

Personnel Committee Meeting Minutes

Meeting Information			
Meeting Date/Time:	Monday, February 27, 2025 6:15 PM EDT	Location:	Mount Joy
Meeting Called By:	Ms. Debbie Sturgis	Purpose of Meeting:	Committee Meeting
Chairman:	Ms. Mara Creswell McGrann	Recording Secretary:	Rachel Hetzel
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. Debbie Sturgis, Mr. Jeremy King, Ms. Rachel Hetzel

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.

Resignations/Retirement:

Employee	Position Title	Start Date	Resignation Date	Location
Ewan (Mark) Dennis	FT 2nd Shift Custodian	08/14/2023	02/14/2025	BT
Bryan Duquin Jr.	Protective Services Long Term Substitute	09/30/2024	03/20/2025	MJ
Bryan Cubilete Rodriguez	Part-Time Second Shift Custodian	09/30/2024	02/24/2025	WS
Heather Long	Part-Time Practical Nursing Substitute	10/28/2024	02/24/2025	Health Science

Appointments:

Employee	Position Title	Employment Info	Start Date	Location
Lauren Mascianica	Director of Practical Nursing	\$117,209.97 annual salary, benefits eligible, exempt, 260 days	02/28/2025	Health Science
Keri Kury	Part-Time Practical Nursing Instructor to be utilized as a Substitute	\$45.87 per hour, no benefits, non-exempt	03/3/2025	Health Science

Transfers:

Employee	Position Title	Employment Info	Start Date	Location
Christine Barben	Part-Time Daytime Enhanced-Benefits PN Instructor	Transferring to Part-Time PN Instructor no benefits, to be utilized as a Substitute	02/10/2025	Health Science
Katelin Danilyuk	Part-Time Practical Nursing Instructor to be utilized as a Substitute	Transferring from Part-Time PN Instructor to Part-Time PN Instructor to be utilized as a Substitute \$45.87 per hour, non-exempt, no benefits	03/12/2025	Health Science

Action Items

- Michael Katch, extension of the appointment as Interim Administrative Director through May 1, 2025
- Stipend of \$275 per pay period beginning with the 2/7/25 pay date and ending with the 5/2/25 pay date for Rachel Hetzel, Michael Moeller and David Smith for additional duties during transition period
- Rescind job acceptance: Nancy Matsvayi, Part-time PN Instructor (to be utilized as a sub), original start date to be 1/27/25
- Stipend for Raymond McDonald - \$75 per week from 1/27 - 5/2/25 for additional duties, assignments and responsibilities while Ms. Hetzel is assisting in the executive office
- FMLA: #2234, Brownstown, 12/2/24 - 2/28/25 (extended from end date of 2/26/25)



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Approve Personnel Committee Report – Vote

Informational Items

- Job Description Update: [Instructional Coach](#)

Adjourned at 6:20 PM by Ms. Debbie Sturgis

Next regularly scheduled meeting: Monday, March 27, 2025, 6:15 PM, Willow Street