

**FRANKLIN COUNTY CAREER AND TECHNOLOGY CENTER  
JOINT OPERATING COMMITTEE  
February 22, 2018**

The monthly meeting of the Franklin County Career and Technology Center's Joint Operating Committee was held on Thursday evening, February 22, 2018 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	Chambersburg
	Ed Norcross	Chambersburg
	Joan Smith	Chambersburg
	Linda Farley	Greencastle – Alternate
	Susan Spicka	Shippensburg
	Charlie Suders	Shippensburg
	Jon Heebner	Tuscarora
	Beth Reecher	Waynesboro
	Stephen O'Brien	Waynesboro – Alternate

MEMBERS ABSENT:	Shannon Yates	Greencastle
	Curt Wengert	Waynesboro

ALSO PRESENT:	Jim Duffey	Admin. Director
	Ben Mordan	Assistant Director
	Neil Rotz	Business Manager
	Jan Collier	LPN Administrator
	Jeff Daughenbaugh	FCCTC
	Janine Frey	FCCTC
	Katie Burkholder	Liberty University
	Amy Brousse	SEK
	Craig Witmer	SEK
	Lorraine Lutz	1 <sup>st</sup> Ed Credit Union
	Kelly Childress	1 <sup>st</sup> Ed Credit Union
	Bryce Carbaugh	CMS
	David Kitzmiller	CMS
	Hakeem Jordor	CMS
	Chase McEldowney	CMS
	Caleb Coffey	CMS
	Lynnae Ocker	CMS

**RECOGNITION OF VISITORS:** Chairman Barton welcomed everyone to the meeting, recognizing the SEK auditors, the representatives from 1<sup>st</sup>Ed Credit Union, FCCTC staff, and students from CMS and Liberty University.

**PUBLIC COMMENT ON AGENDA ITEMS:** None

**APPROVAL OF THE February 22, 2018 AGENDA:**

Chairman Barton called for an Executive Session for Personnel prior to Item #5. On a Norcross/Suders motion/second and carried unanimously on a voice vote, the revised agenda was approved.

**APPROVAL OF THE January 25, 2018 MINUTES:**

On a Suders/Spicka motion/second and carried on a voice vote, the minutes were approved as presented. Mr. O'Brien abstained.

**FINANCIAL REPORTS:**

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

General Fund	Beginning Balance 1/1/2018	\$	2,563,508.44
	Receipts January 2018	\$	485,773.32
	Expenditures January 2018	\$	(1,272,352.97)
	Ending Balance 1/31/2018	\$	1,776,928.79

General Advisory	Beginning Balance 1/1/2018	\$	22,732.61
	Receipts January 2018	\$	0.00
	Expenditures January 2018	\$	(31.48)
	Ending Balance 1/31/2018	\$	22,701.13
LPN Program	Beginning Balance 1/1/2018	\$	692,193.14
	Receipts January 2018	\$	49,511.93
	Expenditures January 2018	\$	(27,642.47)
	Ending Balance 1/31/2018	\$	714,062.60

Mr. O'Brien asked if there are any highlights to be noted from the financial reports, and Mr. Rotz mentioned the bond payment that was made in January.

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

**CORRESPONDENCE:** A letter approving the Alumni Association as an educational improvement organization under the Educational Improvement Tax Credit Program.

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

**ADMINISTRATIVE REPORTS:**

**SEK:**

- Ms. Brousse and Mr. Witmer gave an audit presentation for the June 30, 2017 fiscal year.

**Jan Collier:**

- Advised of an *Accreditation Site Visit September 18-20, 2018*
- Reported program evaluation results
- Shared an update on the progress of the PNP building.
- Reported that pledges and donations currently = \$313,048 of the \$500,000 goal. Pending visits include banks and local health care facilities.
- Save the date – *July 14, 2018: Celebrating Nursing Through the Ages – a fundraiser*, celebrating PN Program's 60 years of service to Franklin County
- Advised that program promotion in January included meetings with Menno Haven (partnership), F&M Bank (donation type pending), Chambersburg Hospital (workforce development), and an outreach request to a facility outside of Franklin County.
- Thanked Mr. Barton, Ms. Reecher, and Dr. Mordan for their attendance/participation at the graduation ceremony of 20 students on February 15. A new class started February 19, 2018.

**Ben Mordan:**

- Introduced Janine Frey, FCCTC Instructional Assistant, and thanked her for a job well done.
- Reported that interviews are wrapping up for students for SY 18-19.
- Advised that the Open House for Middle School students and their families is scheduled for Thursday, March 15, 2018.
- Shared the Best Practice Profile from the Bureau of Career and Technical Education (BCTE). FCCTC is being recognized for having a small gap in NOCTI/NIMS performance between IEP and non-IEP students.

