

LAKE TECHNICAL COLLEGE
Board of Directors Meeting
September 17, 2018
4:30 p.m.

Date:

The Board of Directors for Lake Technical College held a Meeting on Monday, September 17, 2018. Chairperson, Fire Chief, Richard Keith called the meeting to order at 4:35 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: City of Tavares Fire Chief, Richard Keith;
Director Members: Mr. Fred A. M. Cobb; Mr. Mickey Gauldin; Mrs. Judy Beda; and
Board Officers: President, Dr. Diane W. Culpepper, PhD, Treasurer, Lorraine Foster, and
Secretary, Lana F. Payne

Absent: Vice-Chairperson: Dr. Isaac Deas; Director Members: Mr. Joe Baxter; Mr. C.A. Vossberg

Public Comment: None.

Reports: None.

Program Spotlight: Dr. Culpepper introduced Mr. Dustin Sheckler, of the Public Safety Telecommunication (911 Dispatcher) program and explained how Mr. Sheckler's involvement and participation with the program has been so valuable, especially with implementing the component of online access. Mr. Sheckler reviewed information with the Board about the job-shadowing which provides students with on-the-job training, explained state certification requirements for dispatcher, and how Lake Technical College (LTC) is working towards being a certification-testing site. On behalf of the Board, Chairperson Keith, thanked Mr. Sheckler for teaching for LTC.

Meeting Minutes of July 23, 2018 Meeting (Tab 1): The Minutes of the July 23, 2018 Board Meeting 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 – *Non-Tabbed Item*

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

Part time:

- **Teacher, PT Ad Ed/ESOL** - Naranjo Ruben (155402)
- **Teacher, PT Ad Ed** - Collignon, Francesca (160505); Jackson, David (158413); Vanderkin, Cynthia (119677)
- **Teacher, PT Corporate & Community Training** – Carlson, Tyler (159344); King, Linda (114501)
- **Teacher, PT EMT/Paramedic** – Burkholder, Jordan (158411)
- **Teacher, PT Firefighter** - Barnard, Daniel L (160240); Coates, Darrell R (160237); Davis, John E (160238); Goodness Jr., John C (160364); Jones, Nicholas W (160323); Lanoue, Shane R (160744); Ledford, William B (160239); Martin, Christopher J (160333); Staab, Robert J (137925); Willis, Michael M (*TBD*)
- **Teacher, PT Tech Trade** – Brennan, Sarah (160544); Carbo, Luis Felipe (160543)

Full-time, 4531:

- **Executive Secretary (Health Science)** – Chester, Kathy (160671) *new-hire date 09/05/18*
- **Industrial Assistant AE** – Brownfield, Laura (127006) *transfer-hire date 08/27/18*
- **Automotive Collision Technology Technician** – Gardin, Andre (160457) *new-hire date 08/06/18*
- **Automotive Service Technology 1 & 2**– Lora, Evelio (155033) *transition NI-B to Instructional – hire date 08/06/18*
- **Cosmetology/Facial Specialty** - Correa, Charity (128847) *transition PT to FT - hire date 08/06/18*
- **CSIT– Scharich, Trevor** (159460) *transition NI-B to Instructional-hire date 08/06/18*
- **Welding Technology/Advanced** - Johnson, Aaron (160459) *new-hire date 08/06/18*

2017-2018 Main Campus & Institute of Public Safety – None
(Retirement, Resignations, & Terminations)

Strategic Plan (*annual review*) (COE requirement - Posted on LTC Intranet)

Policy/Procedures/Plans (*annual review*).

(COE requirement - Posted on LTC Intranet)

- *Book of Plans*

(Federal requirement – Posted on LTC Website)

- *Drug and Alcohol Abuse Prevention Plan*
- *Campus Safety and Security Policies*

2018-2019 Program Advisory Committee Members (*COE requirement*)

Property Disposition (*1st quarter report*)

Old Business – None.

New Business: (*Tabs 6-14*) approved M/S/P; no Members abstained.

RFA: Ending Budget 2017-2018 (Tab 6)

Mrs. Tarsha Jacobs, CPA for LTC reviewed the Final Budget Amendment 2017-2018 with Director Members. Mrs. Jacobs requested Board approval to conform to state standard accounting and state mandates.

