MINUTES
LANCASTER COUNTY CAREER & TECHNOLOGY CENTER
BROWNSTOWN CAMPUS
THURSDAY, MARCH 26, 2015

Attendees:

Dr. Zimmerman
Mr. Kreiser
Mr. Smucker
Ms. Readman
Mr. Cronin
Ms. Miller
Mr. Sauders
Mr. Byrnes
Ms. Garner
Mr. Straub
Mr. Risk
Mr. Eppig

Absent:

Mr. Melleby
Mr. Miller
Mr. Geesey
Mr. Rohrer

Also Present:

Dr. Gerald Huesken, Superintendent of Record, David Warren, Executive Director, Keith Yohn, Keith Stoltzfus, Business Manager, Alison Ault, Joseph Fullerton, Ronald Wilson, Carolyn Voorhees, Jason Wise, Peggy Dell, Kirk Schlotzhauer, Britney Hevner, James Catino Michelle Moretz, Vance Miller, Daniel McCauley, John Samson, Christiaan Baird.

There was an Executive Session to discuss personnel and legal issues before the regularly scheduled JOC meeting.

The regularly scheduled meeting began at 7:00PM

WELCOME - Mr. Smucker welcomed the board members.
ROLL CALL - Alison Ault took roll call.

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA – JOC members approved the agenda as presented.

Mr. Eppig motioned and Mr. Byrnes seconded to approve the agenda presented. All members present voted in favor.

PUBLIC PARTICIPATION – Mr. Smucker asked the audience if anyone cared to make comments at this time. There were no comments.

PRESENTATIONS - Mrs. Moretz introduced the Visual Communications Instructors to present their newsletter project.

Mr. Samson, Photography Instructor explained the project was based on creating a catalogue that resembled a Land’s End catalogue. Five of the best were selected.

Mr. McCauley, Digital Design Instructor, explained the process of having to work with all three programs collaboratively from start to finish.

Mr. Baird, Commercial Art Instructor, explained his program process of assembling the final eight page catalogues based on the original rough drafts. This project successfully taught students real life skills in how catalogues like Land’s End produces them.

They shared a news video featuring the project and passed around the catalogues to the committee members.

The total time to complete the project was about two months. They plan on collaborating in the future and continuing to connect with Land’s End as another way to network for the students future as well.

SUPERINTENDENT’S REPORT – There was a meeting held March 10, 2015. Dr. Huesken discussed the meeting in detail. Dr. Huesken mentioned that chamber members were at the last meeting and plan on periodically inviting other similar guests to the meetings as needed for future discussion topics.

DIRECTOR’S REPORT –

Updated Enrollment Numbers
Based on the current enrollments for the 2015/16 school year, Mr. Warren is recommending to run every program except Masonry. He discussed his concerns with the Manufacturing program at Mount Joy and whether another instructor should be hired on a one year term.

He recommended not to hire another Welding instructor.

Construction Cluster will run half day in the mornings at Willow Street and the afternoon half day at Mount Joy.

**Post-Secondary Enrollment Numbers** - Mr. Warren briefly updated the committee on the Post-Secondary Enrollment numbers.

**Minutes of the February 26, 2015 Board Meeting, Finance Committee Minutes, Planning and Development Committee Minutes, Building and Property Committee Minutes** - The administration asked to approve the February 26, 2015 minutes presented.

**Authorization to Sign Contracts** – We will be asking approval for the Executive Director and/or the Superintendent of Record to sign contracts on behalf of the CTC.

**General Advisory Committee Meeting** – There was no meeting held this month.

**Local, State, and Federal Projects**– Mr. Warren provided the committee with updates to the Local, State and Federal Projects. A copy of the report is attached to the minute book.

**Post Secondary Education Projects** – Mr. Warren provided the committee with Post-Secondary Ed Project updates. A copy of the report is attached to the minute book.

**State Ethics Forms** - Mr. Warren reminded the JOC members that the State Ethics Forms for 20145 are due in the Executive Director’s office May 1, 2015.

Mr. Byrnes motioned and Mr. Risk seconded to approve the Director’s Report presented. All members present voted in favor.

**COMMITTEE REPORTS**

**PERSONNEL COMMITTEE**

Chair – James Byrnes

Members –Melissa Readman, Kim Garner, Harvey Miller
Administrators – David Warren

Mr. Byrnes updated the JOC members with the following Personnel items.

All hourly employee appointments are on a 90 working day probation period beginning on individual effective dates.

**Appointments**
- Alicia Carson - PT Front Desk Receptionist at WS, $10/Hr with no benefits, effective 3/16/15.
- Dean Varner - Part Time Public Safety Center Instructor, at a rate from $10-$225 ($10/hr up to $225/day) with no benefits, effective immediately.

**Adjustments/Additional Assignments**
- Josie Campbell - From PT PN Instructor to FT PN Instructor with benefits, effective 4/13/15. Annual rate is set at $45,430 which is Step B1 on the teacher salary scale.
- Jennifer Fulcher - From PT to PT Enhanced with enhanced benefits, effective immediately. Hourly rate is $37.40, which is based on Step D1 on the teacher salary scale.

