

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

PROGRAM AREA: **INFORMATION SYSTEMS TECHNOLOGY CIP CODE 11.0901 AND 15.1202**

MEETING DATE: 10/5/2017 **START:** 4:00 PM **ADJOURN:** 5:00 PM

COMMITTEE CHAIRPERSON: Josh Davis

COMMITTEE MEMBERS/GUESTS ATTENDING:

Mark Zullinger
Karen Weil Yates
Dennis Little
Carl Barton
Josh Davis
Tim Byers

Guests
Melyssa Delgado
Chad Patterson

BRIEF MEETING SUMMARY

The committee welcomed two guests. Melyssa Delgado, who is a 2016 graduate of the program currently attending HCC, was attending for member Bobby Robinson and Chad Patterson, in charge of networking and security at World Kitchens in Greencastle. The committee was pleased with the facilities and level of support from the administration. They were also happy with the replacement of research desktops with 2 in 1 laptops allowing the program to progress to being paperless. The committee was also pleased that seniors would be able to have their CompTIA IT Fundamentals exams/certifications payed for through Perkins funding. The committee struggled with the five-year equipment list eventually deciding to move the purchase of A+ computers from 2018-19 to 2019 -20 and replacing them with an additional Cisco Lab. After some discussion, the five-year equipment list was completed. Under general discussion, POS revisions were discussed and some revisions were requested. Members were also asked to further review both documents and provide any additional recommendations prior to the revision meeting on October 16th. Finally, the list of upcoming events were discussed.

ADMINISTRATIVE RESPONSE:

- **Good discussion evident on POS and curriculum revisions. Recommend equipment purchases be planned annually through General Operating Budget expenditure in consideration of spending limitations. We encourage new membership to the committee.**

Timothy D. Byers

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

- There were no recommendations from last meeting.

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. The committee is very satisfied with the condition of the facilities.
2. All light fixtures in the room now have replacement LED bulbs for energy conservation.
3. The aging HVAC system in the theory room was replaced last summer and a new thermostat was installed in the classroom improving overall comfort.

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



COMMITTEE SUGGESTIONS/RECOMMENDATIONS FOR UNSATISFACTORY ITEMS:

1. None

B. RECOMMENDATIONS ON EQUIPMENT AND SUPPLIES

- 1.) What additional equipment is recommended to meet current industrial/occupational skill standards?
 - Currently Adequate
- 2.) What equipment is recommended for replacement within the next two years?
 - New Cisco Lab
 - New monitors for research computers
 - LCD Projectors for theory room
 - A+ Computers
- 3.) What equipment is recommended for replacement within the next five years?
 - Replace Cisco Lab
 - Replace Fluke Test Equipment
 - Replace Net+ Servers
- 4.) Other recommendations:
 - Update wireless technology to reflect industry trends as money allows.

COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

1. The overall equipment is currently adequate.
2. The committee continues to be impressed with the amount of support the administration gives this program.
3. The committee was pleased with replacing research computers with 2 in 1 laptops allowing the program to become 90% paperless.
4. Committee continues to struggle with predicting equipment needs 5 years out due to the ever changing nature of IST.
5. The five year equipment list was updated to reflect the changes the committee approved at the Spring OAC meeting.

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 upcoming revision of the POS for 11.0901 was discussed.
- The current POS task list was compared with the current CompTIA Network+ objectives.
- Committee members were asked to take further review the documents and provide suggestions prior to the POS review at Penn State on 10/17/2017.
- Upcoming events:

- 11/16/17 Fall Open House 6-8:30 PM
- 11/21/17 and 3/27/18 11th Grade Mock Interviews 8 – 1 PM
- 12/5/17 and 4/23/18 NOCTI Performance Exam 7:30 – 2 PM
- 3/15/18 8th Grade Open House 5 – 7:30 PM
- 4/12/18 Perkins Meeting 5 – 6 PM
- 4/12/18 Spring OAC Meeting/Dinner 6 – 9 PM
- 5/19/18 Alumni Golf Tournament

COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

1. The committee determined the following topics from the Net+ objectives are not covered by the current POS and should be recommended for inclusion
 - Objective 1.10 Identify the basic elements of unified communication technologies.
 - Objective 1.11 Compare and contrast technologies that support cloud and virtualization
 - Objective 3.7 Summarize basic forensic concepts
 - Objective 4.8 Given a scenario, troubleshoot and resolve common WAN issues

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>	<u>Purchase Date</u>
2016-17						
	1 <u>Net+ Servers</u>	<u>Current servers in use will be 7 years old. Need to upgrade to remain current and allow instruction on the current Server Operating System.</u>	<u>20</u>	<u>\$600</u>	<u>\$12,000</u>	<u>10/16</u>
	2					
	3					
	4					
	5					
2017-18						
	1 <u>Replacement Research Computers</u>	<u>Replace research computers with 2 in 1 laptops to transition to paperless.</u>	<u>24</u>	<u>\$400</u>	<u>\$9,600</u>	<u>9/17</u>
	2					
	3					
	4					
	5					
2018-19						
	1 <u>LED Monitors</u>	<u>Current LED Monitors for Research Computers will be 5 years old and will have reached their end of life.</u>	<u>24</u>	<u>\$130</u>	<u>\$3,120</u>	
	2 <u>Cisco Lab</u>	<u>The oldest of the Cisco Lab equipment will be obsolete and require replacement to meet industry requirements.</u>	<u>1</u>	<u>\$7,000</u>	<u>\$7,000</u>	
	3					
	4					

	<u>Item</u>	<u>Justification/Why is it needed?</u>	<u>QTY</u>	<u>Unit Cost</u>	<u>Total Cost</u>	<u>Purchase Date</u>
	5					
2019-20						
	1 <u>Replacement A+ Computers</u>	<u>Will need to upgrade A+ lab computers to accommodate newest operating systems.</u>	<u>20</u>	<u>\$350</u>	<u>\$7,000</u>	
	2					
	3					
	4					
	5					
2020-21						
	1 <u>Replace LCD Projectors</u>	<u>Current LCD Projectors will have met end-of-life.</u>	<u>2</u>	<u>\$1,500</u>	<u>\$3,000</u>	
	2 <u>Fluke Internetworking Lab</u>	<u>Current equipment will have reached end-of-life</u>	<u>1</u>	<u>\$8,000</u>	<u>\$8,000</u>	
	3					
	4					
	5					