

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

PROGRAM AREA:	HVAC				
MEETING DATE:	9/21/2021	START:	6:00 PM	ADJOURN:	8:00 PM
COMMITTEE CHAIRPERSON:	Ryan Shipp	Heating, Ventilation and Air Conditioning		CIP# 47.0201	
COMMITTEE MEMBERS/GUESTS ATTENDING:					
Ryan Shipp		Mike Plum			
William English		Johnathan Earhart			
Jackie Martin		Brooks Whitson			
Seth Lanhardt		Tim Stinger			
Jason Wadel		Ken Boxler			
BRIEF MEETING SUMMARY					
<p>Meeting was focused on the effects on the student training due to the COVID. Going from the A/B schedule from last year to this year's schedule was a positive. Continued shut downs of the program due to COVID will continue to hamper student learning. Revised the five year equipment plan. Committee worked through suggestions on what would be the best use of the plan for student training. Members expressed concern to the fact that they are finding it hard to find qualified workers in the HVAC trade area. In spite of our COVID Schedule, employers are still willing to take graduates for the program who are willing to continue their training.</p>					
ADMINISTRATIVE RESPONSE: This program was very effective in adapting to the changes in instructional delivery that resulted due to the COVID pandemic. Instructor maintained good connection with students delivering quality instruction. Use of on-line resources and technology moving forward will serve to enhance instruction. School is still in need of an adult HVAC Instructor and asks for the OAC's help in finding someone.					

Ryan Shipp

SECRETARY/CHAIRPERSONS 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.
 - No Changes

SECTION 2: REVIEW OF RECOMMENDATIONS FROM LAST MEETING

- Committee read through the administrations comments from last meeting and appreciates the support that the school has for the OAC committees and their recommendations.

SECTION 3: FACILITIES

FACILITIES REPORTING FORM:

	<u>Satisfactory</u>	<u>Unsatisfactory</u>
1. The room provides the most advantageous use of space available	x	<input type="checkbox"/>
2. Room lighting is adequate for the the health and safety of the students.	x	<input type="checkbox"/>
3. The room/lab areas are clean	x	<input type="checkbox"/>
4. Tools and equipment are arranged in an orderly and task-appropriate manner	x	<input type="checkbox"/>

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| 5. The area has adequate storage facilities for permanent and consumable supplies | x | <input type="checkbox"/> |
| 6. Panic buttons are in operating condition. | x | <input type="checkbox"/> |
| 7. Strategic floor areas are properly lined | x | <input type="checkbox"/> |
| 8. Strategic floor areas are free of obstructions | x | <input type="checkbox"/> |
| 9. There are adequate storage facilities for flammable and toxic materials. | x | <input type="checkbox"/> |
| 10. There is adequate ventilation for flammable and toxic materials | x | <input type="checkbox"/> |
| 11. Fire extinguishers are visible, accessible, properly maintained and adequate in number | x | <input type="checkbox"/> |
| 12. Classroom space for instruction in related theory is adequate. | x | <input type="checkbox"/> |
| 13. The classroom/shop/laboratory temperature is comfortable | x | <input type="checkbox"/> |
| 14. The classroom/shop/laboratory is large enough for the number of students served | x | <input type="checkbox"/> |
| 15. Persons with disabilities are accommodated in the classroom/shops/laboratory | x | <input type="checkbox"/> |
| 16. Students have appropriate access to to equipment and supplies | x | <input type="checkbox"/> |
| 17. As much as possible, the laboratory area mirrors the accommodations found in the workplace | x | <input type="checkbox"/> |

COMMITTEE SUGGESTIONS/RECOMMENDATIONS FOR UNSATISFACTORY ITEMS:

1. Facility in good shape and aligned towards student training. No recommendations at this time.

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

COMMITTEE SUGGESTIONS/RECOMMENDATIONS FOR UNSATISFACTORY ITEMS:

1. None at this time.

B. RECOMMENDATIONS ON EQUIPMENT AND SUPPLIES

- 1.) What additional equipment is recommended to meet current industrial/occupational skill standards?
 - Committee recommends following the 5 year equipment plan for the replacement and upgrade of the shops equipment.
- 2.) What equipment is recommended for replacement within the next two years?
 - Some of the shops testing tools, such as the recovery machines, vacuum pumps, and testing meters should be replaced in the near future as budget allows.
- 3.) What equipment is recommended for replacement within the next five years?
 - See five year equipment plan.
- 4.) Other recommendations:
 - Continue to work with the Maintenance staff at the school in order for the students to receive Preventative Maintenance skills for light commercial units.

COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

1. No additional recommendations at this time.

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:

- **Committee** members were pleased to see that the HVAC students are involved in installing the new walk-in cooler for Land and Hort and the ventilation for the Adult Welding Program.

COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

1. Discussion was made on the ARP ESSER Grant. Committee members are in agreement on the following items.

Air disinfecting device. The device is portable and placed in the classroom. As the fan runs, it deactivates harmful microorganisms on contact. These include mold, bacteria, VOC's, and viruses (influenza and SARS-CoV-2).

Bottle fill water Fountain.

65 " Smart TV monitor to be used in shop area. This will be used as a second classroom to alleviate overcrowding in main classroom to keep social distancing.

They feel that these items will enhance air quality in the shop and sanitation issues at the water fountain.

Also the monitor will provide an extension of the classroom to improve social distancing