MINUTES
LANCASTER COUNTY CAREER & TECHNOLOGY CENTER
WILLOW STREET CAMPUS
THURSDAY, APRIL 23, 2015

Attendees:

Dr. Zimmerman
Mr. Kreiser
Ms. Readman
Mr. Cronin
Mr. Sauders
Mr. Stayer (Rep for SDOL)
Mr. Geesey
Mr. Straub
Mr. Rohrer

Absent:

Mr. Smucker
Mr. Melleby
Ms. Miller
Mr. Byrnes
Mr. Miller
Ms. Garner
Mr. Risk
Mr. Eppig

Also Present:
Dr. Gerald Huesken, Superintendent of Record, David Warren, Executive Director, Keith Yohn, Keith Stoltzfus, Business Manager, Alison Ault, Joseph Fullerton, Ronald Wilson, Jason Wise, Peggy Dell, Kirk Schlotzhauer, Britney Hevner, James Catino, Vance Miller, Margaret Roth, Deb Woodcock, Doug Long.

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

The regularly scheduled meeting began at 7:00PM

**WELCOME** - Mr. Cronin Welcomed the committee.

**ROLL CALL** - Ms. Ault took roll call.

**PLEDGE OF ALLEGIANCE**

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

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

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

**PRESENTATIONS** - Mr. Wilson introduce Mr. Doug Long, Manufacturing Cluster. Mr. Long explained how well the program garners good results for students to get into high paying jobs and thanked the board for their continued support. He teaches them introduction to prepare for the senior year program.

He demonstrated some of the equipment they use. He mentioned the new tig welder that was approved for purchase and appreciates having it for his class and curriculum

Safety and teamwork is part of the learning process.
SUPERINTENDENT’S REPORT – There was no meeting held this month. The next meeting is scheduled for May 12, 2015. There will be a guest speaker from the WIB attending. More information will be available at the next JOC meeting.

DIRECTOR’S REPORT –

Minutes of the March 26, 2015 Board Meeting, Finance Committee Minutes, Planning and Development Committee Minutes, Building and Property Committee Minutes - Mr. Warren asked that the JOC approve the minutes presented.

Skills/HOSA Cost Sheet - Mr. Warren asked to approve the SkillsUSA and Hosa trip and cost. A copy of the cost sheet is attached to the minute book.

General Advisory Committee Meeting – There was no meeting held this month.

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

Post Secondary Education Projects – Mr. Warren provided the committee with updates.

State Ethics Forms - Due in the Executive Director’s office May 1, 2015.

Certificate and Awards - The Certificate and Awards program is May 26, 2015. An invite will be sent to the JOC members.

Mr. Rohrer motioned and Mr. Geesey 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

Ms. Readman updated the committee on the following Personnel Committee items.
All hourly employee appointments are on a 90 working day probation period beginning on individual effective dates.

**Appointments**
- **Sino Curreli** - PT Custodian at MJ, 10.50/Hr with no benefits, effective 4/13/15.
- **Eric Libarios** - PT PN Instructor, $32.58/Hr with no benefits, effective 4/27/15.
- **Sandra Osborn** - PT Adult Ed Psychology and Technical Math Instructor as needed, $25/Hr with no benefits, effective 4/07/15.
- **Dylan Miller** - FT Custodian at MJ, $10.50/Hr with benefits, effective 4/13/15.
- **Sylvia Rios** - PT Adult Ed CNA Instructor, $25/Hr with no benefits, effective 4/06/15.
- **Laura Vaughn** - PT Custodian at BT, $10.50/Hr with no benefits, effective immediately pending clearances.

**Assignment Adjustment/Status Change**
- **Paul Ranck** - From PT CDL Instructor to FT CDL Instructor with benefits, effective 5/04/15.

**Resignations/Retirements**
- **Britney Hevner** - Assistant Business Manager, resignation effective 4/24/15.

**Practical Nursing Substitutes (as needed)**
- **Toni Drumm**
- **Alison Nolt**

**Permission to Hire**
- Accountant - a Job Description was presented.

**Request for Unpaid Leave**
- **Jeffrey Wilt** - CDL Instructor

**Contracted Services**
- Carol Gilbert – Food Service
- Updated Bus Driver list - A list was presented.
- Updated 403(b) Plan Documents – Omni and LCCTC Administration are recommending these changes to allow for Roth Contributions, employees to
contribute a percentage of their paycheck and other minor updates to ensure compliance with recently changed IRS regulations.

- **OVR - Youth Employment Initiative discussion**
- **Renewal with Walter L Aument Family Health Center** - They provide the Standing Orders to our First Aid Nurses and various other services throughout the school year.

