

GREATER JOHNSTOWN CAREER AND TECHNOLOGY CENTER

JOINT OPERATING COMMITTEE OF THE WHOLE MEETING AGENDA FEBRUARY 22, 2022

1) CALL TO ORDER

2) ANNOUNCEMENT

- A. It is with great sadness that we announce the passing of Mr. Gary Costlow, Tuesday, February 15, 2022. Mr. Costlow had been the GJCTC Solicitor for over 35 years. His guidance and support will be greatly missed.

3) EXECUTIVE SESSION FOR PERSONNEL/LEGAL MATTERS

4) APPOINTMENT OF A JOINT OPERATING COMMITTEE SOLICITOR

5) ITEMS RELATING TO EDUCATION AND PERSONNEL

A. Conference Requests

1. The administration recommends for approval the following Conference Requests:

- a. **Conference:** SkillsUSA Pennsylvania State Welding Contest
Employee: Mr. Joel Yoder, Secondary Collision Repair Instructor and SkillsUSA Advisor
Dates: March 7-8, 2022
Location: Williamsport, PA (Pennsylvania College of Technology)
Number of Students: 1
Cost: \$105.00 (General Funds)
- b. **Conference:** 2022 Skills USA State Championships
Employees: Ms. Lisha Knapp, Secondary Culinary Arts Instructor
Mr. Joel Yoder, Secondary Collision Repair Instructor and SkillsUSA Advisor
Dates: April 6-8, 2022
Location: Hershey, PA
Number of Students: 6
Cost: \$1,106.00 (General Funds)

B. Additions to the Occupational Advisory Committee for Welding

1. The administration recommends the approval of the following additions to GJCTC's Occupational Advisory Committee for Welding:
- a. Additions:
- i. Brian King Stoystown Tank & Steel, Operations Manager
 - ii. Brody Kieta Lincoln Contracting, Fabricator

C. LPN Instructor – Johnstown Campus

1. The administration recommends the approval for the hiring of Ms. Ann Hofecker for the position of LPN Instructor for the Johnstown Campus, effective February 23, 2022. Ms. Hofecker will be compensated at the established Adult Education LPN hourly rate of \$28.75/hour. Required clearances have been received.
2. Approval is requested, effective March 14, 2022, for Ms. Hofecker to begin full-time employment. The compensation for this position is \$61,500/year with full family healthcare benefits, prorated from start date.
- a. Ann Hofecker
121 Marshall Avenue
Johnstown, PA 15905

D. GJCTC Career Foundation

1. The administration requests approval for two annual donations of \$750.00 to be distributed for the Career Foundation Continuing Education and Entrepreneurship Scholarships. Due to this donation, the annual amount of the scholarships is estimated to be \$2,500.00.

E. Budget and Finance

1. Discussion

7) ITEMS RELATING TO BUILDING AND GROUNDS

A. Use of Facility Request

1. The administration recommends the approval of the following Use of Facility Request:

a. Name of Organization:	Cambria County Election Office
Purpose:	Political
Date Requested:	May 17, 2022: Primary November 8, 2022: General Election
Facility Requested:	Bandroom – Precinct #8 Auditorium – Precinct #9
Time:	6:00 a.m. – 9:00 p.m.
Cost:	\$388.40

B. Trades Technology Complex Building Security Plan

1. The administration recommends the approval of the revised Trades Technology Complex Building Security Plan. (Available upon request)
 - a. Updated the GJCTC Triage Coordinator from Mrs. Kelly Hoffman to Ms. Susan Gardner.
 - b. Updated the 911 Coordinator from Mrs. Robbin Melnyk to Mr. Art Martynuska.
 - c. Based on a review of the plan, no other updates are required.

C. Monroeville Lease Renewal

1. The administration recommends the approval of the lease agreement renewal for the Monroeville Campus of GJCTC.
2. The 3-year lease renewal for the GJCTC Monroeville Campus Lease:
 - i. Term of the lease – March 1, 2022 through February 28, 2025.
 - ii. Price per square foot will remain the same at \$13.75 per square foot. The square footage is 5,450 at \$13.75 per square foot for a cost of \$74,937.50 per year, at a monthly cost of \$6,244.80.

