

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

**PROGRAM AREA:** GRAPHIC COMMUNICATIONS

**MEETING DATE:** 10/5/2021      **START:** 6:00pm      **ADJOURN:** 7:35pm

**COMMITTEE CHAIRPERSON:** Brady Forrester

**COMMITTEE MEMBERS/GUESTS ATTENDING:**

Brady Forrester – Art Sign Company (Chambersburg, PA)  
Nick Forsyth – CopyQuik (Hagerstown, MD)  
Jay Sensenig – FastSigns (Greencastle, PA)  
Audra Martenot – Hagerstown Community College  
(Hagerstown, MD)  
Kathy Estep – Franklin Co. CTC – Workforce Development  
Bryan Hawbecker – Franklin Co. CTC - Instructor

**BRIEF MEETING SUMMARY:**

I was happy to have better attendance for this meeting than recent meetings. We started the meeting with a program tour to update our new and previous members on the changes we have made to the program over the last several years. We discussed the correlation to our learning facilities to their working facilities. Ms. Martenot explained how her college classroom is set up and the differences to our CTC program. We talked about the equipment we have in the program and what we need to be doing for the future. This included the flatbed plotter/cutter and that we need to re-research the equipment needs for this device before we purchase. Our paper cutter needs to be replaced soon. We discussed other student opportunities that we have participated in this semester: Live Presentation by Deborah Corn, print enthusiast; Certified Tourism Ambassador training and certification for customer service; "Print is Everything" marking promotional media. It was the best meeting we have had in years.

**ADMINISTRATIVE RESPONSE:**

- **Administration is very pleased with the OAC attendance and participation of this program. Equipment updates are encouraged and need added to the 5 year equipment list.**

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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.
  - The minutes from the spring meeting were briefly reviewed and discussed.

## SECTION 2: REVIEW OF RECOMMENDATIONS FROM LAST MEETING

- We discussed the student's choice of participation in the Co-op program.

## 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. \*\* Spring semester – Visually Impaired student – use of very large screen monitor

**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. None

**B. RECOMMENDATIONS ON EQUIPMENT AND SUPPLIES**

- 1.) What additional equipment is recommended to meet current industrial/occupational skill standards?
  - Cutting plotter/Flatbed cutter
- 2.) What equipment is recommended for replacement within the next two years?
  - Cutting plotter/Flatbed cutter
  - Paper Cutter
- 3.) What equipment is recommended for replacement within the next five years?
  - Wide Format vinyl printer/cutter
- 4.) Other recommendations:
  -

**COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:**

1. It was recommended by members to change the specifications of the flatbed cutter to a heavier-duty machine that will cut other materials than we previously discussed (ie: coroplast, cometex, alluminum, acrylic) with a drill bit.

**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:**

- Purchased “Print is Everywhere” marketing / promotional materials (to be given to sending school guidance counselors and for open house nights)
- Live Presentation from Deborah Corn from [printmediacentr.com](http://printmediacentr.com) (August 24, 2021)
- Students completed the Certified Tourism Ambassador training / certification through the Franklin County Visitor’s Bureau (September 29, 2021)

**COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:**

1. Add OSHA Training opportunities (ladder safety, Lock out/Tag out) – suggested to check out the 10 hour course through CareerSafe
2. Suggested possibility of using another sign shop software (ex: Flexi, or Production Manager)
3. Students need to be learning more communications skills.



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