

LAKE TECHNICAL COLLEGE

Board of Directors Meeting

July 27, 2020 / 4:30 p.m.

Tech Dining Room

OPENING:

- Call to Order; The Pledge of Allegiance followed by a Moment of Silence
- Determination of a Quorum

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 determined and 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.*

Director Members Present:

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

Director Members Not Present:

Member, Mr. Timothy Morris

THE SPECIAL MEETING MINUTES OF June 18, 2020 (Tab 1) The Special Meeting Minutes of the June 18, 2020 Board Meeting, as written, were approved *M/S/P (**motion made, seconded, passed*)

PUBLIC COMMENT: None.

PROGRAM SPOTLIGHT: At an August 2019 Strategic Planning Workshop, Dr. Culpepper discussed with Board Members a meeting with Lake County Schools (LCS) Superintendent, Diane Kornegay in Clermont to tour the empty Clermont Elementary School facility; the Superintendent knew of the desire to have more LTC presence in that area. Later, Lake County School Board (LCSB) Member, Marc Dodd, met with Dr. Culpepper, Sharon Keys, and Alex Busto, A.I.A., of GatorSkitch Corporation; Architectural Design and Planning Firm of Clermont, to discuss some ideas for use of that same property; and, they wanted to see how LTC could fit into the project.

Dr. Culpepper invited Mrs. Sharon Keys, Lincoln Park South Lake Alliance; Lincoln Park Impact Committee Chair and Guest Alex Busto, A.I.A., GatorSkitch Corporation; Architectural Design and Planning Firm of Clermont to provide a brief presentation about the committee's ideas and to share project plans with the Board of Directors.

Mrs. Keys informed Members that both committees met to discuss use of the old Clermont Elementary School campus/facility; which, she said, was one of the first African-American schools in Clermont. She stated that many of the committee Members still live in the area and it was their wish to try and keep that campus as a part of their history and legacy. She said that over time, the two committees held talks with local pastors, legislative and community leaders, and local citizens in an effort to build a proposal to present to the LCSB that would not only be for the immediate community, but for the south Lake County community as a whole.

Mrs. Keyes stated that the committee groups discovered that a few things were missing that in the area such as; residents with the ability to find (or afford) transportation to the LTC's Eustis campus or enough information available about LTC and about learning new skills. She distributed a fact-sheet to Director Members listing the focus topics of the committees, including LTC programs, mentoring, computer, life-skills, arts, and sports programs. She informed the Board that the Clermont City Manager, Darren Gray and Chief Broadway of the City of Clermont Police Department have both expressed their support for this project and she reviewed the project's Mission; "To enrich and foster healthy communication, community interaction, creativity, and collaboration for all generations of the south Lake County community," She said that this includes education, vocational training. Arts and sports. She mentioned that LCSB had also discussed the possibility of Pre-Kindergarten programs being offered at that campus and other community groups that offer finance training have come forward to partner with this project.

Mr. Alex Busto displayed aerial photographs of the existing location/building with conceptual indicators of locations that the adult training, community center, and administrative offices would be housed. The north side utilized by the Lincoln Park group and separate areas with a focus on LTC; perhaps for childcare training, construction trades (which the community expressed need of), GED programs and rooms for administrative offices. He also suggested the existing track located in the back of the campus being used for a vehicle training area.

Member Mickey Gauldin questioned if there would be adequate parking available at the facility. Mr. Busto stated that there are portables currently located in some areas of the property; and those are to be removed to provide additional parking areas and there is also parking available across the street from the facility. Mr. Busto welcomed any thoughts or ideas about LTC's needs as the plans are being made so they know what or what not to plan for; it would be very helpful. He thanked the Board for the opportunity to present. Mr. Busto ended his presentation by stating it will be approximately three years before the school is actually closed; but, from a planning standpoint, this leaves enough time for planning this project and allowing allow time for design, drawings, and permitting so that the community can get exactly what it needs from the property and facility.

With no other questions by Members, Chairperson Keith thanked both Mrs. Keys and Mr. Busto for coming to the meeting and sharing these details and descriptions. He said that the Board will have many other opportunities to discuss this project; as there is a lot of work ahead.

