

CENTRAL PENNSYLVANIA INSTITUTE OF SCIENCE AND TECHNOLOGY
PLEASANT GAP, PENNSYLVANIA

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

MONDAY, SEPTEMBER 11, 2017

BOARDROOM - CENTRAL PENNSYLVANIA INSTITUTE OF SCIENCE AND TECHNOLOGY

AGENDA

- 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 August 14, 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. David Van Buskirk - Director of Business & Development's Report*
 - C. *Dr. Richard C. Makin - President's Report*
 - D. *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. *Nurse Aide Policies and Procedures Revisions.*

Administration recommends approval of revisions to the Nurse Aide Policies and Procedures. (Attachment #1)

2. *Advisory Board Organizational and Operational Guidelines.*

Administration recommends approval of the Advisory Board Organizational and Operational Guidelines subject to review and modifications by the solicitor. (Attachment #2)

3. *Out-of-State Travel Request.*

Administration recommends approval for Joe Luther, Horticulture\ Landscape Instructor, Kelly Boone, Chaperone\Parent, and student competitors Maddie Allen (BEL), Nicole Haupt (BEA), Marissa Loner (PV), Kaylee Rossman (BEL), and Alexis Witherite (PV) to travel to and compete in the "Big E" Eastern States Exposition Large Landscape Display Competition in Springfield, MA, September 13-16.

4. *Hillis-Carnes Proposal – Health Science Building.*

Administration recommends approval of the proposal from Hillis-Carnes to explore subsurface conditions to include borings and infiltration testing for the Health Sciences Building at an estimated cost of \$8,350. (Attachment #3)

B. *Personnel.*

1. *New Hire – Nurse Aide.*

Administration recommends approval to hire Ms. Judy Egger as Nurse Aide Instructor at an hourly rate of \$27.50 effective September 12, 2017. Pending receipt of the Pennsylvania Child Abuse History Certification, and Sexual Misconduct/Abuse Disclosure Release. (Attachment #4)

B. Personnel (continued).

2. New Hire – Practical Nursing.

Administration recommends approval to hire Ms. Tina Natchman as an adjunct instructor in the Practical Nursing program at an hourly rate of \$27.50 effective September 12, 2017. Pending receipt of the Pennsylvania Child Abuse History Certification, and Sexual Misconduct/Abuse Disclosure Release. (Attachment #5)

3. New Hire - Chef Assistant.

Administration recommends approval to hire as needed Ms. Carly Wojtaszek as Chef Assistant at an hourly rate of \$10.00 effective September 12, 2017. Pending receipt of the Recognizing and Reporting Child Abuse Training Certificate, and Sexual Misconduct/Abuse Disclosure Release. (Attachment #6)

4. New Hire – Chef Assistant.

Administration recommends approval to hire as needed Ms. Cierra Laird as Chef Assistant at an hourly rate of \$10.00 effective September 12, 2017. Pending receipt of the FBI Criminal Background Check, Recognizing and Reporting Child Abuse Training Certificate, Pennsylvania State Police Criminal History Report, and Sexual Misconduct/Abuse Disclosure Release. (Attachment #7)

5. New Hire – Adult Diesel Technology Teaching Assistant.

Administration recommends approval to hire Mr. Jake Miller as adult Diesel Technology teaching assistant at an hourly rate of \$12.00 effective September 12, 2017. All clearances have been received.

6. Reclassification.

Administration recommends approval to reclassify Mr. Terry Riley from part-time accounts payable clerk to full-time accounts payable clerk at an hourly rate of \$12.00 retroactive to September 1, 2017.

7. 2017-2018 Student Organization Advisors.

Administration recommends approval to appoint Mr. Mark Keller and Mrs. Mindi Tobias as SkillsUSA advisors for the 2017-2018 school year with a stipend per the collective bargaining agreement.

B. Personnel (continued).

8. Job Description – Administrative Assistant/Data and Compliance Reporting.

Administration recommends approval of the Administrative Assistant/Data Compliance Reporting job description. (Attachment #8)

9. Job Description – Public Relations Specialist.

Administration recommends approval of the Public Relations Specialist job description. (Attachment #9)

10. New Hires.

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

11. Resignation – Heavy Equipment Operations Instructor.

Administration recommends approval to accept the resignation of Mr. Mike Holtzinger as Heavy Equipment Operations instructor effective September 30, 2017. (Attachment #12)

C. Information.

1. Post-Secondary Full-Time Program Enrollments.

Adult full-time program enrollment figures as of September 1, 2017. (Attachment #10)

2. Secondary & Intergenerational Enrollment.

Secondary and intergenerational enrollment figures as of August 31, 2017. (Attachment #11)

3. Careers on Wheels.

Careers on Wheels will be held at the CCPSTC on Saturday, September 23, 2017 from 12:00 noon – 4:00 p.m.

4. Chapter 339/APE Evaluation.

The Chapter 339/APE evaluation is scheduled for October 11-13, 2017.

JOINT OPERATING COMMITTEE

AGENDA

September 11, 2017

Page -5-

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