

FRANKLIN COUNTY CAREER AND TECHNOLOGY CENTER  
 JOINT OPERATING COMMITTEE  
 October 26, 2017

The monthly meeting of the Franklin County Career and Technology Center's Joint Operating Committee was held on Thursday evening, October 26, 2017 in the boardroom with 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 Shannon Yates Susan Spicka Charlie Suders Larry Funk Curtis Wengert	Chambersburg Chambersburg - Alternate Greencastle Shippensburg Shippensburg Tuscarora Waynesboro
MEMBERS ABSENT:	Ed Norcross Joan Smith Beth Reecher	Chambersburg Chambersburg Waynesboro
ALSO PRESENT:	Jim Duffey Dr. Tod Kline Ben Mordan Neil Rotz Jan Collier Jeff Daughenbaugh Bryan Hawbecker Lynnae Ocker Arturo Nieto	Admin. Director Superintendent of Record Assistant Director Business Manager LPN Administrator Maintenance Graphics Communications Instructor Graphics Communications Student CMS Student

**RECOGNITION OF VISITORS:** Chairman Barton welcomed everyone to the meeting, recognizing CTC staff members Mr. Daughenbaugh and Mr. Hawbecker and students Lynnae Ocker and Arturo Nieto.

**PUBLIC COMMENT ON AGENDA ITEMS:** None

**APPROVAL OF THE OCTOBER 26, 2017 AGENDA:**

Chairman Barton advised that an Executive Session is being added to this evening's agenda prior to New Business for a personnel item and for a possible litigation item. On a Funk/Yates motion/second and carried unanimously on a voice vote, the agenda was approved.

**APPROVAL OF THE SEPTEMBER 28, 2017 MINUTES:**

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

**FINANCIAL REPORTS:**

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

General Fund	Beginning Balance 9/1/2017	\$	1,809,903.12
	Receipts September 2017	\$	598,493.56
	Expenditures September 2017	\$	(754,092.83)
	Ending Balance 9/30/17	\$	1,654,303.85
General Advisory	Beginning Balance 9/1/2017	\$	25,065.32
	Receipts September 2017	\$	0.00
	Expenditures September 2017	\$	(760.00)
	Ending Balance 9/30/2017	\$	24,305.32
LPN Program	Beginning Balance 9/1/2017	\$	621,449.17
	Receipts September 2017	\$	47,905.60
	Expenditures September 2017	\$	(40,140.78)
	Ending Balance 9/30/2017	\$	629,213.90

Brief discussion ensued on the Adult Ed financial report, especially the CNA program and the agreement with Summit Health.

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

**CORRESPONDENCE:** None

**CHIEF ADMINISTRATIVE OFFICER'S REPORT:**

- Dr. Kline stated that he and Mr. Duffey attended the Superintendents' meeting at Wilson College on October 12, 2017. Presentations included the dual enrollment with Wilson, and the school calendar and the budget proposal from FCCTC.

**ADMINISTRATIVE REPORTS:**

**Ben Mordan:**

- Stated that 9<sup>th</sup> grade tours have begun in order to help prospective students develop an interest in our programs.
- Advised that the 9<sup>th</sup> grade Open House is on Thursday, November 16 from 6:00-8:30 p.m. Since this is the same night as the JOC meeting, he invited members to tour the building prior to the meeting.
- Introduced Lynnea Ocker, a senior at CASHS and a SkillsUSA representative. Lynnea, who has attended two leadership conferences for SkillsUSA, shared her journey in the pin design competition. In her junior year, she won 1<sup>st</sup> place at the state level and went on to the Nationals in Kentucky. She will compete again this year. She credits her involvement with SkillsUSA for her newfound confidence and speaking abilities, and is proud that she has recently been awarded a co-op position (her first job) on her very first interview.

