

# GACTC JOINT OPERATING COMMITTEE SUMMARY

Meeting of December 10, 2009

The meeting this month was held on Thursday, December 10, at 6:30 p.m. in Room C237 of the CTC.

## REORGANIZATION

Thanked outgoing members: David Ellis, Dennis Hallinan, Eric Irwin, John Shaffer, Michael Humphrey, and Gretchen Metzler.

Welcomed new members: Ryan Beers, Charles Dry, Elizabeth Elliott, Linda Cherry, Walter Tomassetti, and Samuel Dean.

John Beyer was elected Chair and Margaret Hendricks was elected Vice-Chair.

## FINANCE

Audit Report: accepted the General Purpose Financial Statements and Single Audit Report as submitted by Young, Oakes, Brown, Co. for fiscal year ending 6/30/2009.

2009-10 Budget: granted permission to amend the budget to recognize revenues and expenses for: Rollover 2008-09 purchase orders.

2008-09 Fund Transfer: granted retroactive permission to follow auditor's recommendation to record the loan proceeds from the façade project into the General Fund and then transfer to the Capital Reserve Fund instead of recording directly into the Capital Reserve Fund with no net effect on the General Fund.

Contractor Payment: approved 6<sup>th</sup> payment to J.C. Orr & Son for the façade project.

Change Order: approved second change order for façade project to J. C. Orr and Son, Inc., for installation of cold-formed framing at soffit areas removed by the abatement contractor. (Costs for necessary replacement and repair were previously recovered from the abatement contractor.)

## EDUCATION

Continuing Ed Programs and Fees: approved the Spring 2010 Schedule as presented.

Program Approvals: reaffirmed PDE approval of all currently state-approved programs as listed on the PDE-320.

Smith Transport Agreement: upon recommendation of solicitor, approved revised agreement with Allegheny Commercial Driving Academy, Inc., to teach the adult commercial truck driving class.

**FYI**: The Construction Trades Programs are preparing for a Pennsylvania Builders Association (PBA) Trade Endorsement onsite review to take place in late February or early March, 2010.

## PERSONNEL

### Employment:

- a. Custodians: Jeffrey Fetter, Jr., and Darren McConnell as full-time custodians.
- b. Food Service Worker: Laura Nesslein as a temporary part-time worker in Food Service for help during the holiday season; continue on the substitute list for Food Service for the remainder of the year.
- c. Teacher Assistant: Amber Eaken as a full-time teacher assistant in Food Service.
- d. Teacher Aide Substitute: Lois Imgrund as a substitute teacher aide.
- e. Student Employment: Burick, McCready, and Wertz, food service banquet workers.

Temporary Change of Status: Melissa Latini from part-time teacher aide to student services secretary substitute; also, for clerical assistance in Continuing Education.

Substitute: added Barbara Reinhardt to the 2009-10 teacher substitute list.

Extra Hours: approved food service teacher assistants, Barb Wible (and her successor) and Judy Bennett, an additional one-half hour daily to satisfy food service needs retroactive to August 31, 2009.

Retirement Incentives: approved two retirement incentive programs, one for professional, executive director, central office administration, and mid-management level A; and one for mid-management level B, management support and full-time support staff personnel for the 2009-10 year.

Stipend: awarded stipend to Rebecca Kelly for overseeing part-time LPN Program.

Salary Adjustment: approved salary adjustment for Adult and Continuing Education Director Greg McConnell.

## **NEW BUSINESS**

JOC Meeting Dates: approved the JOC meeting schedule for 2010.