

**FRANKLIN COUNTY CAREER AND TECHNOLOGY CENTER
JOINT OPERATING COMMITTEE**

The monthly meeting of the Franklin County Career and Technology Center Joint Operating Committee was held on Thursday evening, April 23, 2015 in the lobby conference room with Chairman Chris Lind calling the meeting to order at 7:05 pm. This was followed by a moment of silence and salute to the flag.

MEMBERS PRESENT:	Carl Barton	Chambersburg
	Larry Funk	Tuscarora
	Joan Smith	Chambersburg
	Chris Lind	Waynesboro
	Leland Lemley	Waynesboro
	Ed Norcross	Chambersburg
	Don Hilbinger	Shippensburg
	Charlie Suders	Shippensburg (alternate)
	Ken Haines	Greencastle

MEMBERS ABSENT:	Dwayne Burt	Shippensburg
------------------------	-------------	--------------

ALSO PRESENT:	Eric Michael	CareerTech Interim Director
	Beth Bender	Superintendent of Record
	Cheryl Cook	CareerTech Admin. Secretary
	Neil Rotz	CareerTech Business Manager
	Ben Mordan	CareerTech Assistant Director
	Scott Cole	CareerTech Vocational Supervisor
	Jan Collier	CareerTech LPN Administrator
	Debora Coombs	LPN Program Instructor
	Dwight Munson	CareerTech Instructor
	Bryan Hawbecker	CareerTech Instructor
	Ken Boxler	CareerTech Instructor
	Shawn Eckenrode	CareerTech Instructor
	Cherry Shives	Adult Ed Instructor
	Jeff Daughenbaugh	CareerTech Maintenance Supervisor
	Judy Yohn	CareerTech Adult Ed Consultant
	Jay Lightfoot	Citizens for Responsible Government
	Olivia Hawbecker	Magnet School/CareerTech student
	Reed Byers	Student
	Marlin & Lisa Byers	Parents
	John Hahn	Grandfather
	Cody Stambaugh	Magnet School Student
	Chase Plasterer	Magnet School Student
	Mike Smith	Magnet School Student
	Sam Armstrong	Magnet School Student
	Tori Long	Former student
	Madaline Murray	Magnet School Student
	Shawn Murray	Parent
	Katie Overcash	Magnet School Student
	Tracey Overcash	Parent
	Celena Reed	Magnet School Student
	Makaeson Snyder	Magnet School Student
	Mrs. Lind	

RECOGNITION OF VISITORS: Chairman Lind welcomed everyone to the meeting and introduced Dr. Eric Michael as Interim Director of CareerTech.

PUBLIC COMMENT: None

APPROVAL OF APRIL 23, 2015 AGENDA

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

APPROVAL OF THE MARCH 26, 2015 MEETING MINUTES and APRIL 15, 2015 SPECIAL MEETING MINUTES

On a Funk/Hilbinger motion/second and carried on a voice vote, with Mr. Lemley and Mr. Norcross abstaining from approving the March 26th minutes, the meeting minutes were approved as presented.

FINANCIAL REPORTS:

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

General Fund:	Ending Balance 2/28/15	\$ 562,274.91
	Receipts, March 2015	\$ 715,827.04
	Expenditures, March 2015	\$ (625,437.08)
	Ending Balance 3/31/15	\$ 652,664.87
LPN Account:	Ending Balance 3/31/2015	\$ 285,456.56
	Total Checks	\$ 51,115.08
General Advisory	Beginning Balance 3/1/15	\$ 37,041.47
	March 2015 Receipts	\$ -0-
	March 2015 Expenditures	\$ -0-
	Ending Balance 3/31/15	\$ 37,041.47

On a Funk/Barton motion/second and carried unanimously on a roll call vote, the financial reports were approved as presented.

CORRESPONDENCE: Mrs. Bender read a thank you note to Dr. Mordan from Ed Bass, Project Manager at Manitowoc Cranes. The note was to thank him for his hospitality to Mr. Alexis Robinson of Dessalines, Haiti. Mr. Robinson will be building a trade school in Haiti.

CHIEF ADMINISTRATIVE OFFICER'S REPORT: Mrs. Bender reviewed the memo from Dr. Padasak at Chambersburg Area School District indicating an interest in leasing space in the CareerTech building. There is a drawing attached to the memo indicating the square footage of the rooms he is interested in. Mrs. Bender feels the Joint Operating Committee should investigate this thoroughly before making a decision. Mr. Lind indicated that the Adult Education Program may be using some of this space.

ADMINISTRATIVE REPORTS:

Eric Michael:

- Dr. Michael said he is looking forward to working with everyone and thanked the JOC for this opportunity.

Scott Cole:

- Mr. Cole introduced the two Students of the Month:
Reed Byers is a junior from the Chambersburg district enrolled in HVAC
Brandon Bailey is a junior from the Shippensburg district enrolled in Plumbing

Ben Mordan:

- Dr. Mordan stated that the first round of enrollment has been completed and the sending schools can now start scheduling incoming students.
- We are in the process of preparing for the Nocti tests and mock interviews.
- An article on student accomplishments has been placed in each board member's packet

Jan Collier:

- Mrs. Collier referenced the fact sheet on the Practical Nursing Program and reviewed some highlights.
- The program was started in 1958 and today employs four full-time and one part-time faculty members.
- Mrs. Collier explained the accreditation process.

