

LAKE TECHNICAL COLLEGE
Board of Directors Meeting
May 18, 2020
4:30 p.m.

OPENING:

Due to the Coronavirus (COVID-19) Pandemic and Pursuant to State of Florida, Office of the Governor, Executive Order Number (20-69) – Emergency Management – COVID-19 – Local Government Public Meetings; Executive Order Numbers (20-51), (20-52), as well as the Centers for Disease Control and Prevention’s (CDC), recommendation to limit public gatherings of more than ten (10) people; a Meeting of Lake Technical College’s Board of Directors was held on Monday, May 18, 2020 at 4:30 p.m. via telephone conference call and in-person at Lake Technical College. Members of the Public were advised through public notice to submit a Request to Speak (or attend) through Lake Technical College’s Website: laketech.org to receive a Meeting-link to join the Meeting virtually, at the specified Meeting time.

CALL TO ORDER:

Chairperson, Chief Richard Keith requested those in attendance to stand for The Pledge of Allegiance followed by a Moment of Silence.

DETERMINATION OF A QUORUM:

A quorum was formed in combination of conference-call at the main campus telephone number of (352) 589-2250, ext. 1851 and in-person in the Board Room at the main campus. Chairperson, Chief Richard Keith called the meeting to order at 4:30 p.m. Copies of tabbed items will be included with the final, approved Meeting Minutes.

Board of Director Members Present In-Person:

Board Chairperson, City of Tavares Fire Chief, Mr. Richard Keith; Vice- Chairperson, Dr. Isaac Deas; Director Member, Mr. Gerald Cobb

Board of Director Members Present Via Conference Call: Mr. Mickey Gauldin; Mr. Fred A. M. Cobb; Mrs. Judy Beda; Mr. Timothy Morris and, Mr. David Steele

Board of Director Members Absent: Director Member, Mr. C.A. Vossberg

Board Officers Present:

President, Dr. Diane W. Culpepper, PhD, **Treasurer**, Lorraine Foster, **Secretary**, Lana F. Payne

MEETING MINUTES OF MARCH 9, 2020 MEETING The Meeting Minutes of the March 9, 2020 Board Meeting, as written, were approved *M/S/P (**motion made, seconded, passed*); no Members abstained.

PUBLIC COMMENT: None.

PROGRAM SPOTLIGHT: None.

REPORTS: None.

UNFINISHED BUSINESS: None.

CONSENT AGENDA – May 18, 2020 (*Tabs 2-3*) approved M/S/P; no Members abstained.
PERSONNEL: (*2019-2020 year beginning for Main Campus & Institute of Public Safety*)

REQUEST TO HIRE:

Full-time, 4531:

- **Non-Instructional, Non-Bargaining** Career Advisor, Admissions Office – Teegardin, Pamela (*157297*)

TRANSFER, RETIRING, RESIGNATION, & TERMINATION: (*2019-2020 Main & IPS*)

Full-time, 4531:

- **Instructional**-Teacher, Health Job Prep – Willey, Anne M. (*159377*)

Part-time, 4531:

- **Instructional**-Adult Ed PT Health Job Prep – Martin, Thelma A. (*159577*)

2020-2021 LTC Faculty and Non-Instructional Calendar (*revision*)

- *LTC 206-Day Faculty/Staff Calendar*

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

- None.

2020 – 2021 LTC School Calendars (*206-day LT revised*)

NEW BUSINESS: (*Tabs 4 & 13; no action required*); (*Tabs 5 – 12 and Tabs 14-17 M/S/P; one Members voted “nay” Tab 5c & 5d*)

At-A-Glance Budget Summary *February 29, 2020 – April 30, 2020* (*no action required*) (**Tab 4**)

The 3-Month At-A-Glance Summary was reviewed by Business Manager and Board Treasurer, Mrs. Lorraine Foster. Mrs. Tarsha Jacobs, CPA, was also on stand-by via conference call to answer any questions. There was no discussion by the Board.

