

LAKE TECHNICAL COLLEGE

Board of Directors Meeting

March 8, 2021 / 4:30 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 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

APPROVAL OF THE MEETING MINUTES OF DECEMBER 14, 2020 (*Tab 1*) The Meeting Minutes of the December 14, 2020 Regular Board Meeting were approved as written; ***M/S/P** (**motion made, seconded, passed*)

PUBLIC COMMENT: None.

PROGRAM SPOTLIGHT: None.

REPORTS: None.

UNFINISHED BUSINESS: None.

CONSENT AGENDA MARCH 8, 2021: (*Tabs 2 – a - g*) Request Approval of:

PERSONNEL:

2a. APPOINTMENT/IN-HOUSE CHANGE ASSIGNMENT:

(4531) (*appointment of 2nd part-time assignment*)

- **Adult Ed Part-time, Tech Trade RCG** (*Rapid Credentialing Grant*) – Garbaravage, Joseph B. (*104111*)

(4535) (*appointment of 2nd / 3rd part-time assignment*)

- **Adult Ed Part-time, Public Service FF ADV** – Jones, Nicholas W. (*160323*); Kelleher, Shawn M. (*142201*); Parkes, Steven D. (*154056*); Swanson, Michael D. (*159048*); Murphy, Christopher B. (*162395*)
- **Adult Ed Part-time, Public Service LE TF** – Broadway, Chief Charles - (*163577*)

2b. REQUEST TO HIRE:

Full-time 4531:

- **Records Specialist, Admissions** – Donovan, Deborah (163761) *effective 02/01/21*

Part-time 4531:

- **Adult Ed Part-time, GED**– Lawrence, Earl A. (163672) *effective 01/04/21*; (ESOL) Johnson, Sarah (120823) *effective 01/17/21*
- **Adult Ed Part-time, Health (EMT/Paramedic)** – Davis, Christopher J. (163711) *effective 01/04/21*; Heath, Donald C. (122879) *effective 01/25/21*;
- **Adult Ed Part-time, Health (LPN-Clinical)** – Roytek Rainia G. (163776) *effective 02/01/21*; Winston Jill A (163712) *effective 01/11/21*; Ebanks, Ena-Lorraine (163890)

Part-time 4535:

- **Public Safety – Adult Ed Part-time, Public Service LE** – Capraun, Erick (163578) *effective 11/16/20*; Holtzclaw, Gregory (163540) *effective 11/19/20*
- **Public Safety - Adult Ed Part-time, Public Service FF** – Adams, Donald R. (163450) *effective 10/06/20*; Boris, Andrew (163469) *effective 11/09/20*
- **Public Safety - Adult Ed Part-time, Public Service FF ADV** – Weathington, Christopher (163900) *effective 03/08/21*
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2c. TRANSFER, RETIRING, RESIGNATION, & TERMINATION: (2020-2021 Main & IPS)

Full-time 4531:

- **Records Specialist, Admissions** – Donovan, Deborah (163761) *Resignation 02/16/21*
- **Teacher, Health Job Prep, LPN Program** – Prince, Monique (*declined after offer*)

Full-time 4535:

- **Program Specialist Adult Prep (Firefighting)** – Williams, Ronald A. (112512) *effective 06/15/21*

Part-time 4531:

- **Adult Ed Part-time – GED (daytime)** – Lawrence, Earl A. (163672) *resignation effective 02/04/21*
- **Adult Ed PT Health (EMT/Paramedic)** – Acevedo, Obed (*declined after offer*); Gruetzmacher, Michael (124897) *resignation effective 02/22/21*

Part-time 4535:

- **Adult Ed Part-time – Public Serv LE & LE TF** – Marden, Michael W. (111126) *resignation effective 03/01/21*

2d. Property Disposition (3rd quarter report)

2e. Non-Cash Contributions (3rd quarter report)

2f. Policy/Procedures/Plans - LTC Annual Security Report (annual review) *(Federal requirement – Posted on LTC Website; posted Monday, January 25, 2020)*

2g. 2021-2022 LTC Faculty, Staff, and Student Calendars

- 206-Day LT, 226-Day LT, 247-Day LT

NEW BUSINESS: (*Tab 3-11 approved; no Members abstained M/S/P; Member, Mickey Gauldin abstained for Tab 7*)