**Resignations/Retirements**
- Theodore Cunrod - PT Custodian at BT, effective 3/17/15.
- Margaret Ehrhart - PT Adult Ed CNA Instructor, effective 5/01/15.
- William McCue - PT Custodian at MJ, effective 3/18/15.
- Kristina Myers - Business & Community Relations Coordinator, effective 4/2/15.

**Permission to Hire**
- Community Relations Coordinator
- PT CNA Instructor
- Custodians at MJ and BT
- Cafeteria at MJ
- PT CNA Adult Ed Instructor
- PT English Instructor
- PT Evening PN Instructor

**Approve Unpaid Days**
Darell Eby - Transportation Cluster at MJ, 2 days unpaid between the dates 4/02-4/10/15.
Policy 919 - Right-to-Know Revisions Final Reading

Designated Physicians through Worknet - The Administration asked to approve the system of designating a list of physicians and medical offices for work related injuries.

Mr. Byrnes motioned and Mr. Eppig seconded to approve the Personnel Committee items presented. All members present voted in favor.

FINANCE COMMITTEE
Chair - Robert Sauders

Members – Robert Cronin, Christopher Straub

Administrators – Keith Stoltzfus, Britney Hevner, David Warren

Mr. Sauders updated the committee with the following Finance items.


Permission to Purchase - The administration asked permission to purchase the items presented. A copy of the items is attached to the minute book.

Heavy Equipment Purchase recommendation - Mr. Miller, Transportation Academy Director, briefly explained the need to update heavy equipment for the program based on suggestions from the OAC members to continue to make teaching relevant for students getting into the industry.

Mr. Sauders motioned and Mr. Straub seconded to approve the Finance Committee items presented. All members present voted in favor.

BUILDING AND PROPERTY COMMITTEE
Chair – Steve Risk

Members – Charles Rohrer, John Smucker, Jenny Miller

Administrator – Keith Stoltzfus, David Warren

Mr. Risk updated the JOC with the following Building and Property items.
**Construction Manager’s Report** - The Brownstown and Willow Street renovation project is closed out. He pointed out that money from the Brownstown renovation was retained.

Mount Joy Campus is estimated to be about 71% complete.

A copy of the Mount Joy Campus renovation change orders is attached to the minute book.

**MJ Subdivision** - Mr. Risk updated the committee regarding the most current Mount Joy subdivision plans.

Mr. Risk motioned and Mr. Byrnes seconded to approve the Building and Property items presented. All members present voted in favor.

**PLANNING AND DEVELOPMENT COMMITTEE**

Chair – Mr. Eppig
Members – Tim Zimmerman, Matthew Kreiser, Nathan Geesey, Ron Melleby
Administrator – Joseph Fullerton, David Warren

Mr. Eppig updated the committee on the following Planning and Development items.

**Program Cost Sheet List for review** - The Administration shared the program cost sheet list and will ask for approval at the next scheduled JOC meeting. Mr. Eppig briefly mentioned the cost of textbooks.

A survey was sent out to sending schools to determine if there is enough student interest on the Precision Metals program. Results will be reviewed next month.

Mr. Eppig updated the committee members on enrollment numbers. The committee suggested to run the manufacturing cluster, to hire another instructor, and to run the welding program with less than 40 students for the 2015/16 school year programs

For Adult Ed, the Veterinary Tech Program instructor was posted.

The 2015/16 marketing plan will be presented at the next meeting.

There is some increase from online applications which will potentially increase awareness of CTC adult ed programs and enrollment.

**Field Trips – Informational**
<table>
<thead>
<tr>
<th>Date</th>
<th>Place</th>
<th>Program/Campus</th>
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<tbody>
<tr>
<td>4/20/15</td>
<td>Mutter Museum and Shriner's Hospital</td>
<td>Intro to Health/All campuses</td>
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<tr>
<td>4/21/15</td>
<td>MCC East Coast Material Resource Center</td>
<td>NTHS/BT</td>
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<tr>
<td>5/13/15</td>
<td>ATC - Exton Campus</td>
<td>Collision Repair/WS</td>
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<tr>
<td>5/22/15</td>
<td>Hershey Park</td>
<td>Senior Class Trip/All campuses</td>
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**OLD BUSINESS** - There was no Old Business discussed.

**NEW BUSINESS** - There was no New Business discussed.

**OPEN JOC DISCUSSION** – Mr. Smucker opened the floor for JOC member comments. Mr. Warren introduced Keith Yohn who is scheduled to start Monday, March 30, 2015 as the Assistant Executive Director.

**ADJOURN** – Mr. Smucker called for adjournment at 7:37PM.

Mr. Byrnes motioned and Ms. Garner seconded to adjourn. All members present voted in favor.

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Mr. James Byrnes, Secretary
3/26/15