



## 2019-2020 Florida Job Growth Grant Fund Workforce Training Grant Proposal

Proposal Instructions: The Florida Job Growth Grant Fund Proposal (this document) must be completed and signed by an authorized representative of the entity applying for the grant. Please read the proposal carefully as some questions may require a separate narrative to be completed. If additional space is needed, attach a word document with your entire answer.

### Entity Information

Name of Entity: Lake Technical College, Inc.

Federal Employer Identification Number (if applicable): [REDACTED]

Primary Contact Name: Diane W. Culpepper, Ph. D.

Title: Executive Director, Lake Technical College, Inc.

Mailing Address: 2001 Kurt Street  
Eustis, FL 32726

Phone Number: 352-589-2250 ext. 1810

Email: culpepperd@lake.k12.fl.us

Secondary Contact Name: Mrs. Melissa Stephan

Title: Director

Phone Number: 352-589-2250 ext. 1812

### Workforce Training Grant Eligibility

Pursuant to 288.101, F.S., the Florida Job Growth Grant Fund was created to promote economic opportunity by improving public infrastructure and enhancing workforce training. This includes workforce training grants to support programs offered at state colleges and state technical centers.

Eligible entities must submit proposals that:

- Support programs and associated equipment at state colleges and state technical centers.
- Provide participants with transferable and sustainable workforce skills applicable to more than a single employer.
- Are offered to the public.
- Are based on criteria established by the state colleges and state technical centers.
- Prohibit the exclusion of applicants who are unemployed or underemployed.

## 1. Program Requirements:

(If additional space is needed, attach a word document with your entire answer.)

Each proposal must include the following information describing how the program satisfies the eligibility requirements listed on page 1.

- A. Provide the title and a detailed description of the proposed workforce training.

See attached.

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- B. Describe how this proposal supports programs at state colleges or state technical centers.

See attached.

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- C. Describe how this proposal provides participants transferable, sustainable workforce skills applicable to more than a single employer.

See attached.

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- D. Describe how this proposal supports a program(s) that is offered to the public?

See attached.

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- E. Describe how this proposal is based on criteria established by the state colleges and state technical centers.

See attached.

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- F. Does this proposal support a program(s) that will not exclude unemployed or underemployed individuals?

Yes       No

See attached.

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- G.** Describe how this proposal will promote economic opportunity by enhancing workforce training. Please include the number of program completers anticipated to be created from the proposed training. Further, please include the economic impact on the community, region, or state and the associated metrics used to measure the success of the proposed training.

See attached.

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**2. Additional Information:**

(If additional space is needed, attach a word document with your entire answer.)

- A.** Is this an expansion of an existing training program?  Yes  No  
 If yes, please provide an explanation for how the funds from this grant will be used to enhance the existing program.

See attached.

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- B.** Does the proposal align with Florida’s Targeted Industries?  Yes  No  
 ([View Florida's Targeted Industries here.](#))

If yes, please indicate the specific targeted industries with which the proposal aligns.  
 If no, with which industries does the proposal align?

Homeland Security/Defense-Transportation  
 Other Manufacturing - Automotive & Marine

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- C.** Does the proposal align with an occupation(s) on the Statewide Demand Occupations Listand/ or the Regional Demand Occupations List?  Yes  No  
 ([View Florida's Demand Occupations Lists here.](#))

If yes, please indicate the specific occupation(s) with which the proposal aligns.  
 If no, with which occupation does the proposal align?

Bus and Truck Mechanics and Diesel Engine Specialists (SOC 493031)

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- D.** Indicate how the training will be delivered (e.g., classroom-based, computer-based, other).  
If in-person, identify the location(s) (e.g., city, campus, etc.) where the training will be available.

If computer-based, identify the targeted location(s) (e.g. city, county, statewide, etc.) where the training will be available.

See attached.

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- E.** Indicate the number of anticipated annual enrolled students and completers in the proposed program.

See attached.

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- F.** Indicate the length of program (e.g., quarters, semesters, weeks, etc.), including anticipated beginning and ending dates.

August 2020  
Begin Date: \_\_\_\_\_

Ongoing  
End Date: \_\_\_\_\_

See attached.

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- G.** Describe the plan to support the sustainability of the program after grant completion.

See attached.

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- H.** Identify any certifications, degrees, etc. that will result from the completion of the program. Please include the Classification of Instructional Programs (CIP) code and the percent of completers in each code, corresponding with Section E.

See attached.

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- I.** Does this project have a local match amount?

Yes       No

If yes, please describe the entity providing the match and the amount. (Do not include in-kind.)

See attached.

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J. Provide any additional information or attachments to be considered for the proposal.

See attached letters of support.

### 3. Program Budget

(If additional space is needed, attach a word document with your entire answer.)

**Estimated Costs and Sources of Funding:** Include all applicable workforce training costs and other funding sources available to support the proposal.

1.) **Total Amount Requested**      \$ \_\_\_\_\_  
 Florida Job Growth Grant Fund

A. Other Workforce Training Project Funding: Sources:

City/County	\$ _____
Private Sources	\$ _____
Other (grants, etc.)	\$ _____
<b>Total Other Funding</b>	<b>\$ _____</b>

Please Specify: \_\_\_\_\_

B. Workforce Training Project Costs:

Equipment	\$ _____
Personnel	\$ _____
Facilities	\$ _____
Tuition	\$ _____
Training Materials	\$ _____
Other	\$ _____
<b>Total Project Costs</b>	<b>\$ _____</b>

Please Specify: \_\_\_\_\_

**Note:** The total amount requested must be calculated by subtracting the total other workforce training project funding sources in A. from the total workforce training project costs in B.

- C. Provide a detailed budget narrative, including the timing and steps necessary to obtain the funding, how equipment purchases will be associated with the training program, if applicable, and any other pertinent budget-related information.

See attached for budget and narrative.

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#### 4. Approvals and Authority

(If additional space is needed, attach a word document with your entire answer.)

- A. If entity is awarded grant funds based on this proposal, what approvals must be obtained before it can execute a grant agreement with the Florida Department of Economic Opportunity (e.g. approval of a board, commission or council)?

See attached.

