

LAKE TECHNICAL COLLEGE
Board of Directors Meeting
March 9, 2020
4:30 p.m.

OPENING:

The Board of Directors for Lake Technical College held a Meeting on Monday, March 9, 2020. 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:

Prior to reciting the Pledge of Allegiance; on behalf of the family of Lake Technical College (LTC), Chairperson, Chief Richard Keith expressed condolences to the families of Welding student, Mr. Chance Bass and of Board Member, C. A. Vossberg; whose mother recently passed away.

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. Fred A. M. Cobb; Mrs. Judy Beda; Mr. David Steele; 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. C.A. Vossberg; Mr. Gerald Cobb

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

PUBLIC COMMENT: None.

PROGRAM SPOTLIGHT: **Lake County Schools Superintendent, Diane Kornegay** Chairperson Keith introduced Lake County Schools (LCS) Superintendent, Mrs. Diane Kornegay who was invited to speak about the charter conversion schools contracts with Lake County Schools (LCS) which end in the 2022 school year.

Superintendent Kornegay said that the statute states that in 2022, schools in charter conversion status would un-convert and there would be no more conversion charters in the state of Florida. In Lake County, charter conversion school employees are considered LCS employees and they enjoy district benefits such as state retirement, insurance, and paid leave. She stated that for LTC, she does not see its role as being the same as other conversion charters simply because it serves as an extension of LCS by running the Adult Education and General Education Diploma (GED) programs; and, recently by extending the workforce dual-enrollment into K-12 schools; partnerships such as the HVAC program, as well as, transportation of dual-enrolled high school students that will be offered in the upcoming school year; and now, are engaging in joint grant opportunities.

She stated that through meetings and conversations held over the past couple of years, a unique relationship and partnership has developed between the district and LTC and that she is very proud of the partnership and very much appreciates the relationship.

Dr. Kornegay informed Board Members that the LCS attorney has advised her that it is possible for LCS to extend the opportunity for LTC to remain as a charter school under the district. She requested that the Charter Board consider this option when the 2022 deadline approaches. She stated that the final decision, whether or not LTC would like to remain with LCS, once known to her, will be presented in a Memorandum of Understanding to the Lake County School Board (LCSB) with a guaranteed commitment from her through the five-year charter renewal period; she said she is unable to answer to the period beyond the five-years.

Superintendent Kornegay said that by deciding to remain under the district; LTC employees would continue their benefits and the Charter Board will not need to research other benefit options. Dr. Kornegay said it is a win-win situation for all involved. Following the proposal, she offered to answer any questions the Board might have.

During discussion, Dr. Diane Culpepper questioned why the district has had a change of heart from that in past years. Dr. Kornegay stated that LTC has great leadership and she has enjoyed working with LTC over the years. LCS and LTC share a very common vision about meeting the needs of this community and the students. In that regard, LCS is very reliant on LTC to help extend that vision and make those opportunities possible. She said that she sees LTC employees as LCS employees and not as competitors and would prefer to stay the course for stability; selfishly, she feels it is better for the school district to do this. She stated that as a team, a lot has been accomplished.

Charter Board Member, Mickey Gauldin, stated that LTC never wanted to break away from the district; LCS requested it; which, was a shock to the Charter Board at that time. He questioned what would stop something like this from reoccurring in the future. Superintendent stated that there are five conversion charter schools that will be affected in 2022. For LTC, without a new Memo of Understanding, as proposed; (that she and the current LCS Board Members opt to extend the LTC agreement for five-years beyond 2022), the separation will occur in 2022 by statute. She stated that she is unable to answer to any action that may take place after the initial five-year period, because the LCSB will have changed by that time. However, she does see the relationship between LTC and LCS continuing to grow; and it would be her hope that later Boards would not perceive a reason to not continue working in partnership.

With no other questions by Charter Board Members, Chairperson Keith thanked Superintendent Kornegay for attending. He stated that the Charter Board has just begun exploring this topic and have a long way to go in terms of discussions and receiving feedback from administration and employees of LTC. He stated that it is good knowing that LTC can be in lock-step with the Superintendent of Lake County Schools.

REPORTS: None.

UNFINISHED BUSINESS: None.

CONSENT AGENDA – March 9, 2020 (*Tabs 2-4*) approved M/S/P; no Members abstained.

