

**FRANKLIN COUNTY CAREER AND TECHNOLOGY CENTER  
JOINT OPERATING COMMITTEE  
June 27, 2019**

The monthly meeting of the Franklin County Career and Technology Center's Joint Operating Committee was held on Thursday evening, June 27, 2019 in the board room with Chairman Yates calling the meeting to order at 7:05 p.m., followed by a moment of silence and salute to the flag.

MEMBERS PRESENT:	Carl Barton	Chambersburg
	Ed Norcross	Chambersburg
	Joan Smith	Chambersburg
	Von McGee	Fannett-Metal
	Scott Hart	Greencastle ( <i>departed 8:47pm</i> )
	Shannon Yates	Greencastle
	Charlie Suders	Shippensburg
	Beth Reeher	Waynesboro
	Curtis Wengert	Waynesboro

MEMBERS ABSENT:	Susan Spicka	Shippensburg
	Jonathan Heebner	Tuscarora

ALSO PRESENT:	Tod Kline	Superintendent of Record
	Jim Duffey	CareerTech Admin. Director
	Ben Mordan	CareerTech Asst. Director
	Neil Rotz	CareerTech Business Manager
	Jan Collier	CareerTech LPN Administrator
	Rod Hocker	GAC Member

**RECOGNITION OF VISITORS:** Chairman Yates welcomed everyone to the meeting.

**PUBLIC COMMENT:** Rod Hocker spoke to the need of updating the intercom system for the school.

**APPROVAL OF THE JUNE 27, 2019 AGENDA:**

Chairman Yates advised that an Executive Session for Personnel is being added to the agenda prior to Item #10 under Personnel. On a Wengert/Norcross motion/second and carried unanimously on a voice vote, the revised agenda was approved.

**APPROVAL OF THE MAY 23, 2019 MINUTES:**

On a Hart/Wengert motion/second and carried unanimously on a voice vote, the minutes were approved as presented. Mr. Barton and Mr. Norcross abstained.

**FINANCIAL REPORTS:**

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

General Fund	Beginning Balance 5/1/2019	\$ 1,857,464.69
	Receipts May 2019	\$ 799,014.84
	Expenditures May 2019	\$ (716,371.80)
	Ending Balance 5/31/2019	\$ 1,940,107.73
General Advisory	Beginning Balance 5/1/2019	\$ 0.00
	Receipts May 2019	\$ 2,800.00
	Expenditures May 2019	\$ 0.00
	Ending Balance 5/31/2019	\$ 2,800.00

LPN Program	Beginning Balance 5/1/2019	\$	474,798.31
	Receipts May 2019	\$	27,570.49
	Expenditures May 2019	\$	(30,832.29)
	Ending Balance 5/31/2019	\$	471,536.51

On a Reecher/Norcross motion/second, the financial reports were approved as presented on the following roll call vote:

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

**CORRESPONDENCE:** None

**CHIEF ADMINISTRATIVE OFFICER’S REPORT:** Dr. Kline thanked the JOC for working with him as the Superintendent of Record.

**ADMINISTRATIVE REPORTS:**

**Jan Collier:**

- Provided an update on the progress of the building as the painting has been completed and flooring for the bathrooms is being selected. Also, there is a bid request out for the ceiling
- Capital Campaign – Pledges (\$17,174) + Donations (\$377,170.16) = \$394,344.16 (79.87% of goal)
- Save the date – October 5, 2019 – Speakeasy Benefit at the Wood Center 6-10 p.m.
- Provided an update on upcoming personnel changes in the program for the Executive Assistant and Nurse Educator positions.
- Provided the link to the Community Health Needs Assessment report released on June 5 by Healthy Franklin County Leadership.

**Ben Mordan:**

- Reviewed the 2018-19 NOCTI/NIMS performance scores with the JOC detailing the total student population that achieved Advanced, Competent and Basic Placement. This data was also broken down by district.
- Reviewed the projected 2019-20 enrollment with the JOC. This data was broken down by program as well as by district.

**Jim Duffey:**

- Reviewed the Senior Placement Survey with the JOC for 2018-19 noting that there were 284 graduating seniors.
- Provided two quotes for the JOC’s review on completing the classroom in the warehouse program area for the CASD Logistics Class, per CASD’s request. The question was raised if the JOC would be OK doing the project. The consensus of the JOC was that the FCCTC programs and students could work on the project after the PNP building is completed.
- Kathy Estep, Cosmetology Instructor, was presented with an International Degree of Professional Development Program at the National SkillsUSA Conference in Louisville, KY.
- Presented Dr. Kline with a certificate of appreciation for his time as the Superintendent of Record at FCCTC.

**OLD BUSINESS:**

On a Suders/Smith motion/second and carried unanimously on a voice vote, the Election of a Treasurer for the 2019-20 School Year was moved from the table and placed back onto the current agenda.

**Financial:**

**1. Election of a Treasurer for the 2019-20 School Year**

The policy for the election of a Treasurer, as written in the Articles of Agreement, Paragraph 8, ***“At the May meeting each year of the Joint Operating Committee, a Treasurer shall be elected to take office the first Monday of July following such election for a term of one (1) year”.***

An appointment of a Treasurer for the Franklin Co Career and Technology Center is required.

On a Suders/Norcross motion/second, Mr. Yates explained the need to have a Treasurer from the current JOC. After a brief discussion, Ed Norcross was appointed and approved as Treasurer for the Franklin Co Career and Technology Center on the following roll call vote:

Mr. Norcross – Abstain	Ms. Smith – Yes
Mr. McGee – Yes	Ms. Reecher – Yes
Mr. Hart – Yes	Mr. Barton – Yes
Mr. Suders – Yes	Chairman Yates – Yes
Mr. Wengert – Yes	

**NEW BUSINESS:**

**Financial:**

**2. Support Staff Insurance and Co-Premium**

Approval is sought for implementation of the 2019-2020 school year support staff insurance package. FCCTC shall provide individual, two-party or family medical insurance coverage with all participants paying **1.66%** of the total premium cost, which is 2% below the teacher’s co-premium percentage that is calculated each fiscal year (per the CBA).

On a Suders/Hart motion second, Mr. Yates asked if there were any questions or comments. After a brief discussion on the amount of the co-premium for the support staff, the Support Staff Insurance and Co-Premium was approved as presented on the following roll call vote:

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

**3. Support Staff Stipends**

Consent to establish stipend payments for the following employees for extra duties performed;

Allison Hu	\$1,500
Dawn Black	\$1,500
Angie Wagaman	\$1,250

On a Suders/Norcross motion/second, Mr. Yates asked if there were any questions or comments. Mr. Duffey explained the extra duties that each employee has assumed. After a brief discussion, the Support Staff Stipends were approved as presented on the following roll call vote:

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

#### 4. Grant Funding

The 2018/19 PA Commission for Crime & Delinquency (PCCD) and the 2019-20 Federal Perkins grant have received final approval and needs to be added to our 2019-20 General Operating Budget. Authorization is sought to accept the following funding:

	<u>Amount</u>
Total Approved 19-20 Budget	\$6,999,195
Projects: PCCD Grant	\$65,000
<u>Carl Perkins Grant</u>	<u>\$352,573</u>
Revised Total Approved 19-20 Budget	<b>\$7,416,768</b>

On a Suders/Smith motion/second and carried unanimously on a voice vote, the Grant Funding was approved as presented.

#### 5. Purchase of Equipment

Approval to sought to purchase school intercom system through Sage Technologies through the PCCD Grant in the amount of **\$72,824**. Sage is a Co-Star State-Approved Vendor.

On a Norcross/Smith motion/second, Mr. Yates asked if there were any questions or comments. Mr. Hart asked about our network's working order (i.e. viability) and how the quote is worded. He also feels that the quote seems low based on the amount of work that is going to be completed. Mr. Duffey explained that Sage has been in communication with our IT department on the current network and feels comfortable with the network's ability to handle the new intercom system. Mr. Duffey also explained that the original quote was around \$91,000 and that some of the perimeter horns were eliminated to get the price down closer to our grant amount. Mr. Norcross revised the original motion to state the purchase of equipment is contingent on the network infrastructure being able to handle the new equipment and any change orders would need to come back to the JOC for approval. Mr Hart provided the second. After a brief discussion, the Purchase of Equipment was approved as amended on the following roll call vote:

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

#### 6. Program Sponsorships

Approval is sought for the following Program Sponsorships through the GAC totaling **\$9,700**.

