had been calculated using the 15-16 schedule; however, Mrs. McLendon is assigned to the Grandfather schedule; therefore, a corrected stipend amount is being presented for approval at the request of the Human Resources department.

RFA: Non-Instructional Stipend (Tab 10) Dr. Culpepper stated that in January, the instructor of both the Computer System Information Technology and Applied Cyber Security programs was absent using FMLA, and has remained out since. During that time, Industrial Assistant, Trevor Sharich, has provided instructional coverage to those classes. A one-time stipend in the amount of \$5,000.00 was recommended by Dr. Culpepper to compensate Mr. Scharich for taking on the instructional role, while working at a lesser hourly rate of pay. The instructor, who has personally chosen termination from LCS, will not be reappointed for the 2018-2019 school year; and, it is expected that Mr. Scharich will apply for the position over the summer.

RFA: 2018 Community Resource Center, Right to Use Agreement between Lake Technical College and City of Leesburg (Tab 11) The City of Leesburg has built a new Resource Center. LTC has been asked to be a partner and offer “*Introduction to Hospitality*”, formally offered at Leesburg High School’s (LHS) facility. LTC may also consider offering Adult Education (GED) classes and possibly some “*Introduction to Construction*” classes. She stated that Assistant Director, Mrs. DeAnna Thomas has been looking into whether or not it is a feasibility location to hold the GED classes and LTC has already arranged for Chef Bell of LHS (who taught the Introduction to Hospitality previously for LTC) to teach at the new facility. The earliest that these programs could be offered would be August 2018. She recommended approval of the agreement to formalize the partnership with the City of Leesburg.

RFA: 2017-2018 Assessment of Executive Director by Board Members (Tab 12) *Review of: Board of Director Survey Report, Campus Climate Survey Reports, Instructional Survey Report, Classified Staff Survey Report* Board Members were provided the results of Dr. Culpepper’s assessment by the Charter Board of Directors; six (6) of seven (7) Members participated. Prior to assessing, Members reviewed results of the Climate, Faculty, and Staff Surveys. Dr. Culpepper received the highest rating of Satisfactory. Following the meeting, Chairperson Fred Cobb will meet with Dr. Culpepper to complete the LCS online assessment on behalf of all Members.

2018-2019 Executive Director Resolutions: (Tab 13 & 14)

RFA: 2018-2019 Executive Director Reappointment Resolution

RFA: 2018-2019 Executive Director Personnel Resolution

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

Legislative

- Dr. Culpepper reviewed the latest version of the statewide Career in a Year flyer. She said that 41 of the 49 technical colleges/centers are now technical colleges and overall, statewide, over 232,000 students were served, collectively, in the course of last school year. Also, 11,285 industry credentials were awarded.
- LTC received \$750,000 from the legislature this year for purchase of equipment for the Center for Advanced Manufacturing (CAM). Dr. Culpepper said she is very thankful to Representative, Larry Metz, (now Judge Metz), for working hard to make that happen for the new building.
- LTC has entered Board Member C.A. Vossberg in an opportunity to win a Manufacturer of the Year award for a career and technical education association event being held in July. Dr. Culpepper said she is hopeful that he prevail.
- LTC held its 5th Annual Career Fair on May 2nd. Many local businesses attended the event and interviewed students in preparation of hiring them for jobs.
- LTC has applied for an Auto Collision Foundation grant for a \$50,000 make-over of the shop.

- LTC will offer a STEM Camp this summer. Laurie Bryant has been coordinating four, one-week sessions which are nearly full at this time.
- LTC Graduation Ceremonies will be held on June 15, 2018 at Lake Sumter State College (LSSC)
- **Governance Training Status Report** – Vice-Chairperson Dr. Isaac Deas’ certification to expire in June; Member, Mr. Mickey Gauldin’s certification to expire July.
- **Campus Life Calendar** (*May 2018*) *Calendar Provided for Informational purposes*

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

The pre-scheduled meetings for 2018-2019 school year:

- | | | |
|-------------------|----------------------------|------------------------------------|
| • First Quarter: | Monday, July 23, 2018 | (2:30 p.m.) <i>summer schedule</i> |
| • Budget Meeting | Monday, September 17, 2018 | (4:30 p.m.) |
| • Second Quarter: | Monday, December 17, 2018 | (4:30 p.m.) |
| • Third Quarter: | Monday, March 4, 2019 | (4:30 p.m.) |
| • Fourth Quarter: | Monday, May 13, 2019 | (4:30 p.m.) |

Due to the school summer-hours change, **the Meeting of July 23rd will begin at 2:30 p.m.**
All remaining Meetings will begin at 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