

LAKE TECHNICAL COLLEGE

Board of Directors Meeting
December 14, 2020 / 5:00 p.m.
Board 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 5:00 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; Mr. C.A. Vossberg; Mrs. Judy Beda; Mr. Gerald Cobb; and Mr. David Steele

Director Members Not Present:

Member, Mr. Timothy Morris

THE MEETING MINUTES OF SEPTEMBER 14, 2020 (*Tab 1*) The Meeting Minutes of the September 14, 2020 Regular Board Meeting and the November 2, 2020 Special Board Meeting were approved as written; *M/S/P (**motion made, seconded, passed*)

PUBLIC COMMENT: None.

PROGRAM SPOTLIGHT: HVAC and Apprenticeship Program Ribbon Cutting Ceremony

REPORTS: None.

UNFINISHED BUSINESS: None.

PERSONNEL: Employee Recognition for Years of Service Dr. Culpepper recognized the following members of Lake Technical College's (LTC) family who retire in December 2020 and January 2021. The employees are:

- **Mrs. Etta Woodruff – Records Specialist, Admissions**
LCS Hire date: 11/29/1994 – Retirement Date: 09/30/2020
- **Teresa Sue DeMoss – Industrial Assistant, Admissions**
LCS Hire date: 08/15/1990 - Retirement Date: 12/18/2020
- **Mrs. Pamela J. Netherton – Teacher, Adult Education**
LCS Hire date: 08/09/1994 – Retirement Date: 12/18/2020
- **Mrs. Kathy J. Girard – Teacher, Adult Education**
LCS Hire date: 08/04/1997 – Retirement Date: 01/31/2021

She informed Members that each employee was recognized by their administrator, in the presence of their program and departmental peers, in celebration of their upcoming retirements. Each employee was presented with a retirement clock/plaque and jars containing cards and other campus-wide well-wishes in appreciation of a job well-done.

On behalf of the Charter Board of Directors, Chairperson Keith thanked all of these employees for their dedication and service to Lake Technical College.

CONSENT AGENDA – December 14, 2020 (Tab 2 - 4) approved M/S/P; no Members abstained.

APPOINTMENT/IN-HOUSE CHANGE ASSIGNMENT:

(4531)

- **Adult Ed Part-time – Tech Trade VP position group** (*cost strip change only*)
- **Adult Ed Part-time – Adult Ed PT CCT** – Bryant, Laurie N. (159130) (*added part-time assignment*)
- **Teacher, PT Tech Trade VP** – Bliss, Shane A (161382) (*change from full to part-time assignment*)

(4535)

- **Adult Ed Part-time – Firefighter Advanced** (*new group/hourly rate*)
- **Adult Ed Part-time – Firefighter Advanced** – Torres, David R. (159757) (*added 2nd part-time assignment*)
- **Adult Ed Part-time – Law Enforcement Equivalency of Training (EOT)** – Miranda, Michael A. (111940) (*added 2nd part-time assignment*)
- **Adult Ed Part-time – Law Enforcement Trust Fund (TF)** – Escalante, Gustavo (157924) (*added 2nd part-time assignment*)

REQUEST TO HIRE:

Full-time 4531:

- **Teacher, Industrial Job Prep, CNC/Machining** – Felker, David – (162930) (*replaces Michael Nixon*)
- **Teacher, Health Job Prep, LPN Program** – Smith, Catherine L. (163100) (*replaces Frances Pellegrino*); Prince, Monique (*TBD*) (*existing allocation*)
- **Teacher, Industrial Job Prep, Veterinarian Assistant** – Ross, Jennifer (163645)
- **Teacher, Industrial Job Prep** – Enterprise/Mobile Desktop – Bott, Bruce L. (163425) (*replaces Trevor Scharich*)
- **Financial Aid Specialist** – Coy, Katherine D. (162966) (*replaces Ila Knight*)
- **Financial Aid Specialist** - Knox, Kimonde S. (163075) (*replaces Brianne Chester*)
- **Records Specialist** – Gilliard, Constance S. (163519) (*new allocation testing replaces Ind'l Assistant*)
- **Maintenance Mechanic** – Vega, Francisco (157916) (*replaces Roy Peters*)

Part-time 4531:

- **Adult Ed PT GED** – Roberson, Rebecca (114527); Segreto, Anthony (146088); Lawrence, Earl (163672)
- **Adult Ed PT Health (Clinical)** – Knight, Kimberly F. (163632)
- **Adult Ed PT Health (EMT/Paramedic)** - Connolly, Kala G. (163346); Giese, Edward (104557); Acevedo, Obed (*TBD*)

Part-time 4535:

- **Adult Ed Part-time – Public Service Firefighting** – Adams, Donald R. (163450)

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

Full-time 4531:

