

Northern Tier Career Center
REGULAR MEETING of the JOINT OPERATING COMMITTEE
Thursday, December 13, 2018, at 6:30 PM
NTCC Multi-Purpose Room

The Northern Tier Career Center's Joint Operating Committee held a meeting for reorganization and general purposes, on December 13, 2018 at 6:30 PM, in the Multi-Purpose Room, at the Northern Tier Career Center, Towanda, Pennsylvania.

President Gene Anne Woodruff called the meeting to order at 6:35 PM followed by the Pledge of Allegiance. The following board members responded to roll call: Gene Anne Woodruff (Wyalusing), Howard Rought, Jr. (NEB), Hal Stockdill (Sullivan), Evelyn Sherburne (Towanda), and Ron Cole (Sayre). Also present were Jason Bottiglieri, Superintendent of Record; Gary Martell, Director; Michele Welles, Business Manager; Margaret Johnson, PN Coordinator; and Jennifer Farley, Administrator of Education Services. Gayle Burkett (Athens) and John Morgan (Troy) both notified that they would not be in attendance. Neal Palmer (Canton) was also absent.

There was no Executive Session

ORGANIZATIONAL MEETING: A nomination was made by Howard Rought, Jr. (NEB) and seconded by Hal Stockdill (Sullivan) to appoint Evelyn Sherburne (Towanda) temporary Chairperson to conduct the organizational meeting. Howard Rought, Jr. (NEB) made and Hal Stockdill (Sullivan) seconded a motion to accept Evelyn as temporary chairperson. On roll call vote, all five members voted in favor. Evelyn asked for nominations for Chairperson. Howard Rought, Jr. (NEB) nominated Gene Anne Woodruff as Chairperson. Hal Stockdill (Sullivan) made a motion to close the nominations. Hal Stockdill (Sullivan) made a motion to accept Gene Anne Woodruff (Wyalusing) as Chairperson and Ron Cole (Sayre) seconded the motion. The motion to elect Gene Anne Woodruff (Wyalusing), Chairperson carried by unanimous approval. Howard Rought, Jr. (NEB) nominated Gayle Burkett (Athens) as Vice Chairperson and Ron Cole (Sayre) made a motion to close the nominations. Hal Stockdill (Sullivan) made and Ron Cole (Sayre) seconded a motion to approve Gayle Burkett (Athens) as Vice Chairperson. All members voted in favor. Ron Cole (Sayre) made a motion to name Michele Welles as Deputy Board Secretary in the absence of the Board Secretary. Howard Rought, Jr. (NEB) seconded the motion. On roll call vote, all members voted in favor. Chairperson Woodruff announced at 6:40 PM that the organizational meeting was adjourned and the regular meeting would begin.

PRESENTATION: Mr. Martell shared data on the audit review. The tiny house covers two fiscal years, and the revenue from the scrap cars needed to be spent by June 30, 2018. The audit showed \$894 left and it is being requested not to return this to the home schools. Michele Welles shared information on the budget line transfers that we are being asked by the auditors to conduct.

VISITORS: There were no visitors.

MINUTES: Howard Rought, Jr. (NEB) made and Evelyn Sherburne (Towanda) seconded Approval of the October 18, 2018 meeting minutes. The motion carried unanimously on roll call vote.

REPORTS: Mr. Martell gave his reports which are attached. Current Enrollment of the Practical Nursing Program changed after this printing to be 29.

Superintendent of Record, Dr. Jason Bottiglieri, reported that the superintendents will be at the Center on Friday for three meetings. The first meeting will be with the Progress Authority and Northern Tier Regional Planning and Development followed by the superintendents' meeting and then concluding with

a representative on Career Readiness. He has requested that the districts have the career coaches hired as additional personnel with the grant that has been acquired.

FINANCIAL REPORTS: Howard Rought, Jr. (NEB) made and Hal Stockdill (Sullivan) seconded a motion to approve the Summary of Bills, October 13, 2018 to November 10, 2018, Financial Report as of October 31, 2018, the Student Activity Financial Report as of October 31, 2018, Summary of Bills, November 11, 2018 to December 8, 2018, Financial Report for November 30, 2018, and the Student Center Report as of November 30, 2018. Roll call vote indicated unanimous approval.

CORRESPONDENCE: There was no correspondence.

DONATIONS: Donations were received from Precision Pipeline in Covington, Pennsylvania and a 2012 Ford Focus was donated as part of the Ford Asset Program for transportation shops.

BUSINESS: A motion was made by Ron Cole (Sayre) and seconded by Howard Rought, Jr. (NEB) to move the \$894.23 remaining balance from the 2017-2018 budget to the Reserve. On roll call vote, all members voted in favor.

Ron Cole (Sayre) made and Howard Rought, Jr. (NEB) seconded a motion to approve the 2017-2018 Budget Line Transfers. All members voted in favor on roll call vote.

Howard Rought (NEB) made and Hal Stockdill (Sullivan) seconded a motion to approve the Sweet, Stevens, Katz, Williams Legal Agreement. Roll call vote showed unanimous approval.

The JOC meeting schedule for 2019 Calendar Year, OAC Fall Meeting Minutes, SUNY Cobleskill Diesel Technology, University of Northwestern Ohio Diesel Program, Universal Technical Institute, and Johnson College Articulation Agreements were approved on a motion made by Howard Rought, Jr. (NEB) and seconded by Ron Cole (Sayre). All members voted in favor on roll call vote.

