

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

AGENDA

September 5, 2023

TO: Venango Technology Center Joint Committee

FROM: Patrick M. Adams, Secretary

1. Moment of Silence
2. Pledge of Allegiance
3. Roll Call
4. Approval of the Minutes of the August 7, 2023
5. Treasurer's and Secretary's Report as of 9/5/23
6. Payment of Bills:
 - a) List of bills from 8/8/23 – 9/5/23
7. Communications:
 - a) Minutes of the Professional Advisory Committee Meeting – 9/1/23
 - b) Enrollment report
 - c) 2022-2023 Final Report
8. Administrator's Report:
 - a) Action:
 - i. Approve Board policy changes as presented.
 - ii. Approve texts and workbook for Allied Health. Hartman's Medical Assisting: The basics, Hartman Publishing, Inc., Paula Holstein Web, MS, BSN, RN and associated workbook.
 - iii. Recommend approval of the Adult Evening School Schedule for the 2023-2024 school year. (available at the meeting)
 - iv. Approve Bob Moore to attend the 2022 Cooperative Education conference October 19-20, 2023 in State College at a cost not to exceed \$800.00. Funding Local
 - v. Approve list of equipment for disposal
 - vi. Approve a three-year maintenance contract with Renick Brothers for HVAC preventative maintenance for the 23/24 – 25/26 years.
 - vii. Approve contract with Melissa Heller for monthly financial aid consulting services. Funding – Practical Nursing
 - viii. Approve up to three instructors to attend the Integrated Learning conference in State College November 8-10, 2023 at a cost not to exceed \$2,500.00. Funding – Local
 - ix. Approve request for Cindy Cornelius to attend the PA association of Practical Nursing Administrator's conference in person October 5, 6 & 7, 2023 or if virtual at a cost not to exceed \$1,500.00 – Funding Practical Nursing
 - b) Report: Director's Report.
 - c) Report: Faculty Association has indicated that they would like to meet and discuss early bird contract negotiations when it is convenient for the Joint Committee.
9. Old Business:
10. New Business:
 - i. Approve changes to OAC members.