

**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, October 22, 2015 in the lobby conference room with Chairman Chris Lind calling the meeting to order at 7:02 pm. This was followed by a salute to the flag and a moment of silence.

MEMBERS PRESENT:	Carl Barton	Chambersburg
	Larry Funk	Tuscarora
	Don Hilbinger	Shippensburg
	Dwayne Burt	Shippensburg
	Leland Lemley	Waynesboro
	Ken Haines	Greencastle
	Joan Smith	Chambersburg
	Stanley Helman	Chambersburg (alternate)
	Chris Lind	Waynesboro
MEMBERS ABSENT:	Ed Norcross	Chambersburg

ALSO PRESENT:	Jim Duffey	CareerTech Director
	Charles Prijatelj	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	Practical Nursing Administrator
	Bobby Bard	CareerTech Instructor
	Dave Perry	CareerTech Instructor
	Reed Byers	Career Magnet School student
	Mrs. Lind & daughter	

Chairman Lind welcomed everyone to the meeting

RECOGNITION OF VISITORS

PUBLIC COMMENT: None

APPROVAL OF October 22, 2015 AGENDA

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

APPROVAL OF THE SEPTEMBER 24, 2015 MEETING MINUTES

On a Funk/Barton motion/second and carried unanimously on a voice vote, the September 24, 2015 meeting minutes were approved as presented.

FINANCIAL REPORTS:

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

General Fund	Ending Balance 8/31/15	\$	319,999.20
	Receipts, September 2015	\$	403,607.96
	Expenditures, September 2015	\$	(649,283.14)
	Ending Balance 9/30/15	\$	74,324.02
General Advisory	Beginning Balance 9/1/15	\$	68,366.89
	September 2015 Receipts	\$	0.00
	September 2015 Expenditures	\$	0.00

	Ending Balance 9/30/15	\$	68,366.89
LPN Account	Beginning Total Balance 8/1/2015	\$	899,627.08
	Total Receipts, August 2015	\$	32,390.31
	Total Expenditures, August 2015	\$	(177,173.80)
	Total Ending Balance 8/31/15	\$	754,843.59

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

CORRESPONDENCE: None

CHIEF ADMINISTRATIVE OFFICER'S REPORT: None

ADMINISTRATIVE REPORTS:

Jim Duffey:

- Forklift certification program offered through the United Way has recently been completed with eight (8) students taking the certification test
- Allied Health instructors are continuing to work on the CNA program review and restart
- Will be attending a PHRC hearing along with our solicitor on November 13th
- The Right-To-Know request concerning the Adult Medical Assisting program has been responded to
- A new sign has been placed on the back of the CDL trailer and possibly a new banner will be put on the box truck
- There is a radio advertising spot being done for the CDL program
- Will be working on inputting additional programs into the CWDS (Commonwealth Workforce Development System) website for funding referrals for adult education
- Gave a rundown of what is currently being offered for adult education

Ben Mordan:

- Auto Tech instructor, Bobby Bard, gave an update on the Hot Rodders national competition in Las Vegas, Nevada. The team leaves November 1st for the competition.
- Due to the increased number of students enrolled at CareerTech, we will no longer have the Student of the Month. It will now be CTC Shining Stars and an attempt will be made to recognize three students at a time.
- Gave an update on the projects our students have been involved with in the community
- Talked about open house and the 9th grade tours
- 8th grade students in the county will attend an open house in the spring

Jan Collier:

- PNP Annual financial audit has been completed and federal financial aid program audit is scheduled for November 4th
- Very busy attending recruitment and promotional events
- Practical Nurse Administrators workshop will be presenting concerns about proposed regulatory changes for PN Nursing education to the PA State Board of Nursing October 27th
- The PNP faculty will participate with the National League for Nursing and Paraprofessional Healthcare Institute in Integrating Geriatrics and Coaching Skills into PN programs.
- Orientation for incoming February 2016-2017 class will be November 17th – total current enrollment 53

Chairman Lind recessed the meeting for an Executive Session for Personnel Issues at 7:39 p.m.
Chairman Lind reconvened the meeting at 8:40 p.m.

