

# FRANKLIN COUNTY CAREER AND TECHNOLOGY CENTER JOINT OPERATING COMMITTEE

The monthly meeting of the Franklin County Career and Technology Center's Joint Operating Committee was held on Thursday evening, February 26, 2015 in the lobby conference room with Chairman Chris Lind calling the meeting to order at 7:00 pm followed by a moment of silence and salute to the flag.

|                  |                            |                                       |
|------------------|----------------------------|---------------------------------------|
| MEMBERS PRESENT: | Carl Barton                | Chambersburg                          |
|                  | Joan Smith                 | Chambersburg                          |
|                  | Ed Norcross                | Chambersburg (late arrival – 7:16 pm) |
|                  | Charlie Suders             | Shippensburg (alternate)              |
|                  | Don Hilbinger              | Shippensburg                          |
|                  | Chris Lind                 | Waynesboro                            |
|                  | Leland Lemley              | Waynesboro                            |
|                  | Ken Haines                 | Greencastle                           |
|                  | Larry Funk                 | Tuscarora                             |
| MEMBERS ABSENT:  | Dwayne Burt                | Shippensburg                          |
| ALSO PRESENT:    | Ben Mordan                 | CareerTech Asst. Director             |
|                  | Scott Cole                 | CareerTech Vocational Supervisor      |
|                  | Cheryl Cook                | CareerTech Admin. Secretary           |
|                  | Neil Rotz                  | CareerTech Business Manager           |
|                  | Jan Collier                | CareerTech LPN Administrator          |
|                  | Judy Yohn                  | Adult Education Consultant            |
|                  | Jeff Daughenbaugh          | CareerTech Maintenance Supervisor     |
|                  | Terry Miller               | CareerTech Co-op Coordinator          |
|                  | Elisa Donaldson            | CareerTech Welding Instructor         |
|                  | Clayton Schellhase         | CareerTech Welding Student            |
|                  | Brandon Benedict           | CareerTech Welding Student            |
|                  | Shawn Eckenrode            | CareerTech Instructor                 |
|                  | Robert Shirley             | CareerTech Instructor                 |
|                  | Bryan Hawbecker            | CareerTech Instructor                 |
|                  | Pat Parson                 | CareerTech Instructor                 |
|                  | Sherry Rothrock            | CareerTech Staff                      |
|                  | Brandon Kennedy            | CareerTech Student                    |
|                  | Mr. & Mrs. Delbert Kennedy | Parents                               |
|                  | Amy Brousse                | Smith Elliott Kearns                  |
|                  | Craig Witmer               | Smith Elliott Kearns                  |
|                  | Mrs. Lind                  |                                       |

**RECOGNITION OF VISITORS:** Chairman Lind welcomed everyone to the meeting.

**PUBLIC COMMENT:** None

**APPROVAL OF THE FEBRUARY 26, 2015 AGENDA:**

On a Funk/Barton motion/second and carried unanimously on a voice vote, the agenda was approved.

**APPROVAL OF THE JANUARY 22, 2015 MINUTES:**

On a Funk/Hilbinger motion/second and carried unanimously on a voice vote, the January 22, 2015 meeting minutes were approved:

**FINANCIAL REPORTS:**

Mr. Rotz, Business Manager, presented the following financial reports:

|                  |                            |                   |
|------------------|----------------------------|-------------------|
| General Fund     | Ending Balance 12/31/2014  | \$ 1,384,677.63   |
|                  | Receipts January 2015      | \$ 343,964.99     |
|                  | Expenditures January 2015  | \$ (1,017,805.62) |
|                  | Ending Balance 1/31/2015   | \$ 710,837.00     |
| LPN Account      | Ending Balance 1/31/3015   | \$ 377,426.68     |
|                  | Total Checks               | \$ 11,666.84      |
| General Advisory | Beginning Balance 1/1/2015 | \$ 37,041.47      |
|                  | January 2015 Receipts      | \$ 0.00           |
|                  | January 2015 Expenditures  | \$ 0.00           |
|                  | Ending Balance 1/31/2015   | \$ 37,041.47      |

On a Hilbinger/Barton motion/second, Chairman Lind asked if there were any questions or discussion. Mr. Rotz reviewed for the JOC the Budgetary Comparison Summary report. Chairman Lind stated he thought this was excellent information. There being no further questions or discussion, the motion was carried on a unanimous voice vote and the financial reports were approved as presented.

**CORRESPONDENCE:** Dr. Mordan read a letter from Mr. Chad Rosenberry, Chairman of the General Advisory Committee. The General Advisory Committee is respectfully requesting inclusion on any search initiative undertaken to fill the position of Director.

**CHIEF ADMINISTRATIVE OFFICER'S REPORT:** None

**ADMINISTRATIVE REPORTS:**

**Audit Report:**

Neil Rotz introduced the representatives from Smith Elliott Kearns & Company, Craig Witmer and Amy Brousse, to review the audit for the financial year ending June 30, 2014. Mr. Witmer stated that CareerTech has received an unmodified audit opinion, which is the best audit opinion you can receive. The Veterinary Assistance and Adult Education programs did have an impact on the numbers. All documentation including the PowerPoint presentation has been made a permanent part of these minutes. Mr. Witmer reviewed the Management Letter and said the audit had very positive results.