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- B. If approval of a board, commission, council or other group is needed prior to execution of an agreement between the entity and the Florida Department of Economic Opportunity:

- i. Provide the schedule of upcoming meetings for the group for a period of at least six months.
- ii. State whether entity is willing and able to hold special meetings, and if so, upon how many days' notice.

See attached.

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- C. Attach evidence that the undersigned has all necessary authority to execute this proposal on behalf of the entity. This evidence may take a variety of forms, including but not limited to: a delegation of authority, citation to relevant laws or codes, policy documents, etc.

See attached.

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I, the undersigned, do hereby certify that I have express authority to sign this proposal on behalf of the above-described entity and to the best of my knowledge, that all data and information submitted in proposal is truthful and accurate and no material fact has been omitted.

Name of Entity: Lake Technical College, Inc.

Name and Title of Authorized Representative: Diane W. Culpepper, Ph. D., Executive Director

Representative Signature: *Diane Culpepper*

Signature Date: October 14, 2019

**2019-2020 Florida Job Growth Grant Fund  
Workforce Training Grant Proposal  
Lake Technical College**

**1. PROGRAM REQUIREMENTS:**

**A. Provide the title and a detailed description of the proposed workforce training.**

**EXPANSION OF A SKILLED DIESEL WORKFORCE**

The Diesel Technology program at Lake Technical College (LTC) has been in existence since 1966. At the time it was first opened, Lake County was a rural and agricultural community, the curriculum focused mostly on tractor repair, and the graduates went to work in the local “Mom and Pop” farming and trucking companies. Over the years, the program evolved and the emphasis began shifting focus to all types of diesel engines including trucks and buses. Today in the Central Florida region, there are several regional and national large trucking companies along with hundreds of companies utilizing diesel trucks and buses to perform their work. Lake County is no longer considered a rural and agricultural community, and its workforce is an integral part of the entire region.

At present, the curriculum includes maintaining and repairing diesel engines and electrical systems; reconditioning diesel fuel injection systems; overhauling diesel engines; and performing diesel engine preventive maintenance. The programs also include training in communication, leadership, human relations and employability skills, and safe efficient work practices. Students are prepared to take the Automotive Service Excellence (ASE) exams in multiple areas. In addition to the technical skill proficiency, the program includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspect of the diesel industry.

The Florida Department of Education Career Certificate Curriculum Framework for Diesel Systems Technician 1 and 2 includes:

**Diesel Systems Technician 1, Program Number: T650100, 1050 Hours**

<b>Course Number</b>	<b>OCP</b>	<b>Course Title</b>	<b>Length</b>
DIM0101	A	Diesel Engine Mechanic/Technician Helper	150 hours
DIM0102	B	Diesel Electrical and Electronics Technician	300 hours
DIM0104	C	Diesel Engine Technician	300 hours
DIM0105	D	Diesel Brakes Technician	300 hours



## Diesel Systems Technician 2, Program Number: T650200, 750 Hours

Course Number	OCP	Course Title	Length
DIM0103	A	Diesel Engine Preventative Maintenance Technician	150 hours
DIM0106	B	Diesel Heating and Air Conditioning Technician	150 hours
DIM0107	C	Diesel Steering and Suspension Technician	150 hours
DIM0108	D	Diesel Drivetrain Technician	150 hours
DIM0109	E	Diesel Hydraulics Technician	150 hours

This grant will provide for the purchase of specialized industry-standard equipment for the Diesel program. Once the program is fitted with the required specialized industry-standard equipment, Lake Technical College will be prepared to seek program certification by **ASE Education Foundation** (Automotive Service Excellence Education Foundation). Specialized industry-standard equipment requirements include graphing multimeters, brake lining thickness gauges, flywheel turning machines, hydraulic test stands, A/C Recovery/Recharging and/or Recycling Stations, hydraulic presses, tire cages, and pressure flow meters among other items. ASE's precise national standards mirror the skills that the students must learn and master. As an ASE certified training program, the program standards will exceed industry-recognizable standards of excellence, and the skills and knowledge of the program graduates will be enhanced to better meet the skilled workforce demand.

<http://aseeducationfoundation.org/program-accreditation> - (Previously called NATEF)

While the program at Lake Technical College continues to progress, there are program space limitations that restrict the ability to fully meet the increased needs of the employers the College serves in Lake County and the region. With increased growth in the population and the industry in Lake County, the surge in required services provided by the cities to their communities is growing exponentially. To meet this increased demand, the College and the City of Tavares, FL are currently working on a joint grant project to co-locate LTC's transportation cluster of programs (Diesel Systems Technician, Automotive Service Technology and Automotive Collision Technology Technician) to a shared facility with the City's Public Works Department. This new partnership will provide opportunities for students to learn in an authentic environment where they will be able to work side-by-side with the City's technicians. Job shadowing, internships, apprenticeships and cooperative work experiences will be part of the training. In addition, new programs such as Emergency Vehicle Technician (EVT) and Certified Public Manager will be developed and implemented. This joint venture will expand into a regional training center/transportation hub which will provide better alignment of programming to meet the workforce demands of all the cities in Lake County and the surrounding areas. The equipment requested in this grant lays the foundation for the above partnership project by offering accredited Diesel Systems Technician programs. Lake Technical

College's Automotive Service Technology and Auto Collision Technology Technician programs are already ASE accredited.

**B. Describe how this proposal supports programs at state colleges and state technical centers.**

The "Expansion of a Skilled Diesel Workforce" project supports the mission of the technical college/center as it provides workforce development with access to the updated and innovative equipment to be prepared for tomorrow's workforce needs. The initiative supports workforce training at Lake Technical College by providing the equipment so the program can become nationally accredited and therefore be able to focus on the advanced skills training needed by industry. Program curricula offered through this project is aligned with the Florida Department of Education's Career Certificate curriculum frameworks. Lake Technical College and the Diesel Systems Technician programs are located in Lake County and will serve not only this county but the fast growing region of Orange, Osceola, Seminole, and Sumter Counties.

