

Planning & Development Committee Meeting

Meeting Information			
Meeting Date / Time:	October 23, 2025 6:00 - 6:45 PM	Location:	Willow Street
LCCTC Administrator	Mr. Mike Moeller	Purpose of meeting:	Committee Meeting
Chairman:	Chris Straub	Recording Secretary:	Karin Shipman
Purpose Statement:	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- Assistant Administrative Director	Rachel Hetzel- Director of Technology	Karin Shipman- Student Services Director	
Members present: Chris Straub, Steve Riehl, Brian Conroy, Mike Moeller, Rachel Hetzel, Karin Shipman			



Planning & Development Committee Meeting

PLANNING AND DEVELOPMENT COMMITTEE

Chair – Chris Straub

Members – Brian Conroy, Steve Riehl, Desiree Wagner

Administrators – Michael Moeller, Karin Shipman, Rachel Hetzel

Meeting started at 6:15 pm

Action Items

- [Limited Enrollment List](#)

Based on Policy 201.1. These programs are restricted to homeschool students until the end of the late application window. A question was asked about cyber charter school students and if this list applies to them. It does not. Cyber charter school students need to enroll with the district in order to attend at CTC.

- OAC Member Lists

We are still waiting on new member OAC sheets. We just finished OAC meetings. Mr. Moeller would rather push this document to the December meeting. This will allow time for instructors to submit the minutes of their meeting and for capture of the full list.

Approve Planning and Development Committee Report – Vote

Informational Items

- Certificate and Awards, and Hempfield Graduation Resolution

Hempfield graduation is scheduled the same day as CTC C&A. Neither program can be shifted. Hempfield is holding an afternoon option for students.

- [Application Status Secondary 2025-26](#)

Several programs will go on Root Cause Analysis based on their enrollment numbers. This includes IMWD and DDPM. Mr. Redcay, IMWD instructor, has been going out to the districts to meet with classes and instructors to promote the program.

Discussion on new programs and the timeline to promote and add to the application.

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

Adult programs are going strong. Discussion on new PN Director hire.

Field Trips

Date(s)	Place	Program/Campus
10/29/25	Ag Industrial - New Holland	HEO - BT
10/31/25	New Enterprise Stone - Ephrata	HEO - BT
11/5/25	VIRTUAL - Surgery Live through Whitaker Center	Med Assist - WS
11/7/25	TC Shadowlight, Leola	Photography - BT
12/5/25	PA School of Technology, Williamsport	Culinary - MJ
12/11/25	Astro Machine, Ephrata	Precision Mach - MJ
4/29/26	Willow Valley Community, Willow Street	Culinary - MJ
5/8/26	Elmwood Park Zoo, Norristown	Vet Assist - WS
5/20/26	Shady Maple, East Earl	Culinary - MJ
5/26/26	Roots, Manheim	Culinary - MJ

Meeting ended at 6:41 pm.