

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

**OPENING:**

The Board of Directors for Lake Technical College held a Meeting on Monday, December 16, 2019. Chairperson, 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 Meeting Minutes.

**CALL TO ORDER:**

The Pledge of Allegiance followed by a Moment of Silence.

**DETERMINATION OF A QUORUM:**

**Board Members Present:**

Board Chairperson: City of Tavares Fire Chief, Richard Keith; Vice- Chairperson, Dr. Isaac Deas  
Director Members: Mr. Mickey Gauldin; Mr. C.A. Vossberg; Mrs. Judy Beda; Mr. David Steele; Mr. Gerald Cobb; and, Mr. Timothy Morris

**Board Officers Present:** President, Dr. Diane W. Culpepper, PhD; Treasurer, Lorraine Foster; and, Secretary, Lana F. Payne

**Absent:** Director Member, Mr. Fred A. M. Cobb

**MEETING MINUTES OF SEPTEMBER 16, 2019 MEETING**

The Meeting Minutes of the September 16, 2019 Board Meeting, as written, were approved \*M/S/P (*\*motion made, seconded, passed*); no Members abstained.

**PUBLIC COMMENT:** None.

**PROGRAM SPOTLIGHT: Students with Disabilities, Mr. Tyler Shadick, Program Specialist.**

Director, Mrs. Melissa Stephan, who is responsible for writing Perkins Grant language for Lake Technical College (LTC), discussed changes to the reauthorized Perkins Grant which now focuses on eleven new sub-population categories. Some mentioned were: Individuals with Disabilities, Non-traditional Student, Single Parents, Minorities, Homeless, and Youth with Active Military Parent. As part of the grant, LTC must address how it is working with the gaps for disparities and performance in these categories. It was reported previously that LTC needed to complete a Comprehensive Local News Assessment (CLNA); a meeting with school partners, to measure LTC's progress. That assessment is currently being worked on. The reauthorized Perkins Grant now supports two, full-time, staff members to work with students involved in the eleven categories; Dr. Sherie Lindamood, LTC's Program Specialist (Student Success Counselor), and new Program Specialist (Instructional Designer/Special Populations), Mr. Tyler Shadick, who was hired to work specifically with LTC's students with disabilities.

Mr. Shadick provided details to Director Members about his new position, and stated that through this role, he focuses on providing reasonable, appropriate accommodations for students as outlined by Section 504 of the Americans with Disabilities Act. LTC serves a variety of students with disabilities; including, but not limited to, students who are wheelchair bound, blind (or considered legally blind), or with auditory processing disorders. Additionally, students with learning disabilities; such as autism (or are on the autistic spectrum), and students with emotional disabilities such as Bipolar, Post Traumatic Stress Disorder (PTSD), Attention Deficit Hyperactivity Disorder (ADHD), or other disabilities (specific or general) that affect learning.

He mentioned recent examples of LTC's service to students with disabilities:

- An entirely blind student, enrolled in the GED program, with the assistance of a seeing-eye dog and access to various tactile graphing/tool kits, (kindly provided by the Division of Compliance), graduated with his GED.
- A legally blind student, enrolled in the Baking and Pastry Arts program, uses special equipment, (provided by the New Vision for Independence organization; an organization that works with the school to help students overcome very specific challenges), to help him see better to be successful when participating in kitchen class activities.

Mr. Shadick discussed that LTC coordinates with local Vocational Rehabilitation to better equip students with disabilities for success and that students who have learning disabilities are also provided additional time to test in private rooms. He reviewed the process for receiving an accommodation for both LTC and dual-enrolled students and after process follow-up. He said that he works very closely with the Admissions Department to ensure students who disclose; do so correctly, with the confidence of privacy. He said LTC uses the Universal Design for Learning (UDL) approach; which means some accommodations are already provided to all students.

