

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, November 11, 2019.

Present were:

Committee Members: Ms. Mary Ann Hamilton
Mrs. Kimberly Weaver
Mrs. Tina Greene
Ms. Holly Hawkins
Mr. Darren Narber
Dr. Michelle Saylor, Superintendent of Record
Mr. David Van Buskirk, non-voting Treasurer

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

Visitors: Mrs. Peg Herbstritt

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

Ms. Hamilton welcomed Mrs. Herbstritt and thanked her for all the work she does for CPI. Mrs. Herbstritt applauded the Nurse Aide staff that she is currently working with. She said that they are working with a small staff at this time and they are very passionate about the program.

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

Ms. Hawkins moved, seconded by Mr. Narber to appoint David Van Buskirk as Secretary Pro Tem. All in favor. Motion carried.

An executive session was held to discuss personnel and labor relations, which if conducted in public would violate lawful privilege as defined by Act 84.

Mrs. Weaver moved, seconded by Mr. Narber, approval of the minutes of the regular meeting held on October 14, 2019. All in favor. Motion carried.

Mrs. Greene moved, seconded by Mrs. Weaver, 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. Hamilton	yes	Mrs. Weaver	yes
Ms. Hawkins	yes	Mrs. Greene	yes		

Page 2

November 11, 2019

Old Business:

There was no old business.

New Business:

Vice-President of Secondary Education:

Mrs. Volders reported on the Pre-NOCTI results with 54% scoring at the advanced level and 32.7% scoring at the competent level; career days have been scheduled, Bald Eagle – January 9, Bellefonte- January 22-23, Penns Valley – TBD; Automotive Technology students Bailey Hall (BEA), Darren Huyett (BEA), Trenton Wooster (BAHS), Charles Reynolds (PV), and Devin Walk (BEA) and their instructor Mr. Sipe will attend the Top Tech Challenge Competition on January 10-11 at the Universal Technical Institute in Exton, PA; Culinary Arts students Emily Hagenbuch and Ethan Mikesik competed and placed 2nd in the “Chopped” competition at the Greater Johnstown Career and Technical School; we did receive endorsement from the Pennsylvania Builders Association; we submitted a PCCD grant for safety items; and the Student of the Month theme for October was Cooperative and she shared a list of students who were selected.

Mrs. Volders reviewed agenda items A1 – Occupational Advisory Committee members, A3 – New hire Teaica Putillion, and A7 – New hire Chris Skelly.

Vice-President of Post-Secondary Education:

Mr. Taylor reviewed agenda items B2 – New Hire Julie Anthony, and B1 – Andy King, Diesel Technology Instructor, mentor for Dave Kessling, Adult Heavy Equipment Operations Instructor. He also reported that the ACCSC onsite accreditation visit held on October 24-25 was a good overall visit and we will receive an official report within 60 days; we have been meeting with Glenn O. Hawbaker, Inc. equipment and GPS managers regarding how to proceed with GPS, GOH has offered to purchase, install, and maintain a Topcon GPS system on a CPI dozer; the Associated Equipment Distributors (AED) is scheduled to visit CPI’s Case Heavy Diesel Construction program and CPI on December 11-12 for an accreditation visit; we have submitted a grant application for \$20,000 through the CAT Foundation; and the Medical Assisting graduation is on November 14.

Business Manager:

Mr. Van Buskirk had nothing to report.

President:

Dr. Makin gave hats off to the adult education staff for their herculean effort in the ACCSC accreditation visit. He thanked Mrs. Herbstritt for being here tonight and thanked her and her staff for her work with the Nurse Aide reaccreditation.

Dr. Makin reviewed the agenda items A2 – Memorandum of Understanding with Spring Township Police, B4 – Hire Bridget Esenwine as substitute custodian; B5 – Salary adjustments, B6 – FMLA request, C1 – Adult full-time enrollment figures and C2 – Secondary and Intergenerational enrollments.

Dr. Makin said that the Fall into Healthcare event will be held on November 19th 4:00-7:00 p.m.

November 11, 2019

Superintendent of Record:

Dr. Saylor shared that the launch event for the IDEA Hub went very well this week. We had a wonderful turnout with representation from all of our legislators, municipalities, and business and industry. The students from all of the districts did an amazing job. Thanks to Mrs. Volders for pulling things together and to the Culinary Arts students for catering.

Mr. Narber moved, seconded by Mrs. Weaver, approval of the 2019-2020 Occupational Advisory Committee members for each program area; approval of the amended Memorandum of Understanding between Spring Township Police and CPI; approval for Mike Sipe, Automotive Technology Instructor and student competitors Bailey Hall (BEA), Alex Hartley (BEA), Darren Huyett (BEA), Charles Reynolds (PV), Devin Walk (BEA), and Trenton Wooster (BAHS), to compete in the UTI Top Tech Challenge in Exton, PA on January 10-11, 2020; approval to appoint Andy King, Adult Diesel Technology Instructor, as mentor for David Kessling, Adult Heavy Equipment Operations Instructor, for the remainder of the 2019-2020 school year with a stipend of \$250; approval to hire Julie Anthony as an adjunct instructor for the Medical Assistant program at an hourly rate of \$27.50 effective November 12, 2019, 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; approval to hire Teaica Putillion as a substitute instructor at a daily rate of \$95.00 retroactive to October 23, 2019; approval to hire Bridget Esenwine as a substitute custodian at an hourly rate of \$8.50 retroactive to November 6, 2019; approval to make salary adjustments per the memorandum from the President; approval of FMLA leave for employee #20-01 retroactive to September 3, 2019; approval to hire Chris Skelly as Secondary Heavy Equipment Operations Instructor at a salary of \$44,856 effective December 3, 2019, pending receipt of Pennsylvania Child Abuse History Certification, Recognizing and Reporting Child Abuse Training Certificate, and Sexual Misconduct/Abuse; 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 December 9, 2019.

Roll call vote as follows:

Mrs. Weaver	yes	Ms. Hawkins	yes	Mrs. Greene	yes
Mr. Narber	yes	Ms. Hamilton	yes		

Motion carried.

Mrs. Weaver moved, seconded by Mrs. Greene to adjourn.

At 6:13 p.m. Ms. Hamilton adjourned the meeting.



Secretary Pro Tem