**C. Describe how this proposal provides participants transferable, sustainable workforce skills applicable to more than a single employer.**

Graduates of a ASE accredited Diesel Systems Technician programs will have developed higher-order reasoning and problem-solving skills; work attitudes, general employability skills, leadership skills, and technical skills; and occupation-specific skills in maintaining and repairing diesel engines and electrical systems; reconditioning diesel fuel injection systems; overhauling diesel engines; and performing diesel engine preventive maintenance. These transferable, sustainable workforce skills can be used in occupations such as bus and truck technician, diesel engine specialist, industrial generator repair and maintenance, and industrial equipment mechanic in the regional and national large trucking companies located in Lake County and the Central Florida area, regional municipalities' Public Works facilities, as well as with hundreds of companies in the area utilizing diesel trucks and buses to perform their work.

**D. Describe how this proposal supports a program(s) that is offered to the public.**

Lake Technical College's proposal supports the Diesel Systems Technician programs which are offered to individuals who meet the requirements established by the Florida Department of Education. The program advisory committee, made up of local and regional industry partners, has recommended ASE-approved equipment for the program, and they, along with the College's administration and faculty, believe that ASE accredited programs will generate graduates with high levels of transferrable, sustainable workforce skills to meet industry needs. The program is located in the region with a large number of openings for skilled diesel and automotive technicians and with advanced technological and innovative skills to meet the ever-changing profession.

**E. Describe how this proposal is based on criteria established by the state colleges and state technical centers.**

All programs and projects developed by the state technical colleges/centers, and in particular Lake Technical College, must adhere to four guiding principles:

- Programs must be market driven.
- Programs must be responsive to business and industry needs.
- Programs must be cost effective to both the student and the state (taxpayer).
  - Programs must be focused on results – job placement and nationally recognized industry credentials.

Curriculum frameworks developed by the Department of Education and vetted through statewide technical committees are the basis for the programs offered by state technical colleges/centers. Regional business and industry review the statewide curriculum, which has been developed collaboratively with educators and industry experts, and make recommendations for implementation at the local level.

The program structure in the classroom is competency-based, industry standard, and contextualized. This educational model represented by the technical colleges/centers contrasts sharply with how conventional postsecondary education in Florida is organized and produces very different results, particularly in terms of the rates of student success in completing their programs. As an example, Lake Technical College uses data-driven criteria, such as program completion and placement rates and industry certifications earned as well as state and regional demand occupations list data, to determine program expansion. The 2017-18 program completion and placement rates for the Diesel Systems Technician programs is as follows:

<b>Program</b>	<b>2016-17 Completion Rate</b>	<b>2016-17 Placement Rate</b>	<b>2017-18 Completion Rate</b>	<b>2017-18 Placement Rate</b>
Diesel Systems Technician 1	75%	100%	85%	89%
Diesel Systems Technician 2	100%	100%	100%	100*

\*Completion and Placement rate data for 2018-19 is currently being collected and will be finalized and submitted to the College’s accrediting agency, the Council for Occupational Education, in December 2019.

**F. Does this proposal support a program(s) that will not exclude unemployment or underemployed individuals?**

Students who meet the academic requirements established by the Florida Department of Education are accepted into the program. Lake Technical College’s proposal supports the Diesel Systems Technician programs and will not exclude unemployment or underemployed individuals. Lake Technical College actively recruits and serves the unemployed, underemployed, and veterans along with those who are homeless, disabled, or changing careers. This is validated by the fact that the majority of students enrolling at Lake Technical College are using Pell Grants, state sponsorships/scholarships, or private scholarships to attend. Through a partnership with CareerSource Central Florida, additional students are supported financially as they attend Lake Technical College programs. In addition, Lake Technical College’s non-discrimination policy is as follows:

Lake Technical College does not discriminate on the basis of race, religion, color, national origin, gender, genetic information, age, pregnancy, disability, or marital status in its educational programs, services or activities, or in its hiring or employment practices. The district also provides access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act, or any other youth group listed in Title 36 of the United States Code as a patriotic society.

**G. Describe how this proposal will promote economic opportunity by enhancing workforce training. Please include the number of program completers anticipated to be created from the proposed training. Further, please include the economic impact on the community, region, or state and the associated metrics used to measure the success of the proposed training.**

The U.S. Bureau of Labor Statistics Occupational Outlook data indicates a 9% increase in jobs for diesel technicians and mechanics in the next 8 years. The 2018-19 Statewide Demand Occupations List for Bus and Truck Mechanics and Diesel Engine Specialists (SOC 493031) cites a statewide annual growth rate of 1.6%, while the 2018-19 Regional Demand Occupations List, Workforce Development Area 12, projects a regional annual growth rate of 1.84%. It is anticipated that the regional annual growth rate will be even higher because of the population growth rate in the Central Florida area and the aging workforce in Lake County. The expectation for increased regional annual growth is evidenced by the support of CareerSource Central Florida for the Transportation and Logistics sector being one of six sectors identified as targeted industries for incentives.

According to the American Transportation Research Institute's Top Industry Issues report released in October 2017, there is a severe shortage of diesel technicians in this country including Florida, and the region. This is due not only to the growth of the trucking industry and the retirement of the Baby Boomer generation, but also because of the increased complexity of heavy-duty trucks which includes more stringent diesel emission requirements, high-tech systems for collision avoidance, terrain mapping, fuel management, and systems.

A quick search in Indeed in September, 2019 indicated 971 open positions for Diesel Mechanic Technicians in Florida. Some companies were even offering signing bonuses. Graduates of the ASE accredited Diesel Systems programs will begin to fill these open positions and the ones that will open in the future due to growth and retirements.

The associated metrics to measure the success of the proposed training include:

- Accreditation through ASE achieved within one year of receiving the grant funds.
- Although the Diesel Systems Technician programs at Lake Technical College are generally full (combine 18 students) each year, the plan is to open an evening program for an additional 18 students.

- Completion rate will expand from 89% to 92% with the advanced equipment in place.
- Placement will continue to be 100%; wages will increase due to the advanced training and skills the students will receive.
- Articulated pathways with Lake Sumter State College into the Management Technology A.S. degree are in place. The number of students pursuing these degrees will increase by 50% over the next five years.

