

**FRANKLIN COUNTY CAREER AND TECHNOLOGY CENTER
JOINT OPERATING COMMITTEE
October 27, 2016**

The monthly meeting of the Franklin County Career and Technology Center's Joint Operating Committee was held on Thursday evening, October 27, 2016 in the board room with Vice-Chairman Barton calling the meeting to order at 7:00 p.m., followed by a moment of silence and salute to the flag.

MEMBERS PRESENT:	Carl Barton	Chambersburg
	Ed Norcross	Chambersburg
	Joan Smith	Chambersburg
	Geno Torri	Shippensburg
	Charlie Suders	Shippensburg
	Larry Funk	Tuscarora
	Leland Lemley	Waynesboro

MEMBERS ABSENT:	Shannon Yates	Greencastle
	Chris Lind	Waynesboro

ALSO PRESENT:	Jim Duffey	CareerTech Admin. Director
	Dr. Sherian Diller	Superintendent of Record
	Ben Mordan	CareerTech Assistant Director
	Neil Rotz	CareerTech Business Manager
	Jan Collier	CareerTech LPN Administrator
	Allen Piper	President, CRG

RECOGNITION OF VISITORS: Vice-Chairman Barton welcomed everyone to the meeting, and recognized Mr. Allen Piper from CRG.

PUBLIC COMMENT: Mr. Piper thanked Dr. Diller for her service, and congratulated her on her upcoming retirement.

APPROVAL OF THE OCTOBER 27, 2016 AGENDA:

Vice-Chair Barton added that an executive session will take place later in the meeting regarding a personnel issue. On a Funk/Norcross motion/second and carried unanimously on a voice vote, the agenda was approved.

APPROVAL OF THE SEPTEMBER 22, 2016 MINUTES:

On a Funk/Smith motion/second and carried unanimously on a voice vote, the minutes were approved.

FINANCIAL REPORTS:

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

General Fund	Beginning Balance 9/1/2016	\$ 1,734,114.65
	Receipts September 2016	\$ 621,767.80
	Expenditures September 2016	\$ (736,079.82)
	Ending Balance 9/30/2016	\$ 1,619,802.63
General Advisory	Beginning Balance 9/1/2016	\$ 46,369.78
	Receipts September 2016	\$ 0.00
	Expenditures September 2016	\$ (170.56)
	Ending Balance 9/30/2016	\$ 46,199.22
LPN Program	Beginning Balance 9/1/2016	\$ 738,098.58
	Receipts September 2016	\$ 104,972.18
	Expenditures September 2016	\$ (89,597.60)
	Ending Balance 9/30/2016	\$ 753,473.16

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

CORRESPONDENCE: None

CHIEF ADMINISTRATIVE OFFICER'S REPORT: None

ADMINISTRATIVE REPORTS:

Jan Collier:

- Reported that construction on the PNP facility will begin during the week of October 31, 2016.
- Advised that Mr. Dennis Koontz of Streams Consultancy, LLC is actively beginning the Capital Campaign.
- Referred the Committee to the two fliers provided in their packets. The information contained in the fliers strives to inform the general public about practical nursing and the many jobs available in the field.
- Represented FCCTC and the Adult Ed Program at the CASHS Career College Night on October 26, 2016, and advised that she received many inquiries about the program.
- Plans to represent FCCTC & the Adult Ed Program at the Veterans' Expo at the Chambersburg Mall on Wednesday, November 2, 2016.
- Advised that admission testing increased 26% as compared to September 2015.

Ben Mordan:

- Presented information on the Water Wheel project, and extended an invitation to Committee members to the *Ribbon Cutting Ceremony* on Friday, November 4, 2016 at 12:00 Noon in the parking lot at 70 W. King Street, Chambersburg.
- Discussed the landscape and hardscape project that is unfolding out front that will result in a walkway that joins FCCTC and CMS.
- Informed the Committee that students are currently working on projects in Dental Assisting and Culinary.
- Advised that 9th grade tours are currently taking place which lead up to the Open House scheduled for Thursday, November 17, 2016. The Open House is a structured event where parents and students spend time with teachers in four academies (chosen by each student). Each session will last 15 minutes. Invited Committee members to do a walk-thru of the building to observe the interactions. An 8th grade open house is scheduled for April 2017, and will be a self-tour.
- Advised that Mock Interviews will take place on Wednesday, November 2, 2016, allowing our juniors to practice their interviewing skills. Students will interview with active employers from the area who will then offer advice and feedback.
- Reviewed the student enrollment spreadsheet as requested at the JOC meeting in September, and a brief discussion ensued.

Neil Rotz:

- Provided an update on the PLANCON Part H approval letter from PDE
- Stated that the approximate reimbursement going back to the districts will be around 25% of the actual debt service.

