

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

<b>PROGRAM AREA:</b>	<b>MECHATRONICS</b>				
<b>MEETING DATE:</b>	9/28/2023	<b>START:</b>	5:30pm	<b>ADJOURN:</b>	6:50pm
<b>COMMITTEE CHAIRPERSON:</b>	James Cover/Daniel Stockman				
<b>COMMITTEE MEMBERS/GUESTS ATTENDING:</b>					
Blake Grove, Gabrien Hawk, Braedon Beidel, James Cover, Kyle Orndorff, Daniel Stockman					
<b>BRIEF MEETING SUMMARY:</b>					
Shop Tour, Review last Meeting, Review current status of shop, 5 year equipment list, CTSO, recommendations					
<b>ADMINISTRATIVE RESPONSE:</b>					
<ul style="list-style-type: none"> <li>• Recommendations for equipment can be added to the five year equipment list to be considered through Perkins funding and/or other equipment grants.</li> <li>• Admin would like to thank committee members for their input and offer to assist with new equipment purchases and training.</li> </ul>					

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**

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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"/>
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. NA

**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. NA

**B. RECOMMENDATIONS ON EQUIPMENT AND SUPPLIES**

- 1.) What additional equipment is recommended to meet current industrial/occupational skill standards?
  - HMI Touchscreens for M/C with licenses, Add Variable Frequency Drives to MC, add hydraulic troubleshooting trainer
- 2.) What equipment is recommended for replacement within the next two years?
  - Replace old LabVolt robot with another Universal URE3
- 3.) What equipment is recommended for replacement within the next five years?
  - Look into newer, up to date Mechanical Trainers
- 4.) Other recommendations:
  -

**COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:**

1. Have students look at real life diagrams/schematics, Add diagram to Panel in shop

**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:**

- Discussed job opportunities in local area/salaries
- Discussed possible visit to talk with students about life after high school in Mechatronics

**COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:**

1. Keep moving forward and looking for areas to advance
2. Kyle Orndorff to help with HMIs once we order them

