VENANGO TECHNOLOGY CENTER
JOINT COMMITTEE
1 Vo-Tech Drive
Oil City, Pennsylvania 16301

MINUTES

August 1, 2011

The regular meeting of the Venango Technology Center Joint Committee was held this evening in the Conference Room of the Venango Technical Center, 1 Vo-Tech Drive, Oil City, PA 16301. Chairman Proper called the meeting to order at seven o'clock (7:00) p.m.

Chairman Proper asked the members to pause for a moment of silence.

Chairman Proper asked the members to stand for the Pledge of Allegiance.

Roll Call: Present: Patty Feroz, Mike Port, Diane Thompson, Karen Woods, John Mehalic, Randy Seitz, Dwight Proper

Absent: Ronald Lytle, Anthony Sakalousky, Sue Barthen

Also Present: Mario Fontanazza, Ms. Karen Jez

Chairman Proper stated the Joint Committee members had received copies of the Minutes of the June 6, 2011 meeting in the mail. He asked if there were any additions, corrections or deletions.

Mrs. Woods, seconded by Mr. Port, moved to approve the Minutes of the June 6, 2011 meeting.

Roll Call: Ayes: Patty Feroz, Mike Port, Diane Thompson, Karen Woods, John Mehalic, Randy Seitz, Dwight Proper

Nayes: None, motion carried.

The Treasurer's and Secretary's Report as of June 30, 2011 and August 1, 2011 and the Special Account Report as of June 30, 2011 were submitted for information.

Mrs. Woods, seconded by Mr. Seitz, moved to approve the Treasurer's and Secretary's Report as of June 30, 2011 and August 1, 2011 and the Special Account Report as of June 30, 2011. Motion unanimously carried.

Mr. Sakalousky arrived at 7:05 p.m.

A list of bills was submitted for approval as follows:
6/7 – 6/30/11 - $ 928,232.89
7/1 – 8/01/11 - $ 388,935.47

Mr. Seitz, seconded by Mrs. Woods, moved to approve for payment the lists of bills as submitted.

Chairman Proper asked if there were any questions. Mr. Mehalic questioned a reimbursement check for Larry Baughman. Mr. Adams explained that this was for mileage reimbursement from November 2010 to June 2011. He then indicated that item 7 h of the agenda is a revision to the Board Policy for job related expenses.

Roll Call: Ayes: Patty Feroz, Mike Port, Diane Thompson, Karen Woods, John Mehalic, Randy Seitz, Anthony Sakalousky, Dwight Proper

Nayes: None, motion carried.

Under Communications, the Minutes of the Professional Advisory Committee Meeting of 8/01/11 were presented as information. Mr. Fontanazza detailed several items that were discussed, which would be brought as action items later in this agenda.

Chairman Proper stated the next item on the agenda was requesting permission for Pat Adams, Larry Baughman, Carol Miller and Jeannette Slater to attend the annual PACTA workshop on September 26th and 27th, 2011 in State College at a cost not to exceed $1,700.00 – Funding - local

Mrs. Woods, seconded by Mrs. Feroz, moved to approve permission for Pat Adams, Larry Baughman, Carol Miller and Jeannette Slater to attend the annual PACTA workshop on September 26th and 27th 2011 in State College at a cost not to exceed $1,700.00 – Funding - local

Roll Call: Ayes: Patty Feroz, Mike Port, Diane Thompson, Karen Woods, John Mehalic, Randy Seitz, Anthony Sakalousky, Dwight Proper

Nayes: None, motion carried.

Chairman Proper requested approval of the 2010-2011 budget transfers as presented.

Mr. Seitz, seconded by Mrs. Woods moved to approve 2010-2011 budget transfers as presented.

Roll Call: Ayes: Patty Feroz, Mike Port, Diane Thompson, Karen Woods, John Mehalic, Randy Seitz, Anthony Sakalousky, Dwight Proper

Nayes: None, motion carried.

Chairman Proper requested approval of textbooks for the following area:

a. Cosmetology – Milady Standard Student Guide and Student Workbook 1st edition – Cengage Learning

Mrs. Feroz, seconded by Mrs. Woods moved to approve the textbook as submitted.

Roll Call: Ayes: Patty Feroz, Mike Port, Diane Thompson, Karen Woods, John Mehalic, Randy Seitz, Anthony Sakalousky, Dwight Proper

Nayes: None, motion carried.

Chairman Proper asked for approval of the bus contracts and drivers for the 2011-2012 school year as presented.

Mrs. Woods, seconded by Mr. Seitz moved to approve the bus contracts and drivers for the 2011-2012 school year as presented.

Roll Call: Ayes: Patty Feroz, Mike Port, Diane Thompson, Karen Woods, John Mehalic, Randy Seitz, Anthony Sakalousky, Dwight Proper

Nayes: None, motion carried.

