

## Personnel Committee Meeting Minutes

Meeting Information				
<b>Meeting Date/Time:</b>	Thursday, August 22, 2024 <b>5:30 PM EDT</b>	<b>Location:</b>	Willow Street	
<b>Meeting Called By:</b>	Ms. Mara Creswell McGrann	<b>Purpose of Meeting:</b>	Committee Meeting	
<b>Chairman:</b>	Ms. Mara Creswell McGrann	<b>Recording Secretary:</b>	Jodi Schuler	
<b>Purpose Statement:</b>	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. Grant Keener, Mr. Phil Hurst, Dr. Terrance Henderson, Mr. Jeremy King, Ms. Jodi Schuler, Mr. Thomas Wolfe				
Minutes				
Call to Order at 6:15 PM by Ms. Mara Creswell McGrann				
All hourly employee appointments are on a 90 working day probation period beginning on individual effective dates.				
<b>Resignations/Retirement:</b>				
Employee	Position Title	Start Date	Resignation Date	Location
Teresa Ashby	Adult Ed Adjunct Instructor for Fall 2024 Semester and Spring 2025 Semester	07/01/2024	08/16/2024	Willow Street
Ann Marie Dumm	Substitute Dental Hygiene Instructor	08/15/2023	08/01/2024	Willow Street
Anysa Torres	Payroll/Accounting	07/15/2024	07/23/2024	Willow Street
Jebediah Walston	Part-Time PN Instructor to be utilized as a sub	04/29/2024	09/06/2024	Health Science
Talitha Way	Substitute Payroll/Accounting	05/18/2024	08/10/2024	Willow Street
<b>Appointments:</b>				
Employee	Position Title	Employment Info	Start Date	Location
Joanna Carballo	Payroll/Accounting	\$26.25 per hour, benefits eligible, non-exempt, 260 days	08/26/2024	Willow Street
Lisa Connelly	PT PN Instructor to be utilized as a sub	\$45.87 per hour, no benefits, non-exempt	08/23/2024	Health Science
Alexandra Forkin	PT Dental Hygiene Instructor	\$38.00 per hour, no benefits, non-exempt	08/28/2024	Willow Street
Dr. Zoe Johnstone	PT Dentist	\$53.00 per hour, no benefits, non-exempt	09/04/2024	Willow Street
Lauren Mascianica	PT PN Instructor	\$45.87 per hour, no benefits, non-exempt	08/19/2024	Health Science
Paige McMahon	PT Dental Hygiene Instructor	\$38.00 per hour, no benefits, non-exempt	10/01/2024	Willow Street
Jeremy Wiker	Chief Financial Officer	\$131,248 per year, benefits eligible, exempt, 260 days	08/29/2024	Willow Street



## Personnel Committee Meeting Minutes

### Transfers:

Employee	Position Title	Employment Info	Start Date	Location
Nicole Jeandell	Temporary transition to Payroll/Accounting	\$26.25 per hour, benefits eligible, non-exempt	08/29/2024	Willow Street

Ms. Mara Creswell McGrann will be making a motion to change the start date for Nicole Jeandell’s transfer from 8/29/24 to 7/29/24.

- Approve Updated Stipends for:
  - Kelly Decker - an additional \$200 per pay effective with the 7/12/24 pay cycle for a total of \$450 per pay cycle for additional duties in the business office. Stipend to continue through the 2nd month of the hiring of a CFO.
  - Jennifer Bowers and Amy Reis - \$125 per pay starting with the 1/26/24 pay cycle through the 2nd month of the hiring of a CFO.
- Requests for [Column Movement](#)
- Rescind the provisional employment of Alan Swartz as a long-term substitute teacher effective August 19, 2024.
- Approval of 2024-25 SOS Hourly Rates:
  - General Worker Lead/Food Service Manager - \$17.75
  - Cook/Food Service Cook - \$16.50
  - General Worker/Food Service Aide - \$14.50
- Approval of Advisors (rate per CBA)
  - NTHS: Laura Laukhuff (WS), Leslie Schlosser & Margie Gantz (MJ), Alan Jones & Dave Ecenrode (BT)
  - Skills USA: Melody Miller & Rachel Sprecher (WS), Jim Smith (MJ), Dave Ecenrode & Brian Myers (BT)
  - FFA: Lori Lefever
- FMLA:
  - #1675, Mount Joy, 6/10/24 - 7/29/24
  - #2006, Health Science, 10/2/24 - 10/1/25, Intermittent
- Employment Agreement: [Jeremy Wiker](#)

### Action Items

Approve Personnel Committee Report – Vote

### Informational Items

- 2023-24 Tenure:
  - Erin Maddox
  - Jessica Weinoldt
- Job Description:
  - [Communications Coordinator](#)
  - [FT CDL Instructor/Examiner](#)
  - [Dental Hygiene Instructor - Part-Time](#)
  - [House Project Facilitator](#)

Adjourned at 6:30 PM by Ms. Mara Creswell McGrann

Next regularly scheduled meeting: Thursday, September 26, 2024, 6:15 PM, Mount Joy