

GREATER LAWRENCE TECHNICAL SCHOOL
57 River Road, Andover, Massachusetts 01810

PROGRAM ADVISORY COMMITTEE
MEETING MINUTES
November 16, 2023

The Greater Lawrence Technical School Program Advisory Committee meeting was held on November 16, 2023, at Greater Lawrence Technical School.

The following members were in attendance:

Facilitator: Mark Laderoute	CTE Program: Advance Manufacturing Tech
Recorder: Chris Waterworth	
Materials Manager: Mark Laderoute	
Dialogue Monitor: Chris Waterworth	
Timekeeper: Don Ouellette	
Faculty Present	
Deb Bettencourt	Instructor
Mark Laderoute	Instructor
Don Ouellette	Instructor
Chris Waterworth	Instructor
Advisors Present	Name of Business / Population Represented
Doug Fogg	Straumann
Tim Stauble	Straumann
Katie Giron	Straumann
Rich Kunze	Southwest Industries
Dave Michaud	Watts Water Technologies
Ashley Parent	Mills Machine
Dave Joaquin	Tecomet
Ryan Ouellette	VulcanForms

Guests Present	
Lisa Lemieux	Microwave Engineering Corporation
Bob Baroni	Microwave Engineering Corporation
Danielalba Beltre	Straumann

<p>Agenda Item #1: Call to Order</p> <p>a. Welcome/Introductions</p>
<p>Status report: Mr. Joaquin called the meeting to order at 6:04 PM.</p>
<p>Agenda Item #2 Verification of committee members' contact information, phone numbers, and emails.</p> <p>a. Please verify the e-mail address for each member.</p> <p>b. Please distribute and collect information sheets for new members and members with pending paperwork. (Please return the paperwork to Sue Ouellette.)</p> <p>c. Per DESE recommendations, Program Advisory Boards must be a diverse representation of the communities. Members should respond to the Google Form (Share link with all members) documenting their attendance and whether they are able to represent the diverse perspectives of our community.</p>
<p>Status Report:</p> <p>a. Email Addresses have been verified for each member.</p> <p>b. Facilitator asked for outstanding forms; there were none.</p> <p>c. Facilitator asked for members to complete google form. Form was emailed.</p>

REPORT OF OLD BUSINESS

<p>Agenda Item #3: Minutes</p> <p>a. Review minutes from the last advisory meeting, and voice comments, questions, or concerns (Minutes are posted on the GLTS website).</p> <p>b. Solicit a motion to approve minutes, 2ND the motion.</p>
<p>Status Report:</p> <p>a. Reviewed without any changes needed.</p> <p>b. Motion made.</p> <p>Recommendation: The board recommended that the minutes from the spring meeting should be approved.</p> <p>Motion: Mr. Stauble moved to approve the minutes of April 13, 2023.</p> <p>2ND: Mr. Joaquin</p> <p>Vote: Motion carried</p>

NEW BUSINESS

Agenda Item #4: CTE Program Facilities Review

a. Review shop facilities and equipment (Tour Shop).

- i. Does the current shop design meet current industry standards?
 - 1. Are there any safety concerns?
 - a. If so, what improvements could be made?
 - i. What are the estimated associated costs to complete the improvements?
 - 2. Are there any repairs needed to the existing infrastructure?
 - a. If so, what improvements could be made?
 - i. What are the estimated associated costs to complete the improvements?
 - 3. Are there any shop area spaces that need to be redesigned for improved layout and/or functionality?
 - a. If so, what improvements could be made?
 - i. What are the estimated associated costs to complete the improvements?
 - 4. Are there any storage issues?
 - a. If so, what improvements could be made?
 - i. What are the estimated associated costs to complete the improvements?
 - 5. Are there any cosmetic renovations or improvements needed to ensure our program is reflective of the current industry styles, trends, and standards?
 - a. If so, what improvements could be made?
 - i. What are the estimated associated costs to complete the improvements?

a. Review shop facilities and equipment.

- i. Does the current shop design meet current industry standards? YES!!!
 - 1. Safety concerns:
 - a. None
 - 2. Repairs:
 - a. None needed at this time.
 - 3. Layout / Functionality:
 - a. Shop is well laid out.
 - 4. Storage:
 - a. New storage racks are on order.
 - 5. Cosmetic Renovations:
 - a. None needed.

Recommendations: No recommendations made

Motion: None needed at this time

2nd Motion:

Vote:

Agenda Item #5: (FALL ONLY) Reviewing the Budget for the upcoming school year and 5 year outlook for equipment needs (SY24/25):

a. Review SY23/24 Budget

- i. Review Spring Minutes and Department Budget (for SY24/25). Consider the trajectory of your industry over the next 5 years when answering the following questions:
- ii. Can you outline the specific types of equipment you/your company plans to invest in over the next 5 years?

1. What will the benefits be of investing in these items?
 2. Will any existing pieces of equipment be phased out with the implementation of new equipment?
 3. Are there ways we can align our equipment needs with environmentally friendly/sustainable practices?
- iii. How important do you view preventative maintenance for the equipment you plan to purchase?
1. Do you have a suggestion for how we budget preventative maintenance/repair costs for new and existing equipment?
 2. Are there specific preventative maintenance contracts we should consider, and what key features should we look for?

