

Meeting Information			
Meeting Date/Time:	Wednesday, May 21, 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, Dr. Terrance Henderson Mr. Jeremy Wiker, Ms. Kelly Decker, Mr. Tim Klein, Ms. Rachel Hetzel, Mr. Michael Katch, Ms. Amy Reis			
Minutes			
Call to Order at 2:00 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 - April Began \$7.2M; Ended \$8.2M ○ Cafeteria Fund - April Began \$804.1K; Ended \$812.5K ○ Capital Reserve 2001 - April Began \$576.9K; Ended \$578.9K - No payments ○ Capital Reserve 2018 - April Began \$254.7K; Ended \$215K ○ Production & Activity Accounts - April <ul style="list-style-type: none"> ■ BT Began \$59.9K; Ended \$52.3K ■ MJ Began \$91.6K; Ended \$83.4K ■ WS Began \$80.5K; Ended \$80.9K ○ Bill Payment: Summary <ul style="list-style-type: none"> ■ GF \$1.311M ■ CF \$56.8K ■ Grand Total \$1.593M ○ General Fund - Bill Payment List ● Internal Service Fund Report - Health - April Rev \$250.8K; Exp \$223.2K; End Bal \$1.524M ● Internal Service Fund Report - Unemployment - March Pd nothing in March; End Bal \$57.4K ● Internal Service Fund Report - Unemployment - April Pd \$1,189.67; End Bal \$56.2K 			
<p>Jeremy Wiker—We are working on an Adult Ed financial report to present to the Committee. This is not an automatic report in CSIU. We also talked about a month versus last month report. Seeking clarity on what is desired. Mr. Gearhart—Just the previous month's balance beside this month's. Mr. Wiker—We will work on a 13-month spreadsheet to have the visual.</p>			
Permission to Purchase/Bid/RFP, Award Bids/RFPs			
<ul style="list-style-type: none"> ● Permission to Purchase: <ul style="list-style-type: none"> ○ Snap-On, Triton Certification Kit - \$36,756.95 - Supplemental Grant <ul style="list-style-type: none"> ■ Ms. Decker, this will be purchased through supplemental grants. ○ Automotive Lift Services - Automotive Lift - \$46,676.40 			

- Mr. Klein - For room 500.
- [Edwin L. Heim - Replace Triple Duty Valves - \\$21,562.00](#)
 - Ms. Decker - replacing hot water valves at WS campus.
- [Edwin L. Heim - Rebuild Hot Water Pump & Motors - \\$16,895.00](#)
 - Ms. Decker - replacing water pumps at WS campus.
- NVR (Network Video Recorder) Purchases: [Brownstown](#), [Health Sciences](#), [Mount Joy](#), [Willow Street](#)
 - Ms. Hetzel - the cameras for our security system are seven years old. These new cameras will have AI built into them and will be stored on the server. This is a significant security upgrade. We can buy whatever camera we want; it will all be on these servers. This allows us to replace any camera brand with what we wish and when we want.
- User License Agreements: [Brownstown](#), [Health Sciences](#), [Mount Joy](#), [Willow Street](#)
 - Mr. Wiker – this vendor works well with us for many of our technological needs.
- Installation and Service Agreements: [Brownstown](#), [Health Sciences](#), [Mount Joy](#), [Willow Street](#)
 - Mr. Wiker – they will be coming on site over the summer to help with the install and to bring things online.
- [Student Chromebook refresh](#)
 - Ms. Hetzel - the kids who come from a sending school can use the computers from there. Our system is secure enough and allows our half day students to have to carry and be responsible for one computer.
- [iPads to refresh technology for users from outside the CTC, including GAC, JOC, and other users](#)
 - Mr. Wiker – the Chromebooks that we use for JOC and other meetings are obsolete and are no longer supported. Some of their batteries are also beginning to swell and are or will become a safety hazard. Replacing the 75 Chromebooks like-for-like would cost approximately \$26,500. Setup and tear down takes approximately 5 hours for Ms. Hetzel each meeting. Also, the wires running from every computer for JOC meetings is not desirable. Our proposed alternative is to switch to iPads that will have no cords but will still have a keyboard like a laptop, for a similar but slightly higher cost. There will be a wheeled transport case for mobility. Ms. Hetzel – It is hard to justify buying 75 pieces of equipment versus 25 iPads with no cords. It is cleaner and more professional. It is roughly the same price as 75 Chromebooks and are much easier to manage via the network—discussing different options and other uses. Ms. Zimmerman recommends having the full JOC discuss this, as this is for them—a discussion on Ms. Zimmerman's recommendation. Mr. Welk - it makes sense to do it on the heels of refreshing all the Chromebooks, and cutting the setup cost--suggestion to adjust the description to better reflect the proposed usage devices.

