

## Planning & Development Committee Meeting

Meeting Information			
<b>Meeting Date / Time:</b>	June 26, 2025 <b>6:00 - 6:30 PM</b>	<b>Location:</b>	Willow Street
<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: 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><i>Meeting started at 6:05 pm.</i></p> <p><b><u>Action Items</u></b></p> <ul style="list-style-type: none"> <li>● <a href="#">Media Services Plan</a>  <i>Required plan for accreditation. Plan coordinated by Curriculum and Technology Directors. Mr. Moeller reviewed the plan content for the committee. Ms. Wagner asked a question on materials used. Ms. Hetzel shared it was the common items shared. If all materials were listed for every individual program the plan would be extensive.</i></li>   <li>● <a href="#">Facilities and Campus Improvement Plan</a>  <i>Ms. Hetzel shared this plan looks at our buildings. Are we compliant? Are there items we need to address?</i></li> </ul>

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*Ms. Wagner asked about the aging buildings and our plan. Mr. Moeller shared we have a document that tracks the needs, but we are waiting on the feasibility study to address long-term items. (i.e. new buildings and the plan moving forward.)*

*Reviewed the Master Facilities, IT & Maintenance Plan.*

- [Technical Infrastructure Plan](#)  
*Networking and Infrastructure. Cyber security and MFA (multi-factor authentication).*
- [Health and Safety Plan](#)  
*School Safety, health care plans, standing orders per the school doctor. Health care procedures the nurses must follow based on their training. Plan review by JOC. Access of plan review by students.*
- [Educational Resource Plan](#)  
*Education resources, scope and sequence and other resources used. Ms. Hetzel reviewed two policies that address funding.*

Approve Planning and Development Committee Report – Vote

### **Informational Items**

- [Application Status Secondary 2025-26](#)
- [Enrollment Status Post-Secondary 2024-25](#)
- [Student Training Affiliation Agreement](#)  
*Agreement for Practical Nursing.*
- [Student Handbook 25-26](#)  
*Revisions from last year. Updated format.*

Field Trips

*Meeting ended at 6:30 pm.*