

Northern Tier Career Center
REGULAR MEETING of the JOINT OPERATING COMMITTEE
Thursday, August 16, 2017 at 6:30 PM
NTCC Conference Room

The Northern Tier Career Center's Joint Operating Committee held a meeting, for general purposes, on August 16, 2017 at 6:30 PM, in the Conference Room, at the Northern Tier Career Center, Towanda, Pennsylvania.

President, Gene Anne Woodruff (Wyalusing) called the meeting to order at 6:34 PM followed by the Pledge of Allegiance. The following board members responded to roll call: Jake Rought, Jr. (NEB), Harold Stockdill (Sullivan substitute), John Morgan (Troy), J. Scott May (Canton), and Andrew Hickey (Sayre). Evelyn Sherburne (Towanda), and Gayle Burkett (Athens) were absent but did notify. Also present were Charles Young, Superintendent of Record; Gary Martell, Director; Michele Welles, Business Manager; Margaret Johnson, PN Coordinator; Jennifer Farley, Administrator of Education Services, and Colleen Edsell, Board Secretary.

PRESENTATION: There was no presentation

MINUTES:

A motion was made by Andrew Hickey (Sayre) and seconded by Harold Stockdill (Sullivan) to approve the minutes of the June 15, 2017 meeting. The motion carried with Gene Anne Woodruff (Wyalusing) abstaining.

REPORTS:

The Practical Nursing Activity Report was provided by Mrs. Margaret Johnson, PN Coordinator, and is attached.

Mr. Martell and Mrs. Farley reported on the approval of the greenhouse grant with thanks to the Neville family of Warren Center for nominating the NTCC. The report is attached.

Superintendent of Record, Charles Young, and Mr. Martell reported that the Secretary of Education, Pedro Rivera, would be in Bradford County and stopping at NTCC on Thursday, August 24, 2017.

FINANCIAL REPORTS:

Howard Rought (NEB) moved and Andrew Hickey (Sayre) seconded the motion to approve the Ratification of Bills, June 11, 2017 to August 11, 2017, Summary of Bills, August 11, 2017, and Financial Report, for June 30, 2017. All members voted in favor on roll call vote.

BUSINESS:

John Morgan (Troy) made and Howard Rought (NEB) seconded the motion to approve the 2017-2018 Student Handbook, 2017-2018 LAC Members, Southern Tioga MOU, TAPS MOU, and the BLaST Technology Agreement. All members voted in favor.

PERSONNEL

Howard Rought (NEB) made and John Morgan (Troy) seconded a motion to employ Michelle Thibodeault as 2017-2018 Cosmetology Instructor for \$51,780, employ Angela Koss and Richard Decatur as 2017-2018 Co-op Teachers at \$3000 each, employ Christina Signor as 2017-2018 Co-op Transition teacher at \$1500, approve the 2017-2018 substitute list and to accept Michelle Thibodeault's resignation as a paraprofessional. All members voted in favor on roll call vote.

TRAVEL

John Morgan (Troy) made and Andrew Hickey (Sayre) seconded a motion for Jennifer Farley to attend the 2017 Fall Workshop for CTE Counselors at Hershey, PA on 9/21/2017 and 9/22/2017. All members voted in favor.

EXECUTIVE SESSION:

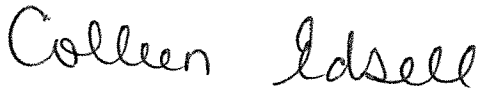
President, Woodruff announced that there would be no executive session.

ANNOUNCEMENTS:

The next meeting is scheduled for 6:30 PM on September 21, 2017.

John Morgan (Troy) made a motion seconded by Howard Rought (NEB) to adjourn the meeting at 7:44 PM. All members voted in favor.

Respectfully submitted,

A handwritten signature in cursive script that reads "Colleen Edsell".

Colleen Edsell
JOC Secretary

8-16-17

JOC MEETING

DIRECTOR'S REPORT

Adult Education

- Congratulations to Mrs. Johnson and her staff on a successful year and we are looking forward to the graduation ceremony tomorrow night at Towanda HS. Also, the center eagerly awaits the 35th class later this month!
- CDL program in conjunction with Professional CDL Services just finished the summer session. We currently do not have any students for the fall session, as funding is still an issue.
- Colleen has scheduled our automotive inspection classes for the entire year, registrations are quickly coming in.

Building and Grounds

- Everything looks great and a special thanks to Mr. Murphy and Mr. Benjamin on a well-orchestrated summer work plan. The staff not only completed the normal maintenance and cleaning schedule they also completed the requests submitted by the staff.
 - New lighting in Electrical and HVAC, painting of the main hallway and restrooms, moved projectors and screens
- Equipment serviced and certified by manufactures, all hazardous materials removed, camera system upgraded.

