

## Planning & Development Committee Meeting

Meeting Information			
<b>Meeting Date / Time:</b>	September, 2025 <b>6:00 - 6:30 PM</b>	<b>Location:</b>	Mount Joy
<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			

<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 6:16 pm</p> <p>Started with questions on the Application status for secondary. Questions about IMWD and DDPM. Discussed program report cards, recruitment window and additional recruitments piece instructors are doing. Have a committee meeting next week to look at program expansions at the districts. Will have four (4) meetings to address waitlists: October, November, December and January. Discussed options with ABC Keystone and Manufacturing group. Concern from instructors that some initiatives will take the best students from CTC. CTC has the first option. If we aren't working with the programs, districts can work directly with the organizations to offer the option to their students and by-pass CTC. Option of housing programs at the districts. Program approvals would run through CTC and would be eligible for voc subsidy as well as equipment funding. Discussed savings that would be seen from not needing to build new CTC facilities.</p> <p><b><u>Action Items</u></b></p> <ul style="list-style-type: none"> <li>● Overnight Field Trips               <ul style="list-style-type: none"> <li>○ Penn Harris Hotel, Harrisburg - All Campuses SkillsUSA 11/19-11/21</li> <li>○ Sheraton Hotel, Harrisburg - WS FFA Conference 1/31 -2/1</li> <li>○ Sheraton Hotel, Harrisburg - WS FFA Legislative Leadership 3/22-3/24</li> <li>○ Hershey Lodge, Hershey - All Campuses SkillsUSA State 4/8-4/10</li> <li>○ Penn State Univ, Penn State - WS FFA State Conf 6/9-6/11</li> </ul> </li>   <li>● <b>Out-of-State</b></li> </ul>

## Planning & Development Committee Meeting

- One World trade Center/MoMa - New York, NY - Art CAD; Digital Des; CN & S; Elec; Photo = BT 12/5

Approve Planning and Development Committee Report – Vote

### Informational Items

- **Contracts/Agreements**
  - [PA Counseling Services](#)
  - [Student Affiliation Agreement](#)
- [Application Status Secondary 2025-26](#)
- [Enrollment Status Post-Secondary 2025-26](#)
- Employer Engagement
- Open Houses
  - Nov 11, 2025 BT Campus
  - Nov 12, 2025 MJ Campus
  - Nov 13, 2025 WS Campus
- [Presentation Format](#)
- [Revised 2025-2026 Student Handbook](#)

Discussed if districts are stressing the importance of attendance and grades as that is critical when it comes to waitlist. Shared the scoring rubric is on the website. The Skill Alignment Chart is a resource for districts to use with all students.

### Field Trips

Date(s)	Place	Program/Campus
9/16,17,18/25	Landis Valley Museum, Lancaster	Painting - BT
9/19/25	Astro Machine, Ephrata	Intro Manu - BT
9/23/25	Garden Spot HS, New Holland	Visual Arts - BT
10/14/25	Quality Custom Cabinet, New Holland	Cabinetry & Painting - BT
10/22/25	Signature Custom Cabinetry, Ephrata	Cabinetry & Painting - BT
10/24/25	Lions Club Building, WS	Skills Officer - All Campuses
10/30/25	Superior Walls, Ephrata	Art CAD - BT
1/6/26	York Fairgrounds, York	APST - WS
1/12/26	Pa Farm Show, Harrisburg	APST - WS (Correction)
1/14/26	PA Farm Show, Harrisburg	Culinary - MJ
2/5/26	Sensenig Farm Mill, East Earl	APST - WS
3/5/26	Farm & Home Center, Lancaster	APST - WS
3/25/26	Masonic Village, Elizabethtown	Culinary - MJ
4/10/26	Central Manor Dairy, Washington Boro	Vet Assist - WS
4/14/26	Lebanon Fair Ground, Lebanon	APST - WS
5/15/26	Kneobels Park, Elysburg	SkillsUSA - All Campuses

Meeting ended at 6:35 pm