

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

Date:

The Board of Directors for Lake Technical College held a Meeting on Monday, December 17, 2018. Chairperson, Fire Chief, Richard Keith 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 Chairperson: City of Tavares Fire Chief, Richard Keith; Vice-Chairperson: Dr. Isaac Deas; 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: Director Member: Mr. C.A. Vossberg

Public Comment: None.

Reports: None.

Program Spotlight: **President, Lake-Sumter State College, Dr. Stanley Sidor – Partnership with Lake-Sumter State College (LSSC)** – Dr. Culpepper introduced Dr. Sidor, President of LSSC. He provided an update to Members about projects that LSSC and Lake Technical College (LTC) work on together in partnership. Dr. Culpepper told Members that she and Dr. Sidor both share a common belief that both campuses should work together, and over the past three years, Dr. Sidor has done just that!

Dr. Sidor thanked the Board and stated that Dr. Culpepper has been an outstanding partner. She has helped in many of the projects – sometimes leading; sometimes following; sometimes even “stepping on each other’s toes”; even so, they are both willing to find ways to work together to grow students skills and help their communities grow.

Dr. Sidor discussed his working experience and background; consisting of twelve years in manufacturing as an Industrial Engineer and as a business owner, who struggled to find the workforce he needed. In 1989, he joined the community college network, which provided an opportunity for him to change that situation. He started the customized training department at Northwestern Michigan College and at the end of twelve years, built a technology center. He moved to Florida and worked for Daytona State College for the Advanced Technology College, extension campus, and after ten years, became a provost of the technology campus and programs. Later, in North Carolina, he served as President for South Piedmont Community College. He mentioned having three “crowning achievements”:

(1) Building a working relationship with the county/district (2) converting a 50,000 square-foot distribution warehouse into the *Tyson Technology Center* campus (3) starting a \$43 million bond campaign, which continued to be successful even after he left, raising money to rebuild and expand the campus.

Dr. Sidor said he later returned to Florida, became President of LSSC, and he realized that the community and technical college networks were not working together. He decided to meet Dr. Culpepper and try to find out what the two schools could work on together. When Dr. Culpepper mentioned LTC’s need for space in the Clermont/South Lake area, through discussion, LSSC was able to help and LTC was able to expand the Licensed Practical Nursing (LPN), Certified Nursing Assistants (CNA), and Adult Basic

Education/GED and English Speakers of other Languages (ESOL) programs; also, service to the Sumterville area. In turn, LSSC has been able to expand its courses to the Institute of Public Safety (IPS) campus by offering Criminal Justice courses and Law Enforcement Leadership Academy. He said they continue to leverage resources as a way to save money and reach more students to transition. In his first year as President, LSSC received a significant amount of money to build the workforce through the Donnelly Transition Scholarship. The scholarship is a \$640,000 endowment designed exclusively for students who are transitioning from certificate programs at LTC to degree programs at LSSC. A sweep degree was created called Industrial Management Technology, (*now referred to as Management Technology*), which will allow more degree options for LTC students, when they decide to transition to LSSC, to convert their credits over to AS degree credits to progress their career.

He stated that he and Dr. Culpepper support each other with legislative requests and, in the near future, will be working together on a joint legislative request. He said that together, they have initiated a partnership with *Red Ash*; an Internet of Things Company (I.O.T), located in Apopka and they have moved their research and development facility to the Clermont LSSC campus. By working with technology partners; the college's Information Technology (IT) programs will strengthen. He said that Dr. Culpepper has redeveloped curriculum, has been researching internship possibilities and other types of partnerships, and equipment resources that the two schools can leverage as Red Ash expands.

