

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

<b>PROGRAM AREA:</b>	<b>BCT</b>				
<b>MEETING DATE:</b>	9/22/2023	<b>START:</b>	6PM	<b>ADJOURN:</b>	9PM
<b>COMMITTEE CHAIRPERSON:</b>	Todd Rock				
<b>COMMITTEE MEMBERS/GUESTS ATTENDING:</b>					
Todd Rock, Richard Mickey, Jeremy Fogelsonger , Brandon Lehman, Grant Corwell, Nick Gleason, Jamie Reed, Eric Wagaman					
<b>BRIEF MEETING SUMMARY:</b>					
Minutes of last meeting were approved, facilities, equipment and supply reporting forms were approved. The OAC is please with the work being completed by the BCT students and fully supports and will stand behind Mr. Wagaman and the needs of the BCT program.					
<b>ADMINISTRATIVE RESPONSE:</b>					
<ul style="list-style-type: none"> <li>• Admin is appreciative of the Committee’s continued support and involvement in the program.</li> <li>• We are also extremely pleased to see the live work Mr. Wagaman does with his students on the school campus and in the community. Students gain lots of industry experience doing these community based projects with Mr. Wagaman and our community members.</li> <li>• Admin encourages Mr. Wagaman and OAC to add equipment recommendations and needs to the 5 year equipment list. Equipment and tools recommended by OAC that enriches the program and provides students with industry trend level instruction can be considered for purchase through Perkins funding and/or other equipment grants. We would like to insure that all of our programs and students are current with industry grade equipment.</li> </ul>					

Todd Rock

**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.

•

**SECTION 2: REVIEW OF RECOMMENDATIONS FROM LAST MEETING**

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**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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>            | <input checked="" 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 type="checkbox"/>            | <input checked="" 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.

**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.

**B. RECOMMENDATIONS ON EQUIPMENT AND SUPPLIES**

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

- None at this time

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

- None at this time

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

- 

4.) Other recommendations:

- 

**COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:**

1.

**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:**

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**COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:**

1.

