

Personnel Committee Meeting Minutes

Meeting Information			
Meeting Date/Time:	Thursday, May 22, 2025 6:00 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 6:05 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
William Hall	Protective Services Instructor	08/02/2004	06/30/2025 (Retirement - Not eligible for Retiree Insurance or Bonus)	Mount Joy
Mitchell Hinton	Carpentry Technology Instructor	08/18/2020	06/23/2025	Mount Joy

Appointments:

Employee	Position Title	Employment Info	Start Date	Location
Rosemarie Barbour	Baking & Pastry Arts Instructor	\$59,503, (Column A, Step 4), benefits eligible, exempt, 189 days	08/11/2025	Mount Joy
Thomas Good	Part-Time 2nd Shift Custodian	\$17.62 per hour, no benefits, non-exempt, 12-months	05/27/2025	Willow Street
Kristina Hummer	Diesel Mechanic Instructor	\$59,503, (Column A, Step 4), benefits eligible, exempt, 189 days	08/11/2025	Willow Street
William Reid	Protective Services Instructor	\$59,503,)Column A, Step 4), benefits eligible, exempt, 189 days	08/11/2025	Mount Joy
Amber Warren	Full-Time 2nd Shift Custodian	\$16.13 per hour, benefits eligible, non-exempt, 12-months	05/27/2025	Willow Street

Transfers:

Employee	Position Title	Employment Info	Start Date	Location
Michael Moeller	Supervisor of Curriculum & Instruction	Supervisor of Curriculum & Instruction to Assistant Administrative Director, \$145,000, benefits eligible, 12 months	06/01/2025	Willow Street

Action Items

- Extra Duty:
 - School Counselors - a maximum of 15 days paid at their per diem rate to be worked before the start of the 2025-26 school year.
 - Instructional Coaches - 2 days at their per diem rate for New Teacher Workshops 8/11 - 8/12/25.
- [2025-26 Part-Time Adult Ed Instructors](#)



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- Job Description:
 - [Automotive Technology Program Director - Adult Ed](#)
 - [Assistant Administrative Director](#)
- Madelyn Klufkee, Cafeteria Administrative Assistant, to work 16 hours per week in the Financial Aid Department at Willow Street, performing administrative assistant tasks, from 6/2/25 - 7/31/25 at her current hourly rate of pay.
- Ryan Clark, Metal Fabrication Instructor: Four days to be worked between 7/14 - 8/7/25 and paid at the curriculum writing rate, due to classroom and lab renovations including new equipment for the 2025-26 school year.
- Diane Lowery and Erin McFalls, Early Childhood Education Instructors: Two days each to be worked between 7/14 - 8/7/25 and paid at the curriculum writing rate, due to assisting students with obtaining necessary background clearances and completing other required paperwork.
- Extend stipends of \$275 **per pay** for Rachel Hetzel, David Smith and Mike Moeller, and \$75 **per week** for Raymond McDonald, through 8/31/25.
- FMLA: #2438, Brownstown, 6/4/25 - 9/4/25
- Hire a support staff temp through a staffing agency to support both the Curriculum and Student Services Departments for 37.50 hours per week, from June through December 2025.
- Transition one Part-Time Practical Nursing Instructor position to one Full-Time Practical Nursing Instructor position.
- [2025-2026 Specialized Staff Handbook](#)
- [2025-2026 Support Staff Handbook](#)
- 2024-2025 Adult Ed Instructor:
 - Justin Findley: Heavy Equipment, Summer Term 6/3/25 - 7/1/25
- 2025-2026 Adult Ed General Education Instructors:
 - George Vanbuskirk: Comm 175 - Public Speaking, Summer Term 6/8/25 - 8/12/25
 - Paige McMahon: Soc 100 - Introduction to Sociology, Fall Term 8/25/25 - 12/12/25
 - Laura Myers: Bio 240 - General Microbiology, Fall Term 8/25/25 - 12/12/25
 - Donna Maslin: Bio 150 - General Human Anatomy and Physiology, Fall Term 8/25/25 - 12/12/25

Approve Personnel Committee Report – Vote

Informational Items

- \$120 stipend to be paid to each PN Instructor who proctors the TEAS exam through ATI. Funds received from ATI will cover the stipends.

Adjourned at 6:15 PM by Ms. Mara Creswell McGrann

Next regularly scheduled meeting: Thursday, June 26, 2025, 6:15 PM, Willow Street