



TO Pennsylvania State Board of Career and Technical Education
FROM Bureau of Career and Technical Education
DATE March 5, 2025
SUBJECT Clarification of 34 C.F.R. 603.24(a)(3)(ii)(A) Compliance

The following monitoring report is to assure NACIQI and USDE that the Pennsylvania State Board of Career and Technical Education (PSBCTE) follows the requirements of 34 C.F.R. 603.24(a)(3)(ii)(A). The NACIQI committee acknowledged that although criteria was met in practice, there were no written policies/procedures in place. The NACIQI committee also acknowledged that PSBCTE did develop and finalize written policies to bring PSBCTE in full compliance. However, the NACIQI Committee were concerned that due to the recent adoption of the written policies, they were unable to ensure full compliance.

PSBCTE requests as part of the Annual Reports: Occupational Advisory Committee (OAC) meeting minutes to include input from administration, teachers, students and stakeholders and employer surveys.

Institutions have biannual OAC meetings with faculty, students, administration and employers to discuss program enrollment, curriculum to include feedback from industry on preparedness of recent hires from program, labor market needs to include current and future trends, current equipment as used in the field, and industry certifications. Minutes are reviewed and acted upon by institution administration.

Instructions also encourage local business and industry who have hired their adult students to state the strength and/or weaknesses which are then used to help the programs and students moving forward.

PSBCTE reviews this data to verify that the programs within the institutions accredited by PSBCTE are created with the purpose of fulfilling the needs of business and industry and confirming that students will have the knowledge and training necessary to succeed in their chosen field.

Attached are OAC meeting minutes and employer letters as submitted in the 23-24 Annual Reports from our accredited institutions verifying PSBCTE's compliance with the requirements of 34 C.F.R. 603.24(a)(3)(ii)(A).



SCHUYLKILL
TECHNOLOGY CENTER
"TECHNOLOGY IS OUR MIDDLE NAME!"

2022/2023 OCCUPATIONAL ADVISORY COMMITTEE MEETING MINUTES

PROGRAM AREA: CDL, Heavy Equipment Operator and Combo

MEETING DATE: 10/20/2023 START: 1:04 ADJOURN: 2:25

COMMITTEE CHAIRPERSON: Shannon Brennan

The attached minutes are respectfully submitted by:

10/20/2023
DATE

Shannon Brennan
SECRETARY/CHAIRPERSON'S SIGNATURE

Administrative Review of the meeting was conducted:

Shannon Brennan - CoChair
NAME (PRINT)

Chris Groody - CoChair


[Signature]
SIGNATURE

[Signature]

STC OAC SIGN IN SHEET


Name & Email: Shannon Brennan sbrennan@stcenters.org

Company Name & Title: STC, Director

Signature: 


Name & Email: Chris Goody grooc@stcenters.org

Company Name & Title: STC

Signature: 

Name & Email: BREON SCHULTZ schub@stcenters.org

Company Name & Title: STC Admissions Coordinator Adult Ed.

Signature: 

Name & Email: Gary A. Deck gdeck@hkgroup.com

Company Name & Title: H&K Group Regional Superintendent

Signature: 

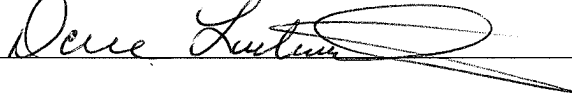
Name & Email: Rick Stone rstone@pa.gov

Company Name & Title: PennDot County Equipment Manager

Signature: 

Name & Email: Dale Lindenmuth dlj1@PTD.net

Company Name & Title: Blaschak Anthracite Co Mining Superintendent

Signature: 

Name & Email: Chris Davis cdavis@blaschakanthracite.com

Company Name & Title: Blaschak Anthracite Co. Dale's replacement

Signature: 

STC OAC SIGN IN SHEET

Name & Email: Tom Buff trb@stcenters.org

Company Name & Title: Diesel Instructor

Signature: Tom Buff

Name & Email: PHILIP GOODY PGOODY@ASHRESOURCES.COM

Company Name & Title: ASH RESOURCES / SHOP MGR

Signature: Philip Goody

Name & Email: Steven Ciarambali SSCOAL@gmail.com

Company Name & Title: STC Mine Safety Instructor

Signature: Steve Ciarambali

Name & Email: Melissa Frie

Company Name & Title: STC

Signature: Melissa Frie

Name & Email: _____

Company Name & Title: _____

Signature: _____

Name & Email: _____

Company Name & Title: _____

Signature: _____

Name & Email: _____

Company Name & Title: _____

Signature: _____

COMMITTEE REPORT

1). A review and acceptance of prior meeting minutes.

