

The regular 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, January 8, 2018.

Present were:

Committee Members: Ms. Mary Ann Hamilton
Ms. Kimberly Hearn
Mr. Chris Houser
Mr. Darren Narber
Mr. Robert Pacella
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, Solicitor

Visitors: Dr. Michelle Saylor
Mr. Rick Bair
Mr. Gary Heverly
Mr. Joseph Luther

Ms. Hamilton called the regular meeting to order at 5:30 p.m.

Roll was called: Ms. Hamilton, Ms. Hearn, Mr. Houser, and Mr. Pacella were present. Mr. Narber joined the meeting at 5:35 p.m.

Ms. Hamilton welcomed Dr. Saylor and introduced Mr. Rick Bair from Baker Tilly. Mr. Bair reviewed the financial statements of CPI for the year ended June 30, 2017 and said that CPI received a non-modified or clean opinion of the financial statements, which is the highest level of assurance that they can give on financial statements. The second opinion relates to the government auditing standard works that were done at the same time as the single audit which also received a non-modified or clean opinion. Mr. Bair left the meeting at 5:40 p.m.

Ms. Hearn moved, seconded by Mr. Pacella, approval of the minutes of the regular meeting held on December 11, 2017 with the following change: On page one, last paragraph, second sentence change to "Ms. Hamilton moved, seconded by Mr. Pacella to elect **Ms. Hearn** as Vice-Chairman." Motion carried.

Ms. Hearn moved, seconded by Mr. Houser, approval of the Treasurer's reports to be filed for audit and approval of the prepaid and current bills as presented.

Roll call vote as follows:

Ms. Hamilton	yes	Ms. Hearn	yes	Mr. Houser	yes
Mr. Narber	yes	Mr. Pacella	yes		

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Mr. Gary Heverly joined the meeting at 5:45 p.m.

New Business:

Vice-President of Secondary Education:

Mrs. Volders reported that Horticulture/Landscaping received 1st place in the Large Landscape Display for the fourth year in a row at the PA Farm Show; CPI will have planned activities throughout the month of February to celebrate Career and Technical Education Month; she shared the December Students of the Month with the theme of Honest/Ethical; and she explained the Comprehensive Guidance Plan Summary and introduced Mr. Heverly to review the plan. Mr. Heverly left the meeting after his presentation.

Vice-President of Post-Secondary Education:

Mr. Taylor gave an update on the CAT/Ariel Natural Gas Compression Specialized Degree Program's mid-term status, partner open house, partner recruitment, and Coordinator recruitment; update on CASE-Heavy Diesel Specialized Degree Program's mid-term status and externships for summer session; update on the Centre County Public Safety Training Center's fire station trainer building, shooting range at Graymont property, and EMT/EMR audit; he gave an update on the winter enrollment for Practical Nursing, Cosmetology, Heavy Equipment Operation, and other programs; and he gave an update for the Health Science programs.

Director of Business and Development:

Mr. Van Buskirk reported that the proposed preliminary budget will be ready soon for approval; he requested each Joint Operating Committee Member to complete the statement of financial interest; and he said that the audit will need to be approved by the Joint Operating Committee. Mr. Van Buskirk also thanked Mr. Taylor and Mr. Benton for the ease of the adult education/financial aid part of the audit.

President:

Dr. Makin welcomed Mr. Narber to the Joint Operating Committee. He reviewed the personnel items from the consent agenda; CTE Month is February and we would like to get a photo of the JOC at the February meeting; he spoke of the visit from Governor Wolf, the RACP grant, guests from the medical field that were in the audience, funding ideas, and potential partners for the Health Sciences Building; he also reported that he has discussed with Central Mountain the cost of attendance for students from their district to attend CPI; and he reviewed upcoming events including a roundtable with Congressman Thompson on January 22 at 1:30 p.m., and the Glenn O. Hawbaker Transportation Training Center Dedication will be on January 30 at 2:00 p.m.

January is Board Recognition Month and Dr. Makin thanked all of the JOC Members. There was a conversation regarding creating a Hall of Fame and Ms. Hearn has expressed interest in helping.

Mr. Joseph Luther arrived at 6:45 p.m.

Dr. Makin introduced Mr. Luther. Mr. Luther spoke of their first place win at the PA Farm Show for the Large Landscape Display which the theme was "Garden of the Future"; this is the fourth year in a row they won in that category and have been told that they would not be able to compete in that category for at least a year; they will be going to nationals again this year in September to Massachusetts to represent Pennsylvania, they have taken second place three years in a row at nationals; three of the first year students got their FFA jackets; and they are waiting to see other individual students competition results.

Dr. Makin commended Mr. Luther for his passion and excellence.

Mr. Luther left the meeting after his presentation.

Superintendent of Record:

Mr. Miles said that Dr. Makin does a great job of dispersing all of the recognition but we need to thank him for his leadership.

Ms. Hamilton removed item A1 – Comprehensive Guidance plan from the consent agenda and tabled it to the February meeting.

Mr. Houser moved, seconded by Ms. Hearn approval to hire Ms. Amy Johnson as Practical Nursing Coordinator at a salary of \$69,000.00 effective January 29, 2018, pending receipt of the FBI Criminal Background Check, Pennsylvania State Police Criminal History Report, Pennsylvania Child Abuse History Certification, Recognizing and Reporting Child Abuse Training Certificate, and Sexual Misconduct/Abuse Disclosure Release; approval to hire Mr. Ken Wolford as an Assistant CDL Instructor at an hourly rate of \$15.00 and as a PennDOT CDL Examiner at an hourly rate of \$22.50 effective January 9, 2018, pending receipt of the FBI Criminal Background Check, Pennsylvania State Police Criminal History Report, Pennsylvania Child Abuse History Certification, Recognizing and Reporting Child Abuse Training Certificate, and Sexual Misconduct/Abuse Disclosure Release; approval for the President to hire personnel as necessary with JOC approval in February, 2018; and approval to accept the single audit report for Financial Statements and Supplementary Information as of June 30, 2017.

Roll call vote as follows:

Mr. Narber	yes	Mr. Pacella	yes	Ms. Hamilton	yes
Ms. Hearn	yes	Mr. Houser	yes		

Motion carried.

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

At 6:54 p.m. Ms. Hamilton adjourned the meeting.

Secretary *Theresa A. Brickley*