At-A-Glance Budget Summary November 30, 2020 – January 31, 2021 (Tab 3) (*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: Audit Review by Tarsha Jacobs, CPA (Tab 4) (*Financial Statements with Independent Auditor's Reports June 30 2020 booklet provided at workstations*) Members were provided hard copies of the financial statements provided by BKHM accountants. Mrs. Tasha Jacobs, CPA, reviewed highlights of the report. A complete detail of the financial statement is on file with the official Meeting Minutes of the Board. Mrs. Jacobs stated that the report is delayed due to the CARES Act funding auditing process. The grant's audit report was received later in the year by the auditor; therefore, she received her information later for reporting to the Board. She informed Members that reporting delays can be expected in the future with other grants that have been offered over the past year. She stated that the auditors will return in May.

She informed Members that there were no issues and no findings reported by the auditors and requested approval of the Financial Statement Report ending June 30, 2020.

On behalf of the Board, Chairperson Keith thanked Mrs. Jacobs for her report and all those who were a part of the audit. He stated that, especially at this peculiar time, an amazing job was done by all team members.

GRANTS:

Cares Act – HEERF II (*Higher Education Emergency Relief Fund II*) (**Tab 5**) Dr. Culpepper stated that in April 2020, Lake Technical College (LTC) received approximately \$800,000 (+) in CARES Act HEERF I funding; of which, \$284,000 had to be distributed to students. LTC also received CARES Act funding from the Lake County Board of County Commission (LCBCC), and now, the award from the federal government of CARES Act HEERF II funding in the amount of \$1.1 million; of that, \$284,000 must be provided directly to students and the remaining amount, (institutional money), can be used for items to improve the school against COVID-19.

Chairperson, Keith opened the floor for discussion. Member, Mickey Gauldin questioned how the funds could be taken from the school's budget since there was no budget for COVID-19. Member, Gerald "Jerry" Cobb questioned when the school received the budget from the state. Dr. Culpepper stated that usually the school has knowledge of budget by now; at this time LTC does not. She stated at the very latest, June 30, 2021 because the state is required to have a balanced budget for the governor to sign. She said when employees are unsure if they have a job in the upcoming year, it makes for a very awkward situation. Dr. Culpepper stated that it is her understanding that additional grant funding will be coming in the near future.

RFA: 2022 – Memo of Understanding between Lake Technical College and Lake County Schools – *Update - Attorney, Kevin Stone (Tab 6)* Attorney Stone stated that every charter school in the state of Florida, including Charter Technical Career Centers, is sponsored by, either a school district, a local government. Each of the sponsors enter into a document with the charter school; called "the

charter”. LTC has operated as a charter school since 2004, and its sponsor is Lake County School Board (LCSB). The Memo of Understanding represents LTC’s intention to continue that relationship for an additional five (5) year period; after the current charter expires next year. It is good to have this intent in place, from both the college’s and sponsor’s perspective, because there is a lot of work that goes into applying for that renewal. Fortunately, the relationship with the sponsor has been good and there are not a lot of significant changes expected at time of renewal. Attorney Stone stated that two features that are not unique to LTC, but are certainly not common among all charter schools, is the primary intent to continue; or to have LTC instructional and non-instructional staff be employees of the LCSB because there are a lot of services provided to employees by the school district; that LTC pays for. The term for contract renewals every five (5) years is set by a state statute that governs charters and technical career schools. There is no reason to request a shorter period because it is an expensive and cumbersome process to go through.

Chairperson, Keith opened the floor to discussion. Member, Tim Morris questioned if there should be an “out-clause” included. Attorney Stone explained that the charter, itself, is not being renewed with the Memo of Understanding document. With regards to choosing to not continue the relationship; that affects the charter; which, breathes life into this institution as a charter school. Without a sponsor, LTC is no longer a charter school. There will be a negotiated contract worked on over the next year, which will have provisions for those types of things in it; and, it will be presented to the Charter Board for approval sometime in the 2021-2022 SY.

Member, Tim Morris stated that there are a lot of things going on right now with Florida Department of Education (FLDOE) and stated that he feels strongly that this item be included in the new contract. Attorney Stone stated that school choice is always being discussed; however, LTC is currently the only charter technical college sponsored by a school district and demonstrates success in this relationship.

