MINUTES
LANCASTER COUNTY CAREER & TECHNOLOGY CENTER
WILLOW STREET CAMPUS
THURSDAY, JANUARY 22, 2015

Attendees:

Dr. Zimmerman
Mr. Smucker
Mr. Melleby
Ms. Readman
Mr. Cronin
Ms. Miller
Mr. Sauders
Mr. Byrnes
Mr. Geesey
Mr. Straub
Mr. Miller
Mr. Rohrer
Mr. Risk
Mr. Eppig

Absent:

Mr. Kreiser
Ms. Garner

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, Deb Woodcock, Vance Miller, Tricia Nabors, Daniel McCauley.

There was an Executive Session to discuss personnel and legal issues before the regularly scheduled JOC meeting.

The regularly scheduled meeting started at 7:11PM

WELCOME - Mr. Smucker welcomed the committee members.

ROLL CALL - Alison Ault took roll call.
PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA – JOC members voted on approving the current agenda as presented. All members present voted in favor.

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

PRESENTATION - Tricia Nabors, Director of New Choices, presented to the committee members about the New Choices Program and what it offers. New Choices has been an active service to women for twenty-nine years. It offers two week classes, five times a year. During non class time, they also receive guided information on resume writing, interviewing and professional skills so that they are willing and able to be employable. New Choices is supported by the state Labor and Industry and LCCTC sponsors them. Pre-requisites need to be met in order to participate in the program. They must have a high school diploma or GED.

She also informed the committee on the prison grant awarded to her program. She and another coordinator, Amanda Funk, go into the local prison to help them transition post prison term.

She handed out the Taste of Success invite and strongly encouraged JOC members to attend.

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

VVTALC - Mr. McCauley read a drafted letter from VVTALC regarding the Assistant Executive Director position.

SUPERINTENDENT’S REPORT – There was a meeting held January 13, 2015. Dr. Huesken updated the JOC members. He mentioned the next Counselor Inservice scheduled February 11, 2015 and suggested opening it up to other staff members at the districts as well as board members. A copy of the minutes is attached to the minute book.

DIRECTOR’S REPORT –

Minutes of the December 8, 2014 Board Meeting, Finance Committee Minutes, Planning and Development Committee Minutes, Building and Property Committee
Minutes - The administration asked to approve the December 8, 2014 minutes as presented.

Local, State, and Federal Projects – Mr. Warren provided the committee with Local, State and Federal Projects updates.

Post Secondary Education Projects - Mr. Warren mentioned that the Post-Secondary Ed Projects report will now include Public Safety Center Training activities.

CTE Funding (Recommendation Letter) and (PACTA Letter) - Mr. Warren updated the committee on the state subsidy funding. The Pennsylvania Association for Career Tech is asking for representatives to testify for career tech education. Mr. Warren provided the CTE recommendation letter.

Permission to Delete Policy 008 - Organizational Chart as Policy - Mr. Warren asked the JOC to remove Policy 008 as a policy manual item. PSBA suggests the organizational chart be an informational item so that administration can make minor changes as needed for accuracy. JOC would still review before being published.

Mr. Warren mentioned the Foundation Fly on the Run event and passed around the informational pamphlet. He encouraged JOC members to attend.

Mr. Byrnes motioned and Mr. Risk 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 presented.

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

Appointments
- Michael Arnt - FT HVAC Instructor at BT, effective 1/19/15. Annual exempt status salary is $45,476, which is step A3 on the teacher salary scale and eligible for full-time benefits. (Resume)
• **Stephen Bomberger** - PT Adult Ed Evening Plumbing Instructor, $25/Hr with no benefits, effective 1/5/15.
• **Melissa Etzweiler** - FT Protective Services Instructor, effective 1/12/15. Annual exempt status salary is $44,803, which is Step A2 on the teacher salary scale and eligible for full-time benefits.(Resume)
• **Julia Holtzer** - PT Front Desk Receptionist at WS, $10/Hr with no benefits, effective 1/5/15.
• **James Johnson** - PT Safety Center Trainer, at a rate from $10-$225 ($10/hr up to $225/day) with no benefits, effective immediately.
• **Robert Smith** - PT CDL Instructor, $17/Hr with no benefits, effective immediately.
• **Gary Shimp** - PT Safety Center Trainer, at a rate from $10-$225 ($10/hr up to $225/day) with no benefits, effective immediately.
• **Diane Garber** - PT Safety Center Trainer, at a rate from $10-$225 ($10/hr up to $225/day) with no benefits, effective immediately.

**Adjustments/Additional Assignments**
• **Rebekah Bollinger** - From PT Cafeteria to FT Custodian at MJ, $10.62/Hr with benefits, effective immediately.

**Mentors**

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<tr>
<th>Instructor</th>
<th>Mentor</th>
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<tr>
<td>Michael Arnt - HVAC</td>
<td>Craig Turnbaugh</td>
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<tr>
<td>Melissa Etzweiler - Protective Services</td>
<td>John Sweigert</td>
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**Transfers**
• **David Sensenig** - FT Custodian from MJ to BT Campus, effective immediately.

