

**Manatee Technical College  
Board of Governors  
October 26, 2023  
Main Campus – Wagner Auditorium**

**Minutes**

**Present:** Melanie Bevan, Irmari Casaine, Linda Chamberlain, Liza Chan, Jenni Gilray, John Horne, Maura Howl, Lisa King, Chris Kopp, Bill Lee, Joshua Matlock, Colleen Maynard, Stewart Moon, Charles Murray, Laura Roberts, Richard Tatem, Doug Wagner, and John Ziemnicki

**Call to Order:** Mr. Matlock called the meeting to order at 4:01 p.m. and welcomed everyone. Introductions made.

**Minutes of the August 24, 2023, Meeting:** *A motion was made to approve the minutes of the August 24, 2023, meeting. The motion was seconded and approved.*

**Grant Report:** The Grant Report was emailed to members for their review with the agenda.

**Council on Occupational Education (COE) Plans for Approval:** Four (4) plans were emailed to members prior to the meeting for review a printed copy was also provided at the meeting. There were four plans reviewed at this meeting:

- Work-Based Activity Plan
- Program Outcomes Follow-Up Plan
- Media Services Plan
- Student Services Plan

**Work-Based Activity Plan:** Mr. Wagner explained that this plan was tabled at the August meeting due to some of the changes made since the last not being shown as revisions. The plan presented for approval today has all the changes since last approval noted. Many of the plans had major revisions during the past year due to the COE accreditation site visit that occurred last March. Mr. Wagner reviewed the changes to this plan and asked for additions, questions, or comments. There were none. *A motion was made to approve the Standard 1 Work-Based Activity Plan. The motion was seconded. No discussion. Motion approved.*

**Program Outcomes Follow-Up Plan:** Mr. Wagner reviewed the changes made since last approval. Mr. Horne asked about following-up with students for only year one and should there be follow-up year two and/or three. He noted that this would be a good metric. Mr. Wagner responded that our instructors are diligent in keeping up with graduates, many are invited to come back and speak to current students. There was discussion on the methods used to track students' employment utilizing reports and information provided by the Department of Education and Department of Labor. Definition of OCP? An OCP is an Occupational Completion Point. A request was made to spell out acronyms used in the plans. It was noted that the footer on this plan has not been updated to the new title, still says Placement and Follow-Up Plan. Update to read Program Outcomes Follow-Up Plan. *A motion was made to approve*

***Standard 3 Program Outcomes Follow-Up Plan with the revision to the footer. The motion was seconded. No discussion. Motion approved.***

**Media Services Plan:** Mr. Wagner reviewed the revisions made to the Standard 5 Media Services Plan. Mr. Tatem asked about students no longer having access to the Internet on personal devices and why this was taken away. Mr. Wagner responded that the guest portal was required to be shut down. MTC did not make this decision. The portal was closed due to a new State Statute. All schools in Manatee County have had to shut down the access. The school can provide tokens for vendors, etc., when Internet access is required on a non-district device. We are abiding by state law. Mr. Wagner asked for comments or concerns on this plan. There were none. ***A motion was made to approve Standard 5 Media Services Plan. The motion was seconded. No discussion. Motion approved.***

**Student Services Plan:** Mr. Wagner reviewed the changes made to the Standard 10 Student Services Plan. The changes are all minor: header, footer, grammar, punctuation. ***A motion was made to approve Standard 10 Student Services Plan. The motion was seconded. No discussion. Motion approved.***

### **Discussion Topic: Create Plan to Implement and Track Business Engagement Ideas Generated at August Meeting**

Mr. Wagner introduced the discussion topic by reviewing the work done at the August meeting in answering the question on how business and industry can engage with MTC and the students to enhance the student experience. We had a share-out, wrote all the ideas on the board, and took everything that was suggested from last meeting and broke out the ideas into eight action items.

Mr. Wagner reviewed the handout listing the eight action items. Action Item handout attached.

