

Planning & Development Committee Meeting

Meeting Information			
Meeting Date / Time:	May 28, 2026 6:00 - 6:30 PM	Location:	Mount Joy
LCCTC Administrator	Mr. Mike Moeller	Purpose of meeting:	Committee Meeting
Chairman:	Steve Riehl	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			
Steve Riehl- Pequea Valley	Desiree Wagner- Cocalico	Ramon Rivera- Manheim Township	
Mike Moeller- Assistant Administrative Director	David Smith- Director, Higher and Continuing Education	Karin Shipman- Student Services Director	
Members present: Steve Riehl, Ramon Rivera, Desiree Wagner, Mike Moeller, Dave Smith, Karin Shipman			

PLANNING AND DEVELOPMENT COMMITTEE
Chair – Steve Riehl Members – Desiree Wagner, Ramon Rivera Administrators – Michael Moeller, Karin Shipman, David Smith Meeting started at 6:06 pm. <u>Action Items</u> • Adult Education Catalog <i>Mr. Moeller reviewed the changes which include dates, tuition, staffing, textbook voucher system and times. Mr. Smith shared an update on the grievance policy for the PN program to reflect policy and supervisory process. Tuition prices were approved in February</i> • Overnight Field Trip ◦ Atlanta, Georgia - SkillsUSA, Nationals = 5/30/26 - 6/6/26 Approve Planning and Development Committee Report – Vote <u>Informational Items</u> • Application Status Secondary 2026-27 - 5/26/2026 <i>Open seats continue to be filled. The new Building & Property Maintenance Program has 18 of 20 seats filled. We expect to see all seats filled in that program within the next few weeks. There was a discussion on how we are doing in filling seats from the waitlist. There is only so much that can be done with the physical space we have. There have been target events addressing low-enrolled programs. There was also discussion on the new Outreach Counselor position approved last month and how that will assist students in selecting programs that are the best fit for them.</i> • Program Report Cards 25-26

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Mr. Moeller reviewed the program report cards. The criteria include: Placement, Student Industry Certifications, Industry Accreditation, NOCTI Performance, Employment Outlook and Advisory Committee Support.

This process was started approximately 5 years ago. Teachers are aware of the program report cards. Scores for most programs have increased over time. The programs that have concerns are typically tied to student enrollment.

- [Enrollment Status Post-Secondary 2026-27](#)
- Affiliation Agreements
 - [Warwick Ambulance](#)
- [NOCTI Data](#)

Mrs. Wagner asked for clarification about the Excellence Award Brownstown will be receiving. Mr. Moeller reviewed the NOCTI scores which is what is used to determine the Excellence Award. Mrs. Wagner requested to have the Chariman write a letter of accolade to the Brownstown Campus for their achievement.

- [Bus Driver List May 2026](#)

This needs to be brought to the board twice a year for review.

Field Trips

Date(s)	Place	Program/Campus
4/29/26	A. I. Training, Quarryville	APST - WS
4/30/26	S & A Kreider, Quarryville	APST - WS
5/4/26	Penn Croft & Pine View Dairy, Lancaster	APST - WS
5/5/26	Fly on the Run, Lititz	APST - WS
5/6/26	Woerth It Hollow, Kirkwood	APST - WS
5/7/26	Fly on the Run, Lititz	Culinary - MJ
5/13/26	Cherry Hill Orchard	APST - WS
5/18/26	PennTech, Williamsport	Precision Machining - MJ
5/21/26	Bank of Bird-in-Hand, Paradise	APST - WS
5/22/26	Classic Auto Mall, Morgantown	Intro to Auto - WS