

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

The monthly meeting of the Franklin County Career and Technology Center's Joint Operating Committee was held on Thursday evening, March 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
	Shannon Yates	Greencastle
	Charlie Suders	Shippensburg
	Jon Heebner	Tuscarora (late arrival 7:05)
	Beth Reecher	Waynesboro
	Curtis Wengert	Waynesboro

MEMBERS ABSENT:	Susan Spicka	Shippensburg
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ALSO PRESENT:	Tod Kline	Superintendent of Record
	Jim Duffey	Admin. Director
	Ben Mordan	Assistant Director
	Neil Rotz	Business Manager
	Jan Collier	LPN Administrator
	Chad Rosenberry	GAC Representative
	Allen Piper	Pres/CRG
	Sol Carmona	CMS
	Austina Hippensteel	CMS
	Rae Stull	CMS
	Zachary Rohm	CMS
	Brodie Hughes	CMS Guest
	Greg Shaw	CMS Guest

**RECOGNITION OF VISITORS:** Chairman Barton welcomed everyone to the meeting, recognizing students, Mr. Rosenberry, and Mr. Piper.

**PUBLIC COMMENT ON AGENDA ITEMS:** Mr. Piper asked how the new PNP building was progressing, and Ms. Collier provided an update:

- Students from carpentry, HVAC, and electrical are working inside the building, and students in landscaping and horticulture have been planting bushes and flowers and are working on sidewalks.
- The grand opening is planned for fall 2019. Students from graphic arts have been taking pictures as the work progresses.
- An event is planned for July 14 and all are invited to attend. Tours of the building will take place during this fundraising effort.
- We are at 62% of our goal of \$500,000.

In addition, a student in the audience is studying carpentry at FCCTC and has worked in the PNP building. He calls the opportunity “amazing” and a great experience. He also stated that he feels proud to contribute to the community.

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

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

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

On a Norcross/Smith motion/second and carried on a voice vote, the minutes were approved as presented.

**FINANCIAL REPORTS:**

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

General Fund	Beginning Balance 2/1/2018	\$	1,776,928.79
	Receipts February 2018	\$	697,707.54
	Expenditures February 2018	\$	(850,964.79)
	Ending Balance 2/28/2018	\$	1,623,671.54
General Advisory	Beginning Balance 2/1/2018	\$	22,701.13
	Receipts February 2018	\$	0.00
	Expenditures February 2018	\$	(1,257.18)
	Ending Balance 2/28/2018	\$	21,443.95
LPN Program	Beginning Balance 2/1/2018	\$	714,062.60
	Receipts February 2018	\$	41,197.46
	Expenditures February 2018	\$	(10,470.42)
	Ending Balance 2/28/2018	\$	744,789.64

A brief Q&A session ensued on two expenditures and the status of the Adult Ed program.

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

**CORRESPONDENCE:** None

**CHIEF ADMINISTRATIVE OFFICER’S REPORT:** None – no superintendents’ meeting for March

**ADMINISTRATIVE REPORTS:**

**Jan Collier:** In addition to the update requested by Mr. Piper earlier in the meeting, Ms. Collier noted the following:

- Continues with Program Promotion/Advocacy for the Role of the Practical Nurse with a possible partnership with Carlisle Hospital, a potential partnership with PA Health Care Assoc., a Warm 103.7 Radio Show appearance to give an update on the PNP building, and Workforce Development with Chambersburg Hospital.

- Reported that there are no updates in Nursing Education Proposed Regulations
- Eleven graduates have taken their licensure exam and have passed with 100% employment.

**Ben Mordan:**

- Issued a report on the outcome of the Middle School Open House on March 15; 500 guests attended and 171 eighth grade students completed the survey.
- April 12 – Perkins committee meeting and OAC meetings.
- Reviewed the FCCTC security initiatives; Safety at school is a top priority.

**Jim Duffey:**

- Received notification in January that our partnership with Volvo Construction Equipment in Shippensburg was selected as an *Exemplary Partnership for 2018*, the only one in the state. FCCTC and Volvo will jointly accept the award in May at the PA Workforce Development Association's annual conference in Hershey. Advised that they will then present a workshop after the awards ceremony to explain the dynamics of our partnership.
- Supplied an update of the Summary of Important Dates.
- Reviewed Administrative Guideline **AR 706.1 – Disposal of Property**

**OLD BUSINESS:** None

**7:30 p.m. – Recess to Executive Session for Personnel  
8:38 p.m. – Reconvened**

**NEW BUSINESS:**

**Personnel:**

**1. Long-Term Substitute - Electronics**

Approval was sought to hire Rafael Cuesta as a long-term substitute for the Electronics program at a flat rate of \$180/day after 10 days.

