

Personnel Committee Meeting Minutes

Meeting Information				
Meeting Date/Time:	Thursday, January 22, 2026 6:15 PM EDT	Location:	Brownstown	
Meeting Called By:	Ms. Deb Sturgis	Purpose of Meeting:	Committee Meeting	
Chairman:	Ms. Deb Sturgis	Recording Secretary:	Ms. 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. Deb Sturgis, Ms. Rachel Hetzel, and Ms. Jodi Schuler				
Minutes				
Call to Order at 6:15 PM by Ms. Deb Sturgis				
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
Richard Bernhardt	Part-Time Adult Ed Welding Instructor	12/16/2013	Retirement - 12/31/25	Mount Joy
Kira Ferreira	Part-Time Adult Ed Administrative Assistant	12/16/2024	12/11/2025	Mount Joy
Jessica Good	PN Success Coach/Perkins Coordinator	10/16/2023	11/14/2025	Health Sciences
Jennifer Michael	Part-Time PN Instructor (to be utilized as a sub)	12/04/2023	01/02/2026	Health Sciences
James (Rick) Plowmaker	Full-Time 2nd Shift Custodian	12/08/2025	01/30/2026	Brownstown
Sonya Stover	Interim Director of Practical Nursing	11/10/2023	11/04/2025	Health Sciences
Jeremy Waters	Part-Time Adult Ed Safety Inspection Instructor	09/28/2023	12/08/25 - Removed from Part-Time Adult Ed Instructor list due to lack of response to available work.	Willow Street
Appointments:				
Employee	Position Title	Employment Info	Start Date	Location
Susan Paris	Part-Time PN Instructor (to be utilized as a sub)	\$47.95/hour, no benefits, exempt, 12 months	01/26/2026	Health Sciences
Transfers:				
Employee	Position Title	Employment Info	Start Date	Location
Nichole Beaty	Part-Time Adult Ed Phlebotomy Instructor	Transfer to PT Adult Ed Phlebotomy Instructor (to be utilized as a sub), \$32.50/hour (current hourly rate), exempt, no benefits	02/19/2026	Willow Street
<i>Ms. Schuler explained that Nichole Beaty will remain on as a substitute Phlebotomy Instructor to provide coverage in the event that the new instructor would be ill or need off for some reason.</i>				

Action Items

- Nicholas Horn, secondary Welding Instructor, to also teach Part-Time Adult Ed Welding at Mount Joy. \$31.50 per hour, exempt, 12-months, effective 1/26/26.
- Motion to authorize LCCTC administration to provisionally hire an Assistant Director of Practical Nursing between the January 22, 2026, and February 26, 2026, Joint Operating Committee (“JOC”) meetings, subject to the final JOC approval of any such hirings at its February 26, 2026, meeting.
- Motion to authorize LCCTC administration to provisionally hire a Part-Time Adult Ed Phlebotomy Instructor between the January 22, 2026, and February 26, 2026, Joint Operating Committee (“JOC”) meetings, subject to the final JOC approval of any such hirings at its February 26, 2026, meeting.
- Request to approve the addition of:
 - 1 Full-Time Daytime PN Instructor - 235 days worked
 - 1 Full-Time Evening PN Instructor - 205 days worked

Ms. Schuler stated with adding an additional evening cohort, the revenue that would be generated would cover the cost of adding the two additional full-time instructors plus additional revenue beyond the cost of the additional instructors.

- FMLA:
 - #2178, Willow Street, 1/15 - 2/16/26
 - #11400, Willow Street, 12/3/25 - 3/5/26

Approve Personnel Committee Report – Vote

Informational Items

- Updated start date: Dr. Scott Long, Administrative Director, 1/26/26

	Adjourned at 6:20 PM by Ms. Deb Sturgis
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Next regularly scheduled meeting: Thursday, February 26, 2026, 6:15 PM, Mount Joy
