

**Clarion County Career Center
Joint Operating Committee
Minutes
June 25, 2018**

The regular meeting of the Clarion County Career Center Joint Operating Committee was called to order on June 25, 2018 at 7:43 p.m. by Terry Rush, Chairperson. Members present were: Jim Beary, Linda Ferringer, Jill Foys, Susan Marron, Donald Nair, Roger Powell, James Shaftic, Terry Rush, Lee Stewart and Dwayne VanTassel. Members Todd Bauer, Hugh Henry, Bob McGinnis and Adam Vogle were absent.

Administration present were: Kirk Atwood, Director of Career and Technical Education and Linda Skelley, Board Secretary/Confidential Secretary. Steve Young, Superintendent of Record was unable to attend the meeting. Jean McCleary, Union School District, visiting Superintendent was also in attendance.

Second interviews were conducted by the two candidates for the Computer Networking Instructor position from 7:00 p.m. until 7:34 p.m. The candidates prepared a 10-15 minute lesson on network components.

On a motion by Donald Nair, seconded by Jill Foys with all members voting in the affirmative, **IT WAS RESOLVED** to approve the agenda of the June 25, 2018 meeting.

Public Comment Period:

No members of the public were present.

Minutes Approved:

On a motion by Donald Nair, seconded by James Shaftic, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the minutes of the May 24, 2018 meeting.

Financial Reports Approved:

On a motion by Jim Beary, seconded by Lee Stewart, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the payment of the general fund bills for June, 2018, the Activity report for May, 2018 and the Treasurer's report for May, 2018.

Executive Session:

An executive session was held to discuss personnel issues.

Personnel:

On a motion by James Shaftic, seconded by Lee Stewart, with all members voting in the affirmative, **IT WAS RESOLVED** to A. approve hiring Walter Slywczuk as the Computer Networking Instructor at Step 7 (\$49,995) with a technology stipend of \$4,500 annually, pending receipt of all clearance.

On a motion by Lee Stewart, seconded by Jill Foys, with all members voting in the affirmative, **IT WAS RESOLVED** to B. accept the resignation of Tom Donaldson, Maintenance, effective June 18, 2018.

On a motion by Donald Nair, seconded by Lee Stewart, with all members voting in the affirmative, **IT WAS RESOLVED** to C. approve to advertise for a full-time *Lead* Maintenance position, with full benefits. *Recommended the position be designated as Lead Maintenance, which will require the job description to be updated to reflect the title change.*

The members agreed to table item D. approval to hire a part-time summer maintenance position, no benefits will be included with this position. Due to being reduced to one full time maintenance person (and one summer worker and one part time custodial worker) Kirk Atwood suggested using some of the professional staff to complete some of the summer maintenance. The members expressed concern about the MOU covering the hours being worked, but that insurance could be an issue.

On a motion by Donald Nair, seconded by James Shaftic, with all members voting in the affirmative, **IT WAS RESOLVED** to E. approve the Director's contract of Kirk Atwood, based on a review by the JOC for the 2017-2018 school year.

Travel:

No travel requests were presented.

Policy

No policy items were presented.

Considerations:

On a motion by Jim Beary, seconded by Lee Stewart, with all members voting in the affirmative, **IT WAS RESOLVED to A.** approve the contract between Open Flow Energy and Clarion County Career Center for a term of three years.

On a motion by Jim Beary, seconded by Jill Foys, with all members voting in the affirmative, **IT WAS RESOLVED to B.** approve the amended contract between Donna Hoffman, Financial Aid contractor, and Clarion County Career Center.

On a motion by Lee Stewart, seconded by Jim Beary, with all members voting in the affirmative, **IT WAS RESOLVED to C.** approve the Facilities Use application for Highmark, Inc. for August 15, 2018.

On a motion by Jim Beary, seconded by James Shaftic, with all members voting in the affirmative, **IT WAS RESOLVED to D.** provide permission to auction and sell unused equipment. *Amended the addendum item to read: provide permission to auction and sell unused equipment, pending receipt of the itemized list of items, on July 21, 2018 at 9:00 a.m. (The list is being prepared by Todd Beichner, auctioneer. All JOC members were sent the list of auction items on July 11, 2018 via email or regular postal mail.)*

Old Business:

Donald Nair commented that he felt the board rushed judgment on May's vote of increasing the Practical Nursing tuition by \$500. He felt that the Practical Nursing Director did not justify why the increase was necessary. Lee Stewart stated he believed the PN Director did justify why the increase should occur. Dwayne VanTassel stated that since the nursing program is self-funded, his take from the May presentation was that the funds would help the program "stay in the black". No motion/action resulted from this discussion.

Director of Technical Education Report – Kirk Atwood

Mr. Atwood reviewed the contents of his Director's Report activities.

- **Student Information System:** Mr. Atwood met with members of the Bargaining Unit and Administration to discuss potential changes. We will be utilizing a hybrid system next year of both CSIU and Jupiter. This will allow all of the individuals that utilize the systems a chance to familiarize themselves with both. It will also eliminate the duplicated work that is currently happening.
- **Auction:** The Auction is scheduled for July 21st at 9:00 a.m. We have had the auctioneer in once already to start cataloguing equipment. He will be returning to

get pictures for his site and other advertising. He believes that we have a “good auction”.

- Summer Maintenance: The student workers have been a tremendous asset this summer. We are monitoring their hours to see how much we can keep them here into July. Maintenance has been working on various projects including some painting and stripping and waxing floors. The difference in the classrooms is noticeable.
- Simulators: We are still working with Jeff Tech on the simulator swap. Their solicitor is currently working on drawing up the paperwork.
- HVAC: Philip Foreman from the Foreman group has finally returned my calls. In the meantime, we have prioritized the three main areas needing work as Computer Networking, Welding and Construction Technology. We are waiting for more information but are confident they will be fully functional for the start of the school year.
- Phones: The phone system installation should begin any time in the next couple of weeks.

Superintendent of Record – Steve Young

- Steve Young was unable to attend the meeting.

Adjournment

On a motion by Dwayne VanTassel, seconded by Jill Foys, with all members voting in the affirmative, **IT WAS RESOLVED** to adjourn the meeting at 8:31 p.m.

Respectfully submitted,

Linda Skelley
J.O.C. Secretary