

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

<b>PROGRAM AREA:</b>	<b>COSMETOLOGY</b>		
<b>MEETING DATE:</b>	10/5/2023	<b>START:</b>	2:45 PM
		<b>ADJOURN:</b>	4:15 PM
<b>COMMITTEE CHAIRPERSON:</b>	Bethany Arnsparger		
<b>COMMITTEE MEMBERS/GUESTS ATTENDING:</b>			
<p>Guests present- Toni Parson, Casey Fore, Alison Cook, ,            Krista Coldsmith, Kimberly Norton, Doris Scott, Bethany            Arnsparger, Autumn Mills, Mariah Mazzarella, Laiken            Werner, Shannon Widmark, Katie Statler, Jessica Geisel,            Karen Hann, Cleopatra Kritikos</p>			
<b>BRIEF MEETING SUMMARY:</b>			
<p>We were pleased with the turnout from our wonderful group. We had a great meeting discussing the school year thus far, changes in industry, NOCTI, mock interviews, guest speakers, curriculum changes, equipment purchases and use of grant monies available. Our committee was pleased with the space, but suggested a few changes from the flooring on the salon side with adding luxury vinyl planks and new Ipad pro's for the timeclocks. They were full of ideas with new opportunities for the students and fully support shadowing days, unpaid internships, and cooperative education students. They also love the opportunity we provide for adult ed being incorporated into our classroom as space allows. They were thrilled to hear that Cosmetology had the most applications building wide going into this school year and excited for the potential of incoming students this year. The application numbers didn't surprise them with knowing how the program is run and the work, time, and energy that goes into it daily.</p>			
<b>ADMINISTRATIVE RESPONSE:</b>			
<ul style="list-style-type: none"> <li>• Admin is also very pleased with the application numbers and overall success of the Cosmetology program. Mrs. Parson and Mrs. Fore run an exceptional program with unlimited opportunities for students.</li> <li>• Recommendations for equipment and online Milady software can be added to the 5-year equipment list to be considered through Perkins funding and/or other equipment grants.</li> <li>• The recommendation for updated flooring that will require less maintenance in the salon area is also a topic to discuss with Mr. Daughenbaugh. This may be a positive change for the maintenance team. Mr. Daughenbaugh should be included in discussions about costs, timing and installation if this is something the team agrees to.</li> </ul>			

Toni Ann Parson

---

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.

•

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

- They are thrilled with the new manikin dryer being purchased from Perkins and the continuation of our virtual platform from Milady/CIMA and also new classroom laptops as part of the rotation. They were also grateful to see how F&M bank was doing the scholarship program of reimbursing kit and uniform costs back to local families.

### 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. n/a

**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. n/a

**B. RECOMMENDATIONS ON EQUIPMENT AND SUPPLIES**

- 1.) What additional equipment is recommended to meet current industrial/occupational skill standards?
  - Continue to purchase virtual platform codes from Milady/CIMA every year
- 2.) What equipment is recommended for replacement within the next two years?
  - Replace salon flooring with luxury vinyl tile planks that require no wax, matte finish for easier care, clean up and maintenance free like in the salons. Current flooring requires too much work to maintain and shows wear/tear and traffic. Waxing the flooring has also created other issues with equipment damage and wax residue.
  - New ipad pro's for time clocks. Current ones are cracked. Ipads function much better than laptops for many reasons in this capacity. Teachers have less down time on the timeclock with ipads being used. Pro size is necessary for easier reading of the clock for the students.
  - Shear/razor cutting cases
- 3.) What equipment is recommended for replacement within the next five years?
  - Better kit storage
  - Manicure Tables
  - Manicure Chairs
  - Clinic/Receptionist desk and chair
  - Milady/CIMA codes
- 4.) Other recommendations:
  - n/a

**COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:**

1. Continue to have adult students if the secondary #'s allow it
2. They are very pleased with the meetings, the curriculum and our willingness to always adjust our sails as we see fit in accordance with industry standards and student needs.

**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:**

- Adult Ed tuition rates were discussed
- Job shadowing for students

**COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:**

1. Applauded our continued commitment to education and our students with the changing times
2. **Our need for guest speakers**

3. **Our need for NOCTI judges**
4. **They were so pleased with the appearance, organization and systems in place for our students to not only be successful cosmetologists, but also productive, contributing citizens.**

**Cosmetology FCCTC - 5 Year Equipment List (OAC Approved Projections & Recommendations)**

Year	Item	Justification for Need	QTY	Cost per Unit (\$)	Total Cost (\$)	Purchase Status
<b>2022-23</b>						
1	Milady MindTap Program	add more codes	35	299	10465	n/a-no grant \$\$ avail.
2	Air Purifiers	to add new	2	500	1000	purchased-geer grant
3	clipper sets for stations	replace existing/add new	24	70	1680	purchased-shop fund
<b>2023-24 (Current Year)</b>						
1	Milady CIMA 1 & 2 codes	purchase new platform	50	280	14000	purchased- perkins
2	Milady CIMA lv 3 codes	purchase new platform	20	32	640	purchased- perkins
3	Manikin Dryer	to replace existing	1	2749	2749	purchased- perkins
4	new laptops	replace existing	50	600	30000	IT dept purchased
<b>2024-25</b>						
1	shear/razor cutting cases	to replace existing	55	175	9625	
2	Milady CIMA 1 & 2 codes	add more codes	80	240	19200	
3	Milady CIMA lv 3 codes	add more codes	20	32	640	
4	replace salon flooring	replace existing/add new	1	16000	16000	
5	replace ipad timeclocks	replace existing/add new	2	1100	2200	
<b>2025-26</b>						
1	Milady CIMA 1 & 2 codes	add more codes	40	240	9600	
2	Milady CIMA lv 3 codes	add more codes	20	32	640	
3	Kit Storage	replace existing/add new	4	1000	4000	
4	Clinic/Reception Desk	replace existing/add new	1	2500	2500	
<b>2026-27</b>						
1	Milady CIMA 1 & 2 codes	add more codes	40	240	9600	
2	Milady CIMA lv 3 codes	add more codes	20	32	640	
3	Manicure Tables	to replace existing	8	400	2000	
4	Manicure Chairs	to replace existing	8	125	800	
<b>Notes</b>						