Discussion or comments on the Action Items:

**Action Item 1:** We want to be at every possible event attended by high school students and/or their parents. MTC is actively involved. These opportunities are open for business partners as well. Mr. Moon suggested getting the information about these events out to our business partners well in advance. This could get more businesses to attend. Mr. Wagner commented that having a business partner present would be especially helpful when we do high school events and have hundreds of students coming to the MTC table.

**Action Item 2:** Currently, MTC has about 50 dual-enrolled students; we had approximately 500 dual enrolled students ten years ago. Some of the lower numbers are due to the high school scheduling change, going away from block scheduling model. The lack of a defined process to get the high school students here also contributes to the lower numbers. Dr. Gilray is putting together a one-stop shopping packet to define the process to get them here. Mr. Lee stated there is not a shop or garage in the area that isn't suffering from a lack of technicians. This is occurring in all vocations, not just automotive. The industry is changing, and we need those

students here. Mr. Tatem asked what other than scheduling has reduced the dual-enrollment numbers. The required credits needed to graduate was increased which cut back on the number of elective credits a student could have. Mr. Moon suggested holding an open house for the high school counselors. Mr. Horne said that he had just attended the Florida Restaurant and Lodging Association (FRLA) board meeting. At the meeting there was discussion regarding high school students not being able to dual-enroll in the culinary programs due to the state not funding high school students. How can we get around that? Mr. Wagner stated that MTC will allow high school students to dual-enroll in culinary. Mr. Wagner let Mr. Horne know that we need FRLA's help with getting higher wages recognized for the culinary program's graduates so funding can be approved by the state. Dr. Gilray stated that creating the packet will provide clear path for parents. In addition, we will be working with the assistant principals responsible for curriculum at the high schools; this will help. Dr. Gilray stated that we will increase our numbers for next year. High school students can utilize Florida Virtual School to complete their required academic courses senior year. MTC has computer labs available on both campuses to help with these classes. MTC also provides remediation services. Mr. Tatem offered his assistance with increasing the dual enrollment numbers.

**Action Item 3:** This Monday, MTC has a team going to Palmetto High School to inform students and staff about MTC. We will assist the high school counselors in getting the word out.

**Action Item 4:** You have a save the date card for January 8. We are bringing back the advisory committee breakfast. At the breakfast, we will give our members the opportunity to sign up to be on advisory committees for Career and Technical Education programs at the high schools. At the January 8 event, we will recognize MTC supporters including high school people who support students attending MTC.

**Action Item 5:** Summer Tech Prep High School Counselor Camp – we are considering bringing this event from the past back. We will invite high school counselors to attend the camp and pay them to be here. The camp will be held in June after the end of the high school calendar. The camp will be designed to give the counselors an understanding of what MTC is all about. It will help encourage counselors to promote MTC. Mr. Tatem suggested inviting the County Commissioners; he is frequently asked technical training. Mr. Wagner agreed and said we should invite them to our open houses too. Mr. Lee is glad to see middle school counselors are included as well. Never too early to get the word out to the students.

**Action item 6:** Mr. Wagner reported that Ms. Roberts arranges Workforce Wednesday where industry partners come to both campuses every Wednesday to interact with our students and promote jobs available at their businesses. Workforce Wednesdays have helped increase membership on MTC advisory councils. We have had many programs going out into business and industry and trade-sponsored events. Marine recently toured Yellowfin and attended the three-day IBEX conference in Tampa; The building trades programs and logistic program students attended an event sponsored by Lennar Homes in Plant City this week and made it on Fox 13 news last night. When our students go out into industry, they come back fired up. MTC wasn't the only school with students at the Lennar Homes event. On the news our students looked great; they were there looking sharp and well-dressed in their MTC uniforms. Mr. Moon expressed that it is a great opportunity for MTC to have representatives at the trade

organizations, i.e., Gulf Coast Builders or HVAC organizations. Mr. Wagner stated that we do have tables at many of these trade shows and that Ms. Roberts serves on the boards or is a member of many of these organizations. Mr. Moon encourages other companies that he is affiliated with to get involved at MTC. He acknowledged that it is somewhat self-serving being involved with the programs at MTC; it gives you access to cream of the crop students for employment. At the January 8 advisory committee breakfast, we will add it to the agenda to provide the school with trade show or industry event dates so we can have MTC representatives attend.

