

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

GRAPHIC COMMUNICATIONS ADVISORY COMMITTEE
MEETING MINUTES
November 19, 2020

A meeting of the Greater Lawrence Technical School Program Advisory Committee was held on Thursday, November 19, 2020 at Greater Lawrence Technical School at 6:00 pm.

The following members were in attendance:

Facilitator: Daniel Burns	CTE Program: Graphic Communications
Recorder: Daniel Burns	
Materials Manager: Daniel Burns	
Dialogue Monitor: Daniel Burns	
Timekeeper: Daniel Burns	
Faculty Present	
Daniel Burns	Instructor
Brenda Waslick	Instructor
Judd Berman	CTE Coordinator
Advisors Present	Name of Business
Tom Pelusi (Chairperson)	Standard Finishing Systems
Dave Varrone	Century Box
Ben Roldf	Garston
Brenda Rozzi	Parent
Cassie Buonanno	Student
Guest Present	

Agenda Item #1: Call to Order a. Welcome/Introductions
Status report: Mr. Burns called the meeting to order.
Agenda Item #2 Verification of committee members' contact information, phone numbers and emails. a. Please verify the e-mail address for each member. b. Please distribute and collect information sheets for new members and members with pending paperwork. Please return the paperwork to Sue Ouellette. c. Solicit representation for all representative populations listed on the Program Advisory membership forms.
Status Report: a. Email Addressed have been verified for each member.

- b. Mr Burns asked for outstanding forms, there were none.
- c. Facilitator asked for members to review representative populations. Union representation was updated. (Example)

REPORT OF OLD BUSINESS

Agenda Item #3: Minutes

- a. Review minutes from the last advisory meeting, and voice comments, questions, or concerns (Minutes are posted on the GLTS website).
- b. Solicit a motion to approve minutes, 2ND the motion.

Status Report:

- a. We reviewed the minutes of the April 2020 meeting. There were no questions.
- b. Motion to approve minutes

Recommendation: Facilitator should recap conversation and make a motion to approve.

Motion: Mrs Rozzie moved to approve the minutes of April 16, 2020.

2ND: Mr Pelusi

Vote: Unanimous. Motion to carry accepted.

NEW BUSINESS

Agenda Item #4: CTE Program Facilities Review

- a. **Discuss shop facilities and equipment.**
 - i. Update advisory board on the progress and response to previous recommendations..
 - ii. Considering the impact of the Pandemic on the Industry and workspaces, please share how the Industry has adapted to meet the current safety guidelines and standards.
 - 1. Have day-to-day operations changed?
 - a. Are there any operational adjustments that GLTS should consider implementing?
 - 2. Have adjustments and modifications been made to the physical layout of workspaces? For example, spacing between workstations, equipment, etc.
 - a. If so, what modifications have been made?
 - b. Are these modifications GLTS should consider?
 - c. What is the estimated cost associated?
 - 3. Have adjustments and modifications been made to the personal use, and sanitation, of tools, materials and supplies?
 - a. If so, what modifications and practices have been implemented to ensure sanitation of shared tools, materials and supplies?

Status Report:

- a. **Discuss shop facilities and equipment.**
 - i. Update provided on previous recommendations.
 - 1. The Advisory Board had previously endorsed Graphic Communications switching their focus to a packaging program. The board was presented with a three phase plan to modify/ replace equipment to meet this need. Mr Pelusi said it was a good plan and market to be in. Mr Pelusi questioned whether it might be better to go digital for added safety in a school environment. Mr Burns replied that it wouldn't be industry standard if we went digital so students wouldn't be ready for current and projected work environments. Mr Varrone asked to see more of the printing press simulator. Highlights of it's demonstration reel were presented. Mr Pelusi stated it was cool. Mr Burns replied it is one of the best ways to prepare students in 21st century skills. Mr Pelusi asked what we were looking at for a folder gluer in the shop. Mr Burns replied that our school

footprint would partially dictate what brand and cost we would pursue. Mr Rolf made a motion to accept the 3 phase Print Shop update. Seconded by Mrs Rozzie. Unanimous aye vote.

2. The lease is up on our Ricoh digital press this summer and need to replace with a smaller model that meets school needs but frees up capital for Print Shop improvements. Ms Waslick added that it needed to have a booklet maker. Mr Pelusi stated that Konica is a budget friendly alternative to Ricoh. Mr Varrone asked what our current lease is. Ms Waslick responded that it is \$55,000.00 a year for 6 years. Mr Pelusi advised that the Greater Lowell Technical School made the switch to Konica a few years ago. Mr Varrone made a motion to replace the Ricoh. Seconded by Mr Pelusi. Unanimous aye vote. The motion carried.

ii. Industry practices in response to the Pandemic.