Status Report:

- a. CMM to train new workers.
- b. Cobots to train new workers.
- c. Optical comparators to train new workers.
- d. Nothing to phase out, just replace older equipment.
- e. No specific recommendations on environmentally friendly practices. Our industry makes the components needed for environmentally friendly equipment and systems.
- f. Preventive maintenance at a basic level is extremely important (grease/oil/coolant)
- g. Specific maintenance contracts: Try to get away from Trident HFO
- h. Several advisors indicated that the budget seemed a bit low, considering the amount of students using the 47 machines (most of which are 10 years old).

Recommendations: No specific recommendations made

Motion: None needed at this time

2nd Motion:

Vote:

Agenda Item #5 (SPRING ONLY) Prepare Budget for the upcoming school year (SY23/24)

- a. Is the program equipped with equipment and supplies that will support preparing students for entry into the industry?
- b. What tools and/or equipment are cost-prohibitive to repair and should be replaced?
- c. What tools and/or equipment should be replaced within the next 5 years?
 - i. If yes, is there a specific manufacturer or model that we should request for equipment recommended?

Status Report:

- a. (Record Discussion)
- b. (Record Discussion)
- c. (Record Discussion)
- d. (Record Discussion)

Recommendations: (Example: "It was recommended by the board that....")

Motion: (Name of Board Member)

2nd Motion: (Name of Board Member)

Vote: (Motion Carried or Motion Failed)

Agenda Item #6: Curriculum

- a. What are new and emerging trends in the industry?
- b. Is there new technology or techniques that we should be teaching our students?
- c. Are there any additional certifications that are valuable for students to have in the industry?

Status Report:

- a. Cobots, need for manual machinists. Learning how to manually use the machine is important.
- b. Automated inspection (CMM and vision systems) is a trend in production industries.
- c. Experience is more important than certifications.

Recommendations: The board recommended that we keep teaching basic machine skills

Motion: Tim Stauble

2nd Motion: Katie Giron

Vote: Motion Carried

Agenda Item #7: Cooperative Education/Industry Trends

1. Review current GLTS Co-Op placements.
 - a. What patterns and trends do you notice in the data related to the program placements?
([GLTS Coop Report](#))
2. Have you hired any of our students (coop or recent graduates) and if so, what are their strengths and what skills/understandings are they lacking?
3. What should we be doing as teachers to help our students be prepared to be successful at your company and/or in our industry?

Status Report:

1. More females than males in the group of eligible students.
2. Tecomet has one of our girls (and several grads) and she is doing a great job there. Straumann has 6 GLTS students currently (machining and visitage). Mills Machine has 2 students (both girls). Good reports on all students. Technical skills are fine.
3. Soft skills training. Cell phones, communicating with adults.

Recommendations: No specific recommendations

Motion: None needed at this time

2nd Motion:

Vote:

Agenda Item #8: (FALL ONLY) Elect Advisory Chair:

- a. The General Advisory Meeting will take place on January 16, 2024.
- b. Are there any nominations for the Program Advisory Chair for the 2023-2024 school year (take nominations)? ([Second, discussion, any opposed, all those in favor?](#))

Status Report:

- a. The chair was advised of the general advisory meeting date.
- b. Dave Joaquin is retiring so we need a new chair.
 - i. Doug was nominated. He indicated that he could do it for a year or 2.

Recommendations: It was recommended by the board that Doug Fogg be the next chair.

Motion: Dave Michaud

2nd Motion: Rich Kunze

Vote: Motion Carried

Agenda Item #9: Comprehensive Local Needs Assessment (CLNA) Review

GLTS completes a CLNA every two years for each career area. This process allows departments to review and identify their needs and potential root causes. In reviewing the CLNA, please provide insights on the following:

- A. What improvements can be made to ensure support for all students, including students identified as non-traditional or special populations?
- B. Is the program curriculum aligned to workforce/career needs?
 - a. What changes could the department make to ensure students are employable for entry-level positions?
- C. Is the department layout adequate to support the learning needs of all students?
 - a. Is there adequate room for all students to practice skills to proficiency?
 - b. Are the equipment needs and educational material needs being met?

Status Report:

- A. Promote diversity, acceptance and tolerance.
- B. Yes
 - a. Nothing
- C. Need more space.
 - a. No, need more space.
 - b. Yes

Recommendations: Nothing recommendations made

Motion: None needed at this time

2nd Motion:

Vote:

Agenda Item #10: Other (Programs to add any additional agenda items.)

Status Report:

- 1. Essex Tech has someone from Mitutoyo come in once a month and teach about CMM. Tim Stauble will get more information to the teachers.

Recommendations: No recommendations made

Motion: None needed at this time

2nd Motion:

Vote:

ADJOURNMENT at 6:57 PM.

Motion: Mr. Stauble moved to adjourn.

2ND: Ms. Giron seconded.

VOTE: Motion carried

Next Meeting: April 11, 2024

Respectfully Submitted: Chris Waterworth