

**Manatee Technical College  
Board of Governors  
Minutes for April 5, 2018**

**Present:** Tom Athens, Fred Bartholomew, Mary Chilton, John Colon, Richard Conard, Melissa Dey, Dan Elek, Tim Fanning, Jennifer Gilray, David Harris, Maura Howl, Lisa King, Bill Lee, Joshua Matlock, Michael McKnight, Martha Meyers, Ellen Sage, Karen Stewart, Erin Sulbaron, Michelle Todoroff, Jessica Vets, Valerie Viands, Loreen Vickers, Doug Wagner, John Ziemnicki

The meeting was called to order at 4:58 p.m. by John Ziemnicki.

Mr. Ziemnicki welcomed everyone. He announced that he, Brion Sunseri, Doug Wagner, Anthony Gagliano from CareerSource Suncoast, and Sharon Hillstrom from Bradenton Area EDC have completed two, half hour shows promoting MTC. The shows will air on METV.

**Minutes of the January 25, 2018, Meeting:** *A motion was made and seconded to approve the minutes of the January 25, 2018, meeting. Motion passed.*

**Comments/Questions on Reports:** Valerie Viands commented on the enrollment reports and grants update that were emailed to members prior to the meeting. There were no questions regarding the reports.

The sign directing drivers to MTC is now in place on I-75. Dr. Viands thanked Maura Howl for her efforts to have this sign placed.

Mr. Ziemnicki asked whether MTC is applying for any more grant money, as the Governor suggested when he was here. Ms. Howl responded that the grant for Department of Economic Opportunity funding is pretty much written. We are in the process of working with the Sarasota Manatee Airport Authority. The airport is willing to provide all space required for the program except a hangar. MTC would be responsible for building that building. It's possible, the Airport Authority will donate the land. Mr. Ziemnicki suggested talking with Dolphin Aviation.

Richard Conard asked if we might request DEO funds to start a radiology program. Mr. Wagner said we could look at it. He explained that these grants require a match in funds and that enrollment targets must be met or money must be paid back to the state. He said that we are looking at making a request of \$2 to \$3 million for the aviation program.

The advanced manufacturing grant that we received was fairly easy to qualify for since it was only \$200,000 and we already had the match of space, some equipment, instructors, etc.

**Director's Report:**

- **Proposed Meeting Dates for 2018-2019 School Year:** The proposed dates and times were discussed. *A motion was made and seconded to approve the proposed dates and times for the MTC Board of Governors meetings for the 2018-19 school year. The meetings will be held on August 23, 2018, at 4:00 p.m.; October 15, 2018, following the advisory committee breakfast; January 31, 2019, at 4:00 p.m.; March 14, 2019, 5:00 p.m.*

- **Campus Solutions Update:** Campus Solutions is a software program that is being implemented at MTC. The software will be an update for MTC's student system, financial aid, student finance systems and will be compatible with the PeopleSoft system being implemented at the district level for the district's business processes: HR, Payroll, Finance, etc. The Campus Solutions go-live date is June 27. The District's PeopleSoft go-live date is July 1. To prepare for Campus Solutions implementation we are currently in the testing phase. In-depth training will begin in May and run through August.
- **Campus Safety Update:**
  - Main Campus -- Jennifer Gilray reported that many safety and security concerns have been brought up since the shooting at Parkland. Some of the changes made at the MTC Main Campus are: single point of entry to the building for students, guests, deliveries; staff is at that door during student arrival times to greet students; make sure name badges are worn in a visible place; gates around the campus remained locked at all times; active shooter plans have been reviewed.

John Colon asked how many SROs (school resource officers) were assigned to MTC. The response: MTC has one (1) SRO shared with the three MTC sites. Mr. Colon asked if metal detectors were used at MTC. Response: would not be very effective due to the types of tools students bring in each day for use in their program; i.e., knives for culinary, shears for cosmetology and barbering, tools for the construction trades.

- West Campus – Ellen Sage reported that the West Campus is located on the Bayshore High School Campus. They have a single-entry point at this campus. People entering this campus are wanded upon entry and random backpack checks are performed. In addition, cameras and monitors are in use and there is a doorbell that is rung for someone to enter during the school day/night. Students have expressed their gratitude for the extra security measures that are in place at this site.
- Overall – additional safety meetings have been held at each campus to review our processes and make improvements in the processes. The District will be providing more wands for each campus. In addition, the district does sweeps at school campuses to ensure gates and doors are locked. MTC has entered work orders to the District for additional lighting, effective locks on doors as needed, more cameras, and other items to improve the safety of our campuses.

**Council on Occupational Education (COE):** COE is the main accrediting agency for MTC. There are several plans that must be presented to the BOG each year for review and approval. We will be bringing a few of these to each meeting for BOG input and approval.

