

GACTC JOC Summary

January 25, 2021

FINANCE - AUDIT PRESENTATION

David Scott of Young, Oakes, Brown, and Company, PC gave a brief explanation of the 2019-2020 audit and single audit reports. Mr. Scott stated that there were no findings and no management letter.

Audit Report: Accepted the General Purpose Financial Statements and Single Audit Report as submitted by Young, Oakes, Brown, and Company, PC for fiscal year ending 6/30/2020.

EDUCATION

Pamela Kenawell, Culinary Arts Instructor at the Greater Altoona Career & Technology Center, delivered a presentation with information on student interest in a Baking and Pastry Arts Program, average salaries of professionals, a course timeline, a transition plan, potential articulation agreements, accreditation, possible student industry certifications, and equipment needed.

Program Approval: Permission granted to submit for PDE approval of Bakery and Pastry Arts Program* (CIP 12.0501) and execute plan provided in the presentation to open the program, purchase equipment, and enroll students.

*Note: The motion contained a typographical error, the correct program name is: Baking and Pastry Arts.

Out-of-State Conference: Approved out-of-State Conference for:

- a. Anthony Gibbons, Automotive Technology Instructor, to attend Automotive Technical Training in Concord, North Carolina, from July 26-29, 2021.

PERSONNEL

Retirement: Accepted:

- a. Mary Ellen DeHaas, Food Services Instructor, effective at the end of the 2020-2021 school year.

Employment: Approved:

- a. FCI-Loretto: Scott Fockler
- b. CPR Classes: Mary Prorok
- c. Post-secondary Nurse Aide Clinical Instructor (Part-time): Permission granted to advertise, interview, and hire a part-time nurse aide clinical instructor.
- d. Post-secondary Adjunct Instructor (Part-time): Retroactive permission granted to advertise and permission granted to interview and hire a part-time instructor to teach Accounting for the Medical Assistant and Medical Office Specialist programs.
- e. Co-Op Student: J. Ragusa

Stipend: Approved:

- a. Culinary Arts Department Purchasing: Heather McCloskey

Credit Reimbursements: T. Bence, E. Campbell, T. Harris, B. Hoover, P. Kenawell, J. Mauk, D. Potter, A. Sparr, N. Zernick

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403(b) Plan Document: Approved the updated 403(b) Plan Document prepared by our third party-consultant, TSA Consulting Group, Inc.

Capital Lease Fund Transfer: Permission granted to retroactively transfer and permit future transfer of member district capital lease allocations from the General Fund to the Capital Reserve Fund.

2020-21 Budget Amendments: Permission granted to amend the budget to recognize revenues and expenditures for the following approved grants:

1. CARES Act - HEERF Institutional - \$145,558
2. CARES Act - HEERF FIPSE - \$208,884

Audit: Permission granted to enter into a three-year engagement with Young, Oakes, Brown & Co., PC for audit services at the current not to exceed rate for the first year and an annual increase set by CPI but not to exceed 4% for each of the next two years.

Utility Vehicle: Permission granted to purchase a utility vehicle, equipped with lights, spreader, and plow, from Kubota Tractor Corporation under state contract/COSTARS pricing.

NEW BUSINESS

Ethics Statements: Reminder: Ethics statements are due from all JOC members by May 1, 2021. Please let Cheyenne know if you need a form.

JOC Subcommittees: Members were provided a copy of the Subcommittee List from the previous year. Members can review the list and let Mr. Palmer know of any changes. Mr. Palmer would like to solidify the Negotiations Committee as negotiations have started, members interested in sitting on the Negotiations Committee should let Mr. Palmer know.