

Finance Committee Minutes

Meeting Information			
Meeting Date/Time:	Wednesday, June 24, 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. Jerry Steinman Dr. Scott Long, 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 None		
Financial Reports			
- Treasurer’s Reports: General Fund - May Began \$446,517.93; Ended \$22,764.95 Money Market Account - May Began \$6,127,263.82; Ended \$7,646,073.37 Cafeteria Fund - May Began \$273,220.89; Ended \$283,922.75 Capital Reserve 2001 - May Began \$950,053.77; Ended \$952,863.98 Capital Reserve 2018 - May Began \$1,825,689.25; Ended \$1,713,855.81 Production & Activity Accounts - May - Brownstown - Began \$61,200.95; Ended \$56,335.07 - Mount Joy - Began \$68,477.39; Ended \$74,702.30 - Willow Street - Began \$81,571.68; Ended \$78,858.64 Bill Payment: Listing, Summary, Grand Total \$2,346,000.54 General Fund - Bill Payment List - May 2001 Capital - Bill Payment List - May - Nothing to Report 2018 Capital - Bill Payment List - May Internal Service Fund Report - Health - May Rev \$268,757.85; Exp \$286,411.81 Bal \$996,708.38 Internal Service Fund Report - Unemployment - May Rec \$0.00; Exp \$0.00 Bal \$53,312.04 13 Month Rolling Treasurer’s Report Balances - May Financial Comparison			
Permission to Purchase/Bid/RFP, Award Bids/RFPs			
- Permission to Purchase: Are all standard yearly renewals IU Microsoft Renewal IU Securly Renewal IU Adobe Renewal - Permission to Reject Bid:			

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- [Small Box Truck](#) Discussion: received only 1 bid, which did not meet all specifications; requesting permission to reject it. Mr. Wiker and Mr. Klein will look into a used local truck (Isuzu preferred) over the summer.

Seeking Approval

- Permission to make purchases, pay bills, complete budget transfers, initiate bids or RFPS, award successful bids that are currently in process, and execute financial contracts in the absence of a July JOC meeting. The details of all such actions will be reported to the JOC in August.
- [GASB 54 Resolution](#) - Mr. Wiker, This is to say how we will use any profits that we have for 2025-26. Profit is mainly generated from Adult Education. The first \$50,000 would go into Adult Ed funding, and the remainder would go toward Capital funds for our buildings and equipment.
- [2026-27 Salary Wage Ranges](#): Mr. Wiker discussed the wage range increases for some support staff to make LCCTC more competitive in the market. We are proposing adjustments for some staff.
- [Laerdal Agreement](#) - [CPR Training System](#) - Mr. Wiker explained that this is a CPR training system that is not cheap, but will be paid for mostly by the students. We will need to pay the full amount, but should recoup the cost beyond the setup fees.
- Asset Disposal - [WS Collision](#); [Other Items](#); [Summer List](#) Mr. Wiker went over the list of items that will need to be auctioned or disposed of. Mr. Welk asked whether, next time we have vehicles, we could donate them to the local fire companies, as they need them to practice with. We will look into this possibility.

Approve Finance Committee Report – Vote

Informational Items

- [DC Gohn 4th Addendum](#) - invoice to pay for some extra work done for the CTC related to the house project
- [Insurance Renewal for Lions Club building](#) - Yearly insurance for the vacant Lions Club Building
- [EDSI Addendum](#) – Berks County Career Link agreement. They work with students to get them into Adult Education at the CTC
- [Wellness Screening Agreement](#) - Agreement to allow Penn Medicine to again provide on-campus screenings. This allows staff to earn 'carrots' to offset some of the cost of insurance premiums.

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Adjourned at 2:19 PM by Mr. Welk

Next regularly scheduled meeting: Wednesday, August 26, 2026