## **2. Additional Information:**

### **A. Is this an expansion of an existing training program? If yes, please provide an explanation of how the funds from this grant will be used to enhance the existing program.**

The funds from this grant will be used to purchase the specialized equipment required to become an ASE accredited program. While some students may have the opportunity to become familiar with the specialized equipment while on job shadowing or internship experiences, the students' knowledge and skills will be greatly enhanced as they have more experience with the equipment in the classroom setting, making them more marketable in the field. Once the specialized equipment is in place, the College will proceed with the steps to have the Diesel Systems Technician programs ASE certified.

### **B. Does the proposal align with Florida's Targeted industries?**

Yes

This proposal is aligned with two of Florida's Targeted Industries: (1) Homeland Security/Defense – Transportation and (2) Other Manufacturing – Automotive and Marine.

### **C. Does the proposal align with an occupation(s) on the Statewide Demand Occupations List and/or the Regional Demand Occupations List?**

Yes

This proposal aligns with both the Statewide Demand Occupations List and the Regional Demand Occupations List for Bus and Truck Mechanics and Diesel Engine Specialists (SOC 493031) with a statewide annual growth rate of 1.6% and a regional annual growth rate of 1.84%.

### **D. Indicate how the training will be delivered (e.g., classroom-based, computer-based, other). If in-person, identify the location(s) (e.g., city, campus, etc.) where the training will be available. If computer-based, identify the targeted location(s) (e.g. city, county statewide where the training will be available.)**

Training for the Diesel Systems Technician programs is offered on the main campus of Lake Technical College, 2001 Kurt Street, Eustis, FL, and includes classroom-based, simulation and computer based, and hands-on instruction. The computer enhanced curriculum provides each student the opportunity to progress through the program competencies at a steady pace to

demonstrate mastery of the required skills. Students are also able to bring prior knowledge to the program in order to earn their credentials more quickly. In addition, due to a partnership that has recently been established, students will begin job shadowing and interning at the City of Tavares, FL Public Works fleet shop.

**E. Indicate the number of anticipated annual enrolled students and completers in the program.**

Currently, 18 students are enrolled in the Diesel Systems Technician programs, and the facility was originally designed for about 10. Often times students have to “wait their turn” to complete computer-based assignments and/or use certain pieces of equipment. Program completion rates are currently at 89% in Diesel Systems Technician 1 (DST 1) and 100% in Diesel Systems Technician 2 (DST 2). It is anticipated that the annual enrollment hold steady until a new facility can be built, and the annual completion rate for DST 1 will increase to 90% and the rate for DST 2 will remain constant at 100%. Students graduating from an ASE accredited program will be better prepared to meet the ever-increasing workforce demands.

Plans are underway to add an evening program in order to meet the demand for these skilled workers. Eighteen additional students would be added. Of the 18 evening students, it is anticipated that the completion and placement rates will continue to be on track with the current ones.

**F. Indicate the length of program (e.g., quarters, semesters, weeks, etc.), including anticipated beginning and ending dates.**

Begin Date: August 2020

End Date: on-going

The Diesel Systems Technician programs, comprised for Diesel Systems Technician 1 (1050 hours) and Diesel Systems Technician 2 (750 hours), takes a student approximately 1-1/2 years (or approximately 3 semesters) to complete. The competency-based program is designed to allow the student to move through the curriculum at a self-managed pace that permits him/her to demonstrate mastery of the required skills. The program has “open enrollment,” which permits a student to enroll at any time during the school year on a space-available basis. Consequently, students are completing the program at varying times throughout the school year.

**G. Describe the plan to support the sustainability of the program after grant completion.**

The Diesel Technology programs have been in existence at Lake Technical College since 1966 and funded through the College’s budget, enrollment fees and state workforce dollars. Throughout the years, equipment has been purchased through Lake Technical College’s budget, federal Perkins grants, community and business grants, and donations have made by regional business partners. This grant will provide for specialized industry-standard equipment to meet

the requirements for ASE accreditation. Grants will continue to be pursued as equipment repairs and upgrades are needed.

**H. Identify any certifications, degrees, etc. that will result from the completion of the program. Please include the Classification of Instructional Programs (CIP) code and the percent of completer in each code, corresponding with Section E.**

Upon completion of each Diesel Systems Technician program, the student will earn a Lake Technical College certificate of completion. Students are also prepared to take the ASE exams. The Diesel Systems Technician programs articulate to Lake Sumter State College's Management Technology program which, in turn, leads to a bachelor's degree in Organizational Management.

The industry certifications are as follows:

**Industry Certifications:**

ASE Medium/Heavy Duty Truck Technician: Brakes (T4)  
ASE Medium/Heavy Duty Truck Technician: Diesel Engines (T2)  
ASE Medium/Heavy Duty Truck Technician: Diesel Train (T3)  
ASE Medium/Heavy Duty Truck Technician: Electrical/Electronic Systems (T6)  
ASE Medium/Heavy Duty Truck Technician: Gasoline Engines (T1)  
ASE Medium/Heavy Duty Truck Technician: Heating, Ventilation, and A/C (HVAC) (T7)  
ASE Medium/Heavy Duty Truck Technician: Suspension and Steering (T5)  
ASE Preventative Maintenance Inspection (PMI) (T8)  
American Welding Society: Certified Welder  
EVT – Emergency Vehicle Technician

**CIP Numbers:**

Diesel Systems Technician 1, CIP No. 0647061305  
Diesel Systems Technician 2, CIP No. 0647061306

**I. Does this project have a local match amount? If yes, please describe the entity providing the match and the amount (Do not include in-kind).**

\$20,000 will be allocated from the Lake Technical College's Performance Incentive Funds that were earned during the 2018-19 school year.

**J. Provide any additional information or attachments to be considered for the proposal.**



August 19, 2019

America's Seaplane City™

Ms. Diane W. Culpepper  
Executive Director  
Lake Technical College  
2001 Kurt Street  
Eustis, Florida 32726

RE: Department of Economic Development Grant Fund

Dear Dr. Culpepper,

The City of Tavares strongly supports Lake Technical College and their innovative transportation programs. We support this grant application which will allow Lake Tech to purchase the essential equipment to upgrade their Diesel Systems Technician program and become certified through the National Automotive Technicians Education Foundation (NATEF). By doing so, students' skills will be enhanced so that they can adequately meet our regional and state workforce demands.

