

Personnel Committee Meeting Minutes

Meeting Information				
Meeting Date/Time:	Monday, December 8, 2025 6:00 PM EDT	Location:	Willow Street	
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, Mr. Jeremy King, Ms. Rachel Hetzel, and Ms. Jodi Schuler				
Minutes				
Call to Order at 6:05 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
Laurie Audia	Full-Time Evening PN Instructor	11/01/2023	12/23/2025	Health Sciences
David Ecenrode	Architectural/CAD Instructor	08/22/2001	Retirement - at the conclusion of the 2025-26 School Year	Brownstown
Lauren Mascianica	Part-Time PN Instructor (to be utilized as a sub)	08/19/2024	11/20/2025	Health Sciences
Ronald Reis	Full-Time 2nd Shift Custodian	02/27/2023	11/13/2025	Willow Street
Susan Snyder	Introduction to Culinary Arts Instructor	09/07/1993	Retirement - at the conclusion of the 2025-26 School Year	Mount Joy
Marla Urey	Part-Time PN Instructor (to be utilized as a sub)	11/29/2022	10/27/2025	Health Sciences
Appointments:				
Employee	Position Title	Employment Info	Start Date	Location
Olivia Bernardini	Full-Time PN Instructor	\$82,006.30 (Column B, Step 2, prorated based on the number of days in the position), benefits eligible, exempt, 235 days	12/08/2025	Health Sciences
Theresa Bright	Part-Time Adult Ed Administrative Assistant	\$17.83 per hour, no benefits, non-exempt, 12 months	12/02/2025	Mount Joy
Patricia Miller	Part-Time Daytime Practical Nursing Instructor	\$48.69 per hour (Column B, Step 2), enhanced benefits eligible, exempt, approximately 1,150 Hours per year	12/15/2025	Health Sciences
James (Rick) Plowmaker	Full-Time 2nd Shift Custodian	\$15.89 per hour, benefits eligible, non-exempt, 12 months	12/08/2025	Brownstown
Dr. Scott Long	Administrative Director	\$165,000 (prorated based on the number of days in the position), Eligible for all benefits included in the current Act 93 Benefit Plan, exempt, 12-months, transfer all residual Sick days, eligible for pay increase in July pending a satisfactory evaluation	On or before 2/9/26	Willow Street

Action Items

- Theresa Bridwell - \$300 stipend for filling the duties of Assistant Director of Practical Nursing on 11/5, 11/6 and 11/7/25
- [2025-2026 Column Movement Requests](#)
- Motion to authorize LCCTC administration to provisionally hire an Assistant Director of Practical Nursing between the December 2025 and January 2026 Joint Operating Committee (“JOC”) meetings, subject to the final JOC approval of any such hirings at its January 22, 2026, meeting.
- Job Description: [PN Success Coach/Perkins Coordinator](#)
- FMLA:
 - #1733, Willow Street, 11/20 - 12/5/2025
 - #11588, Health Sciences, 11/17 - 12/23/25
- Marketing Coordinator Co-Op Students:
 - Remove: Janae Rohrer, Photography, Brownstown Campus
 - Add: Dezaray Kimes, Photography, Brownstown Campus, start date 12/03/25
 - Updated start date: Zoey Mohler, Interactive Media, Brownstown Campus, start date 11/10/25

Approve Personnel Committee Report – Vote

	Adjourned at 6:10 PM by Ms. Deb Sturgis
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Next regularly scheduled meeting: Thursday, January 22, 2026, 6:15 PM, Brownstown
