

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

PROGRAM AREA:	CULINARY ARTS				
MEETING DATE:	9/28/2023	START:	5:15	ADJOURN:	6:25
COMMITTEE CHAIRPERSON:	Ryan Robinson				
COMMITTEE MEMBERS/GUESTS ATTENDING:					
Mike Tosten, Aaron Barrick, Christine Mayer, Brenda Sciamanna, Ryan Robinson, Anne Marie, Eric Hollinshead, Kiara Tu					
BRIEF MEETING SUMMARY:					
Discussions involved: Reviewing equipment upgrades recently purchased and what Culinary would like to purchase next year. Welcomed new members from Annie's and facility tour. CO-OP opportunities regarding in house job offers through Career Track. Current industry news and events regarding various restaurants. General conversation concluding meeting with comments on food and students participation with OAC.					
ADMINISTRATIVE RESPONSE:					
<ul style="list-style-type: none"> • Administration is interested in further developing the idea of an in-house co-op for Culinary Arts students. This would be an interesting pilot for this program. • The equipment recommendations from the committee can be added to the 5-year equipment list for consideration through Perkins funding and/or other equipment grants. • Welcome to the new members of the OAC from Annie's ! 					

X

Secretary/Chairperson's 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

- Committee are pleased to see that our garage area has continued to be furnished with adequate lighting and AC/Heating.

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. Facility has passed most recent retail food facility inspection report on 9/12/2023.

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. MSDS sheets have been digitally updated.

B. RECOMMENDATIONS ON EQUIPMENT AND SUPPLIES

- 1.) What additional equipment is recommended to meet current industrial/occupational skill standards?
 - Garbage disposal replacement is necessary for Warewashing. Already purchased, pending installation.
- 2.) What equipment is recommended for replacement within the next two years?
 - Proofer in the bakeshop is not functioning – even after various attempts of repair both in house and out.
- 3.) What equipment is recommended for replacement within the next five years?
 - 8 quart mixers for bakeshop to replace older units.
- 4.) Other recommendations:
 - Suggestion to upgrade scales to get a 'heavier duty' unit similar to other commercial production environments.

COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

1. After reviewing what the chefs would like to purchase, we agree that the listed items are ideal for the Culinary Department in order to teach the students how to cook and bake with up to date equipment.

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:

- In house Co-Op agreement discussed sounds like a great opportunity for level 3 students that have completed their Program of Study and would like to further develop their skills.

COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

1. We recommend to move forward with exploring the possibility of in house co-op, and to seek any potential budget addition to add this component to Culinary Arts.

