

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

PROGRAM AREA: COSMETOLOGY

MEETING DATE: 10/2/2017 **START:** 3:30 PM **ADJOURN:** 4:30 PM

COMMITTEE CHAIRPERSON: Holly Wrights

COMMITTEE MEMBERS/GUESTS ATTENDING:

Kathy Estep	Toni Poper
Kitty Stevens	America Crabill
Casey Lehman	Michele Myers
Trish Kritikos	Tammie Barrett
Michelle Burget	Krista Coldsmith
Holly Wrights	Stacie Ruppe
Kayla Killian	

BRIEF MEETING SUMMARY

Members expressed the need of quality trained Cosmetologists in our community. We discussed the five year plan as we will continue to bump up items that will be needed to replace existing chairs and stations. We also discussed Pa state board processes with the new application process being put into place.

ADMINISTRATIVE RESPONSE:

Good representation present for the meeting. Plans are in place to replace existing chairs and stations this summer to include floor renovations. Other infrastructural recommendations will be deferred to the maintenance department for consideration. The administration supports further discussion on student placement process.

Toni Ann Poper

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

- We have added additional OAC members as recommended. We expect new members to hopefully be in attendance in the spring

SECTION 3: FACILITIES

FACILITIES REPORTING FORM:

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

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

COMMITTEE SUGGESTIONS/RECOMMENDATIONS FOR UNSATISFACTORY ITEMS:

1. Committee would like to see electrical updated when new stations are installed that we can be fully functioning with a maximum of 50 students without “tripping” breakers. They would also like to see us having it contained in our room only so we can ultimately have access to it and not have to rely on our maintenance crew to always help us
2. They also recommended changing the shampoo station set up to different options which include European backwash style, movable/electronic sinks and movable/electronic shampoo chairs. They also stated our shampoo bowls need to be set at standard/industry height. Ours are currently lower.

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	X	<input type="checkbox"/>
2. Equipment and tools meet current industry standards and are appropriate for teaching the occupational skills for that business/industry	X	<input type="checkbox"/>
3. The condition of the equipment indicates proper care and maintenance	X	<input type="checkbox"/>
4. Equipment should meet OSHA safety standards with respect to guards, shields, grounding, etc	X	<input type="checkbox"/>
5. Safety protection (safety glasses, shields, etc.) is provided and instruction in the proper use of them is provided	X	<input type="checkbox"/>
6. Supplies are adequate to implement program objectives	X	<input type="checkbox"/>
7. An inventory of equipment is maintained by the teacher or other staff member	X	<input type="checkbox"/>
8. A schedule for repair and replacement of equipment, tools and supplies is maintained	X	<input type="checkbox"/>

- | | | |
|--|----------|--------------------------|
| 9. A security system for the use of tools, equipment and supplies is maintained | X | <input type="checkbox"/> |
| 10. Material Safety Data Sheets (MSDS) are provided for each flammable, toxic or explosive material as recommended by OSHA | X | <input type="checkbox"/> |

COMMITTEE SUGGESTIONS/RECOMMENDATIONS FOR UNSATISFACTORY ITEMS:

1. N/A

B. RECOMMENDATIONS ON EQUIPMENT AND SUPPLIES

- 1.) What additional equipment is recommended to meet current industrial/occupational skill standards?
 - At this point, the committee is satisfied with the equipment we have and the care and condition of it, however we did discuss the purchasing of a waxing chair. We will continue to monitor the condition of the equipment yearly.
- 2.) What equipment is recommended for replacement within the next two years?
 - Possibility of replacing hydraulic chairs and stations.
- 3.) What equipment is recommended for replacement within the next five years?
 - We discussed adding shampoo chairs and shampoo stations to the five year plan.
 - Have the current flooring replaced on the shop side and having the asbestos removed in that process. Stations cannot be replaced until the floor is since they attached to it.
- 4.) Other recommendations:
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COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

1. N/A

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:

- **The student selection/placement process**

COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

1. Committee would like to discuss the selection/placement process more in the future. They feel too much money, time and energy spent on students with no genuine interest in Cosmetology for future use.

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>
Current				
2017-18				
1 Hydraulic, styling Chairs	To replace existing	24	<u>299</u>	<u>7176</u>
2 Styling stations	To replace existing	4	<u>6550</u>	<u>26200</u>
3				
4				
5				
2018-19				
1 Shampoo Stations	To replace existing, bring to standard height, student exposure to various types available in industry	8	<u>1437</u>	<u>11496</u>
2				
3				
4				
5				