

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

PROGRAM AREA:	VETERINARY ASSISTING				
MEETING DATE:	9/16/2021	START:	7:00pm	ADJOURN:	7:45pm
COMMITTEE CHAIRPERSON:	Connie Woody				
COMMITTEE MEMBERS/GUESTS ATTENDING:	Stephanie Barrick, LVT; WVC Lisa Cook, LVT & instructor Connie Woody, exec at CVAS Shaina Ferguson, Two Top Farm Tina Roles, LVT; Wilson College D Kolish; manager at CVAS				
BRIEF MEETING SUMMARY:	Members met virtually for this meeting due to Covid. Important topics included: trying to articulate with Wilson College, brainstorming ideas for getting surgery experience for seniors, current co-op opportunities and working with Good Dog, and increase in number of dog grooming days. Equipment and supplies are satisfactory; no items were placed on the 5 year list, and the only ideas we had were a virtual cat dissection as well as a better teaching stethoscope. The FFA team's state victory was announced, and donations made to the FFA chapter were recognized. Members also came up with ideas for additional members to add to the committee. Lastly, dates, ARP funds, and Covid measures were discussed.				
ADMINISTRATIVE RESPONSE:	Very proud of student success with FFA competition. Administration agrees that articulation with Wilson College is appropriate and will assist in any way possible. Hopeful that CVAS can once again accommodate students for surgeries.				

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.
 - No changes needed.

SECTION 2: REVIEW OF RECOMMENDATIONS FROM LAST MEETING

- Tina will speak with MaryBeth at Wilson to try and get an update for us articulating with Wilson's Vet Tech program.
- Seniors who went to shadow Franklin Vet's surgeries last semester had a wonderful experience on Wednesdays.
- Perkins funding was used to purchase an autoclave and one centrifuge. The business manager, Neil Rotz, will determine how we can see about bidding our current autoclave out to hopefully somewhere like CVAS.

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. All found to be satisfactory.

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



COMMITTEE SUGGESTIONS/RECOMMENDATIONS FOR UNSATISFACTORY ITEMS:

1. All found to be satisfactory.

B. RECOMMENDATIONS ON EQUIPMENT AND SUPPLIES

- 1.) What additional equipment is recommended to meet current industrial/occupational skill standards?
 - None needed.
- 2.) What equipment is recommended for replacement within the next two years?
 - None.
- 3.) What equipment is recommended for replacement within the next five years?
 - None.
- 4.) Other recommendations:
 -

COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

- Only thoughts for supplies/ equipment could be a better double-headed teaching stethoscope, and a virtual 3-D dissection software of cat. Lisa will look into these options.

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:

- Discuss lack of practice in an actual surgery site since CVAS isn't able to have us for their spay/neuter clinics due to COVID. Connie is going to speak with employees about allowing one masked, vaccinated student to come on Wednesdays. Other options include those on Co-Op sites where surgeries are performed (ex: Franklin Vet and Lincoln Way have co-op students this semester). Also, shadowing at other clinics.
- Discussed HBCTE/ masking policies.
- Discussed where seniors are on Co-Op (Franklin Vet, Bark Central, Lincoln Way) and new opportunity with Good Dog in Greencastle- bringing in dogs that are in training to become therapy dogs, coming in as guest speakers, and also serve as co-op site for those interested.
- Discussed the addition of Wednesdays to our grooming schedule (in addition to Fridays).
- Went over upcoming dates on calendar, and looked over ARP ESSR fund- Tina thought a good idea for that funding could be scholarships for students in need, financially.
- Discussed ideas for new OAC members to join committee: Taylor Kump from WVC, Gabby Wagaman from CVAS, Erin Laughlin from Greencastle, etc.
- Lastly, discussed FFA. Team won first place in the state virtual competition. They competed virtually at national level but were not in the top half to advance to the October in person event. Also, a note about FFA- Franklin Vet Associates made a donation to our FFA fund through the vet

supply company Zoetis. Also, The Franknin County FFA donated to our FFA chapter for winning states.

COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

1.



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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			