

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

PROGRAM AREA:	GRAPHIC COMMUNICATIONS				
MEETING DATE:	9/28/2023	START:	5:30pm	ADJOURN:	7:55pm
COMMITTEE CHAIRPERSON:	Brady Forrester				
COMMITTEE MEMBERS/GUESTS ATTENDING:					
Brady Forrester -Baer Signs – Chambersburg, PA Nick Forsyth – CopyQuik – Hagerstown, MD Audra Haddock-Martenot – Hagerstown CC Bryan Hawbecker – CareerTech					
BRIEF MEETING SUMMARY:					
<p>We started our meeting with the delicious “Grab and Go” meal from Culinary Arts. Three members and instructor reviewed the spring minutes and the administrative response. We had great conversation about what is the program and how we are simulating local industry. We discussed the program space and looking forward to new/updated equipment and floor space/usage. The locations of the new to the program mini-splits where pointed out. They are working out well for the space. The committee highly recommends the Mimaki brand wide format printer/cutter for purchase. We discussed the upcoming need for a digital press to replace the offset press. The hydraulic power paper cutter is going to the JOC tonight for bid approval. Upon approval the bids will be opened in a month. Ordering could happen right after bids are opened. It was recommended to remove the large paper folder to make room for other needed processes.</p>					
ADMINISTRATIVE RESPONSE:					
<ul style="list-style-type: none"> • Admin supports the recommendations for new equipment and agrees those can be added to the 5 year equipment list for consideration through Perkins funding and/or other equipment grants. As soon as items are JOC approved for bid those can be posted and opened. <ul style="list-style-type: none"> • Admin appreciates the ongoing support and involvement of the committee members. The input from our business and industry partners enables Mr. Hawbecker to make the necessary updates and keep the program and student training current with industry needs. Thank you! 					

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.

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SECTION 2: REVIEW OF RECOMMENDATIONS FROM LAST MEETING

1. Suggested the purchase of Mimaki brand wide format printer/cutter because the majority of local industry is using Mimaki and their Production Manager Rip software and Flexi for design. **This will be updated on our 5 year equipment list**

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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 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"/>

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|--|-------------------------------------|--------------------------|
| 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. Mini split units were placed in the collabatory and sign shop at the end of last school year to help keep the temperatures balanced.

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"/> |

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|---|-------------------------------------|--------------------------|
| 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.

B. RECOMMENDATIONS ON EQUIPMENT AND SUPPLIES

- 1.) What additional equipment is recommended to meet current industrial/occupational skill standards?
 - Ink-Jet digital press to replace the offset printing press
- 2.) What equipment is recommended for replacement within the next two years?
 - - 2024-2025 – Wide Format Vinyl Printer/Cutter - ***discussed brand Mimaki *suggested to use their Rip software (Production Manager) and Flexi for design purposes – These applications are used by most of the local sign production shops**
 - -2025-2026 – Ink-jet digital press
- 3.) What equipment is recommended for replacement within the next five years?
 - Hot laminator
- 4.) Other recommendations:
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COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

1. Remove the large paper folder. This piece of equipment is hardly used and takes up valuable floor space. Was used years ago when the shop had a large format press that needed the larger paper folder. Remove for scrap.

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:

- Hydraulic Power Paper Cutter is going to the JOC tonight for bid approval. Upon their approval the bids will be opened in a month.

COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

2.

