

The regular meeting of the Central Pennsylvania Institute of Science and Technology Joint Operating Committee was held on-line via Zoom on Monday, May 11, 2020.

Present were:

Committee Members: Mrs. Kimberly Weaver  
Ms. Mary Ann Hamilton  
Mrs. Tina Greene  
Mr. Domer Smeltzer  
Dr. Brian Griffith, 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: Dr. Mark Badger

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.

Ms. Hamilton moved, seconded by Mr. Smeltzer, approval of the minutes of the regular meeting held on April 13, 2020. All in favor. Motion carried.

Mrs. Greene moved, seconded by Mr. Smeltzer, 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	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 on the April Students of the Month and said that we added Students of the Month for May to recognize dedicated students. She reviewed agenda items C6 – Sr. Awards and Certificate Night recording and C2 – Continuity of Education Plan. She also reported that senior yard signs have been printed and delivered to students; we will have a daytime awards program for all students via FaceBook and our website; we had a drive-through luncheon last Friday for staff; are pleased with the outcome of the spring occupational advisory committee meetings via Zoom; and she reviewed the 2020-2021 preliminary enrollment with 451 secondary students.

Vice-President of Post-Secondary Education:

Mr. Taylor reviewed agenda item A1 - \$184,838 Coronavirus Aid, Relief, and Economic Security Act (CARES) funding with the first wave going out to students. Mr. Taylor also reported that a Zoom meeting with the Department of Education for the approval of the Occupational Therapy Assistant program will take place this Thursday and the JOC will get an update next month; a Zoom meeting with Penn Highlands regarding the Surgical Technologist program is scheduled for tomorrow; Post-Secondary programs are holding Occupational Advisory Committee meeting via Zoom with positive feedback; and he gave an update on modified instruction and said that we are reaching a critical point for programs that need the hands-on component.

Business Manager:

Mr. Van Buskirk reported that we are registered with FEMA and PEMA for COVID reimbursements and are working on gathering and filling out all the paperwork required.

President:

Dr. Makin gave an overview of the Program Enrollment Guidelines. If a program's enrollment is under 20, a program can be put on probation or half-time status. We are required to notify the faculty by April 15<sup>th</sup> of what their status is. His recommendation is to let it go this year. There are currently no programs on probation. There were no further questions.

Dr. Makin welcomed Dr. Badger to the Joint Operating Committee and said we look forward to working with Dr. Griffith as Superintendent of Record again. Dr. Makin reviewed the 2020-2021 Proposed Final General Operating Fund Budget – Adult/Post-Secondary Education with revenues of \$3,815,548 and expenditures of \$3,672,022 and a net profit of \$143,526. He then reviewed the 2020-2021 Proposed Final General Operating Fund Budget – Secondary Education with a balanced budget in the amount of \$4,400,048 which is a 4.36% increase. Dr. Griffith said that we need to move forward thoughtfully, try to maintain programs, and know and have faith that things will turn around. He also said the budget was put together as accurate as you can get, knowing that there is a risk of loss of enrollment in Adult Education. The Professional Advisory Committee is comfortable with the budgets.

Dr. Makin reviewed Policy 006.1 – Attendance at Meetings via Electronic Communications and Policy 626 – Federal Fiscal Compliance.

Superintendent of Record:

Dr. Griffith gave a big thank you to Dr. Saylor for her work as Superintendent of Record and doing a fantastic job. He welcomed Dr. Badger to the Joint Operating Committee and said that CPI is a wonderful place and he looks forward to serving as Superintendent of Record and to happier days ahead.

Ms. Hamilton moved, seconded by Mrs. Greene approval to accept Coronavirus Aid, Relief, and Economic Security (CARES) Act Funding in the amount of \$184,838; and second reading and final approval of Section 000 – Local Joint Operating Committee Procedures, Policy 006.1 – Attendance at Meetings via Electronic Communications and Section 600 – Finances, Policy 626 – Federal Fiscal Compliance.

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Roll call vote as follows:

Mrs. Greene    yes  
Mrs. Weaver    yes

Mr. Smeltzer    yes

Ms. Hamilton    yes

Motion carried.

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

At 6:21 p.m. Mrs. Weaver adjourned the meeting.

*Theresa A. Brickley*  
Secretary