Motion to accept the minutes

First made by: Rich Stone

Second made by: Gary Deck

Number in Favor: 11 Number Opposed: 0

2). What industry trends are you seeing currently or in the near future? (Explain)

Companies are still struggling to get CDL drivers. Gary Deck from H & K Group has taken to new advertising methods. A few of the company's shared if they hire a person with new experience they spend anywhere from 9 days to two months as a ride along.

Rick Stone shared that PennDot has 6 full time positions and 15 part time positions.

CDL was added back to the HPO list.

Chris Groody shared the increase in Class B CDL training that STC is seeing.

3). Which industry certifications are required for employment in the field? (Explain)

CDL students leave with their license. STC teaches students using a manual transmission, we do have automatic trucks if a student is struggling and would prefer to have the restriction on their license.

Companies are seeing a shift to automatic trucks more and more each year.

STC's Heavy Equipment Operator program is paused.

STC is not able to run the course on our own site due to DEP. STC is open to running the program at a different location but cost is a concern. The program offers an STC certificate, New Miner's safety training – Part 48B, First Aid Training, Flagger Training, OSHA 30.

Companies also shared when they hire a graduate they still do their own training.

4). What feedback can you provide to STC based on your experiences with Co-Op Students/Interns or recent graduates?

N/A

5). What Strategic Initiatives do you think STC should undertake in the near future and why?

STC has created an Admission Coordinator position to help boost enrollment and keep the admissions processes streamlined.

STC has hired a new part time CDL instructor.

STC is also in the process of obtaining a separate website for the Adult Education.

Chris Groody will be targeting recruiting for high school students into our adult education programs.

Chris Groody is also working with the prison to train their inmates.

CURRICULUM, SUPPORT SERVICES, STAFF INSTRUCTION REPORTING FORM

<u>Program Objectives</u>	Completely	Satisfactory	Unsatisfactory	Unsure
	Achieved			
1. Program objectives are well-defined	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
2. Program objectives are measurable	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
3. Program objectives are measured	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
<u>Program Content</u>				
1. The training is directly related to employment in the community/region.	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
2. The training establishes the climate needed to develop appropriate skills and abilities needed in the relevant occupation.	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
3. The training establishes the climate needed to develop appropriate skills and abilities needed in the relevant occupation.	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
4. Instruction includes employability skills such as good work habits, communications and human relations skills, preparation of resume, interviewing techniques, etc.	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
5. Program content reflects all aspects of the industry	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
6. The curriculum is competency-based.	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
7. There is a balance between academic, theoretical and hands-on skills.	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
8. The career and technical curriculum is integrated with the academic curriculum.	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
9. The curriculum accommodates variations in students' abilities, interests and learning styles.	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
10. Safety is an integral part of the curriculum.	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
11. The curriculum has been developed with the cooperation and advice of the occupational advisory committee.	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
12. Follow-up information is systematically used to make program improvements.	<u> X </u>	<u> </u>	<u> </u>	<u> </u>

