

LAKE TECHNICAL COLLEGE
Board of Directors Meeting
March 4, 2019
4:30 p.m.

Opening:

The Board of Directors for Lake Technical College held a Meeting on Monday, March 4, 2019. 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.

Call to Order:

The Pledge of Allegiance followed by a Moment of Silence

Determination of a Quorum:

Present:

Board Chairperson: City of Tavares Fire Chief, Richard Keith; Vice-Chairperson: Dr. Isaac Deas; Director; Mr. Mickey Gauldin; Mrs. Judy Beda
Board Officers: President, Dr. Diane W. Culpepper, PhD, Treasurer, Lorraine Foster, and Secretary, Lana F. Payne

Absent:

Director Member: Mr. Fred A. M. Cobb; Mr. C.A. Vossberg

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

Public Comment: None.

Program Spotlight: Dr. Culpepper introduced Mr. Art Seidner, Program Specialist, Adult Education & English Speakers of Other Languages (ESOL). Mr. Seidner stated that the ESOL program is very strong at Lake Technical College (LTC). There is currently an influx of students from Puerto Rico and Venezuela due to the economic turmoil in those countries. There is a new ESOL class starting at the Genesis Center; a partnership site in Leesburg, which is part of The First Baptist Church of Leesburg's ministry. General Education Diploma (GED) classes take place in the morning and ESOL classes in the evenings and approximately 12 – 15 students can attend classes there. Additional ESOL classes (18 students) are offered at the Goodwill-Job Connection Center in Clermont; another of LTC's partnerships. A newly hired part-time instructor, who is excited about teaching the classes, has received excellent reviews from the manager at the Goodwill location and the students who are enjoying the class. Goodwill reported that over 100 individuals have expressed interest in learning to speak English. LTC and Lake-Sumter State College (LSSC) are also in partnership to offer ESOL/GED classes at the South Lake college campus as well as Career Training Education (CTE) classes. The ESOL classes, (25 students), are at capacity. GED classes are offered at a second location close to the LSSC campus; the Cooper Memorial Library, and those classes (30 students) are at capacity also. As for GED, LTC has met enrollment goals as outlined by federal grants, (90%), and there is room to add more students.

Dr. Culpepper mentioned that a recent report indicated approximately 39,000 people in Lake County, age 25 and older, do not have a high school credential. She said there is a huge market for GED; however, there are limited funds to be able to serve that population.

Mr. Seidner said that students are encouraged to continue working towards their GED, because there are potential scholarships available to help move forward; for instance, continuing at LSSC. He said that it is not just about completing the GED or gaining high a school-level education; it is also about helping individuals focus on getting a future career that fits well with their life.

Dr. Culpepper and Board Members thanked Mr. Seidner for the update provided.

Reports: None.

Unfinished Business: None.

Consent Agenda of March 4, 2019 The Consent Agenda items of March 4, 2019 were approved M/S/P; no Members abstained.

REQUEST TO HIRE: (2018-2019 for centers 4531 & 4535)

Full-time, 4531:

- **Non-Instructional, Bargaining – Records Specialist Guid Svcs** – Chester, Brianne (161222)

Part-time, 4531:

- **Teacher, PT Adult Education** – (ESOL) Naranjo, Ruben (156685), Sawchuk, Sharon (161237)
- **Teacher, PT Corporate & Community Training** – Nicholson, Frankie (161090)
- **Teacher, PT Health (EMT)** – Daily, Matthew (156685)

Part time, 4535:

- **Teacher, PT Public Service** – (Firefighting) Woodruff, Scott Tyler (161266)
- **Teacher, PT Public Service** – (Law Enforcement) Walls, Billy Joe (161229)

(Tab 2): RETIRING, RESIGNATION, TERMINATION (2018-19 for centers 4531 & 4535)

Full-time, 4531:

- **Non-Instructional, Non-Bargaining – Accounting Specialist** – Hood, Karen (159407), effective 2/4/19
- **Technology Support Tech II** – Johnson, William V. Jr. (107024) effective 4/30/19

Part-time, 4531:

- **Teacher, PT Adult Education** – (Adult Education-GED) – Kemeny, Andrea (134919) effective 2/11/19

Part-time, 4535:

- **Teacher, PT Public Service** – (LE-Corrections) – Wenzel, Kym (154854)

New Business: (Tabs 3-8) approved M/S/P; no Members abstained.

