

## Planning & Development Committee Meeting

Meeting Information			
<b>Meeting Date / Time:</b>	August 28, 2025 <b>6:00 - 6:30 PM</b>	<b>Location:</b>	Brownstown
<b>LCCTC Administrator</b>	Mr. Mike Moeller	<b>Purpose of meeting:</b>	Committee Meeting
<b>Chairman:</b>	Chris Straub	<b>Recording Secretary:</b>	Karin Shipman
<b>Purpose Statement:</b>	Provide guidance and review activities at the LCCTC for the planning and development of future programming. The Planning and Development committee commits to ensure that projects and programs align with the mission of the school while providing services that align and partner with community resources and needs for the betterment of our students and workforce. Members of the planning and development committee will keep the interest of students and school goals at the forefront of the future development of LCCTC programming.		
Committee Members			
Chris Straub-PM	Steve Riehl- Pequea Valley	Brian Conroy- ELANCO	Desiree Wagner- Cocalico
Mike Moeller- Supervisor of Curriculum	Rachel Hetzel- Director of Technology	Karin Shipman- Student Services Director	
Members present: Chris Straub, Steve Riehl, Desiree Wagner, Mike Moeller, Rachel Hetzel, Karin Shipman			

Topics
<p><b><u>PLANNING AND DEVELOPMENT COMMITTEE</u></b>  <b>Chair – Chris Straub</b>  <b>Members – Brian Conroy, Steve Riehl, Desiree Wagner</b>  <b>Administrators – Michael Moeller, Karin Shipman, Rachel Hetzel</b></p> <p>Meeting started at 6:02 pm</p> <p><b><u>Action Item</u></b></p> <ul style="list-style-type: none"> <li>● <b>Washington, DC - 10/24/25 - Intro to Visual at BT and WS</b> For approval due to out of state trip</li> </ul> <p><b><u>Informational Items</u></b></p> <ul style="list-style-type: none"> <li>● <a href="#">Application Status Secondary 2025-26</a> Review of waitlist and programs with open seats. Discussion on route cause analysis. True waitlist number. Application status - frequency of updates - weekly through October. Current list posted on the website. Discussion on the start of a committee to address waitlists. Looking at other models to reduce the number of waitlisted students.</li> </ul>

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- [Enrollment Status Post-Secondary 2025-26](#)
- [Bus Driver List](#)

### Field Trips

<b>Date(s)</b>	<b>Place</b>	<b>Program/Campus</b>
9/12/25	Maple Grove Raceway, Mohnnton	Auto and Diesel - WS
9/17/25	Solanco Fair, Quarryville	APST - WS
9/24-26/25	Lampeter Fair, Lampeter	APST - WS
10/3/25	Farm Show, Harrisburg	APST - WS
10/7/25	Manheim Farm Show	APST - WS
10/8/25	ATC, Exton	Intro to Trans - MJ
10/14/25	HACC, Harrisburg	Culinary - MJ
10/16/25	Building Association - Career Day, Lancaster	Multiple Programs - BT Carpentry - MJ
11/5/25	Lebanon Fair, Lebanon	APST - WS
11/14/25	AKC Dog Show, Oaks, PA	Vet Assist - WS
11/19/25	Penn Harris Hotel, Harrisburg	Skills Conference -PSC MJ
12/2/25	Central Market, Lancaster	Culinary - MJ
12/16 & 17/25	Reading Muhlenberg CTC, Reading	District Skills - All Campuses
1/13/26	PA Farm Show, Harrisburg	Vet Assist - WS

Meeting ended at 6:15 pm