

**LAKE TECHNICAL COLLEGE**  
**Board of Directors Meeting**  
**July 22, 2019**  
**4:30 p.m.**

**OPENING:**

The Board of Directors for Lake Technical College held a Meeting on Monday, July 22, 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 Members: Mr. Mickey Gauldin; Mr. Fred A. M. Cobb; Mr. C.A. Vossberg  
Mrs. Judy Beda; Mr. David Steele, Mr. Gerald Cobb, Mr. Timothy Morris  
Board Officers: President, Dr. Diane W. Culpepper, PhD, Treasurer, Lorraine Foster, and  
Secretary, Lana F. Payne

**Absent:** None.

**MEETING MINUTES OF MAY 13, 2019 MEETING** The Minutes of the May 13, 2019 Board Meeting as written were approved \*M/S/P (*\*motion made, seconded, passed*); no Members abstained.

**PROGRAM SPOTLIGHT: Program Specialist, Mrs. Layne Hendrickson - update on the EMS Programs**

Dr. Culpepper stated that Lake Technical College (LTC) has seen growth in the EMT/Paramedic programs; in particular Paramedic. An additional program is now running in Clermont for the employees of the Clermont Fire Department and Town of Montverde and some surrounding towns/cities. Members were presented a video that was posted on Facebook the same afternoon to share more information about the programs. Following the video presentation, Mrs. Layne Hendrickson provided Members additional information about current events in these programs. She stated that over the years, the marketing has been “word of mouth” which is always best; however, she is very excited to be able to utilize this video as a marketing tool for the two programs to show at workshops and conferences that the school is involved to reach more potential students. Mrs. Hendrickson announced that the EMT/Paramedic programs will now issue applied technology diplomas (ATD). This begins this school year starting with the EMT classes. For graduates of the EMT program with this type of diploma, twelve (12) credit hours are articulated to the public state colleges and for the Paramedic program, forty-two (42) credit hours are articulated. She stated that the programs are very busy currently. There are currently three EMT programs running; two of which are EMT/Firefighting combo classes. She clarified that the combo classes offered are not eligible to receive ATD’s. There are two Paramedic programs running also and she is in communication with local agencies about the possibilities of running an additional Paramedic program in January that will be specific to the needs of the agencies; as far as date & time of meeting. Mrs. Hendrickson shared the Completion, Placement, and Licensure rates for the programs: EMT program = Completion 84%, Placement 81%, Licensure 94% and Paramedic program = Completion 78%, Placement 95% (close to 100%), Licensure 100%.

Member, C.A. Vossberg questioned how many student were enrolled in the programs. Mrs. Hendrickson stated that in the EMT program there are approximately 60 students and that includes EMT students of

the combo classes. She stated that the Paramedic program on the main campus has 17 students enrolled, and the Paramedic program located in South Lake County has 22 students enrolled; 24 including students who are recycling.

She stated that the program has excellent working relationships with doctor's offices, local hospitals, also hospital facilities for specific sections such as Orlando Regional - trauma, Winnie Palmer - Labor and Delivery, or Nemours – pediatrics. The program produces a good product; the school has a lot of experience offering the program and the students of the program do excel. Dr. Desmond Fitzpatrick, Lake County Medical Director has spoken highly of the LTC Paramedic students because they complete a shorter provisionalship than students from other schools.

**REPORTS:** None.

**UNFINISHED BUSINESS:** None.

**TAB 2: CONSENT AGENDA – July 22, 2019** (*Tabs 2-5*) approved M/S/P; no Members abstained.

**Request to Hire:** (*2018-2019 Main Campus & Institute of Public Safety*)

***Full-time, 4531:***

- **Non-Instructional, Bargaining** – Custodian – Peters, Roy (*161497*); Records Specialist – EMT/Adult Ed – Toscano, Alissa (*161754*); Industrial Assistant – Brownfield, Laura (*127006*) *departmental transfer*
- **Non-Instructional, Non-Bargaining** – Student Information Analyst - Guardiola, Lilliana (*155687*) *departmental transfer*
- **Instructional – Industrial Job Prep** - Professional Culinary Arts & Hospitality – Austin, Nichole (*149593*); Nixon, Mike (*161066*); Bliss, Shane (*161382*);
- **Instructional – Health Job Prep** – CNA – Hampton, Debra (*159417*) *rehire*; LPN – Smith, Debbie (*161772*); LPN – Caraballo-Gauvin, Maribel (*161779*)
- **Instructional – Program Specialist** – Instructional Design/Special Populations – Shadick, Tyler (*161620*)

