

Northern Tier Career Center
REGULAR MEETING of the JOINT OPERATING COMMITTEE
Thursday, October 18, 2018 at 6:30 PM
NTCC Multi-purpose Room

The Northern Tier Career Center's Joint Operating Committee held a meeting, for general purposes, on October 18, 2018 at 6:30 PM, in the Blue Fountain at the Northern Tier Career Center, Towanda, Pennsylvania.

Vice President, Gayle Burkett (Athens) called the meeting to order at 6:30 PM followed by the Pledge of Allegiance. The following board members responded to roll call: Gayle Burkett (Athens), Ron Cole (Sayre), Kent Corson (Wyalusing), John Morgan (Troy), Howard Rought, Jr. (Northeast), and Evelyn Sherburne (Towanda). Gene Anne Woodruff (Wyalusing), Neal Palmer (Canton) and Hal Stockdill (Sullivan) notified that they would not be in attendance. Gary Martell, Director, Michele Welles, Business Manager, Maggie Johnson, Practical Nursing Coordinator, and Colleen Edsell, Board Secretary were also in attendance.

EXECUTIVE SESSION: Members went into Executive Session at 6:33 PM and the meeting reconvened at 6:37 PM.

PRESENTATION: Mr. Martell did a presentation on the Construction Project's three phases for the Center.

MINUTES: Howard Rought (Northeast) made and John Morgan (Troy) seconded the Approval of the September 20, 2018 minutes. On roll call vote, with one abstention, the motion passed.

REPORTS: Mr. Martell gave his Administrative Reports which are attached.

Superintendent of Record, Jason Bottiglieri, thanked Mr. Martell for facilitating business partnership meetings at NTCC for the superintendents.

FINANCIAL REPORTS: Approval of the Summary of Bills, September 15, 2018 to October 12, 2018, Financial Report for September 30, 2018, and Student Center Report for September 30, 2018 was made on a motion by Howard Rought (Northeast) and seconded by John Morgan (Troy). On roll call vote, all members voted approval.

CORRESPONDENCE: There was no correspondence

DONATIONS: A \$500 donation was received for the Neville Family Greenhouse from the Neville family. A 1998 Chevrolet Van from the Estate of Bruno B. Najaka, Jr. was received, and a ½ horsepower oil viscosity engine was donated for the transportation shops.

BUSINESS: The Safety Inspector Certification Training Program Performance Agreement, LAC and OAC Member Lists, and the \$50,000 Bond for JOC Treasurer, JOC Secretary and Director was approved on a motion from John Morgan (Troy) and seconded by Howard Rought (Northeast). Roll call vote showed unanimous.

The Approval to Begin Construction of Phase 1- Storage Area by NTCC Students was approved on a motion by John Morgan (Troy) and seconded by Ron Cole (Sayre). All members voted in favor.

John Morgan (Troy) made a motion to Approve Approximately \$9400 for Roof Repairs to be added to Phase 1. Howard Rought (Northeast) seconded the motion. All members voted in favor.

PERSONNEL: Ron Cole (Sayre) made and Howard Rought (Northeast) seconded the motion to Approve the Substitute Paraprofessionals/Teachers and Supplemental CNA Instructors at a rate of \$12/Hour for Paraprofessionals, \$100/Day for Substitutes, and \$30/Hour for CNA. On roll call vote, all members voted in favor.

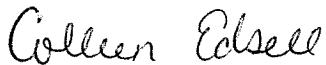
Ron Cole (Sayre) made and Howard Rought (Northeast) seconded a motion to Approve the Resignation of Justin Dionne, Buildings and Grounds Lead Custodian with regret. All members voted in favor on roll call vote.

A motion to Approve Travel to Penn College Construction Day for Chaperones and Students with Perkins Funds on October 18, 2018, and the Integrated Learning Conference at the Penn Stater for four instructors November 14-16, 2018 for \$1540 Plus Mileage was made by Ron Cole (Sayre) and seconded by John Morgan (Troy). Roll call vote was unanimous.

