

Meeting Information			
Meeting Date/Time:	October September 23, 2024 2:00 PM EDT	Location:	Virtually- Zoom
Meeting Called By:	Ms. Emily Zimmerman	Purpose of Meeting:	Committee Meeting
Chairman:	Ms. Emily Zimmerman	Recording Secretary:	Ms. Amy Reis
Purpose Statement:	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			
Mr. Andrew Welk, Ms. Emily Zimmerman, Mr. Chip Gearhart Dr. Stuart Savin, Mr. Tom Wolfe, Mr. Tim Klein, Ms. Kelly Decker, Mr. Jeremy Wiker, Ms. Teresa Weaver, Ms. Rachel Hetzel, Ms. Amy Reis,			
Minutes			
Call to Order at 2:01 PM by Ms. Emily Zimmerman.			
Previous Meeting Minutes Ms. Zimmerman	Previous month's meeting minutes and open action items n/a		
Financial Reports			
<ul style="list-style-type: none"> ● Treasurer's Reports: <ul style="list-style-type: none"> ○ General Fund- September <ul style="list-style-type: none"> ■ Began with \$7.115M and ended with \$9.089M ○ Cafeteria Fund - September <ul style="list-style-type: none"> ■ Began with \$724.3K and ended with \$739.1K ■ Ms. Zimmerman - Will we be spending this down? Ms. Decker - Yes, we will be spending this down. ○ Student Activity Accounts (PNC & Northwest) - September <ul style="list-style-type: none"> ■ BT - Began with \$2.6K and ended with \$2.1K ■ MJ - Began with \$1.9K and ended with \$1.6K ■ WS - Began with \$851.49 and ended with \$760.56 ○ Student Activity Accounts (Fulton) - September <ul style="list-style-type: none"> ■ BT - Began with \$48K and ended with \$42K ■ MJ - Began with \$66.7K and ended with \$70.7K ■ WS - Began with \$98.5K and ended with \$87.4K ○ Capital Reserve 2018 - September <ul style="list-style-type: none"> ■ Began with \$470.4K and ended with \$416.1K ○ Capital Reserve 2001 - September <ul style="list-style-type: none"> ■ Began with \$589K and ended with \$591.5K ○ Bill Payment: GFListing, CR Listing, Summary <ul style="list-style-type: none"> ■ GF - 2.298M pd; Cafe 133K pd; Health 422.4K; Total = 2.576M ● Internal Service Fund Report - Health September <ul style="list-style-type: none"> ■ Rev - \$245K; with Exp \$422K; Ending balance of \$1.642M ● Internal Service Fund Report - Unemployment September <ul style="list-style-type: none"> ■ Began with \$64.6K and ended with \$63.2K 			

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

- Permission to Purchase
- Permission to Award Bids/RFP
- Permission to Bid:
 - [CDL Automatic Tractor](#)—Dr. Savin—We are adding another automatic tractor as the student interest in an automatic is high. This is in partnership with the foundation. We have \$22K set aside to contribute to the foundation. Mr. Wolfe noticed an error on the bid, and Ms Decker will change the Bid Specifications from Except international Duromax to Except Max Force.

Seeking Approval

- [LC-CTC Director Search PACTA Contract](#) -
 - Mr. Wiker provided details on the search from AD. We want PACTA to do this work for us.
- [Infantree Agreement Training - new Communication Coordinator](#)
 - Mr. Wiker - This is a training for our new Communication Coordinator. Ms. Foight has been doing great in her 4 weeks here. Ms. Farley has been very helpful to Ms. Foight in bringing her up to speed.
- [Cyber Security E-Rate Pilot program](#)
 - Ms. Hetzel - Cyber Security Pilot. CTCs spend 170K a year to stay compliant with cyber security. E-Rate is proposing this pilot program. Most of this stuff is already in place. We stand to be approved for this pilot program. If approved, we should get 80% of the money back. Ms. Hetzel explained the application fees and the application narrative to show that we are serious about our interest in being part of this program. Discussion on the importance of having LCCTC in a great position
- [Business Office Human Resources Representation and Appointments - October 2024](#)
 - Mr. Wiker discussed the roles of assigning a primary and a secondary point person for various areas of representation
- [CAFCA Participation Agreement 25-26](#)
- Permission to purchase and pay bills in the absence of a November JOC meeting
- [Salary Schedules PSBA 24-25](#)
- [Salary adjustments 24-25](#)
 - Mr. Wiker opened the PSBA for discussion. Mr. Welk - If we are raising a minimum, what are we doing for someone who has already been in the position for years? How are we recognizing their knowledge, training, and experience? Have we evaluated every position to see if they are making the correct amount? Mr. Wiker - We didn't budget for those adjustments in 24-25. We plan to evaluate everyone this way as we budget for 25-26. Mr. Welk - Still concerned, how are we communicating that with the staff? Dr. Savin - This is a salary compression issue. We are building forward. We are not as far off as we used to be. We have to look forward. We are looking now to correct the 11 people who are below the updated ranges for 24-25. Once the JOC approves this, we will communicate. We will sit down with the people and explain the plan. Mr. Welk - Do we have a price tag of the cost to bring everyone up to the correct levels? Dr. Savin - if this is the will of the finance committee, then you can bring this to the board and suggest exploring how much a comprehensive correction would cost. It will be the recommendation of the Finance Committee. Maybe in February, we can give you numbers. Ms. Zimmerman - Is it worth doing an executive session? Dr. Savin- You can call an executive session with just the 3 of you or include Mr. Wiker and Dr. Savin. then come back to the full committee to give the final to everyone. Mr. Welk - I suggest we just want Mr. Wiker to have numbers to present to us. Ms.



Finance Committee Minutes

Zimmerman -It is important to have these numbers in February. Mr. Wolfe - It will show that the finance committee is involved and looking to see how we can rectify this. Mr. Wiker - This is a 3-part answer. #1 - discuss in JOC #2. Mr. Wiker has numbers. #3 Plan for how to rectify and implement.

- [Salary Schedules PSBA 25-26](#)
- [Lions Club close out agreement](#)
 - Dr. Savin, this just closes us out of the Lions Club. We owe the Lions Club \$15K. This agreement agrees to call the building repairs a wash. We are even.
- [Trane - Repair Chiller PM](#)
- [Orasoptic Superior Visualization](#) - 5-year agreement for Dental Hygiene Loupe & Headlight
- [Additional Auction Items](#)
 - Ms. Zimmerman - Where do the funds go? Ms. Decker - They go back into the General Fund

Approve Finance Committee Report – Vote

Informational Items

- Program Affiliation Agreement
 - [Tandem Living Agency](#)
- [DC Gohn Addendum](#) - to be approved by the Authority at the December meeting
- Mr. Wiker – The Health Fund balance is trending lower. We will discuss in the December meeting.

Adjourned at 2:48 p.m. by Emily Zimmerman

Next regularly scheduled meeting: Friday, December 9, 2024