

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

MINUTES

August 3, 2015

The regular meeting of the Venango Technology Center Joint Committee was held this evening in the Conference Room of the Venango Technology 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: Todd Carson, Ron Lytle, Susan Motzer, Karen Woods, Randy Seitz, Joe Womer, Sue Clarke, Dwight Proper

Absent: Hal Carbaugh, David Graham

Also Present: Mario Fontanazza, Karen Jez, Jena Seidle

Mrs. Woods, seconded by, Mr. Carson, moved to approve the Minutes of the June 1, 2015 meeting as submitted, with the following correction under new business:

- a) Chairman Proper requested approval to amend the 403 (b) plan to allow for an employer contribution as a retirement benefit of \$25 a day for each unused sick day up to a maximum of 125 days for Sue Confer and Pam Fry.

Motion unanimously carried.

The Treasurer and Secretary's Report as of 6/30/15 and 8/3/15 and the Special Account Report as of 6/30/15 were submitted for information.

Mrs. Woods, seconded by Mrs. Motzer, moved to accept the Treasurer and Secretary's Report as of 6/30/15 and 8/3/15 and the Special Account Report as of 6/30/15 as submitted. Motion unanimously carried.

A list of bills was presented for approval as follows:

6/2/15 – 6/30/15	\$816,183.59
7/1/15 – 8/3/15	\$462,855.09

Mrs. Woods, seconded by Mr. Carson, moved to approve the list of bills as follows:

6/2/15 – 6/30/15	\$816,183.59
7/1/15 – 8/3/15	\$462,855.09

Roll Call: Ayes: Todd Carson, Ron Lytle, Susan Motzer, Karen Woods, Randy Seitz, Joe Womer, Sue Clarke, Dwight Proper

Nayes: None, motion carried.

Under Communications, Mr. Fontanazza highlighted some things discussed in the Minutes of the Professional Advisory Committee Meeting of 8/3/15.

At 7:11 p.m. Mr. Proper requested an executive session for personnel matters.

The meeting reconvened at 7:24 p.m.

Mr. Proper requested approval of the action items in item 8. a. items i. – viii. as one motion.

Mrs. Woods, seconded by Mr. Seitz, moved to approve agenda items 8. a. items i. – viii. as follows:

- i. Permission for Pat Adams, Carrie Beightol, Robert Nurss and Carol Miller to attend the annual PACTA workshop on September 24th and 25th 2015 in State College at a cost not to exceed \$1,700.00 – Funding – local
- ii. Permission for Martin Conti to attend the 2015 PCEA conference October 6 – 7, 2015, in State College at a cost not to exceed \$700.00 – Funding – local
- iii. Approve Budget Transfers for 2014-2015
- iv. Approve Tessa Miller as 12 month Accounting Assistant. This position will have 0 weeks vacation from 0 to 90 days, 1 week after 90 days, 2 weeks after 1 year and 3 weeks after 5 years. The starting salary will be \$32,000.00 and after a successful 6 month probation period, move the salary to \$35,000.00.
- v. Approve Kara Kauffman as Practical Nursing Administrative assistant. This will be a 202 day schedule. The starting salary will be \$23,000.00 and after a successful 6 month probation period, move the salary to \$25,000.00.
- vi. Approval of the 2015-2016 Bus Contracts and Bus Drivers.
- vii. Approve substitute instructor list for 2015-2016
- viii. Approve Practical Nursing substitute instructor list for 2015-2016.

Roll Call: Ayes: Todd Carson, Ron Lytle, Susan Motzer, Karen Woods, Randy Seitz, Joe Womer, Sue Clarke, Dwight Proper

Nayes: None, motion carried.

Mr. Fontanazza reviewed his activities.

Chairman Proper asked if there was any old business. None was noted.

Chairman Proper asked if there was any new business.

Under new business, Chairman Proper requested approval for a sick day donation plan as presented by the Faculty Association from professional employees to Kevin Lewis.

Mrs. Woods, seconded by Mr. Carson, moved to approve the sick day donation plan as presented by the Faculty Association from professional employees for Kevin Lewis.

Roll Call: Ayes: Todd Carson, Ron Lytle, Susan Motzer, Karen Woods, Randy Seitz, Joe Womer, Sue Clarke, Dwight Proper

Nayes: None, motion carried.

Chairman Proper requested approval to advertise for an anticipated long-term substitute for Protective Services.

Mrs. Woods, seconded by Mr. Seitz, moved to approve advertising for an anticipated long-term substitute for Protective Services.

Roll Call: Ayes: Todd Carson, Ron Lytle, Susan Motzer, Karen Woods, Randy Seitz, Joe Womer, Sue Clarke, Dwight Proper

Nayes: None, motion carried.

Chairman Proper requested approval to accept the resignation of Karen Griffith effective July 17, 2015.

Mrs. Woods, seconded by Mr. Carson, moved to accept the resignation of Karen Griffith effective July 17, 2015.

Roll Call: Ayes: Todd Carson, Ron Lytle, Susan Motzer, Karen Woods, Randy Seitz, Joe Womer, Sue Clarke, Dwight Proper

Nayes: None, motion carried.

Chairman Proper requested approval of the job description for the Maintenance Tech – Supply Clerk – First Aide Provider.

Mrs. Woods, seconded by Mr. Womer, moved to approve the job description for the Maintenance Tech – Supply Clerk – First Aide Provider.

Roll Call: Ayes: Todd Carson, Ron Lytle, Susan Motzer, Karen Woods, Randy Seitz, Joe Womer, Sue Clarke, Dwight Proper

Nayes: None, motion carried.

Chairman Proper requested approval of Ruby Myers as the Maintenance Tech – Supply Clerk – First Aide Provider effective immediately for a 260 day schedule. This position will retain the 10 sick and 3 personal days and receive 15 vacation days. The salary for this position will be \$27,000.00 for the Maintenance Tech – Supply Clerk and \$3,000.00 for the First Aide Provider.

Mrs. Woods, seconded by Mr. Carson, moved to approve Ruby Myers as the Maintenance Tech – Supply Clerk – First Aide Provider effective immediately for a 260 day schedule. This position will retain the 10 sick and 3 personal days and receive 15 vacation days. The salary for this position will be \$27,000.00 for the Maintenance Tech – Supply Clerk and \$3,000.00 for the First Aide Provider.

Roll Call: Ayes: Todd Carson, Ron Lytle, Susan Motzer, Karen Woods, Randy Seitz, Joe Womer, Sue Clarke, Dwight Proper

Nayes: None, motion carried.

Chairman Proper requested approval to advertise for an instructional aide.

Mrs. Woods, seconded by Mr. Womer, moved to approve advertising for an instructional aide.

Roll Call: Ayes: Todd Carson, Ron Lytle, Susan Motzer, Karen Woods, Randy Seitz, Joe Womer, Sue Clarke, Dwight Proper

Nayes: None, motion carried.

Upon motion by Mrs. Woods, seconded by Mrs. Motzer, the meeting adjourned at seven twenty-eight (7:28) p.m.

Recorded by,

A handwritten signature in blue ink, appearing to read "Patrick M. Adams", is written on a light blue background.

Patrick M. Adams
Secretary, Joint Committee