

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, December 17, 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
	Dr. Mark Schur	Chambersburg (alternate)
	Joan Smith	Chambersburg
	Dr. Geno Torri	Shippensburg
	Charlie Suders	Shippensburg
	Leland Lemley	Waynesboro
	Chris Lind	Waynesboro
	Larry Funk	Tuscarora
MEMBERS ABSENT:	Ed Norcross	Chambersburg
	Jim Winslow	Greencastle
ALSO PRESENT:	Jim Duffey	CareerTech Admin. Director
	Ben Mordan	CareerTech Asst. Director
	Dr. Charles Prijatelj	Superintendent of Record
	Cheryl Cook	CareerTech Admin. Secretary
	Neil Rotz	CareerTech Business Manager
	Jan Collier	CareerTech LPN Administrator
	Jeff Daughenbaugh	CareerTech Maintenance Supervisor
	Bobby Bard	CareerTech Auto Tech Instructor
	Devin Flasher	CareerTech Auto Tech student
	Brandon Kennedy	CareerTech Auto Tech student
	Austin Rhone	CareerTech Auto Tech student
	Shawn Robinson	CareerTech Auto Tech student
	Jared Shields	CareerTech Auto Tech student
	Allen Piper	Citizens for Responsible Government
	Mrs. Lind	

RECOGNITION OF VISITORS: Chairman Lind welcomed everyone to the meeting and recognized the team from Auto Technology. Mr. Bard gave a brief presentation on the Hot Rodders competition, the placement of the team and the scholarships awarded. Dr. Mordan presented a framed photo of the team to each member and one to Mr. Bard for his shop.

PUBLIC COMMENT: None

REORGANIZATION:

The Articles of Agreement for the establishment and operation of the Franklin County Career and Technology Center, Page 3, Section 8:

Officers:

"In the December meeting each year of the Technical School Committee, a Chairman and Vice-Chairman should be elected to serve for a period of one (1) year, to take office the first Monday of the following January. The two officers shall not represent the same participating school district, shall not be eligible to serve in the same office more than two (2) successive years, and shall not come from the same participating school district for more than two (2) successive terms."

Meeting Dates:

It is recommended that meeting dates and time for our regular monthly meeting be established

during the reorganization in December. At the present time, the Joint Operating Committee meets on the 4th Thursday of each month, with the exception of November and December when the Joint Operating Committee meets earlier due to the Thanksgiving and Christmas Holidays. The set time is 7:00 p.m. Any changes will be advertised accordingly.

Mr. Lemley nominated Mr. Lind for Chairman and the motion was seconded by Mrs. Smith. There being no further nominations, the nominations were closed. Upon a unanimous roll call vote, Mr. Lind was elected Chairman.

Mrs. Smith nominated Mr. Barton for Vice-Chairman and the motion was seconded by Mr. Funk. There being no further nominations, the nominations were closed. Upon a unanimous roll call vote, Mr. Barton was elected Vice-Chairman.

On a Funk/Barton motion/second and carried unanimously on a voice vote, the meeting dates for 2016 were accepted as presented.

APPROVAL OF THE DECEMBER 17, 2015 AGENDA:

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

APPROVAL OF THE NOVEMBER 19, 2015 MINUTES:

On a Funk/Barton motion/second and carried on the following voice vote, the November 19, 2015 meeting minutes were approved:

Mr. Barton – yes	Mr. Suders – yes
Dr. Schur – yes	Dr. Torri – yes
Mrs. Smith – yes	Mr. Lemley – yes
Mr. Funk – yes	Chairman Lind - abstain

FINANCIAL REPORTS:

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

General Fund	Ending Balance 10/31/2015	\$ 263,914.46
	Receipts November 2015	\$ 370,630.69
	Expenditures November 2015	\$ (397,977.75)
	Ending Balance 11/30/2015	\$ 226,567.40
General Advisory	Beginning Balance 11/1/2015	\$ 67,389.80
	November 2015 Receipts	\$ 0.00
	November 2015 Expenditures	\$ 1,555.85
	Ending Balance 11/30/2015	\$ 65,833.95
LPN Account	Beginning Total Balance 11/1/2015	\$ 761,193.69
	Total Receipts, November 2015	\$ 11,882.75
	Total Expenditures, November 2015	\$ (8,434.08)
	Total Ending Balance 11/30/2015	\$ 764,642.36

On a Funk/Barton motion/second, Chairman Lind asked if there were any questions or discussion. A brief discussion took place on the delayed state budget and federal monies being held at the state level. There being no further questions or discussion, the motion was carried unanimously on a roll call vote and the financial reports were accepted as presented.

