

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, February 17, 2020.

Present were:

Committee Members: Mrs. Kimberly Weaver
Ms. Mary Ann Hamilton
Mrs. Tina Greene
Mr. Domer Smeltzer
Dr. Michelle Saylor, Superintendent of Record
Mrs. Theresa Brickley, non-voting Secretary

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

Visitors: Mrs. Debbie Couturiaux

Mrs. Weaver called the regular meeting to order at 5:30 p.m.

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

Dr. Makin said that we are going to make a better effort of introducing our staff. Tonight Mrs. Debbie Couturiaux is here. Mrs. Couturiaux introduced herself and spoke about the Practical Nursing program hours, levels, clinical experiences, accreditation, enrollment, job placement and state board testing pass rates.

An executive session was held at 5:41 p.m. to discuss matters of litigation. The regular meeting reconvened at 5:48 p.m.

Mrs. Greene moved, seconded by Mr. Smeltzer, approval of the minutes of the regular meeting held on January 13, 2020. All in favor. Motion carried.

Ms. Hamilton 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
Mrs. Greene	yes				

Old Business:

There was no old business.

Page 2

February 17, 2020

New Business:

Vice-President of Post-Secondary Education:

Mr. Taylor reviewed agenda items B5 – New hire – Craig Wheeler; B2 – New hire – Amer Evock; B3 – New hire – Doreen Shore; A5 – Out of State Learning Request for the Natural Gas Compression program; and he requested that we add to the consent agenda an agreement with Foxdale Village for the operation of a Nurse Aide training program which was just received by CPI today.

Mr. Taylor also reported that we received an in-compliance notification from PDE auditors for the Nurse Aide program; and Dr. Cavanaugh, Kate Walker and Mr. Taylor will be defending the Physical Therapy Assistant degree program at PDE this Thursday.

Mr. Smeltzer moved, seconded by Ms. Hamilton approval to add an agreement with Foxdale Village for the operation of a nurse aide training program effective March 1, 2020 to the consent agenda. All in favor. Motion carried.

Vice-President of Secondary Education:

Mrs. Volders gave a handout of the December and January Students of the Month and a handout of a list of events to celebrate Career and Technical Education Month which is February. She also reported on the SkillsUSA District 7 competition results with 14 first place winners; we are requesting approval of an MOU for the Penn College NOW program, we currently have 49 students enrolled and had four students drop due to getting information late from Penn College, they are Juniors and will be able to participate next year; over \$9,000 worth of dental work was given away at Give Kids a Smile Day; and CPI Spring Open House will be on February 27. She then reviewed agenda item A6 – Alan Capparelle's conference request.

President:

Dr. Makin reviewed agenda items A2 – Proposed Preliminary Post-Secondary General Operating Fund Budget, A1 – Proposed Preliminary Secondary General Operating Fund budgets, A4- Penn College equipment donation for the Welding program, A5 – Practical Nursing handbook revisions, A9 – Proclamation for Bill MacMath, B1 and B7 – FMLA leave approval for two employees, Section C – first reading of nine policies; and D3 - assignment and compensation update. Dr. Makin also reported on Act 76 signed by the governor in October in references to the wording "Vocational Technical" and "Vocational" will now be referred to as Career and Technical. He reviewed upcoming events which include the Joint Boards of Education Dinner - April 1 and Champions Dinner - April 23.

Dr. Makin also reported that at last months meeting the auditors presented a finding. We believe that the audit finding may have been applied prematurely. We have a meeting set up with Baker Tilly to discuss the finding. Dr. Saylor added that Baker Tilley commented that many other organizations across the state will have this same finding and to our understanding this is not the case. Dr. Makin informed the JOC that one of the two 400-gallon gas powered water heaters has a leak and should it need replaced, it is a high priced item.

February 17, 2020

Superintendent of Record:

Dr. Saylor thanked Mrs. Volders for helping present at the PACTA Conference on Thursday. They had a nice showing with many in attendance. They reported on the IDEA Hub and entrepreneurial course.

Ms. Hamilton moved, seconded by Mrs. Greene approval of the 2020-2021 Proposed Preliminary Secondary Education General Operating Fund Budget in the amount of \$4,422,883; approval of the 2020-2021 Proposed Preliminary Adult/Post-Secondary General Operating Fund Budget with revenue of \$3,815,548 and expenditures of \$3,657,805; approval to renew a Memorandum of Understanding with the Pennsylvania College of Technology for the Penn College NOW Concurrent Enrollment Partnership; approval to accept a donation of used equipment, a Lincoln CV400, Lincoln CV600, and a Miller Shop Master for the Welding program from the Pennsylvania College of Technology; approval of an out-of-state learning request from Kevin Reed, Natural Gas Compression Instructor and 10 adult students to visit the Ariel Corporation campus in Mount Vernon, OH on February 17, 2020 and visit the Dearing Compressor and Pump Company in Youngstown, OH on February 18, 2020; approval of an out-of-state conference request for Alan Capparelle, Information Technology Instructor, to attend the SREB Summer Conference in New Orleans, LA on July 6-10, 2020; approval of Practical Nursing Student Handbook revisions; approval of a Settlement Agreement with Level 3 Communications, LLC; approval of Proclamation 2020-001 retroactive to January 29, 2020; approval of Family Medical Leave of Absence (FMLA) for employee #20-02; approval to hire Amber Evock as a per diem instructor for the Practical Nursing Program at an hourly rate of \$27.50 effective February 18, 2020, 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 Doreen Shore as an adjunct instructor for the medical assistant program at an hourly rate of \$27.50 effective February 18, 2020, 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 Janine McWilliams as a consultant to the Occupational Therapy Assistant program with a stipend not to exceed \$3,000 retroactive to February 1, 2020, 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 Craig Wheeler as an adjunct 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 February 18, 2020; 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 March 9, 2020; approval of Family Medical Leave of Absence (FMLA) for employee #20-03; and approval of an agreement with Foxdale Village for the operation of a nurse aide training program effective March 1, 2020.

First reading of policies 222 – Tobacco and Vaping Products, 323 – Tobacco and Vaping Products, 335 – Family and Medical Leaves, 709 – Building Security, 805 – Emergency Preparedness and Response, 805.1 – Relations with Law Enforcement Agencies, 805.2 – School Security Personnel, 904 – Public Attendance at Center (School) Events, and 913 – Nonschool Organization/Groups/Individuals.

Page 4

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 6:41 p.m. Mrs. Weaver adjourned the meeting.

Theresa A. Brickley
Secretary