Permission to Award Bids/RFP:

- [Compact Track Loader](#)
 - Mr. Wiker recommends that Messick Farm Equipment Inc. be awarded the bid. Their bid was the lowest at \$69.6K and included trade-ins on two pieces of equipment. Mr. Welk - Is that \$69K after trade-ins? Mr. Wiker - No, the trade-ins total \$47K so the net cost will be approximately \$23K.

Seeking Approval

- [North Group Agreement for Leadership & Organization Development](#)
 - Mr. Wiker - Extend the North Group consulting agreement for June through September
- [STS Renewal Agreement](#)
 - Mr. Wiker - Renewal for 2 years with a pay increase. For Building Aides and Substitutes
- IU 13 Electricity Procurement Program Renewal: [Participation Document](#) [Sixth Amendment to Electricity Program](#)
 - Mr. Wiker for July 2026. This is a 3-year extension. We use the procurement program and the prices cannot be matched elsewhere.
- IU 13 Natural Gas Procurement Program Renewal: [Participation Document](#), [Transaction Confirmation Contract 1](#), [Transition Confirmation Contract 2](#)
 - Mr. Wiker – This is also a 3-year extension beginning July 2026.
- [CSIU Renewal Agreements for 2025-26](#)
 - Mr. Wiker – These are renewals for the software we use for Curriculum, Student Services, HR, Payroll, Accounts Payable, etc. I met with Ms. Hetzel and we reviewed the options that we have and need. Ms. Shipman and Mr. Moeller also had input.
- [Items to be disposed of at auction](#)
 - Mr. Klein - This is older equipment that is no longer needed or used.
- District Payment Reconciliation
 - Mr. Wiker – As requested last month, I met with Dr. Peart regarding this. He supports us in bringing it to the JOC. Our 1997 agreement between the sending schools and the CTC describes how to calculate payments, which we do for budgeted district payments. It also describes the calculation if an additional payment is authorized or if a refund is approved. Ms. Zimmerman - if districts say it is not convenient to receive small amounts of funds back late in the year, as long as it goes to support the students. Mr. Welk agrees. Mr. Wiker, we as a CTC need to improve transparency on how we intend to spend any reserve funds including if it is for capital projects.

Approve Finance Committee Report – Vote

Informational Items

- [Bright Horizons Camp Agreement](#)
 - Mr. Wiker - Allowing Summer Camp at Mount Joy after a one-year hiatus.
- [Bright Horizons Lease Renewal](#)
 - Mr. Wiker - Renewing the 2-year lease. They agreed to an increase in rent. This is still beneficial to both the school and the daycare. They want some facilities work done. We are working on that by the end of the calendar year. We will see CTC students can help out with this work.
- [Vector Security](#) extension at [Mount Joy](#)
 - Mr. Wiker - Finishing up work on the connectivity for the security system that was missed.
- [ABC HEO Agreement](#)
 - One of our secondary instructors is teaching a short-term class for Adult Ed.
- [Paging System Agreement](#)
 - Ms. Hetzel - This is an upgrade/replacement from B & B Integrations. The PPCD Safety grant pays for this. It will be done in phases and will include enhanced safety features, such as lighting flashing in different colors for different reasons.
- [ATI Testing Agreement](#)
 - Mr. Wiker - This agreement allows our staff to conduct onsite testing.

Adjourned at 2:52 p.m. by Emily Zimmerman



Finance Committee Minutes

Next regularly scheduled meeting: Wednesday, June 25, 2025