

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

PROGRAM AREA:	GRAPHIC COMMUNICATIONS				
MEETING DATE:	9/29/2022	START:	6:30pm	ADJOURN:	8:15pm
COMMITTEE CHAIRPERSON:	Nick Forsyth				
COMMITTEE MEMBERS/GUESTS ATTENDING:					
Members:					
Nick Forsyth					
– CopyQuik – Hagerstown, MD					
Audra Haddock-Martenot					
– Hagerstown Community College –					
Hagerstown, MD *Phone call					
Bill Chenaille					
– Academy for Media Production –					
McSherrystown, PA					
Bryan Hawbecker – Franklin Co CTC					
Visitors:					
Amy Eckenrode					
– Creative Engraving & Apparel					
– Shippensburg, PA *Phone call					
Mike Beatty					
– Graphcomm					
– Gettysburg, PA					
BRIEF MEETING SUMMARY:					
ADMINISTRATIVE RESPONSE:					
<ul style="list-style-type: none">• The OAC support and involvement are greatly appreciated. Administration appreciates the facility/safety and equipment recommendations. We are very proud of Mr. Hawbecker’s willingness to make changes to					

the program and lab area to mimick industry. Mr. Hawbecker is a valued teacher leader amongst his FCCTC colleagues. Administration encourages Mr. Hawbecker to explore CTE leadership roles to continue to grow FCCTC.

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

- The meeting summary from the Spring 2022 meeting were read and discussed.
- The information concerning the purchase of a flat-bed cutter were finalized with this piece of equipment being the best option for our educational environment.

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 type="checkbox"/>	<input checked="" 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. Client Services counter has been moved and floor graphic Safety Line needs moved up to new counter location.
2. Mini-splilts (air conditioning and heat) were installed in Collaboratory area and Sign Shop in May 2022.
3. Discussed how we have adapted the areas of the program that we can for a visually impaired student that attends in the Spring semester.

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. Paper cutter needs attention – slow hydraulic oil leak

B. RECOMMENDATIONS ON EQUIPMENT AND SUPPLIES

- 1.) What additional equipment is recommended to meet current industrial/occupational skill standards?
 - Graphictec Cutting Plotter
- 2.) What equipment is recommended for replacement within the next two years?
 - Power Paper Cutter
 - Wide format printer / vinyl cutter
- 3.) What equipment is recommended for replacement within the next five years?
 - Replace offset printing press with an ink jet digital printer
- 4.) Other recommendations:
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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:

- 17 students currently in program (started semester with 19)
- 1 student on Co-op at C-Ely Signs – Waynesboro, PA
- Currently working towards Certiport Adobe certification (3 students ready to take Photoshop test)
- Currently working towards OSHA 10 Safety Testing (8 level 1 students to complete in next two weeks)
- Looking to schedule 2 field trips this semester to complete my Student Performance Measure (1 higher education based and 1 career based)
- I explained our use of LinkedIn as part of Career Student Portfolios (including resumes, cover letters, job applications, mock interview, and more)

COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

1. All present commented on the program's organization.

