

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

PROGRAM AREA: **COSMETOLOGY**

MEETING DATE: 10/4/2021 **START:** 2:45 PM **ADJOURN:** 4:15 PM

COMMITTEE CHAIRPERSON: Becky Rhone

COMMITTEE MEMBERS/GUESTS ATTENDING:

Guests present- Toni Parson, Casey Fore, Alison Cook, Michele Myers, Krista Coldsmith, Kimberly Norton, Doris Scott, Becky Rhone

BRIEF MEETING SUMMARY:

With Covid still ongoing, we were pleased with the turnout. We had a great meeting discussing the school year thus far, changes in industry, NOCTI, mock interviews, guest speakers, curriculum development and changes, equipment purchases and use of grant monies available. Our committee was pleased to know the new classroom tables will be arriving soon. They found the addition of the pull-down extension cords from the classroom ceiling to be a necessary addition and the new lighting above the manicure tables very beneficial to reduce student eye strain and to make polish colors appear more vibrant. They were also glad to see Mrs. Fore was hired as a full time instructor the program. They have a strong desire to have air purifiers implemented into our program to help with ventilation, sterilization and removing the unwanted chemical odors. They also love the addition of adult ed being incorporated into our classroom as space allows. They also appreciated all of the different safety/fire drills that are practiced throughout the school year to keep everyone as safe as possible. They were surprised at all of the different drill examples that are offered as real-life situations.

ADMINISTRATIVE RESPONSE:

- **Administration pleased with the attendance and the encouragement provided from the committee. Air purifiers are being pursued and we are also glad to have Mrs Fore added to the staff.**

Toni Ann Parson

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

- They are thrilled with the new tables being purchased from Perkins and the continuation of our virtual platform from Milady. They were also grateful to see how F&M bank was doing the scholarship program of reimbursing kit and uniform costs back to local families.

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"/>

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|--|-------------------------------------|--------------------------|
| 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. 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. n/a

B. RECOMMENDATIONS ON EQUIPMENT AND SUPPLIES

- 1.) What additional equipment is recommended to meet current industrial/occupational skill standards?
 - Continue to purchase virtual platform codes from Milady MindTap every year
- 2.) What equipment is recommended for replacement within the next two years?
 - Classroom chaire
 - Air Purifiers
 - Clipper Sets for stations
 - Manikin dryer
- 3.) What equipment is recommended for replacement within the next five years?
 - 50- Shear/razor cutting cases
 - New laptops
 - MindTap codes
- 4.) Other recommendations:
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COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

1. Continue to have adult students if the secondary #'s allow it
2. They are very pleased with the meetings, the curriculum and our willingness to always adjust our sails as we see fit in accordance with industry standards and student needs.

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:

- Adult Ed tuition rates were discussed
- Job shadowing for students

COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

1. Applauded our continued commitment to education and our students with the changing times
2. **Our need for NOCTI judges**
3. **Our need for guest speakers**
4. **They were so pleased with the appearance, organization and systems in place for our students to not only be successful cosmetologists, but also productive, contributing citizens.**

Cosmetology FCCTC - 5 Year Equipment List (OAC Approved Projections & Recommendations)

Year	Item	Justification for Need	QTY	Cost per Unit (\$)	Total Cost (\$)	Purchase Status
2019-20						
1	Laptops	To replace existing /add more	50	300	15000	
2						
2020-21 Current Year						
1	Dryer Chairs		4	500	2000	Purchased- Perkins
2						
2021-22						
1	Classroom tables	To replace existing	13	1580	20540	Purchased - Perkins
2						
2022-23						
1	Milady MindTap Program	add more codes	35	210	7350	
2	Classrooms chairs	To replace existing	50	50	2500	
3	Air Purifier for both rooms	to add new	2	500	1000	
4	clipper sets for stations	replace existing /add more	24	100	2400	
2023-24						
1	Manikin Dryer	dry student manikin heads	1	3000	3000	
2	Milady MindTap Program	add more codes	25	210	5250	
3						
2024-25						
1	Milady MindTap Program	add more codes	25	210	5250	
2	new Laptops	replace existing	50	600	30,000	
3	shear/razor cutting cases	to replace existing	50	89	4450	
Notes						

