

## Finance Committee Minutes

Meeting Information			
<b>Meeting Date/Time:</b>	Wednesday, June 25, 2025 <b>2:00 PM EDT</b>	<b>Location:</b>	Virtually- Zoom
<b>Meeting Called By:</b>	Ms. Emily Zimmerman	<b>Purpose of Meeting:</b>	Committee Meeting
<b>Chairman:</b>	Ms. Emily Zimmerman	<b>Recording Secretary:</b>	Ms. Amy Reis
<b>Purpose Statement:</b>	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. 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		
<b>Financial Reports</b>			
<ul style="list-style-type: none"> <li>● Treasurer's Reports:               <ul style="list-style-type: none"> <li>○ <a href="#">General Fund - May</a> = Began with \$8.417M; Ended \$9.248M</li> <li>○ <a href="#">Cafeteria Fund - May</a> = Began with \$812K; Ended \$825K</li> <li>○ <a href="#">Capital Reserve 2001 - May</a> = Began with \$578.9K; Ended \$470.1K</li> <li>○ <a href="#">Capital Reserve 2018 - May</a> = Began with \$227.1K; Ended \$191.4K, correction to summary sheet will be completed for JOC meeting</li> <li>○ <a href="#">Production &amp; Activity Accounts May</a> <ul style="list-style-type: none"> <li>■ BT = Began with \$52,984.78; Ended \$47,862.78</li> <li>■ MJ = Began with \$88,086.56; Ended \$84,761.53</li> <li>■ WS = Began with \$83,570.11; Ended \$80,426.12</li> </ul> </li> <li>○ Bill Payment: <a href="#">Summary</a> Total Bills paid \$2,651,940.98</li> <li>○ General Fund - <a href="#">Bill Payment List</a> Total listed in Summary</li> <li>○ 2001 Capital - <a href="#">Bill Payment List</a> Total listed in Summary</li> <li>○ 2018 Capital - <a href="#">Bill Payment List</a> Total listed in Summary</li> </ul> </li> <li>● <a href="#">Internal Service Fund Report - Health May</a> = Rev \$245,930.56; Exp \$333,610.60; Bal \$1,436,803.03 Clarification on what the \$88K payment</li> <li>● <a href="#">Internal Service Fund Report - Unemployment May</a> = Rev \$0.00; Exp \$0.00; Bal \$56,231.27</li> <li>● <a href="#">13 Month Rolling Treasurer's Report Balances</a> = This is a new report Mr. Gearhart requested. Mr. Wiker explained the spreadsheet. Opened for questions. We are still working on other reports from Adult Ed.</li> </ul>			
<b>Permission to Purchase/Bid/RFP, Award Bids/RFPs</b>			
<ul style="list-style-type: none"> <li>● Permission to Purchase:               <ul style="list-style-type: none"> <li>○ <a href="#">ReciteMe</a> - Ms. Hetzel explained the software would overlay on our current website. This software will bring us into compliance with new federal accessibility laws. It gives people with disabilities and multilingual people the ability to read our documents. The toolbar allows people to convert into up to 150 languages. It will also read the documents out loud for the visually impaired in different languages. Ms. Hetzel suggests a 3-year commitment to see if it seems worth it. We can revisit at that time to see if we need all the options the program offers</li> </ul> </li> </ul>			



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or can pare back. Mr. Wiker noted that translation is a pain point for Student Services and this will help them immensely. Ms. Hetzel spoke with the IU 13 Supervisor and she is just as excited as Ms. Hetzel. It can be used in classrooms with instructors and students. It removes barriers for parents who can check the student portal, and it will translate into their native language. Mr. Gearhart - How is the training for using it? Ms. Hetzel, There are multiple options for setting it up and pointing people to the accessibility tool. We can choose how we want our website to look without losing the integrity of our branding efforts.

- [Various software agreement renewals](#) - Mr. Wiker - These are all renewals.
- Permission to Award & Purchase: Supplemental Grant
  - [Excavator](#) - Stephenson Equipment = Mr. Wiker - Stephenson Equipment was the lowest and met our specifications.
  - [Shear](#) - Machinery Connection = Mr. Wiker - Machinery Connection had the lowest bid that met our specifications

### Seeking Approval

- Permission to make purchases, pay bills, complete budget transfers, initiate bids or rfps. These award successful bids are currently in process, and execute financial contracts in the absence of a July JOC meeting. The details of any and all such actions taken will be reported to the JOC in August.
- [Permission to open a Government Interest Money Market Account per Fulton Bank's recommendation](#), Mr. Wiker, Fulton proposed opening a Money Market account to increase the interest earned.
- [CCRES Contract Extension - July through September, for up to 3 days per week](#) - Extending Mr. Katch's contract through Sept
- [SAP Contract 2025-26](#) - This is for counseling services for our students.
- [GASB 54 Resolution](#) - Mr. Wiker explained GASB 54. This is a best practice for what we intend to do with extra money, if there is additional money.
- [Nonprogram Food Price List](#) - Ms. Decker—This is a required annual review of cost of food items and what we charge. It indicates whether or not we are charging appropriately based on governmental regulations. Healthier items are priced more cheaply to encourage healthy eating.
- [Items to be disposed of via auction](#) - Mr. Wiker, we plan on having another auction in July. Mr. Klein explained that we would like to offload before supplies for the new school year comes in during August.

Mr. Klein talked about the refreshes being done this summer. At WS Campus, the floors were redone in 2 rooms. The epoxy is curing in one room, and the concrete was poured today, and we will wait to paint the floors once it cures. At MJ, the floor should be finished being ground this week, and the walls are painted. Duct work will be ordered.

Approve Finance Committee Report – Vote

### Informational Items

- [Renewal of Survey Monkey agreement, 2-year term](#) - Used by student services
- [LLPSIP Insurance Renewal](#) - This is the insurance pool.
- [Willow Street Property Insurance Renewal](#) – Additional insurance item
- [SOS Consent to Assignment](#) = Mr. Wiker explained SOS and their work for us. Another part of their organization will be taking over our account. It just changes who we are paying.
- [CAP Thrive to Five Agreement](#) = Mr. Wiker, CAP Thrive to Five did not happen last year at MJ. They are restarting this agreement to use room 115 and the playground.

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	Adjourned at 2:36 p.m. by Emily Zimmerman
Next regularly scheduled meeting: Wednesday, August 27, 2025	