

## Finance Committee Minutes

Meeting Information			
<b>Meeting Date/Time:</b>	Wednesday, September 24, 2025 2:00 PM EDT	<b>Location:</b>	Virtually- Zoom
<b>Meeting Called By:</b>	Ms. Emily Zimmerman	<b>Purpose of Meeting:</b>	Committee Meeting
<b>Chairman:</b>	Ms. Emily Zimmerman	<b>Recording Secretary:</b>	Ms. Amy Reis
<b>Purpose Statement:</b>	Assist the Joint Operating Committee in fulfilling its oversight responsibilities of the LCCTC's management of its financial resources. This includes, but is not limited to, LCCTC's financial planning, purchasing, and capital management processes.		
Attendees			
Ms. Emily Zimmerman, Mr. Andrew Welk, Mr. Chip Gearhart Mr. Jeremy Wiker, Ms. Kelly Decker, Mr. Tim Klein, Ms. Rachel Hetzel, Mr. Michael Katch, Ms. Amy Reis, Ms. Margaret Foight			
Minutes			
Call to Order at 2:02 PM by Ms. Emily Zimmerman			
Previous Meeting Minutes Ms. Zimmerman	Previous month's meeting minutes and open action items		
<b>Financial Reports</b>			
<ul style="list-style-type: none"> <li>● Treasurer's Reports:               <ul style="list-style-type: none"> <li>○ <a href="#">General Fund - August</a> -Began \$1,697,543.66; Ended \$(85,371.25), Explained that account is negative due to active management of cash between general fund account and money market account, to try to maximize interest income.</li> <li>○ <a href="#">Money Market Account - August</a> - Began \$5,002,054.79; Ended \$4,317,266.81</li> <li>○ <a href="#">Cafeteria FundGeneral Fund - August 2025.pdf - August</a> - Began \$201,649.33; Ended \$203,491.91</li> <li>○ <a href="#">Capital Reserve 2001 - August</a> - Began \$1,263,016.79; Ended \$1,208,398.96</li> <li>○ <a href="#">Capital Reserve 2018 - August</a> - Began \$1,871,418.37; Ended \$1,865,838.75                   <ul style="list-style-type: none"> <li>■ Mr. Welk asked why we have two different Reserve accounts. Ms. Decker explained that 2001 is designated for Secondary and 2018 is designated for Post Secondary. Further, Mr. Wiker explained that each time a school takes on debt, a new bond series is issued. Some school districts have seven or more bond series, with a separate account for each. LCCTC has two active bond series.</li> </ul> </li> <li>○ <a href="#">Production &amp; Activity Accounts - August</a> <ul style="list-style-type: none"> <li>■ BT - Began \$49,888.59; Ended \$49,620.68</li> <li>■ MJ - Began \$85,780.25; Ended \$85,101.14</li> <li>■ WS - Began \$90,805.15; Ended \$90,327.65</li> </ul> </li> <li>○ <a href="#">Bill Payment: Summary</a> Paid Total of 2,636,607.96</li> <li>○ <a href="#">General Fund - Bill Payment List - August</a></li> <li>○ <a href="#">2001 Capital - Bill Payment List - August</a></li> <li>○ <a href="#">2018 Capital - Bill Payment List - August</a></li> </ul> </li> <li>● Internal Service Fund Report - <a href="#">Health, Unemployment</a> - August               <ul style="list-style-type: none"> <li>○ Health - Rev \$245,054.02; Exp \$342,302.63; Net \$(97,248.61); Bal \$1,250,908.99</li> <li>○ Unemployment - Rev \$0.00; Exp \$0.00; Acct Bal \$58,879.46</li> </ul> </li> <li>● <a href="#">13 Month Rolling Treasurer's Report Balances</a> - August               <ul style="list-style-type: none"> <li>○ Mr. Wiker talked about the Money Market and how we are attempting to make our money work for us.</li> </ul> </li> </ul>			

