

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

MINUTES

December 6, 2012

The annual reorganization 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. Mr. Mehalic called the meeting to order at one minute past seven o'clock (7:01) p.m.

Mr. Mehalic asked the members to pause for a moment of silence.

Mr. Mehalic asked the members to stand for the pledge of allegiance.

Roll Call: Present: Patty Feroz (via phone), Michael Port, Ronald Lytle, Todd Carson, Karen Woods
Randy Seitz (via phone), Sue Barthen, John Mehalic

Absent: William Deal, Dwight Proper

Also Present: Mr. Mario Fontanazza, Mr. Jeff Clark

Mrs. Barthen, seconded by Mr. Port, moved to nominate John Mehalic as Temporary Chairman of the Joint Committee. Mrs. Barthen, seconded by Mr. Port, moved to close the nominations.

The motion unanimously carried.

Temporary Chairman Mehalic stated that nominations were open for Chairman of the Joint Committee.

Mrs. Woods, seconded by Mr. Lytle moved to nominate Todd Carson as Chairman of the Joint Committee. Mrs. Barthen, seconded by Mrs. Woods, moved to close the nominations.

The motion unanimously carried.

Mr. Carson took the Chair.

Chairman Carson stated that nominations were open for Vice Chairman of the Joint Committee.

Mr. Lytle, seconded by Mrs. Barthen, moved to nominate Karen Woods as Vice Chairman of the Joint Committee. Mr. Mehalic, seconded by Mr. Port, moved to close the nominations.

The motion unanimously carried.

Chairman Carson stated that nominations were open for Treasurer of the Joint Committee.

Mr. Port, seconded by Mrs. Woods, moved to nominate Ronald Lytle as Treasurer of the Joint Committee. Mrs. Barthen, seconded by Mrs. Woods, moved to close the nominations.

The motion unanimously carried.

Chairman Carson stated the following meeting schedule for 2013 for the Joint Committee was presented:

Monday, January 7, 2013
Monday, February 4, 2013
Monday, March 4, 2013
Wednesday, April 8, 2013
Monday, May 6, 2013
Monday, June 3, 2013

Monday, July 1, 2013
Monday, August 5, 2013
Tuesday, September 3, 2013
Monday, October 7, 2013
Monday, November 4, 2013
Thursday, December 5, 2013

Mrs. Woods, seconded by Mrs. Barthen, moved to adopt the 2013 Joint Committee Schedule as presented.

The motion unanimously carried.

Chairman Carson stated the next item on the agenda was the appointment of the Solicitor for the Joint Committee for 2013. He requested approval of Carl Moore of the Knox, McLaughlin, Gornall & Sennett law firm at a rate for general solicitor of \$125.00 an hour with no retainer.

Mrs. Woods, seconded by Mr. Mehalic, moved to appoint Carl Moore of the Knox, McLaughlin, Gornall & Sennett law firm at a rate for general solicitor of \$125.00 an hour with no retainer.

Roll Call: Ayes: Patty Feroz (via phone), Michael Port, Ronald Lytle, Todd Carson, Karen Woods
Randy Seitz (via phone), Sue Barthen, John Mehalic

Nayes: None, motion carried.

At 7:07 p.m. the Committee called an executive session for personnel matters.

At 7:55 p.m. the Committee reconvened.

Chairman Carson stated the Joint Committee members had received copies of the Minutes of the November 5, 2012 meeting in the mail. He asked if there were any additions, corrections or deletions.

Mr. Port, seconded by Mrs. Woods, moved to approve the Minutes of the November 5, 2012 meeting as submitted.

Roll Call: Ayes: Patty Feroz (via phone), Michael Port, Ronald Lytle, Todd Carson, Karen Woods
Randy Seitz (via phone), Sue Barthen, John Mehalic

Nayes: None, motion carried.

The Treasurer's and Secretary's Report as of December 6, 2012 were submitted for information.

Mrs. Woods, seconded by Mr. Lytle, moved to approve the Treasurer's and Secretary's Report as of December 6, 2012 and the Special Account Report as of December 6, 2012.

Motion unanimously carried.

A list of bills totaling \$704,418.41 was presented for approval.

Chairman Carson asked if there were any questions.

Mr. Lytle, seconded by Mrs. Woods moved to approve the list of bills totaling \$704,418.41 as presented.

Roll Call: Ayes: Patty Feroz (via phone), Michael Port, Ronald Lytle, Todd Carson, Karen Woods
Randy Seitz (via phone), Sue Barthen, John Mehalic

Nayes: None, motion carried.

Under Communications, the Professional Advisory Committee Meeting minutes for 12/04/12, the Calendar of Events for the month of December and the Monthly Enrollment Report as of 12/06/12 were submitted.

During the context of the information Mr. Fontanazza was covering, he referred to the budget meetings that he and Mr. Adams had attended with the Superintendents and Business Managers.

Mrs. Woods, seconded by Mr. Lytle, moved to combine and approve action items a through f on the agenda as one motion:

- a) Approve entering the PSBA BUCS Comprehensive Plan for unemployment compensation effective January 1, 2013.
- b) Approve conference request for Larry Baughman and Tammy Botts to attend the Attendance/Child Accounting Professional conference in Hershey from March 25 – 27, 2013 at a cost not to exceed \$1,800.00. Funding – Local
- c) Approve conference request for three Tech Center employees to attend the PA Educational Technology Expo and Conference in Hershey from February 12 – 15, 2013 at a cost not to exceed \$2,300.00. Funding – Local
- d) Approve Mario Fontanazza to attend the PACTA Winter Symposium from February 25 – 27, 2013 in Hershey at a cost not to exceed \$850.00. Funding – Local
- e) Approve additions to the substitute instructor list.
- f) Approve committee members of the Comprehensive Planning team.

Roll Call: Ayes: Patty Feroz (via phone), Michael Port, Ronald Lytle, Todd Carson, Karen Woods
Randy Seitz (via phone), Sue Barthen, John Mehalic

Nayes: None, motion carried.

Mr. Fontanazza reviewed his Issues/Activities for the period 11/6/12 through 12/6/12.

Mr. Adams gave a report on the 2013-2014 proposed budget. He presented a bar graph that indicated the nature of the increases and decreases. He also gave a narrative review with enrollment data to support the bar graph and mentioned that the members would have this information for review and would approve this at the January 2013 meeting.

Chairman Carson asked if there was any old business.

None was noted.

At 8:04 p.m. Mrs. Feroz left the meeting.

Under new business, Chairman Carson requested approval of a survey for the property line along Vo-Tech Drive not to exceed \$2,000.00.

Mrs. Woods, seconded by Mrs. Barthen, moved to approve the survey for the property line along Vo-Tech Drive not to exceed \$2,000.00.

Roll Call: Ayes: Michael Port, Ronald Lytle, Todd Carson, Karen Woods, Randy Seitz (via phone), Sue Barthen, John Mehalic

Nayes: None, motion carried.

The next item under new business was approval of a request for an extension of unpaid leave of absence for 90 days received of Curtis Chase.

Mrs. Woods, seconded by Mr. Port, moved to approve the request for extension of unpaid leave of absence for 90 days received of Curtis Chase.


Roll Call: Ayes: Michael Port, Ronald Lytle, Todd Carson, Karen Woods, Randy Seitz (via phone), Sue Barthen, John Mehalic

Nayes: None, motion carried.

As information, Chairman Carson indicated that the Personnel Committee of the Joint Committee met with the Faculty Association to consider a retirement incentive and will do nothing at this time.

Upon motion by Mr. Mehalic, seconded by Mrs. Woods, the meeting adjourned at five minutes past eight (8:05) 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