

CENTRAL PENNSYLVANIA INSTITUTE OF SCIENCE AND TECHNOLOGY
PLEASANT GAP, PENNSYLVANIA

JOINT OPERATING COMMITTEE
REGULAR MEETING - 5:30 P.M.
MONDAY, FEBRUARY 13, 2017

BOARDROOM - CENTRAL PENNSYLVANIA INSTITUTE OF SCIENCE AND TECHNOLOGY

A G E N D A

- I. *Call to Order.*
 - A. *Roll Call.*
- II. *Recognition of Visitors.*
- III. *Reports, Presentations or Comments by Visitors.
(Time limit of five minutes per presentation)*
- IV. *Presentations or Reports.*
 - A. *Student winners from the Automotive Technology Challenge, SkillsUSA District Competitions and the Farm Show.*
- V. *Approval of Minutes of the January 9, 2016 meeting.*
- VI.
 - A. *Approval of Treasurer's Report.*
 - B. *Presentation and Approval of Current Bills.*
- VII. *Old Business.*
- VIII. *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 - Director of Business & Development's Report*
 - D. *Dr. Richard C. Makin - President's Report*
 - E. *Mr. Jeffrey Miles - Chief School Administrator's Report*

IX. 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. Pittsburgh Automation Service Contract.

Administration requests approval to accept the proposal from Pittsburgh Automation. (Attachment #1)

2. Out-of-State Conference Request.

Administration recommends approval of an out-of-state conference request for Mr. Michael Holtzinger, Heavy Equipment Operation Instructor, to attend the CONEXPO-CON/AGG 2017 in Las Vegas, Nevada on March 7-10, 2017.

B. Personnel.

1. Resignation – Adult Education Administrative and Student Services Specialist.

Administration recommends approval to accept the resignation of Ms. Bethany Vekkeli as Adult Education Administrative and Student Services Specialist retroactive to February 2, 2017. (Attachment #2)

2. Resignation – Part-Time Nurse Aide Instructor.

Administration recommends approval to accept the resignation of Ms. Kimberly Nichols as Part-Time Nurse Aide Instructor retroactive to February 3, 2017. (Attachment #3)

3. Resignation – Adult Education Heavy Equipment Operation Instructor.

Administration recommends approval to accept the resignation of Mr. Joseph Reeder retroactive to January 31, 2017. (Attachment #4)

B. Personnel (continued).

4. Resignation – Cosmetology Instructor.

Administration recommends approval to accept the resignation of Mrs. Linda Heverly-Ferenchick as Cosmetology Instructor effective June 15, 2017. (Attachment #5)

5. New Hire - Adjunct Instructor Emerging Energy & Infrastructure.

Administration recommends approval to hire Mr. Tom Dowling as an Adjunct Instructor for the Emerging Energy and Infrastructure program at an hourly rate of \$27.50 effective February 14, 2017. Pending receipt of Pennsylvania State Police Criminal History Report, Pennsylvania Child Abuse History Certification, FBI Criminal Background Check, Recognizing and Reporting Child Abuse Training Certificate, and Sexual Misconduct/Abuse Disclosure Release. (Attachment #6)

6. New Hire – Substitute Custodian.

Administration recommends approval to hire Mr. Dylan Weaver as Substitute Custodian at an hourly rate of \$9.00 effective February 14, 2017.

C. Information.

1. Secondary and Intergenerational Enrollment.

Secondary and Intergenerational enrollment figures as of February 1, 2017. (Attachment #7)

2. Adult Full-Time Program Enrollments.

Adult Full-Time program enrollment figures as of February 10, 2017. (Attachment #8)

3. SkillsUSA District 7 Competition Results.

List of SkillsUSA District 7 competition results. (Attachment #9)

D. Policies.

1. Second and Final Reading of Policies.

Second and final reading of policies:

A. *Section 600 Finance (Attachment #10)*

- 601 *Fiscal Objectives*
- 602 *Budget Planning*
- 603 *Budget Preparation*
- 604 *Budget Adoption*
- 607 *Tuition Income*
- 608 *Bank Accounts*
- 609 *Investment of Funds*
- 610 *Purchases Subject to Bid/Quotation*
- 611 *Purchases Budgeted*
- 612 *Purchases Not Budgeted*
- 613 *Cooperative Purchasing*
- 614 *Payroll Authorization*
- 615 *Payroll Deductions*
- 616 *Payment of Bills*
- 617 *Petty Cash*
- 618 *Student Activity Funds*
- 619 *Audit*
- 622 *Capital Assets*
- 626 *Federal Fiscal Compliance*
- 626.1 *Travel Reimbursement – Federal Programs*

X. *Adjournment.*

XI. *Executive session if necessary for the discussion of matters of personnel, labor relations, real estate, litigation, or confidential matters which, if conducted in public, would violate lawful privilege as defined by Act 84.*

RCM/tab