Mr. Shadick stated that he also serves as an Instructional Designer (develops the methodology and delivery systems for presenting course content), and assists the school with retention by monitoring attendance rates and meeting with students prior to scheduling a SIT meeting.

Discussion ensued by Board Members about LTC's interaction and involvement with Beacon College and questioned if there were any issues or comments made about facilities by students that the administrators/Directors should be made aware of to address those issues. Mr. Shadick stated that he has not worked directly with Beacon College yet; however, he has attended their symposium on disabilities and has opened a line of communication with a representative at that school and that he was not aware of any unresolved issues or complaints by students with disabilities. Dr. Culpepper and Mrs. Stephan mentioned several upgrades to the facility such as push-buttons installed at multiple entrances for automatic door open to make it easier for wheelchair-bound students to enter or exit buildings, height adjustments made to student desks to help accommodate any need there, and restroom upgrades to accommodate all students near the b-building/CAM industrial program areas. Mrs. Stephan stated there has been not been any reason to install railings or ramps.

Mrs. Stephan stated that by hiring Mr. Shadick, LTC has gone forward in re-connecting with Beacon College; and has formed new partnerships with organizations that help provide support, understanding, equipment, and guidance to the school with the needs of students who are in these situations.

On behalf of the Board, Chairperson Keith thanked Mrs. Stephan and Mr. Shadick for their report.

**REPORTS:** None.

**UNFINISHED BUSINESS:** None.

**CONSENT AGENDA – December 16, 2019** (*Tab 2-4*) approved M/S/P; no Members abstained.

**Personnel Transactions (Tab 2):**

**PERSONNEL:** (*2019-2020 year beginning for Main Campus & Institute of Public Safety*)  
*Full-time, 4531: Departmental position restructure – Financial Aid office*

- **Non-Instructional/Non-Bargaining to Professional Managerial** – Larry, Beverly (111407)

**REQUEST TO HIRE:**

*Part-time, 4531:*

- **Teacher, PT Adult Ed/ESOL** – Dunson, Glenda (127157); Hedberg, Julie (162001)
- **Teacher, PT Adult Ed Health-EMT** – Garbaravage, Joseph B. (104111)
- **Teacher, PT Adult Ed Health-LPN (Clinical)** – Rivera, Kaila (162188)

*Part-time, 4535:*

- **Teacher, PT Adult Ed Public Service-LE** – Walsh, Shannon (161912)
- **Teacher, PT Adult Ed Public Service-FF** – Mauldin, Dylan R. (162231), Murphy, Christopher (162395), Ridge, Michael (162187), Taylor, J. Stephen (162396)

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

*Full-time, 4531:*

- **Teacher, Health Job Prep (EMT/Paramedic-South Lake)** – Garbaravage, Joseph B. (104111) *Resignation from Full-time; continuing as Part-time EMT/Paramedic instructor effective 11/22/19*

*Part-time, 4531:*

- **Teacher, Health Job Prep (LPN Clinical)** – Keefe, Dawn D (161420) *effective 10/02/19*
- **Teacher, Health Job Prep (LPN Clinical)** – O'Neill, Linda M. (161437) *effective 07/30/19*

*Part-time, 4535:*

- **Teacher, PT Adult Ed Public Service-LE** – Edwards, Russell (119108) *effective 10/07/19*
- **Teacher, PT Adult Ed Public Service FF** – Price, Andrew W. (159756) *effective 11/26/19*, Nelson, Randy (115434) *effective 1/2/20*

