

**LEBANON COUNTY CAREER AND TECHNOLOGY CENTER
JOINT OPERATING COMMITTEE MINUTES**

October 17, 2017

I. The regular business meeting of the JOC was called to order at 6:30 p.m. by the President, Ruth Ann Schlegel.

II. Salute to the flag by all in attendance.

III. Roll Call – Present*

Annville Cleona	*Ben Dohner	Joseph Zimmerman
Cornwall Lebanon	*Ruth Ann Schlegel	James Garrett
Eastern Lebanon	Scott Houtz	*Jadell Souders
Northern Lebanon	*David Kline	Beth Heckman
Palmyra	*William Bova	Christopher Connell
Lebanon	*Rose Marie Kotay	Tom Schaffer

Others present:

Glenn Meck	Tina Geyer	Hanna Seyfert, Sports Therapy Sciences, CTC Staff
Matthew Schwenk	Greg Williams	Keishla Garcia, Sports Therapy Sciences, Cornwall Lebanon
Lisa A. Brown		

IV. Public Comment - none

V. Minutes

It was moved by Mrs. Kotay, seconded by Mr. Dohner to approve the minutes of the September 19, 2017 regular business meeting. All members voting aye.

VI. Director's Report

- A. Review of Sports Therapy Sciences program – Hanna Seyfert, Instructor & Keishla Garcia, CL
- B. October Director's Report – Glenn Meck

VII. Communications - none

VIII. Business Reports

A. Financial Reports

It was moved by Mrs. Kotay, seconded by Mr. Dohner that we approve the Financial Report for the period ended September 30, 2017 as attached. All members voting aye.

B. Cafeteria Report

It was moved by Mrs. Kotay, seconded by Mr. Bova that we approve the Lebanon County Career and Technology Center - Cafeteria Report for the month ended September 30, 2017 as attached. All members voting aye.

C. Student Activity Report

It was moved by Mrs. Kotay, seconded by Mr. Bova that we approve the Student Activity Report for the quarter ended September 30, 2017 as attached. All members voting aye.

IX. Approval of Bills

It was moved by Mrs. Kotay, seconded by Mr. Bova that we approve the bills as attached in the amount of \$500,015.43. There are no Capital Reserve Fund checks included in this amount. All members voting aye.

X. Personnel Matters

A. Employee Transfers

It was moved by Mrs. Souders, seconded by Mrs. Kotay that we approve the following employee transfers:

- 1.) That we approve an employee transfer for Charlene Hornberger, Administrative Assistant, Adult Education to Administrative Assistant, Assistant Director of Students, effective retroactive to October 16, 2017, \$15.45, 8 hours per day, 260 days with benefits. Criminal record checks, child abuse clearances and employment verification forms on file.
- 2.) That we approve an employee transfer for Arthur Mark Price, Part Time Practical Nursing Instructor to Full Time Practical Nursing Instructor, Column 1, Step 7, effective October 27, 2017, 189 days, with benefits. Criminal record checks, child abuse clearances and employment verification forms on file.

B. Furlough

It was moved by Mrs. Souders, seconded by Mrs. Kotay that we furlough Carroll Kercher, Part Time Administrative Assistant, effective retroactive to October 16, 2017. All members voting aye.

C. Employment

It was moved by Mrs. Souders, seconded by Mrs. Kotay that we approve the following for employment:

- 1.) That we approve the employment of Angelo Cuva as Automotive Technology Instructor, Column 1 Step 7, effective retroactive to October 2, 2017, 189 days with benefits. Criminal record checks, child abuse clearances and employment verification forms on file.
- 2.) That we approve the employment of Richard Kopecky, III, as Administrative Assistant, Adult Education, effective retroactive to October 16, 2017, \$12.84 per hour, 260 days with benefits. Criminal record checks, child abuse clearances and employment verification forms on file.

All members voting aye.

D. Administrative Goals

It was moved by Mrs. Souders, seconded by Mrs. Kotay that we approve the 2017-2018 Administrative Goals as attached. All members voting aye.

E. Mentors

It was moved by Mrs. Souders, seconded by Mrs. Kotay that we approve the following:

- 1.) That we accept the following resignations as mentors:

Debra Kercher – Michele Zimmerman (Dental Assistant) – 1 year only
Josh Boettner – Hugo Garcia (Welding Technology) – ½ year remaining

- 2.) That we approve the following mentors for the CTC's 2017-2018 "Induction Program" at the contract rate of \$800.00 per year per CBA:

Kelly Flowers – Hugo Garcia (Welding Technology) – 1/2 year remaining
Josh Boettner – Angelo Cuva (Automotive Technology) - first year
Lori Mattis – Michele Zimmerman (Dental Assistant) – 1 year only

All members voting aye.

Joint Committee Minutes – October 17, 2017 – Page 3

F. Substitute – Healthroom Assistants

It was moved by Mrs. Souders, seconded by Mrs. Kotay that we approve the following Substitute Healthroom Assistants for the 2017-2018 academic year at the \$100.00 per day county rate. Criminal record checks, child abuse clearance and employment verification forms on file.

Name	Effective/Retro to:
Furman, Rebecca, LPN	September 26, 2017
Furman, Melissa, RN	September 25, 2017
Heinsohn, Bettina, RN	September 27, 2017
Price, Arthur Mark, RN	October 12, 2017

All members voting aye.

XI. Curriculum

A. Staff Development

It was moved by Mr. Bova, seconded by Mrs. Kotay that we approve the following workshops/conferences:

- 1.) That we approve Lori Mattis and Brenda Kreamer, Health Careers Technology Instructors, to attend Strategies: Educational Excellence for Health Care Providers, State College, PA, November 2-3, 2017, estimated cost of \$965.00.
- 2.) That we approve Wendy Barrett, English Instructor, to attend the Integrated Learning Conference, State College, PA, November 8-9, 2017, estimated cost of \$350.00.
- 3.) That we approve Hanna Seyfert, Sports Therapy Sciences, to attend the Integrated Learning Conference, State College, PA, November 8-10, 2017, estimated cost of \$500.00.
- 4.) That we approve Jenny Neidigh, Director of Practical Nursing, to attend the PA-PNA (PA Practical Nursing Association) Conference, Lewisburg, PA, October 18-20, 2017, estimated cost of 370.00.
- 5.) That we approve Hugo Garcia, Welding Instructor, to attend the Fab Tech 2017 Conference, Chicago, IL, November 6-9, 2017. Estimated cost of \$1,450.00.
- 6.) That we approve Brian Peffley, Pastry Arts Instructor, to attend the ACF Site Certification, Ft. Lee, Virginia, November 14-15, 2017. The cost is \$0.00.

All members voting aye.

XII. Finance

A. Budget Transfers

It was moved by Mrs. Kotay, seconded by Mr. Bova to approve the following Budget Transfers:

- 1.) That we approve the budget transfers for the 2016-2017 school year as listed.
- 2.) That we approve the budget transfers for the 2017-2018 school year as listed.

All members voting aye.

XIII. Adjournment

It was moved by Mrs. Kotay, seconded by Mr. Dohner to adjourn the meeting at 6:58 p.m.

***NEXT MEETING –
NOVEMBER 21, 2017***

Respectfully submitted,

Tina Geyer
Secretary