MINUTES  
LANCASTER COUNTY CAREER & TECHNOLOGY CENTER  
MOUNT JOY CAMPUS  
THURSDAY, FEBRUARY 28, 2019

Attendees: Charles Rohrer, Christopher Straub, Craig Hummer, Grant Keener, James Byrnes, John Smucker, Joyce Stephens, Judy Beiler, Leonard Szpara, Melissa Readman, Millard Eppig, Robert Spayde

Absent: Jenna Geesey, Mara McGrann, Richard Brenner, Steven Risk

Also Present: Dr. Mike Leichliter- Superintendent of Record, Dr. Stuart Savin-Administrative Director, Keith Yohn- Assistant Administrative Director, Barbara Seddon-Business Manager, Jim Brunken, Dave Smith, Deb Woodcock, Elizabeth Scott, Amber Kreger, Mike Moeller, Josie Campbell, Lindsay Jones, Darla Gettle, Jason Wise

Mr. Straub called the meeting to order at 7:03 PM.

Mr. Straub made an announcement that an executive session had been held prior to the meeting for personnel and contract matters.

ROLL CALL

PLEDGE OF ALLEGIANCE

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

PRESENTATION – Eli Martin, Instructor, presented on the Electro-Mechanical Engineering program. Robert Sanders, 2018 graduate from LCCTC/SDoL, assisted with the presentation.

Mr. Straub thanked Mr. Martin for his presentation. He mentioned that he has heard plenty of compliments in regards to his methods of teaching. Mr. Smith stated that he is very proud of the work Mr. Martin has done in working toward his Vocational Cert.
PUBLIC PARTICIPATION – Mr. Straub asked the audience if there were any public comments. There were none.

DIRECTOR’S REPORT – Minutes of the January 24, 2019 Board Meeting, Finance Committee Minutes, Planning and Development Committee Minutes, Building and Property Committee Minutes
Dr. Savin shared that Dr. Leichliter had recommended that we add a statement to our agenda with the requirements of policy 903 in order to welcome those from the public who wish to address the JOC. This statement will be added to future agendas.

Dr. Savin provided the directors report.

Local, State, and Federal Projects – Dr. Savin provided the committee with updates. All changes from the previous meeting are reflected in red.

GAC Meeting Minutes- A GAC Meeting was held on February 26, 2019. Dr. Savin reviewed the meeting minutes with the members.

February 2019 Students of the Month
Brownstown -- Mr. Brunken presented the Brownstown students of the month
★ Raelynn Hockenbrocht, a junior from Conestoga Valley in our Introduction to Transportation Careers program.
★ Joseph Sheaffer, a senior from Donegal School District in our Materials Handling and Logistics program.
★ Katie Weiss, an adult student in our Plumbing program.

Mount Joy -- Mr. Smith presented the Mount Joy students of the month
★ Hunter Hornig, a senior from Lampeter-Strasburg in our Precision Machining and Computer Aided Manufacturing program.
★ Justin Lauver, a senior from Donegal School District, in our Metal Fabrication program.
★ Cole Hitz, a junior from Elizabethtown Area School District in our Intro to Manufacturing program.
★ Lucas Frey, a senior from Manheim Township in our Baking & Pastry program.

Willow Street -- Mr. Smith presented the Willow Street students of the month
★ Meghan Braas, a senior from Columbia High School in our Nursing Assistant program.
Katelyn Lyons, a senior from Manheim Central High School in our Medical Administrative Assistant program.

Mr. Keener asked if we have an opportunity to recognize the students directly. Mr. Brunken shared the different ways students receive recognition. Mr. Smith shared that their counterparts at the home schools are informed. Dr. Savin informed the group that once a Marketing person is on board, it will be listed within our newsletter.

PACTA Advanced Placement NOCTI recognition -- Mr. Brunken shared the recognition that the Brownstown campus has received.

SkillsUSA District Winners -- Dr. Savin shared the results from the SkillsUSA competition. Nearly 40 students will be moving on to the State-level competition.

