

**Manatee Technical Institute
Board of Governors
Minutes for May 28, 2015**

Present: Linda Agresta, Maria Aguilar, Ronnie Barber, Fred Bartholomew, Paul Borchert, Jose Cestero, Richard Conard, Darren Davis, Gary DeNoon, Dan Elek, Kelly Ewing, Jan Ferreira, Oliver Freeman, Priscilla Haflich, Joel Hall, David Harris, Maura Howl, Barry King, Lisa King, Ronai Krugh, Nancy Lawrence, Bill Lee, Dorri McPherson, Martha Meyers, Pat Nanney, Jay Romine, Vicky Rowe, Ellen Sage, Wendy Sheehan, Henry Sheffield, Joshua Sosa, Erin Sulbaran, Brion Sunseri, Frances Tamayo, Valerie Viands, Doug Wagner, Bob Williams, John Ziemnicki

The meeting was called to order at 4:00 pm by John Ziemnicki.

Mr. Ziemnicki welcomed everyone and introductions were made. Mr. Ziemnicki commented that it was great to say Manatee Technical COLLEGE. He is looking forward to the MTC graduation ceremony on June 30, 7 pm at the Bradenton Area Convention Center. Mr. Ziemnicki stated it is always a wonderful ceremony and so moving to hear the stories of the student speakers.

Mr. Ziemnicki reminded the group that MTC employees may not vote on items at this meeting.

Minutes of the January 22, 2015, Meeting: A motion was made and seconded to approve the minutes of the January 22, 2015, meeting. Motion passed.

Program Enrollment Report: Jan Ferreira, MTI Applications Support Manager, presented. He reviewed a chart that showed enrollment last year on this date compared to enrollment today. These are not final numbers, as the year has not been closed out yet.

Campus	Enrollment for 2013-2014	Enrollment for 2014-2015	Change	% Change
Main Campus	992	865	-127	-12.80
East Campus	663	564	-99	-14.93
West Campus	933	1,278	+345	+36.98
North Campus	256	289	+33	+12.89
MTC High School	206	226	+20	+9.71
Total	3,050	3,222	-77	+5.64

Director's Report:

- **Student Fees:** Doug Wagner discussed student fees, specifically fees for the Career and Technical Student Organizations (CTSO) SkillsUSA and HOSA. He explained that these organizations are more than competition. They have programs of work that teach employability and leadership skills.

Comments:

- Henry Sheffield spoke to the need of interview preparation training.
- Bill Lee agreed and added "We need to build the whole professional."
- Erin Sulbaran spoke of the need for professionalism. She suggested getting input from each advisory committee as to what is need for professionalism training in the different areas.

Motion made by Richard Conard to charge a CTSO lab fee to enrolling students at MTC. The motion was seconded by Erin Sulbaran.

Discussion: Maura Howl asked if the term “lab fee” is appropriate. Mr. Wagner responded that the fee would be used for handbooks and other materials to be used for employability training. He will be working with Michelle Meluch for her to set up training opportunities for students. Brion Sunseri agrees that we need to produce a finished product – the students may have all the skills they need to perform a job but if they can’t get through the interview, they can’t meet their goals. . Martha Meyers informed that CareerSource Suncoast has had people on the MTC campus that work with students on employability skills. However, the training needs to be repetitive – not just a one-session thing.

A vote was taken and the motion passed.

- **Name Change Update:** Not in fear of our name being changed back to Manatee Technical Institute this year. Schools are still changing their names from institute to college: Lee County changed their two technical institutes to college just last night and Collier County changed theirs last week. About 55 percent of technical institutes have changed to technical colleges.
- **Audit Committee Update:** Another meeting next week to address dual enrollment funding and financial aid. Almost all findings have been addressed.
- **BOG Meeting Dates and Times for 2015-16:** It was agreed to continue meeting as we have on the fourth Thursday of August, October, January, and May at 4 pm. The dates for next year are: August 27, 2015; October 22, 2015; January 28, 2016; and May 26, 2016.
- **Mission Statement, Vision, and Long Range Plan Review and Approval:** Copies of these items were distributed. Mr. Wagner asked all to review by June 15 and return any suggestions for change to their program instructor or Lisa King. All suggestions will be compiled for us to review and vote on at the August 27, 2015, BOG meeting.
- **Manatee County Government Expo and Job Fair:** Hiring managers and representatives from various government agencies in Manatee County will be featured at a job fair on Wednesday, June 17, 2015, from 2 to 5 p.m. at the MTC Main Campus. The event is open to the public. Participants include the Board of County Commissioners, Manatee Sheriff’s Office, Property Appraiser, Clerk of the Circuit Court, Tax Collector, Supervisor of Elections, and the cities of Longboat Key, Anna Maria and Palmetto.
- **Graduation:** The MTC graduation ceremony will be held at the Bradenton Area Convention Center on Tuesday, June 30, 2015, at 7 pm. All are invited to attend. Mr. Ziemnicki recommended that all members of the BOG attend as it is really great to see and hear the students’ stories and see all of the accomplishments.

