

FRANKLIN COUNTY CAREER AND TECHNOLOGY CENTER  
JOINT OPERATING COMMITTEE  
November 18, 2020 Meeting Minutes

The monthly meeting of the Franklin County Career and Technology Center's Joint Operating Committee was held virtually on Wednesday evening, November 18, 2020 in the Main Conference Room Chairman Yates calling the meeting to order at 7:02 p.m., followed by a moment of silence and salute to the flag.

MEMBERS PRESENT:	Ed Norcross	Chambersburg
	Von McGee	Fannett-Metal – late arrival 7:06pm
	Shannon Yates	Greencastle
	Jim Bard	Shippensburg
	Charlie Suders	Shippensburg
	Allen Piper	Tuscarora – late arrival 7:05pm
	Curtis Wengert	Waynesboro
	Linda Zimmerman	Waynesboro

MEMBERS ABSENT:	Kris Scritchfield	Chambersburg
	Pat Fridgen	Greencastle

ALSO PRESENT:	Rodney Benedick	Superintendent of Record
	Jim Duffey	Admin. Director
	Terry Miller	Assistant Director
	Neil Rotz	Business Manager
	Jan Collier	PNP Administrator
	Allison Decker	Parent
	Michelle Mellott	FCCTC
	Kathy Estep	FCCTC
	Bryan Alleman	FCCTC
	Becky Runk	FCCTC
	Trish McCampbell	Parent
	Bryan Hawbecker	FCCTC

**RECOGNITION OF VISITORS:** Mr. Duffey introduced Michelle Mellott, who is scheduled to give a presentation during the administrative reports.

**PUBLIC COMMENT:** None

**APPROVAL OF THE NOVEMBER 18, 2020 AGENDA:**

On a Suders/Wengert motion/second and carried unanimously on a voice vote, the agenda was approved as presented.

**APPROVAL OF THE OCTOBER 22, 2020 MINUTES:**

On a Suders/Zimmerman motion/second and carried unanimously on a voice vote, the minutes were approved as presented.

**FINANCIAL REPORTS:**

Mr. Rotz, Business Manager, presented the following financial reports:

General Fund	Beginning Balance 10/1/2020	\$	1,280,282.95
	Receipts October 2020	\$	1,487,679.33
	Expenditures October 2020	\$	(1,327,943.47)
	Ending Balance 10/31/2020	\$	1,440,018.81
General Advisory	Beginning Balance 10/1/2020	\$	9,941.17
	Receipts October 2020	\$	0.00
	Expenditures October 2020	\$	(875.00)
	Ending Balance 10/31/2020	\$	9,066.17
LPN Program	Beginning Balance 10/1/2020	\$	547,181.27
	Receipts October 2020	\$	109,104.39
	Expenditures October 2020	\$	(31,818.98)
	Ending Balance 10/31/2020	\$	624,466.68

On a Suders/Wengert motion/second, the financial reports were approved as presented on the following roll call vote:

Mr. Suders – YES	Mr. Norcross - YES
Mr. McGee – YES	Ms. Zimmerman – YES
Mr. Piper – YES	Mr. Wengert – YES
Mr. Bard – YES	Chairman Yates – YES

**CORRESPONDENCE:** Mr. Duffey reviewed the GAC meeting minutes from the October 19<sup>th</sup> meeting. There was discussion on the adjustments of moving to virtual education as well as updating the school’s website and marketing videos. This is especially important as our normal student recruitment will have to be done virtually this school year. The GAC agreed to pay for half of school promotional video and future videos will come to the GAC to decide how much they are willing to cover. Bob Strunk has resigned from the committee. Mr. Duffey asked the committee to research what additional future programming would benefit students. The next meeting is scheduled for January.

**SUPERINTENDENT OF RECORD REPORT:** Mr. Benedick reported on the PAC meeting held on November 12. The conversation revolved around COVID and how districts are dealing with positive cases/exposures for students and staff. It was determined that the districts should move to a virtual delivery based on the recommendation of the Department of Health if the county has a “substantial” transmission rate. Franklin County has 3 consecutive weeks of a substantial transmission rate. There was also discussion on the recruitment for FCCTC for the 2021-22 school year and the 2021-22 school calendar.

#### **ADMINISTRATIVE REPORTS:**

##### **Jan Collier:**

- It is becoming more difficult to have in-person instruction, so we have moved the LPN program to virtual learning. The focus is now to maintain the ability of students to do their clinicals in person.
- The new PNP building is basically complete. The students and staff have all enjoyed their new home.
- The incoming applications are strong and we are preparing to start a new group of students in March.

**Terry Miller:**

- Reviewed the Teacher Recognition Summary for October.
- The Open House on 11/18/20 was held virtually. There were 154 attendees, which is higher than last year’s attendance. Terry thanked Steve Grove and Lori Ebersole for their work on the promotional video and Open House logistics.
- Reviewed the Co-op placement numbers for this year with the JOC. There are currently 43 students on a placement right now, which is a normal number in a non-COVID environment.

**Jim Duffey**

- Shared the draft school calendar for the 2021-22 school year that was reviewed with the superintendents.
- Reviewed the term limits of the JOC members and alternates.
- Thanked Terry on the successful Open House and Justin on his COVID leadership.
- Introduced Michelle Mellott (Workforce Development Assistant) to discuss the Pre-Apprenticeship Program and how her first year has gone
  - Welding is a registered pre-apprenticeship program.
  - JLG & Manitowoc current employers in the program.
  - Working on getting Volvo and DL Martin as employers for the program.

