

LAKE TECHNICAL COLLEGE
Board of Directors Special Meeting
June 18, 2020 / 8:00 a.m.
Board Room / Zoom Invitation

Join information:

<https://us02web.zoom.us/j/7938743906?pwd=WkxkQnJScTY0dWtuT0l0N3pTd2s5dz09>

Meeting ID: 793 874 3906

Password: 049700

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 Special Meeting of Lake Technical College’s Board of Directors was held via Zoom Meeting link 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 welcomed Members and requested to recite The Pledge of Allegiance followed by a Moment of Silence.

DETERMINATION OF A QUORUM: A quorum was met as follows. Chairperson, Chief Richard Keith called the meeting to order at 8:09 a.m. Copies of tabbed items will be included with the final, approved Meeting Minutes.

In-person - Administrative Conference Room / Zoom on-line Meeting link

Board of Director Member, Board Chairperson, City of Tavares Fire Chief, Mr. Richard Keith
Board Officer, President, Dr. Diane W. Culpepper, PhD

Conference-call 352-589-2250 ext 1817

Member, Mrs. Judy Beda

Zoom live-chat (no video)

Member, Mr. Timothy Morris

In-person - Board Meeting Room / Zoom on-line Meeting link

Vice- Board Chairperson, Dr. Isaac Deas;

Member, Mr. Gerald Cobb

Board Officer, Treasurer, Lorraine Foster

Board Officer, Secretary, Lana F. Payne

Off-campus - Zoom On-line Meeting link video:

Member, Mr. Mickey Gauldin

Member, Mr. Fred A. M. Cobb

Member, Mr. C.A. Vossberg

Member, Mr. David Steele

Board of Director Members absent: None.

MEETING MINUTES OF May 18, 2020 MEETING (Tab 1) The Meeting Minutes of the May 18, 2020 Board Meeting, as written, were approved *M/S/P (**motion made, seconded, passed*); Director Member, C.A. Vossberg abstained.

PUBLIC COMMENT: None.

PROGRAM SPOTLIGHT: None.

REPORTS: None.

UNFINISHED BUSINESS: None.

CONSENT AGENDA – June 18, 2020 (Tab 2) approved M/S/P; no Members abstained.

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

Full-time, departmental transition effective 07/01/20

Financial Aid Office - Non-Instructional/Non-Bargaining – Financial Aid Specialist – Ila Knight (157517) transition to Professional/Managerial – Financial Aid Manager

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

Part-time, 4535:

- **Teacher, PT Adult Ed/Public Service Firefighting** – Parkhurst Matthew (156589)
resignation effective 05/20/20
- **Teacher, PT Adult Ed/Public Service Law** – Howard, Kevin M. (113839)
resignation effective 06/10/20

NEW BUSINESS: (Tabs 3-4) approved M/S/P; no Members abstained.

2020-2021 Lake County Schools Mental Health Plan for Lake Technical College (LTC) (Tab 3) Dr. Culpepper stated that as part of the legislation following the Marjory Stoneman Douglas shooting; the state of Florida provides school districts with mental health funding. Schools are required to submit a Mental Health Plan outlining use of those funds. Last year, LCS included LTC's dual-enrollment student in their comprehensive plan and this year, LTC is to complete and submit a narrative and budget.

This week, the district notified Dr. Culpepper that the 2020-2021 Mental Health Plan is due at the district office by July 20th. The Lake County School Board (LCSB) will approve the plans at their meeting of August 1st. The district has requested to have the plan approved by the Charter Board prior to submitting it. Since LTC's next Board Meeting will not take place until July 27th; after the district's due date, the plan was added to the Special Meeting Agenda for approval.

She stated that the Mental Health Plans are a requirement of the Florida Department of Education (FLDOE). LTC's comprehensive plan detail was included with the RFA for Members to review prior to the Meeting which indicated that LCS allocated \$588.00 to LTC in 2020-2021 and that the funds will be used toward a computer for students to use when they need to access mental health information.

Grants - Federal– Diesel Program Partnership between The City of Tavares and Lake Technical College (Tabs 4) Chairperson, Richard Keith announced that Mr. James Dillon, Public Works Director for The City of Tavares was present for this tab item. Dr. Culpepper presented a Request for Approval for Lake Technical College to pursue a US Economic Development Administration (EDA) Grant; requesting \$2,837,132 in funding, to co-locating the Diesel Technology Technician program with the City of Tavares Solid Waste and Public Works Facility. The approval would grant authorization to Dr. Diane Culpepper to

submit and manage the grant on behalf of Lake Technical College. Dr. Culpepper stated that she intends to submit the grant on Friday and the Board's approval is required.

