

**FRANKLIN COUNTY CAREER AND TECHNOLOGY CENTER  
JOINT OPERATING COMMITTEE  
November 17, 2016**

The monthly meeting of the Franklin County Career and Technology Center's Joint Operating Committee was held on Thursday evening, November 17, 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 Mark Schur Joan Smith Geno Torri Charlie Suders Larry Funk	Chambersburg Chambersburg - alternate Chambersburg Shippensburg Shippensburg Tuscarora
MEMBERS ABSENT:	Ed Norcross Shannon Yates Chris Lind Leland Lemley	Chambersburg Greencastle Waynesboro Waynesboro
ALSO PRESENT:	Jim Duffey Dr. Sherian Diller Neil Rotz Jan Collier Anna Garcia Nijah Glover Hannah Lowman JC Ochoa Lynnae Ocker	CareerTech Admin. Director Superintendent of Record CareerTech Business Manager CareerTech LPN Administrator CareerTech Student CareerTech Student CareerTech Student (SKILLS USA) CareerTech Student (SKILLS USA) CareerTech Student (SKILLS USA)

**RECOGNITION OF VISITORS:** Vice Chairman Barton welcomed everyone to the meeting, and recognized the CareerTech students in attendance. The three students who recently attended the SKILLS USA Leadership Conference in Gettysburg briefly discussed and shared details about their experiences.

**PUBLIC COMMENT:** None

**APPROVAL OF THE NOVEMBER 17, 2016 AGENDA:**

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

**APPROVAL OF THE OCTOBER 27, 2016 MINUTES:**

On a Funk/Suders 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 10/1/2016	\$ 1,619,802.63
	Receipts October 2016	\$ 546,613.80
	Expenditures October 2016	\$ (502,510.43)
	Ending Balance 10/31/2016	\$ 1,663,906.00

General Advisory	Beginning Balance 10/1/2016	\$	46,199.22
	Receipts October 2016	\$	0.00
	Expenditures October 2016	\$	(5,449.96)
	Ending Balance 10/31/2016	\$	40,749.26
LPN Program	Beginning Balance 10/1/2016	\$	753,473.16
	Receipts October 2016	\$	116,869.60
	Expenditures October 2016	\$	(39,704.66)
	Ending Balance 10/31/2016	\$	830,638.10

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

**CORRESPONDENCE:**

Mr. Duffey supplied minutes from the GAC meeting on Monday, November 14, 2016, and gave a brief overview of the meeting.

**CHIEF ADMINISTRATIVE OFFICER’S REPORT:** None

**ADMINISTRATIVE REPORTS:**

**Jan Collier:**

- Invited the JOC to the **Ground Breaking Ceremony on Thursday, December 8, 2016 at 1:00 p.m.** (for approximately one hour). A tent will be provided in case of rain.
- Advised that Mr. Dennis Koontz of Streams Consultancy, LLC will attend the JOC meeting in December to roll-out the Capital Campaign.
- Supplied a list of activities and events that have transpired to date promoting the program and advocating the “Role of the Practical Nurse.”
- Discussed enrollment and admissions: 32 students have been admitted (waiting list) for February 17-18; Admission testing is up 18.5% as compared to October 2015.

**Jim Duffey:**

- Discussed the details of the Comprehensive Plan prepared by Dr. Mordan, and upon review, Committee members may direct any questions to Mr. Duffey or to Dr. Mordan. The Plan is to be submitted to PDE for their review by November 30, 2016. Since the JOC doesn’t meet again until December 15, the Plan will be on the agenda for approval at that meeting. The school has until June 2017 to gain final approval from the state.
- Mentioned his concerns regarding our current student information management software, *Classmate*. Feedback from instructors regarding *Classmate* is negative, so Mr. Duffey is investigating if *Skyward* is a better option. The school currently uses *Skyward* for finance and accounting. A brief discussion ensued and included the mention of *Sapphire*, a system currently in use at CASD and WASD. Mr. Duffey will investigate both *Sapphire* and *Skyward*.
- Advised that the shadowing program is being revamped, and will work with teachers to better maximize time.
- Reviewed Policy 206, the **Administrative Guideline on Student Assignment to Programs.**
- Shared pictures and praised Dave Perry and the students in the Landscaping & Horticulture program for the beautiful landscape and hardscape project that connects FCCTC to CMS.
- Reviewed the report on our current Adult Ed status.

**OLD BUSINESS:**

**Policy**

**1. Policy 125 - Adult Education – 2<sup>nd</sup> Reading**

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.

On a Funk/Suders motion/second and carried unanimously on a voice vote, Policy 125 was approved as presented.

**NEW BUSINESS:**

**Policy**

**1. 700 Series Policies – Facilities (1<sup>st</sup> Reading)**

701	Facilities Planning	708	Lending of Equipment and Books
702	Gifts, Grants and Donations	709	Building Security
703	Sanitary Management	710	Use of Facilities by Staff
704	Maintenance	711	Naming Rights
705	Safety	712	Sponsorship
706	Property Records	716	Integrated Pest Management
706.1	Disposal of Surplus Property	717	Cellular Phones
706.2	SDS Compliance	718	Service Animals in Schools
707	Use of Center Facilities		

Since these policies were presented for a 1<sup>st</sup> Reading, no action was needed, and Mr. Duffey stated that the policies will need approval at the December JOC meeting.

Vice-Chairman Barton asked that the two Personnel action items, #2 & #3, be combined for approval:

**Personnel:**

**2. Tenure**

The administration recommended Mrs. Sharla Dunlap, Allied Health Instructor, for permanent professional status based on the successful completion of three years of service at FCCTC.

**3. Substitute PNP Instructor**

Requested hiring Sandra K. Strait, 1082 Camp Ridge Road, Harrisonville, PA 17228 as a substitute instructor for the Practical Nursing Program at a rate of \$30/hour.

On a Funk/Smith motion/second and carried unanimously on a voice vote, Personnel action items #2 & #3 were approved as presented.

**Financial**

**4. Supplemental Equipment Grant Funding**

Approval was sought to add funding to the 2016-2017 General Operating Budget in the amount of **\$43,411** that was acquired through the PA Department of Education Supplemental Equipment Grant. Grant funds will be used to purchase the following:

Sheet Metal Bender (HVAC)	est.	\$5,600
Sheet Metal Shear (HVAC)	est.	\$3,500
Helical Cut Planer (Carpentry)	est.	\$15,000
Drum Sander (Carpentry)	est.	\$4,200
Truck Disc Brake Cutaway on Stand (Diesel Mech)	est.	\$12,600

On a Funk/Suders motion/second and carried unanimously on a voice vote, Financial action item #4 was approved as presented.

**Solicitor's Report:** None

**Addenda:** Shippensburg's JOC members are unable to attend the meeting on December 15, 2016.

**Adjournment**

There being no further business to discuss, the meeting was adjourned at 7:53 p.m.

Respectfully submitted,

Neil D. Rotz  
Recording Secretary