

**ADMINISTRATIVE COUNCIL
JAMES RUMSEY TECHNICAL INSTITUTE
MINUTES OF DECEMBER 1, 2023**

The regularly scheduled Administrative Council meeting for the James Rumsey Technical Institute was held December 1, at 8:00 a.m.

MEMBERS PRESENT

Mrs. Tara Burch
Mr. Pete Gordon
Ms. Jacqueline Long
Ms. Kathy Skinner
Mrs. Kristen Tuttle, Superintendent, Morgan County Schools
Mrs. Donna Van Metre, Secretary

MEMBERS ABSENT

Dr. Chuck Bishop, Superintendent, Jefferson County Schools
Mr. Ron Stephens, Superintendent, Berkeley County Schools

STAFF MEMBERS PRESENT

Mr. Andrew Albright
Ms. Carla Cacica
Mrs. Peggy Ilnicki
Mr. Ron Odom
Mr. Russell Penner

WELCOME AND INTRODUCTIONS

Kathy Skinner welcomed all members and began the meeting at 8:00 a.m.

MINUTES

Kathy Skinner presented the minutes of the October 13, 2023 Administrative Council meeting for approval.

Pete Gordon moved, seconded by Jackee Long to approve the October 13, 2023 minutes as presented; carried.

MOTION CARRIED

FINANCIAL

Mrs. Van Metre presented the October 2023 Treasurer's Reports for approval. Fund 13 ended October with a balance of \$11,370,039.04. Fund 63 ended October with a balance of \$2,140,202.01, and Fund 73 ended October with a balance of \$10,165.44.

Previous approval of transfer of \$10,000 from Contingency to General/Legal Fees (10/30/23). Mrs. Van Metre noted that the personnel issue that we were working through has been resolved. We will ultimately know on January 5, 2024 for final resolution.

Recorded previous electronic check approvals 10/11/23, 10/18/23, 10/26/23, 11/1/23, 11/7/23, 11/15/23, 11/29/23.

Budget Journal Entries for October 2023.

Approval to adopted Section 125 Flexible Fringe Benefits Plan through American Fidelity for JRTI Employees.

Jackee Long moved, seconded by Pete Gordon, to approve all financial items as presented; carried.

MOTION CARRIED

PERSONNEL APPROVALS

Mrs. Van Metre requested approval of the following personnel actions. They were previously approved.

- A. Dakari Williams—Entrepreneurship Assistant Instructor (approved on 11/12/23)
- B. Naif Alatta—Part-time Adult Education Instructor (approved on 11/27/23)

Pete Gordon moved, seconded by Jackee Long, to approve all personnel approvals as presented; carried.

MOTION CARRIED

APPROVAL OF POLICY AND PLANS

Mrs. Van Metre reported that the following plans and procedures are required by COE (our accrediting agency for our postsecondary classes). This accreditation is necessary for us to facilitate Title 4 funding for our adult students.

Russell Penner discussed the plans and policies. He noted that the policies and plans are the same as we had previously with some minor changes to most of them. For example, our truck driving course used to be truck driving and now the Department of Education changed the name to Commercial Driving. Also, Phlebotomy needed to be added to the plans. Russell went over the new 5-year strategic plan (enclosed in packet). This plan is a 5-year plan that's updated annually, if needed. The current plan will expire at the end of 2023. The strategic plan had substantial input from our ACE instructors, the students, and the community. He noted that all of the goals in the plan stayed the same. Russell looked at historic data (completion, placement, licensure). We made the goal more reachable and realistic to what our situation is now. The plan was approved by the ACE faculty and now we need approval from the Administrative Council.

- A. Approval of Plans and Procedures Required by COE
 - i. Assisting Students in Case of Sickness, Accident or Emergency
 - ii. Campus Improvement Plan
 - iii. Continuous Evaluation of the Performance and Effectiveness of Employees Procedure
 - iv. Crisis Response Plan
 - v. Default Management Plan for Title IV Loans
 - vi. Financial Process and Procedures
 - vii. Follow-up Plan
 - viii. Health and Safety Improvement Plan
 - ix. Institutional Placement Services Plan
 - x. Maintaining, Replacing and Disposing of Equipment Plan
 - xi. Media Services Plan
 - xii. Operation, Maintenance and Physical Improvement Plan
 - xiii. Privacy, Safety and Security of Data Plan
 - xiv. Strategic Plan
 - xv. Student Course/Access/Access to Student Records Plan
 - xvi. Student Personnel Services
 - xvii. Student Placement and Placement Follow-Up Plan
 - xviii. Student Retention Plan
 - xix. Work-Based Instructional Plan

- B. Approval of Policies Required by COE
 - i. Student Admission Policy/Ability to Benefit
 - ii. Education Program Policy
 - iii. Non-Discrimination on the Basis of Sex in Education Policy
 - iv. Refund Policy
 - v. Student Grievance Policy
 - vi. Transfer of Students and Earned Credits Policy

Jackee Long moved, seconded by Pete Gordon to approve the Policies and Plans as presented; carried.

APPROVAL OF CLINICAL/INTERNSHIP/CO-OP/JOB SHADOWING

Donna stated that most of our programs go to some type of clinical sites, internships, co-ops, and job shadowing sites. In order to make sure the students are covered by BRIM, we need the Administrative Council to approve the sites. A list of the different industries is enclosed in your packets. Russell noted that we check the sites out ahead of time to make sure the sites are safe for our students and carry curricular value.

