

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

PROGRAM AREA:	GRAPHIC COMMUNICATIONS				
MEETING DATE:	10/5/2017	START:	5:00 pm	ADJOURN:	7:30 pm
COMMITTEE CHAIRPERSON:	Jeremy Snider				
COMMITTEE MEMBERS/GUESTS ATTENDING:					
Bill Chenaille – Academy of Media Productions Brady Corwell – Art Sign Company Brady Forrester – Art Sign Company Jeremy Snider – Mercersburg Printing Bryan Hawbecker – Franklin Co. CareerTech					
BRIEF MEETING SUMMARY					
The Graphic Communication’s Fall OAC meeting started with dinner at 5:00 pm followed by the meeting, taking place in the Graphic Communication’s program area. We had a good meeting with several new members in attendance. Jeremy Snider, Mercersburg Printing, volunteered to be the Committee Chairperson.					
ADMINISTRATIVE RESPONSE:					
<ul style="list-style-type: none">The administration will support the programmatic need for a newer offset printing press. We appreciate the instructor’s approach related to either trading the current equipment or soliciting for a donation of equipment. We welcome new membership to our committee.					

Bryan Hawbecker (Secretary)

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

- The “old darkroom” is currently being for storage (blank shirts, screen printing materials)

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. 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 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 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 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. 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. Offset printing presses needs updated. Consider scraping the 3 we currently have and locate (donation, purchase) 1 newer offset printing press. Mr. Hawbecker has had several conversations with a representative from a company who buys and sells printing presses about the possibility of a donation of a printing press. But the right machine has not come through him as of this time.

B. RECOMMENDATIONS ON EQUIPMENT AND SUPPLIES

- 1.) What additional equipment is recommended to meet current industrial/occupational skill standards?
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- 2.) What equipment is recommended for replacement within the next two years?
 - Offset printing press
- 3.) What equipment is recommended for replacement within the next five years?
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- 4.) Other recommendations:
 - Scrap the old paper stitcher

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:

- We discussed how the students in the program area are preparing for the possibility of employment in many different areas of the graphic communications industry. And how they are learning the basics of knowledge to then be further taught how the employer completes their processes for their equipment and methods.

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				
	2				
	3				
	4				
	5				
2019-20					
	1				
	2				
	3				
	4				
	5				