In addition to obtaining the NATEF certification, these grant funds will contribute to curriculum development and funding for faculty members to teach an add-on certification called Emergency Vehicle Training. National Fire Protection Agency (NFPA) requires this certification for technicians who work on servicing and repairing emergency vehicles.

In preparation of a Lake Technical College and City of Tavares partnership, Lake Tech is planning to co-locate their Diesel program on the site of our new Public Works facility to allow for an authentic environment where students will work side-by-side with our Emergency Vehicle Technicians (EVT) on first responder vehicles. Not only will the City of Tavares workforce needs be met, but it will also provide critical support and training to all government and private entities in the region. This institutional innovation will enrich classroom learning with real-world content and values offering applied and work-based learning experiences as a way to better prepare individuals for high-wage, high-skill jobs.

With Lake County being ranked among the top 5 fastest growing counties in Florida the surge for Certified Diesel Technology Technicians and Emergency Vehicle Technicians for public and private operations is growing exponentially and calls for collaborative attention. We are confident Lake Tech's proposed plans for this grant will aid our regional economic development challenge and address our growing workforce, economic, and community needs.

The City strongly supports the diversification of our region's economy and is focused on growing Diesel Technician jobs in our community especially in the area of fire apparatus service and the related supporting industries.

Sincerely,

John Drury ICMA-CM, AAE  
City Administrator





*Your Tomorrow  
Is on a Truck Today*

September 16, 2019

Department of Economic Opportunity  
State of Florida

To Whom It May Concern:

As the President and CEO of the Florida Trucking Association, I am writing to you in strong support of the Lake Technical College initiative to continue addressing the critical shortage of skilled diesel technicians in the Central Florida region. For the past several years, it has been noted that companies across our state have been unable to fill openings with workers who can help maintain and expand their businesses. In addition, as our long-term employees begin to retire, the situation is growing dire very quickly.

To take full advantage of the training skilled workers and the impact this has on the economic growth and development of our region, updated equipment for the program is required to address the technological updates that seem to occur almost monthly. Building on the support we already have for the program and for Lake Technical College, this funding will make a difference in the training these students receive and thus an impact on their graduates. New and updated equipment will allow the Diesel Systems Technician program to apply to become NATEF certified. By adding the equipment so the students can become NATEF certified strengthens the expertise of the graduates and will allow them to "hit the ground running" when they are hired.

We enthusiastically support this project and encourage the Department of Economic Opportunity to fund it fully.

Cordially,

A handwritten signature in black ink that reads "Kenneth S. Armstrong". The signature is fluid and cursive, with a long horizontal stroke at the end.

Kenneth S. Armstrong, Ph.D.  
President and CEO



August 9, 2019

Executive Office of Governor Ron DeSantis  
400 S Monroe St.  
Tallahassee, FL 32399  
Re: Florida Job Growth Grant Fund

Dear Governor DeSantis:

CareerSource Central Florida (CSCF) would like to express our support for Lake Technical College's application to the Florida Job Growth Grant Fund in pursuit of advancing their Diesel Technology Program. This grant will allow Lake Tech to purchase the necessary equipment to become certified through the National Automotive Technicians Education Foundation which will enhance students' skills to better meet local workforce demands. In addition to obtaining the certification, this grant will provide curriculum development and funding for faculty members to teach an add-on certification called Emergency Vehicle Training. This certification is required for technicians who work on servicing and repairing emergency vehicles.

With the support of the Florida Job Growth Grant, Lake Tech will also partner with the City of Tavares to co-locate their transportation programs to the city's Public Works Department to help provide an authentic environment where students will work side-by-side with the city's technicians on city vehicles. Not only will the city's workforce needs be met, but a well-trained talent pipeline will be prepared for Lake County and the region.

As the regional workforce board for Lake, Orange, Osceola, Seminole and Sumter Counties, CSCF sees a growing need for front-line, management and supervisory employees that are well-trained in diesel mechanics to meet the demands of today's economy. Employment projections through 2024 show this occupation growing by 15 percent. We are confident Lake Tech's proposed plans for this grant will enhance and expand its training programs to better prepare a skilled workforce in Central Florida, and help meet statewide goals of increasing job growth.

For these reasons, CSCF supports Lake Technical College and its efforts to apply for this grant as this project will undoubtedly serve the needs of businesses and career seekers throughout the region.

Sincerely,

A handwritten signature in blue ink, appearing to read "Mimi Coenen".

Mimi Coenen  
Chief Operating Officer  
CareerSource Central Florida





# Lake County Fire Chiefs Association P.O. Box 634, Tavares, Florida 32778

August 27, 2019

David Johnson, President (Fire Administrator)  
Lake County Fire Chief's Association  
P.O. Box 634  
Tavares, FL, 32778

## **Re: Letter of Recommendation for the DEO Grant**

The Lake County Fire Chief's Association is in strong support of the Lake Technical College initiative to continue addressing the critical shortage of skilled diesel technicians in the Central Florida region. As part of the initiative, they are seeking funding for upgraded equipment as well as curriculum and faculty to begin incorporating the EVT courses as part of their offerings to our county. This will make a significant difference for incumbent technicians to be able to take the training and earn the certifications right here in Lake County.

Lake Technical College is a major partner in our community with the public safety sector. They are the training facility for Firefighting, EMS, and Law Enforcement. In addition, they have a large transportation cluster of programs which includes Diesel Systems Technician training. The program has great completion and placement data and the community is very pleased with the skill and knowledge of their graduates. The program graduates would also be eligible to add on the EVT certification courses allowing them to be even more marketable as they seek employment.

To take full advantage of the training skilled workers and the impact this has on the economic growth and development of our region, updated equipment for the Diesel Systems Technician program at Lake Technical College is required to address the 21<sup>st</sup> century technological updates and improve recruitment and retention goals. Building on the support we already have for the program and for Lake Technical College, this funding will make a difference in the training these students receive and thus an impact on the graduates we hire. The Lake County Fire Chief's Association enthusiastically supports this project and encourages the Department of Economic Opportunity to fund it fully.

