

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

AGENDA

August 1, 2011

TO: Venango Technology Center Joint Committee

FROM: Patrick M. Adams, Secretary

1. Moment of Silence
2. Roll Call
3. Approval of the Minutes of the June 6, 2011, Meeting
4. Treasurer's and Secretary's Report as of 6/30/11 and 8/01/11
 - a) Special Account Report as of 6/30/11
5. Payment of Bills:
 - a) List of bills from 6/7/11 – 6/30/11
 - b) List of bills from 7/1/11 – 8/01/11
6. Communications:
 - a) Minutes of the Professional Advisory Committee Meeting – 8/01/11
7. Administrator's Report:
 - a) Action: Permission for Pat Adams, Larry Baughman, Carol Miller and Jeannette Slater to attend the annual PACTA workshop on September 26th and 27th 2011 in State College at a cost not to exceed \$1,700.00 – Funding - local
 - b) Action: Approve Budget Transfers for 2010-2011
 - c) Action: Approve new textbooks for the following areas:
 - a. Cosmetology – Milady Standard Student Guide and Student Workbook 1st edition – Cengage Learning
 - d) Action: Approval of the 2011-2012 Bus Contracts and Bus Drivers.
 - e) Action: Approve substitute instructor list for 2011-2012.
 - f) Action: Approve 2011 – 2012 Handbook for employees and students.
 - g) Action: Approve list of equipment for disposal.
 - h) Action: Approve revision to Board Policy 331 – Job related expenses.
 - i) Action: Approve hiring part-time administrative assistant position for the Warren Practical Nursing Program at a starting salary of \$7,245.00 and full benefits.
 - j) Action: Approve service contract with FIT Optimized Solutions for program updates and maintenance on the HVAC software program.
 - k) Action: Approve service contract with Renick Brothers for Service and maintenance of the HVAC units.
 - l) Report: Director's Report
8. Old Business:
9. New Business: