

## LAKE TECHNICAL COLLEGE

Board of Directors Meeting  
September 14, 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; Mrs. Judy Beda; Mr. Gerald Cobb; Mr. Timothy Morris, and Mr. David Steele

### **Director Members Not Present:**

Member, Mr. C.A. Vossberg

**THE MEETING MINUTES OF July 27, 2020** (*Tab 1*) The Meeting Minutes of the July 27, 2020 Board Meeting were approved as written; **\*M/S/P** (*\*motion made, seconded, passed*)

**PUBLIC COMMENT:** None.

**PROGRAM SPOTLIGHT: Employee Recognition for Years of Service** Dr. Culpepper stated that typically, employee retirement recognition is held at the end of each school year; however, due to COVID-19, many things are handled in a different format. She recognized two very significant employee members of the Lake Technical College (LTC) family who are retiring:

**Mrs. Beverly A. Larry – Financial Aid Manager**, (*LCS Hire date: 03/30/1988 - Retirement Date: 10/30/2020*)

**Mrs. Irene B. Storm – Head Custodian II** (*LCS Hire date: 07/15/2002 – Retirement Date: 12/31/2020*)

Mrs. Larry was not present for recognition; however, Dr. Culpepper and each of the employee's direct administrators spoke highly of both Mrs. Larry's & Mrs. Storm's work performance and dedication to LTC; "doing whatever it takes".

She said as Executive Director, to know she could trust and have confidence in the job that our Financial Aid Manager was doing, was extremely important to her! With regard to Financial Aid, she said Mrs. Larry is one of the top individuals by far and will be greatly missed. She informed Members that over the summer Mrs. Larry began training her replacement, Mrs. Ila Knight, who has worked Mrs. Larry since her hire in 2016 and she knows that department is in good hands going forward.

Mrs. Irene Storm was present for recognition; Dr. Culpepper had Mrs. Storm join her and Chairperson Keith at the front of the room.

Dr. Culpepper described Mrs. Storm's schedule in arriving each day, very early in the morning, and at times covering for staff at the Institute of Public Safety (IPS) campus, even so, returns to the main campus with a smile on her face, ready for the next task. Anything that is asked of her; "gets done". She also commented about how proud she has been, over the years, in seeing the facility so clean. She said that is attributed to her and her team. Dr. Culpepper said Irene worked very, very hard and she just wanted to say "thank you" for all the years of service to Lake Tech and that she hopes that she enjoys her retirement. A retirement clock/plaque was presented to Mrs. Storm in appreciation of her years of service and she was congratulated on a job well-done. Mrs. Storm thanked everyone very much for all of the nice things they have done for her over the years. A photo was taken at the front of the room of Mrs. Storm with Chairperson Keith and Dr. Culpepper.

**REPORTS:** None.

**UNFINISHED BUSINESS:** None.

**CONSENT AGENDA – September 14, 2020** (Tab 2 - 5) approved M/S/P; no Members abstained.

**REQUEST TO HIRE:**

**Full-time 4531:**

- **Teacher, Health Job Prep - Clinical** – Willey, Anne M. (159377) *returned from part-time (30 hours)*

**Part-time 4531:**

- **Adult Ed PT Health-Clinical** – Rocha, Georgette - (163098)

**Part-time 4535:**

- **Adult Ed PT Public Svc EOT**– Miranda, Michael A. (111940) *Additional In-House Assignment*

**TRANSFER, RETIRING, RESIGNATION, & TERMINATION: (2020-2021) Main & IPS)**

**Full-time 4531:**

- **Teacher, Industrial Job Prep (IT/Enterprise)** – Scharich, Trevor (159460) *resignation effective 8/30/20*
- **Financial Aid Manager** – Larry, Beverly A. (111407) *retirement effective 10/30/20*
- **Head Custodian II** – Storm, Irene B. (120159) *retirement effective 12/31/20*
- **Records Specialist (Business Office)** – Maple, Jaliah T. (158846) *resignation effective 01/04/21*

**Part-time 4535:**

- **Adult Ed PT Public Service** – Serviss, Michael C. (132887) *termination effective 8/18/20*

**POLICY/PROCEDURES/PLANS – INTRANET (annual review)**

(COE requirement - Posted on LTC Intranet)

- *Book of Plans*

(Federal requirement – Posted on LTC Website)

- *Clery Act*
- *Campus Safety and Security Policies*
- *Drug and Alcohol Abuse Prevention Plan*

## **LAKE TECHNICAL COLLEGE BY-LAWS**

*(Mission/Vision Statements; "Director" to "Executive Director" updated)*

## **LAKE TECHNICAL COLLEGE FACILITIES** *(updated "Director" to "Executive Director")*

- *Facility User Fee Schedule*
- *Facilities Use Agreement*
- *Facilities Use Guidelines*

**NEW BUSINESS:** *(Tabs 6-12)* approved M/S/P; no Members abstained.

**RFA: Ending Budget 2019-2020:** *(Tab 6)* Mrs. Tarsha Jacobs, CPA, reviewed the 2019-2020 Final Budget. She stated that the Fund 100 Report reflects a revenue decline which is due to school closure; caused mainly from loss of course fees. Expenses were lower than budgeted and the final budget year ended with a \$175,655 loss. She stated there were unknown and unexpected expenses associated with terminal leave and sanitizing the school to re-open safely during the COVID-19 pandemic. Dr. Culpepper stated that the school suffered a loss of tuition earned for a whole quarter and many of the advanced specialized classes that generate funding had to be cancelled. Additional expenses were incurred from the quick change to online courses, and because of re-opening to small groups of students at a time; the expense of additional instructors.

Following the review of all budget reports, Mrs. Jacobs requested approval of the 2019-2020 Final Ending Budget to conform to state standard accounting and state mandates.

**RFA: Beginning Budget Amendment 2020-2021:** *(Tab 7)* Mrs. Tarsha Jacobs, CPA for LTC reviewed the Beginning Budget Amendment for 2020-2021 and stated that she, Dr. Culpepper, and Mrs. Foster met to discuss budget projections and chose to be conservative with revenue expectations and budgetary actions. Some expense changes include a 10% employer contribution towards retirement and salary increases. She stated that Dr. Culpepper and her administrative team are working with their programs; monitoring purchase of equipment and supplies, to ensure program budgets are conservative going into the new school year. Mrs. Jacobs also provided an update regarding the final auditor visit in August. She stated that the federal-related items were handled remotely and some items are still pending from the district. She expects to receive those items soon, because the Auditor General will be conducting the district's audit in the upcoming weeks.

Mrs. Jacobs requested Board approval to conform to state standard accounting and state mandates.

The Budgets are on file with the official Meeting Minutes of the Board and posted to on the LTC Website: laketech.org for review.

**Grants: Update: Rapid Credentialing Economic Recovery Prosperity Initiative** *(Tab 8)* Dr. Culpepper provided an update regarding the Rapid Credentialing funds received from the state's CARES Act explaining that the intention of this funding is to help improve the economy by allowing state college and technical college systems to develop and offer quick, short-courses that will provide credentialing and jobs. The occupations that LTC can train individuals quickly in are: Emergency Medical Technician (EMT); 911 Dispatcher; Patient Care Tech (PCT); Heating, Ventilation, Air Conditioning/Refrigeration (HVAC/R) 1; Introduction to Construction; and Private Security Guard. The funding also provides scholarships for students of these various programs, includes the purchase of new equipment; such as simulators for online training situations. She wanted the Board to be aware that the school was happy to accept the funding and has spent it appropriately as outlined.

**Lake Technical College’s Policy and Procedures:** (Tab 9) Director, Mrs. Stephan, stated that each year the LTC Policy and Procedure Manual are reviewed to ensure information aligns with any changes involving Financial Aid and Veteran’s Assistance, Council on Occupational Education (COE) accreditation, or any other major entities that are associated with or help guide the school. This year, a conscience decision was made to not change policy due to Coronavirus (COVID-19)-related issues; seeing those policies are temporary during this pandemic. She requested approval of the update.

**Articulation LTC and Sumter County School Board:** (Tab 10) Director, Mrs. Stephan, stated that she is excited to report a second year of articulation with Sumter County Schools. This year, there are two students who are career dual-enrolled and, this year, LTC has its first potential articulation student who finished their HVAC/R 1 program and will continue into the HVAC/R 2 program. She stated that the articulation agreement as presented will be routed to all entities for approval and requested Board approval to continue in that process for this school year.

**Lake Technical College Career & Technical Education GUIDE Program (Teacher Certification Courses):** (Tab 11) Director, Mrs. Melissa Stephan stated that approximately four years ago, LTC’s Board of Directors approved guidelines for an in-house training process for teachers from industry to help in their transition from industry into their new role as an educator of industry. This was created because the district-offered New Teacher Orientation training was specific to K12 teaching. The Florida Association of Career Technical Education (FACTE) offers new teacher’s free on-line courses and some testing was waived by the district in lieu of possessing/earning industry certifications.

She reviewed the revised GUIDE Program document indicating what must be obtained in order to teach a CTE program. In recent years, Mrs. Sonya Rosenglick, LTC’s Career & Technology Specialist, has taken on this role in teaching the new instructors as they go through this process of learning and understanding teaching methods, course construction, lesson-planning/evaluation, and teaching special needs students. It is also a state requirement for instructors to complete a professional ethics. In the first year, Mrs. Rosenglick meet with new CTE instructors monthly. They complete a very robust program consisting of taking courses through Schoology; which, captures the course construction and lesson-planning/evaluation classes, and has the new CTE instructors prepare a Florida Educator Accomplished Practices (FEAPS) portfolio to either demonstrate, show, or provide evidence of approximately thirty-eight different criteria during that year. In the second year, new CTE instructors focus on missed information or weak areas based on evaluation feedback provided to Mrs. Rosenglick. Mrs. Stephan stated that they also complete “Philosophies and Principles of CTE and CTE Teaching Methods” and “Teaching Students with Disabilities” courses (required by everyone every five-years).

She said when an individual is coming from industry and is an expert in a career field, becoming a teacher of that career field can be a bit overwhelming. CTE instructors have a three-year period to complete the training process and this over-time training helps them get up-to-speed so they can qualify for professional certification by their fourth year.

Member, Mr. Gauldin stated that he noticed that the document states *training must be done by LCS* and asked if there were any concerns or negative consequence for completing in-house training rather than LCS K12 training. Mrs. Stephan stated no and said the district was very supportive of the different training; however, requested Charter Board approval before implementing a different process. The approved training was provided to LCS for review and with both Boards approval, was implemented. All completions continue to be reported to LCS to prove state-required certificates. The only consequence in completing LTC’s in-house training versus LCS training is that their local Professional Teaching Certificate may not be credited to them if they transfer to another county or takes a CTE position in K12

She stated that this is explained to instructors ahead of the program. With no further discussion, she requested Board approval of the revision.

**2020-2021 Lake County Schools Contract for Services for Purchase by Charter Schools and Annual Costs:** *(Tab 12)*

- *Annual Costs for Purchased Services Form*
- *Contract for Services for Purchase*

Dr. Culpepper stated that this contract pertains to contracted services the school receives from LCS. The Charter Board approves the selection of service and contract annually. Services selected for LTC are Fingerprinting services, use of the True North Logic system (which helps to manage instructional recertification and allows LTC to store record of Professional Development - *120 Master-Inservice Points must be earned every 5-years*), Professional Development courses offered by the district, and non-negotiables - *Human Resources and Risk Management*.

