

**LAKE TECHNICAL COLLEGE**  
**Board of Directors Meeting**  
**July 23, 2018**  
**2:30 p.m.**

**Date:**

The Board of Directors for Lake Technical College held a Meeting on Monday, July 23, 2018. Chairperson, Fred A. M. Cobb called the meeting to order at 2:30 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 Board; Vice-Chairperson: Dr. Isaac Deas; Director Members: Mr. Mickey Gauldin; Fire Chief, Richard Keith; Mrs. Judy Beda; and Board Officers: President, Dr. Diane W. Culpepper, PhD, Treasurer, Lorraine Foster, and Secretary, Lana F. Payne

**Absent:** Director Members: Mr. Joe Baxter; Mr. C.A. Vossberg

**Public Comment:** None.

**Reports:** None.

**Program Spotlight:** Mrs. Laurie Bryant, Corporate and Community Training Program Specialist, coordinated and taught Lake Technical College's (LTC) first Stimulating Minds Summer Camp; which took place over a four-week period in July. There were twelve (12) Middle School students in each camp. Board Members viewed a PowerPoint presentation created by Mrs. Bryant consisting of photos and information about camp activities. Camp topics included STEM Challenge, Robotics, 3-D Design & Printing, and operated Drones. One high school student assisted Mrs. Bryant with the drone segment, and five high school student volunteers participated throughout the four weeks. Comments from students/parents surveys included:

Student:

"What I liked best is how we collaborated with other students."

Parent:

"I felt somehow nervous at first, but felt completely welcomed right away."

"I haven't seen my son so excited about camp before. It was fun, hands-on, and educational."

"I've seen a hidden enjoyment with my teenage sons."

Students learned to build, design, and plan structures and how to work as a team when plans change.

**Meeting Minutes of May 14, 2018 and Special Meeting of June 18, 2018 Meeting (Tab 1):** The Minutes of the May 14, 2018 Regular Board Meeting and Special Board Meeting of June 18, 2018 were approved \*M/S/P (\*motion made, seconded, passed); no Members abstained.

**Consent Agenda of June 23, 2018 (Tab 2-4):** The Consent Agenda items of July 23, 2018 were approved M/S/P; no Members abstained.

**Personnel –**

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

***Part time 4531:***

- Teacher Health Job Prep-Clinical (*part-time, Main*) – Van Dellen Mary (160277) hire date 06/12/18
- Teacher Adult Education (*part-time, Main*) – Alvarez, George (159419) ending 17-18 & effective 07/01/18; Kemeny, Andrea Renee (134919) effective 08/06/18

**Full-time, 4531:**

- **Teacher, Industrial Job Prep** –
- **Automotive Collision Technology Technician** – Gardin, Andre (TBD) *new-hire date 08/06/18*
- **Automotive Service Technology 1 & 2**– Lora, Evelio (155033) *transfer-hire date 08/06/18*
- **Cosmetology/Facial Specialty** - Correa, Charity (128847) *to full time-hire date 08/06/18*
- **CSIT**– Scharich, Trevor (159460) *transfer-hire date 08/06/18*
- **Welding Technology/Advanced** - Johnson, Aaron (TBD) *new-hire date 08/06/18*

**2017-2018 Main Campus & Institute of Public Safety – (Tab 2)**  
**(Retirement, Resignations, & Terminations)**

**Full-time, 4531:**

- **Clerical Assistant II** – Barnes, Elizabeth Renee (159920) *Resignation effective 6/27/18*
- **Assistant Director of Facilities LTC** – Crenshaw, Mark V. (159136) *Resignation effective 07/05/18*
- **Administrative Assistant** – Zaharis, Debra Elaine (106057) *Retirement effective 9/28/18*
- **Industrial Assistant** – Carlson, Tyler Richard (159344) *Resignation effective 06/14/18*

**Non-Cash Contributions** – (1<sup>st</sup> Quarter Report) **Property Disposition** (No changes, No Report) (Tab 3)

**Mission and Vision Statement** (annual review) (Tab 4)

**Old Business** – None.

**New Business:** (Tabs 5-8 and one non-tabbed item) approved M/S/P; no Members abstained.

**2018-2019 Charter Board of Director Members Election of Chair and Vice-Chairpersons (Tab 5)**  
FOLLOWING DISCUSSION, IT WAS THE CONSENSUS OF THE BOARD TO ELECT CHIEF RICHARD KEITH AS BOARD CHAIRPERSON AND DR. ISAAC DEAS TO REMAIN BOARD VICE-CHAIRPERSON.

