

Personnel Committee Meeting Minutes

Meeting Information					
Meeting Date/Time:	Thursday February 22, 2024 6:15 PM EDT	Location:	Mount Joy		
Meeting Called By:	Ms. Mara Creswell McGrann	Purpose of Meeting:	Committee Meeting		
Chairman:	Ms. Mara Creswell McGrann	Recording Secretary:	Jodi Schuler		
Purpose Statement:	Assist the Joint Operating Committee in fulfilling its oversight responsibilities of the LCCTC's management of its human resources function. This includes, but is not limited to, LCCTC's recommendations for hire, termination, and leaves of absence.				
Attendees					
Ms. Mara Creswell McGrann, Mr. Phil Hurst, Ms. Debbie Sturgis, Mr. Grant Keener, Dr. Terrance Henderson, Mr. Jeremy King, Ms. Jodi Schuler					
Minutes					
Call to Order at 6:16 PM by Mara Creswell McGrann					
Resignations/Retirement:					
Employee	Position Title	Start Date	Resignation Date	Location	
Tiffany Burkey	Part-Time Adult Ed Academic Coach	01/23/2023	02/09/2024	Willow Street	
Keri Kury	Full-Time Evening PN Instructor (205 days/yr.)	07/19/2022	03/14/2024	Health Science	
Juan Reyes	Part-Time 2 nd Shift Custodian	11/16/2023	02/15/2024	Willow Street	
Appointments:					
Employee	Position Title	Employment Info		Start Date	Location
Ryan Clark	Metal Fabrication Instructor	Column A, Step 3, \$56,007, to be pro-rated for 2023-24, benefits eligible, exempt, 189-day employee		02/20/2024	Mount Joy
Katie Overly	Part-Time PN Instructor to be utilized as a sub	\$43.83/hour, no benefits, non-exempt		02/26/2024	Health Science
Action Items					
<ul style="list-style-type: none"> • Rescind job acceptance: Aubrey Lawrence, PT Adult Ed Administrative Assistant at Mount Joy, original start date to be 1/29/24. • Permission to hire a Business Manager between JOC meetings • Request for unpaid leave of absence: Employee #1786 - 1/29/24 - 2/9/24 (10 days) • Approval of Mentor (rate per CBA) <ul style="list-style-type: none"> ○ Andrew Huber for Ryan Clark, Metal Fabrication Instructor 					
Approve Personnel Committee Report – Vote					
Informational Items					
<ul style="list-style-type: none"> • Request for unpaid leave of absence, Employee #1685 - 4/5/24 (snow make-up day) 					
Adjourned at 6:24 PM by M Creswell McGrann					
Next regularly scheduled meeting: Thursday, March 28, 2024, 6:15 PM, Willow Street					