**Jim Duffey:**

- Stated that Budget & Finance met prior to the meeting, and will present to the full JOC in March.
- Reviewed the GAC minutes; looking for ways to promote the STEM academy.
- Reviewed highlights from Governor Wolf's 18-19 budget proposal and the PAsmart initiative.

**NEW BUSINESS:**

**Financial:**

1. **Approval of the Single Audit Report for year ending June 30, 2017**

Approval was sought for the Single Audit Report for year ending June 30, 2017 prepared by Smith, Elliott and Kearns.

On an O'Brien/Smith motion/second and carried unanimously on a voice vote, the Single Audit Report was approved as presented.

## 2. Bids for Parking Lot Paving

Fayetteville Contractors:	Base Bid	\$317,487.20
	Alt 1 Truck Lot	\$174,195.00
	Alt 2 FLC Driveway	\$54,701.70
Kinsley Construction:	Base Bid	\$337,065.00
	Alt 1 Truck Lot	\$216,065.00
	Alt 2 FLC Driveway	\$59,158.50
New Enterprise	Based Bid	\$342,311.00
	Alt 1 Truck Lot	\$211,246.00
	Alt 2 FLC Driveway	\$66,151.00

Approval was sought to accept the low bid of \$317,487.20 from Fayetteville Contractors for the re-pavement and renovation of the school parking lot and driveway. Funding will be provided through the Capital Reserve account.

After a Heebner/Smith motion/second, a brief discussion ensued, and Mr. Duffey confirmed that:

- o The bid was reviewed by our solicitor.
- o An engineer with David Black reviewed the bid.
- o The parking lot re-paving is in the Capital Reserve budget plan.
- o Fayetteville Contractors is a highly reputable company.

On a roll call vote, the request to accept the bid from Fayetteville Contractors was approved as presented.

Ms. Spicka – Yes	Mr. Suders – Yes	Ms. Farley – Yes	Mr. O'Brien – Yes
Mr. Heebner – Yes	Ms. Smith – Yes	Ms. Reecher – Yes	Mr. Norcross – Abstain
Chairman Barton – Yes			

## 3. 1<sup>st</sup>Ed Credit Union Agreement

Approval was sought to enter into an agreement with the 1stEd Credit Union to expand the branch location in the school to enhance student service and outreach. FCCTC's share of the cost (\$3,500) will be funded out of the Perkins Grant.

A brief discussion ensued, and Mr. Duffey stated that the Marketing students run the C.U. as part of their curriculum. The goal of the branch is to encourage students to develop good financial habits.

On a Suders/Farley motion/second and carried unanimously on a voice vote, the agreement was approved as presented.

## 4. Donations

Requested approval to accept the donation of a 1998 Ford Crown Victoria to the Franklin County Career and Technology Center from Menno Haven valued at \$1,500.

On a Heebner/Smith motion/second and carried unanimously on a voice vote, the donation was approved as presented.

7:51 p.m. – Recess to Executive Session for Personnel  
8:13 p.m. – Reconvened

**Personnel:**

**5. Resignation**

Approval was sought to accept the resignation of **Shawn Eckenrode**, Electronics Instructor, effective March 23, 2018, pursuant to his acceptance of a course credit reimbursement agreement.

On a roll call vote, the request to accept Mr. Eckenrode's resignation was approved as presented.

Ms. Spicka – Yes	Mr. Suders – Yes	Ms. Farley – Yes	Mr. O'Brien – Yes
Mr. Heebner – Yes	Ms. Smith – Yes	Ms. Reecher – Yes	Mr. Norcross – Yes
Chairman Barton – Yes			

Chairman Barton asked to combine agenda Items #6 thru #8 into one vote.

**6. Long-Term Substitute - Electronics**

Approval was sought to advertise and interview for a long-term substitute instructor for the Electronics program at a rate of \$180/day after 10 days for the remainder of the school year.

**7. Long-Term Substitute – Medical Assisting**

Retroactive approval was sought to hire Sean Collier as a long-term substitute instructor for the Medical Assisting program at a rate of \$180/day after 10 days for the remainder of the school year.

**8. Mentor**

Approval was sought for Marla Moore, Allied Health Instructor, to serve as a mentor for Sean Collier, LT Sub, Medical Assisting, for the remainder of the school year at a pro-rated amount of \$200.

On a Suders/Smith motion/second and carried unanimously on a voice vote, Items #6 thru #8 were approved as presented.

**Solicitor's Report** – None

**Addenda** – None

**Adjournment** - There being no further business to discuss, the meeting adjourned at 8:16 p.m.

Respectfully submitted,

Neil D. Rotz  
Recording Secretary