(Tab 3): RFA: At-A-Glance Budget Summary Ending January 31, 2019 *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 discussion by the Board.

Mrs. Tarsha Jacobs, CPA, provide details regarding a forthcoming budget amendment.

Mrs. Jacobs reported that she expects to see revenue changes for funds generated from the Florida Education Funding Program (FEFP), the district, and from class revenue. She has been updating a budget to actuals report on a daily basis; focusing on funds nearing budget limits. Much of the changes involve additional costs for salary and increases to insurance costs. In January, a budget adjustment was made to cover additional insurance costs January through June 2019 and insurance increases are expected again in the 2019-2020 School year. Members will be presented a budget amendment at the May Board Meeting and again at the end of the year. As of February, the school's budget was on target.

(Tab 4): RFA: Charter Board of Directors – Board Member Replacement There is one Member seat available on the LTC Charter Board of Directors following founding Board Member, Mr. Joe Baxter's, resignation. Board Members were presented resumes of three individuals who expressed interest in serving:

- **Mr. David Steele, Central Florida Health** – A recommendation by Member, Judy Beda. Mr. Steele has met with Dr. Culpepper and has toured the school. Mr. Steele's son graduated from the Law Enforcement academy recently. He is very interested in providing his expertise representing the IT program sector; however, he also has a strong finance background. Mrs. Beda commented that she sees Mr. Steele at work on a regular basis and knows that he is up-to-date on technology. Seeing the growth in IT as a part of society now and that IT resource are in demand; she said Mr. Steele would be a good fit for that sector and she is excited to possibly have a Member that can help steer sector for LTC.

- **Mr. Gerald "Jerry" R. Cobb, Owner, Cobb's Tractor Supply** –Mr. Cobb owns a local tractor supply business in Eustis. He has strong ties to LTC, being a former student and instructor. He met his wife here and two of his children attended LTC. He continues to be a business partner and strong supporter of the school. He has a love for LTC.

- **Mr. Tim Morris, Owner, Ernie Morris Enterprises** – A recommendation by Dr. Sidor, President of LSSC, Mr. Morris also serves on the LSSC Board of Directors. Dr. Culpepper stated that this would be an opportunity for LTC and LSSC to share a Board Member.

On behalf of the Charter Board, Chairperson Keith stated that these three individuals all seem qualified and sound like really good candidates to serve.

IT WAS THE CONSENSUS OF THE CHARTER BOARD OF DIRECTORS TO INVITE THE THREE INDIVIDUALS TO THE MEETING OF MAY 13TH SO THAT MEMBERS COULD MEET THEM AND INTERVIEW WITH EACH OF THEM.

Chairperson, Chief Keith offered to contact the individuals and invite them to attend the meeting in May.

(Tab 5): RFA: Annual Instructor Stipend – Health Science, Pharmacy Technician
This is an annual request. Lake County Schools does not recognize industry experience for K-12 instructors who later transfer to teach at LTC as a postsecondary instructor. The Executive Director recommends Pharmacy Technician instructor, Ms. McLendon, be compensated for her years of experience in the industry as appropriate for her position at Lake Technical College and recommends a charter supplement to Mrs. McLendon's salary in the amount of \$3,100.00 annually.

(Tab 6): Reporting Annual Supplemental Assignments for Lake Technical College Faculty Members were provided examples of instructional supplemental earning reporting forms that are provided annually to schools by the LCS, Human Resources (HR) office.

