

Planning & Development Committee Meeting

Meeting Information			
Meeting Date / Time:	December 9, 2024 6:00 - 6:30 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	
Mike Moeller- Supervisor of Curriculum	Rachel Hetzel- Director of Technology	Karin Shipman- Student Services Director	
Members present: Steve Riehl, Mike Moeller, Rachel Hetzel, Karin Shipman			

Topics
<p><u>PLANNING AND DEVELOPMENT COMMITTEE</u> Chair – Chris Straub Members – Brian Conroy, Steve Riehl Administrators – Michael Moeller, Karin Shipman, Rachel Hetzel</p> <p><i>Meeting started at 6:02 pm.</i></p> <p><u>Action Items</u></p> <ul style="list-style-type: none"> ● 2024-2025 Calendar (Act 80/In-Service) <i>Approve update to add Act 80 Day/Inservice in April.</i> <p>Approve Planning and Development Committee Report – Vote</p> <p><u>Informational Items</u></p> <ul style="list-style-type: none"> ● Application Status Secondary 2024-25 <i>High School programs. No significant changes for this year. Anticipate next year’s numbers March 2025.</i> ● Enrollment Status Post-Secondary 2024-25

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Adult programs.

- LCBC, Mount Joy, will be used by Mount Joy Campus
- Calvary (1051 Landis Valley Road) Lancaster, will be used by Willow Street Campus
Change in location for Certificate and Awards for Mt Joy and Willow Street Campuses.
- Medical Assistant Pre-Apprenticeship Registrations
29 students enrolled. Allows for purchase of items on their behalf.
- [Vet Tech Accreditation- Full Accreditation Status](#)
Received full accreditation. No deficiencies.
- [Bus Driver List](#)
List for approval each year.

Field Trips

Date(s)	Place	Program/Campus
11/25/24	Arlo Steel, York	Metal Fab & Precision - MJ
12/3/24	ATC, Exton	Intro Auto - WS
12/4/24	ATC, Exton	Collison - WS
12/17/24	Masonic Village, Elizabethtown	APST - WS
12/18/24	QCCI, New Holland	Cabinet Making - BT
1/8/25	Standard Group, Lititz	Digital Design - BT
3/5/25	Groff's Funeral Home, Lancaster	Nursing Assist. - WS
4/3/25	Lancaster General Hospital, Lancaster	Health Cluster - All Campuses

Topics for Next Month:

- [Review and provide feedback on Work-Based Learning Handbook](#)
- [Review and provide feedback on Follow-up and Placement Plan](#)
- [Strategic Plan updates](#)

Meeting adjourned at 6:14 pm.