CURRICULUM, SUPPORT SERVICES . . . continued

<u>Support Services</u>	Completely Achieved	Satisfactory	Unsatisfactory	Unsure
1. The program has effective recruitment, placement, and follow-up services	<u>X</u>	_____	_____	_____
2. Employment and job placement information is available to all students	<u>X</u>	_____	_____	_____
3. Sufficient staff is available to provide classroom support to students with special needs and those with nontraditional status.	<u>X</u>	_____	_____	_____
 <u>Staff/Instruction</u>				
1. Instructional staff practice current skills and techniques in their occupational area	<u>X</u>	_____	_____	_____
2. Instructional staff are periodically updated in their skill area through training, employment or in-service workshops.	<u>X</u>	_____	_____	_____
3. Instructional staff maintain contact with employers and former students	<u>X</u>	_____	_____	_____
4. The instructor is teaching the curriculum as stated in the course outline.	<u>X</u>	_____	_____	_____
5. Visitations by specialists from business and industry are provided.	<u>X</u>	_____	_____	_____
6. Placement data and employer satisfaction data are utilized in evaluations of the curriculum, instruction, tools and equipment.	<u>X</u>	_____	_____	_____

Comments:

STC has shortened the CDL A program to 240 hours. This allows us to run more classes each year. STC is approved for 25% online learning for our programs.
Chris Groody discussed the changes made by the state to the CDL test. Industry has not been happy with the changes.

Motion to make the following changes

First made by: Rick

Second made by: Phil

Number in Favor: 11 Number Opposed: 0

SUMMARY OF SUGGESTIONS AND RECOMMENDATIONS

Committee Suggestions and Recommendations regarding curriculum?

1. Still looking for more part time instructors to help with the CDL program.

2.

3.

4.

5.

Teacher/Instructor Response:

1.

2.

3.

4.

5.

Administrative Response:

1. Agreed

2.

3.

4.

5.

DISCUSSION

FACILITIES REPORTING FORM

	Completely Achieved	Satisfactory	Unsatisfactory	Unsure
1. The room provides the most advantageous use of space available	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
2. Room lighting is adequate for the health and safety of the students	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
3. The room/lab areas are clean.	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
4. Tools and equipment are arranged in an orderly and task-appropriate manner.	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
5. The area has adequate storage facilities for permanent and consumable supplies.	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
6. Strategic floor areas are free of obstructions.	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
7. There are adequate storage facilities for flammable and toxic materials.	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
8. There is adequate ventilation for flammable and toxic materials.	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
9. Fire extinguishers are visible, accessible, properly maintained and adequate in number.	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
10. Classroom space for instruction in related theory is adequate.	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
11. The classroom/shop/laboratory temperature is comfortable.	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
12. The classroom/shop/laboratory is large enough for the number of students served.	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
13. Persons with disabilities are accommodated in the classroom/shops/laboratory.	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
14. Students have appropriate access to equipment and supplies.	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
15. As much as possible, the laboratory area mirrors the accommodations found in the workplace.	<u> X </u>	<u> </u>	<u> </u>	<u> </u>

Comments:

The renovations are complete. STC has cut the MSHA room in half to create a CDL classroom to make room for an Admissions Rep. This has also created an extra conference room/classroom.
Chris Groody discussed the new testing requirements that required STC to pave the lot. This paving is in process at this time by LEW.

Motion to make the following changes

First made by: Gary

Second made by: Rick

Number in Favor: 11 Number Opposed: 0

SUMMARY OF SUGGESTIONS AND RECOMMENDATIONS

Committee Suggestions and Recommendations regarding facilities?

- 1.
- 2.
- 3.
- 4.
- 5.

Teacher/Instructor Response:

- 1.
- 2.
- 3.
- 4.
- 5.

Administrative Response:

- 1.
- 2.
- 3.
- 4.
- 5.

DISCUSSION

EQUIPMENT AND SUPPLIES REPORTING FORM

	Completely Achieved	Satisfactory	Unsatisfactory	Unsure
1. The supply of tools and equipment is adequate to implement the curriculum.	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
2. Equipment and tools meet current industry standards and are appropriate for teaching the occupational skills for that business/industry.	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
3. The condition of the equipment indicates proper care and maintenance.	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
4. Equipment should meet OSHA safety standards with respect to guards, shields, grounding, etc.	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
5. Safety protection (safety glasses, shields, etc.) is provided and instruction in the proper use of them is provided.	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
6. Supplies are adequate to implement program objectives.	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
7. An inventory of equipment is maintained by the teacher or other staff member.	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
8. A schedule for repair and replacement of equipment, tools and supplies is maintained.	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
9. A security system for the use of tools equipment and supplies is maintained.	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
10. Material Safety Data Sheets (MSDS) are provided for each flammable, toxic or explosive material as recommended by OSHA.	<u> X </u>	<u> </u>	<u> </u>	<u> </u>