*David D. Johnson, President*  
David D. Johnson, President



Lake Sumter  
State College

---

OFFICE OF THE PRESIDENT

Executive Office of Governor Ron DeSantis  
400 S. Monroe St.  
Tallahassee, FL 32399

RE: Florida Job Growth Fund

I am writing this letter in support of Lake Technical College's grant application for Department of Economic Opportunity (DEO) funds to improve and enhance their Diesel Technology program. The partnership Lake-Technical College has crafted with the City of Tavares and other diesel equipment partners is an example of type of robust public-private partnerships that supports local and regional industry.

Lake-Sumter State College's role in that partnership is to create additional "receiving" degrees and certifications that will translate industry certifications to college credit and place them on college transcripts. This partnership between the two institutions is focused upon building lifelong career pathways that make it easy for a person to add new training, certifications, and skills to their transcript and complete an associate's degree if desired.

We are committed to working with Lake Technical College to develop skills pathways the meet industry requirements and support our students.

Sincerely,

Stanley M. Sidor, Ed. D.  
President, Lake-Sumter State College



**MAUDLIN INTERNATIONAL TRUCK & TRAILER**

2110 S. Division Ave., Orlando, FL 32805  
(407) 849-6440 - (800) 226-6440 - Fax (407) 423-0235  
www.inaudlininternational.com

**IDEALLEASE**

*Transcraft*



*BENSON*

July 29, 2019

To: Dr. Dianne Culpepper, Executive Director

Lake Technical College

2001 Kurt st. Eustis, FL 32726

As the Technician Development Manager of Maudlin International Truck and Trailer, I am writing to you in strong support of the Lake Technical College initiative to continue addressing the critical shortage of skilled diesel technicians in the Central Florida region. For the past several years, we have been unable to fill openings with workers who can help us maintain and expand our business. In addition, as our long term employees begin to retire, the situation is becoming extremely concerning to us.

Maudlin International Truck and Trailer and Lake Technical College are partners in our community and serve on their industry advisory committee. We are pleased with the skill and knowledge of their graduates. For the past several years, we have been encouraging the program to become NATEF certified. By adding the equipment so the students can become NATEF certified strengthens the expertise of the graduates and will allow them to "hit the ground running" when they are hired.

To take full advantage of the training skilled workers and the impact this has on the economic growth and development of our region, updated equipment for Diesel Systems Technician program at Lake Technical College is required to address the 21<sup>st</sup> century technological updates and improve recruitment and retention goals. Building on the support we already have for the program and for Lake Technical College, this funding will make a difference in the training these students receive and thus an impact on the graduates we hire.

Our company enthusiastically supports this project and encourages the Department of Economic Opportunity to fund it fully.

Sincerely,

Mike Kruenegel

Technician Development Manager

Maudlin International Truck and Trailer

***Your Success – Our Passion***

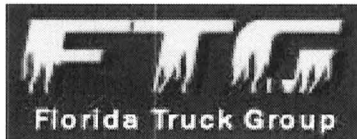
Jacksonville  
1881 Pickettville Road  
Jacksonville, Florida 32220  
904-783-9822  
Fax 904-783-9830  
888-355-5007

North Orlando  
4900 N. Orange Blossom Trail  
Orlando, Florida 32810  
407-295-9777  
Fax 407-295-9727  
888-660-9777

Daytona Beach  
739 Fentress Blvd.  
Daytona Beach, Florida 32114  
386-254-7207  
Fax 386-274-0234  
866-458-9940

Ocala  
5221 Highway 40 West  
Ocala, Florida 34482  
352-732-8151  
Fax 352-622-3950  
800-226-4228

Palm Bay  
1875 Robert J. Conlan Blvd  
Palm Bay, Florida 32905  
321-984-2899  
Fax 321-728-7375  
866-849-1887



## OCALA FREIGHTLINER

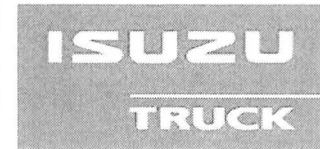
Phone: (877) 840-0070

3950 W. Highway 326

Fax: (352) 840-9902

Ocala, FL 34482

August 21, 2019



Dear Dr. Culpepper:

On behalf of Ocala Freightliner, I am writing to you in strong support of the Lake Technical College initiative to continue addressing the critical shortage of skilled diesel technicians in the Central Florida region. For the past several years, we have been unable to fill openings with workers who can help us maintain and expand our business. In addition, as our long term employees begin to retire, the situation is becoming extremely concerning to us.

Ocala Freightliner, part of the Florida Truck Group, is a heavy and medium Freightliner commercial truck dealership located in Ocala Florida and Lake Technical College are partners in our community and serve on their industry advisory committee. We are pleased with the skill and knowledge of their graduates. For the past several years, we have been encouraging the program to become NATEF certified. By adding the equipment so the students can become NATEF certified strengthens the expertise of the graduates and will allow them to "hit the ground running" when they are hired.

To take full advantage of the training skilled workers and the impact this has on the economic growth and development of our region, updated equipment for Diesel Systems Technician program at Lake Technical College is required to address the 21<sup>st</sup> century technological updates and improve recruitment and retention goals. Building on the support we already have for the program and for Lake Technical College, this funding will make a difference in the training these students receive and thus an impact on the graduates we hire.

Our company enthusiastically supports this project and encourages the Department of Economic Opportunity to fund it fully.

Sincerely,

Paul Born  
Warranty Manager  
Ocala Freightliner

Scott Pauley  
Service Manager  
Ocala Freightliner

## 1. Program Budget

**Estimated Costs and Sources of Funding:** Include all applicable workforce training costs and other funding sources available to support the proposal.

**1.) Total Amount Requested** \$ 256,750.00

Florida Job Growth Grant Fund

A. Other Workforce Training Project Funding: Sources:

City/County \$

Private Sources \$

Other (grants, etc.) \$

**Total Other Funding** \$ 20,000.00

Please Specify: LTC  
Performance  
Incentive Funds

B. Workforce Training Project Costs:

Equipment \$ 275,000.00

Personnel \$

Facilities \$

Tuition \$

Training Materials \$

Other \$ 1,750.00

**Total Project Costs** \$ 276,750.00

Please Specify: ASE Accreditation  
Fees

**Note:** The total amount requested must be calculated by subtracting the total other workforce training project funding sources in A. from the total workforce training project costs in B.

