

The regular meeting of the Central Pennsylvania Institute of Science and Technology's Joint Operating Committee was held online via Zoom on Monday, April 13, 2020.

Present were:

Committee Members: Mrs. Kimberly Weaver
Ms. Mary Ann Hamilton
Mrs. Tina Greene
Mr. Barry Sands
Mr. Domer Smeltzer
Mr. David Van Buskirk, non-voting Treasurer
Mrs. Theresa Brickley, non-voting Secretary

Staff Members: Dr. Richard C. Makin
Dr. Michelle Saylor, Superintendent of Record
Dr. Scott Etter, Solicitor
Dr. Brian Griffith
Mr. Todd Taylor
Mrs. MaryAnn Volders

Visitors: None

Mrs. Weaver called the regular meeting to order at 5:31 p.m.

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

Ms. Hamilton moved, seconded by Mr. Sands, approval of the minutes of the regular meeting held on March 9, 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:

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

Old Business:

There was no old business.

New Business:

Vice-President of Secondary Education:

Mrs. Volders reported that the student of the month initiative was done by using FaceBook and had 2700 hits; reviewed the enrichment and revue activities for students; reviewed the continuity of education plan; shared a list of approved activities that have been cancelled; the NOCTI and NIMS testing has been waived this year; and students continue to work on some certifications from home.

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Mrs. Weaver thanked all those that have worked on the Continuity of Education Plan and everything that everyone has done since the closure.

Vice-President of Post-Secondary Education:

Mr. Taylor reviewed agenda item B2 - Terrell Robinson new hire as a consultant for the Surgical Technologist program and agenda item D6 – Assignment and Compensation Update for Tasha King and Christine Peters. Mr. Taylor also reported on the modified instruction plan for programs due to the Covid-19 building closure; fall 2020 marketing and recruiting is running through OTT streaming, mobile conquensing, and network advertising campaigns; and the Healthcare Management Degree program has been modified to a distance education delivery model.

Business Manager:

Mr. Van Buskirk reported that we have been doing a financial analysis for where we are through the remainder of the school year; and the 2020-2021 budget will need to be completed by the end of June. A conversation was held regarding the cost of education extending into the summer.

President:

Dr. Makin thanked everyone and said that he could not be prouder/more pleased with the faculty and staff performance at CPI. He then gave a special thank you to Bellefonte for loaning CPI 18 laptops for staff use. Dr. Makin is scheduled to be on a call with Dr. Burkett, Director of Career and Technical Education at PDE, on Thursday. As it stands, there will not be a PA Skills Certificate for seniors that perform at the advanced level on the NOCTI test but seniors have either earned industry certifications or are currently working on certifications.

Dr. Makin reviewed agenda items A1 and A2 – to pay bills and enter into agreements with JOC ratification when it next meets, this would only come into play during an emergency situation; D-4 Adult/Post-Secondary Education enrollment; D5 – Secondary and Intergeneration enrollment; and C1 – First reading of Policies 006.1 and 626.

Dr. Makin also reported that we will be working on ideas for senior certificate and awards night.

Superintendent of Record:

Dr. Saylor said she cannot be prouder of this group of people and they are doing a great job in difficult circumstances. Dr. Saylor said they included CPI in the Continuity of Education Grant which could mean 20-25 android devices for CPI.

Ms. Hamilton moved, seconded by Mr. Sands approval to authorize the Business Office, with supervision and approval from the President and Business Manager, and ratification by the JOC when it next meets, to pay bills that become due and owing; approval to authorize the Administration, with supervision and approval from the Superintendent of Record, the JOC Chairwoman, and the President, and ratification by the JOC when it next meets, to enter into agreements, and otherwise conduct business as it becomes necessary, advisable, and prudent; approval to grant tenure status to Mrs. Christine Reid, Medical Science Technology Instructor; approval to hire Terrell Robinson as a consult for the Surgical Technologist program with a stipend not to exceed \$2,500 effective April 14, 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 Disclosure Statement; 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 May 11, 2020.

First reading of policies:

- A. Section 000 – Local Joint Operating Committee Procedures
006.1 – Attendance at Meetings Via Electronic Communications
- B. Section 600 – Finances
626 – Federal Fiscal Compliance

Roll call vote as follows:

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

Mr. Smeltzer moved, seconded by Mrs. Greene to adjourn.

At 6:06 p.m. Mrs. Weaver adjourned the meeting.

Theresa A. Buibley
Secretary