**Property Disposition** (quarterly report) (Tab 3)

**Non-Cash Contributions** (quarterly report) (Tab 4)

**NEW BUSINESS:** (Tabs 5-11) (Tab 5 no action required; Tabs 6-11 approved) M/S/P; no Members abstained.

**At-A-Glance Budget Summary** August 31, 2019 – October 31, 2019 (no action required) (Tab 5):

The 3-Month At-A-Glance Summary was reviewed by Business Manager and Board Treasurer, Mrs. Lorraine Foster. Discussion ensued by Members regarding what appeared to be an increased amount reflected on the summary with grant expenditures. Mrs. Foster explained that, with grant funding, initial expenses are smaller; but, as the project continues, the expenses increase. She explained that LTC must pay for project expenses up-front before it is reimbursed by the district. For example, if LTC receives a grant for \$25,000.00, the school must have \$25,000.00 on hand to spend. She said the timeline for reimbursement depends on the workload of the district's Finance department. For example, in summer months, the office is very busy with end-of-year transactions compared to later in the school year when those deadlines are not pending. Members questioned if there was an amount or range that Members

should expect to see each quarter to use as a baseline amount for comparison when viewing the summary. Mrs. Foster stated no; the amounts seen on the summary will always vary because there are times in which the school would need purchase large equipment versus a supplies. It will always depend on the grant amount and the amount of transactions processed in a grant period. With no further discussion by Members, Chairperson Keith thanked Mrs. Foster for her report.

**RFA 2019 Budget Amendment-Fund 100 (Tab 6):** Mrs. Tasha Jacobs, CPA, reported regarding the LTC Request for Approval of the Budget Amendment for Fund 100. She stated the budget amendment includes the following corrections:

1. Correction to the Workforce Development Funding to the actual amount awarded
2. Include the cost of the lift station
3. Changes to staffing and benefits that have occurred since the beginning of the fiscal year
4. Increases to individual budget line items where expenses were already over original budget

The fiscal impact reported was (\$84,264 deficit) and a Net change to the original budget of (\$111,250)

**2022 Transition (Tab 7) (no action required):** Dr. Culpepper stated that she has had conversations with Superintendent, Diane Kornegay about LTC separating from LCS and she understands that the superintendent prefers LTC not separate from LCS. She stated that at a previous meeting, when discussing the upcoming transition, Board Members requested a cost/benefit analysis. Mrs. Foster provided and reviewed a cost comparison summary reflecting Payroll and Human Resources services expense data from LTC's Fiscal Year 2018-2019 and the projected expense costs of Payroll and Human Resources services from the recent proposal submitted by Richard Chapman of ACH of America. A copy of the report is on file with the official Meeting Minutes.

After review, discussion by administrators and Members followed with regards to customer satisfaction research, health insurance plan differences compared to what the district offers employees currently; (acknowledging there is a big difference); what alternatives there are, what the net savings would be for LTC to transition to another company, and what the effects would be to LCS if approximately eighty (80) of LTC's employees leave the district's health insurance plan.

Dr. Culpepper informed Members that the new plans are comparable; however, getting exact figures on costs of benefits is difficult because employee's make many personal choices about the types of coverages offered by LCS; no employees are the same, and some employees chose more benefits than others. Mrs. Jacobs confirmed that research was conducted by a principal of another school prior to hiring ACH, and she would be glad to provide the contact information if needed. No problems were reported to her about the company not meeting expectations with payroll deadlines nor were any problems reported about insurance-related matters. She said, in fact, ACH was able to offer school employees similar health insurance plans; including a short-term disability plan along with other benefits, at more reasonable costs. Employees have reported being happy with those plans. She stated that it was reported to her that during the transition, staff had to overcome learning and adapting to a new process; different system. Dr. Culpepper stated that Board action was not required at this meeting; however, she wanted to provide the information gathered to-date. After continued discussion, Members acknowledged that former Lake County School's administrators requested the school to separate by 2022; therefore,

**IT WAS THE CONSENSUS OF THE BOARD, IN AN EFFORT TO MAKE INFORMED, INTANGIBLE DECISIONS ABOUT LAKE TECHNICAL COLLEGE'S SEPARATION FROM THE DISTRICT IN 2022, TO BE PROVIDED WITH MORE DETAILS ABOUT SUPERINTENDENT, DIANE KORNEGAY'S, CHANGE IN POSITION - FOR LAKE TECHNICAL TO REMAIN A PART**

OF LAKE COUNTY SCHOOLS; SINCE PREVIOUS LAKE COUNTY SCHOOL'S ADMINISTRATORS REQUESTED LAKE TECHNICAL COLLEGE TO SEPARATE ALONG WITH OTHER CHARTER CONVERSION SCHOOLS AND THAT THIS DETAIL IS NEEDED BY DIRECTOR MEMBERS TO MAKE THE BEST DECISIONS FOR LAKE TECHNICAL COLLEGE AND ITS EMPLOYEES.

