

LAKE TECHNICAL COLLEGE
Board of Directors Special Meeting
January 29, 2018
4:30 p.m.

Date:

The Board of Directors for Lake Technical College held a Special Meeting on Monday, January 29, 2018. Board Vice-Chairperson, Dr. Isaac Deas, called the meeting to order at 1:02 p.m. in the Board Room, Eustis, Florida. Copies of the tabbed items will be included with the final, approved copy of the Meeting Minutes.

Present: Board Vice-Chairperson: Dr. Isaac Deas; Director Members: Mr. Mickey Gauldin; Mr. Joe Baxter; Mrs. Judy Beda; Mr. C.A. Vossberg and Board Officers: President, Dr. Diane W. Culpepper, PhD, Treasurer, Lorraine Foster, and Secretary, Lana F. Payne

Absent: Board Chairperson: Fred Cobb; Fire Chief, Richard Keith

Public Comment: None.

Reports: None.

Program Spotlight: None.

Meeting Minutes of December 11, 2017 (Tab 1) The Minutes of the December 11, 2017 Regular Board Meeting were approved *M/S/P (**motion made, seconded, passed*); no Members abstained.

Consent Agenda of January 29, 2018 (Tab 2):

The following Consent Agenda items were approved *M/S/P; no Members abstained.

- 2017-2018 Main Campus & Institute of Public Safety - Request to Hire
- 2017-2018 Main Campus & Institute of Public Safety - Resignations/Retires/Transfers

Old Business – None.

New Business: (Tab 3-4): The following items were approved *M/S/P; no Members abstained.

Financial Statements with Independent Auditor's Reports – June 30, 2017 (Tab 3): (*non-action item*) The Financial Report prepared and finalized by the Auditor was made available to Board Members for review. The auditor deadlines for the final reporting process was delayed following Hurricane Irma. A finalized report was issued in December, however, after the December Board Meeting. Therefore, the report was presented at the Special Meeting in January.

Ending Phase of the Center for advanced Manufacturing project (Tab 4) Attorney, Kevin Stone was present to update Members regarding CAM project progress and the recommendations he made to Dr. Culpepper. Dr. Culpepper presented the following requests for approval:

RFA: CAM Attorney-Client Engagement Agreement Due to the magnitude of the construction project and as the close-out of the CAM project approaches, Dr. Culpepper requested to hire an attorney who specializes in construction law. Attorney, Gary Summers of Williams, Smith & Summers Law Firm was recommended. The Attorney-Client Engagement Agreement between and Lake Technical College was presented to Members of the Board.

RFA: CAM Amendment to Evergreen Construction Contract The Center for Advanced Manufacturing project was funded via the Florida legislature, Lake County Board of County Commissioners, and by program tuition. According to the existing agreement with Evergreen Construction, the project contractor submits applications for payment, and currently the hired architect reviews and certifies the applications for payment. Dr. Culpepper requests to amend the agreement to permit a third-party, with appropriate credentials and professional skills, to provide sophisticated analysis of the final pay applications and to certify them in order to ensure Lake Technical College is a good steward of the funding.

RFA: CAM (WHI) Consulting Services Agreement An attorney who specializes in construction law, recommended Mr. Amon Ackley of Wagner Hohns Inglis, Inc Consulting Services as a qualified individual who could provide sophisticated analysis of the final pay applications and close-out items submitted by Evergreen Construction and to certify them in order to ensure Lake Technical College is a good steward of the funding.

Executive Director's Report: (Non-Tabbed) Discussion topics. *Items required no Board action.*

- **CAM project - sewer pipe connection** – Discussions continue with the school district for the maintenance of an existing sewer pipe that is also part of the new CAM project. Chief of Operations for LCS, Mr. John Carr, is requesting, at LTC's expense, the installation of a lift station as the solution for this issue. A less expensive solution of a sealant to line the pipe was rejected. Dr. Culpepper will speak with LCS Superintendent, Mrs. Kornegay, in February. Counsel for LTC believe it is partly a maintenance issue and the responsibility of the school district.
- **Tallahassee-Legislative visits** – Dr. Culpepper will visit legislators next week to thank them for their assistance with the CAM project and to follow-up on additional funding requests for equipment needs in the new Machining program. A funding line-item has made it to the House side; but she had not seen one yet on the Senate side.
- **CNA Graduation Ceremony** – Dr. Deas participated in the CNA graduation ceremony and he thanked Mrs. Stephan for her representation.

Date and Time of Next Meeting: This item required no Board action.

- Third Quarter: Monday, March 5, 2018 @ 4:30 p.m.
- Fourth Quarter: Monday, May 14, 2018 @ 4:30 p.m.

Meeting adjourned: M/S/P; no Members abstained.

At approximately 1:40 p.m.

Respectfully submitted,



Dr. Diane W. Culpepper,
Executive Director