Dr. Sidor mentioned that the schools are realigning scholarship timelines, improving recruitment for transitioning students, and working on a shared marketing plan for Corporate and Continuing Education to help eliminate overlap and cross-market of each other. The two schools are also attending company visits to better-inform the business community for attraction and retention. Dr. Sidor mentioned that in July 2018, he and Dr. Culpepper participated in a well-received joint-presentation before the State Board of Education to inform them about the school's partnerships. Most importantly, he has observed that the schools respective staff members work well with each other, and feel comfortable visiting with their counter-parts on either campus. They continue finding ways to develop that relationship to make it easier and better for transitioning students. Dr. Sidor also stated that he is very happy to work with a partner like Dr. Culpepper; he is pleased with everything that they are working on together and it is his hope to continue to expand their partnership.

Members commented that the two schools will go farther together than they will apart; that the two schools are crown jewels in Lake County and, that the relationship is refreshing. On behalf of the Board Members, Chairperson, Chief Keith thanked Dr. Sidor for speaking.

Meeting Minutes of September 17, 2018 Meeting (Tab 1): The Minutes of the September 17, 2018 Board Meeting were approved *M/S/P (**motion made, seconded, passed*); no Members abstained.

Consent Agenda of December 17, 2018 (Tab 2-5): The Consent Agenda items of December 17, 2018 were approved M/S/P; no Members abstained.

Personnel – *Non-Tabbed Item*

(Request to Hire Report)

2018-2019 Main Campus & Institute of Public Safety –

Part-time, 4531:

- **Teacher, PT Corporate & Community Training** – King, Linda (114501), Kozlowski, Billye (121943), Nixon, Michael (*hire pending*)
- **Teacher, PT EMT/Paramedic** – Newland, Richard (160811), Pepper, Jason (160847),

Full-time, 4531:

- **Non-Instructional, Bargaining – Clerical Assistant II Guid Svcs** – Maple, Jaliah (158846) *(from 20-hours 40-hours weekly)*
- **Non-Instructional, Non-Bargaining – Administrative Assistant** – Toscano, Bernice (160858)
- **Program Specialist Adult Prep (Health Science)** – Van Dellen, Mary L. (160277)

Part time, 4535:

- **Teacher, PT Firefighting** – Downs, Michael (160715), Otero, Jan (160948)
- **Teacher, PT Law Enforcement** – Morales, Ronnie (160838), Perry, Jacqueline (160063), Reasoner, Deborah (160955), Reed, William (160836), Sadowski, Brian (160837)
-

(Retirement, Resignations, & Terminations)

2018-2019 Main Campus & Institute of Public Safety –

Full-time, 4531:

- **Clerical Assistant II, Testing** – Whigham, Kathy (144210), *resigned effective 01/04/19*
- **Program Specialist Adult Prep (Health Science)** – Perfumo, Mary K. (144652) *retirement effective 01/18/19*
- **Maintenance Mechanic** – Prescott, Mark (128740), *retirement effective 01/18/19*

Part time, 4535:

Teacher, PT Firefighting – Dailey, Matthew (156685), *resigned*

Policy/Procedures/Plans *(annual review)*. (Posted on LTC Intranet) *Clery Act*

2018-2019 Training Deputy Agreement between Lake Technical College and Peyton Grinnell, Sheriff of Lake County Florida

2017-2018 Non-Cash Contributions *(2nd quarter report)*

Old Business – None.

New Business: *(Tabs 6-13)* approved M/S/P; no Members abstained.

RFA: At-A-Glance Budget Summary Ending November 30, 2018 (Tab 6) *Item required no Board action.* The 3-Month At-A-Glance Summary was reviewed by Business Manager and Board Treasurer, Mrs. Lorraine Foster. There was no further discussion by the Board.

RFA: Review of 2017-2018 Draft Audit (Tab 7) Members were provided a fifty-five page audit draft pertaining to the 2017-2018 School Year in advance of the Meeting for review. Mrs. Tasha Jacobs, CPA, reviewed each section with Members. She requested Board of Director approval to finalize the draft audit to conform to state statues. There were no questions or discussion by the Board Dr. Culpepper thanked Mrs. Jacobs and the Business Office for all of their hard work resulting in a clean audit for Lake Technical College. The Budgets are available for review on the LTC Website: laketech.org.

