

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

**MINUTES**

**March 4, 2013**

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 Carson called the meeting to order at seven o'clock. (7:00) p.m.

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

Chairman Carson asked the members to stand for the pledge of allegiance.

**Roll Call:** Present: Ron Lytle, John Mehalic, Karen Woods, Dwight Proper, Sue Clarke, Todd Carson

Absent: Patty Feroz, Michael Port, Bill Deal, Randy Seitz

Also Present: Mario Fontanazza and Mr. Jeff Clark

Chairman Carson requested approval of the minutes of the February 4, 2013 meeting.

Mr. Lytle, seconded by Mr. Mehalic, moved to approve the Minutes of the February 4, 2013 meeting as submitted. Motion unanimously carried.

The Treasurer and Secretary's Report as of 3/04/13, the Special Account Report as of 3/04/13 were submitted for information.

Mrs. Woods, seconded by Mr. Lytle, moved to approve The Treasurer and Secretary's Report as of 3/04/13 as submitted.

**Roll Call:** Ayes: Ron Lytle, John Mehalic, Karen Woods, Dwight Proper, Sue Clarke, Todd Carson

Nayes: None, motion carried.

A list of bills totaling \$447,026.73 was presented for approval.

Mrs. Woods, seconded by Mr. Lytle moved to approve the list of bills totaling \$447,026.73 as submitted.

**Roll Call:** Ayes: Ron Lytle, John Mehalic, Karen Woods, Dwight Proper, Sue Clarke, Todd Carson

Nayes: None, motion carried.

Under Communications, the Minutes of the Professional Advisory Committee Meeting of 3/1/13, the Calendar of Events for the month of March and the Monthly Enrollment Reports as of 3/4/13 were submitted.

At 7:09 p.m. the members went into executive session for personnel matters.

The meeting reconvened at 7:12 p.m.

Chairman Carson requested that agenda items 8. – a, b, c, d and e be combined into one motion.

- a) Permission for Cindy Cornelius to attend Pennsylvania Association of Practical Nursing Administrators (PAPNA) Conference in Lewisburg, PA on May 8 – 10, 2013 at a cost not to exceed \$650.00 – Funding – Practical Nursing
- b) Approve extension of unpaid leave of absence for Curtis Chase pending change in military status
- c) Approve lease renewal of postage meter with Pitney Bowes
- d) Approve additions to Occupational Advisory committees
- e) Approve Class Trip for VTC students to attend the Robobot competition at Meadville High School on March 23, 2013.

Mrs. Woods, seconded by Mr. Lytle, moved to approve items 8. – a, b, c, d and e as one motion.

**Roll Call:** Ayes: Ron Lytle, John Mehalic, Karen Woods, Dwight Proper, Sue Clarke, Todd Carson

Nayes: None, motion carried.

Mr. Fontanazza reviewed his activities from 2/5/13 through 3/4/13

Mr. Adams reported that revisions have been made to several board policies and this will be considered the 1st Reading of additions and corrections to Board Policy manual. The members may review all policies at <http://www.vtc1.org> . On the gold bar at the top of the web page go to – administration, board policies and select draft policies to read the changes. All Changes are in bold.

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

Under new business Chairman Carson requested approval of the addition to the substitute instructor list.

Mr. Proper, seconded by Mrs. Woods, moved to approve the addition to the substitute instructor list.

**Roll Call:** Ayes: Ron Lytle, John Mehalic, Karen Woods, Dwight Proper, Sue Clarke, Todd Carson

Nayes: None, motion carried.

Upon motion by Mrs. Woods and seconded by Mrs. Clarke, the meeting adjourned at seven seventeen (7:17) p.m.

Recorded by

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

Patrick M. Adams  
Secretary, Joint Committee