She provided details about a notation she made next to the section *accreditation membership fees*. She stated that LTC is paying for accreditation by COE through Cognia. (*Cognia formerly known as Southern Association of Colleges and Schools Commission on Colleges (SAC) for secondary schools and also Advanced Ed*). This accreditation serves the needs of dual-enrollment students who need certain information listed on transcripts if they chose to continue on to college. Because LTC has been paying Cognia \$1200.00 directly every year for their accreditation, whenever COE approves LTC's accreditation; so does Cognia. However, LTC's accreditation cycle with COE is 5-years and by paying directly to Cognia, LTC gets one less year on its cycle. LTC made the decision to pay Cognia through the district, (which is the same Cognia); but by doing so, LTC receives six-years on the Cognia's accreditation cycle. Since Cognia had already been paid; she made note of that and requested to not be charged again.

She stated that the charges have basically remained the same; no increase. However, as she mentioned previously, the district requires Charter Board approval annually.

**BOARD CHAIRPERSON REPORT: 2020-2021 Executive Director Search/Review Team** *(Tab 13)*  
Chairperson Keith thanked Members for their time serving the school.

He provided a brief update about his son, John, a student who enrolled in the CNC Machining program this year and commented that he is enjoying the program very much and in his first week in the program, was turning out creations!

Dr. Culpepper thanked Chief Keith for the kind words about new instructor, Dave Felker. She said that she is sure Mrs. Stephan will share that good news with him. They are very pleased to have him teaching the CNC/Machining program. She stated that Mrs. Felker is an outstanding instructor and already possessed a state certificate from Connecticut which Lake County Schools accepted upon hire. She said he is already out meeting individuals in his program's industry.

Director Member, Fred Cobb reported on the Executive Director Search Team Committee, stating that the committee met virtually on September 10<sup>th</sup> as a way to first introduce committee members to each other. The ranking documents were shared with the committee for review and comment and the group discussed some basic guidelines regarding how to proceed in the upcoming months.

**EXECUTIVE DIRECTOR REPORT:**

**Update: Re-opening (COVID-19) procedure; introducing "Rosie" the virtual temperature monitor and reporter** *(Security/Operations, Faculty/Staff, Students/Programs, and Visitors)* Dr.

Culpepper stated that the school's re-opening has gotten off to a good start for faculty, staff, and students. For students, temperatures are taken when entering the school, they are issued different colored wrist bands to which the temperature was taken. She said even though it has been so hot, wearing masks has not been an issue for anyone so far. Staff are to enter through the side entrance of the school each morning to have their temperature taken by a new virtual temperature monitor being called "Rosie" prior to heading to their department or program area. She invited Members to see the monitor before leaving campus. She also stated that her administrative team often check with other technical colleges to learn about things they are doing virtually to make a student's experience the best it can be in these days and times.

**Update: Fall Program Advisory Committee Reception** Dr. Culpepper stated that the regular fall Advisor Reception will be moved to spring. Although COE is still requiring the Program Advisory Committee meetings to take place; they are allowing the instructors to hold virtual meetings to conduct their business. She stated that instructors have reported better meeting attendance holding virtual meetings.

### **Legislative**

- Dr. Culpepper stated that she is starting to gear-up legislatively for the technical college's legislative platform.
- The federal government approved clock-hour schools to allow distance education. Dr. Culpepper stated that she has worked on this topic for over ten years. A committee was recently developed to work on preparing for that; they will begin meeting in July 2021. She thanked new Chancellor, Henry Mack for his assistance in getting this prioritized.

**2020-2021 Council on Occupation Accreditation Certificates** (*Information only*)

**Campus Life Calendar (September & October)** (*Information only*)

### **DATE/TIME OF NEXT MEETING:**

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

(Location: [Tech Dining Room](#))

Members: The side gate will be locked. Please enter through the front doors of the school and proceed to the Tech Dining Room at the back, left side of the school.

- 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,



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