

CENTRAL PENNSYLVANIA INSTITUTE OF SCIENCE AND TECHNOLOGY  
PLEASANT GAP, PENNSYLVANIA

JOINT OPERATING COMMITTEE  
REGULAR MEETING - 5:30 P.M.

MONDAY, JUNE 12, 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.*
- V. *Approval of Minutes of the May 8, 2017 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. Job Description - Natural Gas Compression Coordinator/  
Instructor.

*Administration recommends approval of the job description for Natural Gas Compression Coordinator/Instructor. (Attachment #1)*

2. Paving Project Agreement.

*Administration recommends approval of the Fixed Price Agreement-Commercial Construction with Glenn O. Hawbaker, Inc. for parking lot repairs and upgrades. (Attachment #2)*

3. Out-of-State Travel Request.

*Administration recommends approval for Mrs. MaryAnn Volders to attend the 31<sup>st</sup> Annual High Schools That Work Staff Development Conference on July 12-15, 2017 in Nashville, Tennessee.*

4. Security Camera Upgrade – Main Building.

*Administration recommends approval to accept quotes from SHI to upgrade security cameras, software licensing, and related installation equipment in the main building in the amount of \$21,070.50. (Attachment #3)*

5. Contract Renewal – McClure Company.

*Administration recommends approval to renew a service agreement with McClure Company for maintenance services as needed related to HVAC units and boilers in an amount not to exceed \$12,000, effective July 1, 2017-June 30, 2018. (Attachment #4)*

A. Administrative (continued).

6. HVAC Controller System Programming Services.

Administration recommends approval to renew a service agreement with NRG for programming services as needed related to HVAC controller system in an amount not to exceed \$11,700, effective July 1, 2017-June 30, 2018. (Attachment #5)

7. Centre County Public Safety Training Center Internet Service Contract.

Administration requests approval to enter into a two-year agreement with Comcast to install security cameras and provide internet services to the Centre County Public Safety Training Center in the amount of \$349.40\month and an installation fee of \$1,198.50, contingent on review of the agreement by the solicitor. (Attachment #6)

B. Personnel.

1. Tenure.

Administration recommends that tenure status be approved for Mr. Joshua Wallace, Masonry & Building Construction Technology Instructor.

2. Tenure.

Administration recommends that tenure status be approved for Mr. Brian Hummel, Collision Repair Technology Instructor.

3. Resignation – Emergency Services Instructor.

Administration recommends approval to accept the resignation of Mr. Mark Keller as Emergency Services Instructor effective June 30, 2017. (Attachment #7)

4. New Hire – Full-Time Centre County Public Safety Training Center Coordinator.

Administration recommends approval to hire Mr. Mark Keller as Coordinator of the Centre County Public Safety Training Center at an annual salary of \$59,750 effective June 13, 2017.

B. Personnel (continued).

5. New Hire – Part-Time Adjunct Practical Nursing Instructor.

Administration recommends approval to hire Mrs. Linda Davis as a Part-Time Adjunct Practical Nursing Instructor at an hourly rate of \$27.50 per hour effective June 13, 2017. All clearances have been received.

6. New Hire – Cosmetology Instructor.

Administration recommends approval to hire Ms. Alicia Kitchen as Cosmetology Instructor at a salary of \$42,082 effective August 15, 2017. Pending receipt of FBI Criminal Background Check, Recognizing and Reporting Child Abuse Training Certificate, and Sexual Misconduct/Abuse Disclosure Release. (Attachment #8)

7. New Hire – Receptionist.

Administration recommends approval to hire Mrs. Renee Owens as Receptionist at a salary of \$25,000 effective June 26, 2017. All clearances have been received. (Attachment #9)

8. New Hire – Substitute Teacher.

Administration recommends approval to hire Mrs. Lori Clayton as a substitute instructor at a daily rate of \$85.00 effective August 15, 2017. Pending receipt of FBI Criminal Background Check, Pennsylvania State Police Criminal History Report, Pennsylvania Child Abuse History, and Sexual Misconduct/Abuse Disclosure Release.

9. New Hire -Temporary Part-Time Summer Custodian.

Administration recommends approval to hire Mr. Justin Shaffer as a Temporary Part-Time Summer Custodian at an hourly rate of \$8.00 effective June 13, 2017. Pending receipt of FBI Criminal Background Check, Pennsylvania State Police Criminal History Report, Pennsylvania Child Abuse History, Recognizing and Reporting Child Abuse Training Certificate, and Sexual Misconduct/Abuse Disclosure Release.

B. Personnel (continued).

10. New Hire - Summer Part-Time Diesel Technician.

Administration recommends approval to hire Mr. Seth Billotte as summer part-time diesel technician at an hourly rate of \$10.00 effective June 13, 2017. Pending receipt of FBI Criminal Background Check, Pennsylvania State Police Criminal History Report, Pennsylvania Child Abuse History, and Recognizing and Reporting Child Abuse Training Certificate. (Attachment #10)

11. New Hire - Summer Part-Time Diesel Technician.

Administration recommends approval to hire Mr. Jacob Miller as summer part-time diesel technician at an hourly rate of \$10.00 effective June 13, 2017. Pending receipt of FBI Criminal Background Check, Pennsylvania State Police Criminal History Report, Pennsylvania Child Abuse History, Recognizing and Reporting Child Abuse Training Certificate, and Sexual Misconduct/Abuse Disclosure Release. (Attachment #11)

12. New Hire – Part-Time Testing Center Proctor.

Administration recommends approval to hire Mr. Kyle Harpster as Part-Time Testing Center Proctor at an hourly rate of \$10.00 effective June 13, 2017. All clearances have been received. (Attachment #12)

13. New Hires.

Administration requests approval to hire personnel as necessary with JOC approval in August, 2017.

C. Policies.

1. Second Reading and Approval.

Second reading and approval of the following policy:

- A. Section 200 Pupils (Attachment #13)  
204 – Attendance

D. Information.

1. Secondary and Intergenerational Enrollment.

*Secondary and Intergenerational enrollment figures as of June 1, 2017. (Attachment #14)*

2. Post-Secondary Full-Time Program Enrollments.

*Post-Secondary Full-Time program enrollment figures as of June 5, 2017. (Attachment #15)*

3. Upcoming Dates to Remember.

A. *Special JOC Meeting – Thursday, June 15<sup>th</sup> – 4:00 PM*

X. *Adjournment.*

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

RCM/tab