Recommendations on Equipment and Supplies:

1. Discussion of equipment recommended to meet today’s industrial/occupational skill standards.
 Chris Groody discussed the purchased of a 2015 International 10 speed. The newer truck has a full sleeper and we plan to retrofit seats in the back for students. Also has a cummings engine.
 Tom Buff discussed that him and he diesel students continue to work on our trucks.

2. Please specify which tasks/standards the equipment will address and if the equipment is currently used in Industry?
 (Discuss)
 Chris Groody requested for a new yard trailer. 48 foot or smaller to replace old one that is in bad shape.

3. What Industry Credential will the new equipment enable students to take?
 Same as current

4. What equipment is recommended for replacement within the next five years and why?

Motion to make the following changes

First made by: Rick

Second made by: Phil

Number in Favor: 11 Number Opposed: 0

SUMMARY OF SUGGESTIONS AND RECOMMENDATIONS

Committee Suggestions and Recommendations regarding curriculum?

- 1.
- 2.
- 3.
- 4.
- 5.

Teacher/Instructor Response:

- 1.
- 2.
- 3.
- 4.
- 5.

Administrative Response:

- 1.
- 2.
- 3.
- 4.
- 5.

DISCUSSION

PLACEMENT DATA AND EMPLOYER SATISFACTION REPORTING FORM

	Completely Achieved	Satisfactory	Unsatisfactory	Unsure
1. Students are actively assisted in finding employment by the:				
a. Teacher/Instructor _____	_____	X _____	_____	_____
b. Other Personal _____	_____	X _____	_____	_____
2. The school conducts follow-up surveys of its graduates/completers to determine:				
a. Employer satisfaction with graduates _____	_____	_____	_____	_____
b. Placement rates six months after graduation _____	_____	_____	_____	_____
3. Employer satisfaction with career and technical training of graduate/completers:				
	Excellent	Average	Poor	
Number of Employers _____	_____	_____	_____	
4. Student satisfaction surveys:	Excellent	Average	Poor	
Tami Yarnall _____	15/15 _____	_____	_____	
Bill Picht _____	1/1 _____	_____	_____	
5. Student placement for the past three school years:	2022 – 2023	2021 – 2022	2020 – 2021	
Total Graduates - CDL	15	11	8	
Employed Related	3 – 20%	10 – 91%	5 – 63%	
Employed Unrelated	0 – 0%	0 – 0%	0 – 0%	
Military Service	0 – 0%	0 – 0%	0 – 0%	
Enrolled in other education	0 – 0%	0 – 0%	0 – 0%	
Available for employment but unemployed	1 – 7%	0 – 0%	0 – 0%	
Not available for employment	0 – 0%	0 – 0%	0 – 0%	
Did not return survey	11 – 73%	1 – 9%	3 – 37%	
Total Graduates - HEO	0	4	6	
Employed Related	0 – 0%	2 – 50%	5 – 83%	
Employed Unrelated	0 – 0%	0 – 0%	0 – 0%	
Military Service	0 – 0%	0 – 0%	0 – 0%	
Enrolled in other education	0 – 0%	0 – 0%	0 – 0%	
Available for employment but unemployed	0 – 0%	0 – 0%	0 – 0%	
Not available for employment	0 – 0%	0 – 0%	0 – 0%	
Did not return survey	0 – 0%	2 – 50%	1 – 17%	
Total Graduates - Combo	1	5	10	
Employed Related	0 – 0%	3 – 60%	8 – 80%	
Employed Unrelated	0 – 0%	0 – 0%	0 – 0%	
Military Service	0 – 0%	0 – 0%	0 – 0%	
Enrolled in other education	0 – 0%	0 – 0%	0 – 0%	
Available for employment but unemployed	0 – 0%	0 – 0%	0 – 0%	
Not available for employment	0 – 0%	0 – 0%	0 – 0%	
Did not return survey	1 – 100%	2 – 40%	2 – 20%	

Comments

STC is contracting with Life track to help with the survey completion data.