PERSONNEL: (*2019-2020 year beginning for Main Campus & Institute of Public Safety*)

- **Full-time, Center to Center transfer (4531 to 4535): Departmental position restructure**
- **Admissions office** - Non-Instructional/Non-Bargaining –Career Advisor – Darst, Russell (133139)

REQUEST TO HIRE:

Full-time, 4531:

- **Teacher, Adult Ed Health-EMT** – Blanchard, Keith (155422), Harper, Eric (133053) both effective 12/02/19; both employees from part-time status.
- **Administrative Assistant – Temporary through 6/30/20– HVAC Pathways to Career Opportunities grant** Franklin, Brenda (162583) effective 02/05/20
- **Career Advisor – Admissions Office** – Teegardin, Pamela (157297) effective 03/04/20

Part-time, 4531:

- **Teacher, PT Adult Ed/ESOL** – Naranjo, Ruben (155402)

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

Full-time, 4531:

- **Program Specialist – Student Recruitment/Campus Life** – Robertson, Christine Cline (156011) resignation effective 02/21/20
- **Teacher, Adult Ed Health-LPN** – Caraballo-Gauvin, Maribel (161779) resignation effective 03/15/20

Part-time, 4535:

- **Teacher, PT Adult Ed/Public Service Law TF** – Birkhofer Sr., Kenneth D. (105820) resignation effective 01/09/20

Property Disposition (*quarterly report*)

Non-Cash Contributions (*quarterly report*)

2020 – 2021 LTC School Calendars (*Student 1147.5 hr., 206-day, 247-day Faculty/Staff*)

NEW BUSINESS: (*Tabs 5-10*)

(*Tab 5a & Tab 6 no action required*)

(*Tabs 5b; Tabs 7-10 approved*) M/S/P; no Members abstained.

At-A-Glance Budget Summary November 1, 2019 – January 31, 2020 (Tab 5a) (*no Board action required*): 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.

Review of Financial Statements/Auditor Report June 30, 2019 (Tab 5b) Members were provided hard copies of the financial statements provided by BKHM accountants. Mrs. Tasha Jacobs, CPA, reviewed highlights of the report. She guided Members to the summary at the beginning of the statement reporting activity in a year; a snapshot comparison of 2018 and 2019 and to the back of the report listing all federal budget information. A complete detail of the financial statement is on file with the official Meeting Minutes of the Board. Mrs. Jacobs reported no issues and no findings reported by the auditors and requested approval of the Financial Statement Report ending June 30, 2019.

Discussion ensued among Board Members as to what the effects would be on assets of LTC and LCS; their facility, and LTC's general business operations; whether separating or remaining part of the district in 2022.

Dr. Culpepper stated there were many questions that she could not answer at this time. Mrs. Jacobs stated that Lake County's situation with conversion charters is unique. However, it has been her experience when working with other counties, that no changes occurred with use of assets or facilities; everything remained the same. Members questioned what other topics would need to be addressed to ensure that any decision made by the Board would be the best decision for the school and its employees. Chairperson Keith recommended a separate Board Workshop to discuss these and other topics.

2022 Transition – Discussion; Faculty/Staff Representative, Chef Kenneth Koenig Reports (Tab 6)

(no action required) Dr. Culpepper stated that faculty and staff were reminded by e-mail that in 2022 all charter conversions schools would transition from being employees of LCS to charter conversion school employees. Soon after, employees began asking questions about the change. To gather information, Chef Koenig was asked to be LTC's school representative responsible for gathering employee's questions or concerns. Dr. Culpepper said that she also scheduled two open-house meetings for faculty and staff to attend to help answer questions along the way and that Chef Koenig was asked to share the responses he gathered at this meeting.

Chef Koenig stated that initially, the most frequently asked questions pertained to:

- Health Insurance
- Florida Retirement System (FRS)
- Pay Rate/Scales
- Paid Leave Balances - tenured vs. non-tenured employees

However, soon after learning that there was an option to remain LCS employees, the questions posed by employees became more about understanding the comparison between being a LCS employee versus an LTC employee; what the advantages or disadvantages would be by remaining or becoming LTC employees. Two major concerns if LTC decided to separate:

- Coverage to pre-existing health conditions; would the newer insurance plan be cost-saving to employees; lower deductibles; prescription plans
- Continuation of FRS/401K Retirement Plans

He said that many employees mentioned they are very invested in the retirement system; therefore, if FRS was not an option, they would need to leave LTC to seek employment within the district to maintain their investment.

