

Joint Operating Committee Minutes
LANCASTER COUNTY CAREER & TECHNOLOGY CENTER
Thursday, April 22, 2021
Willow Street Campus

Attendees: Chip Roten, Christopher Straub, Craig Hummer, Debra Sturgis, Dina Maio, Joyce Stephens, Millard Eppig, Richard Brenner, Steven Bushey, Tim Stayer

Absent: Grant Keener, James Byrnes, Lisa Whitacre, Mara Creswell McGrann, Sandra Duncan, Tim Malloy

Also Present: Dr. Stuart Savin- Administrative Director, Dr. April Hershey- Superintendent of Record, Keith Yohn, Assistant Administrative Director, Dr. Mike DelPriore- Business Manager, Stephanie Nallo- Recording Secretary, Jason Wise- IT Director, Kristin Smith- HR Director

Prior to the meeting Mr. Straub shared a request from the Foundation for assistance in promoting the online auction. Online donations can also be made. The online auction begins April 29th and ends May 8th. He stated that hopefully next year we will be back in person for the Fly on the Run dinner and auction.

Mr. Eppig called the meeting to order at 7:00 PM.

_____ **WELCOME-** Mr. Eppig welcomed everyone to the meeting.

Mr. Eppig announced the JOC held an executive session prior to tonight's meeting to discuss personnel.

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA – Mr. Straub motioned to approve the agenda as presented. Mr. Brenner seconded the motion. All members present voted in favor.

PUBLIC PARTICIPATION* – There were no requests for public participation.

PRESENTATION Carl Warden, Instructor, and Megan Martin, Special Education Teacher, presented a summary of the Materials Handling & Logistics Program, its relationship with local industry, and the support that the program offers students. Students are in the workforce 4 out of 5 days for the majority of the course to learn skills and rotate through the warehouse. By the end of February students begin looking for jobs and work with job trainers for permanent positions. They shared the vocation skills including OSHA Certification the students earn during class, inventory management, receiving & stocking operations and order fulfillment, packing operations, as well as using material handling equipment to include powered industrial trucks and earning forklift certification. Students are also exposed to procurement operations, shipping & transportation operations and industry technology. The students work on employability skills for workplace team building, interviewing skills, completing job applications, resumes, cover letters, thank you letters and reference sheets as well as demonstrating effective customer relations, conflict resolution and time management skills. Students receive work-based learning experiences, and have guest speakers and go out for job tours. With COVID this year, guest speakers and job tours have been virtual. Students also receive training on independent living skills. They also shared Student Success Highlights from past students.

The board thanked them for their report.

SUPERINTENDENT'S REPORT- Dr. Hershey provided the committee with her report. She shared that the superintendents did not meet, but they are very happy with the enrollments for the 2021-22 school year.

DIRECTOR'S REPORT- Minutes of the March 25, 2021 Board Meeting, Finance Committee Minutes, Building and Property Committee Minutes, Planning & Development Committee Minutes

Local, State, and Federal Projects– Dr. Savin provided the committee with updates. All changes from the previous meeting are reflected in red. Dr. Savin shared that we have received the supplemental equipment grant. Dr. DelPriore stated that \$200,000 has been awarded to students through the grants. \$575,000 will be used to off-set adult education lost revenue and distance education technology. There will be another \$1.5 million dollars awarded in the 3rd round of the CARES Act.

NOCTI/NIMS Waiver- We have now received the official waiver from PDE. We are still holding the written portion of the NOCTI testing.

PSBA Policy Maintenance Agreement- Program Renewal 2021-22

Updated Health & Safety Plan , revision list- This update reflects the changes as determined by the 4/5/2021 implementation of modifications on COVID restrictions.

March 2021 Students of the Month

Brownstown, presented by Tom Wolfe

- ★ Carl Schroeder, a student from Lancaster Catholic in the Introduction to Construction Careers program.
- ★ Tucker Kurtz, a student from Ephrata Area School District in our Computer Systems Technology program.

Mount Joy, presented by Jeremy King

- ★ Amberly Trusty, a student from Warwick School District in the Culinary Arts/Chef program.
- ★ Justin Dagen, a student from Solanco School District in our Precision Machining program.

