

Personnel Committee Meeting Minutes

Meeting Information			
Meeting Date/Time:	Monday, March 27, 2025 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:	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. 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
Joanna Carballo	Payroll/Accounting	08/26/2024	05/23/2025	Willow Street
Sladana Jonjic	Full-Time 2nd Shift Custodian	07/17/2006	06/06/2025 (Retirement)	Willow Street

Appointments:

Employee	Position Title	Employment Info	Start Date	Location
Amanda Canelo	Part-Time PN Instructor (to be utilized as a sub)	\$45.87 per hour, no benefits, non-exempt	03/31/2025	Health Science
Carol Rice	Part-Time PN Instructor (to be utilized as a sub)	\$45.87 per hour, no benefits, non-exempt	04/07/2025	Health Science

Transfers:

Employee	Position Title	Employment Info	Start Date	Location
Tom Brown	Full-Time Adult Ed Auto Tech Instructor	Transferring from Full-Time Adult Ed Auto Tech Instructor to Part-Time Adult Ed Auto Tech Instructor effective at the conclusion of the 2024-25 secondary school year, \$30.75/hour, non-exempt, no benefits	At the conclusion of the 2024-25 secondary school year	Willow Street
Tracie Gotshall	Baking and Pastry Instructor	Transferring from Baking and Pastry Instructor at MJ to Introduction to Culinary Arts Careers Instructor at BT, exempt, no change in salary or benefits	Start of 2025-26 School Year	Brownstown
Keri Kury	Part-Time PN Instructor (to be utilized as a sub)	Transferring from a PT PN Instructor (to be utilized as a sub) to a PT Daytime PN Instructor, non-exempt, no change in salary or benefits	03/31/2025	Health Science
Rick Moore	Diesel Mechanic Instructor	Transferring from Diesel Mechanic Instructor at WS to Introduction to Transportation Instructor at BT, exempt, no change in salary or benefits	04/21/2025	Brownstown
Alison Shepler	Instructional Coach	Transferring from Introduction to Culinary Careers Instructor at BT to Instructional Coach at BT, exempt, no change in salary or benefits	Start of 2025-26 School Year	Brownstown
Brian Singer	Introduction to Transportation Long-Term Sub at BT	Transferring from Introduction to Transportation Long-Term Sub at BT to Diesel Mechanic Long-Term Sub at WS through the conclusion of the 2024-25	04/21/2025	Willow Street



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	secondary school year, exempt, no change in salary or benefits		
<p>Action Items</p> <ul style="list-style-type: none"> Request for unpaid leave of absence: Employee #11615, Willow Street, 5/1-5/9/25 Permission to provisionally hire for Payroll/Accounting position between March and April Joint Operating Committee (JOC) meetings, subject to final JOC approval at its April 24, 2025, meeting. <p>Approve Personnel Committee Report – Vote</p> <p>Informational Items</p> <ul style="list-style-type: none"> Job Description Update: Payroll/Accounting Updated start date of March 10, 2025, for Keri Kury, transfer to PT PN Instructor to be utilized as a sub. 			
Adjourned at 6:20 PM by Ms. Mara Creswell McGrann			
Next regularly scheduled meeting: Monday, April 24, 2025, 6:15 PM, Brownstown			