REPORTS: None.

UNFINISHED BUSINESS: None.

CONSENT AGENDA – July 27, 2020 (*Tab 2 - 4*) approved M/S/P; no Members abstained.

PERSONNEL: (*2020-2021 & 2021-2022*) for *Main Campus & Institute of Public Safety*)

RESTRUCTURING:

4531 Full-time:

- **Allocation Increase:** Director of Operations, Administrative - Thomas, DeAnna (128226) transition from Assistant Director, Administrative
- **Allocation Increase:** Program Manager, Administrative - Seidner, Arthur A (133417) transition from Program Specialist, ESOL AE, instructional
- **Allocation Decrease:** Program Specialist, ESOL AE

2020-2021 Program Advisory Committee Members *(annual review for COE)*

NEW BUSINESS: *(Tabs 5-15)* approved M/S/P; no Members abstained.

At-A-Glance Budget Summary April 30, 2020 – June 30, 2020 *(no action required)* **(Tab 5)** *(no action required)* The 3-Month At-A-Glance Summary was reviewed by Business Manager and Board Treasurer, Mrs. Lorraine Foster. Mrs. Tarsha Jacobs, CPA, was also available to answer any questions. There was no discussion by the Board.

RFA: 2020-2021 LTC – State Fee (Tuition) Calculation **(Tab 6):** Treasurer, Mrs. Lorraine Foster, provided a review of the 2020–2021 State Student Fee calculations memo reporting no increase for the new school year. By state statute, the Charter Board approves the state’s fee calculation annually.

Grants **(Tab 7):**

a) Governor’s Emergency Education Relief (*GEER*) Fund under the Coronavirus Relief, and Economic Security (*CARES*) Act Fund (*TAPS 21B 088*) *Rapid Credentialing Grant effective 05/28/20-09/30/22*; Total Approved Project \$266,108.00. Details of this grant are on file with the official Meeting Minutes.

2020-2021 Agreement between Lake Technical College and Tarsha R. Jacobs CPA **(Tab 8)** Dr. Culpepper stated that Mrs. Jacobs’ agreement is renewed annually as part of the Consent Agenda; however, the 2020-2021 agreement’s monthly amount increased requiring approval as a New Business item. Details of this agreement are on file with the official Meeting Minutes.

2020-2021 Training Deputy Agreement between Lake Technical College and Peyton Grinnell, Sheriff of Lake County Florida **(Tab 9)** Dr. Culpepper stated that item five (5) of the 2020-2021 Training Deputy Agreement was updated. The Lake County Sheriff’s Office (LCSO) will be responsible for insuring the assigned vandal watcher, rather than LTC or LCS. The agreement allows Vandal Watcher Deputy Sherriff to reside in his/her own mobile home situated on the IPS campus to provide night time security. Deputy, *(and part-time Law Enforcement Instructor)*, Carson Sink, lives in Kissimmee and brings a personal motor home to the location.

Attorney Kevin Stone: Florida Sunshine Law Update **(Tab 10)** *(discussion only)* At the July 2019 Meeting, with the addition of three (3) new Charter Board Members, Dr. Culpepper invited Attorney Stone to review the Government in the Sunshine law with Members. The review focused mainly on public records *(requests for information and to answer what is considered a public record, etc)*. This year, Dr. Culpepper invited Attorney Stone back and the discussion focus was on Board Member communication; defining what is considered a meeting and to provide Members an opportunity to ask questions.

2020-2021 Executive Director Search/Review Team **(Tab 11)** Chairperson, Chief Keith, reviewed a timeline summary that he generated for consideration by the Board. He stated that Executive Director, Dr. Culpepper, retires in August 2021 and that the Board has a huge task ahead in searching for a replacement of the Executive Director in just under one year.

The summary outlined a Search Review Team which consisted of Board of Director Member, Fred Cobb, Team Leader; Administrative representative, Director Melissa Stephan; Instruction representative Chef Ken Koenig; Ex-ficio Member, out-going Executive Director, Dr. Culpepper, Operational staff representative Mrs. Tammy Ryan of the Institute of Public Safety (IPS); Team Coordinator, Mrs. Lana

Payne, and Consultant, Mrs. Marsan Carr, Executive Director Executive Director of the Florida Association for Career and Technical Education (FACTE).

