

LAKE TECHNICAL COLLEGE
Board of Directors Meeting
September 16, 2019
4:30 p.m.

OPENING:

The Board of Directors for Lake Technical College held a Meeting on Monday, September 16, 2019. Vice-Chairperson, Dr. Isaac Deas 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 Meeting Minutes.

CALL TO ORDER:

The Pledge of Allegiance followed by a Moment of Silence.

DETERMINATION OF A QUORUM:

Present:

Vice-Chairperson, Dr. Isaac Deas; Director Members: Mr. Mickey Gauldin; Mr. Fred A. M. Cobb; 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: Board Chairperson: City of Tavares Fire Chief, Richard Keith; Director Member: C.A. Vossberg

MEETING MINUTES OF JULY 22, 2019 MEETING The Minutes of the July 22, 2019 Board Meeting, as written, were approved *M/S/P (**motion made, seconded, passed*); no Members abstained.

PUBLIC COMMENT: None.

PROGRAM SPOTLIGHT: Student Services Department – Responsibilities and Performance

Mrs. DeAnna Thomas, Assistant Director overseeing the Admissions & Financial Aid offices, discussed:

- **Admissions;** steps involved in getting students into a program (7 support staff; 5 @ main; 2 @ IPS)
- **Assessment Lab;** as testing scores determine placement in programs (2 support staff)
- **Financial Aid;** options available to students (3 support staff)

Mrs. Thomas informed Board Members that there are only a total of twelve (12) support-staff members; including the support staff assigned to the Institute of Public Safety (IPS) campus in Tavares, who provide coverage in these three departments and all employees provide excellent customer service to guests and students of Lake Technical College's (LTC). She introduced Mrs. Frazier, Dean of Student Services who directly supervises these departments, to provide additional details.

Mrs. Frazier stated that it is amazing to see what this small group of support staff accomplish each year. According to the 2018-2019 in-house tracking system, these departments served seven thousand two hundred (7,200) people during the school year; averaging approximately thirty (30) customers each day. This number does not account for the thousands of calls they field, answering questions about programs, helping to motivate individuals to do something new in life, or helping someone make the right decisions in choosing a program to meet their educational goals. Mrs. Frazier stated that it is exciting to see, especially in the current, good, economy that enrollment numbers continue to increase for 2019-2020.

- **Number of Students Served annually**

In addition, Mrs. Frazier provided information regarding departmental services; reporting that in the 2018-2019 school year the Admissions office enrolled 2,529 students (*Career-Technical Education (CTE), dual enrollment, & Adult General Education (GED, ABE, & ESOL)*). She said this number did not include double-enrollments.

Members were informed that LTC serves as an approved testing site and offers a variety of tests which helps to generate additional revenue for the school. LTC scheduled approximately 2,573 tests through the Testing Department in the 2018-2019 school year. Mrs. Frazier stated that she is very proud of the testing staff; they are very knowledgeable and stay current on the many compliance-related and regulatory details. She can confidently say staff serve with excellence each day. The Admissions department has received positive feedback from individuals who have scheduled testing through LTC; who stated that their experience was excellent.

Mrs. Frazier stated that the Financial Aid office logs all phone calls and visits daily. The office provided customer services for over 5,000 people in the 2018-2019 school year. Approximately 400 students were awarded Federal PELL Grant funding, 59 students were awarded Veteran Administration benefits, and approximately 200 students were awarded various scholarships. Overall, the office provided \$1.5 million in exchange of services to LTC's students. To improve tracking numbers in the new school year, and to be proactive from a recruiting standpoint, a new process began in 2019-2020 to create an "ISIR" (*Institutional Student Information Record*) file. The ISIR file contains information pulled from an individual's FASFA application.