**NEW BUSINESS:**

**Personnel:**

**1. Employment**

Approval is sought to hire the following:

Janelle Wagaman 3123 Landfill Road Chambersburg, Pa 17202	Receptionist	\$14.79/hr – 186 Days
Sierra Funk, DNP, RN 47 Williamson Avenue Greencastle, PA 17225	Clinical Adjunct Faculty	\$32/hr per diem basis.

On a Suders/Piper motion/second, Mr. Yates asked if there were any questions or comments. Mr. Piper asked how many applications were received for the receptionist position. Mr. Miller responded that we received approximately 170 applicants. There being no further discussion, the employment of Janelle Wagaman and Sierra Funk was approved as presented on the following roll call vote:

Mr. Norcross – YES	Mr. McGee - YES
Mr. Bard – YES	Mr. Suders – YES
Mr. Wengert – YES	Ms. Zimmerman – YES
Mr. Piper – YES	Chairman Yates – YES

**Financial:**

**2. Video Production Agreement**

Approval is sought to use Cross & Crown to provide video services to update program videos to be used for school promotion and on our website at a cost of \$8,500.

On a Suders/Wengert motion/second, Mr. Yates asked if there were any questions or comments. Mr. Piper asked if the price from Cross & Crown is a fair quote. Mr. Duffey that this price will cover all 23

programs getting a new video as this is needed for recruiting students for next school year. Also, a second price received for the same project was \$17,000. There being no further discussion, the video production agreement was approved as presented on the following roll call vote:

Mr. Bard – YES	Mr. Suders - YES
Mr. Wengert – YES	Ms. Zimmerman – YES
Mr. Piper– YES	Mr. McGee – YES
Mr. Norcross – YES	Chairman Yates – YES

### **Property:**

#### **3. Reunification MOU**

Approval is sought to enter into an agreement with the Lincoln Intermediate Unit to allow the Franklin Learning Center to use the FCCTC for temporary shelter and as a reunification site in case of emergency and for the FCCTC to, likewise, use the FLC for temporary shelter and as a reunification site in case of emergency.

On a McGee/Wengert motion/second, Mr. Yates asked if there were any questions or comments. Chairman Yates asked if Franklin Learning Center (FLC) is the current reunification site for our school and if this a continuation of a previous MOU. Mr. Duffey explained that it was an unspoken reciprocal agreement between FCCTC and FLC, but this will formalize the reunifications sites for each school. There being no further discussion, the motion to approve the Reunification MOU was approved as presented and carried unanimously on a voice vote.

### **Curriculum:**

#### **4. Occupational Advisory Committee Meeting Minutes – Fall, 2020**

Acceptance is required by the JOC of the Fall, 2020 OAC Minutes. Minutes have been posted on our website at <http://www.franklinctc.com/7-2/about/committees/occupational-advisory-committee/>.

On a Suders/Norcross motion/second and carried unanimously on a voice vote, the Occupational Advisory Committee Meeting Minutes – Fall 2020 were approved as presented.

#### **5. Affiliation Agreement**

Request approval of Affiliation Agreement between the FCCTC Practical Nursing Program and the Drexel University College of Nursing and Health Professions. The purpose of the affiliation is for the PNP Director to act as preceptor for one graduate student from Jan-Jun 2021.

On a Piper/Suders motion/second, Mr. Yates asked if there were any questions or comments. Mr. Piper asked Mrs. Collier what the role of a preceptor would be for a graduate student. Mrs. Collier responded that a preceptor is someone who will oversee projects and clinical time needed for the student to complete their studies. There being no further discussion, the motion to approve the Affiliation Agreement was approved as presented and carried unanimously on a voice vote.

#### **6. Health and Safety Plan**

Retroactive approval is sought to change the Health and Safety Plan and delivery system to full virtual instruction from 11/17 – 12/2 due to the increase in the level of community COVID transmission in Franklin County as well as a lack of administrative leadership due to quarantine. Additional approval is sought to allow the Administrative Director to continue full virtual instruction until the December 16<sup>th</sup> JOC meeting if transmission levels remain in the Substantial

Category.

On a Suders/Piper motion/second, Mr. Yates asked if there were any questions or comments. Mr. Piper asked about how serious the COVID situation has been at FCCTC. Mr. Duffey responded that we have had two positive cases for staff to date. He then reviewed the situations that we have dealt with since the beginning of the school year in the programs for both students and staff. It has been challenging, but Mr. Duffey feels that we have handled it well. There being no further discussion, the Health and Safety Plan was approved as presented on the following roll call vote:

Mr. Zimmerman – YES	Mr. Piper - YES
Mr. Norcross – YES	Mr. Bard – YES
Mr. Suders– YES	Mr. Wengert – YES
Mr. McGee – YES	Chairman Yates – YES

**Solicitor's Report** - None

**Addenda** – Mr. Piper asked if anything was on Mr. Duffey's mind, who our solicitor is and if we have any dealings with PSBA. Mr. Duffey responded that he's been focused on keeping the education moving forward at FCCTC, both in-person and virtual, while keeping the staff and students safe. Our solicitor is Ron Repak from the Beard Legal Group and the school does not do much outside of the policy updates with PSBA.

**Adjournment** – There being no further business to discuss, the meeting adjourned at 8:00 pm.

Respectfully submitted,

Neil D. Rotz  
Recording Secretary

aw: 12/9/20