

The regular meeting of the Central Pennsylvania Institute of Science and Technology Joint Operating Committee was held in the Conference Room of the Central Pennsylvania Institute of Science and Technology at 540 North Harrison Road, Pleasant Gap, Pennsylvania on Monday, December 10, 2018.

Present were:

Committee Members: Ms. Mary Ann Hamilton  
Ms. Kimberly Hearn  
Ms. Holly Hawkins  
Mr. Darren Narber  
Mr. Jeffrey Miles, Superintendent of Record  
Mr. David Van Buskirk, non-voting Treasurer  
Mrs. Theresa Brickley, non-voting Secretary

Staff Members: Dr. Richard C. Makin  
Mr. Todd Taylor  
Mrs. MaryAnn Volders  
Dr. Scott Etter, Solicitor

Visitors: Mr. Rick Bair

Ms. Hamilton called the regular meeting to order at 5:31 p.m.

Roll was called: Ms. Hamilton, Ms. Hearn, Ms. Hawkins and Mr. Narber were present. Mrs. Greene was absent.

Ms. Hamilton welcomed Ms. Hawkins to the Joint Operating Committee.

Reorganization:

Ms. Hamilton opened nominations for a Temporary Chairperson. Mr. Narber moved, seconded by Ms. Hearn to appoint Ms. Hamilton as Temporary Chairperson. A nomination was made and seconded and there were no other nominations. All votes were cast unanimously for the nomination. Motion carried. Ms. Hamilton was declared Temporary Chairperson.

The Joint Operating Committee must elect a Chairperson and a Vice-Chairperson to serve for 2018.

Ms. Hamilton opened nominations for Chairperson.

Ms. Hearn nominated Ms. Hamilton for Chairperson. Ms. Hearn moved, seconded by Mr. Narber to elect Ms. Hamilton as Chairperson. A nomination was made and seconded and there were no other nominations. All votes were cast unanimously for the nomination. Motion carried. Ms. Hamilton was declared Chairperson.

Ms. Hamilton opened the nominations for Vice-Chairperson.

Ms. Hamilton nominated Ms. Hearn for Vice-Chairperson. Ms. Hamilton moved, seconded by Ms. Hawkins to elect Ms. Hearn as Vice-Chairperson. A nomination was made and seconded and there were

no other nominations. All votes were cast unanimously for the nomination. Motion carried. Ms. Hearn was declared Vice-Chairperson.

Ms. Hamilton welcomed Mr. Rick Bair from Baker Tilly. Mr. Bair reviewed the draft Financial Statements and Supplementary Information for the year ended June 30, 2018 and said that CPI received an overall non-modified or clean opinion of the financial statements, which is the highest level of assurance that they can give on financial statements. Mr. Bair left the meeting at 5:47 p.m.

Ms. Hearn moved, seconded by Mr. Narber, approval of the minutes of the regular meeting held on November 12, 2018. Motion carried.

Ms. Hearn moved, seconded by Ms. Hawkins, approval of the Treasurer's reports to be filed for audit and approval of the prepaid and current bills as presented.

Roll call vote as follows:

Mr. Narber	yes	Ms. Hawkins	yes	Ms. Hamilton	yes
Ms. Hearn	yes				

Old Business:

New Business:

Vice-President of Secondary Education:

Mrs. Volders reported that two teams placed in the top 20 out of over 85 teams at the Automotive Top Tech Challenge on December 1, 2018 at Universal Technical Institute in Exton, PA; reviewed the list of students competing at the District SkillsUSA competitions in January; she shared the Career Days schedule; shared the November Students of the Month; and spoke of the Festival of Trees event and the visit from Wingate kindergarten.

Vice-President of Post-Secondary Education:

Mr. Taylor reported that CPI's application for provider of distance education was approved by the PA Department of Education on November 21, 2018; a second meeting was held with Glenn O. Hawbaker (GOH) human resources and CDL fleet staff to structure a CPI to GOH relationship similar to CPI's CAT/Ariel company sponsorship; a follow-up meeting to pursue the possibility of a regional CDL training consortium through partner CTC's is scheduled for January at Huntingdon CTC; and we attended Ariel Corporation's opening ceremony at their new training facility in Mt. Vernon, OH and at a work session Ariel indicated they are going to provide marketing support for the CAT/Ariel program at CPI.

Business Manager:

Mr. Van Buskirk said that we are asking for approval of the Financial Statements and Supplementary Information for fiscal year ending June 30, 2018 that Mr. Bair reviewed with us.

President:

Dr. Makin congratulated Ms. Hamilton and Ms. Hearn for their reelection as Chairperson and Vice-Chairperson respectively. He also welcomed Ms. Hawkins to the Joint Operating Committee.

Dr. Makin reviewed the Joint Operating Committee meeting schedule; PDE equipment grant purchases; 3-year Alice Training Agreement; reviewed the personnel items on the agenda for approval; and said that the Department of Agriculture completed an unannounced inspection on November 14 with no findings.

Superintendent of Record:

Dr. Saylor also congratulating Ms. Hamilton and Ms. Hearn on being re-elected. In addition to thanking the staff at CPI for their work with the Festival of Trees, she also wanted to thank the custodial staff for being so helpful during tree decorating. They are incredible.

Mr. Narber moved, seconded by Ms. Hearn approval of the following dates for the 2019 regular meetings of the Joint Operating Committee to be held at 5:30 p.m. in the CPI Boardroom on January 14, February 11, March 11, April 8, May 13, June 10, August 12, September 9, October 14, November 11, and December 9; approval to accept a \$50,000 competitive equipment grant from the Pennsylvania Department of Education; approval of a three year agreement with the ALICE Training Institute for a 90-user ALICE Elearning subscription in the amount of \$4,797.30; approval to accept the Financial Statements and Supplementary Information for fiscal year ending June 30, 2018; approval to hire Jerome Kinney as a Practical Nursing Per Diem Instructor at an hourly rate of \$27.50 effective December 11, 2018, pending receipt of the FBI Criminal Background Check, Pennsylvania State Police Criminal History Report, Pennsylvania Child Abuse History Certification, Recognizing and Reporting Child Abuse Training Certificate, and Sexual Misconduct/Abuse Disclosure Release; approval to accept the resignation of Maxine Miller (Hager) as per diem Practical Nursing instructor effective December 17, 2018; and approval for the President to appoint staff to vacancies not yet filled or to those that become open until the Board can take action at the next regular meeting on January 14, 2019.

Roll call vote as follows:

Ms. Hearn	yes	Mr. Narber	yes	Ms. Hawkins	yes
Ms. Hamilton	yes				

Motion carried.

Ms. Hearn moved, seconded by Ms. Hawkins to adjourn.

At 6:05 p.m. Ms. Hamilton adjourned the meeting.

Secretary