Grants (*Tab 5 a-d*) *M/S/P; one Members voted “nay” Tab 5c & 5d*

a) US Department of Education – Grant Award – P425E202744

Period 04/25/2020 – 04/24/2021 This grant awarded Emergency Financial Aid Grants to College Students due to COVID-19. The U.S. Department of Education authorized funding as part of the Title VIII Coronavirus Aid, Relief, and Economic Security Act through the Education Stabilization Fund. The fiscal impact would be \$284,282.00 received by the school and to be distributed to Lake Tech students.

b) US Department of Education – Grant Award – P425F201300

Period 05/05/2020 – 05/04/2021 This grant awarded Emergency Financial Aid Grants to College Students and Institutional Cost due to COVID-19. The U.S. Department of Education authorized funding as part of the Title VIII Coronavirus Aid, Relief, and Economic Security Act through the Education Stabilization Fund. The fiscal impact would be \$284,281.00 received by the school to be spent on COVID-19 related expenses to the school.

- c) **CareerSource Central Florida Grant - 2020 Youth Accelerator Program** (Period 06/01/2020 – 09/30/2020) (MSP Vice-Chairperson, Dr. Isaac Deas voting “nay”) CareerSource Central Florida Grant - 2020 Youth Accelerator Program, as outlined in the agreement, and in accordance with the statement of work and Payment Terms, provides opportunities to students outlined on the Statement of Work in the agreement Payment Terms.

Payments will be split into two increments as follows:

Deliverables and Terms	Payment Due from CSCF
50% at the start of the 2020 Youth Accelerator Program. Invoice will be due from Contractor by June 5, 2020 .	\$ 23,408.80
50% at the completion of the 2020 Youth Accelerator Program. Invoice will be due from Contractor by September 1, 2020 .	\$ 23,408.80
TOTAL PAYMENTS TO CONTRACTOR	\$ 46,817.60

- d) **CareerSource Central Florida Grant - 2020 Summer Youth Explorer** Period 06/01/2020 – 09/30/2020 (MSP Vice-Chairperson, Dr. Isaac Deas voting “nay”) CareerSource Central Florida Grant - 2020 Summer Youth Explorer Program, as outlined in the agreement and in accordance with the statement of work and Payment Terms, provides opportunities to students outlined on the Statement of Work in the agreement Payment Terms.

Payments will be split into two increments as follows:

Deliverables and Terms	Payment Due from CSCF
50% at the start of the 2020 Youth Explorer Program. Invoice will be due from Contractor by June 5, 2020 .	\$ 7,634.89
50% at the completion of the 2020 Youth Explorer Program. Invoice will be due from Contractor by September 1, 2020 .	\$ 7,634.89
TOTAL PAYMENTS TO CONTRACTOR	\$ 15,269.78

2020-2021 Lake Technical College Program Fee Schedules (Tab 6): Mrs. Stephan reviewed with Members the 2020-2021 Lake Technical College (LTC) fee schedule which was provided in advance for review and the document is on file with the official Meeting Minutes of the Board.

RFA: Administrator Extra Duty Pay-March 16-20 2020 due to COVID-19 preparation (Tab 7): Dr. Culpepper requested Administrator Extra Duty Pay for the period of March 16-20, 2020 which was worked to prepare LTC for COVID-19 pandemic closure. Lake County Schools (LCS) recognized that week as Spring Break; and, those calendar days not calculated into the 247-day calendar salary and are unpaid days. Due to the circumstances involving COVID-19, Administrators were required to work to prepare for campus closure, plans for online course-work and tests for students, scheduling training for instructors as their programs transitioned to online, and to handle a multitude of regulatory requirements, urgent deadlines, tasks, and details involved keeping all programs and departments running online to comply with the state’s stay-at-home order. The fiscal impact of \$7,229.00 to Fund 100 budget.

RFA: 2022 – Lake Technical College’s Charter Conversion Status (Tab 8): LTC’s decision for its conversion charter status with LCS to remain the same. Results from faculty and staff surveys indicated their preference is to remain district employees. LCS and LTC have a good working relationship and are currently developing future business partnerships. Superintendent Kornegay’s proposal is “Lake County Schools may extend the opportunity for Lake Technical College to remain as a charter school under the district with a guaranteed commitment, from her, through the five-year charter renewal period.”

It is the consensus of LTC to remain with the district and that LTC employees will continue benefits through LCS. Therefore, following the direction of Superintendent Kornegay’s request; Dr. Culpepper offered a Request for Approval, with the details of the decision, to the Charter Board of Directors for formalizing this decision. She will present this to the LCS Board at a later meeting.