The forms are designed for K-12 reporting; have locked line-space, and the supplement types are not always appropriate when reporting postsecondary supplements. Dr. Culpepper has contacted the District's Human Resources Director, Mrs. Michele Hoppenstedt, and asked if it would be acceptable for LTC to create its own single form and supplement schedule to report supplements appropriate for LTC. Mrs. Hoppenstedt indicated that if the Charter Board of Directors are in favor of directing her to develop the form and schedule; she could present a final draft copy to the HR department for consideration and approval by the LCS Board.

IT WAS THE CONSENSUS OF THE CHARTER BOARD OF DIRECTORS, THAT DR. CULPEPPER PROCEED IN DEVELOPING A DRAFT POSTSECONDARY INSTRUCTIONAL SUPPLEMENT REPORTING FORM AND SCHEDULE FOR THE CHARTER BOARD OF DIRECTORS TO REVIEW, APPROVE, AND SUBMIT TO THE DISTRICT'S HUMAN RESOURCES OFFICE.

Dr. Culpepper thanked the Board and stated that a new format for reporting supplements will be much more efficient.

(Tab 7): Articulation Agreements between Lake Technical College and Lake-Sumter State College This year, rather than having multiple articulation agreements with LSSC, there is only one with many parts. Some former articulations between LTC and LSSC are no longer offered, and of the ones that remain, (particularly in the Business sector), they did not offer a lot of credit. Mrs. Stephan reviewed the agreement with Members, (page 12 specifically), regarding the Industrial Management articulation explaining that any program, 900-hours or more, will articulate with LSSC. The agreement is an effort to provide opportunities for students to transition from LTC's programs into Lake-Sumter State College's postsecondary programs. Members reviewed course equivalences outlined in the agreement. The list is available upon request.

(Tab 8): RFA: Revised Ernie Morris Furniture Quote for Student Center/Cafeteria At the September 17, 2018 Board Meeting, Members approved a quote from Ernie Morris; totaling \$88,934.31. Following that meeting, Dr. Culpepper received a revised quote. The quote increased by \$9,925.37. A total expense of \$98,859.68. Dr. Culpepper requested Board Approval of the increased total purchase amount.

Board Chairperson Report: None.

Executive Director's Report: Discussion topics. *(Tabs 9-10 Items required no Board action).*

- **Legislative Update:** Dr. Culpepper provided an update to the Board about the following:

(Tab 9): HB 3223 – Emerging Media & Information Technology Joint Project w/ LTC
HB3223 - Involves Emerging Media Information Technology; collaborating with local businesses such as *Steamroller Studio*, (a video game company located in Mt. Dora) and, *Red Ash*. HB3223 is sponsored by Florida House Representative, Sabatini and by Florida Senator Baxley. Dr. Culpppeer informed Members she went to Tallahassee last week and spoke with legislators about the bill and that she is excited about it because it is unique; in that, it is something that has not been done before. It pertains to the information Dr. Sidor, President of Lake-Sumter State College (LSSC), shared with

Members at the December meeting. If the appropriations request passes, the \$750,000 would be assigned to infrastructure and operation expenses for the certificate program.

There is an interest in Career Technical Education (CTE) in Tallahassee; however, with new legislators in place, it is a great opportunity to share how the existing technical college system or CTE is being associated with the K-12 system.

(Tab 10): HB 381 – Associate in Applied Science or Associate in Science Degree Nursing Program Dr. Culpepper reported that there is a nursing crisis in Florida. Technical colleges across the state graduated 4,000 Licensed Practical Nurses (LPN) in 2017-2018. Many of those individuals did not have a track to a Registered Nurse (RN) program. Consequently, there are many people with a potential path to become a nurse; however, many state colleges are not accepting LPN's.

