



Finance Committee Minutes

Meeting Information			
Meeting Date/Time:	Wednesday, April 22, 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, Ms. Kelly Decker, Ms. Rachel Hetzel, Mr. Tim Klein, Ms. Amy Reis			
Minutes			
Call to Order at 2:00 PM by Mr. Andrew Welk			
Previous Meeting Minutes Mr. Welk	Previous month’s meeting minutes and open action items		
Financial Reports			
- Treasurer’s Reports: General Fund - March Began \$439,623.35; Ended \$153,601.38 Money Market Account - March Began \$5,293,820.54; Ended \$7,309,824.03 Cafeteria Fund - March Began \$256,672.06; Ended \$264,859.47 Capital Reserve 2001 - March Began \$944,466.13; Ended \$947,308.80. Mr. Welk, Did we find out about the pending grant? Ms. Decker, we have not heard from the state about the PCCD grant. The grant has not been released yet. Capital Reserve 2018 - March Began \$1,815,159.01; Ended \$1,820,517.32 Production & Activity Accounts - March - BT = Began \$55,881.60; Ended \$61,629.79 - MJ = Began \$69,357.79; Ended \$73,689.39 - WS = Began \$88,124.19; Ended \$96,764.90 Bill Payment: Listing, Summary General Fund - Bill Payment List - March 2001 Capital - Bill Payment List - March - Nothing to Report 2018 Capital - Bill Payment List - March - Nothing to Report Internal Service Fund Report - Health - March Rev \$242,515.64; Exp \$32,622.06; Bal \$804,835.83 Internal Service Fund Report - Unemployment - March Rev \$0.00; Exp \$0.00 Bal \$53,948.93 13 Month Rolling Treasurer’s Report Balances - March. Mr. Wiker also quoted the current balance in the Money Market account. Financial Comparison Report.			
Permission to Purchase/Bid/RFP, Award Bids/RFPs			
- Permission to Purchase: Mr. Wiker explained that a lot of these are CoStars. Air Compressor Dehumidifiers			



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- [Canopy](#)
- [Floors in new Program Space](#)
 - Mr. Wiker - we have an offer out to an instructor and they accepted yesterday. We are still cleaning up the spaces. Then we will get a quote. Mr. Klein, I used the space specifications from a renovation we did last year. This space is smaller, so we should not have an issue with exceeding the requested amount. Mr. Welk - What was this space used for prior? Mr. Wiker - It was the maintenance space, garage, etc. Mr. Welk - Are there other things needed, lighting, painting, etc? Mr. Klein, we already started this process. We have added lighting and started painting. Mr. Wiker explained how we are filling the classroom by having students from carpentry, plumbing, and HVAC waitlists who decide put this new program as a secondary choice. Then if a slot opens in the 1st choice class, they can move back to that class.
- [Painting the new Program Space](#)
- [Live Turret Lathe](#)
 - Mr. Wiker - we received no bids. We are asking to go through Co-stars
- Diamedical USA - 6 hospital beds (Grant Funded)
 - Mr. Wiker explained that, because the state is behind, we are requesting permission to buy this product IF the CTC is approved for the competitive grant. This is for all of our Nursing programs. \$31K
- Allegheny Educational System - Amatrol - Portable AC/DC Electrical Learning Center (Grant Funded)
 - Mr. Wiker explained that, because the state is behind, we are seeking permission to buy this product IF the CTC is approved for the competitive grant. This is for all of the Intro to Manufacturing Programs. \$56K. Mr. Welk - This is stuff we are asking permission to purchase only if the Grant from the state comes through. Mr. Wiker, we will include a disclaimer stating that.
- Permission to Bid:
 - Construction of the Corridor at Mount Joy to connect the new Program Space. Mr. Wiker, the new classroom space is outside the school building. This would be difficult during inclement weather. We will have a bid packet pulled together, hopefully soon. Mr. Klein explained that the new classroom is just outside the building's corner. This corridor will be added to the original quote for the classroom. Mr. Eby asked about how much we think this will be. Mr. Klein - ballpark \$60K
- Permission to Award Bids/RFP:
 - [Mini CNC Mill](#) - Mr. Wiker, we received one bid.

Seeking Approval

- [Lions Club Agreement](#)
 - Mr. Wiker, the change in the 2nd addendum says we agree to pay them \$15K on or before May 15th.
- [DC Gohn Market Street Work](#)
 - Mr. Wiker, there is some extra work on the Market Street lots to finish, \$5K in additional work
- [HealthWorks Agreement](#)
 - Mr. Wiker, the original quote committed to having 70 people sign up by July 2027. We negotiated this commitment down to a potentially more realistic number. This agreement is for 2.5 years.
- [Salary/Wage Ranges Updated](#)



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- Mr. Wiker, the change is on specialized staff. It is to move our Systems and Network Administrator to Level III. Ms. Hetzel explained that we cannot hire someone right out of HS as previously noted in the job description. We need people who are more qualified for an institution of our size. Mr. Steinman, how many Systems and Network Administrators do we have, and where is that person on the pay scale? Ms. Hetzel, we have one, and he is just under the new pay scale and will need an adjustment. He works with both secondary and adult education.
- [IU 13 Bulk Fuel Procurement Renewal](#)
 - Mr. Wiker, This is for Brownstown
- [CSIU Renewals](#)
 - Mr. Wiker same information as last year, just a small price increase
- [Legal Counsel Pool Renewal](#)
 - Mr. Wiker, this is a standard yearly contract
- [Items to be Disposed](#)
 - Mr. Wiker, there are 3 items to dispose of

Approve Finance Committee Report – Vote

Informational Items

- [Casella One-Year Extension](#)
 - Mr. Wiker, we are extending our trash pickup agreement for one year. We will put it out for RFP next year
- [Rx 'n Go Agreement](#)
 - Mr. Wiker, this is our new agreement, which we discussed previously
- [Park City Marketing Contract](#)
 - Mr. Wiker, we will be marketing our adult education programs at Park City
- [Vector Security CDL Badge Access](#)
 - Mr. Wiker - This is the CDL badge access system
- [Liability Insurance Renewal](#)
- [Life Insurance Renewal](#)
- [Long-Term Disability Insurance Renewal](#)
- [LifeTrack Renewal](#)
 - Mr. Wiker, this is a system that tracks students after they graduate
- [ATI Amendment](#)
 - Mr. Wiker, this is a correction in the pricing from the last contract. The new quote is lower.

Mr. Wiker sent out a one-year extension contract for Brownstown farmland. We will conduct an RFP for next year.

Mr. Wiker - From 4:30 - 6:30 PM tomorrow, you are invite to tour the Virtual City at Brownstown before JOC dinner.

Adjourned at 2:29 PM by Mr. Welk

Next regularly scheduled meeting: Wednesday, May 27, 2026