1. Day-to-Day Operations:

- a. Mr Pelusi stated that on the equipment purchasing side that he is seeing specialty printers, book printing and packaging are still at 100% capacity. That commercial and trade printing are hurting badly. Mr Varrone stated that his employer, Century Box, had not closed for a single day during the pandemic.

i. (Record Discussion)

2. Physical Layout:

- a. Mr Pelusi stated that there is simply not enough space in the Print Shop for safe learning. Mr Varrone also stated that there is insufficient space.

- i. Mr Varrone inquired about our past ventilation issues. Mr Burns responded that they had been resolved last year. The exhaust is vented away from the building but that since we are also transitioning away from screen printing that would be less of an issue.

3. Tools and Supplies:

- a. Mr Burns informed the advisory board that our students now have access to Adobe Creative Cloud at home.
 - i. The advisory was impressed that it could be done on Chromebooks.
- b. Mr Burns informed the advisory of purchasing a sample making die cutter. It is not industry standard but can teach the students the concepts.
 - i. The advisory board was impressed with the choice.
- c. Mr Burns informed the Board that we are still offering Adobe Certification to our students. A motion to continue was called by Mrs Rozzi. Seconded by Mr Pelusi. Unanimous aye vote. Motion Carried.

Recommendations: It was recommended by the board to follow Mr Burns Print Shop update proposal

Motion: Ben Rolf

2nd Motion: Brenda Rozzi

Vote: Motion Carried

Recommendations: It was recommended to replace the Ricoh C7710 digital press..

Motion: David Varrone

2nd Motion: Tom Pelusi

Recommendations: It was recommended by the board to continue offering Adobe Certification.

Motion: Brenda Rozzi

2nd Motion: Tom Pelusi

Agenda Item #5: (FALL ONLY) Proposed Program Budget for upcoming school year.

a. Review SY20/21 Budget

- i. Review Spring Minutes and Proposed Department Budget (for SY21/22) Is the proposed budget for FY 21/22 budget inclusive of equipment and supplies recommended by the Advisory Program Committee at the last Advisory meeting?

Status Report:

- a. Mr Burns shared the budget with the Advisory Board. All items were explained. There were no questions.

Recommendations: It was recommended by the board to accept the budget.

Motion: Tom Pelusi

2nd Motion: Ben Rolf

Vote: Motion Carried

Agenda Item #5 (SPRING ONLY) Prepare Budget for upcoming school year (SY21/22)

- 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. Is there any new technology or techniques that we should be teaching our students?
- b. Are there any additional certifications that are valuable for students to have in the Industry?

Status Report:

- a. Mr Burns asked if there are any new trends or techniques that we should incorporate into our curriculum.
- b. There was no new curriculum not already in the works that was recommended..

Recommendations: The board had no recommendations at this time.

Motion: No motion needed at this time

2nd Motion:

Vote:

Agenda Item #7: Cooperative Education/Industry Trends

1. In thinking about recent and/or new hires at your company or in your industry, what are the skills they are lacking?
2. What is your biggest challenge when hiring new employees?

3. What skills are essential for new hires at your company/in your industry?
4. Have you hired any of our students (coop or recent grads) and if so, what are there strengths and what skills/understandings are they lacking?
5. What should we be doing as teachers to help our students be prepared to be successful at your company and/or in our industry?
6. What other companies in your industry can we partner with to place our students on Coop?

Status Report:

1. Mr Pelusi pointed out that being proficient in video conferencing software has become critical. That trade shows are done virtually now and being able to video conference effectively is important. Mr Pelusi also pointed out that there is an increase in programable automation in the industry. Mr Pelusi clarified that it is not resulting in a loss of jobs, but reallocating workers time

Recommendations: There was no recommendations at this time.

Motion: No motion needed at this time

2nd Motion:

Vote:

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

- b. The General Advisory Meeting will take place on TBA.
- c. Are there any nominations for the Program Advisory Chair for the 2020-2021 school year (take nominations)?
- d. All those in favor?

Status Report:

- b. Mr Burns called for volunteers for the position of Advisory Chair for the 2020-2021 school year. Mr Tom Pelusi was put forward as a candidate. Mr Pelusi will continue on as chair unopposed.

Recommendations: It was recommended by the board that Tom Pelusi should remain as Advisory Chair for the 2020-2021 School year.

Motion: Brenda Rozzi

2nd Motion: David Varrone

Vote: Motion Carried

Agenda Item #9: Other:

No other items at this time.

Status Report: (Record Discussion)

Recommendations:

Motion: No motion needed at this time

2nd Motion:

Vote:

ADJOURNMENT at 6:00 PM.

Motion: Mrs Rozzie moved to adjourn.

2ND: Mr. Varrone

VOTE: Unanimous

Next Meeting: April 2021

Respectfully Submitted: Dan Burns