RFA: Job Title Updates for Restructuring of Classified Staff (Tab 8) Dr. Culpepper stated that a review of classified staff job descriptions has revealed a need to better align job duties with position, titles, and assignments. Dr. Culpepper reviewed a list of the job titles of classified staff who she recommended for update. She stated that the restructuring changes would become effective January 2019 with a fiscal impact of \$35,992.04 in the 2018-2019 School Year; then, \$70,984.08 annually. She

mentioned that the Lake County School Board recently approved new, additional job descriptions: *Career Advisor* (Admissions Office - replacing Administrative Assistant) and *Accounting Specialist* (Business Office - replacing Bookkeeper II). Board Members commented in agreement to accept the upgrades.

RFA: Computer System Upgrade (Tab 9) Dr. Culpepper requested approval to spend up to, but not to exceed \$110,000 for updating computer systems campus-wide. As of January 1, 2020, all computers on the LCSB network must run Windows 10 operating system. Currently, LTC has 163 older computers that are incompatible with Windows 10 and cannot be upgraded and additional 120 computers that will run Windows 10; but must have a memory upgrade. The total amount of computers affected is 283. Board Member, Fred Cobb suggested to begin a budget plan setting aside a certain percentage per year anticipating computer upgrades on a recurring basis. Member, Mr. Gauldin agreed and suggested to look at the technology and replace/upgrade annually rather than all at once when there is absolutely no choice. Dr. Culpepper agreed. She stated that the school has good habits of recycling and utilizing equipment in the best place, but in this case, if the upgrades do not occur, the computers will not run. She mentioned that Mrs. Thomas and Mr. Zehner have had different discussions over the past year, but said it is now something she will include each year in the budget plan.

RFA (revised quote): Furniture Purchase for Commercial Foods-Culinary; Cafeteria (Tab 10) Item required no Board action. Dr. Culpepper stated that in September, Board Members voted to use Ernie Morris as the vendor for furniture. However, she discovered later that she had provided an incorrect bid amount for the vendor Virco. She wanted to make the Board aware of the correction.

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 incorrect Virco: \$ 47,852.85 corrected (no graphics included; payment upon installation)
--	--	--

She stated that although Virco’s bid is less than Ernie Morris’; the style of the Ernie Morris furniture was preferred and the correction does not change her recommendation to use Ernie Morris. There was no action required; however, **IT WAS THE CONSENSUS OF THE BOARD TO CONTINUE WITH VENDOR, ERNIE MORRIS ENTERPRISES.**

Joint Legislative Request (request Board consensus) (Tab 11) Dr. Culpepper stated that during the Program Spotlight, Dr. Sidor mentioned their plan to make a legislative request this session for funding to enhance Information Technology programs at both the LTC and LSSC locations. She requested to hear the Board’s thoughts on her going forward and working with Dr. Sidor on this. Dr. Culpepper stated that they would be looking at Emerging Media Information Technology; working with *Steamroller Studio*, (a video game company located in Mt. Dora that is growing rapidly from the three owners to roughly seventy-five employees over the past four years), and, the business partnership with *Red Ash* as mentioned previously. Dr. Culpepper stated that at this time, LTC’s Information Technology program is currently stronger; however, LSSC is trying to get its degree program ready so that LTC students can transition. She said funding received would go towards infrastructure and faculty training expenses.

IT WAS THE CONSENSUS OF THE BOARD THAT DR. CULPEPPER MOVE FORWARD AS SHE DESCRIBED AND EMPHASIZED THE IMPORTANCE OF CONTINUING TO BUILD THESE TYPES OF PARTNERSHIPS IN THE COMMUNITY.

RFA Lift Station Installation (revised quote) (Tab 12) Dr. Culpepper reminded Members that at the December Meeting, Members approved a request to install a new lift station not to exceed \$85,000.00. However, the quote came in higher at \$91,000.00.

A Request for Approval (RFA) was presented to Members that indicated expenses not to exceed \$91,000.00; however, after discussion, Members agreed to amend the amount not to exceed \$95,000.00 with the understanding the additional amount would only be used if necessary.