Overall, he said, LTC employees were happy with LCS benefits; including FRS, with the district and employees did not want to lose those benefits. He said when later surveyed to find out their preference of remaining LCS employees or separating to become LTC employees, he reported that of LTC's 80.5 full-time employees; 40 employees responded to the poll.

38 – Yes, remain LCS employees

1 – No, separate and become LTC employees

1 – Does not matter

He commented that in the past, there was a desire to separate; there was a big push to be a conversion charter. The K-12 system and the post-secondary systems are different, and at that time, there was no way of working cooperatively, even after becoming a technical college. However, he said, as the

Superintendent mentioned to Board Members in the Program Spotlight, it is not something “that she just said” to the Board; employees hear and see the improved relationship between LCS and LTC. He stated that currently, the issues of the past, now appear to get resolved and what needed to be accomplished; has been accomplished. LCS and LTC’s administration now work cooperatively and in partnership and work to resolve issues rather than working against each other. He reported, that at this time, the employee’s consensus seems to be to remain district employees, because there was not enough reason shown to them to change and go through a separation in 2022.

On behalf of the Board, Chairperson Keith thanked Chef Koenig for his hard work and for representing LTC’s employees on this important issue.

RFA: Annual Instructor Stipend – Health Science, Pharmacy Technician (Tab 7): Dr. Culpepper updated the newest Board Members of the annual approval of the difference in salary for the Pharmacy Technician program instructor at LTC to account for her Pharmacy industry years of experience. She explained that LCS sets instructional salary ranges; however, prior to working at LTC, this instructor taught Biology at Leesburg High School (LHS) for five years. As an established K-12 instructor, when she accepted employment at LTC, Human Resources would not credit the salary of the five-year teaching experience salary with the additional years of industry experience for the LTC position. The Charter Board was presented with a Request for Approval of the difference in salary for the 2020-2021 school year.

GRANT-RELATED (TAB 8a & TAB 8b):

RFA: All Grant Purchase Exceeding Executive Directors Discretionary Spending Limit Expenses specifically related to grants exceeding the Executive Director’s Discretionary Limit of \$65,000 (Tab 8a.)

Dr. Culpepper stated that recently, the Florida Department of Education (FLDOE) approved, rather quickly, an HVAC Apprenticeship Grant. There was a short timeline outlined by the state grant for purchasing equipment. In order to meet the timeline, equipment needed to be ordered quickly. However, the equipment costs exceeded the Board approved Executive Director’s Spending Limit of \$65,000. Consequently, the school was unable to place the order without calling a special Board Meeting. After contacting Attorney, Kevin Stone about this, he advised her to move forward in placing the order; however, to indicate on the order “Pending Board Approval”. She stated that Tab 8b is the request for approval of those purchases.

She stated that Attorney Stone advised, that going forward, all grant applications are to be added to the Board Agenda for approval. He said that the Board will then be able to review any grants completely and be aware of any upcoming purchases involved with a grant. If the approved grant application is awarded, then the Executive Director will have already received approval to proceed with purchases that pertain to the grant.

Dr. Culpepper reminded Members that within each grant, there is an outline of the budget; therefore, there should never be an instance where Board Members are unaware of grant award amounts or costs involving the grant. She said Members would always know the detail in advance of any purchases and those purchases will always be covered by the grant.

RFA: Pathways to Career Grant (TAPS 20B019) – Purchases for HVAC Apprenticeship Project (Tab 8b.):

Following discussion of Tab 8a, both Tabs 8a and 8b were approved consecutively.

Facility Use Partnership between Lake County Board of County Commissioners and Lake Technical College – (EMS station on campus) (Tab 9):

Dr. Culpepper stated that the Board previously approved Lake EMS (*formerly Lake Emergency Medical Services*) to house an ambulance station at the main campus in Eustis. Through many discussions between agency leadership and attorney's; and in light of newer security guidelines, it was decided that in order for LTC to house the ambulance station; installation of an electronic gate would be needed and she notified Members that LCS had already installed the electronic gate. She stated that the project is now approved and requires the Charter Board's approval which is needed for the process before the Lake County Board of County Commissioners (LCBCC). Once that approval is given; Lake EMS will be able to move-in to the portable building structure located on the north side of the campus in front of the EMT/Paramedic building.