Dr. Culpepper stated that she is scheduled to meet with Superintendent Kornegay on December 18<sup>th</sup> and plans to have further conversation with her then. Board Member, David Steele, offered his assistance, if or when the time comes, with comparing insurance plans.

**2019-2020 Memo of Understanding between the City of Mount Dora Police Department and Lake Technical College (Tab 8):** Dr. Culpepper stated that the Clermont Police Department has a shed in place on the range property to store training equipment. The Mount Dora Police Department requested to do the same, and a shed was put in place for them. Since there was an agreement with the Clermont Police Department addressing use of the property, another agreement was generated for Mount Dora Police Department, for use of the property in the same manner.

**2020-2021 Career Dual Enrollment Agreement between Sumter County School Board and Lake Technical College (Tab 9):** Dr. Culpepper stated that the Sumter County School Board requested to send some of their dual-enrollment students to LTC and she gladly agreed. The agreement presented is very similar to what is in place for Lake County School's dual-enrolled students; the only difference is that Sumter County added a public records statement to the end of the agreement. Currently, the Sumter County students are sent to Withlacoochee Technical College in Citrus County; however Withlacoochee Technical College does not offer all of the same programs that LTC does. The dual-enrolled students that attend LTC; would be of programs Withlacoochee Technical College does not offer. She said LTC will begin accepting these students in the 2020-2021 school year and the FTE that Sumter County Schools earns for these students will be transferred to LTC.

**2019-2020 Facilities Use Agreement between Genesis Center (First Baptist Church of Leesburg) and Lake Technical College (Tab10):** Dr. Culpepper stated that for many years, LTC has offered GED and ESOL classes at the Genesis Center in Leesburg and LTC paid a small donation to the church facility for use of their space, electricity, etc. For the past few years, LTC has not provided a donation but has been able to continue to use of their facility. The church representatives asked if LTC would provide donation again. She stated that the agreement presented, formalizes use of their facility for a \$300 monthly fee (*expense*). Board Members questioned how many students are being served at that facility. Mrs. Thomas stated that LTC serves a maximum of 23 students for GED, and the class has been consistently full this school year. She said there was not enough enrollment in that area to run evening GED classes. She said, what is very important to LTC, is that the agreement allows LTC to use its own servers, computers, and the space is considered LTC's designated space. It becomes an "off-site" post-testing center. Since LTC must offer post-testing at the end of every semester, LTC's testing staff can make it convenient to working students, by going to that facility to offer these tests instead of making the students drive to the Eustis campus. Mrs. Thomas stated that this is critical to keep the student number high in the GED program.

**Lake Technical College - Facility Use Policy (Tab11):** Chairperson Keith stated that he requested Dr. Culpepper discuss the Facility Use topic with all Members because the main LTC campus and the Tavares Institute of Public Safety (IPS) campus share facility space, and due to some recent issues involving use of the IPS facility, she is seeking reaffirmation to either adhere to the current facility use policy or to update/change the policy that was previously approved.