***Part-time, 4531:***

- **Teacher, PT Corporate & Community Training** –  
**Teacher, PT Health** – (LPN) Keefe, Dawn (*161420*); O'Neill, Linda (*161437*); (Pharmacy Tech) – Gamble, Amber (*161753*); (EMT/Paramedic) – Darlington, Trelycia (*161715*); *Clarke, David* (*161701*); *Floyd Andrew* (*161700*)
- **Teacher, PT Tech Trade (Machining)** – McMahon, Christopher (*159838*)

**TAB 3:** **Property Disposition** (*1<sup>st</sup> Quarter Report*)  
**Non-Cash Contributions** – (*1<sup>st</sup> Quarter Report*)

**TAB 4:** **Mission and Vision Statement** (*annual review*)

**TAB 5:** **2019-2020 Program Advisory Committee Members**

**NEW BUSINESS:** (*Tabs 6-11*) approved M/S/P; no Members abstained.

**At-A-Glance Budget Summary March 31, 2019 – May 31, 2019 (Tab 6):** *Item required no Board action.* At the request of Board Treasurer, Mrs. Lorraine Foster, Mrs. Tarsha Jacobs, Certified Public Accountant (CPA), was asked to address the Board to provide a review of the 3-Month At-A-Glance quarterly summary. Mrs. Jacobs stated that financials through June 30<sup>th</sup> are not available due to Lake County Schools (LCS) budget closing processes for the school year. At this time there are pending journal entries, movement of expenses, and payroll invoices yet to be received from the district. July's data report provides some redundant data from the Meeting of May 13<sup>th</sup>. The At-A-Glance report provided for the first quarter focused on the cash, investments, and fund balance ending May 31st. She stated that the 2018-2019 Ending Budget will be provided at the September 16<sup>th</sup> Meeting along with the 2019-2020 Beginning Budget; both requiring Board approval. Mrs. Jacobs informed Members of the auditor visit expected in August which helps to finalize the audit. She said that in May, during the interim visit, there were no mentions of any documentation issues or findings that needed to be addressed.

**RFA: 2019-2020 LTC – State Fee (Tuition) Calculation (Tab 7):** At the request of Board Treasurer, Mrs. Lorraine Foster, Mrs. Tarsha Jacobs, (CPA), was asked to address the Board to provide a review of the 2019–2020 State Student Fee calculations memo. Following her review, Dr. Culpepper clarified to new Members that there has not been an increase to the Fee Memo in approximately eleven (11) years; however, in following state statute, the Charter Board approves the state's fee calculation annually.

**2019-2020 Training Deputy Agreement between Lake Technical College and Peyton Grinnell, Sheriff of Lake County Florida (Tab 8):** Dr. Culpepper stated that the former Law Enforcement program Director lived on the Institute of Public Safety (IPS) campus and served also as the On-Site Vandal Watcher. When he left this position two years ago, the verbiage regarding the on-site vandal watcher was removed from the agreement.

Item five (5) of the 2019-2020 Training Deputy Agreement allows a Vandal Watcher Deputy Sherriff to reside in his/her own mobile home situated on the IPS campus to provide night time security. Deputy, (*and part-time Law Enforcement Instructor*), Carson Sink, lives in Kissimmee and will bring a personal motor home to the location where the former Law Enforcement Director's home used to be. The Lake County Sheriff's Office (LCSO) will be responsible for insuring the assigned vandal watcher, rather than LTC or LCS.

