

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

**PROGRAM AREA:**    **AUTO TECHNOLOGY**

**MEETING DATE:**    9/15/2021                      **START:**    6:00 pm                      **ADJOURN:**    8:00 pm

**COMMITTEE CHAIRPERSON:**    Ronnie

**COMMITTEE MEMBERS/GUESTS ATTENDING:**

Doug Bard  
Fred Ginglesperger  
Bill Leshner  
Seth Heckman  
Wes Hart

**BRIEF MEETING SUMMARY:**

Committee met in the shop. Committee was pleased with the new cabinets installed and the more organized shop layout. Discussed shop equipment that needs updated to meet industry standards. Also discussed upgrading the original exhaust system to current industry.

**ADMINISTRATIVE RESPONSE:**

- **Exhaust System will be added to Perkins 21-22 budget. Admin will assure that the issue with garage door thresholds will be corrected. Cannot fix in-house, vendor has provided quote and indicated that it is scheduled for repair. We appreciate the guidance on NATEF and will support ASE/OEM certification efforts. Please assure that all recommended equipment is on the 5 year plan.**

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SECRETARY 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

- Cabinets and Snap-On puller set were received and installed. Garage door thresholds are still not fixed. They are coming up and pose a safety concern and they have still not been repaired. Ticket was created last year for this.

## SECTION 3: FACILITIES

### FACILITIES REPORTING FORM:

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

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

**COMMITTEE SUGGESTIONS/RECOMMENDATIONS FOR UNSATISFACTORY ITEMS:**

1. We discussed the need to still replace the rusted-out garage door thresholds. They are separating from the concert and becoming a safety hazard. Then have not been repaired or replaced yet. Ticket was created 9-9-2020.

**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   | ✓                   |                       |
| 2. Equipment and tools meet current industry standards and are appropriate for teaching the occupational skills for that business/industry | ✓                   |                       |
| 3. The condition of the equipment indicates proper care and maintenance  | ✓                   |                       |
| 4. Equipment should meet OSHA safety standards with respect to guards, shields, grounding, etc   | ✓                   |                       |
| 5. Safety protection (safety glasses, shields, etc.) is provided and instruction in the proper use of them is provided                     | ✓                   |                       |
| 6. Supplies are adequate to implement program objectives   | ✓                   |                       |
| 7. An inventory of equipment is maintained by the teacher or other staff member  | ✓                   |                       |
| 8. A schedule for repair and replacement of equipment, tools and supplies is maintained  | ✓                   |                       |
| 9. A security system for the use of tools, equipment and supplies is maintained  | ✓                   |                       |
| 10. Safety Data Sheets (SDA/MSDS) are provided for each flammable, toxic or explosive material as recommended by OSHA                      | ✓                   |                       |

**COMMITTEE SUGGESTIONS/RECOMMENDATIONS FOR UNSATISFACTORY ITEMS:**

1.

**B. RECOMMENDATIONS ON EQUIPMENT AND SUPPLIES**

- 1.) What additional equipment is recommended to meet current industrial/occupational skill standards?
  - Committee discussed there is still a need to add a center clamp tire changer to keep up with industry standards.
- 2.) What equipment is recommended for replacement within the next two years?
  - Air Exhaust Ventilation System
- 3.) What equipment is recommended for replacement within the next five years?
  - AC recovery machine
- 4.) Other recommendations:
  - Getting an electronic repair order system so students can electronically submit repair orders and keeping up with industry

**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:**

- Discussion on ventilation system. Current system is underground. The pipes are deteriorating. Underground systems are not commonly used in industry anymore. Our local business have updated to overhead systems that are more efficient. Also discussed putting the exhaust fans up on the roof to limit the noise in the shop for better teaching.

**COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:**

1. Committee discussed the benefits of renewing our NATF accreditation. Members said that NATF does not have relevance in industry. They are looking for OEM certifications or ASE certification. Committee decided and agreed that it is not worth the time and money to renew.



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### 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> |
|-------------|--|------------|------------------|-------------------|----------------------|
| 2017-18     |  | 1          |                  |                   |                      |
| 2018-19     |  | 1          |                  |                   |                      |
| 2019-20     |  | 1          |                  |                   |                      |
| 2020-21     |  | 1          |                  |                   |                      |
| 2021-22     |  | 1          |                  |                   |                      |