

**AGENDA  
LANCASTER COUNTY CAREER & TECHNOLOGY CENTER  
MT JOY CAMPUS  
THURSDAY, APRIL 24, 2008  
6:45 PM**

**PLEASE BE REMINDED -- The JOC meeting is scheduled for Thursday, April 24, 2008 at 6:45 PM at the Mt. Joy Campus.**

<b>Committee – 6:00 PM</b>	<b>Personnel Committee</b>
<b>Committee – Conference call 2:00 PM – Please arrange to participate by contacting Mr. Bigler</b>	<b>Finance Committee</b>
<b>Committee – 6:00 PM</b>	<b>Planning &amp; Development Committee</b>
<b>Committee – 6:00 PM</b>	<b>Building &amp; Property Committee</b>
<b>None</b>	<b>Meet &amp; Discuss Committee</b>

**PLEDGE OF ALLEGIANCE** – Mr. O’Brien, Chairperson, will call the meeting to order and lead the pledge of allegiance.

**ROLL CALL** – Mrs. Martino will take roll call.

**PUBLIC PARTICIPATION** – Mr. O’Brien will ask the audience if anyone cares to make comments at this time.

**INSTRUCTOR PRESENTATION** – Mr. Michael Ronan, Coordinator for the SuperTech program and one of his students, Tim Flowers from Elizabethtown will be present to discuss this pilot program. Ms. Wendy Bertoli from the Early Childhood program will be present to discuss her recent involvement in a statewide curriculum plan.

**MINUTES OF MARCH 27, 2008**– Finance Committee, Conference Call, Planning & Development Committee, Building and Property Committee Mr. O’Brien will call attention to the March 27, 2008 minutes and will ask for any corrections to the minutes and to have the minutes approved. (This will be a voice vote, v.v.)

- **To Be Acted On** - \_\_\_\_\_ moves and \_\_\_\_\_ seconds to approve the March 27, 2008 minutes as distributed. (voice vote)

**CORRECTIONS/ADDITIONS TO THE AGENDA** - Any changes in the agenda will be identified with an arrow.

- **To Be Acted On** - \_\_\_\_\_ moves and \_\_\_\_\_ seconds to approve the corrections/additions to the agenda. (voice vote)

**TREASURER’S REPORT** - Mr. Bigler will review the General Fund Treasurer’s Report, Capital Reserve Fund Treasurer’s Report, Foundation Treasurer’s Report (informational) and the Business Manager’s Report, Line Item Report, and Cafeteria Report for period ending March 31 2008.

- **To Be Acted On** - \_\_\_\_\_ moves and \_\_\_\_\_ seconds to approve the Treasurer's Report, Capital Reserve Fund Treasurer's Report and Business Manager's Report as presented. (voice vote)

**PAYMENT OF BILLS** –Mr. Bigler will review the bill listing for payments processed through April 17, 2008

- **To Be Acted On** - \_\_\_\_\_ moves and \_\_\_\_\_ seconds the motion to approve the Bill Listing as presented. (roll call vote)

**CHAIRMAN'S REPORT** – Mr. O'Brien will make a few comments.

**SUPERINTENDENT'S REPORT** – There was no meeting this month.

**AUTHORITY MEETING** – There was no meeting this month.

**GENERAL ADVISORY COMMITTEE** – Dr. Bianchi will report on meetings held in April.

**EXECUTIVE SESSION** - There will be an Executive Session to discuss personnel issues and the Executive Director Search.