**Jan Collier:**

- Supplied an update on the construction of the new PNP building, advising that students from the Horticulture Program have spread mulch and have started the construction of the brick entryway. BCT and Carpentry students have started framing the rooms inside the building.
- Advised that the capital campaign has reached 63% of its \$500,000 goal. Pledges and donations currently total \$315,300.
- Proposed an Endowment fund within 501(c) 3.
- Reported details of the PAPNA Day on the Hill at the Capitol Building in Harrisburg on October 18, and invited members to visit the PAPNA website for updates on activities. [www.PA-PNA.org](http://www.PA-PNA.org)
- Stated that she will be presenting "Practical Nursing Front and Center – The Role, Trends, and Future of Practical Nursing in Pennsylvania" to the PA State Board of Nursing on October 27.
- Shared a website address to view an article on *Supply and Demand Projections of the Nursing Workforce: 2014-2030* that quotes: "States projected to experience the largest shortfall of LPNs in 2030 include Texas...followed by Pennsylvania."
- Gave an update on students and classes:
  - 100% of the 17 graduates from the August 16-17 Class are licensed and working as LPNs.
  - 24 students are enrolled in the February 17-18 Class.
  - 26 students are enrolled in the August 17-18 Class.
  - 30 students have been accepted into the February 17-18 Class. There is also a waiting list.
- Q&A took place after Mrs. Collier's presentation, and a brief discussion ensued.

**Jim Duffey:**

- Referred members to a sign-up sheet for Chick-fil-A calendars, a fundraiser for SkillsUSA.
- Turned to Mr. Funk who gave an update on the Buildings & Grounds meeting that occurred prior to the JOC Meeting. Provided handouts and discussed past, present, and future repairs at FCCTC.
- Provided reports on the ADM's budget projection for 2018-19.
  - Mr. Duffey reviewed enrollment trends.
  - Mr. Rotz explained budget share allocations.

**OLD BUSINESS:**

**Policy:**

**1. Policy Revision #604 – Final Reading**

A revision of policy 604 was sought to change the language related to what affirmative vote is required

to pass the annual operating budget from two-thirds (2/3) of the participating school districts to “three school districts out of five”.

On a Funk/Yates motion/second and carried unanimously on a voice vote, Policy Revision #604 was approved as presented.

**7:48 p.m. – Recess to Executive Session for Personnel  
8:19 p.m. – Reconvened**

**NEW BUSINESS:**

**Personnel:**

**2. Request for Sabbatical Leave**

Approval was sought on the request of Bobby Bard, Automotive Technology Instructor, to take sabbatical leave for the purpose of professional development starting January 12, 2018 through semester I of the 2018-19 school year to improve teaching knowledge and skills in the automotive industry.

On a Funk/Yates motion/second and carried unanimously on a voice vote, Mr. Bard’s request for Sabbatical Leave was referred back to administration for more information.

**Financial:**

**3. Establishment of Endowment Fund**

Approval was sought to establish an endowment fund for the Practical Nursing Program under the Alumni Association 501 (c) 3 in order to properly regulate and authorize the conditions and standards for choosing qualified candidates to receive scholarships from such funds.

On a Funk/Suders motion/second and carried unanimously on a voice vote, the establishment of an endowment fund was approved as presented.

**Curriculum:**

**4. Dual Enrollment Agreement – Wilson College**

Approval was sought to enter into a dual enrollment agreement with Wilson College to offer 100 level class(es) that may interest CTC students.

Brief discussion followed on the logistics and timing of the dual enrollment classes. Dr. Schur questioned if the credits will be transferrable.

On a Funk/Yates motion/second and carried unanimously on a voice vote, the Dual Enrollment Agreement with Wilson College was approved as presented.

**5. Comprehensive Plan - First Reading**

The Franklin County Career and Technology Center Comprehensive Plan for the period 2018-2021 is offered at first reading with final approval being requested at our November meeting.

**Solicitor’s Report** – None

**Addenda** – None

**Adjournment** – There being no further business to discuss, the meeting adjourned at 8:32 p.m.

Respectfully submitted,

Neil D. Rotz  
Recording Secretary