**Ben Mordan:**

- Dr. Mordan said Mr. Yohn attended a program at the Chamber of Commerce where the speaker addressed workforce development.
- Gave an enrollment update for the 15/16 school year. There were 436 students that applied for 403 openings.
- Invited the JOC to attend CareerTech night on March 26<sup>th</sup>. It will be the evening of our next JOC meeting and will be an open house format.

**Scott Cole:**

- Mr. Cole introduced the student of the month, Brandon Kennedy, a senior from Greencastle-Antrim High School. Brandon is an Auto Tech student and is currently on co-op at Forrester's. Brandon has covered two semesters of work in one semester.
- Mr. Cole introduced Elisa Donaldson, Welding Instructor and two of her students; Clayton Schellhase and Brandon Benedict. The students gave a brief presentation on the welding competition to take place in March in Indianapolis, Indiana. The students feel this would be a tremendous opportunity. In addition, there are scholarships to be awarded.

**Jan Collier:**

- Mrs. Collier thanked Mr. Yohn for all of his support and said she is very sorry to see him leave. She also thanked him for handing out diplomas at the February 5<sup>th</sup> graduation ceremony.
- Seven nurse leaders from various health care facilities in Franklin County attended graduation. Eight of the twenty-four graduates have taken the licensure exam and have passed. Six graduates have full time jobs secured.
- New class has started with thirty-three students, seven of which are males.

- Wilson College has extended the lease for the Practical Nursing program for one more year, through June 2016.
- Attended the Community Action Coalition meeting on February 19<sup>th</sup> sponsored by the Chambersburg Chamber of Commerce.

**Judy Yohn:**

- Have had meetings with the Director of the WIA Program. Funding is being held up due to the new governor taking office. They discussed the JLG training and trying to obtain WIA funding.
- The Career Link office will try to do more marketing with the Adult Education Program.
- Five (5) CDL students will finish on March 13<sup>th</sup>. They can now test here rather than in Lancaster. We are now approved for testing.
- The Home Show will be held at CareerTech on March 28<sup>th</sup>. Adult Education will have a booth.
- The first draft of the catalog was sent to the Pennsylvania Department of Education for GI Bill funding. Hopefully funding will be approved within the next six (6) weeks.
- All five (5) CNA students passed the written and skills test. All five (5) students have jobs secured.
- The Director of Menno Haven has expressed an interest in attending a JOC meeting to discuss adult education.
- Mr. Funk asked if the advertising costs for Adult Education have been re-worked to use some of the General Advisory Committee Marketing funds. Dr. Mordan said the monies can be spent in \$1,500 increments without JOC approval. Dr. Mordan also stated that they have met with Worx to try and revive the CareerTech marketing committee.

**NEW BUSINESS:**

**Personnel:**

**1. Resignation – B. Keith Yohn, Administrative Director**

On a Funk/Barton motion/second and carried unanimously on a voice vote, the resignation of Mr. Yohn was accepted, with regret, effective March 27, 2015.

**Financial:**

**2. Approval of the Single Audit Report prepared by Smith Elliott & Kearns for year ending June 30, 2014**

On a Hilbinger/Funk motion/second and carried unanimously on a roll call vote the audit for the year ending June 30, 2014 was approved as presented.

**3. Permission is requested to send five (5) welding students and two (2) chaperones to the American Welding Society Midwest Welding Team Tournament in Indianapolis, Indiana March 18<sup>th</sup> through March 20<sup>th</sup>**

On a Lemley/Haines motion/second and carried unanimously on a roll call vote the trip was approved with the General Fund covering staff associated costs (travel, lodging, substitutes).

**4. Permission to purchase Precision Machining Equipment using Perkins funding**

On a Funk/Barton motion/second and carried unanimously on a roll call vote, permission was given to purchase one (1) DuraMax Coordinate Measuring Machine (CMM) from Carl Zeiss Industrial Metrology, LLC using Perkins funding in the amount of \$60,396. This company has attested to being the sole source provider of this equipment.

**Facilities, Buildings and Grounds:**

**6. Permission for the Chambersburg Project to use CareerTech's cafeteria and kitchen from July 12, 2015 through July 17, 2015**

On a Norcross/Funk motion/second and carried unanimously on a voice vote, permission was given for the Chambersburg Project to use CareerTech's cafeteria and kitchen facilities at no cost to CareerTech with Ann Ziobrowski, Chambersburg Cafeteria Supervisor, providing the staff. Dr. Mordan gave a brief summary of this project.

**Financial:**

**5. Presentation of CareerTech's 2015-2016 Budget for discussion only**

Mr. Rotz, Business Manager, reviewed the preliminary 2015-2016 budget for the JOC. The budget will be on the March agenda for approval. A brief discussion followed.

Solicitor's Report – None

Addenda: None

There being no further business to discuss, the meeting was adjourned at 8:15 p.m. to an executive session for personnel.

Respectfully submitted,

Cheryl A. Cook  
Recording Secretary