- **To Be Acted On** - \_\_\_\_\_ moves and \_\_\_\_\_ seconds the motion to begin the Executive Session. (voice vote)

- **To Be Acted On** - \_\_\_\_\_ moves and \_\_\_\_\_ seconds the motion to end the Executive Session meeting. (voice vote)

### **COMMITTEE REPORTS**

**PERSONNEL COMMITTEE – Chair – James Byrnes**

**Members –Michael Aston, Joseph DeLuca, Deb Sturgis**

**Administrators – Michael Curley and Tim Bianchi**

### **Appointments**

- Dominic Russo - Adult Ed Instructor, Welding for the Workforce Development Industry, Salary \$40/hr., part time, no benefits, effective March 1, 2008. (Adult Ed Funded)
- Dominic Russo - ABC Instructor, Ironworking Apprenticeship, Salary \$27/hr., part time, no benefits, effective March 31, 2008 (100% Funded)
- Matt Baskette - ABC Instructor, Intro to Project Management II, Salary \$32/hr., part time, no benefits, effective March 1, 2008 (100% Funded)
- James Miller - ABC Instructor, Electrical 1 Course, Salary \$28.10/hr., part time, no benefits, effective Mary 7, 2008 (100% Funded)
- Steve Fisher, Jr. - ABC Instructor, Ironworking Apprenticeship, Salary \$27/hr., part time, no benefits, effective March 1, 2008 (100% Funded)
- Phil Beichler - ABC Instructor, Ironworking Apprenticeship, Salary \$27/hr., part time, no benefits (100% Funded)
- Rick Stonesifer - ABC Instructor, Ironworking Apprenticeship, Salary \$27.hr., part time, no benefits,

- effective March 1, 2008. (100% Funded)
- Darrin Sample - ABC Instructor, Ironworking Apprenticeship, Salary \$27/hr., part time, no benefits, effective March 1, 2008. (100% Funded)
- Tricia Cleaves - New Choices, Plus, April 1, 2008 through June 30, 2008 - 412.5 hours @ \$28.27/hr. (100% Funded)
- Christian Baird, Kim Patrick, Harold Hartman, Ben Stiles, Leslie Schlosser, Dave Schlosser, Jeff Coble - CTC Instructors to re-write, edit and produce Career Pathways, DVDs, CTC promotional literature, \$25/hr., (\$100% Funded - Commitment to Excellence Grant/Printing Enterprises)

### **Approve 2007-2008 Bus Driver Updates**

#### **Consultants**

- Approve Consulting Contract with York School of Technology in the amount \$30,000.

#### **Adjustments**

- None at this time

#### **Transfers**

- None at this time.

#### **Resignations/Retirements**

- Ms. Dianne Carter, Emergency Medical Services Instructor resigned to return to industry, effective June 30, 2008.

#### **Tenure**

- None at this time.

#### **Sabbatical Leave/Leave of Absence**

- None at this time.

#### **Policy Section 300/400**

- Approve Policy Section 300 for Second and Final Reading. Policies can be found on the Board website. A draft copy of Section 400 will be distributed for review.

#### **Organizational Chart**

- Each year we are required by the accrediting agencies to review the organizational chart. We have restructured the adult division to reflect current job descriptions and to prepare for future growth.

## Addition to the Substitute List

<u>Name</u>	<u>Area</u>
Larry Kirchgessner, III	Culinary
Thomas Dohl	Construction Trades
Peggy McBride	Visual Communications Photography
Chris Hansen	Alternative Education
►Richard Bowman	Visual Communications Auto Body

- **To Be Acted On** - \_\_\_\_\_ moves and \_\_\_\_\_ seconds the motion to approve the appointments, resignations, Policy Section 300, bus driver updates, the organizational chart and substitutes as presented. (roll call vote)

## Updates:

- **Nina Eckert** - will be unable to participate in the 2008 Summer Camp as previously stated.
- **Act 93** – The Committee will review the Act 93 proposed plan.
- **Personnel issues** – The committee will review a grievance, fraud hotline complaints, an Occupational Advisory Committee letter of concern and other personnel issues.
- **CTC Orientation** - We would like to plan a second presentation based on interest. The next orientation is tentatively set for April 29, 2008, 6:00 PM at the Brownstown Campus. A light supper will be served at 5:30 PM. At this time, we have one interested person. Unless more are interested we will cancel the event and hold a special session for the one interested participant.
- **Outside Activities** –  
Dr. Curley has been contacted by PARS to consider working with a CTC outside the County. If contracted, Dr. Curley will use vacation days to complete the assignment planned for approximately three days.

Dr. Curley has become a member of the newly formed Economic Development Finance Corporation. This is a newly created corporation consisting of community leaders to assist the Economic Development Company in processing SBA loans.

## **FINANCE COMMITTEE – Chair - Jenny Miller**

**Members – Tom O’Brien, Louisa Clark, David Gibson**

**Administrators – Tom Bigler/Keith Stoltzfus**

**Bid Awards** – Mr. Bigler will ask for approval for the following bids:

- Green Home-Affirmation of Countertop Award
- Backhoe Award-State Equipment Grant
- Diesel Electrical Trainer Award-State Equipment Grant
- Diesel Engine Trainer Award-State Equipment Grant

### Joint Purchasing

- Classroom/Office Supplies 2008-2009
- Fuel Oil 2008-2009

### Permission to Bid

- Electrical, lighting and floor supplies for the Mechatronics Lab
- Childcare Center Playground Fencing
- Backhoe - The backhoe replaces the articulating boom lift that was not approved for bid by the JOC two months ago.
- Willow Street - Supplies to complete land planning

### Updates

- **Ethics Forms** – JOC members should list the LCCTC on the form completed at your district and have a copy sent for our files. Mrs. Martino will update you on forms still needed for our files.
- **Health Insurance Reserve Account Report** – Mr. Bigler will share this standing report.
- **State Auditors** – The State auditors will be in beginning April 21<sup>st</sup> to perform their bi-annual audit.
- **Quarterly Reports** –E-Print Center, and Activity Accounts
- **Site Based Budgeting** – Mr. Bigler will begin discussions on how budgets are built at the CTC.

### **BUILDING AND PROPERTY COMMITTEE – Chair – Steve Risk**

**Members – Tim Zimmerman, Charles Rohrer,  
Dave Pusey  
Administrator – Doug Lyons**

**Approve Michael Stark to finalize the storm water run off for Apprentice Green** – We need one last piece of field engineering to complete the storm water run off plan for the Apprentice Green development. The fee is \$2800.

**H. L. Wiker** - Excavate and Backfill for underground electrical utility for four homes at Apprentice Green. Price includes trench and subgrade and stone for transformer pads and road restoration and necessary permits - Cost \$5923.00. Cost to be distributed among individual home accounts.

**Approve to Apply for Conservation Grant for Area at Willow Street** - The National Resource Conservation Service has requested we fix the grass waterway on a corner of the Willow Street Property. They will contribute 75% of the cost of the repair.

**Approve to Install Water Shut Off Valve for Apprentice Green Development** - Cost - approximately \$6,000.

- To Be Acted On - \_\_\_\_\_ moves and \_\_\_\_\_ seconds the motion to approve the appointment of Michael Stark and H.L. Wiker, the installation of Water Shut Off Valve and approve the Conservation Grant as presented. (roll call vote).

## Updates:

- **Building Update** - Ms. Mazzocchi will discuss various building issues found below.
  - **Apprentice Green – A Community Education Project** – Mr. Lyons will announce that the project has won a national award ---- “On behalf of the more than 235,000 members of the National Association of Home Builders (NAHB), it is my pleasure to inform you that The Lancaster County Career & Tech Center was selected as the 2008 Research Advocate of the Year award winner as part of the NAHB National Green Building Awards Competition. You should be extremely proud; as this year’s competition was particularly intense given the quantity and quality of the entries we received from green building industry leaders. The National Green Building Awards Dinner and Ceremony will take place on Sunday, May 11<sup>th</sup> at 7:00 PM, at the Sheraton New Orleans Hotel in New Orleans, Louisiana. The event will kick-off the 2007 National Green Building Conference.”
  - **Update on MJ Housing Development** – Ms. Mazzocchi will update the Committee on the latest discussions with the proposed housing development at Mt. Joy.
  - **LCCTC Wastewater Treatment Plant at Brownstown/Sewage Issue at Mt. Joy** – We plan to repair a sewage line break at Brownstown and perform re-work on sewage lines at Mt. Joy that were completed improperly by a student construction project. Mr. Lyons will review the costs for this work.
  - **Feasibility Study - Facilities Upgrade** – The Principals have developed a list of facility and equipment upgrades needed to maintain the buildings at their current level. This list will be shared at future meetings. Because major systems were not addressed in the 1995-98 modernization project, we anticipate the need for major expenditures in 2011. This will revolve around plumbing, electrical and roofing.

