

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

<b>PROGRAM AREA:</b>	<b>CARPENTRY</b>				
<b>MEETING DATE:</b>	10/25/2017	<b>START:</b>	5:30	<b>ADJOURN:</b>	7:00
<b>COMMITTEE CHAIRPERSON:</b>	Todd Allison				
<b>COMMITTEE MEMBERS/GUESTS ATTENDING:</b>					
Todd Allison, Clay McClure, Bill Ramsey, Steve Grove					
<b>BRIEF MEETING SUMMARY</b>					
Discussed Industry needs, equipment upgrades, Members visited LPN Building to see our students progress – were very pleased.					
<b>ADMINISTRATIVE RESPONSE:</b>					
<ul style="list-style-type: none"><li>• <b>Would like to see more committee members present. Appreciate members willingness to provide trainings. Administrative support is given for instruction in concrete finishing as long as it is included in the POS and does not blur the lines of what the BCT program offers.</b></li></ul>					

\_\_\_\_\_  
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.

•

### SECTION 2: REVIEW OF RECOMMENDATIONS FROM LAST MEETING

- Discussed renting the equipment that was suggested in the previous minutes. Instructor is going to look into an area that can be used.

### SECTION 3: FACILITIES

#### FACILITIES REPORTING FORM:

	<u>Satisfactory</u>	<u>Unsatisfactory</u>
1. The room provides the most advantageous use of space available	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>
5. The area has adequate storage facilities for permanent and consumable supplies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Panic 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 checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2. Equipment and tools meet current industry standards and are appropriate for teaching the occupational skills for that business/industry | <input checked="" type="checkbox"/> | <input 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 checked="" type="checkbox"/> | <input 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. Material Safety Data Sheets (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.

**B. RECOMMENDATIONS ON EQUIPMENT AND SUPPLIES**

- 1.) What additional equipment is recommended to meet current industrial/occupational skill standards?
  - Battery powered equipment as well as the electronic devices used are recommended. Items such as battery powered miter saw and total stations. The more expensive equipment could be rented for short terms.
- 2.) What equipment is recommended for replacement within the next two years?
  - Band saw, Drill press, Lathe
- 3.) What equipment is recommended for replacement within the next five years?
  -
- 4.) Other recommendations:
  - Bill said that DriveKore will bring in a total station and do a training on it for the students. That would be a very cost efficient method of exposure for the students.

**COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:**

1. Also recommended was increasing the training in concrete finishing. The instructor suggested creating a stone pit similar to what Penn College uses, so that the students can form and pour concrete.

**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:**

- 

**COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:**

1.

## FIVE YEAR EQUIPMENT LIST

<u>Item</u>	<u>Justification/Why is it needed?</u>	<u>QTY</u>	<u>Unit Cost</u>	<u>Total Cost</u>
<b>Current</b>				
<b>2017-18</b>				
1				
2				
3				
4				
5				
<b>2018-19</b>				
1	Powermatic Band Saw			
1	Upgrade current outdated equipment for safer units	1	\$5,000.00	
2	Powermatic Drill press			
2	Upgrade current outdated equipment for safer units	1	\$1,500.00	
3	Powermatic Lathe			
3	Upgrade current outdated equipment for safer units	1	\$7,900.00	
4				
5				
<b>2019-20</b>				
1				
2				
3				
4				
5				