SkillsUSA National Conference- 6/22-6/29/2019 -- Dr. Savin shared that this was mentioned now in order to obtain better airfare prices.

State Ethics Forms- The State Ethics Form is due in the Director’s office by 5/1/2019. You may add the LCCTC to your school board form. Please ask your school to forward a copy to Stephanie Nallo.

Save the Dates: Taste of Success: March 22, 2019 6-9 pm
Fly on the Run: May 15 & 16, 2019

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

COMMITTEE REPORTS

PERSONNEL COMMITTEE
Chair – James Byrnes
Members – Judy Beiler, Leonard Szpara, Mara McGrann, Bob Spayde
Administrators – Kristin Smith, Keith Yohn

Mr. Byrnes presented the Personnel Committee report. He reviewed the resignations, appointments and permission to hire requests as listed.
All hourly employee appointments are on a 90 working day probation period beginning on individual effective dates. Positions in bold are newly created positions.

I. **Resignations/Retirements:**

- **Carly Danz,** hire date 10/09/2017, Practical Nursing Instructor at Health Sciences, resignation effective 01/16/2019.

- **Dana Pierce,** hire date 10/16/2017, Practical Nursing Instructor at Health Sciences, resignation effective 12/23/2018

- **Rebecca Conway,** hire date 10/10/2016, Adult Education Program Specialist, Willow Street, resignation effective 03/15/2019

- **Jordan Keller,** hire date 03/07/2016, Adult and Apprenticeship Heavy Equipment Operations Instructor at Mt. Joy, resignation effective 03/19/2019

- **Dawn Pearce,** hire date 06/01/2018, Practical Nursing Instructor, resignation effective 03/13/2019

- **Wendy Patterson** hire date 02/12/2019, Cafeteria/ Cashier/ Food Prep, Willow Street, resignation effective 2/13/2019

II. **Appointments:**

**Administrative Staff:**

- **Timothy Klein,** Director of Facilities, Mt. Joy, Annual salary $83,000, with benefits, effective TBD, pending appropriate background checks.

**Professional Staff:**

- **Doreen Camara,** F/T Practical Nursing Instructor, Health Sciences Center, $64,428 (Track E, Step 6), with benefits, effective TBD

- **Alison Nolt,** F/T Practical Nursing Instructor, Health Sciences Center, $56,243 (Track B, Step 6) with benefits, effective 02/21/2019
Christopher Wagonseller, P/T Adult Education English Instructor, Willow Street, Hourly rate of $25, with no benefits, effective 03/25/2019 pending appropriate background checks and clearances.

Support Staff:

Abigail Gall Manufacturing Aide, Mt. Joy, Hourly rate of $12.00, with no benefits, effective 2/12/2019.

Wendy Patterson Cafeteria/ Cashier/ Food Prep, Willow Street, Hourly rate of $10.20, with no benefits, effective 02/12/2019

Donald Bradnick PT Custodian, Mt. Joy, Hourly rate of $11.90 with shift differential, with no benefits, effective 10/27/2018

Ilaina Smith, Driver/ Dish room Attendant, Willow Street, Hourly rate of $10.20, with no benefits, effective TBD.

Anita (Nina) Whiting, Cafeteria/ Cashier/ Food Prep, Willow Street, Hourly rate of $10.20, with no benefits, effective 03/04/2019

III. Permission to Hire:

Institutional Registrar. New position for approval- Job description

Heavy Equipment Operator Instructor, Replacement position (Jordan Keller).

EL instructor (replacing Susan Spayd who is retiring).

IV. Additional Action Items:

- Administration is requesting to change the Director of Dental Hygiene rate to a range of $60,000- $75,000 due to market.

- Administration is requesting a 3-tiered hourly pay structure for the Nurse Aide Instructor position Nurse Aide Instructors: LPN $28, RN $30, MSN $32 due to market.

- Weather and emergency related pay rates.
V. Discussion Item:
   ● Adult Instructor Wages

Mr. Keener asked what the impact would be on the budget, and if the budgets would be able to handle the increase. Dr. Savin commented that it would. Classes are currently not running due to lack of instructors. This change would put us closer to the instructor wages our sister schools are offering.