She stated that although Lake EMS is very anxious to move in; some renovation work will be needed. Mr. Miller stated that the district must get permits for some of the work, so a walk-through is scheduled on April 30th. Dr. Culpepper said the station is in a convenient location next to the EMT/Paramedic building and it will be a great educational experience for the students in those programs to see the on-duty employees there. She said that Lake EMS may only use the front electronic gate entrance at this time. The back, manual gate entrance will only be used if power goes out on campus. She stated that this is the only way to keep the campus secure; however, if an electronic gate was installed at the back secondary entrance, then it could be used also.

Dr. Culpepper reported that she met with the attorneys for LTC and LCBCC's, as well as the Deputy County Manager in charge of Lake EMS, and Mr. Jerry Smith of Lake EMS to finalize the facility use partnership; and everyone was comfortable with the agreement. She said it will be hard to predict utility costs at this time, but she will address those things as time progresses. The renovation, phone and internet, and computers will all be at the expense of Lake EMS. If something happens with the facility structure, then because it is a LCS building, LCS will address that.

Prioritization of Partnership Projects (Tab10): Dr. Culpepper stated that at the March Meeting, she notified Members of several important upcoming projects, which are now in the "big-picture" stage, to seek their input about how to prioritize LTC's participation.

- **City of Tavares/Lake Technical College partnership project** – City of Tavares Public Works Department site as the "hub" for LTC's diesel transportation programs. As an update, she stated that this year, LTC will not receive any funding from the legislature for this project. She stated that it is a very viable project and they will continue to work on the EDA grant next year. She informed Members that Waste Management donated a garbage truck to the program which will serve as a useful tool for repetitive teaching about diesel engines and hydraulics.
- **Clermont Elementary School** – Superintendent Kornegay initiated a conversation about LTC utilizing the campus in Clermont. Currently, the only presence that LTC has in the South Lake area is the few classes offered at Lake-Sumter State College (LSSC). This would be a good opportunity and location for LTC to be able to offer GED and ESOL classes in an additional, separate location. She said that she did speak to LCBCC, Marc Dodd, and to a member of a south Lake group, Sharon Keys, who expressed passion for property and did not want the property to be sold or developed. It was a former high school campus and it is very nostalgic and historic to the south Lake group. She said they would like community organizations to be housed there and the possibility of LTC offering classes there as part of that campus.

- **Mount Dora Property** – Property located on Innovation Way, Mt. Dora that was donated to LSSC with plans to build a training facility. This project is a few years in the works.
- **Sumter County Career Center** – LSSC is working with Sumter County to open a charter technical college in Sumter County. The school would be a charter career center, in Sumter County; and, it would be sponsored by LSSC.

Discussion ensued among Board Members about having more LTC presence in the south Lake area and suggested contacting other entities that are trying to start charter schools in that area to have conversations with them; however, to exercise caution in who LTC partners with, and that the Mount Dora property would be in the works for the next three to five years and most likely LSSC's administration will be working through the details involved in that project; therefore, it should not be a priority. IT WAS THE CONSENSUS OF THE BOARD TO ASSIGN DIRECTOR MEMBER, TIM MORRIS ASSIST DR. CULPEPPER BY SERVING AS A LIAISON AS SHE WORKS ON THESE PROJECTS.

BOARD CHAIRPERSON REPORT: Chairperson, Keith invited Members to: Licensed Practical Nursing (LPN) program graduation ceremony on Thursday, March 12, 2020 at 6:00 p.m. in Clermont.

Fundraiser to benefit The United Way Spaghetti Luncheon on Thursday, April 30, 2020. Dr. Culpepper stated that The United Way is very supportive of LTC and the school did secure another Correction Connection grant; which allows LTC to teach GED classes at the Lake County Detention facility. She stated that all proceeds from the luncheon will be provided to The United Way.

