

Personnel Committee Meeting Minutes

Meeting Information			
Meeting Date/Time:	Thursday, October 24, 2024 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:	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 6:15 PM by Ms. 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
Jamie Gerhard	PT Adult Ed Dental Hygiene Instructor	08/14/2023	10/11/2024	Willow Street
Douglas Long	Welding Technology Instructor	08/02/2002	Retirement - at the conclusion of the 2024-25 school year	Willow Street
Melody Miller	Introduction to Health Care Instructor	10/05/2004	Retirement - at the conclusion of the 2024-25 school year	Willow Street
Stephen Pelsinski	FT 2nd Shift Custodian	06/14/2017	10/31/2024	Brownstown
Eva Weir	PT Adult Education Administrative Assistant	04/01/2024	11/6/2024	Mount Joy

Appointments:

Employee	Position Title	Employment Info	Start Date	Location
Garrett Boop	School Counselor	\$83,145 (Column H, Step 6) to be pro-rated for 2024-25, benefits eligible, exempt, 189 days	01/02/2025	Willow Street
Heather Long	PT PN Instructor to be utilized as a sub	\$45.67 per hour, no benefits, non-exempt	10/28/2024	Health Science
Jennifer Michael	PT PN Instructor to be utilized as a sub	\$45.67 per hour, no benefits, non-exempt	09/26/2024	Health Science
Luz Vasquez	FT Attendance Administrative Assistant	\$18.13 per hour, benefits eligible, non-exempt, 260 days	10/28/2024	Mount Joy

Transfers:

Employee	Position Title	Employment Info	Start Date	Location
Cheyenne Bowers	Transfer from FT Curriculum Administrative Assistant to Substitute Curriculum Administrative Assistant	\$20.41 per hour, no benefits, non-exempt	10/16/2024	Willow Street



Personnel Committee Meeting Minutes

Jessica Klufkee	Transfer from Administrative Assistant II: Financial Aid to Financial Aid Associate	\$62,000 annual salary to be pro-rated for 2024-25, benefits eligible, exempt, 260 days	10/14/24	Willow Street
<p>Action Items</p> <ul style="list-style-type: none"> • 2024-25 Specialized Staff Salary Wage Ranges • Motion to authorize the LCCTC administration to provisionally hire employees, in the absence of the November 2024 Joint Operating Committee (“JOC”) meeting, subject to the final JOC approval of any such hirings at its December 9, 2024, meeting. • Nicole Jeandell, Temporary transition to Payroll/Accounting effective 7/29/24, to conclude on 12/31/24 • Requests for Column Movement • Stipend for Cory Adams for videoing adult education graduation - \$100 • Approval of Adult General Education Instructors for Spring 2025 <ul style="list-style-type: none"> ○ Alexandra Forkin, Fundamentals of Chemistry ○ Paige McMahon, General Psychology • FMLA: <ul style="list-style-type: none"> ○ #2234, Brownstown, 12/2/24 - 1/5/25 ○ #11385, Mount Joy, 10/29 - 12/10/24 • Approval of Advisors (rate per CBA): <ul style="list-style-type: none"> ○ Skills USA: William Hall (MJ) <p>Approve Personnel Committee Report – Vote</p>				
Adjourned at 6:20 PM by Ms. Mara Creswell McGrann				
Next regularly scheduled meeting: Thursday, December 9, 2024, 6:15 PM, Willow Street				