Chairman Proper requested approval of the substitute instructor list for 2011-2012.

Mr. Seitz, seconded by Mrs. Woods moved to approve the substitute instructor list for 2011-2012.

Roll Call: Ayes: Patty Feroz, Mike Port, Diane Thompson, Karen Woods, John Mehalic, Randy Seitz, Anthony Sakalousky, Dwight Proper

Nayes: None, motion carried.

Chairman Proper requested approval of the 2011 – 2012 Handbook for employees and students.

Mrs. Woods, seconded by Mrs. Feroz moved to approve the 2011 – 2012 Handbook for employees and students.

Roll Call: Ayes: Patty Feroz, Mike Port, Diane Thompson, Karen Woods, John Mehalic, Randy Seitz, Anthony Sakalousky, Dwight Proper

Nayes: None, motion carried.

Chairman Proper requested approval of the list of equipment for disposal.

Mr. Mehalic, seconded by Mrs. Woods moved to approve the list of equipment for disposal.

Roll Call: Ayes: Patty Feroz, Mike Port, Diane Thompson, Karen Woods, John Mehalic, Randy Seitz, Anthony Sakalousky, Dwight Proper

Nayes: None, motion carried.

Chairman Proper requested approval for the first reading of the revision to Board Policy 331 – Job related expenses.

Mrs. Woods, seconded by Mr. Seitz moved to approve the first reading of the revision to Board Policy 331 – Job related expenses.

Mr. Mehalic discussed the language in the 2nd to last paragraph on page 2. He suggested the last sentence be revised to read as follows:

> All expenses for which reimbursement is requested shall be submitted no more than 30 days after travel and/or expenses are incurred or no reimbursement will be paid.

Mr. Seitz moved to amend the first reading of the revision to Board Policy 331 – Job related expenses with a motion to read as discussed, seconded by Mrs. Woods.

Roll Call: Ayes: Patty Feroz, Mike Port, Diane Thompson, Karen Woods, John Mehalic, Randy Seitz, Anthony Sakalousky, Dwight Proper

Nayes: None, motion carried.

Chairman Proper requested approval for hiring a part-time administrative assistant position for the Warren Practical Nursing Program at a starting salary of $7,245.00 and full benefits.

Mr. Seitz made a motion to approve the part-time administrative assistant position for the Warren Practical Nursing Program at a starting salary of $7,245.00 and limit benefits to single coverage with the employee's option to purchase additional coverage above the single rate at their own expense. This motion was seconded by Mrs. Woods.

Roll Call: Ayes: Patty Feroz, Mike Port, Diane Thompson, Karen Woods, John Mehalic, Randy Seitz, Anthony Sakalousky, Dwight Proper

Nayes: None, motion carried.

Chairman Proper requested approval of the service contract with FIT Optimized Solutions for program updates and maintenance on the HVAC software program.

Mr. Seitz, seconded by Mrs. Woods moved to approve the service contract with FIT Optimized Solutions for program updates and maintenance on the HVAC software program.

Roll Call: Ayes: Patty Feroz, Mike Port, Diane Thompson, Karen Woods, John Mehalic, Randy Seitz, Anthony Sakalousky, Dwight Proper

Nayes: None, motion carried.

Chairman Proper requested approval of the service contract with Renick Brothers for Service and maintenance of the HVAC units.

Mrs. Woods, seconded by Mrs. Feroz moved to approve the service contract with Renick Brothers for Service and maintenance of the HVAC units.

Roll Call: Ayes: Patty Feroz, Mike Port, Diane Thompson, Karen Woods, John Mehalic, Randy Seitz, Anthony Sakalousky, Dwight Proper

Nayes: None, motion carried.

The next item on the agenda was a review of the Director's Activities for July 2011.

Chairman Proper asked if there was any Old Business.

None was noted.

Under New Business Chairman Proper asked permission for Paul Strawbridge and Mike Irwin to attend the Associated Builders and Contractors Instructor certification program on August 25 – 26, 2011 in Pittsburgh at a cost not to exceed $1,000.00 – Funding - local

Mrs. Woods, seconded by Mr. Seitz moved to approve Paul Strawbridge and Mike Irwin to attend the Associated Builders and Contractors Instructor certification program on August 25 – 26, 2011 in Pittsburgh at a cost not to exceed $1,000.00 – Funding - local

Roll Call: Ayes: Patty Feroz, Mike Port, Diane Thompson, Karen Woods, John Mehalic, Randy Seitz, Anthony Sakalousky, Dwight Proper

Nayes: None, motion carried.

Upon motion by Mr. Mehalic, seconded by Mrs. Woods, the meeting adjourned at seven fifty - five (7:55) p.m.

Recorded by



Patrick M. Adams
Secretary, Joint Committee

A reminder that next month's meeting will be held on **Tuesday, September 6, 2011.**