

Finance Committee Minutes

Meeting Information			
Meeting Date/Time:	Wednesday, February 25, 2026 2:00 PM EDT	Location:	Virtually- Zoom
Meeting Called By:	Mr. Andrew Welk	Purpose of Meeting:	Committee Meeting
Chairman:	Mr. Andrew Welk	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			
Mr. Andrew Welk, Mr. Philip Eby, Mr. Jerry Steinman Mr. Jeremy Wiker, Mr. Tim Klein, Ms. Rachel Hetzel, Dr. Scott Long, Mr. Michael Moeller, Mr. James Farano, Ms. Amy Reis			
Minutes			
Call to Order at 2:03 PM by Mr. Andrew Welk			
Previous Meeting Minutes Mr. Welk	Previous month’s meeting minutes and open action items		
Audit Presentation – Boyer & Ritter - Mr. Farano reviewed the Audit Report. Lancaster CTC received 3 out of 3 unmodified (clean) opinions (Financial Audit, Compliance Audit, and Single Audit). This audit showed continued progress in the accuracy and completeness of the financial reports and entries prior to the audit commencing. Implemented GASB 101, involving Compensated Absences. Prior period adjustment for transfers from General Fund to Capital Fund. Mr. Wiker – We still have room to grow. Thank you to Mr. Farano and his team for working well with us. Mr. Steinman asked about the bond payments, whether they were in addition to the direct payments from the sending districts. Mr. Wiker – They are, as the CTC does not have taxing authority, the bonds are supported by the districts and largely funded by the State via Plan Con. Financial Reports - Mr. Welk and Mr. Wiker discussed that the reading of these numbers out loud during the meeting is not necessary, as we send these out for review. Mr. Welk has asked for Mr. Wiker to develop a comparative profit and loss statement to be shared in future months. Any questions committee members have about the financial reports can be directed to Mr. Wiker before, during or after each meeting, and answers will be shared with the group. • Treasurer’s Reports: ○ General Fund - January - Began with \$423,934.95; Ended with \$(43,291.67) ○ Money Market Account - January - Began with \$4,550,951.31; Ended with \$7,466,662.87 ○ Cafeteria Fund - January - Began with \$238,658.76; Ended with \$249,326.96 ○ Capital Reserve 2001 - January - Began with \$939,006.74; Ended with \$941,886.65 ○ Capital Reserve 2018 - January - Began with \$1,841,402.96; Ended with \$1,846,927.07 ○ Production & Activity Accounts - January ■ BT Campus - Began with \$55,331.01; Ended with \$59,425.52 ■ MJ Campus - Began with \$74,521.02; Ended with \$72,725.71 ■ WS Campus - Began with \$93,157.36; Ended with \$100,810.63 ○ General Fund - Bill Payment: Listing, Summary ○ 2001 Capital - Bill Payment List - January - No payments to list ○ 2018 Capital - Bill Payment List - January - No payments to list • Internal Service Fund Report - Health January - Rev \$263,039.73; Exp \$349,750.51; Bal \$910,947.28 • Internal Service Fund Report - Unemployment January - Rev \$0.00; Exp \$299.40; Bal \$53,948.93 • 13 Month Rolling Treasurer’s Report Balances - January			



Permission to Purchase/Bid/RFP, Award Bids/RFPs

- Permission to Purchase: [Server Room Battery WS](#) - Mr. Wiker, Mr. Klein, and Ms. Hetzel worked together to get this quote for an aging battery in our server room at Willow Street. Ms. Hetzel, it is around \$31K. It is for our fire and safety systems along with our server.

Seeking Approval

- [2026-27 Budget Approval - District Voting](#) Mr. Wiker - Reviewed the district votes on the CTC general fund Secondary education budget. 135 Yes votes, 0 No votes, 0 Abstain, 9 Absent. Thank you all for your advocacy with your respective districts.
- [2024-25 Audit Report](#), [Management Letter](#), [Required Communications](#)
- [2026-27 Salary Wage Ranges](#) - Mr. Wiker, these are updates for the 2026-2027 year. We review yearly market movements via PSBA research to ensure we are in line with the market. We are also proposing to give our Part-Time Adult Instructors market increases to help us remain competitive. This will help us attract and retain quality instructors for Adult Education.
- [Shultz Bus Contract](#) - Updated for an additional bus route in 2025-26 - Mr. Wiker, we added an additional bus run; the contract needed to be updated to reflect the additional run.
- DWD Landscaping contract extensions - Mr. Wiker, Mr. Klein says they are doing a great job, just roll forward their contract for another year.
 - [Willow Street](#)
 - [Health Sciences](#)
 - [Mount Joy](#)
 - [Brownstown](#)
- [Bright Horizons Camp agreement 2026](#) - Mr. Wiker, this is just a roll forward. They asked for camp to be open an additional day each week on Fridays. Since we don't have staff in the building on Fridays over the summer, we will continue the Monday-Thursday contract
- [Items to be Auctioned](#)

Informational

- [2026-27 Adult Education Tuitions and Fees](#) - Mr. Wiker, Tuition will go up a little bit in most programs, including \$15.00 per credit in our degree programs. We are remaining competitive in the marketplace. Only tuition is increasing, we are keeping fees the same.
- [2026-27 Adult Education Budget](#) - Mr. Wiker, This budget shows an expansion of our Practical Nursing program with an additional evening cohort. Two additional Instructors for the program were approved in January's JOC meeting and are reflected here. ATI is a software we use for the PN program. We have been using the basic version. Dr. Brendle wants to use the comprehensive version. This is at a cost, but it will help us to better train future LPNs. The cost of the software and the increased staff will be largely covered by the increased revenue. Mr. Eby - Is this based on the same number of students? Mr. Wiker - Yes, except for the addition of the evening cohort in PN. There are talks about doubling the Dental Hygiene, but that will probably take the better part of a year to come to fruition so we are not budgeting for that expansion yet. We are working on selecting and preparing space for that expansion.
- [Lancaster Barnstormers advertising contract](#) - Mr. Wiker - New marketing opportunity. It will cost \$3,000.
- [Fall Fest Agreement](#) - \$8,000, and was successful last year with good responses. Focus on our CDL training program.
- [Caron Agreement - Mount Joy](#) - It is a free service that was offered earlier this month (guest speaker).



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Comments - Mr. Welk, everything looks good and is pleased with the direction CTC is heading.

Adjourned at 2:43 PM by Mr. Welk

Next regularly scheduled meeting: Wednesday, March 25, 2026