

LAKE TECHNICAL COLLEGE

Board of Directors Meeting

May 17, 2021 / 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 Chairperson, City of Tavares Fire Chief, Mr. Richard Keith & Vice- Board Chairperson, Dr. Isaac Deas; Members: Mr. Mickey Gauldin, Mrs. Judy Beda, Mr. Gerald Cobb, Mr. Timothy Morris

DIRECTOR MEMBERS NOT PRESENT:

Members, Mr. Fred A. M. Cobb; Mr. C.A. Vossberg; Mr. David Steele

PRESENTATIONS

- Recognition of the Executive Director Search Team Committee Members
- Recognition to Honor Executive Director, Dr. Diane Culpepper, and her Upcoming Retirement

APPROVAL OF THE MEETING MINUTES OF MARCH 8, 2021 (*Tab 1*) The Meeting Minutes of the March 8, 2021 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.

EMPLOYEE RECOGNITION FOR YEARS OF SERVICE:

Full-time 4531:

- **Mr. Ronald A. Williams – Program Specialist, Adult Prep – Firefighting program**
LCS Hire date: 02/01/1982 – Retirement Date: effective 06/15/2021
- **Mrs. Layne C. Hendrickson – Program Specialist, Adult Prep – EMT/Paramedic program**
LCS Hire date: 09/01/1984 - Retirement Date: effective 06/15/2021
- **Mrs. Debra A. Guercio – Industrial Assistant, Adult Prep - Professional Culinary Arts & Hospitality**, LCS Hire date: 09/24/1979 – Retirement Date: 04/05/2021

- Mrs. Laura A. Ross – Teacher, Adult Education (English Speakers of Other Languages (ESOL) LCS Hire date: 09/05/2006 – Retirement Date: effective 06/15/2021

CONSENT AGENDA MAY 17, 2021: (*Tabs 2 – a - h*) Request Approval of:

APPOINTMENT/IN-HOUSE CHANGE ASSIGNMENT:

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

- None

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

- Adult Ed Part-time, Public Service FF Adv – Murphy, Christopher B. (162395)

REQUEST TO HIRE:

Full-time 4531:

- Records Specialist, Admissions – Feely, Rebekah C. (126987) effective 03/29/21
- Teacher, Health Job Prep – Brooks, Rebecca C. (163814) effective 04/14/21
- Assistant Director, Curriculum – Knight, Seth D. (163991) effective 04/19/21
- Adult Education (GED) – Segreto, Anthony C. (146088) effective 05/10/21

Full-time 4535:

Program Specialist, Firefighting – Adams, Donald R. (163450) effective 05/17/21

Part-time 4531:

- Adult Ed Part-time, GED– Botts, Azure D. (163007) effective 03/01/21, Pfriem, Kathleen (149333) effective 03/08/21
- Adult Ed Part-time, Health Clinical – James-Fahie, Sharon M. (*TBD*)

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 – Anderson, Jeffrey A. (163941)

TRANSFER, RETIRING, RESIGNATION, & TERMINATION:

Full-time 4531:

- Industrial Assistant Adult Prep, Culinary – Guercio, Debra A. (110328) retirement effective 04/05/21
- Teacher, Health Job Prep – Smith, Debbie (161772) retirement effective 04/19/21
- Program Specialist, EMT/Paramedic – Hendrickson, Layne C. (111745) retirement effective 06/15/21
- Teacher, Adult Education – Ross, Laura A. (106519) retirement effective 06/15/21

Full-time 4535:

None.

Part-time 4531:

- Adult Ed Part-time – Adult Ed GED – Ashley, Jacqueline - (113441) retirement effective 12/18/20 (*reporting on part-time only; primary assignment at another center*)

- **Adult Ed Part-time – Health (Clinical)** – Winston Jill (163712) *resignation effective 03/07/21*

Part-time 4535:

- **Adult Ed Part-time – Public Serv FF**– Cole, Kris (117436) *resignation effective 05/12/21;*
- **Adult Ed Part-time – Public Serv LE**– Vance, Shawn (144745) *resignation effective 03/18/21;* Mysinger, Christie L. (127592), *resignation effective 4/6/21*

Property Disposition (4th quarter report)

Non-Cash Contributions (4th quarter report)

Mission and Vision Statements (annual review)

2020 – 2023 Strategic Plan (*revised leadership page*)

2021-2022 Program Advisory Committee Members (annual review)

NEW BUSINESS: (Tabs 3 – 16 approved; no Members abstained M/S/P)

At-A-Glance Budget Summary February 28, 2021 – April 30, 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.