Willow Street, presented by Jim Brunken

- ★ Mayelin Polanco, a student from the School District of Lancaster in the Introduction to Health Careers program.
- ★ Lea Kover, a student from Manheim Central School District in our RV & Outdoor Power Equipment program.
- ★ Denise Purdy, an adult student in our Medical Administrative Assistant program.

Ms. Stephens motioned and Mr. Roten seconded to approve the Directors report as presented. All members present voted in favor.

COMMITTEE REPORTS

PERSONNEL COMMITTEE

Chair – James Byrnes

Members – Mara McGrann, Debbie Sturgis, Steven Bushey

Administrators – Kristin Smith, Jim Brunken

All hourly employee appointments are on a 90 working day probation period beginning on individual effective dates. Positions in bold are newly created positions.

Ms. Sturgis presented the personnel committee report. She reviewed the resignations and appointments as listed.

I. Resignations/Retirements:

Employee	Position Title	Hire Date	Resignation Date	Location
John Sweigart	Public Safety Academy Instructor	08/16/2006	06/30/2021	Public Safety Training Center
Amanda Allison	Assistant Business Manager	06/08/2015	06/25/2021	Willow Street

Appointments:

Employee	Position Title	Employment Info	Start Date	Location
Cory Adams	Network Administrator	\$54,275 annually; Exempt, with benefits	05/03/2021	Health Sciences Campus
Laura Myers	Dental Hygiene Instructor	\$58,118.29 annually; Exempt, with benefits	05/03/2021	Willow Street

Action Items

- Rescind the furlough of Alison Shepler at the end of the 2020-2021 school year, and approve her transfer to the Culinary Arts Instructor position at the Brownstown Campus, pending her receipt of the necessary PDE emergency certification
- FMLA- Kris Wenger, effective 3/25/2021

Ms. Sturgis motioned and Mr. Bushey seconded to approve the Personnel Committee items presented. All members present voted in favor.

BUILDING AND PROPERTY COMMITTEE

Chair – Tim Stayer

Members – Tim Malloy, Chip Roten, Lisa Whitacre

Administrators – Tim Klein, David Smith, Josie Campbell, Michael DelPriore, Jason Wise

Mr. Stayer presented the Building and Property committee report as listed below.

Informational Items

- Low Light camera projects MJ and HSC started 3/15/21 in progress
- Tremco Roof Restoration Plan Update (BT)- Re-scanned wet areas 3/12/21 and start section 2 in May

- Summer Projects/Improvements
 - Facilities Tracker and using five year plan
 - Prioritize Principal building upgrade requests per campus and program move renovations
 - BT Room 100 chiller pipe insulation and ceiling tiles
 - BT Room 108 Flooring and Ceiling Tiles
 - MJ Room 108 Flooring, Ceiling Tile and Paint
 - Smart to Welding program, Dust Collector, 20 welding booths, Welders
 - WS Medical Assistant Room 202 Flooring & Ceiling Replace
 - WS Intro To Visual Comm. move to Room 200
 - HSC Painting offices & downstairs complete
- HSC : Natural Gas leaks identified and repaired in lower level
- WS Sewer Pipes:
 - Mr. Rehab site visit 2/9, shared videos of pipes, Mr. Rehab (May) \$2,200
 - Custom Plumbing quote \$5,910 for outside cleanout
- Buchart Horn, BT WWT Plant timeline update: From 3/11/21 Call
 - Surveying: Completed; Geotechnical: Complete April 8,2021
 - Bidding: May; Construction/Installation: July, August

No action items were presented and no motion was required.

PLANNING AND DEVELOPMENT COMMITTEE

Chair – Millard Eppig

Members – Chris Straub, Grant Keener, Dina Maio

Administrators – Michael Moeller, Darla Gettle, Amber Kreger, Keith Yohn, Tom Wolfe

Mr. Eppig provided the Planning & Development committee report.

Informational Items

- Enrollment 2021-22
- CODA- Dental Hygiene Accreditation Visit- 4/13-4/14
- Post-Secondary CATS
- 339- November
- Career Ready Lancaster- Commercial Art class created logos, Elizabethtown senior's logo selected

No action items were presented and no motion was required.