Board Chairperson Report (TAB 13): Chairperson, Chief Keith requested Members to consider the following at each meeting:

- **Pledge of Allegiance** – After discussion, the Board agreed to stated the Pledge of Allegiance and have a Moment of Silence at the open of each Board Meeting.
- **Recognition of Class Representatives** – Students are a part of the public that the Board represents. He wanted to know if there were ways to get members of the student body to attend meetings to have actual constituency represented at the meetings. Dr. Culpepper stated that students are attending a four-day week and are in classes all day. She said she will look into finding ways to increase student participation. She suggested informing the Student Ambassadors to get more involved.

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

Dr. Culpepper introduced Mrs. Van Dellen who replaces Mrs. Perfumo as the Program Specialist for the Health Science Program. She asked Mrs. Thomas to share some information about her experience.

Mrs. Thomas stated that the interview committee consisted of Mrs. Perfumo, Board Member, Judy Beda, and herself. She thanked Member, Mrs. Judy Beda for participating on the interview panel and the search committee for this position; it was great to have her perspective and expertise during the interviews.

Mrs. Thomas stated that Mrs. Van Dellen was hired in June as an adjunct instructor, later applying for the full-time Program Specialist position. She has over thirty-five years of experience in various areas including: population health, case management, oncology, employee health and wellness, and nursing leadership. Her skills in nursing leadership impressed the panel most, particularly with the Program Specialist position, because much of the position requires interaction with the community and works with business and industry. Mrs. Van Dellen prides herself in contributing as a leader by delivering at the detail level, but always thinking big-picture. She said she already demonstrates a brand of integrity, trust, and loyalty. Mrs. Van Dellen began working full-time on November 27th and has been working with Mrs. Perfumo through to the transition, today, December 17th. Dr. Culpepper said that Mrs. Perfumo will be missed; however, she is very excited to welcome Mrs. Van Dellen to LTC.

- **EMT and Paramedic program** – Dr. Culpepper stated that there have been changes at the State level with the EMT/Paramedic program and she asked Mrs. Stephan to provide details. Mrs. Stephan stated that for many years, Lake County has been one of four districts grandfathered-in by the state to offer EMT and Paramedic courses at certificate-level. Over the past few years, there has been talk of the state changing that and it had been unclear as to what that meant for the programs. She was informed that beginning in the 2019-2020 School Year, the state will be placing the current clock-hour EMT/Paramedic programs in “teach-out” status. The current program will be replaced with an ATD degree that can be either clock-hour or credit-hour. She stated that other schools in the state do offer this type of degree; LTC has not. She said that LTC will move forward in introducing the ATD curriculum, (of which is still being decided), because it is the schools commitment to provide EMT and Paramedic training for Lake, Sumter, and surrounding counties. She stated that EMT/Paramedic Program Specialist, Mrs. Hendrickson, is participating on the committee developing the curriculum; the next meeting in February is to help itemize what competencies will remain or change. Mrs. Stephan said she does not

expect a lot of change because the curriculum for these programs are regulated by other bodies; not just the Florida Department of Education (FLDOE). She said the biggest concern in the four counties grandfathered-in is that the state will be changing teacher credential requirements (*she feels LTC will be fine*), but going forward, LTC needs to do its due-diligence when hiring instructors for the program. Mrs. Hendrickson commented that in offering the ATD degree, FLDOE will allow LTC to continue as a certificate program; however, it would lose the ability to articulate to colleges that offer AS degrees in these programs. She stated that there have been discussions about adding aspects of the EMS program under the LSSC Management Technology articulation group to work towards AS degrees.

She said by going to an ATD degree, more technical colleges will be able to offer the program; so there will be more competition and there are still more conversations to take place regarding clinical.