GRANTS: (Tab 4)

2021 CareerSource-Summer Youth Accelerator Camps (*no action required*) Dr. Culpepper stated that this grant update is more for informational purposes. It will be the third year that CareerSource Central Florida has funded summer youth camps projects at Lake Technical College. In June and July, summer camp classes will include Construction Camp for middle school students in partnership with iBuild and also the school will offer Summer Youth Accelerator Camp consisting of classes in Coding with the Information Technology program, Health Summer Camp, and a Construction Camp for individuals' age sixteen – nineteen years. She stated that these summer programs are a way for the school to recruit when they graduate high school and the students earn \$1000 for attending the four-week camp (*excluding the middle-school students*) and CareerSource is funding everything. She stated that it has been a pleasure to work with them and to be able to serve the youth in our community.

Employee Bonuses (Tab 5) Dr. Culpepper stated that during in the 2020-2021 School Year, teachers faced many new challenges created by the world-wide COVID-19 Pandemic. She informed Members that Governor DeSantis has approved providing a \$1,000.00 bonus to every classroom teacher; to be paid and mailed directly to the teacher from the Florida Department of Education (FLDOE).

She recommended a bonus payment for the remaining full-time non-classroom teachers and non-instructional support employees, who were not provided for by the FLDOE, as well. She stated that LTC's instructors are very important to the institution; however, all employees had very important roles to play in the success of Lake Technical College's (LTC); for its students and the institution during the pandemic. She informed Members that administrators developed a scale to define amounts being distributed to the remaining full-time non-classroom and support staff employees. For the administrators, a scale was created based on responsibility levels. She reported a fiscal impact of \$45,000.00, based on the guideline from the FLDOE.

Dr. Culpepper stated that she is unsure if postsecondary teachers are included in the Governor's approved bonuses distribution. She requested an additional condition to the verbiage of the Request for Approval; to add approximately \$26,000 to the amount requested so Lake Technical College is able to provide a matching bonus to postsecondary classroom teachers if the state does not distribute its bonus to them.

IT WAS THE CONSENSUS OF THE CHARTER BOARD TO ADD THE CONDITION TO AUTHORIZE A ONE-TIME BONUS PAYMENT MATCHING THE STATES'S K-12 CLASSROOM TEACHER BONUS AMOUNT PAYABLE TO ALL LAKE TECHNICAL COLLEGE FULL-TIME, POSTSECONDARY, CLASSROOM TEACHERS IF IT IS DETERMINED THAT THE GOVERNOR'S BONUS DISTRIBUTION DIRECTIVE IS NOT INCLUSIVE OF POSTSECONDARY TEACHERS.

Stipend for Beth Thornton, Health Science Chairperson (Tab 6) Dr. Culpepper requested a \$5,000.00 stipend to Mrs. Beth Thornton. She stated that Mrs. Thornton taught a nursing program during the 2020-2021 School Year when one of the Health Science instructors became ill and was unable to return.

2021-2022 Lake Technical College Program Fee Schedules (Tab 7) Mrs. Stephan reviewed with Members the 2021-2022 LTC College fee schedule which was provided in advance for review and the document is on file with the official Meeting Minutes of the Board.

RFA: 2020-2021 Executive Director Assessment of Dr. Diane Culpepper by Board of Director Members (Tab 8)

(Board Approval of satisfactory job performance) Review of:

- a) *Board Assessment Survey Report*
- b) *Climate Surveys - (Student, Instructional, and Staff)*
- c) *Instructional Survey Report*
- d) *Classified Staff Survey Report*

Members had prior review of the Campus Climate Survey Reports, Instructional Survey Report, and Classified Staff Survey Reports. The results of the Board of Director Survey Report was presented with tab 8. Dr. Culpepper received the highest rating of Satisfactory. Following the meeting, Chairperson, Chief Richard Keith, will meet with Dr. Culpepper to complete the LCS online assessment on behalf of all Director Members. The Board agreed that Dr. Culpepper has demonstrated satisfactory performance of her assigned duties for the 2020-2021 school year.