Student Programs

- Summer Cosmetology program was a huge success!
- .HVAC curriculum, materials, equipment and supplies have been at the fore front of our planning of the implementation of our new course.
- Upcoming: Student Center: School store, college and career information
- Enrollment at 433 for the 2017-18 school year.
- Anticipated program efficiency = 95% of total program seats are full for the upcoming school year
- We plan to continue with our "school uniform" approach as this adds a level of security, unity, equality, professionalism and ownership.
- Summer Computer Programming Camp was a great success! This will be the next pathway the Center will be researching to implement in future years.
- NTCC Students earned 233 PCNow credits in 2016-17 school year. This saved our families \$124,888.

Brandon

Center News

- The administrative staff, under Mrs. Edsell's leadership, has been working very hard over the summer to implement our new student management system (CSIU SIS). This system was developed by IU 16 with the help and guidance of the NTCC staff. It will manage our student grading, discipline, attendance, POS task list, contact information. In addition, we will be utilizing the employee portal to streamline payroll, staff leave, and weekly time cards.
- We have been actively preparing for our upcoming in-service days.
 - Wednesday 23rd CSIU SIS training for all teaching
 - Thursday 24th Instructional practices and student learning goals for the upcoming school year.
 - Friday 25th will focus be on operational procedures and overall Center's Goals with many changes to enhance transparency, clarity and function of our day-to-day operations
- A special thank you to Mrs. Connell and Mrs. Farley on their work with the Neville Family of Warren Center to obtain the Monsanto Grant. This grant will awards the Center with \$25,000 to purchase a greenhouse that will enhance our culinary program into a "farm to table" approach.
- Bureau of Career and Technical Education will be conducting our 339 program audit in April of 2018.
- MOU Signings with;
 - NTRPDC for Guidance Services once a Week.
 - Southern Tioga for student enrollment
 - PACTA for participation in the TAP program
 - PA State Police—Safe Schools

2017-2018 Perkins Grant

		\$145,585.00
100	Salaries	\$45,699.00
	4 instructional aides - 2 are 50/50 (KV/NP) and 2 are 80/20 (KS/WE)	
200	Benefits	\$49,439.00
500	Other Purchased Services	\$7,900.00
	PCNow	\$2,500.00
	PCNow Substitutes	\$700.00
	Staff Travel	\$700.00
	Student Travel	\$2,000.00
	Marketing	\$2,000.00
600	Supplies -HVAC	\$11,447.00
700	Equipment	\$31,100.00
	Double Oven	\$14,900.00
	Plasm cutting machine	\$16,200.00