In the 2018-2019 school year, in an effort to keep enrollment numbers higher, the Admissions office implemented scheduling quarterly enrollment dates so that when individuals inquire about a program, staff can better inform them, ahead of time, of what documentation is required to enroll into a program and can provide specific upcoming enrollment dates. In August 2019, the Admissions office began holding "New Student Orientation" sessions. The sessions involve presentations by the administrative team and students are introduced to their instructors. The sessions have been well-received and has been a good way of showing LTC's professionalism to the new students.

Mrs. Frazier mentioned that LTC typically holds one open-house event in the spring; however, to help capture some of the dual-enrollment students, a fall open-house event has been added to the calendar this year. The fall event should help capture dual-enrolled high school students who are making their educational decisions at that time of the year. She stated that tracking methods are also being developed to follow-up with students who have expressed interest in taking a program, tested; but for some reason were not able to enroll. She stated that the departments (*Admissions, Testing Lab, & Financial Aid; including IPS staff*) are now regularly holding quarterly meetings, together, to have process unity between the departments to be able to serve students consistently and efficiently.

Members of the Board thanked Mrs. Thomas and Mrs. Frazier for their report. Dr. Culpepper thanked them both for all of their hard work and asked Mrs. Frazier to extend their thanks to the small group of staff who work so hard and who do a great job for LTC!

REPORTS: None.

UNFINISHED BUSINESS: None.

TAB 2: CONSENT AGENDA – September 16, 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** – Maintenance Technician – Peters, Roy (*161497*)
departmental transfer

Part-time, 4531:

- **Teacher, PT Adult Ed/ESOL** – Edwards, Heidi (*103696*), Vergnani, Susan (*130703*)
- **Teacher, PT Adult Ed Health-EMT** – Madison, Bliffen (*162181*), Grantham, Joseph (*129812*), Behan, Christopher (*162089*), Mason, Clark (*162035*)

Part-time, 4535:

- **Teacher, PT Adult Ed Public Service-LE** – Serviss, Michael (*132887*), Pitcher Jr., Darryl P. (*161698*), Walsh, Shannon (*161912*)
- **Teacher, PT Adult Ed Public Service-FF** – Hess, Scott (*161889*), Patterson, Frank (*162159*)

TRANSFER, RETIRE, RESIGNATION, & TERMINATION: (*2019-20 Main & IPS*):

Part-time, 4531:

- **Teacher, PT Tech Trade (Machining)** – McMahon, Christopher (*159838*)

Part-time, 4535:

- **Teacher, PT Adult Ed Public Service-FF** – Messer, Charles (*156908*)

TAB 3: **2017-2020 Lake Technical College Strategic Plan** (*revision 08/26/19 and annual review*)
(*COE requirement - posted on LTC Intranet*)

TAB 4: **2019-2020 Lake Technical College Organizational Flow Chart** (*update and annual review*)

TAB 5: **Policy/Procedures/Plans** (*annual review*).
(*COE requirement - Posted on LTC Intranet*)

- *Book of Plans*

(*Federal requirement – Posted on LTC Website*)

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

NEW BUSINESS: (*Tabs 6-8*) approved M/S/P; no Members abstained.

RFA: Ending Budget 2018-2019 (Tab 6): As information, Mrs. Tarsha Jacobs, CPA, notified Members that she met with Director Member, Mickey Gauldin and Executive Director, Dr. Culpepper ahead of the meeting to address some summation issues found on the budget that occurred due to formula error. Following the meeting, those formulas will be corrected; however, the formula error did not affect the line-by-line items that are hard-keyed into the budget report. She reviewed Fund 100 changes and

following the review of all budget reports, requested approval of the Final Budget Amendment 2018-2019 to conform to state standard accounting and state mandates.

RFA: Beginning Budget Amendment 2019-2020 (Tab 7): Mrs. Tasha Jacobs, CPA for LTC reviewed Beginning Budget Amendment for 2019-2020 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.

Lake Technical College's Policy and Procedures (final revision) (Tab 8): Dr. Culpepper stated that Director, Mrs. Stephan, made very basic updates to the LTC Policy and Procedure Manual in sections pertaining to School Safety and Security (*as recently required by the district*) and Business Operations. Board action is required to approve the revised document.

