

Joint Operating Committee Meeting Minutes
LANCASTER COUNTY CAREER & TECHNOLOGY CENTER
Thursday, August 24, 2023
Brownstown Campus

Attendees: Brian Conroy, Charles Gearhart, Christopher Straub, Craig Hummer, Debra Sturgis, Emily Zimmerman, Erin Hoffman, Grant Keener, James Byrnes, Justin Wimer, Mara Creswell McGrann, Phil Hurst, Randy Renninger, Tim Stayer, Steve Riehl

Absent: Sandra Duncan

Also Present: Dr. Lausch, Superintendent of Record, Dr. Stuart Savin- Administrative Director, Tom Wolfe- Assistant Administrative Director, Jason Harris- Business Manager consultant, F. Frank Ayata- Business Manager, Jodi Schuler- HR Manager, Stephanie Nallo- Acting Recording Secretary, Mike Moeller, Dave Smith, Jeremy King, Darla Gettle, Dr. Julie Frey, Tim Klein, Karin Shipman, Rachel Hetzel, Mike Arnt, Carl Warden

Mrs. Sturgis called the meeting to order at 7:04 pm.

WELCOME

ROLL CALL

PLEDGE OF ALLEGIANCE

Mrs. Sturgis announced the JOC held an executive session prior to tonight's meeting for Personnel matters, contract and legal. There will be another executive session after tonight's meeting to continue talking about Personnel matters

Addition to agenda: Memorandum of Understanding with Community Services Group (CSG). This agreement is Perkins grant funded. Copy provided to the members. Will be added to the finance committee report. Mr. Hummer motioned and Mr. Riehl seconded making the addition to the agenda. All members present agreed.

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

PUBLIC PARTICIPATION* – Mrs. Sturgis asked the audience if anyone wished to formally comment. There was no public participation.

Introduction of new Faculty Association Leadership- Mike Arnt- HVAC Instructor and Carl Warden- Materials Handling & Logistics Instructor in partnership with the IU. They shared that they are very excited for the progress of communication and they are looking forward to working with the administration and the board. Mike Arnt stated that his intent is to be present at JOC meetings. Mr. Riehl, along with the other board members, expressed his thanks for their participation.

DIRECTOR'S REPORT- Minutes of the June 22, 2023 Board Meeting, Authority Minutes of June 22, 2023, Personnel Committee Minutes, Building & Property Committee Minutes, Planning & Development Committee Minutes, Finance Committee Minutes.

Local, State, and Federal Projects– No updates at this time.

LCCTC ARP ESSER Health and Safety Plan Updated 8-24-2023. Required review every six months. No modifications from our previous version.

Adult Ed Report- We will be having regular adult ed reports at our JOC meetings. Mr. David Smith provided an update on his programs. There have been adult education orientations held for our Vet Tech, Dental Hygiene and Auto Tech

programs in addition to the 8 inter-gen students in medical assistant and dental assistant programs. In partnership with the Foundation, we were able to get a new automatic truck for the CDL program which will keep us competitive. New standards will be in place Monday for PennDOT CDL testing. We will also be adding the hazmat certification. A new program is being created at Mount Joy for Adult precision machining. We are working with Careerlink for identifying students and working with the secondary teacher to work through reducing conflicts in sharing the space. Emily Zimmerman thanked him for his report.

Secondary Ed Special Ed update- Mr. Wolfe shared that with our high percentage of students in special education (around 40% each year) we have had requests from the board to continue to increase our support for our students. In Spring of 2022 we added an employee with a special education background to our administration team. We have recognized that we have done a great job with those with learning disabilities, but needed to increase our support for those with emotional support needs. For this year we have added an additional emotional support teacher at each campus. We met with the administration of the districts and the IU, and had a good dialogue about how we could better increase communication to best support our students. We've also increased our professional development for the CTC faculty and staff. Emily Zimmerman asked for additional reports on this subject to know that our teachers are feeling supported in meeting the needs of our students.

Report out on the consultant work - Mr. Ayata shared that we are currently working with Tom Josiah, CPA consultant on 4 items, General Fund, Two Capital Reserve Accounts and the Cafeteria fund. We expect a report to be out next week and will share when it is received.

Update on Computer systems technology program- We are working to hire a teacher for next year, the program was not run for the 23/24 school year.

Flex Day MOU

County ARPA grant request related to the Lions Club relocation and new use of the space. We would like to submit this as soon as it is approved by the board. Looking to move the central office to that building which would provide instructional space at the Willow Street campus. Mr Keener asked if we should add an appendix to the application regarding our overenrolled programs at the campus and creating space. Perhaps add a link to highlight the program expansion rather than administrative offices.

Mr. Byrnes motioned and Mr. Gearhart seconded to approve the Director's Report. All members present voted in favor.

