

Meeting Information			
Meeting Date/Time:	Friday, December 5, 2025 2:00 PM EDT	Location:	Virtually- Zoom
Meeting Called By:	Mr. Andrew Welk	Purpose of Meeting:	Committee Meeting
Chairman:	Mr. Andrew Welk	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, Mr. Philip Eby Mr. Michael Katch, Mr. Mike Moeller, Mr. Tim Klein, Mr. Jeremy Wiker, Ms. Kelly Decker, Ms. Rachel Hetzel, Ms. Amy Reis			
Minutes			
Call to Order at 2:00 PM by Mr. Welk.			
Previous Meeting Minutes Mr. Welk	Previous month's meeting minutes and open action items		
Financial Reports			
<ul style="list-style-type: none"> ● Treasurer's Reports: <ul style="list-style-type: none"> ○ General Fund - October Began with \$543,688.78; Ended (\$25,885.49) ○ Money Market Account - October Began with \$5,908,111.53; Ended \$3,923,420.57 ○ Cafeteria Fund - October Began with \$215,215.15; Ended \$223,048.10 ○ Capital Reserve 2001 - October Began with \$1,004,171.25; Ended \$947,645.96 ○ Capital Reserve 2018 - October Began with \$1,859,960.84; Ended \$1,854,118.92 ○ Production & Activity Accounts - October <ul style="list-style-type: none"> ■ Brownstown - Began with \$44,320.46; Ended \$55,622.18 ■ Mount Joy - Began with \$88,411.17; Ended \$91,041.02 ■ Willow Street - Began with \$87,737.83; Ended \$90,126.62 ○ Bill Payment: Summary Total Balance \$2,455,945.86 ○ General Fund - Bill Payment List - October Payments \$2,383,849.53 ○ 2001 Capital - Bill Payment List - October Payments \$59,922.70 ○ 2018 Capital - Bill Payment List - October Payments \$12,173.63 ● Internal Service Fund Report - Health October Revenue \$231,304.59; Expenses \$467,822.88 Bal \$845,631.85 ● Internal Service Fund Report - Unemployment October Revenue \$0.00; Expenses \$299.40 Bal \$58,580.06 ● 13 Month Rolling Treasurer's Report Balances - October 			
Permission to Purchase/Bid/RFP, Award Bids/RFPs			
<ul style="list-style-type: none"> ● Permission to Bid: X-Ray Equipment <ul style="list-style-type: none"> ○ Mr. Wiker - The 2026 bid and quote thresholds have been released. This is for the Adult Ed - Vet Tech. Ms. Decker - Vet Tech is looking for a diagnostic machine that fits their tables. They obtained three quotes but this needs to be put out to bid. It is for a Digital Profile. It emits minimal radiation and is compatible with all of our equipment. Mr. Welk - Does this give our students something they currently do not have? Ms. Decker, we currently have an X-ray 			

machine, but it is not compatible with our equipment. The new equipment will be what students will use in the workplace.

Seeking Approval

- [2026-27 Secondary Education Budget, One-Page Summary](#)
 - Mr. Wiker - We will present to JOC in December. Whatever is approved will be sent to the sixteen school boards for their review and vote. We will need the votes back by the third Friday in February, for certification at the February JOC meeting. Adult Education will be presented in January or February. Total budget of \$17,570,241 in direct payments from the districts. This is an increase of 0.31%. The state has increased Vocational Education subsidies over the past few years. Increases in wages and benefits. Uncertainty with the upcoming CBA negotiations. PSERS continues to comprise a large portion of the budget. Health Insurance costs, even with the current self-funding plan, continue to rise. I worked with various supervisors to look at each line item and accurately budget it. Mr. Welk – What were the increases in the current CBA? Mr. Wiker – They ranged from 3.4% to 4.2%. Mr. Eby - I had the opportunity to review and have no questions at this point. Mr. Wiker, if you have any questions, please don't hesitate to reach out, and we can discuss them further.
- [CCRES Agreement Amendment](#)
 - Mr. Wiker - This is an extension of our interim Director. This is our 3rd extension as our new director comes up to speed. The extension is up to June. The current plan is for Mr. Katch to remain with the CTC through February.
- [Infantree Agreement](#)
 - Mr. Wiker - This agreement outlines work on the website, including metrics and marketing efforts. They will help us get better at promoting CTC.
- [DC Gohn 3rd Addendum](#)
 - Mr. Wiker - This addendum is for \$4,000.00 only. The last addendum was for \$12,000.00. This is to continue the work on finalizing the three houses for which we have plans drawn up. This is a two-year project.
- Position at HSC - Success Coach
 - Mr. Moeller – According to the state nursing board, to tutor students, you must have your RN. Previously, our Success Coach was an LPN. Having an RN will give us more versatility to work with our students. This will move them from Level 4 to Level 3, resulting in a salary increase. Mr. Welk – And it could help resolve the turnover in the PN program.

Informational Items

- [Highmark Health Insurance Renewal](#)
 - Mr. Wiker - This is our annual renewal for our health insurance.
- [IU-13 Medical Supplies Bidding Program Participation Agreement](#)
 - Mr. Wiker - To continue to participate in the group bidding
- [IU-13 Instructional Classroom Supplies Bidding Program Participation Agreement](#)
 - Mr. Wiker - To continue to participate in the group bidding
- [Educational Data Systems Inc Agreement](#)
 - Mr. Wiker - This is for our Bursar for our Adult Ed programs
- [MOU Reunification Mount Joy](#)
 - Mr. Wiker - This will note that we once again have students (children) in the Thrive for Five program.
- [Agreement for Restaurant POS system](#)



Finance Committee Minutes

- Mr. Wiker – This is an upgrade to the POS system for the restaurant
- [Onbase Renewal](#)
 - Ms. Hetzel - This is a database that IU-13 houses for digital storage
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- [Foundation Teacher Innovation Grant Awards 25-26](#)
 - Ms. Decker - This is the list of the foundation-awarded Teacher Innovation grants. Total grant award of \$137,727.68 to the instructors. Mr. Welk - Will someone from the Foundation be there for the JOC to thank the Foundation? An invitation was extended, but Ms. Baker will be attending the Welding graduation at Mount Joy.
- Mr. Klein - The auction went very well; gross sales were \$40,000 and the net was \$28,000. It is a smoother process.

Adjourned at 2:45 p.m. by Andrew Welk

Next regularly scheduled meeting: Wednesday, January 21, 2026