Mr. Ziemnicki commented about the great job on condensing the ideas from last meeting into these action items. The ideas are a work in progress; some may work, some may not. Very good start.

Mr. Wagner stated that the Board of Governors needs to hold us accountable. Updates will be provided on all the action items.

**Action Item 7:** The Web is where it is at. That is where people shop and go to for most of their information.

**Action Item 8:** There are many scholarships available for potential students. We will find money for students who want to come here if cost is a barrier. No student should be unable to attend due to cost.

Did we miss anything? This exercise really is to engage business and industry, students, and MTC to help improve the experience for students.

Mr. Murray spoke about need for bilingual speakers. Mr. Wagner responded that MTC has about 700 students in this building who are here to learn English. We are working on a program to encourage our Level 6 students who are here to learn English to enroll in a Career and Technical Program when they reach this level.

**East Campus Programs Presentation:** Dr. Gilray presented on MTC East Campus programs. The PowerPoint with the details of all the great things happening at the MTC East Campus is attached. Dr. Gilray recognized Ms. Howl several times throughout the presentation for the grant funding used to purchase many items for the MTC East Campus. Here are a couple of other comments not documented in the PowerPoint.

- Law Enforcement Academy: Dr. Gilray reported that the driving pad and firing range are still being worked on and we are hoping to break ground soon.
- Emergency Medical Services (Paramedic & EMT): The ambulance simulator is a great learning tool and used a lot in the program.
- Fire Academy: We are excited to have all equipment in the Fire Academy upgraded from the original equipment installed 16 years ago. This was very expensive.
- Dental Assisting: The Dental Assisting program will be accepting dual-enrollment students for the August 2024 class. Some of our East Campus programs can't have dual-enrollment

students, dental is one where we can. Question regarding radiation protection. MTC follows all protection standards as required.

- Nursing: Practical Nursing is another program that can accommodate dual-enrollment students. Our first dual-enrollment class will begin in January 2024. The program will take one and a half years for the students to complete. There are only fourteen spots available in this program due to clinical site limitations. Students have been recruited from all high schools in the district. We are in the process of purchasing a Gaumard HAL simulator. This is an awfully expensive piece of equipment and is an amazing simulator; it talks to you, it bleeds, it does all kinds of things. It is the most high-fidelity mannequin, very AI.
- Allied Health – These programs are going well. Excited to offer the new Safe Sitter program in February.
- OPEN HOUSE – MTC East Campus Open House will be on February 6, 2024, from 5:00 to 7:00 p.m. All are invited to come and see the fun things that are happening at the East Campus. Spring enrollment opens the day of open house for all programs. A flyer for the open house was distributed. The flyer is also attached to these minutes.
- Our enrollment is strong, but we are working to make it stronger.

#### **MTC Director's Update:**

1. East Campus Open House is February 6. The Main Campus Open House on October 5 was a huge success. People here said it was the best they have seen in a long time. We had over 1,200 people come through the event. In addition, we had over 500 students and their instructors in attendance for the night classes. So, we had an estimated 2,000 people in this building. One hundred visitors completed an application to attend MTC. The application fee was waived for those who applied at the open house. We will advertise for the open house to be held at the east campus just as much. In addition to the open house being a great success, we had great support from business and industry with over 65 businesses participating. Changing the time to the evening instead of starting at 3:00 p.m. probably helped increase participation. The open house was heavily marketed and ABC 7 who came out and promoted it. We partnered with Career Source Suncoast and thank them for all their staff who helped. Thank you to Mr. Moon and Mr. Horne for participating.
2. Be looking for the save the dates and other communication regarding the January 8 advisory committee breakfast. We will invite you to everything we do.

**Other Business:** None

Meeting adjourned at 5:00 pm

#### **Meeting Dates for the 2023-2024 School Year:**

August 24, 2023

October 26, 2023

January 18, 2024

April 18, 2024