

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, January 13, 2020.

Present were:

Committee Members: Mrs. Kimberly Weaver
Ms. Mary Ann Hamilton
Mrs. Tina Greene
Mr. Barry Sands
Mr. Domer Smeltzer
Dr. Michelle Saylor, 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
Dr. Scott Etter, Solicitor

Visitors: Mr. Rick Bair
Mr. John Compton

Mrs. Weaver called the regular meeting to order at 5:38 p.m.

Roll was called: Mrs. Weaver, Ms. Hamilton, Mrs. Greene, Mr. Sands and Mr. Smeltzer were present.

Mrs. Weaver welcomed Mr. Bair and Mr. Compton.

Mr. Bair introduced Mr. Compton. Mr. Compton gave a brief history of his professional experience. Mr. Compton thanked Mr. Van Buskirk and his staff. CPI received an unmodified opinion which is the highest level of assurance. Mr. Compton summarized and explained the draft Financial Statements and Supplemental Information for year ending June 30, 2019. Mr. Compton encouraged CPI to continue to add to the fund balance. The CPI Foundation has been included in the audit for the first time. Because CPI received over \$750,000 in federal financial assistance, a single audit was required. There was one finding. That finding was because CPI does not have a formal risk assessment process in place. There were no questions.

Mr. Bair and Mr. Compton left the meeting at 6:10 p.m.

Ms. Hamilton moved, seconded by Mr. Smeltzer, approval of the minutes of the regular meeting held on December 9, 2019. All in favor. Motion carried.

Mr. Sands moved, seconded by Mrs. Greene, 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. Smeltzer	yes	Ms. Hamilton	yes	Mrs. Weaver	yes
Mr. Sands	yes	Mrs. Greene	yes		

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Old Business:

There was no old business.

New Business:

Vice-President of Secondary Education:

Mrs. Volders was absent. There was no report given.

Vice-President of Post-Secondary Education:

Mr. Taylor reviewed agenda item B1 – New Hire Ryan Cavanaugh, B2 – New Hire Stephenie Cianfrani, and B3 – New Hire Francis Cianfrani. He also reported that we recently met with Janine McWilliams, OT to discuss the Occupational Therapy Assistant program regarding assistance with the Clinical Practicum component (OTA-295) and the equipment and supplies list for the program; and Ariel Corporation has invited CPI's NGC program (instructor and students) to visit their headquarters and training facility in Mt. Vernon, OH.

Business Manager:

Mr. Van Buskirk gave a few comments on the audit report regarding the CPI Foundation component, we have made great steps forward to correct the finding, and the financial aid revenue is reduced compared to past years due to lower enrollment. He then reviewed agenda item A2 – Natural gas contract which we chose a 24-month contract that will save CPI close to 30% each year.

President:

Dr. Makin welcomed Mr. Sands. He reviewed agenda items B4 – New Hire Cameron Smith, B6 – John Fike to mentor Chris Skelly, and B-5 – Increase Mentor Stipend request. Dr. Makin reported on secondary and post-secondary enrollment; shared the newsletter; Festival of Trees was a successful event with at least a \$10,000 profit; the budget was presented to the PAC last week and will be presented to the JOC in February for preliminary approval; Mr. Luther and his students won 1st place at the PA Farm Show in Large Landscape Design and will be going to nationals in Springfield, MA; Bald Eagle career day was last week with Bellefonte and Penns Valley coming up.

Dr. Makin congratulated Dr. Saylor on her upcoming retirement and wished her good health and happiness.

Mr. Smeltzer thanked Dr. Makin for the facility tour on Friday.

Dr. Makin said that he appreciates everything the JOC members have done in the past year and will do this year for CPI.

Superintendent of Record:

Dr. Saylor congratulated Mr. Luther and his students and thanked Chef and his students for the meal this evening. She gave an update on the innovation hub and entrepreneurial pathway; and said an application was submitted for a \$500,000 advancing STEM grant.

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Mrs. Greene moved, seconded by Mr. Smeltzer approval to accept the Financial Statements and Supplementary Information for fiscal year ending June 30, 2019; approval of a contract with Snyder Brothers Inc. for a 2-year fixed natural gas contract at a price of \$2.786 per Dth (Dekatherm) with Premier Power Solutions acting as CPI's energy purchasing consultants, effective July 1, 2020 to June 30 2020; approval to hire Dr. Ryan Cavanaugh as a consultant for the Physical Therapy Assistant program with a stipend not to exceed \$3,000 retroactive to December 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 Disclosure Release; approval to hire Stephenie Cianfrani as an instructor for the Centre County Public Safety Training Center at an hourly rate of \$21.00 and \$17.00 for lead instructor and assistant instructor responsibilities respectively, effective January 13, 2020; approval to hire Francis Cianfrani as an instructor for the Centre County Public Safety Training Center at an hourly rate of \$21.00 and \$17.00 for lead instructor and assistant instructor responsibilities respectively, effective January 13, 2020; approval to hire Cameron Smith as a substitute custodian at an hourly rate of \$8.00 effective January 14, 2020; approval to increase the stipend for mentors from \$250.00 to \$300.00 retroactive to July 1, 2019; approval to appoint John Fike, Diesel Repair Technology Instructor, as mentor for Chris Skelly, Heavy Equipment Operations Instructor, for the remainder of the 2019-2020 school year with a stipend of \$300.00; 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 February 17, 2020.

Roll call vote as follows:

Mrs. Weaver	yes	Mr. Sands	yes	Mrs. Greene	yes
Mr. Smeltzer	yes	Ms. Hamilton	yes		

Motion carried.

Ms. Hamilton moved, seconded by Mr. Smeltzer to adjourn.

At 6:34 p.m. Mrs. Weaver adjourned the meeting.

Theresa A. Brickley
Secretary