MINUTES
LANCASTER COUNTY CAREER & TECHNOLOGY CENTER
WILLOW STREET CAMPUS
MONDAY, DECEMBER 8, 2014

Attendees:
Dr. Zimmerman
Mr. Kreiser
Mr. Smucker
Ms. Readman
Mr. Cronin
Mr. Sauders
Mr. Byrnes
Ms. Garner
Mr. Geesey
Mr. Miller
Mr. Hertzler (rep. for Pequea Valley)
Mr. Eppig

Absent:
Mr. Melleby
Ms. Miller
Mr. Rohrer
Mr. Risk

Also Present:
Dr. Gerald Huesken, Superintendent of Record, David Warren, Executive Director, Keith Stoltzfus, Business Manager, Alison Ault, Joseph Fullerton, Ronald Wilson, Margaret Roth, Carolyn Voorhees, Wanda McGarvey Jason Wise, Peggy Dell, Kirk Schlotzhauer, Britney Hevner, Michelle Moretz, Michael Reiner, CPA, Sager, Swisher & Co.

The regularly scheduled meeting started at 7:00PM

WELCOME – Ms. Garner welcomed the JOC members.

ROLL CALL – Ms. Ault took roll call.

PLEDGE OF ALLEGIANCE
APPROVAL OF AGENDA – JOC members voted on approving the current agenda as presented.

Mr. Byrnes motioned and Mr. Smucker seconded to approve the agenda as presented. All members present voted in favor.

ELECTION OF OFFICERS – Ms. Garner reviewed the proposed slate of officers and opened for any additional nominations. She proceeded with the elections and asked the JOC members to approve opening the election as presented.

Mr. Eppig motioned and Mr. Smucker seconded to open the elections. All members present voted in favor.

PROPOSED SLATE OF OFFICERS

Chairman........................... Mr. John Smucker Conestoga Valley School District
Vice-Chairman...................Mr. Robert Cronin, Elizabethtown Area School District
Treasurer............................Mr. Robert Sauders, Hempfield School District
Secretary ………………….. Mr. Byrnes, Lampeter Strasburg School District

Mr. Eppig motioned and Mr. Cronin seconded to approve all proposed slate of officers presented. All members present voted in favor.

INSTRUCTOR PRESENTATION - Ms. Lori Hess, Animal Production Science and Technology Program Instructor presented highlights of student activities and achievements. She introduced three FFA Officers, which are elected annually. Each officer introduced themselves and described some of their experiences, goals, and achievements while attending the program.

PUBLIC PARTICIPATION – Mr. Smucker asked the audience if anyone cared to make comments. There were no comments at this time.

SUPERINTENDENT’S REPORT – There was a meeting held November 11, 2014. Dr. Huesken updated the JOC members of the topics discussed at the meeting. Copies of the minutes are attached to the minute book.

DIRECTOR’S REPORT –

Minutes of the October 23, 2014 Board Meeting, Finance Committee Minutes, Planning and Development Committee Minutes, Building and Property Committee
Minutes - The administration asked the JOC to approve the minutes of the October 23, 2014 meetings.

Local, State, and Federal Projects – Mr. Warren briefly provided updates to the Local, State and Federal Projects as presented.

Post-Secondary Education Projects - Mr. Warren briefly provided updates to the Post-Secondary Education Projects as presented.

Approve 2015 Meeting Schedule - The administration asked to approve the 2015 JOC schedule as presented.

Mr. Byrnes motioned and Ms. Garner seconded to approve the Director’s report as presented. All members present voted in favor.

COMMITTEE REPORTS

PERSONNEL COMMITTEE
Chair – James Byrnes
Members – Melissa Readman, Kim Garner, Harvey Miller
Administrators – David Warren

Mr. Byrnes updated the committee on the following personnel items.

All hourly employee appointments are on a 90 working day probation period beginning on individual effective dates.

