

## Personnel Committee Meeting Minutes

Meeting Information				
<b>Meeting Date/Time:</b>	Monday, December 9, 2024 <b>6:15 PM EDT</b>	<b>Location:</b>	Willow Street	
<b>Meeting Called By:</b>	Ms. Debbie Sturgis	<b>Purpose of Meeting:</b>	Committee Meeting	
<b>Chairman:</b>	Ms. Mara Creswell McGrann	<b>Recording Secretary:</b>	Jodi Schuler	
<b>Purpose Statement:</b>	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. Debbie Sturgis, Mr. Phil Hurst, Mr. Jeremy King, Ms. Jodi Schuler				
Minutes				
Call to Order at 6:15 PM by Ms. Debbie Sturgis				
All hourly employee appointments are on a 90 working day probation period beginning on individual effective dates.				
<b>Resignations/Retirement:</b>				
<b>Employee</b>	<b>Position Title</b>	<b>Start Date</b>	<b>Resignation Date</b>	<b>Location</b>
David Bolich	Diesel Mechanic Instructor	08/12/2019	12/27/2024	Willow Street
Patricia Campbell	Part-Time Enhanced Benefits Practical Nursing Instructor	08/28/2023	12/23/2024	Health Science
Alan Jones	Instructional Coach	09/06/1988	<b>Retirement</b> - at the conclusion of the 2024-25 school year	Brownstown
Gerry Spong	Part-Time Adult Ed Dental Hygiene Instructor	09/26/2019	11/18/2024	Willow Street
<b>Appointments:</b>				
<b>Employee</b>	<b>Position Title</b>	<b>Employment Info</b>	<b>Start Date</b>	<b>Location</b>
Ella Dietz	Full-Time 2nd Shift Custodian	\$15.46 per hour, benefits eligible, non-exempt, 12-months	11/13/2024	Mount Joy
Verlin Short	Full-Time 1st Shift Custodian	\$17.07 per hour, benefits eligible, non-exempt, 12-months	12/03/2024	Brownstown
Kira Ferreira	Part-Time Adult Ed Administrative Assistant	\$17.01 per hour, no benefits, non-exempt	12/16/2024	Mount Joy
<b>Transfers:</b>				
<b>Employee</b>	<b>Position Title</b>	<b>Employment Info</b>	<b>Start Date</b>	<b>Location</b>
Arielle Dunkle	Introduction to Health Careers Instructor	Transferring from Intro to Health Careers Instructor at Brownstown to Intro to Health Careers Instructor at Willow Street	At the start of the 2025-26 secondary school year	Willow Street
Dawn Warren	Full-Time Custodian	Transferring from FT Custodian to FT Lead Custodian	12/10/2024	Brownstown
 <i>Ms. Schuler requested that the hourly rate of \$18.28 be added to Dawn Warren's transfer.</i>				

**Action Items**

- Stipend for Matthew Martin, Maintenance, for Sewage Plant Operator duties, \$1,500 per year, effective 7/1/24
- Michael Hankins, current Secondary Ed Diesel Mechanic Instructor, to be a PT Adult Ed Vehicle Safety Inspection and Emissions Instructor effective 12/10/24 at \$30.75 per hour.
- FMLA: #11140, Health Science, 12/19/24 - 3/12/25
- Request for unpaid leave of absence: Employee #11589, Health Science, approximately 01/24/2025 - 04/04/2025
- Requests for Column Movement:
  - Joshua Lingle, Column B, Voc I Cert. to Column C, Voc I Cert. + 21 credits
  - Laura Laukhuff, Column D, Voc II Cert. to Column E, Bachelor's Equivalency - effective with the start of the 2025-26 secondary school year
- Rescind prior Column Movement approval:
  - Christiaan Baird - rescind approval to move from Column F to Column G
  - Jessica Drager - rescind approval to move from Column E to Column G

*Mr. Hurst inquired about the reason for rescinding the two column movements. Ms. Schuler explained that at the time they were hired, the existing contract did not acknowledge Bachelor's Degrees. Both of these employees were hired with a Bachelor's Degree. In order to move to Column E on the salary schedule, these employees had to take coursework at the graduate level, because they already had a Bachelor's Degree, and apply and be awarded a Bachelor's Equivalency from PDE despite the fact that they already held a Bachelor's Degree. In error, these two employees were previously approved for column movement using those same graduate classes that were used to earn their Bachelor's Equivalency, which is not allowed per the current Collective Bargaining Agreement.*

Approve Personnel Committee Report – Vote

**Informational Items**

- November 8, 2024 Tenure:
  - Arielle Dunkle

Adjourned at 6:22 PM by Ms. Debbie Sturgis

Next regularly scheduled meeting: Monday, January 23, 2025, 6:15 PM, Brownstown