Member, Mickey Gauldin explained to new Director Members how this Memo of Understanding came about, mentioning relationships and experiences with a past LCS superintendent who attended an LTC Charter Board of Directors Meeting and notified the school’s administration and Charter Board of Directors that the LCSB no longer wanted LTC to continue as part of LCS and that its employees would be given a choice, prior to the end of the charter contract in 2022, to become employees of LTC or to be accepted into positions available in the district.

Member, Gauldin stated that following that notification, school administrators and Board of Director Members went through approximately six-months of research trying to find alternative solutions. During that time, Superintendent Kornegay was appointed to her position and the relationship between LCS and LTC changed. He stated that the new superintendent embraced LTC and actually encouraged Dr. Culpepper to keep LTC with the district. Dr. Culpepper shared this with the Charter Board of Directors and it was refreshing to hear; however, after going through such tedious processes researching ways to protect employee jobs and benefits; the Board needed more continuity. He said the employees needed to have continuity. Member Gauldin explained that the Memo of Understanding is a result of that. He stated that the intent is primarily “employees”. Employees voted and wanted to continue as LCS employees. He said that he (as representative of the Board), Attorney Stone, and Dr. Culpepper worked with the district to put continuity in place.

Facilities Use Agreement - Storage Facility Addendum between Martins Sports Car Club, Inc. and Lake Technical College, Inc. (Tab 7 - Member, Mickey Gauldin abstained) Dr. Culpepper stated that Facility Use Agreements are normally not presented to the Board for approval; however, Member, Mickey Gauldin is a member of the Martins Sports Car Club and requested it be placed on the agenda for transparency. The purpose of this agreement is to allow for the use of Storage Facilities for

storage of equipment by Martin on LTC's premises, and to provide access to such storage, subject to the terms and conditions contained in the agreement. There was no discussion by the Board.

RFA: 2021-2022 Hutto Services Janitorial Proposal (Tab 8) Dr. Culpepper stated that the decision to privatize (or outsource) custodial services at the two campuses has been a topic of discussion with the administrative team for the past couple of years. She said it has become increasingly more difficult to keep the LTC and the Institute of Public Safety (IPS) facilities clean. There are additional buildings to clean and more evening classes; and, as a result of the COVID-19 pandemic, the school must be cleaned more often and differently. She said that when Mrs. Irene Storm, Head Custodian II, retired in December 2020, her position was advertised for approximately one month. There were very few applicants and of those; none were qualified. It was then, that the administrative team proceeded with the decision to move on with their decision.

Director Members were provided details of the Janitorial Proposal in the Request for Approval which reflected the fiscal impact to the school from June 2021 through May 2022. Dr. Culpepper stated that there will be a slight increase to the budget of \$7,389.00. This amount does not include loss of sick time and staff coverage; however, it does include two newly created Facilities Assistant positions to assist with daytime duties; such as event preparation and general floor or bathroom clean-up for safety purposes prior to Hutto Services arriving on campus for evening cleaning.

Chairperson Keith opened the floor for discussion.

Member, David Steele mentioned the auto-renewal statement on page 2 of the agreement and that there is no term for inflator. He questioned how the agreement would be negotiated from year to year. Mrs. Thomas acknowledged this and stated that that upon receiving Board approval to enter into contract, that before going any further she and the Hutto Enterprises representative planned to have an in-person, sit-down meeting. She said she will address this at that time. Member, Steele stated that once LTC signs the agreement, it must auto-renew and there is no cancellation period listed. He stated that the legislators are approving increased wages and future inflated costs may be of concern.

RFA: Annual Instructor Stipend – Health Science, Pharmacy Technician (Tab 9)

Dr. Culpepper stated that this is an annual approval of the difference in salary for the Pharmacy Technician program instructor at LTC to account for her Pharmacy industry years of experience. She explained that LCS sets instructional salary ranges; however, prior to working at LTC, this instructor taught Biology at Leesburg High School (LHS) for five years. As an established K-12 instructor, when she accepted employment at LTC, Human Resources would not credit the salary of the five-year teaching experience salary with the additional years of industry experience for the LTC position. The Charter Board was presented with a Request for Approval of the difference in salary for the 2021-2022 school year.