D. Total Control Lease

1. The administration recommends the approval for the lease between GJCTC and Total Control. The term shall begin on April 1, 2022 and end on November 30, 2022, for the assigned parking lot and Room B101. The lease shall pay an annual rent in the amount of \$7,048.00. Rent will be paid in eight (8) equal monthly installments of \$881.00.

E. Beauty Lawn Bid – Total Vegetation Control 2022

1. The administration recommends the approval of the bid from Beauty Lawn of Pennsylvania for Total Vegetation Control for the 2022 growing season.
 - a. \$2,255.00

F. Lead Water Testing – Results (White Handout)

1. FYI - The results of GJCTC's 2021-2022 lead water testing.

G. Auction Proceeds

1. Discussion

H. Energy Services Contracting Organization (ESCO) Project

1. Discussion – Financial Advisor
2. Discussion – Loan Closing Agent
3. Discussion – RFP Results

I. Building and Grounds

1. Discussion

8) ITEMS RELATING TO STUDENT ACTIVITIES

A. Conference/Field Trip Requests

1. The administration recommends for approval the following Conference Requests:

- a. **Conference:** SkillsUSA Pennsylvania State Welding Contest
Dates: March 7-8, 2022
Location: Williamsport, PA (Pennsylvania College of Technology)
Number of Students: 1
Cost: \$105.00 (Student Funded-SkillsUSA)
- b. **Conference:** 2022 SkillsUSA Championships
Dates: April 6-8, 2022
Location: Hershey, PA
Number of Students: 6
Cost: \$1,637.50 (Student Funded-SkillsUSA)

B. Student Activities

1. Discussion

7) OTHER BUSINESS

8) ADJOURNMENT

**GREATER JOHNSTOWN CAREER AND TECHNOLOGY CENTER
REGULAR MEETING AGENDA
JOINT OPERATING COMMITTEE
February 23, 2022**

1. **CALL TO ORDER**
2. **ROLL CALL OF MEMBERS**
3. **INVOCATION AND PLEDGE OF ALLEGIANCE**
4. **COMMENTS, VISITOR INTRODUCTIONS**
 - A. It is with great sadness that we announce the passing of Mr. Gary Costlow, Tuesday, February 15, 2022. Mr. Costlow had been the GJCTC Solicitor for over 35 years. His guidance and support will be greatly missed.
5. **ELECTION OF A JOINT OPERATING COMMITTEE SOLICITOR**
6. **APPROVAL OF MINUTES** – January 25, 2022 Regular Meeting (Light Green Handout)
7. **TREASURER’S REPORT AND PAYMENT OF BILLS** (White Handout)
8. **CORRESPONDENCE**
9. **ITEMS FOR INFORMATION ONLY**
 - A. Conference Reports: (Pink Handout)
 1. John S. Augustine - Administrative Director –PACTA Annual Education & Workforce Development Symposium – February 10-11, 2022.
 2. Lisa Kuhn – Secondary Career Coach –PACTA Annual Education & Workforce Development Symposium – February 10-11, 2022.
10. **EXECUTIVE SESSION FOR PERSONNEL/LEGAL MATTERS**
11. **APPROVAL OF COMMITTEE OF THE WHOLE AGENDA**
12. **REPORT OF THE SUPERVISOR OF BUILDING AND GROUNDS**
13. **REPORT OF THE ASSISTANT ADMINISTRATOR OF SECONDARY EDUCATION** (Grey Handout)
14. **REPORT OF THE SUPERVISOR OF ADULT/WORKFORCE DEVELOPMENT** (Lavender Handout)
15. **REPORT OF THE ADMINISTRATIVE DIRECTOR** (Beige Handout)
16. **REPORT OF THE CHIEF SCHOOL ADMINISTRATOR**
17. **REPORT OF THE SOLICITOR**
18. **REPORT OF THE J.O.C. CHAIRPERSON**
19. **MARCH REGULAR MEETING**

The March Regular Meeting of the Joint Operating Committee is scheduled for Tuesday, March 22, 2022, immediately following the Committee of the Whole Meeting at 6:30 pm.

There will be a Building and Grounds Committee Meeting at 5:30 p.m. in the Career Seminar Room.
20. **OTHER BUSINESS**
21. **ADJOURNMENT** – Motion to adjourn the meeting.