**Mental Health Plan for Dual Enrollment Students (Tab 9):** Members were provided the Lake Technical College Mental Health Allocation Plan for Dual Enrollment Students for review. The document mentions that a small part of LTC's enrollment consists of dual enrolled high school students who spend part or all of their school day on the LTC campus and as a conversion charter career center sponsored by the school district, LTC follows the protocols that have been designed and implemented for the district in particular regarding mental health and school safety and that each year, faculty and staff are provided training in school safety, suicide prevention, child abuse, and other district mandated workshops. Dual enrolled high school students who need mental health services will be referred to the mental health specialists at their high schools for services. Once referred, LTC staff will work with the high school staff to ensure the student can continue his/her program at LTC. If there is separation from LTC, LTC will be ready to welcome the student back when appropriate for the student.

Currently, LTC does employ a "Student Success Counselor (SSC)" whose role is to help adult students overcome personal, financial, social, and emotional barriers to success in their programs and a postsecondary specialist who works as a liaison between the dual enrollment students and the high

school counselors. Both the SSC and the postsecondary specialist will work together to support dual enrolled students who may need to be referred back to their home high schools for mental health services. LTC’s Director of Curriculum and Instruction and Adult Education Coordinator both have counseling degrees and backgrounds to help support students with a variety of issues including mental health. LTC has a Student Intervention Team (SIT) process that is utilized to determine needs and plans of action for students who are struggling with their performance and to determine when and if a student should be referred to the mental health specialist at the home high school.

During the Fall of 2019, all faculty and staff will take the 2-hour online module from the state of Florida for youth mental health. The allocation of \$558 will be spent as follows:

Printing of publications on a variety of mental health topics to including but not limited to: anxiety, bipolar disorder, depression, eating disorders, PTSD, social phobia, stress, and substance abuse	\$400
Update mental health resources available on the LTC website	\$158

Dr. Culpepper stated that once LTC’s plan is approved, it will be provided to district staff to include in the school district’s plans that must be submitted to the state by August 1, 2019.

**2019-2020 Lake County Schools Contract for Services for Purchase by Charter Schools and Annual Costs (Tab 10):** Dr. Culpepper reviewed the 2019-2020 costs for services that LTC purchases from the district with Board Members. She stated that some costs have increased compared to last school year. In reviewing the fees document, Members questioned if there was any justification for the increase. Dr. Culpepper stated no; however, these fees involve Human Resources, Risk Management, and Information Technology Services, per employee. The school is required to take these services from the district. She stated that the exact calculation for LTC has not been determined yet for 2019-2020, because the amount is based on the number of employees. She stated that last school year, LTC spent approximately \$46,000.00 and she anticipates the amount to increase to approximately \$55,000.00 - \$60,000.00 in the 2019-2020 school year.

Mrs. Tarsha Jacobs, CPA, mentioned that there was a significant increase to insurance rates in 2019-2020; however, insurance costs are not involved in these fees.

**RFA: 2019-2020 Parental Involvement Facilitator (Tab 11):** Dr. Culpepper recommended appointment of Mrs. Lana Payne as the 2019-2020 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.

**Board Chairperson Report:** None.

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

- **TAB 12: 2020-2021 Legislative Platform** Dr. Culpepper reviewed a “Career in a Year” system-wide legislative platform created by the forty-nine (49) technical colleges in Florida. Technical college administrators will begin reaching out to their legislative representatives in August. Topics of discussion will include:

**-Working to receive full funding for the technical college's allocation model.** Last year, LTC was funded at approximately 94% (approximately \$125,000.00 +/- less funding) of what it really earned.

**-A system-wide, 6.5 % increase to performance funding;** which, is earned for licensures passed and certifications earned.

**-Concerns with legislative language involving dual-enrollment;** which, states that dual-enrollment is counted in the school grade as an acceleration point to help boost school grades. The Florida Department of Education (FLDOE) interprets that to mean only academic dual-enrollment; and that technical college dual-enrollment does not count as an acceleration point unless the student earns an industry certification. This had been previously included in Bill 7071 but was removed from the Bill late in the legislative process.