RFA: Mission and Vision Statements (Tab 9): The Executive Director recommended the updated Mission and Vision Statements for approval:

MISSION: *The mission of Lake Technical College is to be an integral component of the economic growth and development in our communities by offering a variety of high quality career-education and training opportunities.*

VISION: *To be the premier provider in a collaborative effort for workforce development in our communities.*

Council on Occupational Education (COE) requires that Lake Technical College review, or approve changes to, these Statements as part of the Center’s Strategic Plan.

Lake Technical College Strategic Plan, 2020-2023 - Update in progress (Tab 10): Dr. Culpepper made Members aware that the strategic plan’s goal criteria is in process of revision. She stated there will be a couple of new sections added in the update. In Dr. Culpepper’s cover letter to the Board, it mentions that the plan is being updated following the August of 2019 Board of Directors strategic planning session. Prior to that session, faculty, staff, students, and business partners were actively engaged by providing data, recommendations to implement the plan. The letter went on to state that although the planning began during the Fall of 2019, the final draft of the plan is being compiled during the 2020 Covid-19 Pandemic; a defining moment in history and that the strategic plan will clarify and direct strategies and lead to the results; becoming the framework for budgeting and spending financial resources to continue working together with our mission in mind as we prepare the skilled workforce for the future.

2021 Articulation Agreement between Lake Sumter State College and Lake Technical College (Tab 11): Dr. Culpepper provided a brief summary to Members regarding the articulation agreement; a continuing effort to provide opportunities for students. It would allow students to transition into Lake-Sumter State College's (LSSC) postsecondary programs. LSSC and Lake Technical College (LTC) agreed to cooperate in the development and implementation of a discipline specific agreement for various programs which are listed in detail within the agreement. The agreement is on file with official Meeting Minutes.

2021 Memorandum of Understanding between Lake Sumter State College, Sumter County Schools, The Villages Charter School, Lake Technical College, and Sumter County Economic Development (Tab 12): Dr. Culpepper provided a brief summary to Members regarding the Memorandum of Understanding (MOU) providing detail about Sumter County experiencing rapid growth in population spurred by additional residential and commercial development and the partners agree that training in trades and healthcare should be expanded to meet the local job market demand. The partnership desires to create a unified training partnership called a Charter Career Technical Center

owned and operated by LSSC in Sumterville. The agreement provided an outline of the types of collaboration, costs and expenses, and projected timeline with the expectation to open the new Sumterville campus in September 2022.

RFA: 2019-2020 Executive Director Assessment by Board Members – Waived (Tab 13):

Dr. Culpepper stated that the district sent notification to waive 2019-2020 administrator evaluations. For record, Members were provided the 2019-2020 evaluation back-up documentation that is typically collected for the Board’s annual evaluation process. This year, Members were not required to complete the LTC or LCS on-line evaluations. The documentation provided consisted of results from the annual Climate Survey reports (student reports were not available for 2019-2020) and reports generated from general surveys of instructors and support staff.

2020-2021 Executive Director of Lake Technical College LCS Reappointment Resolutions (Tab 14):

1. ***LCS Reappointment Resolution*** - Chairperson, Chief Richard Keith read the 2020-2021 Reappointment Resolution. IT WAS THE CONSENSUS OF THE BOARD TO REAPPOINT DR. DIANE CULPEPPER, EXECUTIVE DIRECTOR FOR THE 2020-2021 SCHOOL YEAR.

2. ***LCS Personnel Resolution*** - Chairperson, Chief Richard Keith read the 2020-2021 Personnel Resolution. IT WAS THE CONSENSUS OF THE BOARD TO APPROVE DR. DIANE CULPEPPER, EXECUTIVE DIRECTOR TO ACT ON PERSONNEL APPOINTMENTS ON BEHALF OF THE BOARD OF DIRECTORS IN THE 2020-2021 SCHOOL YEAR.

