

Personnel Committee Meeting Minutes

Meeting Information			
Meeting Date/Time:	Thursday, August 28, 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. Jeremy King, Ms. Jodi Schuler

Minutes

Call to Order at 6:00 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
Madelynn Klufkee	Administrative Assistant - Cafeteria	01/17/2023	08/15/2025	Willow Street

Appointments:

Employee	Position Title	Employment Info	Start Date	Location
Davante Broughton	Full-Time 2nd Shift Custodian	\$15.89 per hour, benefits eligible, non-exempt	07/28/2025	Willow Street
Daniel Kilmer	Digital Design & Print Media Instructor	\$59,503 (Column A, Step 4), benefits eligible, exempt, 189 days	08/11/2025	Brownstown
Lisa Smith	Part-Time Dental Hygiene Instructor (to be utilized as a sub)	\$38.75 per hour, no benefits, exempt	08/21/2025	Willow Street

Transfers:

Employee	Position Title	Employment Info	Start Date	Location
Margaret Hartman	Part-Time Enhanced Benefits PN Instructor	Transfer to Part-Time PN Instructor (to be utilized as a sub), \$47.95/hour, no benefits, exempt	12/20/2025	Health Science
Verlin Short	Full-Time 1st Shift Custodian	Transfer to Full-Time 1st Shift Custodian/Custodial Trainer, \$18.15, benefits eligible, non-exempt	08/11/2025	Brownstown

Action Items

- FMLA
 - #11517, Mount Joy, 07/02/2025 - 01/02/2026 (Intermittent)
 - #11525, Health Science, 08/12/2025 - 9/17/2025
- Job Description Update: [Administrative Assistant - Cafeteria](#)
- New Job Description: [Lead IT Tech](#)
- Mentor:
 - Christiaan Baird for Daniel Kilmer, Digital Design and Print Media Instructor at BT
 - **Remove** James Smith for Rosemarie Barbour, Baking & Pastry Arts Instructor at MJ
 - Add Brandon Green for Rosemarie Barbour, Baking & Pastry Arts Instructor at MJ



Personnel Committee Meeting Minutes

- Extend stipends of \$275 **per pay** period for Rachel Hetzel, David Smith, and Mike Moeller, and \$75 **per week** for Raymond McDonald, contingent upon their continued willingness to provide the additional support, until the Administrative Director position is filled.
- Jim Smith and Alan Wakefield, WS Campus - Four additional days each worked between 8/11 - 8/15/25 and paid at the curriculum writing rate, due to classroom renovations.
- Motion to authorize LCCTC administration to provisionally hire an Administrative Assistant - Cafeteria, between the August 2025 and September 2025 Joint Operating Committee (“JOC”) meetings, subject to the final JOC approval of any such hiring at its September 25, 2025, meeting.
- [2025-26 SOS Food Service Employees](#)
- 2025-26 SOS Food Service Hourly Rates:
 - Food Service Specialist – \$20.00
 - General Worker Lead/Food Service Manager - \$18.00
 - Cook/Food Service Cook - \$17.00
 - General Worker/Food Service Aide - \$15.00
- [2025-26 Request for Column Movement](#)

Approve Personnel Committee Report – Vote

Informational Items

- 2024-25 Tenure:
 - Bohdan Adams
 - Justin Findley
 - Tina Kirsten
 - Diane Lowery

Adjourned at 6:10 PM by Ms. Mara Creswell McGrann

Next regularly scheduled meeting: Thursday, September 25, 2025, 6:15 PM, Mount Joy