

GACTC

JOC Summary

March 28, 2011

EDUCATION

Out-of-State Field Trip: approved Out-of-state field trip for the instructors and students from the Computer Programming/Oracle Academy, Computer Technology/Cisco Academy, Electronics Technology classes, to the American History Museum in Washington, DC, on April 15, 2011.

Out-of-State Conference: approved Charles Miller, Outdoor Power Equipment Technology Instructor, to the EETC Annual Meeting, April 7-9, 2011, in Milwaukee, Wisconsin.

Horticulture & Environmental Science Program: JOC approved curtailing this program beginning in the 2011-12 school year.

e-Strategic Plan Mid-Point Review: approved submission of the e-Strategic Plan Mid-Point Review to PDE.

EFDA Articulation Agreement: approved Articulation and Academic Program Partnership Agreement between the GACTC and Mount Aloysius College to offer the Expanded Function Dental Assistant Certificate to Associate Degree Program.

Agreement with FCI Loretto: approved a 5-year contractual agreement between GACTC and FCI Loretto to offer Microsoft Office Applications Specialist training to federal inmates at the Loretto facility by an instructor from the GACTC.

2011-12 School Calendar Revision: approved revisions to the 2011-12 school calendar to align with the majority of sending schools.

FYI: The 2010-11 school calendar was revised to reflect two snow days taken, February 1 and 2, and their make-up dates, February 21 and April 25. February 18 was used as the Presidents' Day holiday.

PERSONNEL

Resignations/Retirements: accepted the retirement/resignation notice submitted by Arthur Albright, James Burchfield, Kathleen Felty, Rebecca Keefer, Makenzie Miller, and Jane Phelan.
Employment:

Permission to Hire:

- a.
 - 1) permission granted to advertise and hire a Carpentry instructor for the 2011-12 school year.
 - 2) permission granted to hire an hourly instructor for the Practical Nursing Program.
- b. Part-time Continuing Education:
 - 1) Mary Ellen DeHaas and Christine McNelis, teaching Basic Cooking classes.
 - 2) James Bumgarner to teach a series of summer short-term culinary courses .
- c. Postsecondary Student Interviews: Katrina Gentsch to conduct postsecondary interviews to full-time student applicants for Cont. Ed.
- d. EFDA Associate Degree Program: Dr. Thomas Zajac, DMD, contracted to work from March 1 through August 5 (23 weeks) to perform necessary duties to launch the Associate Degree EFDA Program in conjunction with Mount Aloysius College.

Change in Status: Karen Sybert, CMA, from a part-time instructor to a full-time instructor in the Medical Assistant Program.

Substitute Teacher: deleted Donna Lesniak.

Credit Reimbursement: (FOR INFORMATION ONLY) Billie Brown

FINANCE

2010-11 Budget:

permission granted to amend the budget to recognize revenues and expenses for:

- a. Equipment Grant in the amount of \$50,000 and Dual Enrollment, \$7,059.
- b. WEDnet program for the best estimate of company usage in the amount of \$263,659, although the full potential is \$292,954.
- c. permission granted to file a Postsecondary Perkins budget revision as the fiscal agent.

Establishment of Capital Projects Fund: permission granted to establish a capital projects fund as required by GASB 54.

2010-11 Budget Transfer: permission granted to transfer the aggregated balance of the proceeds from the sale of the Rail Training Center to the Capital Projects Fund.

Permission to Bid: for welding equipment to be funded through the equipment grant.

Permission to Renovate Cosmetology Classroom: proceed with necessary improvements to lab area as planned for the current year.

Change in District Cost Allocation Method: a change to allocate Center costs based on a three-year average enrollment for both budget and final reconciliation purposes.

Hiring of Auditors: Young, Oakes, Brown & Company as auditors to conduct the General Financial and Single Audits.

Contract Approval and Confirmation: bid award to Bettwy Electric, Inc., for new primary service from Penelec and an electrical load study.

2011-12 Budget: A preliminary draft of the 2011-12 budget distributed for review.

Committee Meeting: Ad Hoc Salary Committee meeting scheduled in April.

FYI: The Bureau of Food Distribution at the Pennsylvania Department of Agriculture reviewed the GACTC's Single Audit Report for the year ending June 30, 2009, including the Schedule of Expenditures of Federal Awards (SEFA), and found it acceptable.