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, November 19, 2015 in the lobby conference room with Vice-Chairman Carl Barton calling the meeting to order at 7:00 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
	Charlie Suders	Shippensburg (alternate)
	Leland Lemley	Waynesboro
	Ken Haines	Greencastle
	Joan Smith	Chambersburg
	Ashley Newcomer	Waynesboro (alternate)
MEMBERS ABSENT:	Ed Norcross	Chambersburg
	Chris Lind	Waynesboro
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
	Jan Collier	Practical Nursing Administrator
	Terry Miller	CareerTech Co-op Coordinator

Vice-Chairman Barton welcomed everyone to the meeting

RECOGNITION OF VISITORS: None

PUBLIC COMMENT: None

APPROVAL OF NOVEMBER 19, 2015 AGENDA

On a Funk/Hilbinger motion/second, and carried on the following roll call vote, the agenda was approved as presented.

Mr. Hilbinger – yes	Mr. Suders – abstain
Mrs. Smith – yes	Mr. Lemley – yes
Mr. Funk – yes	Ms. Newcomer – abstain
Mr. Haines – yes	Vice-Chairman Barton – yes

APPROVAL OF THE OCTOBER 22, 2015 MEETING MINUTES

On a Funk/Haines motion/second and carried on the following roll call vote, the October 22, 2015 meeting minutes were approved as presented.

Mr. Haines – yes	Ms. Newcomer – abstain
Mr. Suders – yes	Mr. Hilbinger – yes
Mrs. Smith – yes	Mr. Lemley – yes
Mr. Funk – yes	Vice-Chairman Barton – yes

FINANCIAL REPORTS:

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

General Fund	Ending Balance 9/30/15	$	74,324.02
	Receipts, October 2015	$	594,334.82

	Expenditures, October 2015	$	(404,744.38)
	Ending Balance 10/31/15	$	263,914.46
General Advisory	Beginning Balance 10/1/15	$	68,366.89
	October 2015 Receipts	$	0.00
	October 2015 Expenditures	$	977.09
	Ending Balance 10/31/15	$	67,389.09
LPN Account	Beginning Total Balance 10/1/2015	$	331,321.69
	Total Receipts, October 2015	$	93,016.20
	Total Expenditures, October 2015	$	(185,511.58)
	Total Ending Balance 10/31/15	$	238,826.31

On a Funk/Smith 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:

- Mr. Duffey recognized Dr. Mordan for the preparation and planning of the 9th grade open house.
- Plaques were presented to Don Hilbinger and Ken Haines thanking them for their service to CareerTech by serving on the Joint Operating Committee.
- Mr. Frankenfield has started in Adult Ed and already new energy can be seen in the program
- Mr. Duffey shared with the JOC a number of concerns that he has with the CDL contract with Lancaster. Lancaster has expressed very high expectations that they have for us to advertise the program, all at our cost.
- We have also received a bill from LCCTC for third-party testing which we were not aware of. They are now saying we should have built this into the tuition for the program. A discussion followed. Mr. Duffey said we are working to resolve these issues. The opt-out clause for the program was discussed as well as advertising costs.
- The trade agreement is almost through the PDE process. CareerLink has already contacted us about possible students that could use this assistance.
- Mr. Duffey stated that he visited the Central Pennsylvania Institute of Science and Technology on Tuesday to talk about the accreditation process for adult education programs. CPI only has day adult programs and he learned that the accreditation process is very in-depth as a result of participating in the visit.
- The finalized packet of information for VA funding was mailed last week.

Ben Mordan:

- Reviewed enrollment numbers.
- Application deadline is December 20th. To date, we have received 130 applications.
- The uniform policy has changed. We will only offer a choice of the school colors, blue or gray. All ordering will not be done on-line and shirts will be shipped directly to the student's home.

Jan Collier:

- Annual Licensure exam pass rate for 2015 is 95.92%. Overall ranking 7th in state, #1 comparing schools of similar enrollment.
- August 15-16 graduates are all employed.
- Federal financial aid audit completed with no findings.
- Developing future building floor plan and investigating fund raising opportunities

Terry Miller:

- Currently there are 39 students on co-op with three pending. Last year this time, there were 38 students on co-op.
- Mr. Miller stated he has reviewed the new clearance requirements with employers.
- There is a sample of employer evaluations in the board packets.

- The program is going well and employers are very pleased.
- The program now has an electronic newsletter that is available on our Facebook page.
- A discussion followed about the new background checks for employers and the fact that employers are expected to pay for these background checks.

NEW BUSINESS:

Financial:

1. **Recommend adoption of the Response and Corrective Action Plan relating to the Auditor General's Performance Audit Report for the fiscal years ending June 30, 2012, 2011, 2010 and 2009**
   On a Funk/Haines motion/second and carried unanimously on a roll call vote, the Corrective Action Plan was adopted as presented.

2. **Approval is sought of the purchase of a 1996 29 passenger bus with a diesel engine, front and rear air conditioning and 152,000 miles from Brian Yeager at a purchase price of $5,000**
   Mr. Duffey said he had spoken with PennDot and was told that we could transport students in this vehicle without the requirements of a school bus if we put Omni Bus tags on it. A lengthy discussion followed. On a Funk/Smith motion/second and carried unanimously on a roll call vote, it was voted to table this item until further information can be obtained.

Curriculum:

3. **Recommend approval of Affiliation Agreement with Summit Health so that adult Medical Assisting students can utilize their clinical facilities**
   On a Funk/Smith motion/second and carried unanimously on a roll call vote, the agreement was approved as presented.

4. **Recommend approval of the Merchandise Agreement with Apex Advertising E-Commerce Company Store for student purchase of uniforms**
   On a Funk/Suders motion/second and carried unanimously on a roll call vote, the Merchandise Agreement with Apex Advertising was approved as presented.

5. **Recommend approval for adding an addendum to the CDL contract with Lancaster CTC to include language precluding the sharing of grant funding supporting students enrolled in CDL classes**
   On a Funk/Lemley motion/second and carried unanimously on a roll call vote, it was approved to add the addendum to the CDL contract

6. **Permission is sought to send five Auto Tech students and their instructor, Mr. Bard, to the Hot Rodders Dual Championship; at the Indiana Convention Center in Indianapolis, Indiana from December 9 through December 12, 2015**
   On a Funk/Haines motion/second and carried unanimously on a roll call vote, permission was given for Mr. Bard and his students to attend the Hot Rodders Dual Championship competition.

Policy:

7. **The Director Presents the Following Policy Changes for Second Read or Approval:**

   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
On a Funk/Hilbinger motion/second and carried unanimously on a roll call vote, all policies were approved.

Legal:

8. **Approval is sought to accept the agreement reached with William E. Brown related to PHRC Case Number 201500438**
   On a Funk/Smith motion/second and carried unanimously on a roll call vote, the agreement was accepted.

Solicitor's Report – None

Addenda – None

There being no further business to discuss, the meeting was adjourned at 8:10 p.m.

Respectfully submitted,

Cheryl A. Cook
Recording Secretary