

CENTRAL PENNSYLVANIA INSTITUTE OF SCIENCE AND TECHNOLOGY

President's JOC Meeting Summary December 12, 2011

Following is a summary of board actions from the December 12, 2011 meeting. Unless otherwise noted, the JOC approved the agenda items as shown. Routine approvals (e.g., treasurer's report, minutes) are not included in this summary. The next JOC Meeting is scheduled for January 9, 2012.

Consent Agenda

A. Administrative.

1. 2012 Joint Operating Committee Meeting Dates.

Administration recommends approval of the following dates for the regular meeting of the Joint Operating Committee for the year 2012.

2. Resolution.

Administration recommends approval of the Transportation Training Center Cost Resolution in response to special conditions two (2) and nine (9) of the Redevelopment Assistance Capital Program contract.

3. Practical Nursing Observation Agreement.

Administration recommends approval of the following Practical Nursing Observation Agreements effective January 1, 2012:

*Bald Eagle Area School District
Bellefonte Area School District
Cen-Clear Child Services Inc.
Centre Home Care Inc.
Keystone Central School District
Our Lady of Victory Preschool*

4. Field Trip Request – Horticulture/Landscaping.

Administration recommends approval of a field trip for the Horticulture/Landscaping program to the Pennsylvania Farm Show on January 11, 2012.

5. Naming School Facilities Policy.

Administration recommends approval of the Naming School Facilities Policy.

6. Recording of JOC Meetings.

Administration recommends approval to audio record the JOC meetings beginning January 9, 2012. Prior to each JOC meeting, the JOC Chairperson will announce that the meeting is being audio recorded. Executive sessions will not be audio recorded. Meeting audio recordings will be erased the day following JOC approval of the official meeting minutes.

7. Advertise for Bids – Transportation Training Center.

Administration recommends approval to advertise for construction bids for the Transportation Training Center project. (Handout)

8. Gift Acceptance Guidelines.

Administration recommends approval of gift acceptance guidelines for use on an interim basis and pending formation of the CPI Foundation.

9. Gas Pipeline Easement

Resolution to approve a right-of-way agreement for a gas pipeline easement at the currently offered price of \$156,000 pending approval of the Centre County Vocational-Technical School Joint Authority.

B. Personnel.

1. Auditor.

Administration recommends approval of ParenteBeard as Auditor for the 2011-2012 school year.

2. Treasurer.

Administration recommends approval of Mr. Dennis Hampton as Treasurer of the Joint Operating Committee for the 2011-2012 school year.

3. Resignation – Business Manager.

Administration recommends accepting the resignation of Mrs. Patti Weaver as Business Manager effective January 31, 2012.

4. Resignation – JOC Secretary.

Administration recommends accepting the resignation of Mrs. Patti Weaver as Joint Operating Committee Secretary effective December 31, 2011.

5. Director of Business and Development Job Description.

Administration recommends approval of the job description for the Director of Business and Development.

6. Director of Business and Development.

Administration recommends approval to hire Mr. David A. Van Buskirk as Director of Business and Development at a base salary of \$68,000 effective January 1, 2012. Pending Acts 114 and 151 clearances are received.

7. Director of Business and Development Employment Agreement.

Administration recommends approval of the Employment Agreement for the Director of Business and Development effective January 1, 2012 through June 30, 2015.

8. JOC Secretary.

Administration recommends approval to appoint Mr. David A. Van Buskirk as Joint Operating Committee Secretary effective January 1, 2012.

9. JOC Recording Secretary.

Administration recommends approval to appoint Mrs. Theresa A. Brickley as Joint Operating Committee Recording Secretary effective January 9, 2012 at an annual salary of \$1,870.

10. Student Teacher.

Administration recommends that Mr. Joseph Plummer be approved to complete his student teaching experience with Mr. Joseph Luther in Horticulture/Landscaping beginning January 2, 2012 during spring semester of the 2011-2012 school year.

11. Custodian.

Administration recommends approval to hire Mr. Kody Baird as Custodian at an hourly rate of \$8.50 effective upon receipt of Act 34, 114 and 151 clearances.

C. Information.

1. Enrollment.

Enrollment figures as of December 3, 2011.

2. Dale Carnegie Class.

The graduation for the Dale Carnegie class will be Tuesday, December 13, 2011 at 6:00PM.

3. Practical Nursing Graduation.

Practical Nursing graduation for the January, 2011 class will be held on Wednesday, December 14, 2011 at 7:00PM; the graduation for the Part-Time class will be held on Thursday, December 15, 2011 at 7:00PM.

CENTRAL PENNSYLVANIA INSTITUTE OF SCIENCE AND TECHNOLOGY

President's JOC Meeting Summary November 14, 2011

Following is a summary of board actions from the November 14, 2011 meeting. Unless otherwise noted, the JOC approved the agenda items as shown. Routine approvals (e.g., treasurer's report, minutes) are not included in this summary. The next JOC Meeting is scheduled for December 12, 2011.

Consent Agenda

A. Administrative.

1. Skills USA Leadership Conference.

Administration recommends approval for the following students and advisors to attend the Central Region Leadership Workshop on November 16, 17, and 18, 2011 in Gettysburg, PA.

*Mr. Mike Holtzinger, Advisor
Mrs. Mindi Tobias, Advisor
Katelyn Cramer, Bald Eagle
Maelyn Harpster, Bellefonte
Lauren Newman, Bald Eagle
Kelsey Park, Bellefonte
Cameo Strouse, Bellefonte*

2. Occupational Advisory Committee.

Administration recommends approval of the Occupational Advisory Committee members for each program area. (Attachment #1)

3. Services Agreement – Woodlawn Consulting.

Administration recommends approval of a services agreement with Dr. Gregory Michelone, Woodlawn Consulting, LLC to develop with administration an application for PDE licensure of CPI as a private, two-year degree granting institution. The services agreement shall be paid for with adult education funds at a cost not to exceed \$32,000 and travel expenses.

B. Personnel.

1. Business Manager.

Administration recommends that Mrs. Patti Weaver's letter of resignation for retirement purposes effective October 31, 2011 be rescinded and that her employment as Business Manager be continued pending a new resignation date. (Attachment #2)

2. Custodian Resignation.

Administration recommends approval of the resignation of Mr. J. Thomas Irwin, Custodian, effective October 31, 2011. (Attachment #3)

C. Information.

1. Enrollment.

Enrollment figures as of November 2, 2011. (Attachment #4)