

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

PROGRAM AREA:	MECHATRONICS/ELECTROMECHANICAL				
MEETING DATE:	10/5/2017	START:	3:15 PM	ADJOURN:	5:00 PM
COMMITTEE CHAIRPERSON:	Adam Coldsmith				
COMMITTEE MEMBERS/GUESTS ATTENDING:					
Members in Attendance: Adam Coldsmith, Dwight Munson, Scott Hassler, Chris Dull, Mark Shawyer			Not In Attendance: Tim Elwood, Leonard Alleman, Matt Royer		
New Members added: Caleb Crawford of Beistle Company. His info is on the sign in sheet.					
BRIEF MEETING SUMMARY					
<ol style="list-style-type: none">1. Keep working on enrollment2. Keep working to find CO-OP possibilities3. Make sure pneumatics trainer is purchased before discontinued					
ADMINISTRATIVE RESPONSE:					
<p>We appreciate the OAC effort to find new membership on the committee. We will work with Mr. Munson on his needs for a pneumatics trainer before Lab Volt discontinues. Our goal is to make this program a 2 semester program to respond to the industry need.</p>					

Dwight E. Munson Jr.

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.
 - The date should read 4-6-2017, not 4-6-2016.

SECTION 2: REVIEW OF RECOMMENDATIONS FROM LAST MEETING

- N/A

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. 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?
 - The committee would like to see one more Lab volt pneumatics trainer purchased before lab volt discontinues the current model. This would match the existing trainers. According to Mr. Munson this may happen with in 1 to 2 years. He will stay in contact with lab volt to make sure of the time frame.
- 2.) What equipment is recommended for replacement within the next two years?
 - See above
- 3.) What equipment is recommended for replacement within the next five years?
 - See 5 year equipment list
- 4.) Other recommendations:
 - N/A

COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

1. Keep working on enrollment.

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:

- **Marketing of the program was discussed.**
- **Next Semesters enrollment numbers were given and discussed.**
- **Last years enrollment and drop out rate was discussed**
- **CO-OP was discussed**
- **New OAC membership was discussed**

COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

1. Keep working on enrollment.
2. Names of perspective OAC members were emailed to Mr. Munson. He will contact those people.

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>
2015-16						
	1 Pneumatics/hydraulic trainers	To add to the existing trainers to accommodate more students.	2	\$20,000	\$40,000	
	2					
2016-17						
	1 Hydraulics trainer	To add to the existing trainers to accommodate more students.	1	\$15,000	\$15,000	
	2 mechanical benches	To add to the existing trainers to accommodate more students.	1	\$39,000	\$39,000	
	3 Servo robot trainer	Expand and modernize CTE program	1	\$35650	\$35650 (Perkins)	
2017-18						
	1 Motor Control trainers	To have student be trained in motors, controls, sensors, and programming.	4	\$4,400	\$17,600	
	2					
2018-19						
	1 Motor Control trainers	To have student be trained in motors, controls, sensors, and programming.	4	\$4,400	\$17,600	
	2 Pnuematics Trainer	To add to the existing trainers to accommodate more students.	1	\$ 20,000	\$20,000	
2019-20						
	1 Robotics trainer/robot	To train students on robotics	3	\$25,000	\$75,000	
	2					

	<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>
2020-21						
	1 Mechanical Benches	To add to the existing trainers to accommodate more students	2	\$40,000	\$80,000	
2021-22	1 EMS trainers	To train students in the areas of inductance, capacitance, impedance, AC/DC theory and motor theory.	1	\$50,000	\$50,00	