**-Allow/authorize Technical colleges in Florida to offer an Associate of Science degree in Nursing** for the students who have completed the Licensed Practical Nursing (LPN) at their school and have passed the state test. In Florida, there is a huge shortage of nurses. Across the state, there are over 4,000 LPN's that the technical college system graduated and many of the state colleges won't allow many practical nurses to articulate to their Registered Nurse (RN) program. The thought is; if the state colleges will not articulate LPN students; then, the technical college system will offer its own degree. In Lake County, Lake-Sumter State College (LSSC) President, Dr. Stanly Sidor, accepts all LTC LPN students who wish to attend there. Dr. Culpepper stated that her counter-parts in Broward County graduated approximately 300-400 LPN students and only 12 LPN students were allowed to articulate to Broward State College. She stated that this is a very good solution and a lot of business and industry hospitals across the state are supportive of this; however, the state college system is not.

**-Funding** to start new programs is needed.

- **Update on City of Tavares Project/Partnership** Dr. Culpepper stated that work continues with Mr. James Dillion, City of Tavares Public Works Director. The project will move the Diesel program to the new Public Works campus. They are currently involved in writing grants; specifically, with the Florida Department of Economic Opportunity (DEO) for funding to use towards equipment and on an EDA grant with grant writers from the City of Tavares and Washington, DC, as well as preparing a legislative request for this project at the upcoming legislative session. She said the first goal is to receive \$650,000.00 for architectural design work. The City of Tavares has approved approximately \$8 Million for the project which is a great match for what is being requested.
- **Strategic Planning Workshop** Dr. Culpepper suggested two dates to schedule a special Board Workshop; Monday, August 19<sup>th</sup> or Monday, August 26<sup>th</sup>. She said the workshop is necessary for two reasons; review of the schools current strategic plan which expires in June 2020. The plan will be updated and presented for approval at the Meeting in May 2020. Also, to discuss whether or not LTC will separate or remain with LCS in 2022. Dr. Culpepper informed Members that she has made Superintendent Kornegay aware that LTC's Charter Board of Directors wishes to conduct a risk/benefit analysis before making any decisions regarding transition. She said that she invited a guest speaker to discuss Human Resources expenses should the Board decide to hire for services outside of the district. Members agreed to meet Monday, August 26<sup>th</sup> noon lunch and 1:00 p.m. – 4:00 p.m. workshop.
- **TAB 13: 2019-2020 Council on Occupational Education (COE) Accreditation Certificates** *(Information only for Eustis, Tavares, Clermont campuses)*

- **TAB 14: 2019-2020 Charter Board of Director Status** Mrs. Payne provided a report reflecting that all Director Members are compliant having current fingerprint records on file with the district and completion certificates to be in compliance with the required Governance 2-hour or 4-hour Trainings.
- **TAB 15: LCS Annual Property Inventory Report Ending June, 2019** Dr. Culpepper complimented Mr. Miller on a job well-done in organizing property and inventory at both the main and IPS campuses. A letter of recognition from LCS was provided to the Board for review.
- **Dr. Diane Culpepper inducted to the Florida Association of Career Technical Education (FACTE) Hall of Fame**
- **Fall Program Advisory Committee Reception; September 24, 2019 @ 6:00 p.m.**  
Members were asked to attend and to mark their calendars for the date and time.
- **Professional Culinary Arts & Hospitality Program – Tour of Student Dining Room; Remodel** Members were escorted to the Student Dining area to see the new furnishings and flooring that was installed over the summer.

**PUBLIC COMMENT: None.**


**DATE/TIME OF NEXT MEETING:**

**Pre-scheduled meetings for 2019-2020 school year:**

- Budget Meeting Monday, September 16, 2019 (4:30 p.m.)
- Second Quarter: Monday, December 16, 2019 (4:30 p.m.)
- Third Quarter: Monday, March 9, 2020 (4:30 p.m.)
- Fourth Quarter: Monday, May 18, 2020 (4:30 p.m.)
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**ADJOURNMENT: Meeting adjourned following a tour of the Tech Dining Room remodel at approximately 5:30 p.m. M/S/P; no Members abstained.**

Respectfully submitted,



Dr. Diane W. Culpepper,  
Executive Director