He stated that no Board action is required at this time; however, he recommended that Board Members review the process as outlined and provide feedback. Member, Gerald Cobb recommended approving job announcement verbiage at the September Meeting rather than waiting until December and suggested that more than one Board Member should be participating on the search team. He also suggested the possibility of Dr. Culpepper remaining in her role temporarily to assist the new Executive Director during the transition. Chairperson Keith explained that because Dr. Culpepper is in the Florida Retirement System's (FRS) DROP program, she cannot continue in her role past August 1, 2021. The Sunshine Law would need to be followed if more than one Director Member served on the search team. Attorney, Kevin Stone, recommended that this Board provide the search team a very clear screening criteria; and to be clear that the team is not making discretionary decisions. At Chairperson Keith's request, Mrs. Stephan provided details regarding the previous interview process. She confirmed that there was a team that followed a screening process to identify applications that met already set criteria. The team did not conduct formal interviews. She stated that in August and September schools are extremely busy. It would be hard for the review team to anytime meet prior to the September Board Meeting simply due to the activities happening at the school during those months. She stated that approval in December would be more reasonable, as it provides time for the team to meet and review/develop criteria, and to work on the advertisement verbiage that will be presented to the Board for approval.

Chairperson Keith emphasized to Members that the Board of Directors will hire the new Executive Director, not the search team. The team will be responsible only for screening multiple applications for meeting criteria and will provide a ranking of those applicants to the Board of Directors for interview selection. Mrs. Stephan stated that during the last process, applicants had an opportunity to meet with the team and a second opportunity to meet with faculty and staff in a question/answer session. These meetings were more informational; to get to know the applicant.

Discussion ensued among Members regarding the applicants having knowledge of, or being familiar with, the state of Florida rules and regulations and applicants who are desire longevity in their commitment to the position and the school. Dr. Culpepper stated that it is very important for Mrs. Marsan Carr to be involved in this process because there has been a lot of retirements and movement within the technical college system recently and Mrs. Carr is very familiar with the system and network. Members, Fred Cobb and Mickey Gauldin agreed that faculty and staff input were an important part of the decision-making process as well.

Chairperson Keith mentioned that all applications are public record. Any LTC Board of Director Members may review applications by making an appointment with Lana Payne and reviewing them at the school.

After discussion among Members, THE CONSENSUS OF THE BOARD WAS TO ACCEPT THE TIMELINE; AND THAT THE BOARD OF DIRECTORS WILL BE PROVIDED FINALIZED JOB ANNOUNCEMENT VERBIAGE AT THE 2ND QUARTER CHARTER BOARD OF DIRECTORS MEETING SCHEDULED DECEMBER 14TH 2020; AND WHEN THE SCHOOL RE-OPENS IN JANUARY 2021, THE JOB ANNOUNCEMENT VERBIAGE WILL BE RELEASED AND SHARED WITH THE EXECUTIVE DIRECTOR OF FACTE.

RFA: Lake Technical College Alternative Options to Required Professional Education Training (Tab 12) Dr. Culpepper stated that in the past, the Board has approved certain things to allow LTC to handle certification differently than K12. She requested approval of a 4-hour project management

course that LTC's Career Technology Specialist, Mrs. Sonya Rosenglick has written and developed, which is very involved and robust, that LTC instructors can take, as a required course by the state of Florida, in lieu of the 2-hour course that has been offered through FACTE; which is very K12 driven. LCS requires Charter Board approval to accept this as an approved course.

2020-2021 Lake Technical College Organizational Chart (Tab 13) (*approval and annual review for COE*) Dr. Culpepper stated that this is the new chart for the new school year. Changes include Mrs. Thomas' position change to Director of Operations. In this role, she will be taking on the additional responsibilities of overseeing Assistant Director of Facilities, Jack Miller and a new administrative position; Program Manager, Adult Education filled by Mr. Arthur Seidner who currently oversees the Adult Education program.

