

**Franklin County Career and Technology Center
FALL OCCUPATIONAL ADVISORY COMMITTEE REPORTING FORM**

PROGRAM AREA:	CIM		
MEETING DATE:	10/16/2017	START:	6:00 PM
		ADJOURN:	7:30 PM
COMMITTEE CHAIRPERSON:	Jim Olson		
COMMITTEE MEMBERS/GUESTS ATTENDING:			
Bryan Alleman			
Jill Edmonson			
Jim Olson			
BRIEF MEETING SUMMARY			
<p>Mr. Alleman started the meeting off by thanking the members for attending. Bryan mentioned that several members emailed this afternoon that something came up and could not attend this evening. Mr. Alleman also mentioned about the OAC roster as some members listed that are no longer active and needs to be updated. Bryan is in the process of trying to make new contacts and get a new member list and roster updated. Discussion of student enrollment of 8 (FALL) 11 (SPRING) was mentioned. This is the 1st year that this program ran both semesters for some time. There was also discussion on companies providing banners and information to display in the lab and information wall in outside the lab. TE Connectivity donated a mill and comparator to the CIM program and Bryan mentioned that a key was missing to work on comparator. Jill said she would check with her maintenance and update. There was discussion of moving equipment for better visibility of lab which was discussed in a previous meeting. Bryan mentioned that this is in the process of being updated and would be followed up with. Bryan also mentioned of having air-drops updated to prevent air hose hazards. Bryan mentioned some equipment breakdowns that were in the process of being repaired. Several CNC machines needed battery replacements and was working with HAAS and High Tec to have equipment repaired. Also several DRO systems needed replaced on a lathe and a mill at a cost of about 1500.00 ea. There was discussion of equipment updates. Manual lathes need to be updated to accommodate students and industry standards and also to accomplish NIMS requirements. Mr. Alleman is in the process of purchasing a surface grinder from MSC for 13,000.00 with dust collector and DRO system. Mr. Alleman brought his own grinder in for the students to use for now. Mr. Alleman informed members that the ST CNC lathe was put into the program as an entrustment from HAAS over 2 years ago. This was only a 2 year entrustment and the machine will have to be purchased or returned to HAAS at some point. Lab review was</p>			

completed by members present and notes taken. Mr. Alleman also mentioned a possible field trip to TE and Jill is going to check on possible dates and let Mr. Alleman know for scheduling.

ADMINISTRATIVE RESPONSE:

- **Good meeting summary and great suggestions on what can be done to improve program. We need more representation at the meeting, hopefully more will come next meeting. Administratively we will try to support the program with equipment updates but will need more students enrolled to justify the expense. Recommend instructor go out into key machining businesses to gain additional support. The administration supports getting the instructor and current students out into the school districts to promote the industry and the program.**

SECRETARY/CHAIRPERSONS SIGNATURE

SECTION 1: APPROVAL OF MINUTES OF LAST MEETING

PLEASE CHECK ONE OF THE ITEMS LISTED BELOW:

- The minutes of the last meeting are approved as presented.
- The minutes of the last meeting are approved with the following changes.

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SECTION 2: REVIEW OF RECOMMENDATIONS FROM LAST MEETING

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SECTION 3: FACILITIES

FACILITIES REPORTING FORM:

	<u>Satisfactory</u>	<u>Unsatisfactory</u>
1. The room provides the most advantageous use of space available	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Room lighting is adequate for the the health and safety of the students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. The room/lab areas are clean	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Tools and equipment are arranged in an orderly and task-appropriate manner	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. The area has adequate storage facilities for permanent and consumable supplies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Emergency Cutoff (Panic) Stops/Buttons are in operating condition.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Strategic floor areas are properly lined	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Strategic floor areas are free of obstructions	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. There are adequate storage facilities for flammable and toxic materials.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. There is adequate ventilation for flammable and toxic materials	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. Fire extinguishers are visible, accessible, properly maintained and adequate in number	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12. Classroom space for instruction in related theory is adequate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13. The classroom/shop/laboratory temperature is comfortable	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- | | | |
|--|-------------------------------------|--------------------------|
| 14. The classroom/shop/laboratory is large enough for the number of students served | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 15. Persons with disabilities are accommodated in the classroom/shops/laboratory | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 16. Students have appropriate access to to equipment and supplies | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 17. As much as possible, the laboratory area mirrors the accommodations found in the workplace | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