Ms. Stephens asked if the Director of Facilities would have the Act 44 Safety Officer responsibilities fall under the position. Dr. Savin noted that it would, and while the position reports to Ms. Seddon, it would also report to Dr. Savin directly as per the regulations.

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

FINANCE COMMITTEE

Chair – Richard Brenner
Members – Christopher Straub, Craig Hummer, Grant Keener
Administrators – Barbara Seddon, Stuart Savin

Mr. Hummer presented the Finance Committee report.

Financial Reports
Treasurer’s Reports:
   ● General Fund- January
Line Item Report
Bill Payment Listing, Bill Payment Summary
Internal Service Fund Reports– Health
Cafeteria Report

Permission to Purchase

Permission to Award Bid – Welders for Mount Joy & Willow Street

Permission to Bid:
● Ryobi Offset Duplicator for Digital Design (Brownstown)
● Supply & Install Smoke Collector in Intro to Manufacturing (Willow Street)
● 2018/19 Transportation Contracts

**2019-20 LCCTC General Fund Budget Approval:** 2019-20 Budget Packet, District Voting Results

**Discussion Item**

Fund Balance

Ms. Stephens asked to pull the Penn Cinema item from the Permission to Purchase in order to discuss later in the Planning & Development committee report.

Mr. Hummer motioned and Dr. Szpara. seconded to approve the Finance Committee items presented, with the Penn Cinema item removed as requested. All members present voted in favor.

**BUILDING AND PROPERTY COMMITTEE**

Chair – Steve Risk
Members – Charlie Rohrer, John Smucker
Administrators – Barbara Seddon, Jim Brunken, David Smith, Michael DelPriore, Josie Campbell

Mr. Rohrer presented the Building and Property Committee report.

**Action Item**

● Landscaping Services-Permission to Bid

**Discussion Item**

● CDL temporary move for paving project
● Floor repair and smoke collector bids
● Fly on the Run

**Updates**

● McClure
● DC Gohn/Authority
● Facility Director Update
● Dam Removal
Mr. Rohrer motioned and Mr. Eppig seconded to approve the Building and Property Committee items presented. All members present voted in favor.

PLANNING AND DEVELOPMENT COMMITTEE
Chair – Millard Eppig
Members – Melissa Readman, Jenna Geesey, Joyce Stephens
Administrators – Michael Moeller, Darla Gettle, Amber Kreger

Mr. Eppig presented the Planning & Development Committee report.

Action Items
- 2nd Reading and Approval of Policy 125
  - Administrative Regulation
- Administrative Regulation Manual Service Agreement
- Approved 2019-20 School Calendar and Holiday Schedule

Updates
- Enrollments

Discussion Items
- Penn Cinema, updated contract
- Internet Marketing -- The committee was unable to review this agenda item during committee, due to holding Executive Session.

Mr. Eppig motioned and Mr. Byrnes seconded to approve the Planning and Development Committee items presented, with the Permission to Purchase for the Penn Cinema contract added. All members present voted in favor.

Field Trips (Informational)

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<td>4/10-12/2019</td>
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OLD BUSINESS - There was no old business.

NEW BUSINESS - There was no new business.

OPEN JOC DISCUSSION – Mr. Eppig shared out on the Foundation Board Meeting he attended. The Foundation has hired their new Executive Director, Jenn Baker. Ms. Seddon provided the Treasurer’s Report and an update on the New Choices program. Taste of Success will be held at the Emerald Foundation. Fly on the Run is coming and if anyone is interested, the Foundation is selling raffle tickets now. Tony Gillespie will be leaving his prior Executive Director position, but will not be far from the Foundation. Dr. Savin shared that Jenn Baker will be attending the April JOC meeting.

ADJOURN – Mr. Straub called for adjournment at 8:17 PM.

Mr. Smucker motioned and Mr. Byrnes seconded adjournment. All members present voted in favor.

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Melissa R. Readman, Secretary
2/28/2019