**RFA: 2018 -2019 Election of Board Officers (Tab 5a)** The Bylaws state: “*The officers of the organization shall be President, Secretary, and Treasurer, each of whom shall be elected by the Board of Directors and may be employees of Lake Technical College. The officers of the organization shall be elected annually by the Board of Directors at the meeting after the annual meeting, or as soon thereafter as practical. The Officers of the Corporation shall serve as ex-officio members (without vote) of the Board.*”

The Executive Director recommended reinstating:

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

**RFA: 2018-2019 Parental Involvement Facilitator (Tab 6)** Dr. Culpepper recommended appointment of Lana Payne as 2018-2019 Parental Involvement Facilitator representative for Lake Technical College. Mrs. Payne meets the requirements in the Florida Charter School Legislation of residing in the school district, is an employee of the school, and is appointed as Board Secretary of the Lake Technical College Charter Board of Directors.

**2018 Career Pathways Articulation Agreement between Sumter County Public Schools and Lake Technical College (Tab 7)** Director, Mrs. Melissa Stephan reviewed the articulation agreement which makes it possible for a student to receive the maximum number of career technical clock hour credits identified in each of the Career Pathway Programs of Study toward an articulation program at Lake Technical College. The 2018-2019 High School to Postsecondary Articulation agreement is on file with the official Meeting Minutes of the Board and available upon request.

**2018 Articulation Agreements between Lake Technical College and Sumter County School Board, Sumter County Industrial Related Programs to Lake Tech Industrial Related Programs (Tab 8)** Director, Mrs. Melissa Stephan reviewed the articulation agreement, which provides an opportunity for a student who has completed one of the approved industrial-related certificate programs to advance his/her career in the following programs:

<b>Sumter County Industrial Program</b>	<b>Lake Technical College Program</b>
Air Conditioning, Refrigeration and Heating Technology 1 – 750 Hours	Air Conditioning, Refrigeration and Heating Technology 1
Nursing Assistant, Long Term Care – 120 Hours	Basic Healthcare Worker

For Maximum Award of Credit, this agreement makes it possible for a student to receive the following clock hours towards a LTC Career and Technical Education program

<b>Sumter County Industrial Program</b>	<b>Lake Technical College Program</b>
HVAC Career Training	750 hours
Nursing Assistant Training	90 hours

**Charter Schools' Proportionate Share of Mental Health Funding Provided by the State (Non-Tabbed)** Dr. Culpepper stated that in relation to school security and SB 7026, the Marjory Stoneman Douglas High School Public Safety Act, funds were provided to each school district to use for hire of mental health assistance and counselors for students. Lake Technical College's (LTC) allocation was \$545. On a letter received on LCS letterhead addressing those options, LTC was given the option to keep the funds and put its own mental health plan in place, or to return the funds to the district and be written into Lake County School's (LCS) mental health plan. Dr. Culpepper recommended returning the funds to the district and be written into LCS's plan. She requested Board approval of that selected option.

**RFA: Lake Technical College Annual Stipends (Tab 9)**

*Perfumo – Program Specialist, Health Science 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.

*McClendon – Teacher, Health Job Prep, Pharmacy Technician* – A degree differential must be approved annually to credit Mrs. McClendon for her years of industry-related experience as it relates to her position at Lake Technical College. Lake County Schools does not recognize related industry experience of instructors who transfer from teaching K12 curriculum to postsecondary career-technical training curriculum. The Executive Director recommends an annual charter supplement amount of \$3,100.00.

