

Northern Tier Career Center
REGULAR MEETING of the JOINT OPERATING COMMITTEE
Thursday, January 16, 2020, 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 January 16, 2020, at 6:30 PM, in the Multi-Purpose Room, at the Northern Tier Career Center, Towanda, Pennsylvania.

Chairperson Gene Anne Woodruff called the meeting to order at 6:30 PM followed by the Pledge of Allegiance. The following board members responded to roll call: Gene Anne Woodruff (Wyalusing), Richard Jones (NEB), Kathy Jo Minnick (Athens), Bill Brasington (Troy), Rebecca Ferguson (Sullivan), Evelyn Sherburne (Towanda), and Ron Cole (Sayre). Also present were Gary Martell, Director; Michele Welles, Business Manager; Margaret Johnson, PN Coordinator; Jennifer Farley, Administrator of Educational Services; and Colleen Edsell, JOC Secretary. Jason Bottiglieri, Superintendent of Record and Neal Palmer (Canton) notified that they would not be in attendance.

ORGANIZATIONAL MEETING: A nomination was made by Ron Cole (Sayre) and seconded by Evelyn Sherburne (Towanda) for Rebecca Ferguson (Sullivan) to serve as Temporary Chairperson to conduct the organizational meeting. Ron Cole (Sayre) made and Evelyn Sherburne (Towanda) seconded a motion to accept Rebecca as temporary chairperson. On roll call vote, all members voted in favor. Rebecca asked for nominations for Chairperson. Ron Cole (Sayre) made and Richard Jones (NEB) seconded a motion to nominate Gene Anne Woodruff as Chairperson. Ron Cole (Sayre) made a motion to close the nominations. Ron Cole (Sayre) made a motion to accept Gene Anne Woodruff (Wyalusing) as Chairperson and Richard Jones (NEB) seconded it. Voice vote indicated all members in favor. Gene Anne Woodruff (Wyalusing) made and Bill Brasington (Troy) seconded a motion to nominate Ron Cole (Sayre) as Vice-Chairperson. Gene Anne Woodruff (Wyalusing) made a motion to close the nominations. Gene Anne Woodruff (Wyalusing) made and Bill Brasington (Troy) seconded a motion to accept Ron Cole (Sayre) as Vice Chairperson. All members voted in favor on voice vote. Bill Brasington (Troy) made and Gene Anne Woodruff (Wyalusing) seconded a motion to appoint Michele Welles as Deputy Board Secretary in the absence of the Board Secretary. All members voted in favor on voice vote. The organizational meeting was adjourned at 6:40 PM and the regular meeting reconvened.

VISITORS: There were no visitors.

MINUTES: Rebecca Ferguson (Sullivan) made and Ron Cole (Sayre) seconded Approval of the November 21, 2019, meeting minutes. The motion carried unanimously on voice vote.

PRESENTATION: Mr. Martell presented the 2020-2021 Preliminary Budget.

REPORTS: Mr. Martell gave his reports which are attached.

FINANCIAL REPORTS: Rebecca Ferguson (Sullivan) made and Ron Cole (Sayre) seconded a motion to approve the Summary of Bills, November 16; 2019 to January 10, 2020; Financial Report as of December 31, 2019; and the Student Center Report as of December 31, 2019, and the Student Activity Financial Report as of December 31, 2018. Roll call vote indicated unanimous approval.

CORRESPONDENCE: Plancon Park K: Project Refinancing Acknowledgement was received. Hunt Engineering is currently working on bid proposals, code inspections, and building permits. Approval with minor adjustments was received for the secondary nurse aide training program.

BUSINESS: A motion was made by Rebecca Ferguson (Sullivan) and seconded by Kathy Jo Minnick (Athens) for Approval of the 2020-2021 Preliminary Budget. On roll call vote, all members voted in favor. Approval of the 2020-2021 Course Catalog was made on a motion from Rebecca Ferguson (Sullivan) and seconded by Bill Brasington (Troy). All members voted in favor. Rebecca Ferguson (Sullivan) made and Ron Cole (Sayre) seconded a motion for Yearly Approval of the Penn College Memorandum of Understanding. All members voted in favor on roll call vote. First Reading of Policies 103, 103.1, and 104 were reviewed.

TRAVEL: A motion was made by Rebecca Ferguson (Sullivan) and seconded by Evelyn Sherburne (Towanda) to approve the following travel:

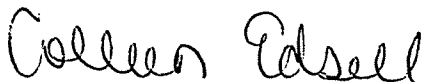
| Event | Participants | Date and Cost |
|--|--|--|
| 2020 PDE Data Summit at Hershey Lodge | Mrs. Edsell | March 15-18,2020 – Registration, Lodging, Mileage |
| 2020 SIS User Meeting at CSIU | Mrs. Edsell | February 4, 2020 – Mileage |
| SkillsUSA District Competition at Penn College of Technology | Mrs. Connell, Mrs. Warren and Student Participants | January 30-31, 2020 – Transportation and Substitutes |
| PACTA Winter Symposium Conference at Hershey Lodge | Mr. Martell, Mrs. Farley and Teaching Staff | February 13-14, 2020 – Perkins Funded |

All members voted in favor with a roll call vote.

ANNOUNCEMENTS: The next meeting is scheduled for 6:30 PM on February 20, 2020.

Rebecca Ferguson (Sullivan) made and Ron Cole (Sayre) seconded a motion to adjourn the meeting at 7:38 PM. All members voted in favor.

Respectfully submitted,



Colleen Edsell
Administrative Assistant

January 2020 Administrative Board Report

Student News

- PS Bank Scholarship update: \$59,643 worth of tools and equipment was awarded to 219 students. Thank you PSBank!!
- Mrs. Farley and students at the Center have started doing home-school presentations advocating career choices offered at the Center.
- Preparation has started for 37 students for the Certified Nursing Assistant Exam January 28-31.
- 12 Students are currently on co-op
- Mrs. Connell's Food Prep Students catered the 3rd annual Troy Sale Barn fundraiser utilizing local foods and products.
- Cosmetology clinic continues to serve public on Tuesday and Thursday evenings
- SkillsUSA is sponsoring a skate party for the members at Troy Skateland, and will be hosting a craft fair March 28 here at the Center.
- Mrs. Warren is conducting industry certifications for OSHA Manufacturing, ASE and I-Car.

Buildings and Grounds

- **Phase 1** - Storage pole building kit - 84 Lumber and constructed by our students - \$72,526
- **Phase 2**-Hunt Engineering has prepared and actively seeks bids for the addition to the Diesel Lab. They will conduct a pre-bid conference for contractors on January 23rd, and bid opening will take place on February 6th @ 1:00 p.m.
- LED light project nearing completion.

LPN

- Current enrollment 28
- **NCLEX pass rate: 100%** (100% for Class 2018)
- **Semester II began January 6, 2020**

Students completed 1.5 weeks of classroom learning of medical-surgical nursing and medication administration
Clinical sites: Guthrie Robert Packer Hospital and Guthrie Towanda Memorial Hospital.

- **The Prep Course starts February 6, 2020**

Offered to any NTCC senior student interested in attending our Practical Nursing Program after graduation. The Prep Course prepares the senior students for the ATI TEAS test which is the pre-entrance exam for the Practical Nursing Program. The prep course is every Thursday (February 6th to March 13th) including the test date

- The next **pre-entrance exam** is Scheduled for **February 12th**.