Annual Reappointment and Election of the Charter Board of Director Members (Tab 15):

- *2020-2021 Reappointment of Board of Director Members (odd-year)*

2020-2021 SY Reappointment <i>Next Reappointment 22-23 SY</i>
Member Judy Beda
Member Mr. Gerald Cobb
Chairperson Richard Keith
Member Mr. Tim Morris
Member C. A. Vossberg

- *2020-2021 Reappointment of Charter Board of Director Members*
IT WAS THE CONSENSUS OF ALL CURRENT BOARD MEMBERS TO CONTINUE SERVING ON THE BOARD OF DIRECTORS OF LAKE TECHNICAL COLLEGE IN THE 2020-2021 SCHOOL YEAR.

- *2020-2021 Election of Charter Board Chairperson and Vice-Chairperson*
IT WAS THE CONSENSUS OF THE BOARD THAT MEMBERS, CHIEF RICHARD KEITH MEMBER AND DR. ISAAC DEAS CONTINUE AS CHAIRPERSON AND VICE-CHAIRPERSON OF THE CHARTER BOARD OF DIRECTORS.

- *Report of Governance Training Compliance*
CHAIRPERSON, CHIEF KEITH ACKNOWLEDGED FOR THE RECORD THAT ALL BOARD OF DIRECTOR MEMBERS HAVE CURRENT GOVERNANCE TRAINING CERTIFICATES.

RFA: 2020-2021 Election of Board Officers (President, Treasurer, and Secretary)(Tab 16):

The Bylaws state: *“The officers of the organization shall be President, Secretary, and Treasurer, each of whom shall be elected by the Board of Directors and may be employees of Lake Technical College. The officers of the organization shall be elected annually by the Board of Directors at the meeting after the annual meeting, or as soon thereafter as practical. The Officers of the Corporation shall serve as ex-officio members (without vote) of the Board.”*

Members approved the Executive Director’s recommendation to reinstate for the 2020-2021 school year:

- Board President: Executive Director, Dr. Diane Culpepper
- Board Treasurer: Business Manager, Mrs. Lorraine Foster
- Board Secretary: Senior Executive Specialist, Mrs. Lana Payne

RFA: 2020-2021 Parental Involvement Facilitator (Tab 17): Dr. Culpepper recommended appointment of Mrs. Lana Payne as the 2020-2021 Parental Involvement Facilitator representative for LTC. 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: Chairperson, Chief Keith said “thank you” to all the Board Members for joining via conference call and to those who attended the meeting in-person wearing the required facial masks and following social distancing guidelines due to the Covid-19. He stated that we are Americans; we are resilient; and, we are all doing whatever we have to do to keep things going! He said although Dr. Culpepper plans to address Covid-19 information in her report; he wanted to first say “thank you” on behalf of the Board for the amazing job that Dr. Culpepper, administrators, faculty, and staff are doing to try and get the school open again. He said that he is very proud of the school and there is a lot of effort taking place right now to get everything back up and running; for instance, the fire college begins on June 1st. Members verbally agreed. Chairperson Keith asked Dr. Culpepper to please say thank you to all faculty and staff for their hard work.

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

- **COVID-19 Updates** – Dr. Culpepper stated that LTC has a pretty amazing staff. On Friday, March 13, 2020; the last day before Spring break, she and her administration realized they would be planning for one extra week of Spring Break. They made plans to put programs on distance-education and Mrs. Stephan completed and submitted all required Council on Occupational Education (COE) forms by Sunday to request this action be taken. She stated that the United States Department of Education (USDOE) created a waiver to allow offering distance education, because it has not been allowed previous to the COVID-19 stay-at-home order. During the week of Spring Break, she and her administrators were on the phone with the Florida Department of Education (FLDOE), COE, each other; all trying to figure things out and resolve any unknowns. She stated that Sunday, 150 Chromebooks were order to issue to students who the school was aware of not having the technology. A mobile hotspot was activated in the front parking lot for students who did not have access to WIFI; all thinking this would only last a week more.

By the end of the week, and over 30-40 conference calls later between them and the USDOE, FLDOE, Federal Financial Aid, the Veterans Administration, and the eleven (11) licensure boards that LTC reports to find out what they would allow, if there were waivers they could provide. Sometimes all of the information that the leadership team learned about at the beginning of a day; changed by the end of the day. The next day, only to go through the same processes again. Many

agencies were waiving rules; which was good. Except that meant that the leadership team had to look at school's policies to ensure how things were implemented.