RFA: Annual Tech Con Supplement – Adult Education Program Manager, Arthur Seidner (Tab 10)

Dr. Culpepper stated that each year in the fall, the district's Human Resources department requests the names of instructors being recommended for additional Tech-Con assignment and supplement. LTC allocates two employees to serve as back-up support to the Technology Support Technician II. Mr. Seidner was one of the two employees recommended by the Executive Director for the Tech-Con Assignment and Supplement. Mr. Seidner advanced to an administrative position; Program Manager, Adult Education at the beginning of the 2020-2021 school year. According to Lake County Schools' policy, only instructional-level employees are eligible to receive the Tech-Con supplement. Therefore, the Human Resources department advised that his supplement must be approved by the Charter Board. Dr. Culpepper recommended a supplement payment of \$450.00 for Mr. Seidner.

2020-2021 Search Team Presentation (Tab 11) Chairperson Keith stated that at a previous Meeting, the Charter Board of Directors approved creating an Executive Director Search Team Committee and Member, Fred A.M. Cobb was named to head the committee tasked with developing a process for replacing Executive Director, Dr. Diane Culpepper who will be retiring. The Committee Chairperson would report recommendations to the Board.

Chairperson Keith recognized Member, Fred Cobb to provide his report to Members. Member, Fred Cobb thanked Chairperson Keith and stated that the search team initially discussed advertising only within the state of Florida; but, the position ended up being advertised nationally. He stated that he relied on Director, Melissa Stephan to communicate with the group, to share applications/resumes received for review by the team, and to facilitate team meetings to discuss and filter the applications to select the most qualified applicants to fill the position of Executive Director of LTC. He requested Mrs. Stephan to provide Members with an overview about the job description and how the process developed so that a recommendation could be made. Mrs. Stephan thanked Search team Committee Chairperson, Member, Fred A.M. Cobb for the opportunity to assist him with this task. She stated this experience has been one of the most fun; yet, most challenging things to do – to replace your boss. She stated that it has been a wonderful experience working with Dr. Culpepper and that is the mantle; the challenge; to find a replacement.

She reminded Members that at a previous Charter Board Meeting, the initial LCS job description; approved in 2016, was reviewed and Members made recommendations to update the “Essential Job Functions” section of the job description. She stated that the recommendations were reported to Human Resources (HR) and the revision was scheduled on the January 21, 2021 LCS Meeting agenda for Board approval. She stated the team made a decision, while waiting for the approved job description, to proceed with posting beginning January 11, 2021. Once the revised job description was available, Mrs. Payne updated and extended the posting for an additional two weeks. To ensure all applicants were given the opportunity to review the official job description, Mrs. Payne followed-up with the existing applicants through the district’s hiring program, Searchsoft, and provided them an attachment for reference.

Search Team Committee Chairperson and Director Member, Mr. Fred A.M. Cobb stated that the team carefully reviewed all applicants during several meetings and he notified the Board of Directors: **AT THE FINAL EXECUTIVE DIRECTOR SEARCH TEAM COMMITTEE ZOOM MEETING HELD ON FEBRUARY 22, 2021, IT WAS THE CONSENSUS OF THE COMMITTEE TO RECOMMEND, FOR CONSIDERATION, MRS. DEANNA THOMAS; THE ONLY IN-HOUSE APPLICANT AND THE ONLY APPLICANT BEST-QUALIFIED TO CONTINUE TO BUILD ON THE SUCCESS THAT LAKE TECHNICAL COLLEGE HAS ENJOYED DURING EXECUTIVE DIRECTOR, DR. DIANE CULPEPPER’S, TENURE.**

Chairperson Keith thanked Search Team Committee Chairperson and Director Member, Mr. Fred A.M. Cobb and the committee members for their recommendation and opened the floor for discussion.

Member, Mickey Gauldin questioned, to confirm, if the review process that the team used was the same review process used when hiring previously. Member, Fred A.M. Cobb stated yes; however, at that time it was narrowed down to two applicants which the Board interviewed. He stated that in this particular process, after review of qualifications; there was one internal applicant and one external applicant who were qualified and the Executive Director Search Team Committee took the position that the internal applicant’s qualifications far-exceeded that of the external applicant. He stated, from a personal standpoint, it would be his hope that Dr. Culpepper, during her tenure at LTC, would have done succession planning; mentoring. Director Members agreed. He stated that in addition, the committee saw the

experience of the past year, given all the difficulties, and being familiar with the system of the school, as an advantage.