RFA: Beginning Budget Amendment 2018-2019 (Tab 7)

Mrs. Tasha Jacobs, CPA for LTC reviewed Beginning Budget Amendment for 2018-2019 with Director Members. Mrs. Jacobs requested Board approval to conform to state standard accounting and state mandates. The Budgets are available for review on the LTC Website: laketech.org.

Addendum to the Agreement dated September 19, 2016 between Lake Technical College, Inc. and Evergreen Construction Management, Inc. (re: Center for Advanced Manufacturing) (Tab 8)

Dr. Culpepper stated that LTC is in the process of trying to finalize the Center for Advanced Manufacturing's (CAM) building project. She invited Attorney, Kevin Stone to speak about tab 8 and Tab 13 – Lift Station Installation. She requested approval to change the order of the Agenda; moving it for discussion following Tab 8. IT WAS THE CONSENSUS OF THE BOARD TO CHANGE THE ORDER OF THE AGENDA AS REQUESTED BY DR. CULPEPPER.

Attorney Stone addressed the Board stating that Evergreen Construction approached LTC about a revised agreement, or amendment, to the original agreement from 2016.

He said the amendment “trues-up” the scope of work completed and outlines changes to the project. It also addresses the change to the substantial completion date, originally scheduled in September, pushed forward 50+ days into December. Attorney Stone said each party also acknowledges that there are shared responsibilities causing delay of the project and with the addendum in place, LTC and Evergreen Construction agree to keep the general conditions. Attorney Stone referred members to the verbiage in the addendum for detail. He said including all changes; it appears that LTC will still be \$25,000 - \$30,000 below the cap of Guaranteed Maximum Price (GMP).

(Change to order of Agenda) **RFA Lift Station Installation – Center for Advanced Manufacturing (CAM) (Tab 13)** Addressing Tab 13, Attorney, Kevin Stone stated that an older, existing sewer line taking wastewater from the main building, and to what is now the CAM building, is now at the end of its useful life. Since the sewer pipe replacement had been removed from Evergreen Construction’s scope of work and the building project is now complete, installation of a lift station is necessary for Lake County School Board building officials to approve a final Certificate of Occupancy for the CAM building. Costs of the installation will be the responsibility of Lake Technical College. Dr. Culpepper stated that installation should not exceed \$85,000; however, Board approval is required for this expense, as costs exceed the Executive Director’s set Discretionary Spending Limit.

Dr. Culpepper said that she appreciated Attorney Stone’s advisement throughout the project. On behalf of the Board, Chairperson Keith, thanked Attorney Stone for addressing these items and explaining in detail to all of the Director Members.

RFA Part-time CTE Instructor Hourly Rate Increase (Tab 9) Dr. Culpepper stated that LTC’s part-time Career Technical Education (CTE) instructors hourly pay rates have not been increased since September 2014 (*from \$20 per hour to \$21 hourly*). It was her intention then to continue working to gradually increase part-time hourly rates over the years. She said that this year, she is requesting an increase from \$21 per hour to \$23 per hour effective October 1, 2018. She expects a fiscal impact of approximately \$35, 517.00. Dr. Culpepper informed Members that hourly rates of grant funded part-time Adult Education and part-time instructors of fee-based Corporate and Community Training (CCT) classes will remain at \$21 hourly.

RFA: 2018-2019 Lake County Schools Contract for Services for Purchase by Charter Schools and Annual Costs (Tab 10 & 10a discussion) Dr. Culpepper reminded Members that in 2013-2014 the District began charging charter schools for a list of services that the Lake County Schools (LCS) could provide. Each charter school would sign-off for the services needed, agreeing to pay LCS for those services. Dr. Culpepper stated that many of the services listed on the form pertain to K-12; however, LTC does pay for Human Resources Services, Information Technology Services, and at times Professional Development sessions.

She stated that for approximately one year, the charter schools have requested to be provided with an updated version of the form and recently, LCSB approved an updated list, contract, and maintenance agreement. After review by the Board, Dr. Culpepper requested approval of the 2018-2019 LCSB Contract for Services for Purchase by Charter Schools-Annual Costs, clarifying that these services provided by LCS are not covered by the Administrative Fee list. The RFA outlined costs involved.