She stated that the co-location will add additional bay space to the Fleet Management division and allow for the building of a modern technical training facility for the LTC students enrolled in the program. The partnership of LTC and the City of Tavares, a first of its kind, will authentic the environment where students will work side-by-side with the city's technicians on city vehicles. This institutional innovation will enrich classroom learning with real-world content and will offer applied and work-based learning experiences as a way to better prepare individuals for high-wage, high-skill jobs.

Job shadowing, internships, apprenticeships, and cooperative work experiences will be part of the training. A highly skilled workforce will be prepared for Lake County and the region. There is no fiscal impact at the time of submission of the grant; however, once the building is built, LTC will utilize funds for equipment (\$250,000) and will add a second instructor (\$100,000).

Dr. Culpepper thanked the Board for coming together for this approval.

BOARD CHAIRPERSON REPORT: Chairperson Keith acknowledged, on behalf of the Board, the great job that Dr. Culpepper and her team of administrators, faculty, and staff have done to keep the school operating and programs continuing to run through to the end of the school year and into the new school year.

EXECUTIVE DIRECTOR'S REPORT:

- Dr. Culpepper informed Members that LTC will be closed June 29, 2020 – July 3, 2020 for deep cleaning in preparation of the new school year. The school will open officially on July 6, 2020 with extra security measures; masks and limiting the number of people who can come inside the school.
- Dr. Culpepper reported that almost \$200,000 of Federal CARES ACT funding has been distributed to Lake Technical College students. She praised the Admissions, Business Office, and Financial Aid Office staff for the amazing job they've been doing; phone-calling, chat, messaging, and running outside to and from the parking lot to hand-delivered to drive-up students. She thanked the staff who worked tirelessly preparing, organizing, and distributing. She stated that there might be a decrease in student enrollment for Fall; however, there are a lot of new processes taking place virtually.
- Dr. Culpepper stated that she is still working on LTC's budget. The Governor has not signed a budget for the upcoming school year; he has until June 30th. She stated that the Governor has allocated \$35 million to the state and technical College workforce systems to enable us to write grants for funding. She stated that LTC's allocation is approximately \$336,000. They have given the school until July 17th to write and submit for those grant funds.
- Dr. Culpepper stated that LTC is working on a plan in conjunction with the Department of Education, on what "opening" back up will look like in the Fall. She stated that safety and best interest is top of mind. The Governor and the Department of Education has recognized that workforce education is the engine that will get the economy going again, and LTC is proud to be part of the recovery. She stated that she has never faced challenges like these, and she promises that she is doing her best for the Board and LTC's students.
- Dr. Culpepper informed Members that the Corporate and Community Training Program Specialist, Laurie Bryant, is coordinating a three-day construction camp for middle school students on campus next week (Monday, Tuesday and Wednesday). There will be 24 students divided into three groups. Their camp will be staged in the back of the school in the construction classroom area (the old welding shop); spending most of their time outside. There will be several adult chaperones and instructors.

The students' parents will drop them off at the B-Building Door in the student parking lot. A second security guard will be here for them on those three days. Parents will be required to sign the same form our Lake Tech students are using. Student's temperatures will be taken when they arrive each day and everyone will wear a mask. The students and chaperones will eat lunch outside in the courtyard from 12:15 to 12:45 pm.

- In July, LTC will offer two CareerSource camps for 15-19 year old's. One camp will be an IT camp where the students will be designing websites and programming a Raspberry Pi device. The second camp will be a Health and Fitness camp. These two camps will be four-week virtual camps; however, the students will come to campus in small groups two or three times during the camp. Mrs. Laurie Bryant is coordinating these camps as well. The dates that the students are coming to class has to be determined yet. The students will have their temperatures taken and will wear masks when on the campus.
- Dr. Culpepper and Mrs. Stephan toured the new animal shelter last week and saw the classroom that we will be using for the Vet Assisting program! Very cool and very exciting.
- Director, Mrs. Melissa Stephan and Assistant Director, Mrs. DeAnna Thomas are currently working on annual Adult Ed and Perkins Grants trying to meet various deadlines.
- 2019 – 2020 Graduation Ceremony was re-scheduled to July 29, 2020 @ Lake Sumter State College. But, because the college is holding their ceremonies on the same date; the time is still pending. There may be an alternate location decided upon.

DATE/TIME OF NEXT MEETING:

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

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|------------------|----------------------------|-------------|
| • 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 8:35 a.m. M/S/P; no Members abstained.

Respectfully submitted,



Dr. Diane W. Culpepper,
Executive Director