Two plans were emailed to members prior to the meeting to allow time for the plans to be reviewed for suggested changes to be brought to this meeting. The long-range plan was distributed at the meeting

The plans being reviewed today are Standard 6 – Physical Facilities Plan, Standard 6 – MTC Privacy, Safety and Security of Data with the Technical Infrastructure Plan, and the Long-Range Plan which includes the MTC Mission and Vision Statements. Michael McKnight explained each of the plans and reviewed minor revisions that had been made. The most significant change was the elimination of references to the MTC North Campus which was closed in January of 2018. Mr. Wagner pointed out the addition of an aviation program at the airport is in MTC's long-range plan.

*A motion was made to approve the three plans as presented. The motion was seconded and approved.*

**Legislative Action:** Mr. Wagner began with information about the Perkins Grant. About \$1.3 billion are available nationally each year in federal Perkins funds. Over the years this amount has consistently been cut. The legislature is considering increasing the funds this year. Everyone should have received an email from Mr. Wagner asking you to forward a prewritten letter to your legislators to support this increase in funding. The state of Florida receives about \$55 million annually. Manatee County receives approximately \$500,000 for secondary programs, \$250,000 for post-secondary (MTC) and SCF receives approximately \$300,000. Your support in sending the letter is appreciated.

Under the current State of Florida funding formula for technical colleges, MTC has always been underfunded. We are currently funded at 97percent which is a loss of about \$300,000 per year. The new budget has increased funding by .8 percent for any school funded under 100 percent. We are still not where we should be, but at least it is something. Mr. Wagner provided a handout showing the funding by district. Our increase in funding over the years has been in part due to the support of our Board of Governors members. Thank you for your continued support in correcting the funding formula.

The second issue is the performance funds for industry certifications that was cut from the budget this past year. The K-12 schools and community colleges continued to receive funds for industry certifications earned by their students. Only the funding for technical centers/colleges was cut. Mr. Wagner was pleased to announce that this funding has been reinstated. Again, due in large part to the support from this group. Erin Sulbaron said that cosmetology would like to be added to the list of certifications funded and asked how to go about doing this. Mr. Wagner responded for her to bring this up at the advisory committee meeting this evening, get support from that group and bring back to the next BOG meeting. If supported by BOG, a letter can be sent making this request.

Referendum – Thanked the group for their support in helping the referendum pass. This will be extra funds for our teachers and school staff. It is harder and harder to find teachers – this will help. The funds will also help update and add equipment in our career and technical program labs.

**Discussion Topic: Safety in the Workplace:** Mr. Ziemnicki began the discussion on things that he has done at his work place to increase safety and security. Others shared what practices at their businesses.

- Dr. Conard said he had received information from a security consulting firm that he would be happy to share.
- Dr. Viands asked for suggestions of safety processes or procedures that our students should receive training in or be made aware of before entering the workforce.
- Tim Fanning gave a perspective from the restaurant industry – one big area is the locking of doors. Back doors should remain locked at all times. All other entry doors should be locked as soon as business closes. No propping open of doors is allowed. His company also has safety audits. Another area is employees leaving the business after closing with tips. They no longer do this – tips are now put on a card.
- Martha Meyers suggested adding to the soft skills that we teach by including what students can expect from a safety standpoint when they enter the workplace.
- Mr. Fanning stated that safety concerns vary in different work settings. In the restaurant industry the critical times are at closing or early in the morning.
- Joshua Matlock shared that all their employees have gone through active shooter training.
- Dr. Conard asked about an excess funds in the District's capital budget that could be used to improve the safety at school sites. Mr. Wagner responded that he is not aware of an excess of funds. Dr. Conard added that we need to do whatever it takes to move our campuses to the next level of safety.

- Dr. Gilray shared that she serves on the District's Safe Schools Committee. Assessments have been conducted at all school sites, concerns have been made know to the District, needs are prioritized and are being addressed. One example – buzzer entry systems are being installed at all schools.
- Mr. Ziemnicki pointed out that one of the most effective improvements and fairly inexpensive method to improve safety at a location is to add lighting. Camera systems have also come a long way.
- Fred Bartholomew stated that in general car dealerships are a very public place, they are busy, and very welcoming to the public with an open door to all. Their safety usually is more focused on personal safety, work-related safety. People who should not be there are not easily recognizable.
- Discussion about weapon carry permits took place.
- Bill Lee stated that it is an employer's responsibility to protect ourselves and our employees.
- Mr. Lee added that in the auto industry a lot of injuries come from improper dress or hurting themselves. This school is teaching students proper workplace safety and proper personal protection.
- Mr. Colon said that the improved lighting is a great suggestion. It is effective with a quick payback. He also stated that for businesses such as car dealerships, motion detectors lighting could be helpful.
- Ms. Sulbaron spoke about protocol for bank deposits – specifically where employees leave the business with funds to be deposited at the bank. She suggested reaching out to the local criminal justice community for protocol ideas that are industry specific to the programs.

**Other Business:** None

Meeting adjourned at 5:58 p.m.

#### **Future Meetings**

August 23, 2018, at 4:00 p.m.

October 15, 2018, following the advisory committee breakfast

January 31, 2019, at 4:00 p.m.

March 14, 2019, 5:00 p.m.