Baxter Group (3 years)	Main Conference Room	\$2,500
Summit/Well Span	Allied Health, Med. Assisting	\$1,400
Manitowoc Crane	Welding, CIM	\$1,400
Schaedler Yesco	Electrical Occupations	\$1,400
Lincoln Electric	Welding	\$900
McCrea Heating and Cooling	HVAC	\$700
Keystone Ford	Auto Tech	\$700
Johnnie's Restaurant and Supply	Culinary Arts	\$700

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

#### 7. Donation

Approval is sought to accept 3,000lbs of Lincoln MC-90 metal core wire from Manitowoc Crane for our Welding program. The estimated value of the donation is **\$3,500**.

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

**8. UGG Procurement Policy – Update Federal Procurement Thresholds**

Approval is sought to update the procurement thresholds for federal program purchases in our existing Uniform Grant Guidance (UGG) Procurement Policy. Statutory changes were initiated by the National Defense Authorization Act and made applicable to all federal programs through an exception provided by the Office of Management and Budget (OMB). These actions have raised the micro-purchase threshold from \$3,500 to \$10,000 and the simplified acquisition threshold from \$150,000 to \$250,000. These revisions will be effective for the 2019-20 fiscal year. The UGG Procurement Policy is specific to federal awards that are awarded to FCCTC (i.e. Perkins grant).

On a Suders/Wengert motion/second, Mr. Yates asked if there were any questions or comments. Mr. Rotz explained the changes to the policy were only to the thresholds for micro-purchases and simplified acquisitions. Otherwise, the policy is the same as what was approved in June 2018. There being no further discussion, the UGG Procurement Policy was approved as presented on the following roll call vote:

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

**9. Contract for Services**

Approval is sought for 2019-20 contract with **Heidi Hunter, PNP Financial Aid Consultant**, at a rate of \$970 per month, to render services with Financial Aid processing and services outlined in the contract.

On a Suders/Wengert motion/second, Mr. Yates asked if there were any questions or comments. Mr. Wengert asked if this was a new contract and Jan Collier said that Heidi has been used for the past eight years. Ms. Reecher noted that the agenda stated \$975 per month while the contract states \$970 per month. It was determined that there was a mistake on the agenda and the correct amount is \$970 per month. There being no further discussion, the Contract for Services was approved as presented on the following roll call vote:

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

**Recess to Executive Session – 7:49 p.m.**

**Reconvene from Executive Session – 8:24 p.m.**

**Personnel:**

**10. Resignations**

Approval is sought to accept the following resignation from the PNP;

Melissa Kuhns	PNP Admin Assistant	Effective June 21, 2019
Dr. Debora Coombs	PNP Med Surg Faculty Member	Effective July 25, 2019

On a Suders/Hart motion/second and carried unanimously on a voice vote, the Resignations were approved as presented.

**11. Request to Hire**

Approval is sought to hire the following individuals for the 2019-20 school year pending receipt of all relevant clearances;

- A. Receptionist (previously Mission One) Marissa Chanhpheng, 675 Shadyside Drive, Chambersburg, PA @ \$13.60/hr
- B. Counseling Assistant (previously MO) Georgia Wenger, 2274 Loop Road, Chambersburg, PA @ \$13.87/hr
- C. Administrative Assistant (previously MO) Michelle Clugston, 14859 Sherwood Drive, Greencastle, PA 17225 @ \$14.15/hr
- D. PNP Executive Assistant Ainsley Hoglund, 184 Mt. Union Road Fayetteville, PA @ \$13.82/hr

On a Suders/Hart motion/second, Mr. Yates asked if there were any questions or comments. Mr. Norcross questioned if there were costs or savings associated with moving the Mission One employees back to FCCTC. Mr. Duffey said that there was an additional budgeted cost of around \$10,000 based on all of the employees selecting family health insurance coverage, but two of the employees will have single health insurance coverage which will net a savings from last year. There being no further discussion, the Request to Hire was approved as presented on the following roll call vote:

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

**12. Request to Advertise and Interview**

Approval is sought to advertise and interview for the following positions for the 2019-20 school year:

- A. Network Support Assistant
- B. Maintenance Assistant/Groundskeeper (PT)
- C. PNP Med Surg Faculty Member

On a Suders/Smith motion/second, Mr. Yates asked if there were any questions or comments. Mr. Norcross asked about the positions that are listed. Mr. Duffey explained that A and B above are new positions that were included in the approved 2019-20 General Fund budget. There being no further discussion, the Request to Advertise and Interview carried unanimously on a voice vote.