BOARD CHAIRPERSON REPORT: None.

EXECUTIVE DIRECTOR'S REPORT: Discussion topics. (*non-tabbed; no Board action required*).

- **Legislative Update:** Dr. Culpepper and the technical college system's lobbyist will be in Tallahassee on Wednesday, September 18th – Friday, September 20th to meet with the Florida House Policy Director and the budget committees for both the Florida House and Senate on behalf of the technical college system.
- **Tallahassee Visit, September 18th - 20th** Dr. Culpepper will also be visiting the local legislators while in Tallahassee, who she has personally met with over the past three or four weeks at their local offices, to talk about the new project involving the City of Tavares and the transportation Cluster. She stated that Florida House Representative Sabatini and Florida Senator Baxley both offered to sponsor funding for the project. She and City of Tavares Public Works Director, Mr. James Dillon, are currently working on state and federal grants for this project as well.
- **Dental Assisting Focus Group** There has been interest in our community for a Dental Assisting program. A focus group meeting will be held in October to find out what the Dental Association can help with, because there are no funds to start a new program at this time and industry needs to be very involved. Dr. Culpepper stated that the individuals she has already met with seemed to be very interested. She said that former Florida Senator, Alan Hayes, who is a dentist, has been involved with this project and there is a group of dentists and dental assistants who are planning to meet about this as well.
- **Apprenticeship Grants** Dr. Culpepper stated that the state released information on September 6th about the grant; those who expressed interest must submit their request and reasoning by September 30th; she is working hard to meet the deadline. She said her goal is to write for Heating, Ventilation, and Air Conditioning (HVAC) apprenticeship; working with the district on HVAC pre-apprenticeship; working with Lake-Sumter State College (LSSC) on Electrical apprenticeship; and, working to expand the Machining apprenticeship. She said the grant preparation process is very detailed and tedious; and she may not be able to write for all of them; however, she will do her best to include them all.
- **Mt. Dora/Sorrento Property Donated to LSSC** Dr. Culpepper stated that LSSC, the City of Mount Dora, and LTC are working together to build a facility on a property located at Innovation Way, that would offer certificate-based and associate degree-based programs.

She said they are trying to be innovative and create something very different. The facility would be jointly-used and would have a multi-media/digital media focus. Within the next 60 days, she, Dr. Sidor, and representatives of the City of Mt. Dora will be creating a draft plan because there is an individual who has expressed interested in paying for the building.

- **Campus Safety and Security** Dr. Culpepper stated that there are a lot of new safety and security documents due at the district office. Students and staff enter through the front door only now, all doors inside are locked. She said, for the most part, everyone has gotten used to the change; but, it is the district required protocol. She stated that LTC is currently requesting quotes for on door strikes and, through a district-wide contract bid, purchased new walkie talkie radios. The new administrator radios will be able to contact law enforcement, fire department, or Emergency Medical directly from the radio. She stated that the Admissions office, (reception area), now uses a visitor management system called “Raptor”. The system enhances school security by reading drivers’ licenses of the school’s guests and compares their background information to an offender database. If a match is found, the system will alert school administrators and local police. Once the guest is cleared through the system, the Receptionist will issue a visitor badge with photo.

Board Member, Timothy Morris complimented the school on a good job in its efforts of getting information about LTC out to the public. He stated there is a lot of information going out about LTC and he is receiving it; very professional.

CAMPUS LIFE CALENDAR: *(September & October 2019 at-a-glance)* Dr. Culpepper stated that the Campus Life calendar is provided at each quarterly meeting and is a good resource for Director Members to use to know about events happening on and off campus that they may want to participate in. She reviewed many events scheduled that involved high schools.

Members were reminded that the Fall Program Advisory Committee Reception was scheduled September 24, 2019 @ 6:00 p.m. Members were asked to mark their calendars to be able to attend on that date and time.

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.)

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