Schuylkill Technology Center

CDL A Task List

Class Graduation Date: _____

Student: _____

Duty ID	Duty/Task Sequence	Task ID	Description of Duty of Task	Completed
01002A	1	4530	Phase I -- Classroom	X
01002A	2	4650	Phase II -- Yard/Range/Road: Lab/Range/Road	X
01002A	3	4690	Phase II -- Yard/Range/Road: Demonstrating CDL Basic Control Skills	X
01002A	4	4710	Phase II -- Yard/Range/Road: Demonstrating CDL on Road Driving	X
01002A	5	4730	Phase II -- Yard/Range/Road: Demonstrating Advanced Backing Techniques	X
01002A	6	6910	Phase II -- Yard/Range/Road: Demonstrating Advanced Driving Techniques	X

Schuylkill Technology Center

Heavy Equipment Operator Task List

Class Graduation Date: _____

Student: _____

Duty ID	Duty/Task Sequence	Task ID	Description of Duty of Task	Completed
01102A	1	4740	Safety: Personal Safety	X
01102A	2	5170	Safety: First Aid	X
01102A	3	5220	Safety: Proper Safety Equipment	X
01102A	4	5240	Safety: Responsibility While Operating Heavy Equipment	X
01102A	5	5260	Safety: Safety Procedures	X
01102A	6	5150	Heavy Equipment Maintenance Procedures: Pre-Start Instructions	X
01102A	7	5640	Heavy Equipment Maintenance Procedures: Periodic Maintenance Procedures	X
01102A	8	6080	Heavy Equipment Maintenance Procedures: Operations	X
01102A	9	6550	Suitability & Application of Heavy Equipment: Trenching	X
01102A	10	6780	Suitability & Application of Heavy Equipment: Grading	X
01102A	11	6790	Suitability & Application of Heavy Equipment: Backfilling	X
01102A	12	6800	Suitability & Application of Heavy Equipment: Hand Signal Directions	X
01102A	13	6810	Suitability & Application of Heavy Equipment: Transporting	X
01102A	14	6820	Engineering & Surveying Techniques: Blueprint Reading	X
01102A	15	6830	Engineering & Surveying Techniques: Reading Grade Stakes	X
01102A	16	6840	Engineering & Surveying Techniques: Basic Transit & Laser Procedures	X
01102A	17	6850	Engineering & Surveying Techniques: Computing Earthwork Quantities	X
01102A	18	6860	Heavy Equipment Practicum: Skid Steer	X
01102A	19	6870	Heavy Equipment Practicum: Loader	X
01102A	20	6880	Heavy Equipment Practicum: Excavator	X
01102A	21	6890	Heavy Equipment Practicum: Roller/Compactor	X
01102A	22	6890	Heavy Equipment Practicum: Dozer	X
01102A	23	6890	Heavy Equipment Practicum: Dump Truck	X
01102A	24	6900	Receive STC Certificates	X