**13. Act 93 Agreement**

Recommend acceptance of the Personnel & Negotiation Committee recommendation for an Act 93 Administrative Agreement with the Assistant to the Director and Principal for the period July 1, 2019 through June 30, 2023.

On a Reecher/Hart motion/second, Mr. Yates asked if there were any questions or comments. Mr. Barton made a comment concerning the percentage increase for salary in the proposal versus having a flat dollar amount increase for salary, which is his preference. There was a lengthy discussion on the percent increases and how the gap between the two Act 93 positions will widen over the length of the agreement where a flat increase would not. Mr. Norcross made the point that he still feels like there needs to be a performance aspect to the increase above a flat cost of living increase. Ms. Smith noted that the percent increases need to go to flat dollar increases to keep the burden from the taxpayers. A lengthy discussion ensued amongst the members on how to calculate the increase for the Act 93 Agreement. After the discussion, the Act 93 Agreement was **NOT** approved on the following roll call vote:

Ms. Smith – No	Mr. McGee – Yes
Ms. Reecher – Yes	Mr. Suders – Yes
Mr. Norcross – No	Mr. Wengert – No

Mr. Barton – No

Chairman Yates – Yes

Following the original motion not passing, Mr. Norcross made a motion to amend the original Act 93 Agreement to include an increase of \$1,870 for an annual cost of living adjustment as well as an additional 0-2% performance increase based on their evaluation. Mr. Wengert seconded the motion. There being no further discussion, the Act 93 Agreement was approved as amended on the following roll call vote:

Ms. Smith – Yes  
Ms. Reecher – No  
Mr. Norcross – Yes  
Mr. Barton – Yes

Mr. McGee – Yes  
Mr. Suders – No  
Mr. Wengert – Yes  
Chairman Yates – No

#### 14. Administrative Salary Increases

Approval is sought for administrative salary increases as per respective contracts for satisfactory performance.

Administrative Director	4%
Business Manager	4%

On a Barton/McGee motion/second, Mr. Yates asked if there were any questions or comments. Mr. Wengert asked if the same discussion from the previous motion would apply to this motion. Dr. Kline stated that these two positions already have agreed upon contracts in place between the employee and the JOC so the percentages will need to be followed. There being no further discussion, the Administrative Salary Increases were approved as presented on the following roll call vote:

Ms. Reecher – Yes  
Mr. Norcross – Yes  
Mr. Suders – Yes  
Mr. Barton – Yes

Mr. Wengert – Yes  
Ms. Smith – Yes  
Mr. McGee – Yes  
Chairman Yates – Yes

#### 15. Superintendent of Record

Approval is sought for Rodney Benedick, Tuscarora School District, to serve the remaining two years of the Tuscarora term for Superintendent of Record of the Franklin County Career and Technology Center for the period July 1, 2019 through June 30, 2021 at a rate of **\$3,000** per year.

On a Wengert/Norcross motion/second and carried unanimously on a voice vote, the Superintendent of Record was approved as presented.

#### 16. Articulation Agreement

Approval is sought to enter into an Articulation Agreement with Hagerstown Community College for students to obtain college credits to HCC by completing the following programs:

Information Systems Technology	18 credits
Marketing & Webpage Design	4 credits
Graphic Communications	3 credits

On a Suders/Wengert motion/second and carried unanimously on a voice vote, the Articulation Agreement was approved as presented.

#### 17. 2018-19 Occupational Advisory Committee Minutes

Acceptance is required by the JOC for the OAC Minutes as written for the 2018-19 school year. OAC Minutes can be found on our website at <http://www2.franklinctc.com/7-2/about/committees/occupational-advisory-committee/>.

On a Wengert/Suders motion/second and carried unanimously on a voice vote, the 2018-19 Occupational Advisory Committee Minutes were approved as presented.

**Solicitor's Report** – None

**Addenda** – None

**Adjournment** – There being no further business to discuss, the meeting adjourned at 9:06 p.m.

Respectfully submitted,

Neil D. Rotz  
Recording Secretary