- **Industrial Asst Guid Srvs** – DeMoss, Teresa Sue (118050) retirement effective 12/18/20
- **Teacher Adult Ed FT AE** – Girard, Kathy J. (118493) retirement effective 01/31/20
- **Teacher Adult Ed FT AE** – Netherton, Pamela J. (114771) retirement effective 12/18/20
- **Records Specialist Guid Srvs** – Woodruff, Etta W. (111541) retirement effective 09/30/20
- **Teacher, Industrial Job Prep (Welding)** – Bliss, Shane (161382) resignation effective 11/03/20
- **Financial Aid Specialist** – Chester, Brianne N. (161222) resignation effective 10/07/20
- **Maintenance Technician – LTC** – Peters, Roy C. (161497) resignation effective 10/01/20

Part-time 4531:

- **Adult Ed PT Tech Trade** – Nixon, Michael C. - (161066) resignation effective 12/14/20

Part-time 4535:

- **Adult Ed PT Public Service Firefighter** – Goodness Jr., John C. (160364) resignation effective 12/14/20
- **Adult Ed PT Public Service Firefighter Advanced** – Beeler, Christopher (155939) resignation effective 12/14/20
- **Adult Ed PT Public Service Law Enforcement (TF/EOT)** – McCormick, Jason M. - (125992) resignation effective 12/25/20

TAB 3: Property Disposition (2nd quarter report)

TAB 4: Non-Cash Contributions (2nd quarter report)

NEW BUSINESS: (Tabs 5, 6, 9, & 10 approved; no Members abstained M/S/P; Tab 7 Nay - Member, Gerald Cobb. M/S/P; Tab 8 No Action Taken at this time)

At-A-Glance Budget Summary September 30, 2020 – November 30, 2020 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.

GRANTS: None.

RFA: Annual Stipend for School Safety Officers (Guardians) (Tab 6) Dr. Culpepper requested an Annual Stipend for School Safety Officers (Guardians) stating that the individuals who voluntarily trained to serve as LTC's School Safety Officers (Guardians) pay for their own ammunition when practicing and must purchase their own holsters. Because these expenditures are for supplies and equipment needed to protect students, employees, or guests of LTC, a stipend is offered to these individuals to help offset any additional costs they have personally incurred.

The Executive Director recommended stipends in the amount of \$2,000 to each School Safety Officers:

- Director of Operations: Mrs. DeAnna Thomas
- Assistant Director-Facilities: Mr. Jack Miller
- Program Manager, Adult Education: Mr. Arthur Seidner

for a total fiscal impact of \$6,000.

RFA: 2020-2021 Executive Director Search – Job Announcement (Tab 7) The advertisement verbiage for the Executive Director, Lake Technical College position was presented to Members for review. The process and timeline for the Search/Review Team adopted at the July 27th Board of Directors Meeting indicated that the Charter Board of Directors would approve verbiage for the job announcement at the 2nd-quarter Meeting. The Team met December 4th to discuss the announcement details, reviewed the Lake County Schools (LCS) job description, and approved a requirements list for the announcement which is to be activated on the LCS employment website in January 2021. The job announcement and LCS job description will be shared with the Florida Association of Career and Technical Education (FACTE); Executive Director, Mrs. Marsan Carr, for state-wide advertisement. The requirements are as follows:

* Master's degree

* Must possess and maintain a valid Florida Professional Educator Certificate in Director of Career and Technical Education OR Educational Leadership or Administration/Supervision AND the ability to obtain the Director of Career and Technical Education certification within one (1) year.

* Must possess a minimum of eight (8) years progressively responsible experience in technical academic programming, with a minimum four (4) years in a senior management position.

* Or, an equivalent combination of education, training, and experience.

Mrs. Stephan reported that the posting is not limited to applicants from the State of Florida; however, the Search Team agreed that it is preferred to hire an individual who is familiar with State of Florida postsecondary education.

Member, Gerald Cobb, stated that it appears the applicant search was limited to Florida and questioned if there was a reason for doing so. Mrs. Stephan stated that it was unanimously decided by the Search Team to conduct an in-state search primarily, and if after an exhaustive in-state search, if suitable applicants are not found, to then post nationally. She stated that the team decided that they absolutely prefer to find applicants within the state of Florida.

RFA: 2022 – Memo of Understanding (MOU) between Lake Technical College and Lake County Schools (Tab 8) Attorney, Kevin Stone provided a status summary on the MOU stating that in May, 2020, LTC's Charter Board of Directors approved the school's conversion charter status with LCS to remain the same; not separating from LCS as the elementary conversion charter schools will in 2022.

He stated that in December, Board of Director Member, Mickey Gauldin, was appointed on behalf of the Board to work with him, Dr. Culpepper, and LCS to discuss relationship goals and after a couple of meetings, LCS did provide a draft document to establish that relationship.