She stated that Thursday of the second week; seven (7) teacher leaders, who were assigned as "Captains", were brought into the school to divide the programs up and worked during their Spring Break, (authorizations for payment to them have been made for their time), to put all of LTC's programs into place, work with the teachers, and help people, who never in a million years, thought they would be teaching Welding, Auto Collision, Nursing programs on-line. She said it was incredible to see them handle this situation in the manner that they did and do whatever they had to do to be ready by Monday, March 30th. It was an incredible amount of work for them; especially trying to do the tasks from home; but, LTC started its on-line classes that Monday! She stated that Mrs. Stephan and Mrs. Thomas have spent a tremendous amount of hours working through all of this. Meanwhile, business operations had to keep going. She stated that Mrs. Foster jumped-in and implemented a plan for that office; and was even known to chasing-down the UPS truck to obtain packages that were needed at LTC. She said the whole Admissions department had to be converted to a virtual office mode.

She stated that normally at this time of the year, things are beginning to wind down and administrators are beginning to think about the upcoming school year in the Fall and focus on enrolling students and get them excited about the new school year. There was no time to think about that. A chat feature was added to the website; people are accessing the messenger feature on Facebook; and as LTC got better at those things, Zoom Meetings/appointments began to be scheduled. Meanwhile, the Financial Aid office had to continue to operate due to the PELL checks. Once the Business Office cut the checks, they were distributed by hand to the students in the front parking lot.

She stated that she tried her best to keep the Board abreast of all activities. She said it has been one of the hardest things she has ever had to tackle in all of her life. But, it is also one of the most amazing things she has ever done in her entire life. Seeing everybody pulling it together for LTC and doing what we had to do for our students. She stated that LTC did not lose that many students; for the most part, they are hanging in there with us. The Welding program was the hardest and it has been put on pause beginning this Monday. Small groups of students began to come back to campus about three (3) weeks ago. She said she is very concerned; because there is a lot involved in checking them in, (masks, hand sanitizer), because she does not want any cases to develop at the school. She said that just putting the operation schedule together each week is hard. To date, no one has been allowed in the building; only employees and they must notify administrators when they are present to keep numbers of people down inside the building. Custodian's schedules and tasks have changed due to union contracts; and we need them so much to be able to clean the areas where students have been.

She said it has been an experience that she will never, ever forget – as most everyone won't. "Kudos" to the LTC family. She thanked the Board Members also for their support during this time and for their guidance as she has needed it.

- **Legislative Updates** – None at this time. The Governor has not signed the budget; it has not been presented to him yet. She will have to consider putting some instructors on notice about non-reappointment for the 2020-2021 school year.
- **2019 – 2020 Graduation Ceremony re-scheduled (July 29, 2020 @ Lake Sumter State College)** (*Time of ceremony To Be Determined*)

Gerald Cobb stated that he had to pleasure of attending his first nursing graduation ceremony in the South Lake area prior to the stay-at-home order. He said he was so impressed by how proud the students were; their family members who attended. It speaks volumes about the teachers out in that area of the county. He said that the fact that you can have a campus thirty (30) miles away and have that kind of pride and turn-out; there is no doubt that Dr. Culpepper and her team have a handle on it.

He also reminded the Board of Dr. Culpepper's upcoming retirement August 1, 2021 and that it would be best to begin the process of an Executive Director's search as soon as possible. Board Members agreed; however, teased that they would not accept her resignation for retirement. Chairperson, Richard Keith acknowledged this request and spoke of developing a succession plan or search committee; to talk about this at the July Meeting.

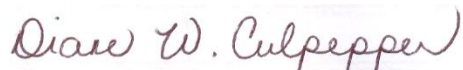
DATE/TIME OF NEXT MEETING:

Proposed pre-scheduled meetings for **2020-2021** school year:

- First Quarter Monday, July 27, 2020 (4:30 p.m.)
- Budget Meeting Monday, September 14, 2020 (4:30 p.m.)
- Second Quarter: Monday, December 14, 2020 (4:30 p.m.)
- Third Quarter: Monday, March 8, 2021 (4:30 p.m.)
- Fourth Quarter: Monday, May 17, 2021 (4:30 p.m.)

ADJOURNMENT: Meeting adjourned at approximately 6:22 p.m. M/S/P; no Members abstained.

Respectfully submitted,



Dr. Diane W. Culpepper,
Executive Director