Appointments

- **Thomas Eckman** - Part Time Instructor/Proctor for Customized Training: Facilities Maintenance Assessments in Development for Turkey Hill, $25/Hr with no benefits.
- **Christopher Kauffman** - Part Time In School Youth Evening Tutor, $25/Hr with no benefits, effective immediately. (Grant Funded)
  - **Brett Fassnacht** - Part Time Public Safety Center Instructor, at a rate from $10-$225 ($10/hr up to $225/day) with no benefits, effective immediately.
  - **Dennis Mohn** - Part Time Driver for Cafeteria at BT, $10.50/Hr with no benefits, effective 12/09/14.
  - **Amber Ort** - Full Time Guidance Administrative Assistant at MJ, $11.00/Hr with benefits, effective 12/09/14.

Adjustments/Additional Assignments
- **Sarah McGuire** - From PT Front Desk Receptionist to FT Curriculum Assistant, $13.50/Hr with benefits, effective 11/05/14.
- **Mary Ann Miller** - From Lead Custodian to Warehouse/Custodian Lead, $.50 increase, $18.47/Hr, effective 11/18/14.
- **Lead Custodians** - $1.00 increase, effective immediately.
  - Pamela Hershey - MJ
  - Sharon Van Fleet - BT
- **Trish Nabors** - Director of New Choices, $10,000 increase in pay for the added job responsibilities Trish has acquired due to the addition of a $70,000 block grant and rise in program demands, effective 9/01/14.
- **Dominic Russo** - From AE Instructor to Welding AE Instructor/Coordinator Proposed salary increase based on responsibilities. $5,000 annual increase; annual salary $49,127 220 days per year, effective immediately.

**Resignations/Retirements**
- **Judy Donnelly** - FT Evening Practical Nursing Instructor, retirement effective 4/30/15.

**Permission to Hire**
- FT HVAC Instructor
- PT Front Desk Receptionist at WS

**Approve Job Descriptions**
- Sim Lab Coordinator
- Warehouse/Custodian Lead
- Lead Custodian

**LCCTC Section 125 Plan - Appendix A Update (vision rate change)** - The administration asked to approve Section 125 Plan to update the vision insurance rate change.

Mr. Byrnes motioned and Dr. Zimmerman seconded to approve the Personnel Committee items as presented. All members present voted in favor.

**FINANCE COMMITTEE**
Chair - Robert Sauders
Members – Robert Cronin, Christopher Straub
Administrators– Keith Stoltzfus, Britney Hevner, David Warren
Mr. Sauders updated the committee on the following Finance Committee items which were discussed at the December 5, 2014 conference call.


**2013/14 Local Audit Presentation** – Mike Reiner, CPA, Sager, Swisher & Co. will update the committee on the 2013/14 Local Audit. A copy of the audit report was distributed to the committee. He highlighted significant parts of the report. There were absolutely no findings and all of the findings from the last audit were corrected. The administration asked to accept the audit report as presented.

**2013/14 District Reconciliation** - Mr. Stoltzfus reviewed the reconciliation of the 2013/14 school year finances. A copy of the report is attached to the minute book.

**Adult Education 2013/2014 Financial Review**– Mrs. Hevner reviewed the Adult Education 2013/14 finances. The administration requested funds to be transferred to LCCTC Capital Reserve Fund. A copy of the report is attached to the minute book.

**Budget 2015/16** - Mr. Stoltzfus reviewed the proposed General Fund Budget for 2015/16 in detail. The administration recommended sending proposed budget to Districts. A copy of the report is attached to the minute book.

**Appoint Solicitor for Calendar Year 2015 and Auditor for 2014-15 Audit** – The administration recommended the re-appointment of Kegel Kelin Almy & Lord (solicitor) and Sager, Swisher & Co. (auditor)

**Natural Gas Procurement Program** - Mr. Stoltzfus recommended the 24 month Fixed Price program for 13,000 MMBTUs, which is up from the 10,560 on the attached report presented. A copy of the report is attached to the minute book.

**Permission to Bid - Articulating Boom Lift (Supplemental Equipment Grant)** - The administration asked permission to bid on the Articulating Boom Lift.

