

The special meeting of the Central Pennsylvania Institute of Science and Technology Joint Operating Committee was held in the Conference Room of the Central Pennsylvania Institute of Science and Technology at 540 North Harrison Road, Pleasant Gap, Pennsylvania on Monday, June 15, 2017.

Present were:

Committee Members: Mr. Henry Yeagley  
Mr. Michael Danneker  
Ms. Kimberly Hearn  
Mr. Jeffrey Miles, Superintendent of Record  
Mr. David Van Buskirk, non-voting Treasurer  
Mrs. Theresa Brickley, non-voting Secretary

Staff Members: Dr. Richard C. Makin  
Mr. Todd Taylor  
Mrs. MaryAnn Volders  
Dr. Scott Etter, Esquire

Visitors: None

Mr. Yeagley called the special meeting to order at 4:06 p.m.

Roll was called: Mr. Yeagley, Mr. Danneker, Ms. Hamilton and Ms. Hearn were present. Mr. Gaffron was absent.

Dr. Makin thanked everyone for being here and said that we will be respectful of everyone's time.

Dr. Makin said that the administrative team has spent time brainstorming the need for a governing body or advisory committee. He would like to arrive at some sort of census on which way we would like to proceed either with an advisory board or governance board. Dr. Makin recommended that we proceed with an advisory board. A governance body includes fiduciary responsibility, the time may come when that is appropriate but for now, he is recommending an advisory board. There are many questions that will need to be answered such as: What is the purpose, roles, and responsibilities of the advisory board? Who will develop the bylaws? How will people be appointed to the advisory board? Will there be standing committees or a committee as a whole? What will the relationship be between the advisory board and the Joint Operating Committee? He said that he believes that this is the responsibility of the administration to put it all together and come back to the Joint Operating Committee with recommendations.

Dr. Makin passed out the booklet *Establishing and Operating Effective Local Advisory Committees*. CPI has a Local Advisory Committee (LAC.) It is made up of people from business and industry who come in and talk to us about where they think we should be going and those types of topics. This is a good template for us to develop the guidelines for the advisory board of the Central Pennsylvania Institute of Advanced Technologies. He does believe that an advisory board could serve a good purpose to us at this point in time. The Joint Operating Committee (JOC) agreed.

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Mr. Taylor spoke of when the governance board would come into play. We are currently under the Bureau of Career and Technical Education (BCTE) and the Division of Private Licensed Schools for our degrees. Our degrees are Associate in Specialized Technology (AST.) There are some models that we can look at, such as, the Apollo Group (University of Phoenix) which is a managing group over the school.

Mr. Taylor handed out a document with the laws that govern higher education. He reviewed the document 6507.1 Change of Designation to College. We have the accreditor, the indemnity, and eight full-time faculty. We are in a position to go to a legislator to petition the Department of Education for consideration. There is a lot of work to be done to submit, we are not ready yet but he thinks we should look at the process to leave the Private Licensed Schools to college designation. We will also need a board of trustees of the college. Mr. Yeagley said that we could make the composition of the advisory board so it could serve as the board of trustees when the time comes.

Mr. Taylor also questioned if we could use the 501(c)3 for the CPI Foundation, Inc. Mr. Van Buskirk recommended creating a separate 501(c)3 for the Central Pennsylvania Institute of Advanced Technologies. Mr. Van Buskirk is willing to put the application together. Dr. Etter agreed that it should be separate.

Mr. Yeagley said that whenever the Post-Secondary organization becomes a full fledge college, there should be a clear written agreement approved by the JOC that there will not be a financial burden on the districts and put it in the bylaws that the post-secondary entity will always be a positive financial benefit to the school districts. Mr. Danneker agreed and said that the process should be controlled, slow, and given lots of thought until it becomes robust and there is a need to move forward with a board of trustees.

Mr. Yeagley thinks it would be very useful to Dr. Makin and Mr. Taylor to have an advisory board for Post-Secondary education. Mr. Danneker agreed and would like to see the advisory board be formal, professional and effective. Mr. Taylor said that as we continue to expand with the health sciences building and water/waste water programs then we may need to move along. Mr. Yeagley would like Dr. Makin and Mr. Taylor to create a proposal for the make-up of the advisory board and the bylaws.

Dr. Etter said that he is comfortable with that for a period of time we do not stead governance to the entity but at some point in the future, not defined today, it does move on to some level of independence.

Ms. Hearn agreed with creating an advisory committee instead of a governing board.

Mr. Miles said that the three sending schools enrollment continues to go down and as this continues to move forward what happens with costs. Dr. Making said that it is a very real possibility and in the future post-secondary education may be asked to pitch in more for administrative costs.

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Dr. Makin would like to make a presentation to the school boards once everything is laid out so they know and understand what is going on. Mr. Miles says that it is very important and helpful to have the presentations to the boards.

Mr. Yeagley thanked everyone for coming.

Mr. Danneker moved, seconded by Ms. Hearn to adjourn.

At 5:10 p.m. Mr. Yeagley adjourned the meeting.

*Theresa A. Buckley*  
Secretary