Pete Gordon moved, seconded by Jackee Long to approve the Policies and Plans as presented; carried.

APPROVAL OF CAMPUS SAFETY PROCEDURE FOR ADDRESSING SAFETY VIOLATIONS

This was tabled until next meeting.

INSTRUCTIONAL UPDATE

High School—the major change in the high school programs is how we document our work-based learning. Perkins 5 now requires a different form of documentation of work-based learning whether it's in the shop, the classroom, or out with our business partners. We are now using a portal called "Classroom to Careers," that was set up by the WV Department of Education. The instructors and students have to document what type of work-based learning activities that take place within their program in collaboration with the community, if it's in a clinical site, or a paid co-op. We had our curriculum committee pilot it and work out the kinks and they came up with a plan to streamline a process for the school.

ACE—These students are now ending the first semester. Second semester is when many of our ACE students start going to their co-ops. Our ACE instructors are working with their business partners. Our teacher of the year this year is our HVAC instructor, Becky Nelson. Donna noted that Becky is an excellent instructor and her placement is 100%.

ABE—We had some glitches with our ABE data entry for FY 23. The data was not entered properly and we cannot make corrections. Although we served a lot of students, we are not getting credit for them due to the error. Donna noted that she asked Nick from the state to come up and do two things. One is to retrain our staff on data entry. The

second is she's asking him to review federal and state regulations of what data needs to be entered, and the timeline for the data entry. This is planned for January and Donna will report back at our next meeting.

2022-2023 PLACEMENT

Donna went over our placement data for 2022-23. Placement for postsecondary is based on CPLs (completion, placement, and licensure when appropriate for specific programs).

The completion rates for postsecondary classes are as follows:

Automotive—94%

Culinary Arts—100% (We no longer have this program due to lack of enrollment)

Electrical Tech—88%

Electro Mechanical—100% (we no longer have this program due to lack of enrollment)

HVAC/R—94%

Practical Nursing—89%

Surgical Technology—77%

Truck Driving—94%

Our high school data for our 144 students is as follows:

65 students – employed 45%

64 students – continuing end 44%

14 students – military 10%

1 student – status unknown

APPROVAL OF 2024-25 APPROXIMATE CLASS COSTS FOR ACE

Donna presented the approximate class costs for 2024-25 (enclosed in packet). She mentioned that we are recruiting for next year so we would like the approval now.

Pete Gordon moved, seconded by Jackee Long to approve the ACE class costs for 2024-25 as presented; carried.

BUSINESS AND INDUSTRY UPDATE

Russell provided an update on business and industry. He mentioned that we will now be training Sheetz drivers through our Commercial Driving program. The other thing we added was, the City of Leesburg asked us to put in a bid to do commercial driving

training for their employees. We never put in a bid but they were happy with the service we previously provided so will be using us as their training provider.

JRTI COMPANY LAB ENTREPRENEURSHIP SITE UPDATE

Donna reported that the JRTI Company Lab Entrepreneurship Site has grown as far as clientele. Because of the growth, we were able to add Doc Williams to our staff. By adding Doc, we are now able to offer a cohort for the CoStarters program. This will be a 10-week cohort starting in January and running through May. We were also able to secure a grant from the Eastern WV Community Foundation to offset the cost of registration for the cohort. Each cohort can have ten entrepreneurs. Our plan is to refund the registrants the \$250 at the end if they attend all of the sessions.

Betsy is wrapping up her "Ask and Expert" series next week.

COMMUNITY ENGAGEMENT UPDATE

Donna mentioned that tomorrow was our big event for our Food Truck. They will be at Christmas at Main in downtown Martinsburg. The other big community engagement is that we finalized a partnership with P&G and our Applied Engineering class to do the manufacturing engineering challenge. The challenge they are looking at is to do water recycling. The kids are working on some kind of solution to recycle the P&G water usage.

FACILITIES UPDATE

Andrew gave a facilities update as follows:

- The Early Childhood SBA project has been completed.
- The HVAC upgrade is trying to fix some things that were not done properly.
- The architect is ready to start the upgrade to the both auto shops, diesel/truck driving shops, and masonry to be in compliance with the air quality.
- We will be interviewing for the Commercial Driving SBA project.

COUNSELING FOR CAREERS

We are now wrapping up our interviews with sophomores for next year. We are also launching into our adult enrollment by starting to TEAS test or PN applicants and TABE test the other class applicants. Today we are hosting Harpers Ferry Middle for eighth grade tours. This is our second round of middle school tours. The next tours are listed in the important dates.

SCHOOL CULTURE

This is tabled until the next meeting.

IMPORTANT DATES

- December 1 – Harper’s Ferry Middle School Tour; JRTI Teacher of the Year Breakfast 7 AM; JRTI Administrative Council 8:00 AM
- December 8 – Spring Mills Middle School Tour
- December 11-12 ARC/AST Surgical Tech Accreditation Site Visit
- December 13 – Elected Representative Impact Day at JRTI
- January 12 – Wildwood Middle School Tour
- February 2 – Hedgesville Middle School Tour
- February 9 – Warm Springs Middle School Tour
- February 10 – VEX Robotics Tournament

The meeting was adjourned at 9:00 a.m.

NEXT MEETING: February 2, 2024 at 8:00 a.m.

DATE OF APPROVAL

CHAIR

SECRETARY