

Northern Tier Career Center  
REGULAR MEETING of the JOINT OPERATING COMMITTEE  
Thursday, October 15, 2020, at 6:30 PM  
Virtual Zoom Meeting

The Northern Tier Career Center's Joint Operating Committee held a virtual meeting for general purposes on October 15, 2020, using the Zoom platform.

Chairperson Gene Anne Woodruff called the meeting to order at 6:39 PM following an Executive Session. Roll Call was taken after the Pledge of Allegiance. The following board members responded to roll call: Ron Cole (Sayre), Jamie Westbrook (Athens), Rich Jones (NEB), Deborah West (Towanda), and Gene Anne Woodruff (Wyalusing). Also present were Gary Martell, Director; Jennifer Farley, Administrator of Educational Services, Margaret Johnson, PN Coordinator; Michele Welles, Business Manager; Craig Stage, Superintendent of Record; and Colleen Edsell, JOC Secretary. Rebecca Ferguson (Sullivan), Neal Palmer (Canton), and Bill Brasington (Troy) were absent.

**VISITORS:** There were no visitors.

**MINUTES:** Ron Cole (Sayre) made and Jamie Westbrook (Athens) seconded Approval of the September 17, 2020, virtual meeting minutes. On roll call vote, all members voted in favor.

**REPORTS:** Mr. Martell gave the administrative report which is attached. Mr. Stage reported that there have been contract meetings with both associations.

**FINANCIAL REPORTS:** Deborah West (Towanda) made and Rich Jones (NEB) seconded a motion to approve the Summary of Bills, September 12, 2020, to October 9, 2020, Financial Report as of September 30, 2020, and the Student Center Report as of September 30, 2020. Roll call vote indicated unanimous approval.

**BUSINESS:** Ron Cole (Sayre) made and Deborah West (Towanda) seconded a motion to Approve the Diesel Building Project Change Orders of PCO-GC-006 – Classroom Epoxy Flooring; PCO-MC-002 – Change to Rectangular Duct in Classroom and PCO-MC-003 – Structural Framing for EF-1 (Added in ASI-MC-001). All members voted in favor on roll call vote.

Ron Cole (Sayre) made and Rich Jones (NEB) seconded Approval of the Bradford County Area Vo-Tech Education Association Professional Employees Contract – July 1, 2021 to June 30, 2023. Roll call voted indicated unanimous approval.

Jamie Westbrook (Athens) made and Rich Jones (NEB) seconded a motion to Approve the Bond for Elected/Appointed Officers of \$50,000 for JOC Treasurer, JOC Secretary, and Director from November 1, 2020 to October 31, 2021. All members voted in favor on roll call vote.

**FIRST READING POLICIES:** Policy 146.1 – Trauma –Informed Approach; Policy 626 Attachments – Administration of Federal Funds-Type of Costs, Obligations and Property Management; Allowability of Costs – Federal Programs; Procurement Federal Programs, Cash Management – Federal Programs; Grant Subrecipient Monitoring Procedures – Federal Programs; and Policy 819 – Suicide Awareness, Prevention and Response were presented for first reading.

**SECOND READING POLICIES:** Policy 003 - Functions, Policy 146 – Student Services, Policy 309 – Assignment and Transfer, and Policy 311- Reduction of Staff were voted on unanimously on a motion by Ron Cole (Sayre) and seconded by Deborah West (Towanda).

**ANNOUNCEMENTS:** The next meeting is scheduled for 6:30 PM on Thursday, November 19, 2020.

Deborah West (Towanda) made and Jamie Westbrook (Athens) seconded the adjournment at 7:03 PM. All members voted in favor on voice vote.

Respectfully submitted,



Colleen Edsell  
Administrative Assistant

# October 2020 Administrative Board Report

## Student News

- 235 students have qualified for the PS Bank Scholarship. The Center continues to work with the Community Foundation on approval of recipients, and ordering of equipment has been completed.
- Center will support and conduct virtual college visits for students in program-specific formats. Mrs. Knapp, NTRPDC Career Coach, will aid Center with these efforts.
- PCNow Dual Enrollment process for our 18 courses has begun. Mrs. Farley is conducting in-person and virtual enrollment. PCT has asked permission to utilize Jen's presentation and Powerpoint for all their partners.
- 7 Students Currently on Co-op
- NOCTI pre-test are being conducted this week.
- Culinary Department's Blue Fountain is Now Serving takeout lunch and dinner Wednesday through Friday and pick-up catering events
- Autobody students are completing the SkillsUSA project of painting a vehicle for a family in need

## Buildings and Grounds

- Diesel lab addition update-HVAC roofing units installed, classroom floor and final touches to electric being completed this week. MAC -Builders await panels for completion.
- Phase 4-paving estimates for Spring 2021-\$359,804.67.

## Adult Education /LPN

- Current enrollment is 19
- Adult students began clinical October 15 @ Manor and Robert Packer Hospital
- HEERF Covid Educational Relief Grant-\$257,092
- Auto inspection class November 10-11
- Additional leisure class currently on-hold.

## Financial

- 2019 Current Gas Royalty Total – \$1970.83
- CARES \$90,000 complete, and GEER \$55,664 in-progress
- Yearly Audit Conducted October 12-16
- Projected balance after Phase One, Two and Three around \$1.4 million
- General fund balance \$1.1 million

## Covid Update

- Daily cleaning process and 2x sanitizing efforts is going very well
- Canton and Troy students have returned to the Center
- Center instructors continue to use Google Classroom, Zoom, on-line textbooks, and lab modification lessons to supplement hands-on learning environment
- Special thanks to Gene Anne Woodruff and Doug Eberlin from Wyalusing Schoolboard. Proctor and Gamble is donating 1000 masks.
- ❖ Clinical criteria for COVID-19 Evaluation (DOH 10/6)

## Center News

- Nurse Aide Training Certificates (clinical) have been postponed until spring or summer if needed.
- October 14 In-service Day – SLO Development, Google Classroom, fall OAC meeting development, update student task list, Aptegy submission highlighting program and remote learning planning.
- Fall Occupational Advisory Committees meeting virtual October 26<sup>th</sup>-30<sup>th</sup> to Review Curriculum, Equipment Needs, NOCTI Assessment Data and General Program Advice
- Special thank you to Blast IU 17 and Troy Area for donation to our IT department. They have provided hardware for student learning. Athens and Wyalusing have also reached out and are arranging donations.
- PSP was on campus October 8-9 for risk assessment
- Positive contract negotiations with professional and support staff continue