

GACTC

JOC Summary

OCTOBER 26, 2009

EDUCATION

Occupational Advisory Committees: approved membership for all occupational advisory committees.

Program of Study: approved Program of Study (POS) status for CIP 51.0899 Health/Medical Assisting Services.

Continuing Education Programs, Instructors & Fees: approved part-time programs, fees, and hiring of part-time instructors for the first semester of the 2009-10 school year.

Out-of-State Conference: out of state conferences for Lanny Ross and Brian Kelley.

Out-of-State Field Trip: retroactively approved field trip for Dental instructor and students to Allegany College of Maryland, October 21, 2009.

Student Teacher: approved Bonnie Gardner, a student in the Workforce Education and Development program, to student teach in the Cooperative Education program during the Spring 2010 semester. Mrs. DePiro will serve as the master teacher for the 12-week practicum.

New Choices/New Options: authorized administration to reimplement the New Choices/New Options program and reinstate the program director, Tammie Fleck, to full-time status effective December 1, pending official notice of funding from the state.

Work Keys Program: authorized, at the administration's discretion, participation in Work Keys Program as advanced in the area by Southern Alleghenies Planning & Development Commission and the local CareerLink as part of the hiring process for non-certificated employees.

PERSONNEL

Employment:

- a. Dropout Prevention Coordinator: retroactively hired Carole Steiner as Dropout Prevention Coordinator.
- b. Part-Time Teacher Aide: hired Pat Carnell as part-time teacher aide to help teach first responder and EMT certification in the Emergency Services program.
- c. Tutors: Approved tutors in Practical Nursing, Continuing Education, and Gayle Swales for the 2009-10 school year. This is funded through the Perkins Postsecondary Grant.
- d. Part-Time Continuing Education: hired the following part-time instructors: Harris, Carter, McCloskey. Night School Supervision: Jemmings Lantz and Kathy DePiro as night school supervisors for the Continuing Education program.
- e. Full-Time Continuing Education: hired instructors for full-time Continuing Education Programs: Stoehr, Williamson, Holdren. Holly Holdren as substitute teacher in Medical/Administrative Support Cluster as needed throughout the 2009-10 school year. Holly Holdren for technical assistance in building Continuing Education databases and expanding outreach initiatives. Karen Sybert as Medical Assistant Coordinator.
- f. Nurse Aide Clinical Instructor: hired Joann Capriotti as Nurse Aide clinical instructor and contracted with Garvey Manor to provide one Nurse Aide clinical instructor not to exceed 132 hours total.
- g. Substitutes: hired Amanda Downs and Andrea Mackey as cafeteria substitutes; Julia Graziosi as dental assistant substitute at her hourly rate (correction).
- h. Student Employment: retroactively hired Fox for maintenance work after school; hired Barr, Dorsey, Douglas, Govannucci, Howard, and Rhodes, food service banquet workers.

Change of Status:

Kirk Lathero from part-time teacher/part-time printer in Digital Printing to full-time teacher in Digital Printing, effective 9/1/09. Kirk will also work on an as-needed basis for additional printing needs.

Reclassification of Patricia Meintel from Food Service 11-month Secretary II to 11-month Management Support, effective 11/1/09.

Retirement Resignation and Permission to Hire: accepted retirement resignation of Barbara Wible, Food Service Teacher Assistant effective December 31, 2009, with permission to hire replacement.

Stipends:

- a. Awarded a stipend to Pam Bono as mentor to Nicole Taneyhill for school year 2009-10.
- b. approved annual stipends to Heather McCloskey and Bruce Standley to assume responsibility for additional duties in the Food Service Department and Cafeteria.

Change of Hours: authorized the Director to adjust the 186-day work schedule of Cooperative Education and WEDnet Coordinator Leanne Sidney over 12 months.

Substitutes: added Joshua Young to the teacher substitute list and deleted Michael Passanita for 2009-10.

FINANCE

Facade Project: approved payment #4 (current amount due) to J.C. Orr & Son in the amount of \$21,489.

Facade Project Correction: award fencing project to Craig Fencing based on lowest quote submitted.

2009-10 Budget: Amended the budget to recognize revenues and secondary expenses for: Perkins Secondary Grant \$293,740; Perkins Postsecondary Grant \$96,788; and TANF Grant \$16,000.

FYI: Ms. Mehalick reported that Young, Oakes, Brown's 2008-09 audit is almost complete. Mr. Dave Scott of YOB will give the audit report at the December 10 reorganization meeting of the JOC.