Mr. Roher inquired on Carol Gilbert’s position and cost.

Mr. Warren updated him that we do not have a Cafeteria Director to oversee compliance of the operations. Mr. Kreiser mentioned that Columbia School District also and is extremely happy with her services.

Ms. Readman motioned and Mr. Geesey seconded to approve the Personnel Committee items 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. Straub updated the committee on the Finance items.

**Financial Reports** - General Fund Treasurer’s Report, Cafeteria Report, and the
Business Manager’s Report - Line Item Report for the period ending 3/31/14, April Bill
Payment Listing, Bill Payment Summary, Internal Service Fund Reports, Capital
Reserve, Renovation Bond Fund (2013) (2014). A copy of each report is attached to the
minute book.

**Copier Agreement with Fraser Advanced Information Systems** – An agreement to replace two existing copiers at a rate of $270.52 per month for 60 months will ultimately be a savings.

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

**Excess Equipment Sale** – The Administration requested permission to conduct the annual spring sale.
**Bid Award** - The administration asked that the bid awards presented be approved. A copy of the items is attached to the minute book.

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

**Updates:**
- **Quarterly Reports** – ePrint Center, Activity/Production Accounts, and Culinary Report.

Mr. Straub briefly updated the committee that the ePrint Center had a significant increase. Culinary did have a negative report, however it may even out by the end of the year.

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

Mr. Stayer updated the committee on the Building and Property items.

**Construction Manager’s Report** - Mr. James Miller updated them at the committee meeting before the regularly scheduled meeting. A copy of any change orders is attached to the minute book.

**GKO Architects letter regarding Change Order concerns** - GKO will cover any issues discussed with the change orders.

**Updates:**
- **MJ Campus Subdivision progress report** - What is normally a two step process will be a three step process for the Mount Joy subdivision.

Mr. Stayer motioned and Dr. Zimmerman seconded to approve the Building and Property items presented. All members present voted in favor.

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

Mr. Geesey updated the committee on the following Planning and Development items.

**Program Cost Sheet List** - The administration shared the 2016/17 school year Program Cost Sheet list. A copy of the list is attached to the minute book.

**Adult Ed Marketing Plan** - The administration shared the Adult Ed marketing plan and budget. It will total $309,400 split between CDL Program, PN Program, Higher Education, and General Fund for multiple media types such as T.V., radio and print.

**Approve Tuition Rates for 2015/16 - Post-secondary, Practical Nursing, Truck Driving** - The administration asked to approve the 2015/16 tuition rates for the Adult Ed programs listed. A copy of the tuition rate reports are attached to the minute book.

**Student Survey on Precision Metals** - Based on the survey results there is a significant amount of students interested to start a program.

**SMART Program** - Currently there are 23 students registered for sports medicine.

Mr. Geesey motioned and Mr. Kreiser seconded to approve the Planning and Development committee items presented. All members present voted in favor.

**Field Trips – Informational**

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<tr>
<th>Date</th>
<th>Place</th>
<th>Program/Campus</th>
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<tbody>
<tr>
<td>5/01/15</td>
<td>Mutter Museum</td>
<td>Health Careers/WS</td>
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<tr>
<td>5/18/15</td>
<td>Chocolateworld</td>
<td>Baking and Pastry/MJ</td>
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<tr>
<td>5/18/15</td>
<td>Longwood Gardens</td>
<td>Visual Center/BT</td>
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<td>5/18/15</td>
<td>West ROPES Course</td>
<td>Adventure Based Learning/BT and MJ</td>
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<td>Date</td>
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<td>5/19/15</td>
<td>Architectural Testing Inc.</td>
<td>Arch/CAD/BT</td>
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<tr>
<td>5/20/15</td>
<td>Shady Maple Bakery and Smorgasbord</td>
<td>Baking and Pastry/MJ</td>
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<td>5/21/15</td>
<td>Bird in Hand Bakery/Creamery</td>
<td>Baking and Pastry/MJ</td>
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<td>5/31-6/02/15</td>
<td>Comfort Inn at State College for SkillsUSA Officer Training</td>
<td>Arch/CAD/BT</td>
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**OLD BUSINESS** - There was no old business discussed at this time.

**NEW BUSINESS** - There was no new business discussed at this time.

**OPEN JOC DISCUSSION** – Mr. Cronin opened the floor for JOC member comments.

**ADJOURN** – Mr. Smucker called for adjournment at 7:39PM.

Mr. Kreiser motioned and Mr. Geesey seconded to adjourn the meeting. All members present voted in favor.