### Budget Narrative

**1. Total Amount Requested: \$256,750 (Florida Job Growth Grant Fund)**

**2. Other Workforce Training Project Funding Sources:**

\$20,000 from Lake Technical College's Performance Incentive Funds will be utilized towards this project. This funding should be received from the State of Florida in October or November, 2019.

**TOTAL: \$20,000**

**3. Workforce Training Projected Costs:**

Equipment: \$276,750.00

Equipment, trainers and/or simulators to support the upgrading of the Diesel Systems Technician programs in order to be ASE accredited.

ASE Education Foundation provides a required equipment list for accredited programs. Some of the equipment is already in place in the current Diesel Systems Technician program.

**Additional equipment** is needed and includes, but is not limited to multiple sets of hand tools, adjustable wrenches, hammers, hydraulic presses, pressure gauges, torque multipliers, graphing multimeters with scope capability, brake bleeders, slack adjuster installation index tools, diesel exhaust fluid refractometers, liner installer and pullers, power steering analyzers, fifth wheel test pins, yoke pullers, tire squares, diagnostic smoke machines, diesel exhaust fluid refractometers, brake bleeders, drive train assemblies, pressure/flow meters, and A/C refrigerant identifiers.

**Trainers/Simulators for the Following Systems:**

- Electrical/Electronic Systems
- Brakes
- Heating, Ventilation, and Air Conditioning
- Suspension and Steering
- Drive Train
- Hydraulics

It is anticipated that the equipment would all be purchased within six months of the receipt of the funds. Lake Technical College has purchased equipment, trainers and simulators from several vendors in the past and will be able to secure quotes in a timely manner.

**Other: \$1,750**

ASE Accreditation Process which includes the processing fees and expenses for the site visit.  
<https://aseeducationfoundation.org/program-accreditation>

While the equipment is being purchased, Lake Technical College staff will be preparing the ASE application and exhibits utilizing the ASE's Five Step Accreditation Process. Once the equipment is in place, the application will be submitted and a site visit requested at the earliest convenience.

**2. APPROVALS AND AUTHORITY**

**A. If entity is awarded grant funds based on this proposal, what approvals must be obtained before it can execute a grant agreement with the Florida Department of Economic Opportunity (e.g., approval of a board, commission or council?)**

When awarded grant funds, the Lake Technical College Charter Board of Directors will provide approval before an executed grant agreement with the Florida Department of Economic Opportunity is granted.



- B. If approval of a board, commission, council or other group is needed prior to execution of an agreement between the entity and the Florida Department of Economic Opportunity:**
- i. Provide the schedule of upcoming meetings for the group for a period of at least six months.**
  - ii. State whether entity is willing and able to hold special meetings, and if so, upon how many days' notice.**

Lake Technical College's Board of Directors holds five (5) annual meetings per its by-laws. Special meetings may be held if required. For the FY20 school year, the meeting schedule includes: December 2019, March 2020, and May 2020. Upon approval of the grant funding, a special called board meeting will be scheduled.

Lake Technical College's Board of Directors may hold special meetings with a required 10-day notice as per its by-laws.

- C. Attach evidence that the undersigned has all necessary authority to execute this proposal on behalf of the entity. This evidence may take a variety of forms, including but not limited to: a delegation of authority, citation to relevant laws or codes, policy documents, etc.**

## RESOLUTION

This is a resolution of the Lake Technical College Charter Board of Directors for the Lake Technical College Charter School.

WHEREAS, Lake Technical College Charter School has entered into a Charter Contract with the Lake County School Board, and

WHEREAS, section 5.5.1 Employees of said contract provides that those persons working at the Charter School will be employees of the Lake County School Board, and

WHEREAS, it is necessary that the Lake County School Board annually appoint their employees who are assigned to work at the Lake Technical College Charter School, and


→ WHEREAS, Dr. Diane W. Culpepper has assumed the responsibilities of Executive Director in a professional, efficient, and conscientious manner, and


WHEREAS, Dr. Diane W. Culpepper has the full support and approval of the Board of Directors of the Lake Technical College Charter School,

NOW, THEREFORE, BE IT RESOLVED by the Lake Technical College Charter School Board of Directors:

→ Dr. Diane W. Culpepper be reappointed to the position of Executive Director at Lake Technical College Charter School for the 2019– 2020 school year;

RESOLVED at the regular meeting of the Lake Technical College Charter School Board of Directors this 13th day of May 2019.

  
13 MAY 19  
Board Chairperson  
Richard D. Keith

  
Attest, Secretary of the Board



Lake Technical College

**MEMORANDUM**

TO: Board of Directors  
Lake Technical College

FROM: Dr. Diane Culpepper, Executive Director

SUBJECT: Election of 2019-2020 Officers of the Board

DATE: May 13, 2019

REQUEST APPROVAL OF: 2019-2020 Board Officers; President, Secretary, and Treasurer.

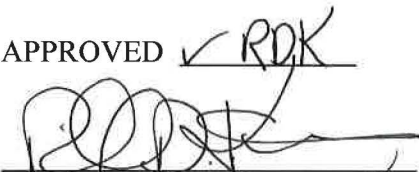
RATIONALE: The Bylaws state: *"The officers of the organization shall be President, Secretary, and Treasurer, each of whom shall be elected by the Board of Directors and may be employees of Lake Technical College. The officers of the organization shall be elected annually by the Board of Directors at 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."*

The Executive Director recommends reinstating:

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

FISCAL IMPACT: None.

APPROVED

  
Board Chairperson

NOT APPROVED \_\_\_\_\_

13 MAY 19  
Date

**BY-LAWS  
OF  
LAKE TECHNICAL COLLEGE**

**ARTICLE I. ORGANIZATION**

**Section 1. Name.** The name of the Corporation shall be **LAKE TECHNICAL COLLEGE**.

**Section 2. Seal.** The organization shall have a seal which shall be in the following form:

**ARTICLE II. PURPOSE**

The following are the purposes for which this organization has been created:

- a) The mission of Lake Technical College is to be an integral component of the economic growth and development in our community by offering a variety of high quality career-training opportunities.
- b) to operate exclusively in any other manner for such charitable purposes as will qualify it as an exempt organization under Section 501 (c) (3) of the Internal Revenue Code, as amended, or under any corresponding provisions of any subsequent federal tax laws, covering the distribution of organizations qualified as tax exempt organization under the Internal Revenue Code, including private foundations and private operating foundations.