CORRESPONDENCE: None

CHIEF ADMINISTRATIVE OFFICER'S REPORT: None

ADMINISTRATIVE REPORTS:

Jim Duffey:

- Welcomed all new members and gave a brief history of the Joint Authority and how it functions.
Adult Education
- The V.A. process has been approved at the first level and is now being passed to the Pennsylvania Department of Education for review.
- There will be an Adult Ed Open House on January 14th.
- The three people in the Adult Education Medical Assistant program have been placed in internships.
- The program approval process has started.
- Adult Education is working on providing custom training for Volvo and Martin's Pastries

Ben Mordan:

- Secondary programs are up for re-approval and audit.
- Gave update on student allotment and enrollment numbers and history. Chairman Lind asked what it would take to open a second Diesel program since it is so popular. Mr. Duffey explained it would take considerable space to do this. Dr. Mordan pointed out at Ag Mechanics is an excellent send choice for Diesel. A brief discussion followed.

Jan Collier:

- The building plan is on target for the time line. Mr. Duffey updated the new JOC members on the project.
- The State Board of Nursing met in December and tabled the discussion on accreditation for the controlling organization until January 2016. They approved prescriptive admission requirements for Practical Nursing programs to include two science courses with at least one lab and two math courses. This requirement will affect acceptance of students with a GED because currently a GED will not include one lab.
- Debbie Coombs, MSN, RN, CNE obtained certification as nurse educator. This is the first of the Practical Nursing faculty to obtain this accomplishment.

OLD BUSINESS:

1. Equipment Purchase – 29 Passenger Bus

On a Funk/Schur motion/second and carried unanimously, this motion was taken from the table and brought back before the Joint Operating Committee. On a Funk/Barton motion/second and carried unanimously on a roll call vote, it was decided to accept the Director's recommendation to no longer pursue the purchase of this bus.

NEW BUSINESS:

Curriculum:

1. Recommend Approval of the C.N.A. Clinical Agreement with the Shook Home in Chambersburg

On a Funk/Suders motion/second and carried unanimously on a roll call vote, the Clinical Agreement with the Shook Home in Chambersburg was approved.

Personnel:

2. Patricia Regan, Administrative Secretary, requests her retirement date be changed from December 31, 2015 to March 31, 2016

On a Funk/Suders motion/second and carried unanimously on a roll call vote, Mrs. Regan's retirement date was moved to March 31, 2016.

Determination and Assignments of Committees for the Calendar Year – 2016

It is recommended the Joint Operating Committee members determine appropriate committees and assign necessary representatives for committees selected for the Calendar Year 2016. The committees are Budget and Finance Committee, Personnel and Negotiation Committee and Building and Grounds Committee.

Budget & Finance Committee

Jim Winslow
Geno Torri
Leland Lemley
Alternate: Joan Smith

**Personnel & Negotiation Committee
(Adult Ed. Committee)**

Carl Barton
Chris Lind
Larry Funk
Alternate: Charlie Suders

Building & Grounds Committee

Joan Smith
Ed Norcross
Larry Funk
Alternate: TBA

Building and Grounds:

3. **Permission to accept quote from R.A. Hill, General Contractor, in the amount of \$10,900 for the labor, equipment and material to install three (3) single door openings through existing masonry walls between classrooms and corridor for the Practical Nursing Program relocation to CareerTech. All costs will be paid for by the Practical Nursing Program.**
4. **Permission to accept proposal submitted by Martin and Martin, Inc. in the amount of \$8,000 to perform all civil engineering required to obtain land use permitting for the LPN Building Project. All costs will be paid for by the Practical Nursing Program.**

On a Funk/Smith motion/second all present voted yes for these Building and Grounds items.

There being no further business to discuss, the meeting was adjourned at 8:07 p.m.

Respectfully submitted,

Cheryl A. Cook
Recording Secretary