## **PLANNING AND DEVELOPMENT COMMITTEE – Chair – Deb Reimers**

**Members – Bob Mellinger, Scott Lefever,**

**Mike Rowen**

**Administrator – Beth Ann Haas**

## **Approve State Winners’(SkillsUSA, HOSA) Participation/expenses for SkillsUSA Nationals and HOSA Nationals**

–The JOC has paid 50% of the cost of the trip for the students and 100% for the advisors and judge. The Foundation will be contributing this year to help the Organizations and students cover the other 50% of the costs. We ask that you approve the CTC’s Team participation in these events.

**Approve Clinical Sites for Nursing Program and High School Affiliates** – A sample clinical site agreement is at your seat. Attached is a list of clinical areas used this spring as part of the Health Center programs.

**Approve Appointment of LCCTC Security Officer** – The Board is asked to approve the Technology Coordinator (Scott Major) as the LCCTC Security Officer, HIPAA-Electronic Protected Health Information, effective April 24, 2008. Mr. Major is working on an email retention policy as required by the federal government. He will update us on the progress in this area.

**Approve the submission of the High Performance CTC Award application** – A draft of the High Performing CTC application will be provided. It is due May 23 and requires Board action. It will be improved as time allows us to complete the application. Dr. Curley will highlight the application requirements. The standards indicate the

new philosophy of PDE and the Workforce Development community are requiring of CTCs and our performance.

**Approve High Priority Occupations Request** - Ms. Haas will provide a list of occupations that we will seek to have placed on the High Priority Occupations Regional List. We have been working with our local Workforce Investment Board on this issue. This issue is important because it determines what programs are eligible for grants and WIA tuition payments.

- **To Be Acted On** - \_\_\_\_\_ moves and \_\_\_\_\_ seconds the motion to approve sending and paying expenses for the students and advisors to attend the SkillsUSA and HOSA National Competition as outlined above, Clinical sites listed, the High performance CTC application, the High Priority Occupations applications and the Security Officer. (roll call vote)

### **Updates:**

- **Secretary of Agriculture Visit – Business Plan for Large Animal Vet and Business Plan for Center of Agriculture Excellence Shared Kitchen/Organic Foods Program** – Dr. Bianchi will update the Committee on these efforts. Dr. Bianchi planned and hosted a very successful visit from some very influential individuals.
- **Childcare Award** – It is with great pride that we announce that Ms. Wendy Bertoli, Early Childhood Instructor was named by Success By 6 and the United Way as the recipient of the 2008 Early Childhood Leadership Award. Ms. Bertoli has worked tirelessly to advance the profession and to make our training center a model for our community.
- **Special Education CTC/IU**– PDE sent a team of evaluators to visit us to review our current special needs service plan. They will be using the data and materials collected to assist low performing CTCs as they go into school improvement and AYP. In addition, Brenda Kauffman from IU #13 and myself presented to a group of school administrators at Berks CTC on the special needs model operating in Lancaster. We are honored and quite proud to be recognized as a leader in this area and a model for the state.
- **Enrollments** – Ms. Dell will update the Committee on enrollments and the admissions based on our new enrollment management procedures.
- **Strategic Planning** – Ms. Haas will update the Committee on the last Strategic Planning meeting.
- **Commitment to Excellence** – The CTC was awarded a second \$75,000 curriculum development grant to begin the implementation of the new Perkins Act and to meet the new Governor’s accountability requirements. Ms. Haas will update the committee on the planned activities. The focus of this project will be to update our publications including new DVDs that highlight career pathways and our career centers, additional planning time for the SuperTech Program, funds for the career camps and the summer Techademics program.
- **Marketing Request for Quote** – Dr. Curley will share a proposal that will be sent to interested marketing firms to assist us in developing a public relations, branding and marketing plan. Funds from adult education will be used to cover this expense. We are looking for volunteers from the JOC to help in the selection process. Improving public perceptions was the number one item listed on Dr. Curley’s evaluations over the years.