COMMITTEE SUGGESTIONS/RECOMMENDATIONS FOR UNSATISFACTORY ITEMS:

- 1.

SECTION 4: EQUIPMENT AND SUPPLIES

A. EQUIPMENT AND SUPPLIES REPORTING FORM:

- | | <u>Satisfactory</u> | <u>Unsatisfactory</u> |
|--|-------------------------------------|-------------------------------------|
| 1. The supply of tools and equipment is adequate to implement the curriculum | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. Equipment and tools meet current industry standards and are appropriate for teaching the occupational skills for that business/industry | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3. The condition of the equipment indicates proper care and maintenance | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4. Equipment should meet OSHA safety standards with respect to guards, shields, grounding, etc | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5. Safety protection (safety glasses, shields, etc.) is provided and instruction in the proper use of them is provided | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 6. Supplies are adequate to implement program objectives | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 7. An inventory of equipment is maintained by the teacher or other staff member | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 8. A schedule for repair and replacement of equipment, tools and supplies is maintained | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 9. A security system for the use of tools, equipment and supplies is maintained | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 10. Safety Data Sheets (SDA/MSDS) are provided for each flammable, toxic or explosive material as recommended by OSHA | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

COMMITTEE SUGGESTIONS/RECOMMENDATIONS FOR UNSATISFACTORY ITEMS:

1. Manual lathes should be updated for students to accomplish NIMS credentials and safety concerns. Old lathes are not accurate, do not have DRO systems, chuck guards, or foot breaks.
2. It was recommended that CNC equipment be moved for better visibility of the lab.

B. RECOMMENDATIONS ON EQUIPMENT AND SUPPLIES

- 1.) What additional equipment is recommended to meet current industrial/occupational skill standards?
 - Surface Grinders, Update manual lathes, Replace HAAS Tool room CNC Lathes with HAAS ST lathe, Tool probe system form HAAS MINI MILL
- 2.) What equipment is recommended for replacement within the next two years?
 - Surface Grinder, Manual Lathes with DRO systems,
- 3.) What equipment is recommended for replacement within the next five years?
 - Update VF1 Mill
- 4.) Other recommendations:
 - Replace HAAS Toolroom Lathes with manual lathes and or HAAS ST Lathe. Add Probing system to CNC Mill

COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

- 1.

C. UPDATE FIVE YEAR EQUIPMENT LIST FROM DISCUSSION AND ATTACH TO THIS DOCUMENT:

SECTION 5: GENERAL DISCUSSION

LIST ITEMS FOR DISCUSSION NOT COVERED IN OTHER AREAS:

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COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

- 1.

FIVE YEAR EQUIPMENT LIST

School Year	Item #	Item Name	Justification/explanation why needed	Unit Quantity	Cost per Unit
Current 2017-18	1	Example Item – Name (Lincoln Arc Welder model 225)	Example (i.e. – accommodate increase class size, replace outdated/damaged equipment, improve instructional strategies and curriculum alignment, meet industry standards, provide more career and further educational opportunities, increase exposure to equipment and skills, improve student wage potential and marketability	3	2000
	2				
	3				
	4				
	5				
2018-19	1	Clousing Manual Lathes with DRO		3	18,000
	2	CNC Tooling Package			5000.00
	3	Probe system for Haas Mill			?
	4				
	5				
2019-20	1	Update Haas VF1		1	?
	2				
	3				
	4				
	5				

