

Personnel Committee Meeting Minutes

Meeting Information				
Meeting Date/Time:	Thursday, October 23, 2025 6:15 PM EDT	Location:	Willow Street	
Meeting Called By:	Ms. Mara Creswell McGrann	Purpose of Meeting:	Committee Meeting	
Chairman:	Ms. Mara Creswell McGrann	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. Mara Creswell McGrann, Ms. Deb Sturgis, Mr. Phil Hurst, Mr. Jeremy King, Ms. Jodi Schuler, and Mr. Michael Katch (Interim Administrative Director)				
Minutes				
Call to Order at 6:15 PM by Ms. Mara Creswell McGrann				
Resignations/Retirement:				
Employee	Position Title	Start Date	Resignation Date	Location
Lisa Connolly	Part-Time PN Instructor (to be utilized as a sub)	08/23/2024	10/02/2025	Health Sciences
Kira Ferreira	Part-Time Adult Ed Administrative Assistant	12/16/2024	TBD	Mount Joy
Annie Hatzivasilis	Assistant to the Director of Practical Nursing/Clinical Coordinator	06/26/2023	10/30/2025	Health Sciences
M. James Smith, Jr.	Automotive Mechanic Instructor	08/22/1996	Retirement - at the conclusion of the 2025-26 School Year	Willow Street
Appointments:				
Employee	Position Title	Employment Info	Start Date	Location
Dr. Judi Brendle	Director of Practical Nursing	\$127,000 (to be pro-rated based on the number of days in the position), benefits eligible, exempt, 12-months	11/10/2025	Health Sciences
Kateria Faber	Part-Time PN Instructor (to be utilized as a sub)	\$47.95 per hour, no benefits, exempt, 12-months	11/3/2025	Health Sciences
George Kest	Auto Safety Inspection Instructor	\$31.50 per hour, no benefits, exempt, 12-months	TBD	Willow Street
Megan Tillman	Full-Time Curriculum Administrative Assistant	\$23.34 per hour, benefits eligible, non-exempt, 12-months	10/27/2025	Willow Street
Transfers:				
Employee	Position Title	Employment Info	Start Date	Location
Raymond McDonald	Lead IT Tech	\$30.65 per hour, benefits eligible, non-exempt, 12-months	10/27/2025	Willow Street
Sonya Stover	Transfer from Interim Director of Practical Nursing to Part-Time PN Instructor (to be utilized as a sub)	\$47.95 per hour, no benefits, exempt, 12-months	11/13/2025	Health Sciences
Action Items				
<ul style="list-style-type: none"> • Motion to authorize LCCTC administration to provisionally hire employees, in the absence of the November 2025 Joint Operating Committee ("JOC") meeting, subject to the final JOC approval of any such hirings at its December 8, 2025, meeting. 				

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- Updated Job Description: [Director of Facilities](#)
 - ❖ Ms. Schuler explained that there are no major changes. We are removing the Safety and Security Responsibilities as they were given to Mr. David Smith, Director, Higher & Continuing Ed administrator, and editing a couple other minor things to clean up the job description to better match his expected job duties.
- [2025-26 Request for Column Movement](#)
- Eliminate Position: Assistant to the Director of Practical Nursing/Clinical Coordinator
- Job Description Update/Reinstatement: [Assistant Director of Practical Nursing](#)
 - ❖ Ms. Schuler explained that there is a real need to eliminate the Assistant to the Director/Clinical Coordinator position and reinstate the Assistant Director of PN position. Ms. Schuler stated that the Assistant to the Director position was an LPN position whereas the Assistant Director position requires an RN with a Master's Degree or working toward a Master's Degree. It has been determined by the past three employees who have held the Director or Interim Director position that they need additional support. In order to be able to provide the needed support, we need someone who has the same credentials as the Director. In addition to succession planning and emergency planning, there was no one qualified to fill in when the Director was absent. Also, by having an Assistant Director, there will be another qualified person who can step in to teach a class should there be an unexpected or unfilled vacancy.
- Approval of [After-Hours Response and Call-Back Pay](#)
 - ❖ There was discussion regarding the need for a minimum amount of time/compensation for both after-hours emergency and Vector phone calls and employees called back to work outside their normal work schedule. Mr. Phil Hurst asked what happens when someone takes a call and then five minutes later there is another call about the same issue. He questioned if they get paid two hours of time now. Mr. Michael Katch and Ms. Jodi Schuler said that question had not come up before. The committee recommended adding a statement to the After-Hours Emergency Calls section. After the first sentence, it was recommended to add, "Any repeat calls received within the first 30 minutes of the initial call are compensated under that first hour of time." Ms. Mara Creswell McGrann also recommended changing the title from "After-Hours Phone/Vector Calls" to "After-Hours Emergency Calls". Ms. Creswell McGrann also recommended that these two items be reviewed after six months to determine if any adjustments should be made.
- Approval of Adult General Education Instructors for Spring 2026
 - Paul Cullen, English 105
 - Alexandra Forkin, Fundamentals of Chemistry
 - Paige McMahan, General Psychology
- Communications Coordinator Student Co-op Ed Positions - \$12.00 per hour, 12 hours per week for 29 weeks, effective 10/27/25:
 - Zoey Mohler, Interactive Media, Brownstown Campus
 - Janae Rohrer, Photography, Brownstown Campus
 - ❖ Ms. Jodi Schuler explained that the programs that these two students are in traditionally have very low co-op opportunities. Bringing them on as co-op students here at LCCTC provides them with a great opportunity and experiences that may not have been able to get otherwise.
- FMLA:
 - #11132, Health Science, 9/26 - 11/15/25
 - #11525, Health Science, 9/19/25 - 9/18/2026 (Intermittent)
 - #11483, Mount Joy, 10/1 - 10/14/25

Approve Personnel Committee Report – Vote

Informational Items

- Updated start date of 10/3/25, for Kennedy Yost, Cafeteria Administrative Assistant.

Adjourned at 6:35 PM by Ms. Mara Creswell McGrann

Next regularly scheduled meeting: Monday, December 8, 2025, 6:15 PM, Willow Street