COMMITTEE REPORTS

PERSONNEL COMMITTEE

Chair – James Byrnes; Members – Mara Creswell McGrann, Debbie Sturgis, Phil Hurst
Administrators – Jodi Schuler, Jeremy King

Mr. Byrnes provided the Personnel committee report.

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

Resignations/Retirement:

| Employee | Position Title | Start Date | Resignation Date | Location |
|-------------------|------------------------------------|------------|------------------|----------------|
| Lori Boger | Administrative Assistant - Payroll | 06/24/2019 | 08/18/2023 | Willow Street |
| Jessica Brubaker | PT Practical Nursing Instructor | 03/07/2023 | 07/21/2023 | Health Science |
| Curtis Funkhouser | Assistant Principal | 03/01/2022 | 10/13/2023 | Mount Joy |
| Ashley Groff | PT Veterinary Tech Instructor | 01/03/2023 | 08/01/2023 | Willow Street |
| Shirley Herr | PT Practical Nursing Instructor | 10/08/2018 | 08/21/2023 | Health Science |

| | | | | |
|--------------|-------------------|------------|------------|-----------|
| David Wright | FT CDL Instructor | 05/02/2022 | 09/15/2023 | Mount Joy |
|--------------|-------------------|------------|------------|-----------|

Appointments:

| Employee | Position Title | Employment Info | Start Date | Location |
|-----------------------|--------------------------------------|--|------------|-----------------|
| Laurie Audia | FT PN Instructor (Daytime) | \$89,030.19 per year (Column E, Step 4 calculated for 235 days), benefits eligible, exempt, 235 days | 11/01/2023 | Health Sciences |
| Feridun (Frank) Ayata | Business Manager | \$129,000 annual, benefits eligible, exempt | 07/31/2023 | Willow Street |
| Patricia Campbell | PT Practical Nursing Instructor | \$43.83/hour, part-time enhanced benefits eligible, non-exempt | 08/28/2023 | Health Science |
| Ewan Mark Dennis | FT 12-month 2nd Shift Custodian | \$14.98/hour, benefits eligible, non-exempt | 08/14/2023 | Brownstown |
| Glenn Kieffer | PT Machinist/CNC Operator Instructor | \$30.75 per hour, no benefits, exempt | 08/28/2023 | Mount Joy |
| Kathleen Millay | PT Practical Nursing Instructor | \$43.83/hour, no benefits, non-exempt | 08/28/2023 | Health Science |
| Rebecca Whitsel | PT Practical Nursing Instructor | \$43.83/hour, no benefits, non-exempt | 08/14/2023 | Health Science |

Transfers:

| Employee | Position Title | Employment Info | Start Date | Location |
|-----------------|---|---------------------------------------|------------|----------------|
| Teresa Bridwell | From FT Practical Nursing Instructor to PT Practical Nursing Instructor | \$43.83/hour, no benefits, non-exempt | 08/21/2023 | Health Science |
| Tiffany Burkey | Adult Education Academic Coach | \$22.17/hour, no benefits, non-exempt | 08/21/2023 | Willow Street |

Action Items

- Approval of Mentor (rate per CBA)
 - Jessica Drager for Natalie Littlehale, Protective Services Instructor
 - Lindsay Feerrar for Tina Kirsten, Nursing Assistant Instructor
 - Laura Laukhuff for Alisha Irizarry, Nursing Assistant Instructor
- Two per diem days for Andrew Huber and Brian Nailer, Welding Instructors, setting up tools and equipment for their labs following painting and renovation in their labs
- Substitute Administrative Assistant: Shannon Campagna, \$17.00 per hour, effective upon completion of clearances and required new hire paperwork.
- Substitute Payroll: Lori Boger, existing hourly rate, effective 8/19/23
- Requests for Column Movement
- Stipend for IT Network Administrator: Additional graduation duties - \$100 paid on 5/19/23
- Approval of Advisors (rate per CBA)
 - NTHS: Laura Laukhuff (WS), Leslie Schlosser & Margie Gantz (MJ), Alan Jones & Dave Ecenrode (BT)
 - Skills USA: Melody Miller & Rachel Sprecher (WS), Jim Smith & Brandon Green (MJ), Dave Ecenrode & Brian Myers (BT)
 - HOSA: TBD
 - FFA: Lori Lefever
- FMLA:

| Employee | Campus | Dates | |
|----------|----------------|-------------------|--------------|
| #2213 | Willow Street | 8/3/23 - 9/1/23 | |
| #2006 | Health Science | 8/22/23 - 8/21/24 | Intermittent |
| #330 | Willow Street | 8/3/23 - 8/17/23 | |

- Approval of Adult General Education Instructors for 2023-24
 - Amanda Haver, MATH120, Technical Math
 - Donna Maslin, BIO150, Anatomy & Physiology
 - Nicole Mussa-Sabil - SOC100, Introduction to Sociology

There was discussion on the CNA program that is currently not running.