**Recommendation for Award - HVAC and Auto Equipment** - The administration recommended to award equipment for HVAC and Auto. A list of the bid summary was presented to the JOC members as well as the items to be approved. A copy of the reports is attached to the minute book.
Permission to Purchase - The administration asked permission to purchase the items presented. A copy of the items is attached to the minute book.

Transportation Increase – 2014/15 - The administration recommended the transportation increase for 2014/15 based on participating school district settlements and state formula increase.

Mr. Sauders motioned and Mr. Straub seconded to approve the Finance Committee items as presented. All members present voted in favor.

Updates:

Quarterly Reports: Culinary Report - The culinary report was presented to the JOC members. A copy of the report is attached to the minute book.

BUILDING AND PROPERTY COMMITTEE

Chair – Steve Risk
Members – Charles Rohrer, John Smucker, Jenny Miller
Administrator – Keith Stoltzfus, David Warren

Mr. Smucker updated the committee on the following Building and Property Committee items.

BT Pole Building - The administration asked to approve the change orders for the Brownstown Campus pole building. A copy of the change orders is attached to the minute book.

BT Sediment Basin Remediation - The administration asked to approve the Brownstown sediment basin remediation change orders as presented. A copy of the change orders is attached to the minute book.

Construction Manager’s Report - A copy of the most current Fidevia construction manager report was presented.

Approve Contract for Parking at YWCA - Tricia Nabors, New Choices Program - The administration asked to approve the parking contract for YWCA employees.

Mr. Smucker motioned and Mr. Garner seconded to approve the Building and Property Committee items as presented. All members present voted in favor.
Updates:
- MJ Resolution- Mr. Smucker reminded the committee members that every sending school needs to submit the resolution for the Mount Joy home building projects by January 31, 2015.

PLANNING AND DEVELOPMENT COMMITTEE
Chair – Millard Eppig
Members – Tim Zimmerman, Matthew Kreiser, Nathan Geesey, Ron Melleby
Administrator – Joseph Fullerton, David Warren

Mr. Eppig updated the committee on Planning and Development items discussed at the committee meeting.

There were no items to be approved.

Field Trips (Informational)

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<td>12/5/14</td>
<td>UTI - Exton</td>
<td>Auto Mechanics/WS</td>
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<td>12/10/14</td>
<td>Sindall Truck Service</td>
<td>Diesel/WS</td>
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<td>12/12/14</td>
<td>Racekrafter’s Auto Machine Shop</td>
<td>Transportation Cluster/WS</td>
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<td>12/16/14</td>
<td>Young Men’s Future Symposium-MU</td>
<td>Transportation Cluster/MJ</td>
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<td>1/07/15</td>
<td>Restaurant School - Walnut Hill College</td>
<td>Culinary/MJ</td>
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<td>UTI</td>
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<td>Cumberland Perry AVTS</td>
<td>Skills USA</td>
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<td>1/26/15</td>
<td>TCHS</td>
<td>Skills USA</td>
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<td>2/06/15</td>
<td>Lancashire Hall (Nursing and Rehab)</td>
<td>Nurse Assist/WS</td>
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OLD BUSINESS - There was no Old Business at this time.

NEW BUSINESS - Mr. Smucker asked to let him or Alison Ault know if any JOC members would like to change their committee membership to another committee. He will accommodate them.

He also updated the JOC that the Executive Committee will begin interviewing for the Assistant Executive Director position December 16, 2014.

Mr. Warren added that second interviews will be held before the next January meeting and will be asking for more attendance from JOC members and administrators.

OPEN JOC DISCUSSION – Mr. Smucker opened the floor for JOC member comments. There were no comments at this time.

Mr. Warren presented the JOC cookie trays and gifts to wish everyone a nice holiday season.

ADJOURN – Mr. Smucker called for adjournment at 7:55PM.

Mr. Byrnes motioned and Ms. Garner seconded to approve adjourning the meeting.

Mr. James Byrnes, Secretary
12/08/14