

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

<b>PROGRAM AREA:</b>	<b>ELECTRICAL OCCUPATIONS</b>				
<b>MEETING DATE:</b>	10/7/2021	<b>START:</b>	5:30 PM	<b>ADJOURN:</b>	8:00 PM
<b>COMMITTEE CHAIRPERSON:</b>	Dale Bohn (Todd Foltz motion followed by Matthew Dennis second. Unanimous vote to approve chair)				
<b>COMMITTEE MEMBERS/GUESTS ATTENDING:</b>					
In attendance: Dwight Munson Jr., Matthew Dennis, Todd Foltz, Tyler Ames, Dale Bohn, Robert Wolff, Mark Semler.			Not in attendance: Erick Myers, Ken Haines, Rich Conner, William Mellors, Chris Raugh, Brian Weibley, Joel Oylar, Tim Zimmerman, Shane Hershey, Shannon Yates		
New member added: Aubrey Burkholder			2 Members removed: Ken Haines & William Mellors		
<b>BRIEF MEETING SUMMARY:</b>					
<ol style="list-style-type: none"><li>1. NOCTI judging</li><li>2. Mock interviews discussed</li><li>3. 5 year EQ list</li><li>4. Task list was reviewed</li><li>5. Added and removed members</li></ol>					
<b>ADMINISTRATIVE RESPONSE:</b>					
<ul style="list-style-type: none"><li>• Good attendance for meeting and good maintenance of attendance where members are not present. Additional mention regarding the instructor's contribution to adult industrial maintenance program curriculum.</li></ul>					

Dwight Munson Jr.

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.

- Tyler Ames motion followed by Todd Foltz second. Unanimous vote to approve.

**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. 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. Mr. Munson updated the members about the new motor control carts that were purchased for updating the trainers.

**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?
  - No recommendations at this time
- 2.) What equipment is recommended for replacement within the next two years?
  - Some impact drills and drills will be added to start taking the older models out of service due to breakage.
- 3.) What equipment is recommended for replacement within the next five years?
  - \*See 5 year list.
- 4.) Other recommendations:
  -

**COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:**

1. N/A

**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 members discussed the items listed on the agenda.
- Virtual mock interviews were discussed, and members volunteered to come and interview electrical students.
- NOCTI judging was discussed, and members will be checking schedules to come in and judge.
- The new POS task list was discussed and how students are graded in guides4learning.
- Questions were asked about student jobs/tasks. Conversation about how many different jobs/tasks students do before they go out on CO-OP/graduate.
  - A new member was added (Aubrey Burkholder) and 2 were removed. Willaim Mellors asked to be removed and Ken Haines has not been to a meeting in a few years.

**COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:**

1.