Total Perkins Allotment

\$145,585.00

Penn College NOW Dual Enrollment, in partnership with

Northern Tier Career Center

Year-End Report: 2016-2017



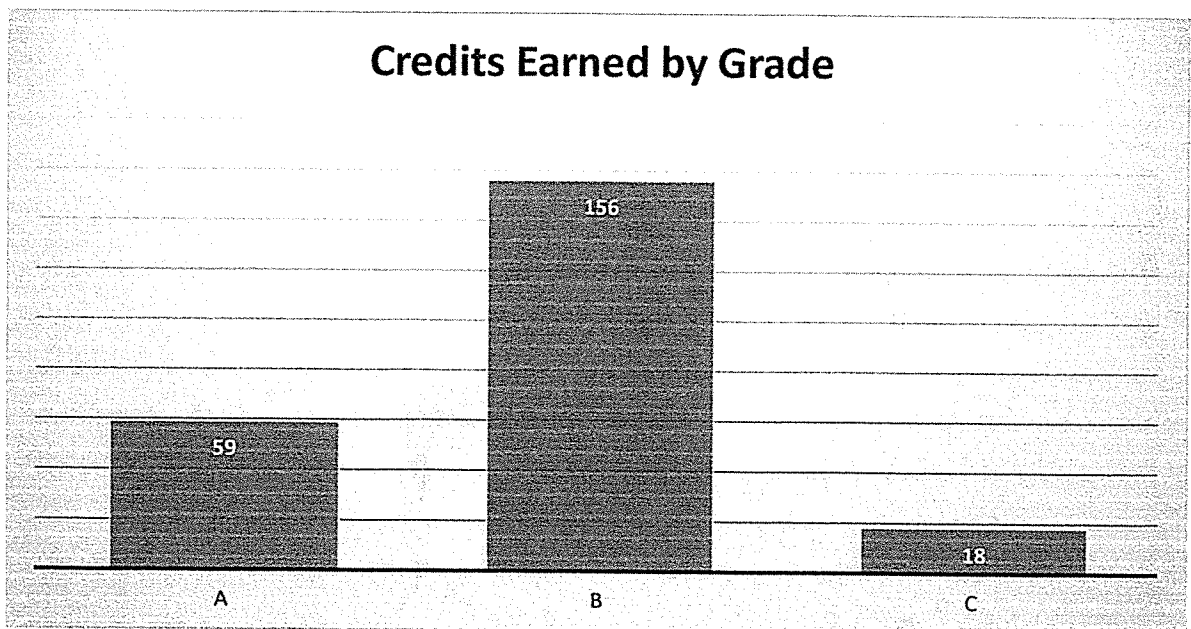
Total Enrolled Students: 47

Unduplicated

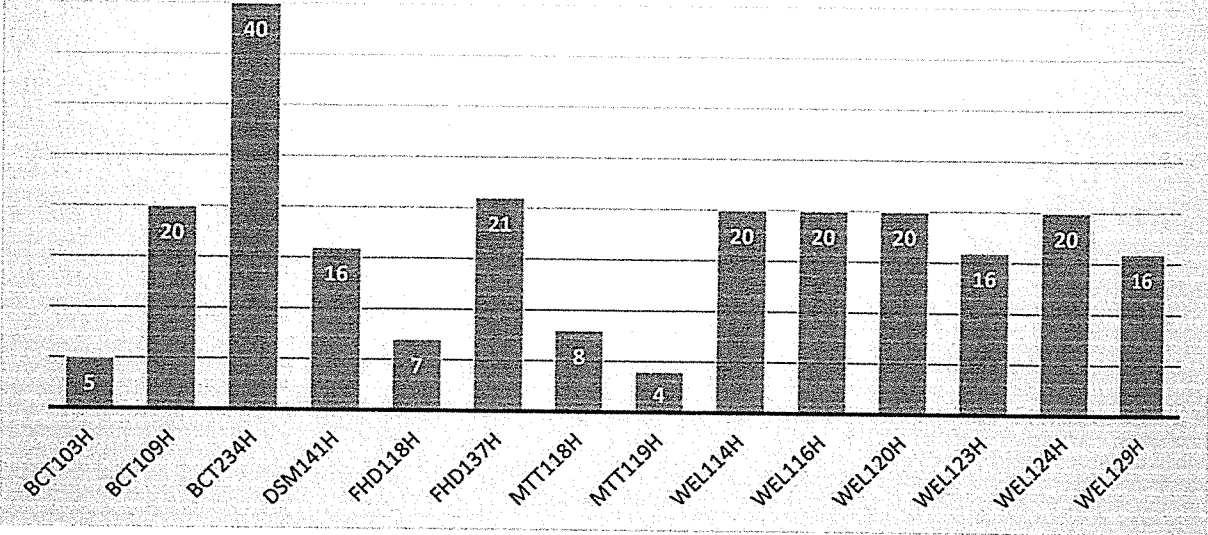
Total Credits Earned: 233

Our partnership saved your students \$124,888 at the 2016-2017 tuition rate!

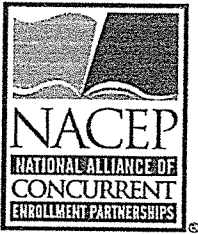
Course Number	Course Title	Instructor	Student Enrollment	Total Credits
BCT103	Construction Hand and Power Tools	Darren Howell	5	5
BCT109	Framing Principles	Darren Howell	5	20
BCT234	Masonry Principles	Darren Howell	8	40
DSM141	Heavy Duty Brake Systems	Richard Decatur	8	16
FHD118	Sanitation	Amanda Connell	7	7
FHD137	Introductory Baking	Amanda Connell	7	21
MTT118/MTT119	Mill Applications / Lathe Applications	Tom Milks	3	12
WEL114/WEL116	Shielded Metal Arc I and II	Paul Welch	10	40
WEL120/WEL124	Gas Metal Arc I and II	Paul Welch	10	40
WEL123/WEL129	Gas Tungsten Arc I and II	Paul Welch	8	32
2016-2017 Totals			71	233



Credits Earned by Course



Penn College NOW is proud to partner with Northern Tier Career Center!



Pennsylvania College of Technology's dual enrollment program is accredited by
The National Alliance for Concurrent Enrollment Partnerships (NACEP).

College Transitions * 570-320-8003 * collegetransitions@pct.edu

**PRACTICAL NURSING PROGRAM
NORTHERN TIER CAREER CENTER**

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570-265-8113 • Fax: 570-265-0664

E-MAIL: tmathers@ntccschool.org

ACTIVITIES OF THE PRACTICAL NURSING PROGRAM
PRESENTED TO: NORTHERN TIER CAREER CENTER
JOINT OPERATING COMMITTEE
August 16, 2017

I. PROGRAM ACTIVITIES

- A. July 17, 2017, Green Home in Wellsboro hosted a lunch for the practical nursing students as part of their recruitment process.
- B. July 18, 2017, Towanda Memorial Skilled Nursing hosted a breakfast for the practical nursing students as part of their recruitment process.
- C. July 25, 2017, Bradford County Manor hosted a lunch for the practical nursing students as part of their recruitment process.
- D. August 4, 2017, students hosted Career Day for area employers & educational providers. Posters created by students were displayed.
- E. The school hosted Stat Nursing NCLEX-Prep Course for the students August 7 & 8, 2017.
- F. Commencement for Class #34, 17 graduates, to be held Thursday, August 17, 2017 at the Towanda Area High School Auditorium.
- G. 42 students accepted for Class #35.

II. INDIVIDUAL ACTIVITIES

- A. BAYADA Home Health Care is honoring their founder, Mark Baiada. They chose NTCC to help honor him because of our nursing program, BAYADA continues to be able to provide the best LPNs and Aides in Bradford County. A tree (Rose of Sharon) and plaque will be put on the property of NTCC.