Dr. Culpepper provided history involving visitor use of the IPS campus. She mentioned that when large groups of visitor use the campus grounds, they all have cars which fill all of the parking spaces and this causes them to park on the grassy areas of the parking lot, (which are normally not used for parking). This ends up destroying the grass and students find it difficult to park when they arrive on campus for their classes. She said that since classes are scheduled over the weekends at IPS, the facility must remain unlocked during school hours and it is difficult for faculty (or students) to know who; whether it be for classes or for an event, are supposed to be on campus during the hours of operation. After class hours, when the campus should be secured, many times there are visitor's cars still parked on campus and this causes confusion to the employee trying to secure the campus for the evening and the guest who didn't know to move their vehicle by the end of the day. There was an instance where individuals were locked in, because even after being notified they had ten minutes to move their vehicle, no one came to move the vehicle.

In addition, the bathrooms must be kept unlocked because there are students there attending classes. So, visitors, who are only supposed to use the parking area, end up roaming about the campus to use the bathrooms. There has been vandalism by ripping a water fountain, located in the outside walkway, off of the wall; left hanging with water running out of it all weekend and the electric glide was damaged. She said visitors leave trash/garbage and food remains on the ground; there has been an arrest made because a person was smoking marijuana in the school campus parking lot during an event, and a crack-pipe was found on one occasion; which is unacceptable.

She stated that there is only one custodian assigned to the IPS campus, so on Monday, there is a lot of extra work for that employee, taking hours away from his normal maintenance duties to clean bathrooms and grounds so it is clean when the students, faculty, & staff; or even other visitors, arrive to conduct business. Dr. Culpepper stated that the property belongs to Lake County Schools (LCS); LTC governs it, and as the Executive Director she has an obligation to keep it safe and secure and to keep the facility maintained.

She mentioned that, typically, to use a facility, a four-step process must be followed:

1. Facility Use Agreement is signed & fee collected.
2. \$1million insurance policy naming both LCS and LTC for the event.
3. A security company is secured; (at the discretion of the Executive Director, especially large events, to help keep the students enrolled in the programs safe).
4. Custodial services; extra to clean up the parking lot and other outside portions of the campus.

Director Members agreed that the campus parking lots are included in the term "facilities", and they adamantly opposed use of either facility by groups/visitors who have demonstrated previous misuse; including not providing security for events that are large.

They discussed that there is no requirement of LTC to make Lake County Schools (LCS) property available for use by profit-making organizations. Mrs. Stephan confirmed that administration has previously denied those types of facilities use requests. Members also mentioned that no private business organizations have the right to dictate how another property owner uses its property; in this case LCS property governed by the LTC Charter Board of Directors. In continued discussions with Lieutenant, Mike Bond, Members agreed that Not-for-Profit organizations that provide assistance during facility use events may, at the discretion of the Executive Director, collect donations to help support their (or other) Not-for-Profit community programs.

IT WAS THE CONSENSUS OF THE CHARTER BOARD OF DIRECTORS TO RE-ENFORCE USE OF THE SCHOOL'S FACILITY USE AGREEMENT AND CHARGED THE EXECUTIVE DIRECTOR OF LAKE TECHNICAL COLLEGE TO ENFORCE THE POLICY AS WRITTEN; AND THAT THE PRIORITY OF THE EXECUTIVE DIRECTOR IS TO PROVIDE A SAFE, SECURE, AND MAINTAINED ENVIRONMENT FOR THE STUDENTS, EMPLOYEES, AND VISITORS OF BOTH CAMPUS'.

**BOARD CHAIRPERSON REPORT:** None.

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

- **Legislative Update:** Dr. Culpepper informed Members of the new Chancellor, Dr. Henry Mack from Broward College. She stated that she has had several meetings with Dr. Mack; he admits he is learning and wants to learn more about CTE; asks good questions, which is all positive.

**There is now a Bill for the Career Dual-Enrollment** to count as acceleration points in the school grade. The statute states "Dual-enrollment counts as acceleration points." however; the Florida Department of Education (FLDOE) determined that to mean only academic dual-enrollment. Dr. Culpepper stated that she interprets it to mean both; but currently career-technical students are treated as less-than if they are taking dual-enrollment. She stated that, this Bill, will make that equal and there are sponsors for this Bill.

