

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

PROGRAM AREA: CULINARY ARTS

MEETING DATE: 10/5/2016 **START:** 5:00pm **ADJOURN:** 6:20pm

COMMITTEE CHAIRPERSON: Ronald Berger

COMMITTEE MEMBERS/GUESTS ATTENDING:

Aaron Barrick, Mike Mahr, Ronald Berger, Roger Tappen, Mike Tosten

BRIEF MEETING SUMMARY:

The committee discussed various topics including: current industry hardships, employment expectations, Perkins budget guest speakers, curriculum, in-house embroidery possibilities, and the recent renovation. Curriculum has been refined to work more efficiently so students are able to carry their POS lists in a task-by-task structure for a more streamlined documentation process. Members were impressed with the evening meal and conveyed their satisfaction to the students working that night.

ADMINISTRATIVE RESPONSE:

The administration is pleased with the continued focused on upgrade of equipment and will continue to attempt to provide for the 5 year equipment list needs that are identified. The use of a guest speaker is applauded and the discussion on the POS upgrades is noteworthy.

Ronald Berger

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.
- N/A

SECTION 2: REVIEW OF RECOMMENDATIONS FROM LAST MEETING

- Discussions concerning curriculum and polishing the newly incorporated POS cards. Also, how to most effectively use 9th grade tours to attract new student interest.

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:

N/A.

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. N/A

B. RECOMMENDATIONS ON EQUIPMENT AND SUPPLIES

- 1.) What additional equipment is recommended to meet current industrial/occupational skill standards?
 - Committee discussed the addition of a table in the kitchen office that could be used for chocolate and sugar work.
- 2.) What equipment is recommended for replacement within the next two years?
 - 30 qt. Floor Mixer w/attachments
- 3.) What equipment is recommended for replacement within the next five years?
 - Stack Convection Ovens
- 4.) Other recommendations:
 - N/A

COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

1. Discussion was also related to the new instructor in Culinary Arts and his needs for curriculum and value added projects.

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:

- Instructors would like to evaluate what is contained in portfolio and possibly expand or modify the contents to help students with postsecondary opportunities.

COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

Guest Speaker

Discussions about our guest speaker: Trey Gilbach

He passionately presented to culinary/landscaping on the topic of: chilies

Mr. Gilbach brought a variety of chilies with unique colors, textures, and shapes for the class to learn about and taste. The students ventured into the kitchen to assist Mr. Gilbach with preparing the chilies and filled doughnuts with a sweet and spicy pepper filling.

Embroidery Machine

The group held discussions about the possibility of having a machine to do in-house embroidery to save money, as opposed to ordering from an outside source.

Ethic Cuisine

The group held a discussion about how to incorporate multiple ethnicities into our curriculum. Mr. Tosten created an "around the world" map to document which areas students researched.



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 2016-17	1				
	2				
	3				
	4				
	5				
2017-18	1				
	2				
	3				
	4				
	5				
2018-19	1 Granite Slab	Work Table for confection	1	3500.	
	2 Space Renovation	Room in lab for confection work	1	3000.	
	3 Slicing Trolley	Equipment for confection	1	1650.	
	4 Confection; Heating	Equipment for confection	1	2000.	
	5 30Qt. Mixer/Attachments	Replacement(old in disrepair)	1	9000.	