FINANCE COMMITTEE

Chair – Richard Brenner

Members – Craig Hummer, Joyce Stephens, Sandra Duncan

Administrators – Michael DeLPriore, Stuart Savin, Keith Yohn, Amber Kreger, Jim Brunken, Amanda Allison

Mr. Brenner provided the Financial committee report.

Financial Reports

The committee discussed some changes that will be coming to both the format and how often these reports will be presented to the committee.

- Treasurer's Reports
 - General Fund- March
 - Renovation Bond Fund
 - Capital Reserve 2001
 - Capital Reserve 2018

- Quarterly Reports
 - ePrint Center
 - Activity/Production Accounts
- Line Item Report
- Bill Payment: Listing; Summary
- Internal Service Fund Reports– Health
- Cafeteria Report, still in a deficit as expected with the ongoing pandemic.

Permission to Purchase/Bid/RFP, Award Bids/RFPs

- Permission to Purchase- Dr. DeLPriore shared that we are asking for a larger amount for the WasteWater Treatment Plant.
- Permission to RFP: Greenhouse demolition
- Permission to Bid (CRRSA Act funds)
 - Anatomage tables for post-secondary distance education (2), Individual student desks, Chromebooks and laptops, Chromebook cases
- Permission to Award Bids: Heavy Equipment

Seeking Approval

- Agreements
 - 2021-2023 Substitute Teacher Services Agreement
 - Adult Adjunct Instructor Agreement- Payment of stipend per credit for part-time general education adult education instructors. Dr. DeIPriore shared that we wanted to more closely align with what most post-secondary institutions use for adjunct faculty payment.
 - Restaurant Mechanical Agreement- Annual Preventative Maintenance for all culinary and cafeteria equipment- \$7,500
- Add Kristin Smith as an authorized user (Credit Card)
- Transfer balance of Cosmetology Production account to the General Fund (\$5,063.52), to be used for student tool sets for Automotive Technology
- Transfer Renovation Bond Fund encumbrance for Auto Tech HVAC project (58,446.26) to Culinary HVAC projects
- Monetary donation from Cabot Oil & Gas Foundation
 - 8K camera- Interactive Media & Web Design; Computer for 3D scanner- Architectural CAD
- Award retirement bonus to furloughed ePrint Center Manager- Qualifies based upon age and years of service (Approx. \$10,000)

Informational Items

- Sale of 316 Old Market Street- June 2021; Sale of 324 Old Market Street- 2022
- Preliminary year-end fiscal projections
- CTC Transportation Update- Recent meeting with transportation coordinators

The committee also discussed the changing of the chair in May for June's meeting with the completion of Mr. Brenner's JOC representation for Cocalico at the end of the year.

Dr. Savin shared that we are now in a position that our 5 year priorities for our facilities, equipment and technology are planned. Also, in 3 years, we have helped to cover the cost of textbooks, tools and one initial certification for the students, which has removed this financial burden to attend our classes from the students and their families. He stated that we could not have reached this without the support of the JOC.

Mr. Brenner motioned and Ms. Stephens seconded to approve the Finance Committee report. All members present voted in favor.

Ms. Stephens asked if the computers will allow us to provide 1-1 for our students by the end of this technology purchase. This purchase will allow us to be 1-1, as well as have additional computers available.

POLICY COMMITTEE

Members – Joyce Stephens, Grant Keener

Administrators – April Hershey, Stuart Savin

No report during the administration's concentration on developing Administrative Regulations for the 000, 100, 200 and 600 Series.

No action items were presented and no motion was required.

OLD BUSINESS There was no old business.

NEW BUSINESS There was no new business.

OPEN JOC DISCUSSION – Mr. Eppig opened the floor for JOC member comments.

Mr. Eppig thanked everyone for attending tonight and thanked them for their continued support of the CTC.

Mr. Straub thanked the administration and Dr. Savin for the email earlier this week to share the successful changes we have had to our waitlist.

ADJOURN- Mr. Eppig called for adjournment at 7:59 PM

Ms. Sturgis motioned and Mr. Roten seconded to approve adjournment. All members present voted in favor.

Richard Brenner, Secretary

4/22/2021