Chairperson, Chief Keith reminded everyone that on December 18th, there will be a Paramedic graduation at the Eustis Community building at 7:00 p.m.. Mrs. Hendrickson reported that twenty-one students will be graduating and, in this class, every student sponsored and hired by an agency already. For graduation, the students will be wearing the uniform of the agency who sponsored them. Mrs. Stephan mentioned that Commissioner, Leslie Campione is guest speaker at the event. Dr. Culpepper notified Members that LTC is working with Clermont Fire Department to offer a Paramedic program at the LSSC campus in Clermont sometime in April.

- **Pharmacy Technician program – (Mrs. DeAnna Thomas reporting)** Dr. Culpepper stated that she likes to share information about the integrity and rigor of LTC’s programs. She asked Mrs. Thomas to share information about the Pharmacy Technician program’s recent accreditation visit. Mrs. Thomas shared that in November, 2017 new instructor, Mrs. Candace McLendon, notified her right away that she wanted to work towards gaining accreditation. Through Candace’s industry experience, and from working with the program’s advisory committee, she realized that the program needed to gain American Society of Healthsystem Pharmacist (ASHP) accreditation. The ASHP is the membership/support organization for pharmacy technicians and pharmacists and is widely respected and recognized in those fields of employment. The accreditation would also help with the Pharmacy Technician Certification Board (PTCB) certification, which makes students more employable. Mrs. Thomas stated that she was very happy to report that the visit was hugely successful. Approximately five items that were partially compliant; the rest were completely compliant which is unheard of in an initial visit. The ASHP allows seventy days to respond to those items which should be sometime in May. Mrs. Thomas said of the five items; they were already in place but needed to be worded differently. She said that Mrs. McLendon has done an amazing job and she credited her, Mrs. Perfumo, and Mrs. Van Dellen for this success and the phenomenal job they did in earning accreditation.

- **Lake County Schools Maintenance Agreement** As discussed at the last meeting, Dr. Culpepper stated that the district had provided a maintenance agreement for board approval and signature. LTC and the K-12 conversion charters operate under different statutes and have different needs. The Superintendent and Dr. Culpepper agreed that they would continue working together as they have been to address maintenance issues.

- **Security/Guardian –** Dr. Culpepper informed the Board that the armed Guardian assigned to LTC has accepted a job with Mascotte Police Department so armed security guards were hired through Miller and Miller Security. At the end of January, another Guardian class will be offered and two administrators will be attending. Once they have completed their training, and are armed, the plan is to return to unarmed security guards.

TAB 14: Board Member Replacement – Dr. Culpepper announced that Member, Mr. Joe Baxter submitted his resignation from the Board of Directors. On behalf of the faculty and staff of LTC, Dr. Culpepper expressed, her appreciation of Mr. Baxter, stating he served LTC well for many, many years as a Director Member. She said that Joe had a love for career technical education and it showed; not only through his great support to this school, but also through his career with LCS as a former district CTE director and he will certainly be missed.

Dr. Culpepper informed Members that the resignation created a vacancy on the Board of Director panel. She stated that the Bylaws allow up to nine Members to serve. Dr. Culpepper spoke to Members individually about her thoughts for replacement Members who have served legislatively, or could be shared Members of LSSC's and LTC's boards, and of members serving industry in the community. She also suggested Member representation for the Information Technology sector. Dr. Culpepper said she welcomed other suggestions, recommendations, or discussions about finding a replacement Member. She said it is her hope to provide resumes for potential Members at the Board Meeting in March.

Members discussed the importance in having a Member with political insight to help with future legislative requests. They also expressed interest in seeing more applicants so they were not limited to the four options mentioned and felt it was best to have an odd number of Members for quorum purposes. Chairperson, Richard Keith and Dr. Culpepper encouraged Director Members to approach individuals about serving LTC in this manner.

• **Lake County Animal Shelter – January 14, 2019** Dr. Culpepper stated that in the future, LTC plans to open a Veterinarian Technician program. The school will work in partnership with Lake County Board of County Commissioners (LCBCC) to offer classes at the new site so students can receive hands-on training in this field. She mentioned that she and LTC leadership team are planning to attend the upcoming grand opening of the new no-kill animal shelter.

DATE/TIME OF NEXT MEETING:

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

- 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