NEW BUSINESS:

Personnel:

1. **Approval to contract with Donald E. Frankenfield as Adult Education Coordinator on a part-time basis through June 30, 2016**

On a Burt/Helman motion/second and carried on the following roll call vote, Donald E. Frankenfield was appointed as Adult Education Coordinator on a part-time basis through June 30, 2016:

Mr. Helman – No
Mr. Burt – Yes
Mrs. Smith – Yes
Mr. Funk – No
Chairman Lind – Yes

Mr. Hilbinger – Yes
Mr. Barton – Yes
Mr. Lemley – Yes
Mr. Haines – Yes

2. Recommend Faye Caster, Secretary in Adult Education, become a full-time employee as of January 1, 2016

On a Helman/Bardon motion/second and carried unanimously on a roll call vote, Faye Caster will become a full-time employee as of January 1, 2016.

3. Recommend approval of 2015/2016 Occupational Advisory Committee and General Advisory Committee Membership

On a Funk/Helman motion/second, the Occupational Advisory Committee and General Advisory Committee membership was approved as presented.

Financial:

4. Recommend approval of contract with Mr. Rod Hocker to assist the school in the development of a marketing plan with payment to Mr. Hocker coming from Tech Link Grant funding

On a Barton/Haines motion/second, Mr. Burt stated he felt the language indicating Mr. Hocker is an independent contractor should be added to the contract. Mr. Barton amended his motion to include this language; the amended motion was seconded by Mr. Haines and carried unanimously on a roll call vote.

Curriculum:

5. Recommend approval of the Clinical Agreement with Menno Haven as a back-up clinical training site for C.N.A. certification

On a Funk/Helman motion/second and carried unanimously on a roll call vote, the clinical agreement with Menno Haven to be used as a back-up training site was approved.

Policy:

6. The Director Presents the Following Policy Changes for First Read:

Policy Number 000 – SECTION: Local Joint Operating Committee Procedures, TITLE: Joint Operating Committee Policy/Procedure/Administrative Regulations

Policy Number 001 – SECTION: Local Joint Operating Committee Procedures, TITLE: Name and Classification

Policy Number 002 - SECTION: Local Joint Operating Committee Procedures, TITLE: Authority and Power

Policy Number 003 – SECTION: Local Joint Operating Committee Procedures, TITLE: Functions

Policy Number 004 – SECTION: Local Joint Operating Committee Procedures, TITLE: Membership

Policy Number 005 - SECTION: Local Joint Operating Committee Procedures, TITLE: Organization

Policy Number 005.1 - SECTION: Local Joint Operating Committee Procedures, TITLE: General Advisory Committee

Policy Number 006 - SECTION: Local Joint Operating Committee Procedures, TITLE: Meetings

Policy Number 006.1 – SECTION: Local Joint Operating Committee Procedures, TITLE: Attendance at Meetings Via Electronic Communications

Policy Number 007 - SECTION: Local Joint Operating Committee Procedures, TITLE: Policy Manual Access

Policy Number 008 - SECTION: Local Joint Operating Committee Procedures, TITLE: Joint Operating Committee Governance Standards/Codes of Conduct

7. The Director Presents Policy 121 – Field Trips for Second Read or Approval to include Administrative Guidelines

On a Funk/Haines motion/second and carried unanimously on a roll call vote, Policy 121 was approved.

Property:

8. Recommend approving Business Plan for the re-location of the Practical Nursing Program

Mrs. Collier and Mr. Duffey gave a short presentation on bring the Practical Nursing Program back to the CareerTech campus. The business plan has been made a permanent part of these minutes. On a Helman/Burt motion/second and carried unanimously on a roll call vote, the Business Plan for the Re-Location of the Practical Nursing Program was approved.

9. Recommend approval of the Franklin County Career and Technology Center's All Hazards Plan

On a Helman/Burt motion/second and carried unanimously on a roll call vote the All Hazards Plan was approved.

Solicitor's Report – None

Addenda – None

There being no further business to discuss, the meeting was adjourned at 9:15 p.m.

Respectfully submitted,

Cheryl A. Cook
Recording Secretary