- **Convention Center Hiring** – We are part of a team planning the recruitment of new employees for the Convention Center. An update on the process will be provided.
- **Field Trips – Informational**

<u>Date</u>	<u>Location</u>	<u>Program</u>
April 4, 2008	DeVry University Program	Comp Apps/Web Design/Desktop
April 4, 2008	Hospice, Lancaster County	Clinical Care Assisting
April 4, 2008	Mutter Museum	Health Clusters
April 9, 2008	Lancaster Host - State Competition	HOSA members
April 15, 2008	Longwood Gardens	Floral/Landscaping
April 16, 2008	Architectural Testing, Inc.	Architectural/CAD
April 17 & 24	Engle Printing	Visual Communications Cluster
April 18, 2008	Bucks Cty. Community College	Protective Services
April 21, 2008	Wolfgang Chocolates & Willow Valley Bakery	Baking & Pastry Arts
April 22, 2008	Landis Valley Farm Museum	Photography & Digital Imaging
April 23, 2008	CareerLink - Job Fair	Willow Street Students
April 29, 2008	Jacob Javits Convention Center	Cosmetology
May 8, 2008	Public Safety Center	Intro to Health
	Participate in training	
May 20, 2008	Emergency Day Training - WS	Health Cluster/Intro to Health

**Federal Surplus Acquisitions**

**2008 FEDERAL SURPLUS FOR MARCH**

<u>QTY</u>	<u>Description</u>	<u>Gov't Cost</u>	<u>LCCTC Cost</u>
1	Cushman Motorized Utility Cart	6000.00	600.00
1*	Lot Furniture; 65 chairs, 12 tables	2500.00	266.00

\* Direct Federal Allocation from National Institute of Standards & Technology (NIST) Gaithersburg, MD

**DONATIONS**

Received from LGH Health Campus; 3/11 & 3/13

- 3 – Hospital Beds
- 2 - Book Cases
- 1 – 2 Door Lateral File
- 1 –File Cabinet, 4 Drawer
- 4 – Desks
- 4 – Tables
- 1 – Television

- 1 – Mini Refrigerator
- 2 – I V Stands
- 1 – Basinet Cart
- 4 – Wheeled computer platforms
- 2 – Cabinets
- 2 – Exam Tables
- 3 – Over bed Tables
- 2 – Upright Scales

**MEET AND DISCUSS COMMITTEE** – There is no meeting planned.

**DIRECTOR’S REPORT:**

**Announcements** - Any announcements or handouts that would be of interest to the JOC will be identified here.

**Public Relations/Handouts** – Mr. Gillespie will give a public relations report at this time. This is a standing monthly report. Information here will be useful when making reports to the home school boards.

**Secondary and Post Secondary Local, State, and Federal Projects Reports** - Standing monthly reports will be reviewed by Ms. Dell and Dr. Bianchi. Changes in the various projects will be identified.

**Foundation Report** – Mr. Gillespie will give an update on the Foundation.

**Appoint PSBA Liaison** – We need to select a representative to the PSBA.

**Approve Director’s Report** –

- **To Be Acted On** - \_\_\_\_\_ moves and \_\_\_\_\_ seconds the motion to approve the Secondary and Post Secondary Local, State and Federal Projects Reports, the appointment of the PSBA Liaison and the Director’s Report as presented. (roll call vote)

**OLD BUSINESS** - None at this time

**NEW BUSINESS** – None at this time

**OPEN JOC DISCUSSION** - Mr. O’Brien will open the floor for JOC member comments.

**ADJOURN** - Mr. O’Brien will call for adjournment.

- **To Be Acted On** - \_\_\_\_\_ moves and \_\_\_\_\_ seconds the motion to adjourn the meeting. (voice vote)

**NEXT MEETING – MAY 22, 2008**  
**Willow Street Campus**