ANNOUNCEMENTS: Howard Rought (Northeast) thanked Mrs. Farley for the wonderful job she did on arranging the field trip to Penn College for approximately 150 students and 15 chaperones. Mr. Martell invited anyone interested in going to Penn College on October 31 with the Information Technology students. The next meeting is scheduled for November 15, 2018 at 6:30 PM.

ADJOURNMENT: Howard Rought (Northeast) made and Ron Cole (Sayre) seconded a motion to Adjourn the Meeting at 7:30 PM. All members voted in favor.

Respectfully Submitted,



Colleen Edsell, Board Secretary

Administrative Board Report

Student News

35 Students Attended Thaddeus Stevens College with Mrs. Farley
 150 Students will Attend Penn College Technology on October 18 for PA Build My Future Industry Showcase and Career Day
 Center will Host A College Fair on October 25, 2018 with 25 Confirmed Representatives
 Received Over 100 Applications for PCNow Dual Enrollment Credits
 October 31, Penn State Wilkes Barre will Host Informational Technology Students
 Students at the Center Recently Conducted Presentations at Wyalusing and Sayre Elementary Schools and Will Host Troy 5th Graders
 37 Students are Ready to Begin Certified Nursing Assistant Clinical Rotation in November
 Geisinger Blood Drive - 28 Students Donated Blood
 11 Students Currently on Co-op
 Cosmetology Students Volunteered at Guthrie Wellness Day
 SkillsUSA Organization is Conducting a Coat Drive
 First NTCC Student will Enter Ford Asset at Penn College sponsored by Williams Auto Group

Buildings and Grounds

Center Solicited Capital Project Bids

- **Phase 1** - Storage Pole Building Kit From 84 Lumber and Constructed by our Students
- \$75,000
- **Phase 2** – Additions to Three Instructional Areas
- \$475,000

- Driveway and Parking Lot Resurfacing
- \$150,000 – MR Dirt
- Roof Repairs – Assessment by Tremco-\$9478

LPN

- Current Enrollment is 35
 - Adult Students Began Clinical October 10
 - Next Pre-Entrance Exam is November 7, 2018
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- ❖ Attached 2018 Annual Report

Financial

2018 Current Gas Royalty Total- \$5688.90
 October 22 - Perkins Federal Grant of \$158,270 Released to Center
 Yearly Audit Conducted October 15-20

Other Adult Education

Auto Inspection Scheduling for November 6 and 7
 CDL has Four Students Ready to Begin

Center News

- The Center Hosted Towanda's Life Skills Class During Homecoming Week for Dining Experience and Cosmetology Services
- October 8 Inservice Day Dedicated to Building Industry Partner Relationships as Instructors Conducted Site Visits to Current and Future Occupational Advisory Council Committee Members and Seeking Co-op Opportunities for Students
- October 17 Center will Host First Employer Day Geared to Providing Opportunity for Local Business to Tour and Gain First-hand Knowledge of Our Programs of Study
- Fall Occupational Advisory Committees Meet October 22, 23, or 24 to Review Curriculum, Equipment Needs, NOCTI Assessment Data and General Program Advice
- Center Applied for 2018 Fall Perkins Supplemental Grant Featuring Table-top Air Conditioning and Refrigeration Training Module (HVAC), 24-inch Bandsaw (Building Construction)
- Cosmetology Stations are Complete and Clinical Services for Community have Started on Tuesdays and Thursdays
- Culinary Department's Blue Fountain is Now Serving Lunch Tuesday through Friday and Continues to Conduct Off-site Catering Services
- Center will Host an Inservice for Sullivan County Teachers on February 15
- Center will Host School Board Reorganization Meetings for Wyalusing and Towanda on December 3 and Troy on December 4
- Center will Send Team to 27th Annual Conference on Integrated Learning at Penn Stater in November