2018-2019 Training Deputy Agreement between Lake Technical College and Peyton Grinnell, Sheriff of Lake County Florida (Tab 11) Dr. Culpepper stated that previously, a Lake County Sheriff's Office (LCSO) employee served as vandal watcher for the Institute of Public Safety (IPS) and lived in a residence located on the main campus of IPS. In 2017, the Training Deputy agreement between LTC and LCSO had verbiage regarding the vandal watcher written into it making the LCSO responsible for that residents insurance costs. The vandal watcher residence is now vacant and the vandal watcher verbiage has been removed. There are no plans to have anyone living at that residence during this school year. Currently, there is another vandal watcher residence at the Range location. A resident at the IPS main campus may be considered again at a later time.

United Way Correction Connection Grant (Tab 12) Assistant Director, Mrs. DeAnna Thomas stated that for many years, LTC has offered General Education prep classes to qualifying incarcerated individuals giving them an opportunity to earn a General Education Diploma (GED). She explained that over the years, Adult Education grant funding has reduced, and it became harder to offer the program there. She sought out other ways to support the program, and United Way of Lake and Sumter Counties became a resource for assistance through The Correction Connection program. The Request for Approval provided to Board Members outlines the specifics of the Correction Connection grant. LTC offers classes in the Lake County Detention Center, and through the Correction Connection initiative, enrolled 76 offenders in GED preparation classes during 2016-2017 with 73% achieving a literacy gain or their GED. To continue building a strong, self-sufficient income generating community, addressing offender recidivism problems is critical. By expanding the Correction Connection initiative to that facility, the investment will produce a return that is vital to the economic self-sufficiency of those most at risk in Lake County. This expanded program will provide GED classes and transitional facilitation into postsecondary job training upon release. LTC's grant proposal includes funds for teacher instructional hours, and the remaining budget items will be funded by the LTC Adult Education internal budget, LCSO, and Lake Sumter State College (LSSC).

She stated that for this cycle, the United Way of Lake and Sumter Counties requested obtaining Board approval. This makes Members aware of the partnership and provides approval to write for the grant. She said that she considers this a continuation; LTC has met its outcomes and they are very pleased with the partnership and goals being made. This is an impact for that agency, as a community resource, in addition to being an educational resource.

RFA New Furniture Purchase for Commercial Foods-Culinary; Cafeteria (Tab 14) Board Members were provided quote information for new furniture for the Student Center/Cafeteria to continue upgrading the facility to give it a collegiate look and to create an upgraded space for students. Members reviewed quotes as follows:

Universal Seating Company: \$65,036.42 (graphics included; requires payment in advance)	Ernie Morris: \$88,934.31 (graphics included; payment upon installation)	Virco: \$141,690.28 (no graphics included; payment upon installation)
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Members approved the vendor, Ernie Morris Enterprises.

Executive Director's Report: (Non-Tabbed) Discussion topics. *Items required no Board action.*
(Dr. Culpepper provided a verbal reminder/invitation to Members)

- **Fall Program Advisory Committee Reception September 20, 2018 @ 6:00 p.m. Grand-Opening Ceremony–Center for advanced Manufacturing (CAM) October 11, 2018 @ 10:00 a.m.**
- **Miller & Miller - LTC's Campus Security** Dr. Culpepper stated that LTC now has a school Guardian on campus to protect against active killers, but that individual does not serve as school security. Consequently, an agreement was signed with Miller and Miller to help monitor areas on school campus. She stated that she still maintains a good partnership with the Eustis Police Department as well. Since staff work half-days on Fridays, she has offered the EMS building on Friday afternoons to conduct Active Shooter Training for their department.
- **September 2018 Campus Life Calendar** *(Information only)*
- **Bus Stop** Dr. Culpepper informed Members that the bus stop will be relocated from the front of the school very soon and to another location on Ardice Street.
- **Law Enforcement Program - Students from China** Lieutenant, Mike Bond stated that a schools representative from China contacted him. The representative is interested in bringing approximately 30-35 students every four months to the United States to attend a modified Law Enforcement program. He stated that he would have to build a curriculum mimicking Florida Department of Law Enforcement (FDLE) curriculum, but more geared to their needs. It would not be a part of FDLE. Currently, he is conducting preliminary discussions, and over the next two weeks, there will be more discussions between him, the representative, and Dr. Culpepper. He stated that the opportunity provides a huge revenue stream for the program.

DATE/TIME OF NEXT MEETING:

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

- 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.)

ADJOURNMENT: **Meeting adjourned: M/S/P; no Members abstained.**
At approximately 6:00 p.m.

Respectfully submitted,



Dr. Diane W. Culpepper,
Executive Director