Finance Report: Frances Tamayo provided a handout and reported.

- Looking good for this point in the year
- Expecting to have carryover funds at the end of the year in all of our budgets: Workforce Development, Tuition, Community Education.

- Industry Certification Budget: Programs with this budget (Automotive, Electronics, HVAC, Welding, and Networking) all have funds remaining to spend. These funds will be available next year to the programs.
 - Dr. Conard asked about the certification budget. Mr. Wagner explained that these funds are only available to programs approved by DOE to receive funds for student who earn industry certifications. We receive \$1,000 per industry certification earned. More programs were added this year for which we will receive funds next year. Mr. Wagner will provide a list of the current industry certifications approved for funding at our next meeting.

Marketing and Grants:

Grants: Maura Howl reported that the school has received approximately \$1.3 million this year and provided a handout showing grants that have been approved and applied for during this school year.

Marketing: Ms. Howl provided a MTC Marketing Activity report covering the 2014-15 school year. The report shows the various marketing and advertising items utilized to promote MTC and our programs. The budget for this school year was increased and the marketing department will almost as much in June and July, 2015, as has been spent the rest of the year. This will hopefully boost our enrollment. The employment rate is up, and this is always a factor for our enrollment.

Ms. Howl provided a draft copy of a brochure that replaces the Career Paths publication. Input is welcome. The information in this brochure is also available on the MTC website. She noted that the students featured in the brochure are actual MTC students.

East Campus Update: Dr. Priscilla Haflich reported.

- The Law Enforcement program has been recertified for the next five years.
- Henry Sheffield, Fire Science Program Coordinator, has found two fire trucks to be donated to the school to be used for training purposes.
- Dr. Haflich introduced David Harris who is our new Pharmacy Tech Instructor.
- Most students at East Campus are now in their clinical settings.
- Limited Access: The requirements for Limited Access for the programs at the East Campus were presented. Limited Access Programs have additional requirements beyond the Test of Adult Basic Education (TABE) for admittance, such as drug-testing and background checks. *A motion was made to approve the additional admission requirements for limited access programs. The motion was seconded and approved.*

Main Campus Update: Dr. Valerie Viands reported.

- SkillsUSA:
 - MTC hosted the Region 6 SkillsUSA Conference in February. Contestants competed in 56 contests at the regional conference. Dr. Viands thanked all of the BOG members who were judges.
 - MTC won 71 medals at the State SkillsUSA Conference that was held in Lakeland in April.
 - The National SkillsUSA Conference is moving to Louisville, Kentucky this year. MTC has 81 students and staff attending. Students will be competing in 26 different contests.
 - International Skills: MTC will have our first ever SkillsUSA student competing at the international level. Bailey Romaro will be representing the USA at the international competition in Brazil in September in the category of Beauty Therapy.
- Manufacturing State-Wide Fair: MTC hosted a manufacturing fair along with CareerSource Suncoast on April 22. The event was a success. Over 200 participants took part in the event.

- Submitted seven new certificates most on Solid Works
- New Marketing Management and Entrepreneurial program will be offered in the fall. Sports, Recreation and Entertainment will also be added as the community asked for this course and came to us with an advisory committee already in place.
- A new nine-week Construction Express Class started in April. This program has been successful in drawing attention from the construction community. The school has received calls from construction companies willing to sponsor students in future classes.
- Building Construction program has been changed to Building Trades & Construction Design Technology.
- Electricity program changed to Electrician. The new curriculum adds 300 hours to the program.
- Also adding Java Development and Programming and Cloud Computing and Virtualization.

North/West Campus Update: Linda Agresta once again entertained the audience by summing up the adult education activities in the form of a poem.

Our BOG we love you so
Without your support, we couldn't grow.

So as we wind down another year
We all will give a great big cheer.

From Air Conditioning, Carpentry, and GED
Our students are finally running free.

And yes of course our year's been great
Adult Ed is up-to-date!

Our Monitoring visit was such a treat
And our Focus Data just can't be beat!

The DOE was blown away
And had lots and lots of good things to say.

Both North and West will get no rest
Cause we have students who are the best!!

There is no finer school around
And many students are now Skills and HOSA bound!

And lastly, I just want to say
There is no better place to spend my day!!

Remote Area Medical (RAM): Dr. Richard Conard presented and showed a short video. MTC will be hosting one of the first RAM events to take place in the state of Florida. RAM brings health care to the neediest of the needy in the community. The event at MTC will take place November 21 and 22. The organization is hoping to serve hundreds of people and predicts that upwards of \$1 million in free health care procedures will be provided. Right now they are in the process of putting together sponsors and identifying volunteer needs.

Other Business: None

Adjourn: Meeting adjourned at 5:00 pm.

Future Meetings

August 27, 2015
October 22, 2015
January 28, 2016
May 26, 2016