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

- Permission to Purchase

- Ms. Foight explained the Eagle participation yearbook. Professional Sport Publications runs the season preview / yearbook for the Philadelphia Eagles. Typically, about 10% of the Eagles' audience purchases the yearbook. In running numbers, it is approximately 15M yearbook purchases. That is advertising on a large scale. This year's yearbook is a collectible because of the Eagles' Super Bowl win and includes our first advertisement, a half-page for \$7,500. Our advertisement has great longevity. Our visual communication students designed the ad. We also received \$1,000 in complimentary tickets to events at Lincoln Financial Field, most of which we donated to Fly on the Run with one set given as a reward to the student whose advertisement won and was put in the yearbook. This year, we were offered a full-page ad and \$2,000 in ticketing purchasing power. Ms. Zimmerman - Do we have any data or return on how this has impacted our Adult Ed attendance? Mr. Wiker - We will be looking into this. Since this only came out in August, we are very early to see the results of the ads. Ms. Foight - We have a form for the Adult Ed applicants to fill out on how they heard of the CTC. Mr. Gearhart - Do we track the hits on our website? Ms. Foight - We track when people click on our links or website. Ms. Zimmerman - Is this an additional cost in the advertising budget? Ms. Foight - This falls within the budget. Mr. Wiker – The reason we are bringing this forward now for next July is that, while this will be accounted for within the overall 2026-2027 advertising budget, we are asking for authorization to sign a commitment now. This money falls within the approximately \$200,000 advertising budget. Ms. Foight explained some of the ways the advertising budget is used. Another positive of this investment is that the local press is picking up this ad because one of our local students placed an ad in the Eagle Yearbook. Ms. Zimmerman would like to see stats, maybe next year. It would be great to see the return. Included what the fly-on-the-run tickets were raffled at. Ms. Foight, we will note the cost of the tickets for Fly on the Run and data from Adult Ed enrollment.
- CH & N Site Construction: There is a change order that we will look into later. Ms. Zimmerman - Is this the same stormwater brought to us last month? Mr. Wiker - Correct, and it will affect three houses so that they can be finished and sold. Ms. Zimmerman expressed concern - It is a lot of money in stormwater management for three houses. Mr. Wiker is committed to exploring whatever possibilities exist for the house or construction projects, whether on or off campus. Mr. Katch - We are going to visit Berks County CTC to see how they work their housing projects. According to the Authority Board, the house is a valuable educational opportunity for our students. Other options include working with Habitat for Humanity or a community organization, or building temporary houses like they do in the intro classes.
- Mr. Klein—Leo Kob Company—There is an issue with the water softeners at Brownstown. This will fix them for the next few years. This price is for all three campuses (6 water softeners).
- Mr. Klein - Edwin L. Heim - Water Main repair at the HSC. We noticed that our water bill was \$3,000 more than is typical (quarterly bill). We thought it was a toilet continuously running in a room that is not used often if at all. Lancaster City Water Authority contacted us to say that the water was continuing to run significantly faster than is typical. It was discovered that there was a water main break underneath the driveway. The root cause was tree roots. We were burning through a gallon a second. We discussed concerns about where those 77K gallons of water went and what would come from the water that never reached the surface.
- Mr. Klein - Vector Door Access upgrade. There is some safety grant money left. It is enough to cover one campus.



**Seeking Approval**

- LCCTC Fly on the Run -
  - First Request [Use of Facility Form - Fly on the Run Banquet & Auction](#),
  - Follow-Up Request [Alcohol Exemption Request Letter](#)
    - Mr. Wiker - asking to use Mount Joy and an alcoholic exemption. Mr. Welk – I would like it noted that this committee does not agree with the alcoholic exemption. He will push for it not to be approved. The 16 residing districts do not allow alcohol at any school function/property. Ms. Zimmerman agrees. Mr. Wiker - Asked if you want us to change anything on the agenda. Mr. Welk – No, as we are close to the Sunshine Law regulations. He wants a vote from this committee: 2 votes against (Zimmerman and Welk) and 1 vote for (Gearhart). Discuss reasons to have or not to have alcohol on school grounds versus having Fly on the Run off school grounds.
- [CCRES Agreement Amendment](#) - Mr. Wiker - Approving an extension for Mr. Katch beyond Sept 30th
- [Support Staff Wage Ranges](#)—Lead IT Technician—Mr. Wiker is asking to move this position from level 3 to level 2. Mr. Welk: Where are we with the job study? Mr. Wiker: It is tabled until we have a permanent director. We will map out where we will start those recommendations.
- [Willow Street Snow Removal Contract](#)
- [Health Sciences Snow Removal Contract](#)
- [MSDS \(Safety Data Sheets\) Agreement Renewal](#) -
- [CAFCO Bid Participation Agreement with IU13](#) - Mr. Wiker - Doesn't start until 7.1.26.
- Change order for [Stormwater Project](#) - Mr. Wiker, they ran into extra rock underground and are asking for an additional \$13K.

Approve Finance Committee Report – Vote

**Informational Items**

- EHCC - [Inspira Insurance Renewal Documents](#)

Adjourned at 3:01 PM by Emily Zimmerman

Next regularly scheduled meeting: Wednesday, October 22, 2025