2020-2023 Lake Technical College Strategic Plan (Tab 14) (*approval and annual review for COE*) Dr. Culpepper stated that the front pages of the new Strategic Plan were presented at a previous Meeting; and she notified the Board, at that time, that the plan was still being updated and would be presented for approval at a later meeting. She said that the plan's objectives and strategies have recently been finalized. She stated that the administrative team took the approach to not have as many objectives (goals) listed as in the past because some have been infused into other categories, trying to make them a little more broader than in the past. From having been very restrictive and particular in the past, it has made it where processes are in place and strategies can be taken to the next level and focus can now be on a bigger picture. The changes include topics the Board discussed at the Workshop last August; the goals of school safety and security, highly-qualified faculty and staff, training, diversity, increasing dual-enrollment numbers, (she has been meeting with high school principals), distance-learning/technology, new programs and partnerships, Corporate and Community training opportunities, and increasing apprenticeship programs.

LTC Re-opening (COVID-19 Continuity of Operations Plan) (Tab 15) Dr. Culpepper provided a nine-page plan that the state required the school to submit. She stated that the Governor considered workforce training "essential"; although the school closed for a short period due to all of the uncertainty with COVID-19, it re-opened with students in May. There is a lot of information in the plan about how to keep students, faculty, and staff safe. This will require that all wear masks and have their temperature taken upon entry to the school. She stated in order to keep student numbers lower, the A-building program courses will be run on a blended model so that students will alternate attending in person and learning online at home. For B-building program courses, students will attend in person every day and observe proper social distancing, wearing masks, and washing hands. LTC is managing that now with the students who have returned in some programs and the support staff. Instructors will return on Monday and administrators will advise them how to adhere to this plan.

BOARD CHAIRPERSON REPORT: Chairperson Keith thanked the Board Members for attending the meeting and praised all school staff for their hard work during this time.

EXECUTIVE DIRECTOR REPORT:

LTC Re-opening (COVID-19 Risk Enrollment Letter) (Tab 16) Dr. Culpepper provided a sample welcome/COVID-19 Risk letter that was developed by Mrs. Stephan. Each student will receive this letter. The letter has been shared across the state with other technical colleges.

Visitors on Campus Dr. Culpepper asked for suggestions from the Board about vendors coming on campus. Deliveries are sometimes large, and the vendor must come to the back of the school; some can be delivered in the front. Member, C.A. Vossberg stated that it has been his experience that businesses

require a temperature check before entering the front of the business or parking lots. Mrs. Beda stated that in this day and time it is not an unreasonable request to request temperatures and masks. Mr. Gauldin stated that many businesses are requiring masks and stated that LTC was already concerned about security in the past, so adopt a plan that will be long-lasting. The Board was reluctant to “lock-down” the campus; however, since restrictions are needed to adhere to COVID-19, implement it as part of security. Dr. Culpepper thanked the Board for their input.

2019 – 2020 Virtual Graduation Ceremony – Dr. Culpepper announced that a video will be released July 29, 2020 on LTC’s Facebook page and it will be sent in a link to Members as well. She thanked Chief Keith for being a guest speaker. She thanked Tim Morris for sponsoring the video, which was a big expense.

Summer Camps at Lake Technical College – Dr. Culpepper stated that Mrs. Laurie Bryant of Corporate and Community Training conducted summer camp classes. A 3-day construction camp took place outside at the main campus. Currently, a virtual health and fitness camp, and a boating camp as well. All went well.

2019-2020 LCS Annual Inventory Report – Dr. Culpepper provided a letter provided from LCS regarding the inventory report. She stated that Mr. Miller worked very hard on the inventory this year because there were a lot of items randomly about the campus. She thanked Mr. Miller for his hard work.

City of Tavares Project – Grant – The grant that Dr. Culpepper and the City of Tavares, Public Works Director, Mr. James Dillon, have been working on together was submitted to their contact in Washington DC and is currently going through an approval process.

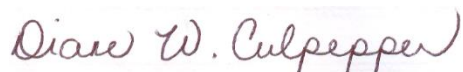
DATE/TIME OF NEXT MEETING:

Pre-scheduled meetings for **2020-2021** school year:

- 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:

Respectfully submitted,



Dr. Diane W. Culpepper, Ph.D.
Executive Director