ADMINISTRATIVE REGULATIONS: Policy 708 – Lending of Equipment and Books Equipment Sign-Out Form was approved.

PERSONNEL: Joey Ackley was approved as Buildings and Grounds Lead Custodian at \$15.50/Hour as of December 3, 2018, and Holly Shaul and Kristen Carrington were approved as Per Diem LPN Instructors at \$26/Hour as of November 15, 2018. Howard Rought, Jr. (NEB) made and Hal Stockdill (Sullivan) seconded the motion. All members voted in favor on roll call vote.

Gary Martell and Christi Warren were approved for Perkins V Trainings on 11/14/18, 12/13/18, and a TBD date at a cost to be covered with Perkins Funds. Hal Stockdill (Sullivan) made and Howard Rought, Jr. (NEB) seconded the motion. Roll call vote was unanimous.

ANNOUNCEMENTS: The next meeting is scheduled for 6:30 PM on January 17, 2019.

Hal Stockdill (Sullivan) made and Howard Rought, Jr. (NEB) seconded a motion to adjourn the meeting at 7:26 PM. All members voted in favor.

Respectfully submitted,



Michele Welles
Business Manager

Administrative Board Report

November/December 2018

Student News

- 53 students are enrolled in Penn College NOW concurrent enrollment courses
- NTCC students attended PA Build My Future at Penn College in October. An article about the event can be found at <https://pctoday.pct.edu/hundreds-of-secondary-students-attending-pa-build-my-future/>
- Students in the Information Technology class participated in a college visit to Penn State Wilkes-Barre, where 13 of them are concurrently enrolled in an IST certificate
- Informational Technology students saved \$20,118 enrolled in Penn State University!
- The 5th Annual College Fair was a huge success and prompted students to take the next steps in their post-secondary planning
- Building construction students are participating in an authentic learning experience by working on the concession stand addition at the Wyalusing Valley Jr/Sr High School
- NTCC student representatives participated in the Towanda Jr/Sr High School Career Fair on November 14th
- Bradford County Airport hosted auto mechanics and diesel students who are interested in exploring a career in aviation maintenance and/or operation
- Auto Body students had the opportunity to explore water-based technology for mixing automotive paint at Sherwood Groves
- Pre-nursing students have begun the clinical experiences that are required for CNA certification at local healthcare facilities
- HVAC students participated in an in-home furnace cleaning
- Food production and management students catered an event at the Troy Sale Barn
- Industry certifications are underway, including OSHA 10-hour safety for construction and industry, I-CAR, and OSHA for healthcare

Buildings and Grounds

- Hosted Northern Tier Buildings and Grounds Meeting on November 7 (Tours, HVAC controls and vendors, Lead water testing through SEEWALD with IU, shared how mold issues were resolved and things to look for throughout districts in the future) and December 5
- Phase One Update: Hunt Engineering in conjunction with Bradford County Planning and Mapping Services conducted aerial and on-site surveying; Center will not have to seek land development application, since primary function of the building is storage/agricultural in nature
- TREMCO Roof Repair was completed the week of December 3rd-7th

LPN

- Current Enrollment is 32
- Recent Pre-Entrance Exam – December 5, 2018
- Next Pre-Entrance Exam is January 17, 2019
- Participated in College Fair at NTCC on October 25

Financial

- 2018 Current Gas Royalty Total- \$7,875.36
- Final 2017-2018 audit has been completed
- Fund transfer between general and capital reserve funds
- CM Regent and Gannon Associates conducted an on-site audit and recommended motor vehicle record verification of all employees, replacement of two 500-gallon fuel tanks to meet NFPA 30 flammable and combustible liquid code
- Awarded Supplemental Grant of \$13,025 – IConnect Training and Air Conditioning Module and 24" Grizzly Band Saw

Other Adult Education

- ServSafe Manager Certification Course – December 10 and December 17
- Auto Inspection Class #2 with 20 students was completed in November; Next Auto Inspection is February 26 & 27, 2019
- Fall CDL class is currently in session with Professional Driving Services

Center News

- In order to meet the needs of all 8 sending districts and their Chapter 339 requirements, NTCC is developing events for students in grades 5, 8, and 10 to include hands-on exploration, student panel presentations, and tours
- NTCC will host 10th grade students for tours of the Center on December 17, 18, and 19

	Mon. 12/17	Tues. 12/18	Wed. 12/19
9:00-11:00am (arrival 8:45-8:55)	Northeast Bradford & Sayre	Athens	Troy
12:30-2:30pm (arrival 12:15-12:25)	Towanda	Sullivan County & Canton	Wyalusing

- Fall Occupational Advisory Committee Meeting Updates (See Attached Minutes)
- Ford Asset Program Vehicle Donation
- NTCC Hosted Reorganization Meetings, Tours, and Dinner for Towanda, Troy and Wyalusing Board Meetings
- Mr. Decatur and the Diesel Mechanic Class Hosted Stemco Wheel Ends and Seals
- Mr. Sullivan and the Autobody Class Hosted McGuire's (supplier) from Ithaca on Paint Color Mixing, Sealer, Base Coat and Clear Coat Applications, Detailing, and Buffing
- New Teachers Attended Integrated Learning Conference at Penn State in November

