

CENTRAL PENNSYLVANIA INSTITUTE OF SCIENCE AND TECHNOLOGY
PLEASANT GAP, PENNSYLVANIA

JOINT OPERATING COMMITTEE
REGULAR MEETING - 5:30 P.M.
MONDAY, JANUARY 14, 2019

BOARDROOM - CENTRAL PENNSYLVANIA INSTITUTE OF SCIENCE AND TECHNOLOGY

A G E N D A

- I. CALL TO ORDER
- II. ROLL CALL
- III. RECOGNITION OF VISITORS
- IV. REPORTS, PRESENTATIONS, OR COMMENTS BY VISITORS
Time limit of five minutes per presentation.
- V. PRESENTATIONS OR REPORTS
- VI. MINUTES
 - A. *A motion to approve the minutes of the December 10, 2018 regular meeting.*
- VII. TREASURER'S REPORT AND PREPAID AND CURRENT BILLS
 - A. *A motion to approve the treasurer's reports to be filed for audit and approval of the prepaid and current bills as presented.*
- VIII. OLD BUSINESS
- IX. NEW BUSINESS
 - A. *Mrs. MaryAnn Volders – Vice-President, Secondary Education's Report*
 - B. *Mr. Todd Taylor – Vice-President, Post-Secondary Education's Report*
 - C. *Mr. David Van Buskirk – Business Manager's Report*
 - D. *Dr. Richard C. Makin – President's Report*
 - E. *Dr. Michelle Saylor – Chief School Administrator's Report*
- X. CONSENT AGENDA
All matters taken under this section are considered routine, and action will be taken by one motion. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and considered separately.
 - A. ADMINISTRATIVE
 1. *Approval of an out-of-state travel request for Mrs. Luann Bruno and Mrs. Jan Pepperday to travel to Arlington, VA on January 23-25, 2019 for ACCSC Accreditation Renewal Training.*

2. *Approval of the agreement with Juniper Village at Brookline Village for the operation of Nurse Aide training program retroactive to October 9, 2018. (Attachment #1)*
3. *Approval of Administrative Regulation AR-0119 – Safe2Say Something Procedures. (Attachment #2)*

B. PERSONNEL

1. *Approval of the job description for Curriculum Specialist. (Attachment #3)*
2. *Approval to reclassify Ronald Benton, Chief Financial Aid Officer, from a full-time employee with benefits to a per diem employee without benefits at \$33.00 an hour, not to exceed 29 hours per week, effective February 1, 2019.*
3. *Approval to accept the resignation of Nicole St. Clair, Practical Nursing Instructor, effective February 1, 2019. (Attachment #4)*
4. *Approval to hire Kate Walker as Full-Time Curriculum Specialist at the compensation recommended by administration effective on a date to be determined. 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. (Attachment #5)*
5. *Approval to hire Traci Young-Brungard as an EMS Instructor for the Centre County Public Safety Training Center Instructor at an hourly rate of \$21.00 and \$17.00 for lead instructor\classroom coordinator and assistant instructor responsibilities respectively, retroactive to January 8, 2019. Pending receipt of the Pennsylvania Child Abuse History Certification. (Attachment #6)*
6. *Approval to hire Jenna Hazlett as a CPR Instructor at a rate of \$21.00 per hour effective January 15, 2019. Pending receipt of the Pennsylvania State Police Criminal History Report. (Attachment #7)*
7. *Approval to grant Employee #19001 SSLWCC-Special Sick Leave, Workers' Compensation (Contributing) status through the Pennsylvania School Employees' Retirement System (PSERS) retroactive to November 16, 2018 and not to exceed one year.*
8. *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 11, 2019.*

C. POLICIES

1. *First reading of policies:*
 - A. *Section 100 - Programs (Attachment #8)*
 - 103 – *Nondiscrimination/Discriminatory Harassment – School and Classroom Practices*
 - 103.1 – *Nondiscrimination – Qualified Students with Disabilities*
 - 104 – *Nondiscrimination/Discriminatory Harassment – Employment Practices*
 - B. *Section 200 – Pupils (Attachment #9)*

- 222 – Tobacco/Nicotine
- 247 – Hazing
- 249 – Bullying/Cyberbullying
- C. Section 300 – Employees (Attachment #10)
 - 323 – Tobacco/Nicotine
- D. Section 700 - Property (Attachment #11)
 - 707 – Use of Center (School) Facilities

D. INFORMATION

1. Adult Full-Time program enrollment figures as of January 2, 2019. (Attachment #12)
2. 2018-2019 Secondary and Intergenerational Enrollment figures as of January 2, 2019. (Attachment #13)
3. DATE SAVER – Career Days Schedule
 - Bald Eagle – January 18
 - Bellefonte – January 15 & 16 (Make-Up Day – January 17)
 - Penns Valley – January 31
4. Overview of recommended policies. (Attachment #14)

XI. ADJOURNMENT

XII. EXECUTIVE SESSION

Executive Session, if necessary, for the discussion of matters of employment, real estate, litigation, collective bargaining, safety, and other matters which if conducted in public would violate lawful privilege as defined by Act 84.

RCM/tab