LCS Reappointment Resolution for Dr. Diane Culpepper, Executive Director of Lake Technical College (Tab 9)

- *2021-2022 LCS Reappointment Resolution*

Chairperson, Chief Richard Keith read the 2020-2021 Reappointment Resolution. IT WAS THE CONSENSUS OF THE BOARD TO REAPPOINT DR. DIANE CULPEPPER, EXECUTIVE DIRECTOR THROUGH HER RETIREMENT DATE OF AUGUST 31, 2021.

LCS Appointment Resolution for Mrs. DeAnna Thomas, named Executive Director of Lake Technical College (Tab 10)

- *2020-2021 LCS Appointment Resolution (June 1 – June 30, 2021)*

Chairperson, Chief Richard Keith read the 2020-2021 Appointment Resolution. IT WAS THE CONSENSUS OF THE BOARD TO APPOINT MRS. DeANNA THOMAS, EXECUTIVE DIRECTOR EFFECTIVE JUNE 1, 2021 THROUGH JUNE 30, 2021.

LCS Reappointment Resolution for Mrs. DeAnna Thomas, Executive Director of Lake Technical College (Tab11)

- *2021-2022 LCS Reappointment Resolution*

Chairperson, Chief Richard Keith read the 2021-2022 Reappointment Resolution. IT WAS THE CONSENSUS OF THE BOARD TO REAPPOINT MRS. DeANNA THOMAS, EXECUTIVE DIRECTOR FOR THE 2021-2022 SCHOOL YEAR.

2021-2022 LCS Personnel Resolution (Tab12)

Chairperson, Chief Richard Keith read the 2021-2022 Personnel Resolution. IT WAS THE CONSENSUS OF THE BOARD TO APPROVE THE EXECUTIVE DIRECTOR TO ACT ON PERSONNEL APPOINTMENTS ON BEHALF OF THE BOARD OF DIRECTORS IN THE 2021-2022 SCHOOL YEAR.

Annual Reappointment and Election of the Charter Board of Director Members (Tab13)

- *2021-2022 Reappointment of Board of Director Members (even-year)*

EVEN YEAR MEMBERS
Member Fred A.M. Cobb
Vice-Chairperson Dr. Isaac Deas
Member Mickey Gauldin
Member Mr. David Steele

- *2021-2022 Reappointment of Charter Board of Director Members (full Member listing provided in tab)*

- *2021-2022 Election of Charter Board Chairperson and Vice-Chairperson* IT WAS THE CONSENSUS OF THE BOARD THAT MEMBER, CHIEF RICHARD KEITH AND MEMBER, DR. ISAAC DEAS CONTINUE SERVING AS CHAIRPERSON AND VICE-CHAIRPERSON OF LAKE TECHNICAL COLLEGE’S CHARTER BOARD OF DIRECTORS.

- *Report of Governance Training Compliance (2-hour refresher course due in June, 2021)* Director Members, Mr. Mickey Gauldin and Vice-Chairperson, Dr. Isaac Deas’ certifications were to expire in early June. Both Members renewed their certifications ahead of the May 17th Meeting and are in compliance as voting Members of the Board. Their certificates of completion records were reported to the Lake County Schools Choice, Charter, and & Community Education department.

RFA: 2021-2022 Election of Board Officers (President, Treasurer, and Secretary) (Tab14) The Bylaws state: “The officers of the organization shall be President, Secretary, and Treasurer, each of whom shall be elected by the Board of Directors and may be employees of Lake Technical College. The officers of the organization shall be elected annually by the Board of Directors at the meeting after the annual meeting, or as soon thereafter as practical. The Officers of the Corporation shall serve as ex-officio members (without vote) of the Board.”

Members approved the Executive Director’s recommendation to reinstate and newly appoint for the 2021-2022 school year:

- Board President: Executive Director, retiring, Dr. Diane Culpepper
- Board President: Executive Director, appointed, Mrs. DeAnna Thomas
- Board Treasurer: Business Manager, Mrs. Lorraine Foster
- Board Secretary: Senior Executive Specialist, Mrs. Lana Payne

CareerSource of Central Florida - Letter of Nomination for Mrs. DeAnna Thomas (Tab15) Dr. Culpepper stated that CareerSource Central Florida serves Orange, Osceola, Seminole, Lake, and Sumter Counties and she is a Member of their Board representing Lake County and the technical colleges.