Attorney Stone stated that after review, they decided that there is more that can be included in the MOU document. He said that because of the continuity of the student experience; dual-enrollment, and because LTC's services are not directly competing with LCS, LTC is seen differently than the elementary conversion charters and there are a lot of good things that LTC does with the school district that should be memorialized and put into place for the future. He stated that most items are not controversial; but, are collaborative items that should stay in place going forward and these items are still pending LCS approval. Therefore, the document, as is, is not ready for Charter Board approval. The MOU will be presented again at a later Meeting so that the Board can provide Member Gauldin direction; as he is working on the Board's behalf on this document.

Member Gauldin mentioned that there are newer Members serving on the Board who are not familiar with the conversion charter history, and described that LTC went into a charter agreement many years ago that was considered all-inclusive. However, a previous superintendent of schools desired change; that in 2022, all conversion charters; including LTC and its employees to either transfer to K12 or separate and become employees of their conversion charter school. He said there were no options and this caused the Charter Board to react and began searching for ways to replace existing benefits that employees were provided through LCS. Then, last school year, Dr. Culpepper made the Charter Members aware that the new and current Superintendent, Diane Kornegay, felt differently about LTC and recommended the LTC employees remain a part of LCS. Learning of this, and because as a Charter Board Member, he was concerned about LTC's employees being at risk each time a charter contract is negotiated. He said the Charter Board requested Superintendent Kornegay attend the March 9, 2020 Meeting as a guest speaker to share her thoughts and recommendation. He stated that the Superintendent attended and assured Charter Members that employees would not be. He stated that this MOU is the Charter Board's way of removing the employees from the contract negotiation & renewal process. He stated that LTC's employees need to feel confident that employment situations will not change each time it is renewed. He explained that the MOU Attorney Stone is discussing, is the first draft developed after several meetings.

Attorney Stone added that a charter school in Florida must be sponsored by one of the following types of entities: a college; an employer that has an in-work place charter school; a local government; or a school district. LTC is sponsored by a school district and it relies on that sponsorship. He said that keeping the relationship between LCS and LTC is good for everyone involved and LTC was happy that LCS reversed course and invited LTC to continue that relationship; which is largely because LTC is serving students that are pursuing an integrated course of learning through the K12 system and then through postsecondary programs.

Chairperson Keith thanked Attorney Stone, Board Member Gauldin, and Dr. Culpepper for the updates and continuous work. Tab 8 was tabled; no action taken at this time.

RFA: Emergency Order and Spring 2021 Assurances Plan (K-12) (Tab 9) The Emergency Order and Spring 2021 Assurances Plan (K12) is a requirement of the Florida Department of Education (FLDOE) based on the Governor's Order -07 and requires Board of Director approval.

2020-2021 Career Dual Enrollment Agreement between The School Board of Lake County and Lake Technical College (Tab 10) The 2020-2021 Career Dual Enrollment Agreement between LCSB and LTC was presented. A career dual enrollment agreement between the technical college and the local school district is a new requirement of the Florida Department of Education (FLDOE).

BOARD CHAIRPERSON REPORT: Chairperson, Chief Keith stated that it was his honor to attend the Program Advisory Committee Zoom Meeting for the Firefighting and EMT/Paramedic programs recently. He suggested to Members, if they wanted to become more involved; to get involved at the

Program Advisory Committee level. He stated that is where business partners from the local community come together to support the school; for a specific program, and bring suggestions to the instructor. He said it is a continuous opportunity for Members of the Board to be a part of an advisory committee.

EXECUTIVE DIRECTOR REPORT:

- **Update on Partnerships:**

- **City of Tavares– Transportation Hub; Cemetery fence – Welding**

Dr. Culpepper stated that she continues to work with the City of Tavares on the Transportation Hub project; the grant will be re-submitted to the EDA on Friday. She informed Members that students of the Welding program are working on making the fence for the City of Tavares cemetery. It is being designed by employees of the City of Tavares and the students will create the physical fence. She stated that anytime students have the opportunity to work on real projects, it is very exciting.

- **LCBCC Partnerships Lake County Animal Shelter - Veterinarian Assisting** Dr. Culpepper informed Members that also taking place in Tavares is the new Veterinarian Assisting program, which will start on January 19, 2021 in the new animal shelter facility. She said this is a new program for LTC and it is very exciting to be able to offer it. The classroom location provides a good opportunity for students. Board Member, Mrs. Judy Beda commented that the facility is extremely excited about this partnership and to be able to offer classes directly at the shelter facility. She suggested that, if any Members had not gone to see the facility, to do so because it would be worth the visit. She said the facility design is stunning and showcases future animal medicine.