**Resignations/Retirements**
• **Nicole Chisholm** - FT Custodian resignation effective 12/16/14.
• **Sean Seyfried** - FT RV/OPE Instructor at WS, resignation effective 12/23/14.

**Approve Unpaid Day**
• **Craig Turnbaugh** - 4/2/15

**Permission to Hire**
• RV/Outdoor Power Equipment Instructor

**2015/16 CBA Salary Schedule Ratification**
Mr. Byrnes asked to approve the appointment of Keith Yohn as Assistant Executive Director, $107,000 annually with benefits. More details of his appointment and agreement will be shared at the next scheduled JOC meeting.

Mr. Byrnes motioned and Mr. Melleby seconded to approve the Personnel items listed. 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.


A copy of the Financial Report items are attached to the minute book.

**2014/15 Transportation Contracts** - The administration asked to approve the 2014/15 Transportation Contracts as presented. A copy of the items is attached to the minute book.

**General Fund Budget Transfers** - The administration asked to approve the General Fund Budget Transfers as presented. A copy of the items is attached to the minute book.

**Permission to Purchase** - The administration asked permission to purchase the items as presented. A copy of the items is attached to the minute book.

**Equipment Grant (Matching)** – The administration asked permission to move forward with purchasing/bidding once approved.

**Bid Awards** - The administration asked to approve the garage door and gutter spout bid awards as presented. A copy of the bid award is attached to the minute book.

**Bid Award** - The administration asked to approve the articulating boom lift for the Brownstown campus.
Mr. Sauders motioned and Mr. Straub seconded to approve the Finance Committee report items. All members present voted in favor.

**Updates:**

- **Quarterly Reports:** The administration shared the following reports. E-Print, Culinary, Activity Production Accounts. A copy of the reports is attached to the minute book.
- **Childcare Center Financial Summary:** The administration shared the most current Childcare Center Financial Summary report. A copy of the report is attached to the minute book.
- **2015/2016 General Fund Budget:** Mr. Stoltzfus updated the committee on the budget approvals he has received so far. He is waiting on just a few more.

Mr. Rohrer inquired on the childcare center numbers and wondered why the numbers seem to have dropped. Mr. Warren shared his opinion on childcare decreases. The JOC suggested that marketing may need to occur.

**BUILDING AND PROPERTY COMMITTEE**
Chair – Steve Risk  
Members – Charles Rohrer, John Smucker, Jenny Miller  
Administrator – Keith Stoltzfus, David Warren

Mr. Risk updated the committee on the following Building and Property items.

- **Construction Manager’s Report:** There are three change orders for the Willow Street and Mount Joy report. With the change orders everything is still within budget. A copy of the change orders is attached to the minute book.
- **Mount Joy Campus PlanCon Part G - Project Accounting Based on Bids - PDE Approval:** The administration shared the Mount Joy PlanCon G and asked approval. A copy of the report is attached to the minute book.
- **CTC Usage Agreement:** The administration asked to approve the Public Safety Center Usage Agreement. There is an increase of $1,500, and no other changes to report. A copy of the agreement is attached to the minute book.

Mr. Risk motioned and Mr. Cronin seconded to approve the Building and Property committee items discussed.
Updates:
- Mount Joy Campus subdivision – JOC members will be asked to share information from their districts. Eight districts have approved so far. Mr. Stoltzfus read off who still needs to approve and/or send in the signed form. Mr. Stoltzfus explained how this would flow back to the districts.

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

Mr. Eppig discussed the Planning and Development items.

Approve 2015-16 School Calendar and Holiday Schedule (draft) - The administration asked to approve the 2015/16 school calendar and holiday. A final approval will go to the JOC at the February meeting.

He gave a brief Post Secondary update that was discussed at the committee meeting. The topics discussed were the medical assisting program and the progress of the Tait Towers training opportunities.

Mr. Eppig motioned and Mr. Cronin seconded to approve the Planning and Development items presented. All members present voted in favor.

Field Trips (Informational)

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<thead>
<tr>
<th>Date</th>
<th>Place</th>
<th>Program/Campus</th>
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<tbody>
<tr>
<td>2/12/15</td>
<td>Whitaker Center for Science and the Art</td>
<td>Med Assist/WS</td>
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<td>2/24/15</td>
<td>BR Kreider</td>
<td>Heavy Equipment</td>
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<td>2/26/15</td>
<td>HACC - Engineering Tech Career Day</td>
<td>Arch/CAD at BT</td>
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<td>3/5/15</td>
<td>Young Woman’s Future Symposium</td>
<td>Health Care Cluster/WS</td>
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<tr>
<td>3/10/15</td>
<td>International Beauty Show</td>
<td>Cosmo/MJ</td>
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<tr>
<td>3/11/15</td>
<td>Restaurant School - Walnut Hill College</td>
<td>Culinary/MJ</td>
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OLD BUSINESS - There was no old business to discuss.

NEW BUSINESS - There was no new business to discuss.

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

ADJOURN – Mr. Smucker called for adjournment at 7:57PM.

Mr. Risk motioned and Mr. Byrnes seconded to adjourn. All members present voted in favor. Meeting adjourned.

Mr. James Byrnes, Secretary
1/22/15