**ARTICLE III. MEMBERSHIP**

Pursuant to Section 617.0601 of the Florida Not For Profit Act, Florida Statutes, this Corporation shall operate without members.

**ARTICLE IV. MEMBERSHIP MEETINGS**

**Section 1. General Powers.** The business of this organization shall be managed by the Board of Directors consisting of no less than five (5) nor more than nine (9) members.

**Section 2. Election of Directors.** The directors shall be elected and shall hold office for a two (2) year term, with those director positions whose terms are expiring filled annually. The election of any director shall be by majority vote of the existing directors at any special or regular meeting.

**Section 3. Chair of Board.** The Board of Directors shall elect a Director to serve as Chair of the Board. The Chair shall serve a term of one year commencing July 1<sup>st</sup> and running through June 30, and shall set the agenda and preside at all meetings of the Board of Directors.

**Section 4. Vice-Chair of Board.** The Board of Directors shall elect a Director to serve as Vice Chair of the Board. The Vice Chair shall serve a term of one year commencing July 1<sup>st</sup>, and running through June 30<sup>th</sup> and shall serve in the capacity of Chair of the Board in the Chair's absence.

**Section 5. Meetings.** Meetings of the Board of Directors shall be held regularly at least four times per year during the period commencing July 1<sup>st</sup> and running through June 30<sup>th</sup>. The first meeting of each new school year will be designated as the annual meeting. The Board of Directors may amend, by resolution, the frequency, time, and place for holding regular meetings without other notice than such resolution. Special meetings of the Board of Directors may be held at such times as called by the Chair of the Board, the President of the Corporation, or any two Directors. All meetings follow Florida Statute 286.011 regarding public meetings and records. All meetings are held in the Sunshine, in a location accessible to the public, and minutes will be promptly recorded.

**Section 6. Notice.** The Public is made aware of all meetings a minimum of eight (8) days prior to the actual meeting date by the Secretary through local media outlets.

**Section 7. Quorum.** A majority of the members of the Board of Directors shall constitute a quorum. At all meetings of the Board of Directors, all votes shall be by voice.

**Section 8. Manner of Acting.** The act of a majority of the directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, unless the act of a greater number is required by law or by these By Laws.

**Section 9. Action Without Meeting.** Any action required or permitted to be taken by the Board of Directors at a meeting, may be taken without a meeting, if a written consent, setting forth the action so taken, is signed by all of the Directors and filed with the Corporation.

**Section 10. Vacancies.** Vacancies in the Board of Directors shall be filled by a vote of the majority of the remaining members of the Board of Directors for the remainder of the term vacated.

**Section 11. Compensation.** Board members shall serve without compensation, but may be reimbursed for necessary and actual out-of-pocket expenses on a case by case basis upon an affirmative vote of the Board.

**Section 12. Removal.** Any Director may be removed by the affirmative vote of a majority vote of the Board of Directors whenever, in its sole judgment the best interest of the Corporation would be served. The procedure for removal of any Director shall otherwise be in conformance with section 617.0808, Florida Statutes.

## **ARTICLE V. OFFICERS**

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.

Each officer shall hold office until his or her successor shall have qualified and shall have been duly elected, or until his or her death, or until he or she shall resign, or shall have been otherwise removed from office by action of a two-thirds (2/3) majority vote of the Board of Directors.

→ The President is the Chief Executive Officer of the Corporation and has general and active management of the business and affairs of the Corporation, subject to the directions of the Board of Directors.

The Secretary shall keep the minutes and records of the organization in appropriate books, file any certificate required by an statute, federal or state, give and serve all notices to members of the organization, be the official custodian of the records and seal of the corporation, present to the membership at any meetings any communication addressed to the secretary of the organization, attend to all correspondence of the organization and exercise all duties incident to the office of the Secretary. The Secretary will perform such other duties as may, from time to time, be prescribed by the Board of Directors or the President.

The Treasurer shall have custody of the funds and property of the Corporation, and maintain its financial books and records and may be one of the officers authorized to sign the checks and drafts of the organization. The treasurer shall render at stated period as the Board of Directors shall determine a written account of the finances of the organization and such report shall be physically affixed to the minutes of the Board of Directors of such meeting and shall exercise all duties incident to the office of the treasurer.

All checks, drafts, or orders for the payment of money issued in the name of the Corporation, shall be signed by such officer or officers or agent or agents of the Corporation and in such manner as shall from time to time be determined by resolution of the Board of Directors. In the absence of such determination by the Board of Directors, such instruments shall be signed by the Treasurer or an assistant Treasurer and counter signed by the President or other designee.

## **ARTICLE VI. FINANCIAL MATTERS**

**Section 1. Operating Budget.** The annual operating budget shall be submitted to the Board of Directors for consideration and approval before the budget is implemented.

**Section 2. Special Expenditures and Contracts.** All special expenditures which are not included in the annual operating budget, and other contracts where the Corporation will incur financial responsibility shall be submitted to the Board of Directors for consideration and approval before the expense or obligation is incurred subject to the Discretionary Spending Resolution.

**Section 3. Loans.** All loans, debt, and borrowings shall be submitted to the Board of Directors for consideration and approval before the Corporation incurs the obligation.

**ARTICLE VII. COMMITTEES**

The Board of Directors may select and constitute such committees as it deems necessary or desirable to advise and assist the organization. Each committee shall have only the authority and responsibility that is delegated to it by the Board of Directors.

**ARTICLE VIII. AMENDMENTS**

These Bylaws may be altered, amended, repealed or added to by an affirmative vote of not less than a majority of the Board of Directors. Written notice of proposed change shall be provided to the amendment will be considered.

We hereby certify that the above and foregoing Bylaws were adopted by the consent of the Board of Directors.

(CORPORATE SEAL)

LAKE TECHNICAL COLLEGE



By:

\_\_\_\_\_  
Chief Fred A. Cobb, Charter Board Chairperson

ATTEST:



\_\_\_\_\_  
Dr. Diane Culpepper, President