On a Heebner/Wengert motion/second and carried unanimously on a voice vote, the motion to hire Mr. Cuesta as a long-term substitute was approved as presented.

**2. Professional Development**

Approval was sought for Megan Baker, Engineering Technology Instructor, to attend Project Lead the Way Core Training for Computer Integrated Manufacturing at Bucknell University 07/23/18 - 08/03/18. \$2,400 Tuition & Meals and \$1,000 Hotel for 10 nights for a total of approximately \$3400.

On a Suders/Smith motion/second and carried unanimously on a voice vote, the motion to approve professional development for Ms. Baker was approved as presented.

**3. Approval to advertise for a faculty position to meet our program needs.**

Mr. Norcross made the motion to modify the agenda to add Item #3 under personnel, giving administration approval to advertise for a faculty position to replace a resignation to meet

our programming needs. On a Smith second and carried unanimously on a roll call vote, the motion was approved as presented:

Mr. Norcross – Yes	Mr. Suders – Yes	Mr. Wengert – Yes
Ms. Smith – Yes	Mr. Heebner – Yes	Ms. Reecher – Yes
Mr. Yates – Yes	Chairman Barton – Yes	

**Financial**

**4. (Old #3) Presentation Only – Proposed 2018-19 FCCTC General Operating Budget**

Mr. Duffy and Mr. Rotz provided a presentation on the anticipated budget required for the 2018-19 school year to include the costs of various options associated with program expansion. The proposed budget calls for a \$163,847 (3.3%) increase. The presentation included a PowerPoint review, and a General Fund Budget Summary. The JOC will be asked to vote on approval of the budget at the next meeting scheduled for Thursday, April 26, 2018. Budget discussion included questions on program expansion at FCCTC, and trying to balance instruction with production.

**5. (Old #4) CASD Classroom and Warehouse Area Leases (Discussion only)**

The lease with CASD for the Board Room and Warehouse area will automatically renew for the 2018-19 school year unless notice is given in writing not less than 90 days preceding June 30, 2018. Notice has been provided of CASD’s desire to renew the agreement for 2018-19. No issues exist for automatic renewal.

**6. (Old #5) 2018-19 PNP Budget**

Approval was requested for the 2018-2019 Practical Nursing Budget of \$1,042,525 to include a tuition increase as follows: In-state tuition \$14,850, out-of-state tuition \$16,850. A question arose regarding the PNP budget numbers, and Mr. Rotz will attach a spreadsheet when the minutes are distributed to the JOC.

On a Norcross/Yates motion/second and carried unanimously on a voice vote, the PNP budget was approved as presented.

Chairman Barton asked to combine Items #7 and #8 into one vote.

**7. (Old #6) Donations**

Approval was sought to accept the following donations:

<u>Item</u>	<u>Donor</u>	<u>Recipient</u>	<u>Value</u>
2007 Pontiac Torrent	Jonathan Lininger. 13630 Old Route 16 Waynesboro, PA 17268	Auto Tech Program	\$700
2004 Chevrolet Cavalier	Stephen Horine 14384 Greenview Drive Greencastle, PA 17225	Hot Rodder’s Club	\$1400
Miscell Machining Tools	Cobra Archery 352 Fickes Lane Newport, PA 17074	CIM Program	\$2500

**8. (Old #7) Equipment Grant Funding**

The Franklin County Career and Technology Center was awarded \$29,765 by the PA Bureau of Career and Technical Education for the purchase of a Submerged Arc Welder and a CNC HAAS Lathe. Approval was sought to add this amount to our General Operating Budget.

<i>Current General Operating Budget</i>	<i>\$6,942,565</i>
<u><i>Competitive Equipment Grant</i></u>	<u><i>\$29,765</i></u>
<i>TOTAL APPROVED BUDGET (17-18)</i>	<i>\$6,972,330</i>

On a Yates/Smith motion/second and carried unanimously on a voice vote, Items #7 and #8 were approved as presented.

**Building and Grounds**

**9. (Old #8) Columbia Gas Contract**

Approval was sought to enter into a contract with Columbia Gas of PA to extend its natural gas distribution main onto the property of the Franklin County Career and Technology Center to serve the future needs of the PNP Building and the Franklin Learning Center at no cost to the school.

On a Heebner/Suders motion/second and carried unanimously on a voice vote, the Columbia Gas Contract was approved as presented.

**Solicitor's Report** – None

**Addenda** – None

**Adjournment** - There being no further business to discuss, the meeting adjourned at 9:22 p.m.

Respectfully submitted,

Neil D. Rotz  
Recording Secretary