In an effort to solve the nation-wide Registered Nurse (RN) shortage, HB381, (*which does not have a Senate sponsor yet*), would allow Florida public technical colleges/centers to offer an Associate of Science in Nursing (ASN) Degree (ADN). This will allow Florida public technical colleges/centers to offer a Transition Program to its graduates of the Practical Nursing program; it would be a limited-access, license-qualifying RN ASN degree program. The State College system is not in agreement with this idea; however, Dr. Sidor, President of LSSC is supportive of this Bill and will be accepting LPN's into its RN program. She stated that this is still ongoing; but, she feels there is a lot of good potential coming with this Bill.

Dr. Culpepper also mentioned that the Florida Department of Education (FLDOE) will be conducting a CTE audit; based on legislative initiatives, to make ensure all career and technical programs in the inventory across the state are high-skilled, have business partnerships, lead to occupations in the community, etc. She said she is looking forward to the audit because she is confident that the audit will find all of that to be true about LTC. The state will be auditing all CTE programs at middle, high, technical & college school levels.

- **Reminder: 2018-2019 Executive Director Annual On-line Assessment** (*forthcoming*)

Mrs. Payne reminded Members that the Board's Executive Director Assessment Survey will be e-mailed to them soon. The supporting criteria is currently being gathered for reference when scoring the assessment domains. Members can expect the e-mail link towards the end of March.

Executive Director's Annual Personnel Resolution (*request Board consensus*) Dr. Culpepper stated that the Charter Board approves a Personnel Resolution annually that authorizes the Executive Director to appoint employees on behalf of the Board. However, all personnel transactions are presented quarterly on the Consent Agenda for Charter Board approval because the district's HR department requires Charter Board approval before presenting the documentation to the LCS Board for approval. HR maintains all personnel transactions records in Tavares.

In preparation of an annual LCS compliance/audit review, Dr. Culpepper re-read part of charter statute 1002.33-Charter schools, which states:

“Full disclosure of the identity of all relatives employed by the charter school who are related to the charter school owner, president, chairperson of the governing board of directors, superintendent, governing board member, principal, assistant principal, or any other person employed by the charter school who has equivalent decision-making authority. For the purpose of this subparagraph, the term “relative” means father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, or half sister.”

Dr. Culpepper confirmed to Members that she has no family employed at LTC. She stated that because of how the statute reads, she wanted to make Members aware that adjunct instructor, Herbert Richard “Rick” Thomas (Police Chief of Howey-in-the-Hills), is the husband of Assistant Director, Mrs. DeAnna Thomas. In 1989, Chief Thomas was hired through LCS to work as a vocational adjunct instructor for the Institute of Public Safety campus (IPS), Law Enforcement program in Tavares. Chief Thomas recently began serving as an evening security officer as well, for the main campus in Eustis. She stated that Chief Thomas reports directly to Law Enforcement Program Director, Lieutenant Mike Bond at IPS and to Assistant Director of Facilities, Mr. Jack Miller for evening security duties at the Eustis campus. Both administrators report directly to her as Executive Director. She confirmed to Members that Mrs. DeAnna Thomas does not supervise either part-time position assigned to Chief Thomas. She requested Board of Director acknowledgement.

BOARD OF DIRECTOR MEMBERS VERBALLY ACKNOWLEDGED AWARENESS OF THE EMPLOYEE – ADMINISTRATOR RELATIONSHIP AND THE ADJUNCT EMPLOYEE WORK ASSIGNMENTS FOR THE INSTITUTE OF PUBLIC SAFETY IN TAVARES AND FOR THE MAIN CAMPUS IN EUSTIS AND THE SPOUSE ADMINISTRATOR DOES NOT SUPERVISE EITHER WORK ASSIGNMENTS.

- **2022** – In the year 2022, LTC is supposed to separate from LCS and its existing employees are to become employees of LTC or choose to find employment within LCS and remain K-12 employees. A previous superintendent and the School Board Attorney, Steve Johnson, wanted all of the charter school employees to become employees of their charter school.