Mr. Byrnes motioned and Mr. Straub seconded to approve the Personnel Committee Report. All members present voted in favor.

Informational Items

- Job Description Update: Administrative Assistant II: Payroll/Accounting
- New CDL Instructor request

BUILDING AND PROPERTY COMMITTEE

Chair – Tim Stayer; Members – Justin Wimer, Sandra Duncan, Erin Hoffman

Administrators – Tim Klein, David Smith, Kami Dugan, Darla Gettle, Dr. Julie Frey

Mr. Stayer provided the Building & Property Committee report.

He thanked the custodians for their work over the summer to prepare the buildings for the new school year.

Informational Items

- Brownstown Updates
- Mount Joy Updates
- Willow Street Updates
- Health Science Updates
- Property Purchase, Lease, Rental Inquiry for a small portion of our Mount Joy Campus
- Rain keeper update, housing project.

PLANNING AND DEVELOPMENT COMMITTEE

Chair – Chris Straub; Members – Grant Keener, Brian Conroy, Steve Riehl

Administrators – Thomas Wolfe, Michael Moeller, Karin Shipman, Rachel Hetzel

Mr. Straub provided the Planning & Development Committee report.

Action Items

- Adult Education Catalog 2023-24
- MOU with PA Manufacturing Association
- Student Handbook- Attendance Policy update Progressive discipline for attendance issues have been updated.

Mr. Straub motioned and Mr. Riehl seconded approving the Planning and Development Committee Report. All members present voted in favor.

Informational Items

- Enrollments 2023-24

- Differentiated Supervision plan- for our tenured instructors. Will provide collaboration.
- PDE Tap program new CTDSL
- Computer Systems Technology program- Mrs. Shipman provided an update on the students impacted by this close. 10 returned to their sending school. The rest were placed into other programs. One student has not responded to correspondence or phone calls. She asked that the members let her know if there is additional information that they would like to have made available.

FINANCE COMMITTEE

Chair – Craig Hummer; Members – Randy Renninger, Chip Gearhart, Emily Zimmerman

Administrators – Dr. Savin, Thomas Wolfe, Darla Gettle and Frank Ayata

Mr. Hummer provided the Finance Committee report.

Financial Reports

- Treasurer's Report: General Fund- June, July
- Treasurer's Report Capital Funds- 2001 Capital Reserve-June, 2001 Capital Reserve-July
- Treasurer's Report Capital Funds- 2018 Capital Reserve-June, 2018 Capital Reserve-July
- Bill Payment: Listing, Summary
- Internal Service Fund Reports- June Health, July Health, June Unemployment, and July Unemployment
- 2022-23 Local & State & Federal Projects
- 2023-24 Local & State & Federal Projects
- 2022-23 Year End Donations

Permission to Purchase/Bid/RFP, Award Bids/RFPs

- Permission to Purchase
 - Additional Network Switches for WS Campus
 - Infantee Proposal
- Permission to Award Bid/RFP
 - House Project PreCast Foundation Wall Bid

Seeking Approval

- Contracts:
 - Mitel 1 year renewal
 - SFE Contract release
- Physician Agreement Update/Additional documents
- House Project: Sewer Inspection Escrow, Change Order 2: Additional Water Service; Change Order 3: Additional pipe/rock removal
- Business Office & Human Resource Appointment, Representation for 2023-24
- Consulting Agreement for Business Office
- Adding Mr. Feridun Frank Ayata as a signatory for the LCCTC
- 2024-2025 Budget Planning Timeline
- 2023-2024 Bus Driver List
- 2023-2024 Transportation Schedule
- 2023-24 Bond Payment Schedule
- ADDED: Memorandum of Understanding with Community Services Group (CSG).

A Motion is recommended to approve and authorize participation in and accept the current and subsequent bids and awards of the joint purchasing programs for the fiscal year ending June 30, 2024; IU13 Cooperative Purchasing Group, CoStars, Keystone Purchasing Network (KPN), PEPPM (Technology Purchasing), and US Communities.

- PEPPM: <https://www.peppm.org/>
- Keystone Purchasing Network: <https://www.thekpn.org/>

- COSTARS: <https://www.dgs.pa.gov/COSTARS/Pages/default.aspx#>
- US Communities: <https://www.omniapartners.com/publicsector/who-we-serve/local-government>

Mr. Hummer motioned and Mr. Renninger seconded approving the Finance Committee Report. All members present voted in favor.

Informational Items

Fly on The Run-revised application Date change.
ERate Reimbursement Letter

OLD BUSINESS There was no old business.

NEW BUSINESS There was no new business.

OPEN JOC DISCUSSION – There were no JOC member comments.

ADJOURN

Mrs. Sturgis called for adjournment at 7:53 pm.

Mr. Hummer motioned and Mrs. McGrann seconded the motion to adjourn. All members present voted in favor.

Christopher Straub, Secretary

8/24/2023