M/S/P THAT MRS. DEANNA THOMAS WILL REPLACE EXECUTIVE DIRECTOR DR. DIANE CULPEPPER FOLLOWING HER RETIREMENT.

Mrs. Thomas was applauded. On behalf of the Board, Chairperson Keith congratulated Mrs. Thomas and provided her with an opportunity to accept the position and address the Board. Details of her comments of thanks to the Board and in accepting the position are available in the official recording of the Meeting.

BOARD CHAIRPERSON REPORT: None.

EXECUTIVE DIRECTOR REPORT:

- **TAB 12: Governance Training Status Report** (2-hour refresher course due in 2021) Vice- Chairperson, Dr. Isaac Deas, Member, Mr. Mickey Gauldin (expires June 2, 2021)
- **Executive Director Annual Online Assessment process:** (forthcoming)
- **Camps Life Calendar - March 2021** (review) Dr. Culpepper stated it was exciting to note that LTC was able to schedule the TechXpo events. She said these events did not take place last year due to COVID-19. The events assist in recruiting potential students by providing an opportunity for the public to schedule a visit, tour, and speak to program instructors and student ambassadors of LTC. This includes high school graduates as well as dual-enrollment students. The events will be held at both the main and IPS campuses.
- **Legislative:** Dr. Culpepper stated that is a crazy-time, legislatively. There are all kinds of Bills; and many are workforce education-related. She said that none of the local legislators are on any education-related committees, so it has been difficult being unable to go to Tallahassee; due to COVID-19, there are no in-person meetings and she is handling a lot through telephone calls and Zoom meetings. At times, she is available to meet with the legislators at their local office. Two Bills she said that she will keep Members posted on:
 - HB1507 (93 pages in length) with a Senate Bill (SB) companion of SB98
 - Dr. Culpepper said she will be soliciting support of Board Members for the Nursing Bill that will soon be heard by the legislators. A white paper was provided to Board Members as detail. She said the Bill would authorize technical colleges to offer an Associates of Science degree in Registered Nursing (RN).

Chairperson, Richard Keith thanked the Executive Director Search Team Committee once again for their report to the Board and requested that that a press release be generated to announce the selection of Mrs. Thomas. On behalf of the Board, he stated that he would like to work with Dr. Culpepper to generate a thank you letter to the members of the committee.

Chairperson, Richard Keith complimented the series of program videos that the school has been working on. He said they have all been great to watch. He encouraged Members to watch the most recent video released for Administrative Office Specialist and Accounting Operations. Dr. Culpepper thanked Chairperson Keith. She informed Members that the next videos will focus on Patient Care Technician, Pharmacy Technician, and then Auto Service Technology.

Chairperson, Richard Keith mentioned that two individuals listed in the Consent Agenda's Request to Hire section; Clermont Chief of Police, Charles Broadway and City of Eustis Fire Chief, Michael Swanson who were hired as adjunct instructors for the IPS facility's Law and Firefighter programs. He stated that this speaks volumes to the talent of instructors that LTC hires to teach students. He also recognized adjunct instructor Chief, Richard Thomas, who was present at the meeting, who serves as the Town of

Howey-in-the-Hills' Chief of Police. He also acknowledged Chief Ronald Williams for his upcoming June 15, 2021 retirement. He stated that Chief Williams has decades of service; has been a long-time friend and a mentor to him and so many others. He congratulated him, on behalf of the Board, for his years of service.

DATE/TIME OF NEXT MEETING:

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

(Location: TBD)

Members: Please enter through the front doors of the school to have your temperature taken; then please proceed to meeting location

Proposed pre-scheduled meetings for **2021-2022** school year:

- First Quarter Monday, July 26, 2021 (4:30 p.m.)
- Budget Meeting Monday, September 13, 2021 (4:30 p.m.)
- Second Quarter: Monday, December 13, 2021 (4:30 p.m.)
- Third Quarter: Monday, March 7, 2022 (4:30 p.m.)
- Fourth Quarter: Monday, May 16, 2022 (4:30 p.m.)

ADJOURNMENT:

Respectfully submitted,



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