

Personnel Committee Meeting Minutes

Meeting Information				
Meeting Date/Time:	Thursday, March 26, 2026 6:15 PM EDT	Location:	Willow Street	
Meeting Called By:	Ms. Deb Sturgis	Purpose of Meeting:	Committee Meeting	
Chairman:	Ms. Deb Sturgis	Recording Secretary:	Ms. Rachel Hetzel	
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. Deb Sturgis, Dr. Molly Henderson, Mr. Nicholas Marinaro, Mr. Jeremy King, and Ms. Rachel Hetzel				
Minutes				
Call to Order at 6:15 PM by Ms. Deb Sturgis				
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
Termination:				
Employee	Position Title	Start Date	Termination Date	Location
Terry Snow	Maintenance Technician	07/30/2012	03/26/2026	Mount Joy
Ms. Hetzel explained that this would be covered in more detail during the executive session.				
Appointments:				
Employee	Position Title	Employment Info	Start Date	Location
Rebekah Christens-Persaud	Part-Time PN Instructor (to be utilized as a sub)	\$47.95/hour, exempt, no benefits	03/30/2026	Health Sciences
Nancy Matsvayi	Full-Time Evening PN Instructor	\$77,252 (Column C, Step 4), exempt, benefits eligible, 205 days	04/30/2026	Health Sciences
Maggie Nemeth	Introduction to Culinary Careers Instructor	Column A, Step 4 (amount TBD pending ratification of new CBA), exempt, benefits eligible	Start of the 2026-27 School Year	Mount Joy
Jody Seaber	Part-Time PN Instructor (to be utilized as a sub)	\$47.95/hour, exempt, no benefits	03/31/2026	Health Sciences
Carol Thach	Part-Time PN Instructor (to be utilized as a sub)	\$47.95/hour, exempt, no benefits	05/11/2026	Health Sciences
Nichole Wells	Assistant Director of Practical Nursing	\$115,252 annually, exempt, benefits eligible, 12 months	04/20/2026	Health Sciences
Dr. Henderson asked why there are so many changes in the practical nursing hiring. Ms. Sturgis explained that this is typical. Ms. Hetzel said that many of the part-time instructors work full-time job and their schedule allows for various changes. Ms. Hetzel said that this is a good problem to have as we have many applicants who want to work and teach at our institution. Dr. Henderson asked why and Ms. Hetzel explained that with Dr. Brendle onboard, her reputation and experience has brought stability and a desire to be with our program.				

Personnel Committee Meeting Minutes

Transfers:

Employee	Position Title	Employment Info	Start Date	Location
Michelle Bolton	Part-Time Adult Ed Instructor	Transfer from Part-Time Adult Ed Instructor to Part-Time PN TEAS Proctor, \$120 per exam session, non-exempt, no benefits	04/11/2026	Health Sciences

Action Items

- Paul Cullen, Summer Semester Adult Ed General Education Instructor: Comm 175 - Public Speaking, 6/8/26 - 8/14/26
- New Job Description: [Building & Property Maintenance Instructor](#)
- Motion to authorize LCCTC administration to provisionally hire a Building & Property Maintenance Instructor between the April 23, 2026, and May 28, 2026 Joint Operating Committee ("JOC") meetings, subject to the final JOC approval of any such hirings at its May 28, 2026, meeting.

Ms. Sturgis stated concern that the JOC would be voting for things out of order. She felt the program should be approved first, then the job description, then the ability to hire the instructor.

Approve Personnel Committee Report – Vote

Adjourned at 6:25 PM by Ms. Deb Sturgis

Next regularly scheduled meeting: Thursday, April 23, 2026, 6:15 PM, Brownstown