

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

PROGRAM AREA:	ENGINEERING TECHNOLOGY				
MEETING DATE:	10/5/2021	START:	4:00 pm	ADJOURN:	5:45
COMMITTEE CHAIRPERSON:	Loren Myers				
COMMITTEE MEMBERS/GUESTS ATTENDING:					
Loren Myers – Loudon Industries Megan Baker – Program Instructor Michael Graham – Volvo Construction (attended online) Joshua Brown- JB Technical Solutions Joseph Miller- Martin and Martin Inc.					
BRIEF MEETING SUMMARY:					
Committee is pleased to see the student enrollment numbers have increased in Engineering Tech but find that this increase presents several facility features as unsatisfactory moving forward and recommend that modifications be made to improve health and safety of students. These include addition of ceiling electrical drops in shop and classroom areas, “old classroom” area modifications or demolition, and replacement of all work station furniture. Discussion held if these modifications apply under the ARP ESSER grants because they will allow for more flexible placement and spacing of student work areas. Full explanation of modifications available in the Unsatisfactory Committee Recommendation section of this report. Committee discussed that there is a local need for employees in engineering careers.					
ADMINISTRATIVE RESPONSE:					
<ul style="list-style-type: none">• Administration discussed changes to program area. Number of drops needed to secure a quote. Old classroom can be torn down over the summer. Furniture should be put into the 5 year equipment list and can be purchased through Perkins over a two year period. No items listed on 5 year equipment plan provided.					

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

- Create connection with Shippensburg University Engineering staff

SECTION 3: FACILITIES

FACILITIES REPORTING FORM:

	<u>Satisfactory</u>	<u>Unsatisfactory</u>
1. The room provides the most advantageous use of space available	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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 type="checkbox"/> | <input checked="" type="checkbox"/> |

COMMITTEE SUGGESTIONS/RECOMMENDATIONS FOR UNSATISFACTORY ITEMS:

1. Add Electrical drops - Due to Covid social distancing guidelines, addition of equipment, and introduction of laptops there are not enough wall outlets in needed positions to advantageously use the space and clear away obstructions from cords. We recommend addition of many electric drops from ceiling in shop and classroom to get rid of all the electric cables along floor to power each student work station and equipment location. This would allow student work stations to be separated for social distancing. Explore if this is ARP ESSER grant applicable.
2. Modifications to “old classroom”-Due to Covid social distancing guidelines, addition of equipment, and increase in student numbers, it is recommended to partially demolish or open up the former classroom area by removing tops of the walls, the windows, and ceiling to be able to safely and more advantageously use the space. Leaving it with a low wall was suggested to decrease removal cost. This would allow student work stations to be separated for social distancing. Explore if this is ARP ESSER grant applicable.
3. Addition and replacement of work stations and furniture- To improve health, safety and Covid student distancing as well as mirror the accommodations found in the workplace, we recommend purchase of 28 matching wood top, adjustable height work stations with locking casters to be used in place of 8 pieces of “old office furniture”, 12 existing student stations and an additional 8 new stations to allow for one student per work station instead of two students per station currently. If the budget does not allow for full set of replacements, we recommend purchasing 16 work stations to replace the 8 pieces of “old office furniture” and an additional 8 new stations to allow for one student per work station instead of two students currently. Explore if this is ARP ESSER grant applicable.

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"/> |

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|--|-------------------------------------|--------------------------|
| 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.

B. RECOMMENDATIONS ON EQUIPMENT AND SUPPLIES

1.) What additional equipment is recommended to meet current industrial/occupational skill standards?

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2.) What equipment is recommended for replacement within the next two years?

- Vex Robotics Controller Cortexs, motors, and sensors
- Fluid Power Learning Station
- Wood top work stations

3.) What equipment is recommended for replacement within the next five years?

- 3 axis tabletop CNC Mill
- Large format printer
- Industrial robot arm, table top size

4.) Other recommendations:

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COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

1. Committee supports the 5 year equipment listing.
2. Committee recognizes that the equipment on the list is selected based on PLTW's curriculum design. The existing equipment is original to that implementation roughly 10 years ago and should be updated as such. It will need to be replaced in coordination with the curriculum updates happening over the next 2- 3 years.

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:

- **Laser Station installed and training was held**

COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

1. Josh Brown shared that he is experienced with laser cutting and available as a technical resource.
2. Joseph Miller suggested program students learn some basic 2D drawing experience in AutoCad software. This would support students interested in a taste of Civil Engineering/Architecture. Would be a skill in addition to the manufacturing track layed out in the POS Task list. Josh Brown agreed that this would be useful in the manufacturing realm as well. Can be connected to creating flat patterns in AutoCAD for use with the Laser cutter.



Franklin County Career and Technology Center
2463 Loop Road
Chambersburg, PA 17202
franklinctc.com
ph 717.263.9033
fax 717.263.6568
info@franklinctc.com

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			