

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

PROGRAM AREA: INFORMATION SYSTEMS TECHNOLOGY 11.0901 AND 15.1202

MEETING DATE: 9/15/2022 **START:** 6:00 PM **ADJOURN:** 7:10 PM

COMMITTEE CHAIRPERSON:

COMMITTEE MEMBERS/GUESTS ATTENDING:

Lewis Kauffman
Josh Davis
Doug Leisher
Josh Campbell
Bobby Robinson
Matt Ellis

Guests
Jorge Gonzales-Garcia
Ryan Corwell

BRIEF MEETING SUMMARY:

The meeting was called to order at 6 PM. The minutes of the Spring meeting were read and approved. The committee inspected the facilities, equipment, and safety met applicable industry standards. The committee also reviewed the five year equipment list and approved the specifications for the purchase of Net+ servers and racks. They also encouraged Mr. Byers to explore the options for purchase of replacement research computers. The committee discussed the addition of A+ computer replacement and recommended the purchase of small form factor computers to enhance the curriculum. They also agreed to the need for replacing the current laser projector with a large interactive display. In general discussion the committee recommended researching additional network cabling skills into the curriculum. The meeting was adjourned at 7:10 PM.

ADMINISTRATIVE RESPONSE:

- Administration appreciates the continued involvement and support of OAC members. We thank you for the facilities inspection and positive feedback. The recommendations for replacing network equipment and computers on a cycle is logically presented and conducive to the 5 year equipment plan.

Timothy A. Byers

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

- Mr. Byers reported that the changes to the student mock interview process had been fully implemented and Mr. Robinson stated that the new resume' format was much better and more informative than what had been previously used. Additionally, the committee reviewed various updates to equipment and concurred that they were necessary changes.

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. The committee inspected the facilities and determined they were consistent with industry standards and the size of the room were adequate for the number of students enrolled in the program.

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. The committee found the tools and equipment in good repair with any required guards or warnings in place. Additionally, they determined that there was adequate safety equipment available for the students.

B. RECOMMENDATIONS ON EQUIPMENT AND SUPPLIES

- 1.) What additional equipment is recommended to meet current industrial/occupational skill standards?
 - The Net+ Servers are on the Perkin's budget for purchase and replacement.
 - The Lenovo Laptops have been problematic and money has been allocated on the Perkin's budget for their replacement.
- 2.) What equipment is recommended for replacement within the next two years?
 - A+ Computers
- 3.) What equipment is recommended for replacement within the next five years?
 - Laser Projector in the theory room replaced with an interactive display.
- 4.) Other recommendations:
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COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

1. The committee reviewed the recommendations for Net+ Servers and agreed that buying refurbished and rackmount was probably the best option. It was also recommended that underbench racks should be purchased to save space and to give the students the opportunity to mount and unmount the units.
2. The Lenovo laptops have faulty hinges requiring their replacement. Mr. Leisher recommended inquiring if Lenovo would offer a trade-in for new ones in an effort to save cost. Mr. Campbell stated that he has had no problem with the Dell's he has been purchasing for the school. The majority of the committee believes that Lenovo should be contacted but failing any consideration on their part other options should be considered. Mr. Byers stated that he would explore the options and would be in contact with the committee to seek a consensus of which option was best. The committee decided that minimum specifications for the replacements should include 16 GB RAM, minimum 4 core Ryzen 7 or I5 processor, 512 GB SSD, and a 15" touchscreen.
3. The A+ computers will be 5 years old are due for replacement. The committee agreed for the need to replace those computers due to the wear and tear of assembly and disassembly. However, they questioned the need for full size computers and stated that the industry standard is now small form factor. Mr. Byers explained that full size computers are a better learning tool, exposing students to all the components. The committee agreed with the purchase of the full size computers but asked that small form factors be incorporated into the program to give the students additional experience.
4. Mr. Byers stated that in two years, the laser projector in the theory room will be nearing 5 years old and end of life. He stated when purchased, this was the best option available however, improvements on interactive displays have made them a better option now. The committee agreed that this was a necessary upgrade and should be incorporated into the 5 year equipment list.

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:

- **Changes to the Program of Study for the 11.0901 CIP Code**
- **Changing from a paper portfolio to an electronic portfolio and resume using LinkedIn.**
- **Development and inclusion of more Cybersecurity topics into the curriculum**

COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

1. Mr. Byers stated that new textbooks have been purchased and changes are being made to incorporate updates to the Basic Networking curriculum necessary due to changes in the 11.0901 program of study and the CompTIA Network+ Exam.
2. Mr. Byers stated that changes to the Computer Repair curriculum due to changes in the 15.1202 POS and the CompTIA A+ exam would be discussed at the spring OAC meeting.
3. The Mr. Robinson stated that there is an industry need for employee's with network cabling skills. Mr. Ellis agreed with this statement. The committee as a whole instructed Mr. Byers to investigate what is available and present some options at the Spring OAC meeting.

INFORMATION SYSTEMS TECHNOLOGY 11.0901 AND 15.1202 FIVE YEAR EQUIPMENT LIST

IST FCCTC - 5 Year Equipment List (OAC Approved Projections & Recommendations)						
Year	Item	Justification for Need	QTY	Cost per Unit (\$)	Total Cost (\$)	Purchase Status
2021-22						
1	Replacement Research Computers	5 year rotation of equipment	24	\$700	\$16,800	Purchased 7/21 Perkins
2	Industry Related Certifications	Increase student exposure and employability.	1	\$1,000	\$1,000	Purchased 7/21 Perkins
2022-23 Current Year						
1	Net+ Servers	Current Servers will have met end-of-life.	20	\$800	\$16,000	
2	Industry Related Certifications	Increase student exposure and employability.	1	\$1,000	\$1,000	
2023-24						
1	LED Monitors	Current LED Monitors for Research Computers will be 5 years old and will have reached their end of life.	24	\$130	\$3,120	
2	Replacement A+ Computers	The oldest of the Cisco Lab equipment will be obsolete and require replacement to meet industry requirements.	15	\$500	\$7,500	

3	Small form factor computers	Recommended to meet current industry practices.	5	\$500	\$2,500	
4	Industry Related Certifications	Increase student exposure and employability.	1	\$1,000	\$1,000	
2024-25						
1	Interactive Display	Current laser projector will be nearing end of life.	1	\$4,000	\$4,000	
2	Cisco Lab	The oldest of the Cisco Lab equipment will be obsolete and require replacement to meet industry requirements.	1	\$6,500	\$7,000	
3	Industry Related Certifications	Increase student exposure and employability.	1	\$1,000	\$1,000	
2025-26						
1	Mobile Device Management and Deployment Technologies	Student exposure to trending technologies.	1	\$3,000	\$3,000	
2	Wireless Management Technologies	Student exposure to trending technologies.	1	\$2,000	\$2,000	
3	Cloud Based Technologies	Student exposure to trending technologies.	1	\$2,000	\$2,000	
4	Multifactor Authentication Equipment	Student exposure to trending technologies.	1	\$1,000	\$1,000	
5	Industry Related Certifications	Increase student exposure and employability.	1	\$1,000	\$1,000	