- **Update on COVID** – Dr. Culpepper stated that LTC has been very lucky with its COVID-19 case numbers. She stated that she provides an update to faculty and staff each week on the number of cases. She stated that a part-time instructor from the Institute of Public Safety program, who tested positive and went through the different stages of the virus and recovered, spoke from the heart at a recent faculty/staff about his experience.

- **Update on LCBCC Cares Act Purchases/Scholarships** – Dr. Culpepper stated that the school is making the purchases and issuing scholarships from the CARES Act grant funding that LTC received. The scholarships are to help students affected by COVID-19 with their tuition costs. She thanked Mr. Jack Miller, Assistant Director for all of the hard work during the high volume of purchasing during this period.

Student-Related updates –

Mrs. Stephan reported that in the fall of 2019, Elaine Larson of Larson Motor Sports (*associated with Jett's Racing*) reached out to LTC to inform the school about a partnership between Larson Motor Sports and Sherwin Williams interested in helping women in auto-collision industry. Mrs. Stephan informed her that currently there are approximately 6 women enrolled in the auto-collision program, and Mrs. Larson requested to visit LTC to tour the program. From that visit, one of the program's female students was interviewed and selected to receive a full \$3,000 scholarship. She said in addition to that, over the past several years, LTC has nominated female students for an Auto-Collision program scholarship offered by the Auto Collision Education Foundation and this same female student was nominated and received the scholarship as well.

Mrs. Stephan also discussed the history of the racing car "The Green Mamba"; whose original driver was killed a few years ago racing at the age of 80. Elaine Larson is in possession of The Green Mamba and asked if LTC would help restore the racecar. The program got started on that project in

the spring and then the stay-at-home order came from the state. When the school re-opened in August, as part of her fellowship, the female student was assigned to work on the race car and restore it. The vehicle was picked-up recently and they interviewed, took pictures and filmed a video to highlight completion of the restoration project and have LTC to an event scheduled at a later date to celebrate. Mrs. Stephan stated that LTC appreciates its partnerships and the opportunities they create.

Mrs. Thomas said last March, COVID-19 caused students to complete their coursework from home or on-line. She said it was amazing to see how the culinary program continued on; Mrs. Stephan stood outside in the parking lot and handed students their flour and sugar supplies like a drive-through scenario; the students would go home and cook their meals; the students would hold virtual breakfast meetings together, and the teachers would conduct their lectures via Zoom. She said miraculously, the students were able to finish their programs successfully.

She shared information about a culinary student who started the program last year; who, from the beginning, demonstrated himself to be a leader in the program; always willing to go above and beyond; a team player. She said the student had always worked in the fast-food industry and he wasn't quite sure what he wanted to do. Life had thrown him some tough curves, and after having enough of dealing with the tough curves, he finally searched for culinary schools to help him become the chef that he wanted to be.

She stated that since LTC's culinary program is in the top 10 in central Florida, and he was living local to the college, he came and checked out the program. His desire, upon completion of the program, was to become a personal chef. But, he responded to a job opportunity available at what was formerly known as the Classique Bowling Alley; now, Lakeside Lanes in Tavares. He was employed as the Head Chef in the restaurant inside; The Dock at Lakeside Lanes. She mentioned also that the sous chef there is also a graduate of LTC and they are doing remarkably well there. She stated that the student catered his first large event recently; and she had an opportunity, outside of the school, to attend the event. She stated that it was like watching LTC's Chef Koenig in action. She saw the wisdom, talent, and skill that Chef Koenig instilled in him and the food was amazing. Everything was made from scratch; it was hot; every dish was impeccably plated. Mrs. Thomas said she could not believe she was sitting in a bowling alley. She said the business loves the student and he is really changing things over there. She recommended trying out the restaurant or reserving a private room for a group. He is doing great and he is spreading good news about LTC and his success. She mentioned also that he was selected by the Florida Association for Career-Technical Education (FACTE) as the state-wide Student of the Year.

Dr. Culpepper stated that she wanted the Board to know about these two recent stories; and said there are many stories just like these that come from LTC. She said that at this time of the year, it is good to hear good news and it provides an opportunity for us to say thank you to the Charter Board of Director Members for the support they provide to the school in helping to make students successful.

Chairperson, Chief Keith mentioned that students of the CNC Machining program are making hinge-pieces that are going to the space-station; as part of the packing containers used. He said that he is so proud of the students of that program to be able to participate in that project. Dr. Culpepper agreed and stated that LTC has had a great partnership with NASA.

- **Campus Life Calendar (December, January)**

DATE/TIME OF NEXT MEETING:

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

(Location: Board Room (Room 017A))

Members: Please enter through the front doors of the school to have your temperature taken and then please proceed to the Board Room.

- 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