Financial

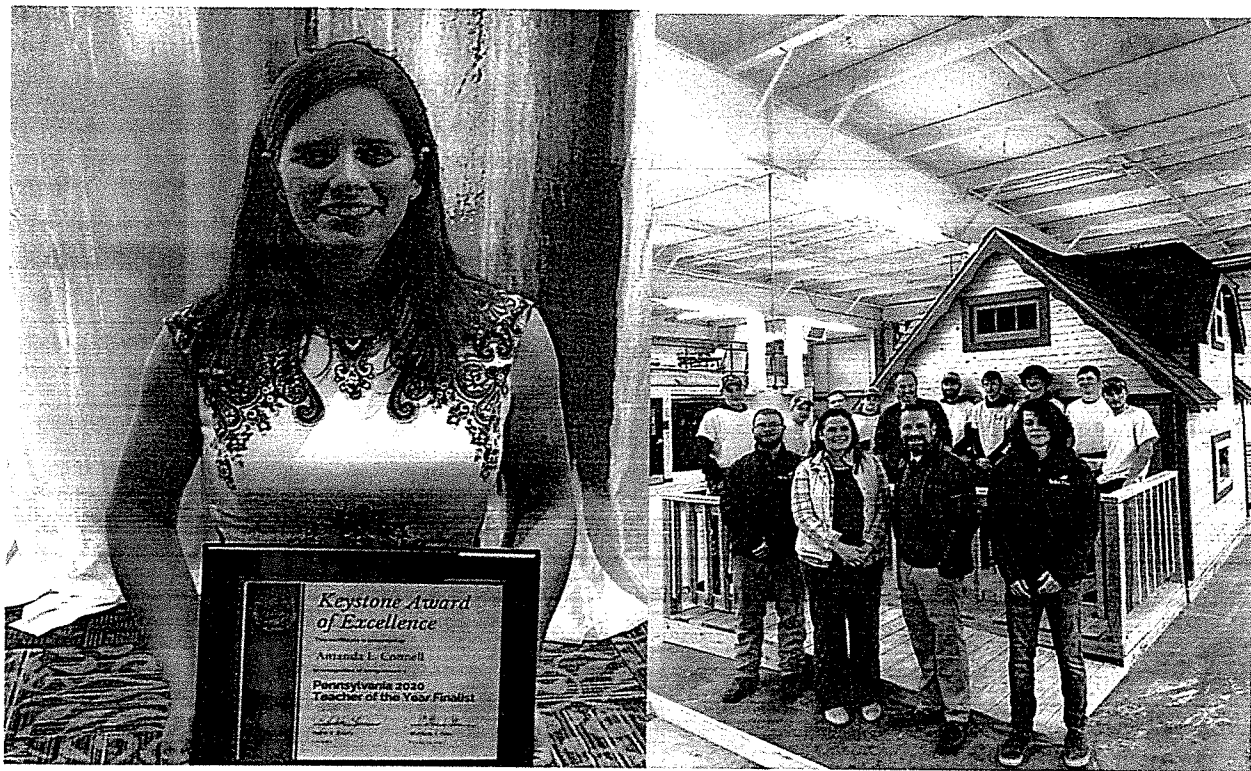
- 2019 Current gas royalty total – \$5785.24
- 2019-20 Budget trending in a normal allocation rate.
- Investigation E-Rate CAT2 funding for upgrades to our current system (WIFI)
- 2019 Audit final report available in February.

Other Adult Education

- Auto inspection in progress this week with Mr. Price. Next certification dates will be in March.

Center News

- Supplemental Equipment Grant Application is being prepared for PDE to allocate funds for the purchase of upgraded lathes for Machine Tool Technology.
- Mrs. Donna Yale, PSU-WB has secured a \$15,000 scholarship for our Informational Technology students.
- Center hosted the Towanda Rotary Club for lunch, presentation and tour on Monday January 13th.
- Lycoming CTC has request a visit to the Center to investigate our grading practices and student management system.
- The Center will host state 4-H food challenge in October.
- SkillsUSA competition at Penn College of Technology January 31st.
- Tours were conducted for students in 5th and 8th grade from the home districts.



Mrs. Connell at State Teacher of the Year Ceremony. Mr. Howell and Class Present the Brown Family with Playhouse.



School Store Purchases Program Sweatshirts



Cosmetology Students Christmas Up-Do's