To make the Board Member change from Dr. Culpepper to Mrs. Thomas, CareerSource Central Florida requested a nomination letter from Lake Technical College’s Board of Directors in support of nominating Mrs. DeAnna Thomas to serve instead. Board Chairperson Chief Keith reviewed a letter that he signed on behalf of the Board to nominate Mrs. Thomas. No action was required by the Board for CareerSource. Mrs. Payne notified Members that the letter was provided to CareerSource once signed.

RFA: 2021-2022 Parental Involvement Facilitator (Tab16) Dr. Culpepper recommended the appointment of Mrs. Kimberly Frazier, Dean of Student Services, as the 2021-2022 Parental Involvement Facilitator Representative for Lake Technical College. In the Dean of Student Services role, Mrs. Frazier serves students and guests of Lake Technical College directly and meets the requirements in the Florida Charter School Legislation of residing in the school district, and is an employee of the school.

BOARD CHAIRPERSON REPORT: Chairperson Keith asked Mrs. Stephan to report on the Veterinary Assisting program related to Council on Occupational Education (COE) accreditation visit. Mrs. Stephan stated that anytime Lake Technical College opens a site that is not located at the main campus, as an instructional service center, a visit from the COE accrediting board is required. She stated that she and her assistant; Senior Executive Assistant, Mrs. Bernice Toscano, prepared a virtual COE mini self-study for that program and it passed accreditation standards; so, now both the program and location are approved to run at the Lake County Animal Shelter.

EXECUTIVE DIRECTOR REPORT: (Tab 17)

- **TAB 17: 2020 – 2021 Graduation Ceremony @ Eustis Community Center** – Dr. Culpepper reminded Members that the graduation ceremony will take place on June 10, 2021 and provided the following dates/times for Members to attend.

Time	Program/s
9 am	Welding, Auto Collision, AST 1, AST 2, Diesel 1, Diesel 2
10 am	HVAC 1, HVAC 2, Baking & Pastry, Culinary, CNC
11 am	Accounting, Admin Office Spec, Enterprise, 911
Noon	
1 pm	Medical Assisting, PCT, Pharm Tech, Phlebotomy
2 pm	Cosmetology, Facials, Nails
3pm	GED

- **Legislative Updates**

- **Pandemic Safety Protocol for 2021-2022 SY** Dr. Culpepper stated that the new CDC guidelines allow for the option of wearing masks. She stated that faculty, staff, and students will be advised and said that some people will continue to wear masks and we must respect everyone’s decision on this matter. She said that temperature checks will continue through June 10, 2021. She stated that students will still need to wear their masks to go through the lunch line and Chef Koenig’s students will continue to wear masks during the day due to the preparation of food. Any students working with each other, the public, or a group project (where they will be closer than 6 feet for more than 15 minutes) are to continue wear masks and administrators are available to provide clarification about any situation that may arise. She stated that she is monitoring LTC’s cases closely (currently at 3% positivity for the year) and, if this percentage rises to 6% or higher, the protocols will be reevaluated. She requested a consensus from the

Board to support this administrative decision. IT WAS THE CONSENSUS OF THE CHARTER BOARD, FOLLOWING THE CENTER FOR DISEASE CONTROL'S (CDC) UPDATED GUIDELINES, THAT MASKS WILL BE OPTIONAL FOR FACULTY, STAFF, AND STUDENTS AND RESPECT WILL BE GIVEN TO THOSE WHO WISH TO CONTINUE WEARING MASKS DUE TO PERSONAL HEALTH OR FAMILY HEALTH ISSUES AND THAT THESE NEW GUIDELINES WILL BE EFFECTIVE TUESDAY, MAY 18, 2021.

- **Camps Life Calendar – May/June 2021** (*for review at Member's station*)

DATE/TIME OF NEXT MEETING:

Recommended pre-scheduled meetings dates for **2021-2022** school year:

(Location: TBD)

- Monday, July 26, 2021 @ 4:30 p.m.
- Monday, September 13, 2021 @ 4:30 p.m.
- Monday, December 13, 2021 @ 4:30 p.m.
- Monday, March 7, 2022 @ 4:30 p.m.
- Monday, May 16, 2022 @ 4:30 p.m.

ADJOURNMENT:

Respectfully submitted,



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