

Personnel Committee Meeting Minutes

Meeting Information			
Meeting Date/Time:	Thursday, April 24, 2025 6:15 PM EDT	Location:	Brownstown
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 6:17 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

Appointments:

Employee	Position Title	Employment Info	Start Date	Location
Kristi Hart	Introduction to Health Careers Instructor	\$59,503 per year (Column A, Step 4), benefits eligible, exempt, 189 days	08/11/2025	Brownstown
Stormy Heisig	Part-Time Culinary Facilitator	\$17.83 per hour, no benefits, non-exempt, 180 days	05/05/2025	Mount Joy
Nicholas Horn	Welding Technology Instructor	\$59,503 per year (Column A, Step 4), benefits eligible, exempt, 189 days	08/11/2025	Willow Street
Troy Jones	Part-Time Substitute 2nd Shift Custodian	\$14.68 per hour, no benefits, non-exempt	04/28/2025	Brownstown
Mindy Remp	Payroll/Accounting	\$26.75 per hour, benefits eligible, non-exempt, 12-months	04/28/2025	Willow Street
Patricia Rugg	Part-Time Dental Hygiene Instructor	\$38.75 per hour, no benefits, non-exempt	08/12/2025	Willow Street
Meghan Witmer	Part-Time Evening PN Instructor	\$45.87 per hour, no benefits, non-exempt	04/30/2025	Health Science

Transfers:

Employee	Position Title	Employment Info	Start Date	Location
Carol Rice	Part-Time PN Instructor (to be utilized as a sub)	Part-Time PN Instructor (to be utilized as a sub) to Part-Time Daytime PN Instructor, \$48.18 per hour, enhanced benefits, non-exempt	04/28/2025	Health Science

Action Items

- [2025 Summer Camp](#)
- Rescind job offer to Amanda Canelo, Part-Time PN Instructor to be utilized as a substitute, due to failure to complete onboarding process and not responding to further communication.
- Eleanor Farley, Photography and Digital Imaging Instructor: Four curriculum writing days to be worked between 7/14 - 8/7/25, due to new program CIP beginning 2025-26
- FMLA: #11491, Willow Street, starting approximately 6/26/25 for 6-8 weeks



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Approve Personnel Committee Report – Vote

Informational Items

- Brian Singer, updated transfer start date from 4/21/25 to 4/14/25 for Diesel Mechanic Long-Term Sub at WS.
- Joanna Carballo, updated resignation date from 5/23/25 to 4/22/25.

Adjourned at 6:20 PM by Ms. Mara Creswell McGrann

Next regularly scheduled meeting: Thursday, May 22, 2025, 6:15 PM, Brownstown