

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

**AGENDA**

**September 4, 2012**

**TO:** Venango Technology Center School Joint Committee

**FROM:** Patrick M. Adams, Secretary

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1. Moment of Silence
2. Roll Call
3. Approval of the Minutes of the August 6, 2012, Meeting
4. Treasurer's and Secretary's Report as of 9/04/12
5. Payment of Bills:
  - a) List of bills enclosed
  - b) Final Report 2011 - 2012
6. Communications:
  - a) Minutes of the Professional Advisory Committee Meeting – 8/30/12
  - b) Calendar of Events - September
  - c) Enrollment Report
7. Administrator's Report:
  - a) Action: Recommend approval of the Adult Evening School Schedule for the 2012-2013 school year. (available at the meeting)
  - b) Action: Approve student and employee handbook for 2012-2013 with no changes.
  - c) Action: Approve Occupational Advisory Committee members for 2012-2013.
  - d) Action: Approve tuition increase for Practical Nursing for the 2013-2014 school year. This is a 2% and \$200.00 per year increase from 2012-2013 school year to \$10,350.00 annually.
  - e) Action: Approve conference requests for up to three instructors to attend the Integrated Learning Conference in State College on November 7-9, 2012 at a cost not to exceed \$1,600.00 – Funding Local; Approve request for Cindy Cornelius to attend the PA association of Practical Nursing Administrators conference in Lewisburg on October 4-5, 2012 at a cost not to exceed \$500.00 – Funding Practical Nursing; Approve request for Karen Strawbridge to attend the AVTEC conference in Carlisle on October 7-8, 2012 at a cost not to exceed \$700.00 – Funding Local; Permission for Robert Moore to attend the 2012 PCEA conference October 16 – 17, 2012, in State College at a cost not to exceed \$550.00 – Funding - local
  - f) Action: Approve Practical Nursing substitute instructor list.
  - g) Action: Approve additions to substitute instructor list for 2012-2013.
  - h) Report: Director's Review of Activities 8/7/12 – 9/4/12
8. Old Business:
9. New Business: