

Personnel Committee Meeting Minutes

Meeting Information				
Meeting Date/Time:	Thursday May 23, 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, Ms. Debbie Sturgis, Mr. Phil Hurst, Mr. Jeremy King, Ms. Jodi Schuler				
Minutes				
Call to Order at 6:19 PM by Mara Creswell McGrann				
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
Brenda Vanbuskirk	Part-Time Cafeteria Worker	08/24/2011	06/01/2024	Brownstown
Talitha Way	Payroll & Accounts Receivable	10/02/2023	05/17/2024	Willow Street
Appointments:				
Employee	Position Title	Employment Info	Start Date	Location
Collin Ames	Introduction to Manufacturing Instructor	\$57,443 per year (Column A, Step 3), benefits eligible, exempt, 189 days	07/08/2024	Brownstown
Transfers:				
Employee	Position Title	Employment Info	Start Date	Location
Eleanor Farley	Communications Coordinator	Transferring to Photography & Digital Imaging Instructor, \$57,443 per year (Column A, Step 3), benefits eligible, exempt, 189 days	08/12/2024	Brownstown
Action Items				
<ul style="list-style-type: none"> • Maximum of 14 hours to be paid at their regular hourly rate for attending Drug Impairment Training for Education Professionals (DITEP) at Cocalico High School on July 8 and July 9, 2024: <ul style="list-style-type: none"> ○ Tina Sayers • Assistant to the Director of Practical Nursing/Clinical Coordinator • Rescind job offer to Melissa Krapf, Part-Time PN Instructor to be utilized as a substitute, due to failure to complete onboarding process and required clearance • Substitute Payroll: Talitha Way, existing hourly rate, effective May 18, 2024 • Paul Cullen: Updated start date August 19, 2024, hired as Part-Time Adult Education Academic Coach • Permission to hire for Payroll & Accounting position between JOC meetings • Motion to approve Darla Gettle's retirement, effective June 30, 2024, per agreement 				



Personnel Committee Meeting Minutes

Approve Personnel Committee Report – Vote

Informational Items

- Nurse Anne training will held on 8/1/24

Adjourned at 6:22 PM by M Creswell McGrann

Next regularly scheduled meeting: Thursday, June 27, 2024, 6:15 PM, Willow Street