Dr. Culpepper stated that she spoke with Superintendent Kornegay recently and she has expressed that she would prefer LTC remain with K-12 instead of separating. She said that LTC is a conversion charter school, and will remain one; and, the school administrators have been studying this transition for some time. But, 2022 is nearing and it is time to start planning. She said she would like to schedule a workshop to discuss financial implications, (insurance, human resources, sick leave payout for tenured employees, and Information Technology services). Dr. Culpepper mentioned that there are employees who have a large balance of Sick Leave hours who are concerned about what happens to those hours when transitioning. She said that LTC would want to take on that obligation if it can. She has requested a report of anticipated costs to transition and when she receives that information, she will schedule a workshop to analyze the pros and cons for either situation; to make an informed decision. She said she is anticipating a meeting in April if she can gather the information in time. Mrs. Tarsha Jacobs suggested the Agreement for Administrative Services and the rate schedule would be a great resource to reference. She said payroll, retirement and benefits seem to be the biggest concerns going into discussions. Members were in agreement to schedule a workshop and reminded staff that the discussion to separate was initially the district’s idea. Members expressed interest in discussing the potential transition in detail. They also expressed wanting to see cost comparisons.

- **Tour of Greenville Technical College – March 15, 2019** Dr. Culpepper, Mrs. Stephan, Mrs. Laurie Bryant, and Program Specialist for Corporate & Community Training, and Mr. Brandon Maltuka from Lake County Board of County Commissioners (LCBCC) Economic Development division, plan to visit Greenville Technical College in South Carolina. The school has a huge manufacturing center and an outstanding partnership with their local industry. Industry is now building locally because of the new center and they are all interested in seeing this model.

- **Lieutenant Mike Bond** – Lake County Sheriff’s Office (LCSO), in conjunction with LTC are sponsoring an activity; the 4th annual Attack Med Challenge. It is a SWAT Team competition. There

are seven teams, and the competition is based on SWAT Teams and emergency medicine. The event raised approximately \$ 6,000.00

Motivational speaker and award-winning author, Captain, Donnie Cochran, will be offering four speaking sessions. Captain Cochran served in the Army; holds many awards; but one is for being the first African American pilot to command the Blue Angels. Lt. Bond stated that he has arranged Mr. Cochran to speak at LTC's campus Friday, March 29th from 10:30 to 11:30 am.

Captain Donnie Cochran will deliver a leadership seminar with the following goals:

- Build inspirational leadership skills
- Energize and inspire leaders and their teams
- Drive-up staff/faculty engagement
- Accelerate trust and innovation momentum.

Captain Cochran was the first African-American aviator selected to the United States Navy Flight Demonstration Squadron in 1986. He later assumed command of the Blue Angels in 1994.

(read more about him at <https://www.obap.org/donnie-cochran>)

Lt. Bond stated that Mr. Cochran is a terrific speaker and he is excited that he was willing to share time with us. All are welcome to attend.

Lt. Bond congratulated the two employees who successfully completed the school guardian program and who will now serve the LTC in that capacity. The LCSB paid for the training. Board Members thanked them for their commitment to safety for those who work, visit, and attend LTC.

(Tab 11): Governance Training Status Report (2-hour refresher course due in 2019)

- Mrs. Judy Beda expires 3/18/19
- Mr. Fred Cobb expires 4/10/19

- **SkillsUSA Regional Conference (update)** Dr. Culpepper announced LTC winners:
- Baking, 1st place High School
- Baking, 2nd place Adult
- Hot Foods, 1st place Adult
- Facials, 1st place High School
- Facials, 1st place Adult
- Cosmetology, 2nd place Adult
- Diesel, 3rd place
- HVAC, 1st place High School
- HVAC, 2nd place Adult

Students are now raising money to attend state competitions the 2nd week in April.

Campus Life Calendar – March 2019

- Career TecXpo on April 8th

DATE/TIME OF NEXT MEETING:

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

- 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,

Diane W. Culpepper

Dr. Diane W. Culpepper,
Executive Director