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

- **Governance Training Status Report** – All Members Current
- **FLATE Awardee** – Congratulations to Member C. A. Vossberg for being awarded the “*Distinguished Manufacturing Service Award*” for the entire State of Florida and to LTC’s Student of the Year, Paula Lach, of the Professional Culinary Arts and Hospitality program who was named “*Outstanding Postsecondary Student*” for the State of Florida.
- **School Safety Guardian Program Update** – At a Special Meeting in June, the LTC Board of Directors approved the school’s participation in the LCS School Safety Guardian program at a level consistent with available funding. Dr. Culpepper provided an update about the Guardian position. The Guardians will be plain clothes with a concealed carry weapon. Dr. Culpepper stated that she will be speaking with Lieutenant Mike Bond to clarify some details about whether or not the individual should be identified to Faculty and Staff or not at all before beginning to serve on campus.
- **Lake County School District Maintenance Agreement** Dr. Culpepper stated that after many years, the district has prepared a Maintenance Agreement; however, because LTC/IPS handle much different campus issues than the other charter schools, the agreement is being reviewed by LCS Attorney, Steve Johnson and LTC Attorney, Kevin Stone.
- **Request made by Lake County Emergency Medical Services** Dr. Culpepper stated that a request was made by Lake EMS to be able to deploy ambulances from the main campus of LTC. It would require them to have shift commanders stationed on campus 24 hours a day, 7 days a week. She stated that LTC would have to furnish living basics space for them. Dr. Culpepper stated that Lake EMS has been a really good partner to the school and she likes the idea of being involved in this manner; however, she would like the Board Member’s input and asked to hold discussion about this at a later date.
- **Cadaver Lab** LTC is writing a grant that would allow LTC to become a cadaver lab for the EMS program. Director, Mrs. Stephan stated that there is a connection now with the school’s new Medical Director, who this idea was presented to, and he is supportive of this concept. Member, Chief Keith stated that Lake EMS, Inc. is dissolving as of October 2018 and it is becoming part of Lake County government. They are reestablishing leadership lines and the new Medical Director is a part of that program. He stated that he was supportive of this concept.

- **Florida Department of Economic Opportunity (DEO) Grant** Dr. Culpepper mentioned that last year, LTC applied for funding through the DEO grant for the Center for Advanced Manufacturing (CAM). The funding was received through legislative allocation, rather than the grant. This year, the funding is available again, and LTC will be submitting three grants: the Cadaver Lab; upgrading the Diesel program shop area; and she mentioned that she has been in discussion with Dr. Sidor, President of Lake Sumter State College (LSSC), for either simulators for the Health Science program or for building a regional simulation lab at the Leesburg hospital that would be shared between the schools.
- Dr. Culpepper mentioned that she presented at the Board of Education and had the opportunity to describe her working partnership with LSSC, and how it has made such a difference for students, community, and business partners in Lake County.
- Dr. Culpepper stated that Lake County government is building a new animal shelter and she and Mrs. Stephan have had meetings to discuss putting a Vet Tech program inside the animal shelter. She stated that students would have the opportunity to see, first hand, so many of the critical things that take place in veterinarian offices to make them well-prepared for job opportunities in that field. She said this is still in a planning stage and could take up to two years to get the program started. Member, Mrs. Judy Beda, stated that she is intimately involved with the no-kill animal shelter and explained the location of the new shelter. Dr. Culpepper said that during discussions the idea was well-received and said up to twenty students could get a hands-on opportunity training there.

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

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

- 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 23<sup>rd</sup> will begin at 2:30 p.m.**  
All remaining Meetings will begin at 4:30 p.m.

**ADJOURNMENT: Meeting adjourned: M/S/P; no Members abstained.**  
At approximately 3:35 p.m.

Respectfully submitted,

*Diane W. Culpepper*

Dr. Diane W. Culpepper,  
Executive Director