

| Meeting Information | | | |
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| Meeting Date/Time: | Wednesday, April 23, 2025 2:00 PM EDT | Location: | Virtually- Zoom |
| Meeting Called By: | Ms. Emily Zimmerman | Purpose of Meeting: | Committee Meeting |
| Chairman: | Ms. Emily Zimmerman | 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 | | | |
| Ms. Emily Zimmerman, Mr. Chip Gearhart, Mr. Andrew Welk, Mr. Jeremy Wiker, Mr. Tim Klein, Ms. Rachel Hetzel, Mr. Michael Katch, Ms. Amy Reis | | | |
| Minutes | | | |
| Call to Order at 2:02 PM by Ms. Emily Zimmerman. | | | |
| Previous Meeting Minutes Ms. Zimmerman | 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 - March Began \$8,230,012.19; Ended \$6,983,375.07 ○ Cafeteria Fund - March Began \$793,668.72; Ended \$804,098.18 ○ Capital Reserve 2001 - March Began \$602,595.66; Ended \$578,888.86 ○ Capital Reserve 2018 - March Began \$273,476.07; Ended \$254,761.67 ○ Production & Activity Accounts - March <ul style="list-style-type: none"> ■ BT Campus - Began \$59,055.29; Ended 52,103.03 ■ MJ Campus - Began \$87,499.39; Ended \$91,638.92 ■ WS Campus - Began \$88,632.45; Ended \$80,188.38 ○ Bill Payment: Summary, GL Listing, RC Listing <ul style="list-style-type: none"> ■ Total paid for March is \$4,577,816.84 <ul style="list-style-type: none"> ● Ms. Zimmerman, what are the refunds? Mr. Wiker, it is for Adult Education. Students sign up, pay, apply for financial aid, and we refund—discussion on the process. ● Internal Service Fund Report - Health - March <ul style="list-style-type: none"> ○ Revenues \$248,032.44; Expenditures \$200,110.08 Bal \$1,496,854.85 ● Internal Service Fund Report - Unemployment - will report next month Mr. Gearhart - Why don’t we combine the capital funds? Mr. Wiker - They are 2 different entities. Mr. Gearhart - Is there a way to compare the month-to-month? Mr. Wiker - We can look into that and see what we can pull together. | | | |
| Permission to Purchase/Bid/RFP, Award Bids/RFPs | | | |
| <ul style="list-style-type: none"> ● Permission to Purchase: ● Permission to Bid: <ul style="list-style-type: none"> ○ Compact Skid Loader (2nd attempt) <ul style="list-style-type: none"> ■ Mr. Wiker, we received no bids. We will try again. ● Permission to Award Bids/RFP: | | | |

Finance Committee Minutes

- [Plasma Table](#). We received 3 bids. We are asking permission to award to Plasma Automation. Mr. Klein, this is the company the instructor recommended, so it is good that they came in the lowest.

Informational Items

- Surplus Reinvestment Confirmation
 - Mr. Wiker, District payment reconciliation - In the spring, we talked about the surplus and refunded it to the districts. WE have heard back from districts that they have already budgeted and don't really want it back. Last year, we did not give the surplus back. So this year we have even more. What are the Finance Committee's thoughts? Mr. Gearhart - Would like to know the P&L on the Adult Ed. It is hard to decide if we don't know the numbers. Mr. Wiker - We will look into getting the P&L to you. Ms. Zimmerman - I am trying to remember a conversation about this previously. If the districts ask us not to return it, then let's not. I like the idea of earmarking it for our kids and the programs. Letting the board know the surplus plan would be a good idea. Mr. Welk, as long as we are using it to improve for the students, there will not be a problem. Mr. Wiker - We can take it off the list, talk to Dr Peart, or leave it on the informational for the JOC so the conversation can happen. Ms. Zimmerman - I like to keep it on the table so the JOC can see the funds and what we are planning. Mr. Welk - Can we table for tomorrow night since Dr. Peart will not be there? Then Dr. Peart can be at the meeting and up to speed. Mr. Wiker - Some CTCs in PA have it written that all surplus must go back to the districts. Some CTCs are run like us. There are a lot of CTCs that don't have the level of Adult Ed that we have. We are unique because, for example, the PN program is huge here. Discussion about different policies for CTC,
- Financial Aid Agreements:
 - [Clearfield County - \\$23,700.00 annual, quarterly payments of \\$5,925.00](#)
 - [York County - \\$63,000.00 annual, quarterly payments of \\$15,750.00](#)
 - [Franklin County - \\$15,000.00 annual, quarterly payments of \\$3,750.00](#)
 - [Lehigh County - \\$80.00 hourly based on hours needed, billed quarterly](#)
 - [Schuylkill County - \\$80.00 hourly based on hours needed, billed quarterly](#)

Mr. Wiker explained the Financial Aid Agreement and the process. We provide this service to facilitate the financial aid process for these counties.

Adjourned at 2:33 p.m. by Emily Zimmerman

Next regularly scheduled meeting: Wednesday, May 21, 2025