**There is a Bill for Nursing;** that would allow the technical colleges in Florida to offer AS degrees in Nursing; Registered Nurse (RN). This is to address the nursing shortage in the state of Florida. The Bill allows technical colleges to offer Associates degrees only to the practical nurses graduated by that technical college; so not to infringe on the students of the state college system. Although the state college system is not in agreement with this Bill, this would allow the technical college system to help the nearly 4,000 of its practical nursing graduates to earn their Associates degree too. She stated that in Lake County, Dr. Sidor, President of Lake-Sumter State College, accepts LTC's students, but that relationship is not the case in other parts of the state.

**LTC submitted an application and was awarded \$260,000 for an HVAC Apprenticeship grant.** An HVAC Apprenticeship program will be started with that funding. The next grant to be submitted will be for a Manufacturing Apprenticeship program.

- **TAB 12: Prioritize Partnership Projects:** Dr. Culpepper stated that career technical education is becoming more popular across the state and discussed with the Board some potential partnerships/opportunities that she has been approached or involved in discussions about for LTC. She asked for Members to review the topics listed on the agenda and, in March, help her better prioritize the projects as LTC's Strategic Plan is developed.
  - 1) **City of Tavares/Lake Technical College partnership project** – City of Tavares Public Works Department site as the "hub" for LTC's transportation programs.
  - 2) **Clermont Elementary School** – Clermont Elementary is being rebuilt as a Clermont K-8 school. The existing campus is being vacated. Superintendent Kornegay offered the campus to LTC. Currently, the only presence that LTC has in the South Lake area is the few classes offered at Lake-Sumter State College (LSSC). The condition of the facility is unknown at this time; however, Dr. Culpepper will be making an upcoming visit to the campus. There are concerns because LTC's experience with the older Mascotte Elementary school facility was that the older facility was very inefficient and in an out-of-



the-way location. Dr. Culpepper has also scheduled a meeting with Lake County Board of County Commissioner (LCBCC) Sean Parks and with Clermont City Manager, Darren Gray, both have expressed the need for a technical college in South Lake County. This was also told to her by Lake County School Board (LCSB) Member, Bill Mathias. There are a lot of unknowns at this time.

- 3) **Mount Dora Property** – Property was donated to LSSC with plans to build a training facility. Board Member, Gerald Cobb shared this information with Dr. Culpepper and discussion have taken place about the concept and what training would be provided by LSSC and LTC in partnership at the new facility. The property is located on Innovation Way, Mt. Dora. An individual has volunteered to build the building; however, she said that LSSC President, Stanley Sidor, indicated to her that the project is still a couple of years away from coming to fruition. Also, near that same area, Round Lake Elementary and Middle would like to discuss the possibility of starting Round Lake High School; which, would work in partnership with LTC and LSSC.
- 4) **Sumter County Career Center** (*attachment*) – LSSC is working with Sumter County to open a charter technical college in Sumter County. The project would include the Villages Charter School, Sumter County Economic Development, Sumter County Schools, and LSSC. Dr. Culpepper said that she felt that it would be important for LTC to be a part of that project; it would be an LTC charter school, in Sumter County; however, it would be sponsored by LSSC.

She stated that all of these projects are important; there are so many. She requested that Members review the information and provide her with direction on prioritizing them at the Meeting in March to move forward.

Dr. Culpepper said thank you, and other words of appreciation, to Lana Payne for her assistance with support to the Board. She said that Lana always makes LTC look good in whatever task she does.

- **Camps Life Calendar December 2019** (attachment as information)

**CAMPUS LIFE CALENDAR:** (*December 2019, draft January-February 2020 at-a-glance*)

**DATE/TIME OF NEXT MEETING:**

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

- Third Quarter: Monday, March 9, 2020 (4:30 p.m.)
- Fourth Quarter: Monday, May 18, 2020 (4:30 p.m.)

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

Respectfully submitted,



Dr. Diane W. Culpepper,  
Executive Director