- In 2013, the PNP underwent a complete revision of the curriculum.
- The program is 196 days, 1,540 hours in length and is a very rigorous program.
- Students are able to apply for Federal financial aid and also Pell grants.
- The program needs visibility, a stable location and funds to upgrade the simulation labs.
- Mrs. Collier stated she would like to schedule a meeting with the Building and Grounds Committee to update them on the lease status and finding space for the program.

Dwight Munson:

- Mr. Munson gave an update on Skills and thanked the JOC for allowing him to be an advisor. He then introduced Olivia Hawbecker. Olivia is a senior from the Chambersburg Magnet School and was enrolled in Marketing and Web Design in the first semester. Olivia's design of the State pin was selected as the contest winner. State pins will be traded at the National conference. Olivia gave a brief description of what inspired her design and presented each JOC member with a pin.

Judy Yohn:

- Mrs. Yohn stated they are finished with the third CNA program and the state test will be on May 8th.
- The CATS submission to the state for reimbursement has been completed.
- Working with Martin's Pastries to train their maintenance staff to weld aluminum – proposal will be submitted Friday, April 24th.
- Working on marketing budget – radio is very popular as well as bill boards.
- Hoping to put banner on second trailer. We can park the trailer along I-81 for advertising.
- Planning to do some press releases.
- Gave an update on being approved for the G.I.Bill. Currently five people are waiting on this bill to be approved to take classes. A brief discussion followed.

NEW BUSINESS:

Personnel:

1. Permission to advertise for support staff position for the 2015-2016 school year

On a Funk/Barton motion/second, Chairman Lind asked if there were questions or discussion. Mr. Funk asked what position was being filled. Dr. Mordan said it is the Instructional Aide position vacated when Mrs. Seiler retired, but he would like to update the job description to include some public relations work. There being no further questions or discussion, the motion was carried unanimously on a roll call vote. Mr. Lemley then asked what the salary was for the position. Mr. Rotz replied that \$30,000 was budgeted. Mr. Lemley recommended not advertising until we set a salary. He thought this seemed high for the position of Instructional Aide. Mr. Rotz said this is what Mrs. Seiler was making upon retirement and that amount was reserved in the budget. It does not mean we will start someone out at that amount. Dr. Michael said we will come back to the JOC with a salary range and more refined job description and it was determined we would not advertise until this is done. A discussion followed.

2. Discuss/Act upon Extension of Contract for Adult Education Coordinator through June 30, 2015

On a Funk/Smith motion/second and carried unanimously on a roll call vote, the contract for the Adult Education Coordinator, Judy Yohn, was extended through June 30, 2015. Mr. Funk stated that the adult program is vital to this school and he wants to see the program succeed.

Financial:

3. Permission to Deposit Non-District Tuition Revenue of \$65,110 from Fannett-Metal Semester 1 and Semester 2 in the Capital Reserve Fund

On a Haines/Funk motion/second and carried unanimously on a roll call vote, permission was given to deposit \$65,110 in the Capital Reserve Fund.

4. 2015-2016 Operating Budget for the Practical Nursing Program

On a Funk/Smith motion/second Mrs. Collier reviewed her proposed budget for the 2015-2016 school year and stated that she had been able to incorporate a building fund into this budget. There being no questions or discussion, the motion was carried unanimously on a roll call vote to adopt the Licensed Practical Nursing Program Budget in the amount of \$1,074,027 to include a tuition increase as follows: In-State Tuition \$13,600 and Out-of-State Tuition \$15,600, and Part-Time Program Tuition \$16,000 representing a 3.8% increase

5. **Approval is sought for Support Staff Tuition Reimbursement for Supervisory Support Staff**
On a Hilbinger/Haines motion/second and carried unanimously on a roll call vote, permission was given to reimburse supervisory support staff, which would include the Business Manager, Technology Specialist and Maintenance Supervisor. Tuition reimbursement will follow the requirements of the Collective Bargaining Agreement between FCCTC and FCCTC Education Association, PSEA-NEA.
6. **National HOSA Competition**
On a Funk/Hilbinger motion/second and carried unanimously on a roll call vote, it was approved to send one student and two advisors to the National HOSA Competition in Anaheim, California from June 23, 2015 until June 28, 2015 at an approximate cost of \$5,646.
7. **Permission is sought to accept the donation of a 1999 Pontiac Grand Prix and a 2005 Chevrolet Silverado from HACC to be used for training in the Auto Technology shop.**
On a Funk/Barton motion/second and carried unanimously on a roll call vote, permission was given to accept the donated vehicles.

Curriculum:

8. **Approval of the Occupational Advisory Committee Fall 2014 Meeting Minutes**
On a Funk/Haines motion/second the Fall 2014 Occupational Advisory Committee meeting minutes were accepted as presented.
9. **Recommend acceptance of the Memorandum of Understanding between CareerTech and the Chambersburg Area School District for Steve Grove to Administrate the 9th Grade Exploratory Program.**
On a Funk/Smith motion/second and carried unanimously on a roll call vote, the Memorandum of Understanding was accepted.

Mr. Funk made a motion for the Director to assign two rooms to the Adult Education Program for their use with the flexibility to assign different rooms if necessary. The motion was seconded by Mrs. Smith and carried unanimously on a roll call vote.

A lengthy discussion took place on the available space within CareerTech and Chambersburg's possible use of the space, anticipated time line and the type of advanced programs that may be offered. Mr. Norcross recommended the Superintendents have a discussion on this to see if there is interest from other districts.

Solicitor's Report – None

Addenda – None

There being no further business to discuss, the meeting was adjourned at 8:45 p.m.

Respectfully submitted,

Cheryl A. Cook
Recording Secretary