EXECUTIVE DIRECTOR'S REPORT: Discussion topics. *(no action required)*

Board Workshop – Dr. Culpepper stated that with regards to 2022, she proposes scheduling a Board Workshop in April to discuss, from the financial perspective, the 2022 transition (costs of Human Resources, Benefits, and Information Technology). Member, Fred Cobb suggested discussing the topics that were troublesome over the years, such as correcting employee job classifications. Dr. Culpepper stated that over the years, there has been concerns with how LCS Human Resources staff relates to the needs of LTC when addressing personnel-related matters. She said that this LCS administration happens to allow her to write new positions specifically for LTC. This occurred during the recent restructuring of Admissions, Financial Aid, and Business offices. Support staff were changed from a vague LCS position title “Administrative Assistant” or “Bookkeeper” to newly written LTC position titles of “Career Advisor” “Accounting Specialist”, or the newly added “Financial Aid Specialist”. Member, Fred Cobb stated that troublesome topics, that need to be worked out based on personality; even with new LCS administrations need to be put, in writing, into the agreement; so that if the position changes later; LTC can continue to work as agreed. Board Members agreed and notified Dr. Culpepper they would like to meet on April 30th, at noon, for The United Way Fundraiser Luncheon and then, at 1:00 p.m. in the Board Room, begin the Board Workshop. Board Member, Mr. Gauldin stated that over the years, even with an agreement in place, LTC has submitted work requests that were never responded to and LTC has sometimes had to incur facility expenses that should have been the responsibility of LCS. He stated that if an agreement is in place; it also needs to be honored. Chairperson Keith stated that these are good discussion topics for the upcoming workshop; because they come from genuine experiences and are real concerns. Members also expressed their appreciation for the improved relationships that have developed, in recent years, with not only LCS Superintendent Diane Kornegay and her administration, but also with LSSC and its

President, Dr. Sidor. Board Member, Mr. Gauldin stated that due to the experiences of the past, he takes the position of “trust but verify”.

Legislative Update: Dr. Culpepper stated that she continues to update Board Members on the budget and she asked for Member support in communicating with the legislators. She stated that the House budget included an \$11 Million increase to the budget; and is very favorable towards the technical colleges. The House held firm and only reduced the budget increase to \$10 Million. She said the budgets are now up for discussion by the conference chairpersons; Senator Bradley and Representative Cummings for final decisions. She stated that Representative Fine is the House Chairman and should be thanked for holding firm on the budget.

She explained that without the \$11 Million increase being passed, LTC would receive, this year, the same amount of funding as last year. Because expenses increase; there would be a deficit. If an \$11 Million increase is approved, it would equalize and give LTC the funding that the school actually generates; which for LTC, is approximately \$450,000 increase. At an increase of \$10 Million, it would be closer to \$400,000; which is good news.

Dr. Culpepper also informed Members that LTC had applied for another Apprenticeship Grant through the state. She stated that at this time, she not aware if it has been approved or not.

- **Governance Training Status Report** (*2-hour refresher course due in 2020*) (*review only*)
 - Mr. C. A. Vossberg (*expires May 12, 2020*)
- **Executive Director Annual Assessment process:** (*forthcoming*) (*information only*)
 - 2019-2020 Executive Director Annual On-line Assessment for LCS
 - 2020-2021 Personnel Resolution for LCS

CAMPUS LIFE CALENDAR: (*March 2020, draft January-February 2020 information only*)

Mrs. Stephan reported about the Enterprise program. A team of 3 (instructor and students) from the program are excited to go to a speaking engagement in Orlando to hear a federal-level cyber-security employee talk about information technology and cyber-security points.

In honorable mention; Vice-Chairperson, Dr. Deas commented that he attended a Leesburg Chamber Breakfast recently and wanted Dr. Culpepper to know how well-received, and highly-respected, her name is in the community. Mrs. Payne added that an attorney from Pam Helton Law Firm in Clermont and who is a member of the local Kiwanis Club in that area recently requested a meeting with Dr. Culpepper. He had missed a recent meeting that she made a presentation that seemed to impact another Kiwanis member, who raved about Dr. Culpepper. He called the office and said “I want to meet her!” This gentleman did meet with Dr. Culpepper recently, and was kind enough to ask how he could help LTC.

DATE/TIME OF NEXT MEETING:

Pre-scheduled meetings for 2019-2020 school year:

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

ADJOURNMENT: Meeting adjourned at approximately 5:40 p.m. M/S/P; no Members abstained.

Respectfully submitted,

Diane W. Culpepper

Dr. Diane W. Culpepper,
Executive Director