

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

PROGRAM AREA: **CULINARY ARTS**

MEETING DATE: 9/22/2022 **START:** 4:45 **ADJOURN:** 5:55

COMMITTEE CHAIRPERSON: Sarahjane Lopez

COMMITTEE MEMBERS/GUESTS ATTENDING:

Mike Tosten, Aaron Barrick, Sherry Matin, Sarahjane Lopez, Larry Rubeck, Roger Tappen, Ryan Robinson

BRIEF MEETING SUMMARY:

Items of discussion included: Superb enrollment numbers, showcased new CCTV system, 5-year equipment list and received support for a replacement reach-in refrigerator, reviewed modifications to Program of Study engagement, selected judges for NOCTI testing and volunteers for Mock interviews. General discussions were held about the impacts of inflation on the industry - suggestions were made to utilize US FOODS as our distributor to save on costs.

ADMINISTRATIVE RESPONSE:

- **Admin is pleased with the program enrollment and success in the program. We appreciate the continuous support of the OAC members. This is a strong program with a great deal of student and school pride.**

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.

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SECTION 2: REVIEW OF RECOMMENDATIONS FROM LAST MEETING

- Minutes were reviewed and new members toured the program area while existing members evaluated the ovens and CCTV system that was recently purchased.

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"/>

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|--|-------------------------------------|--------------------------|
| 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. None currently

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. As discussed, the garage storage area is a work in progress. After the last major storm, there was an abundance of water that leaked through the roof and ran down the side of the inside of the prock wall. Corrective action has been made and the sealing process is under way.

B. RECOMMENDATIONS ON EQUIPMENT AND SUPPLIES

- 1.) What additional equipment is recommended to meet current industrial/occupational skill standards?
 - Replacement of reach-in refrigerator in kitchen.
- 2.) What equipment is recommended for replacement within the next two years?
 - Additional tabletop mixers to accommodate class size.
- 3.) What equipment is recommended for replacement within the next five years?
 - Replace proofer in the bakeshop due to reoccurring temperature and humidity issues affecting the quality of products and student learning.
- 4.) Other recommendations:
 - None currently.

COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

- Chefs are alert to keep equipment in good repair. Issues are quickly dealt with – students conduct a weekly safety and sanitation walkthrough and report anything to instructors.

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:

- Asked Waffle House representative Sherry Martin for a sponsorship – YES.
- Sherry Martin, Eric Monn, and Sarahjane Lopez volunteered for mock interviews on 10/27.
- Ryan Robinson, Eric Monn, and Sarahjane Lopez volunteered for NOCTI exam on 12/13.

COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

1. No additional recommendations at this time.