Jim Duffey:

- Reminded the JOC that because of Thanksgiving, the next meeting will be on the third Thursday which is November 17, 2016.
- Invited Committee members to arrive early to enjoy a portion of the Open House before the meeting starts. The Dental Assisting classroom will be fully operational by then.
- Referring to Dr. Padasak's memo dated September 8, 2016, Mr. Duffey shared a preliminary summary and a Power Point presentation of the FCCTC Space Utilization Plan. Provided maps for academic years 2016/2017 through 2019/2020, showing the location of classrooms/programs. Discussion ensued with the JOC throughout the presentation and afterwards. After much discussion, the JOC agreed that Intro to Transportation and Emergency Services should be considered as viable program options for the 2017-18 school year.

Recess to Executive Session: 8:07pm

Reconvened after the Executive Session: 8:44pm

OLD BUSINESS:

1. 600 Series Policies – Finances (2nd Reading);

601	Fiscal Objectives	614	Payroll Authorization
602	Budget Planning	615	Payroll Deductions
603	Budget Preparation	616	Payment of Bills
604	Budget Adoption	617	Petty Cash
607	Tuition Income	618	Student Activity Funds
608	Bank Accounts	618.1	Production (Shop) Fund Activities
609	Investment of Funds	619	District Audit
610	Purchases Subject to Bid/Quote	620	Fund Balance
611	Purchases Budgeted	622	GASB Statement 34
612	Purchases Not Budgeted	623	Credit Cards
613	Cooperative Purchasing	624	Taxable Fringe Benefits

On a Funk/Smith motion/second and carried unanimously on a voice vote, the 600 Series Policies were approved.

NEW BUSINESS:

Personnel:

*A new item** was added under New Business/Personnel after the Executive Session:*

**Mr. Funk moved to approve that the Administrative Director hire a part-time, substitute principal at a rate not to exceed the current principal per diem rate. On a second from Mrs. Smith, the motion carried unanimously on a voice vote.

Vice-Chairman Barton requested that the Committee combine items #1 and #2 into one vote:

1. Tenure

The administration recommended Mrs. Lisa Cook, Veterinary Assisting Instructor, for permanent professional status based on the successful completion of three years of service at the FCCTC.

2. Contracted Services

Approval was sought to contract with Streams Consultancy LLC, Dennis Koontz, to advise and coach PNP in the development of fund raising initiatives and systems. Estimated cost is not to exceed \$5,250 for required consultation.

On a Funk/Smith motion/second and carried unanimously on a voice vote, Personnel items #1 and #2 were approved.

Vice-Chairman Barton requested that the Committee combine items #3 and #4 into one vote:

Policy

3. Policy 125 - Adult Education

A revision was recommended on Policy 125 as a result of a recommendation that occurred at our State Site Visit for Nursing Assistance. Adult students should be made aware of the exclusion list prior to enrollment in training programs. The Committee agreed to make this the first reading of Policy 125.

Building and Grounds:

4. Memorandum of Agreement

Approval was sought to allow the Franklin County 4-H Robotics Club to use a program area located in the Annex 2-4 times per month during the first semester and regularly during the second semester during the evenings to prepare for competitions. Starting with January, 2017, the rental fee for community organizations (\$250/month) will be charged. This agreement will run through June, 2017 with the understanding that the FCCTC may have a need for the space for program expansion starting 2017-18.

On a Funk/Norcross motion/second and carried unanimously on a voice vote, items #3 and #4 were approved.

Vice-Chairman Barton requested that the Committee combine Items #5 through 7 into one vote:

Curriculum:

5. Permission to attend the Hot Rodder's Qualifiers.

Permission was requested for the following students and their instructor, Mr. Bobby Bard, to attend the Hot Rodder's National Competition in Indianapolis, IN from Dec 5-10, 2016. Travel will be by school vehicle. Rooms are provided by Hot Rodder's Dec 6-10, the local organization will pay for 1- night lodging and meals.

Shawn Robinson.	WASHS	Austin Zeger.	WASHS
Austin Rhone.	CMS	Gunner Shearer.	CMS
Josh Sabold.	SASHS	Brock Dobbs.	SASHS

Mr. Bard is the advisor.

6. Donation of Fire Safety Trailer

Approval was sought to take possession of the trailer, from the Franklin County Fire Chief's Association in partnership with the Franklin County Public Safety Training Center, for the purpose of possibly being utilized in the future as a training device for an Emergency Services program. Major electrical repair is required to make the trailer operational which would be performed as a project by the Electrical program. The estimated value of the trailer is \$10,000.

7. Mechatronics Equipment

Approval was sought to purchase the following equipment for the Mechatronics program:

<u>Item</u>	<u>Qty</u>	<u>Vendor</u>	<u>Cost</u>
Mechanical Training Systems	5 Levels	Educational Solutions Enterprises	\$55,500

The manufacturer, Festo Didactic, has attested to being the sole source provider of this equipment.

On a Funk/Norcross motion/second and carried unanimously on a voice vote, items #5 through 7 were approved.

Solicitor's Report – None

Addenda - Mr. Duffey referred the Committee to the new FCCTC course catalog included in their packets.

Adjournment:

There being no further business to discuss, the meeting was adjourned at 9:00 p.m.

Respectfully submitted,

Neil D. Rotz
Recording Secretary