Schuylkill Technology Center

Combo Task List

Class Graduation Date: _____

Student: _____

Duty ID	Duty/Task Sequence	Task ID	Description of Duty of Task	Completed
01002A	1	4530	Phase I – Classroom	X
01002A	2	4650	Phase II – Yard/Range/Road: Lab/Range/Road	X
01002A	3	4690	Phase II – Yard/Range/Road: Demonstrating CDL Basic Control Skills	X
01002A	4	4710	Phase II – Yard/Range/Road: Demonstrating CDL on Road Driving	X
01002A	5	4730	Phase II – Yard/Range/Road: Demonstrating Advanced Backing Techniques	X
01002A	6	6910	Phase II – Yard/Range/Road: Demonstrating Advanced Driving Techniques	X
01002A	1	4740	Safety: Personal Safety	X
01102A	2	5170	Safety: First Aid	X
01102A	3	5220	Safety: Proper Safety Equipment	X
01102A	4	5240	Safety: Responsibility While Operating Heavy Equipment	X
01102A	5	5260	Safety: Safety Procedures	X
01102A	6	5150	Heavy Equipment Maintenance Procedures: Pre-Start Instructions	X
01102A	7	5640	Heavy Equipment Maintenance Procedures: Periodic Maintenance Procedures	X
01102A	8	6080	Heavy Equipment Maintenance Procedures: Operations	X
01102A	9	6550	Suitability & Application of Heavy Equipment: Trenching	X
01102A	10	6780	Suitability & Application of Heavy Equipment: Grading	X
01102A	11	6790	Suitability & Application of Heavy Equipment: Backfilling	X
01102A	12	6800	Suitability & Application of Heavy Equipment: Hand Signal Directions	X
01102A	13	6810	Suitability & Application of Heavy Equipment: Transporting	X
01102A	14	6820	Engineering & Surveying Techniques: Blueprint Reading	X
01102A	15	6830	Engineering & Surveying Techniques: Reading Grade Stakes	X
01102A	16	6840	Engineering & Surveying Techniques: Basic Transit & Laser Procedures	X
01102A	17	6850	Engineering & Surveying Techniques: Computing Earthwork Quantities	X
01102A	18	6860	Heavy Equipment Practicum: Skid Steer	X
01102A	19	6870	Heavy Equipment Practicum: Loader	X
01102A	20	6880	Heavy Equipment Practicum: Excavator	X
01102A	21	6890	Heavy Equipment Practicum: Roller/Compactor	X
01102A	22	6890	Heavy Equipment Practicum: Dozer	X
01102A	23	6890	Heavy Equipment Practicum: Dump Truck	X
01102A	24	6900	Receive STC Certificates	X

Congratulations on your accomplishments! Thank you for selecting STC for your post-secondary education. We value the experiences of our graduates. Please take a few minutes to complete this anonymous survey so that we may utilize your feedback to continue improving our programs. Thank you.

Program attended: CDL Date of graduation: 8/17/23

- Yes | No Were the course objectives outlined on the first day?
- Yes | No Was the class grading procedure explained on the first day?
- Yes | No Were the instructors prepared for course instruction?
- Yes | No Based on the instruction you received, can you identify any inconsistencies within the course?
If Yes please explain _____

What do you feel was the most beneficial portion of the training program?
The small class

What area of the training program do you feel should be improved?
none

How would you rate the program? Poor Average Excellent

Classroom:
Who was your instructor? Tammy

Rate the quality of your instructor

Ability to communicate with students	Poor	Average	<input checked="" type="radio"/> Excellent
Presentation of materials	Poor	Average	<input checked="" type="radio"/> Excellent
Knowledge of subjects covered	Poor	Average	<input checked="" type="radio"/> Excellent
Helpful when having problems	Poor	Average	<input checked="" type="radio"/> Excellent
Attitude and cooperation	Poor	Average	<input checked="" type="radio"/> Excellent

Yard:
Who was your instructor? John

Rate the quality of your instructor

Ability to communicate with students	Poor	Average	<input checked="" type="radio"/> Excellent
Presentation of materials	Poor	Average	<input checked="" type="radio"/> Excellent
Knowledge of subjects covered	Poor	Average	<input checked="" type="radio"/> Excellent
Helpful when having problems	Poor	Average	<input checked="" type="radio"/> Excellent
Attitude and cooperation	Poor	Average	<input checked="" type="radio"/> Excellent

Road:
Who was your instructor? Tammy ? John

Rate the quality of your instructor

Ability to communicate with students	Poor	Average	<input checked="" type="radio"/> Excellent
Presentation of materials	Poor	Average	<input checked="" type="radio"/> Excellent
Knowledge of subjects covered	Poor	Average	<input checked="" type="radio"/> Excellent
Helpful when having problems	Poor	Average	<input checked="" type="radio"/> Excellent
Attitude and cooperation	Poor	Average	<input checked="" type="radio"/> Excellent

Congratulations on your accomplishments! Thank you for selecting STC for your post-secondary education. We value the experiences of our graduates. Please take a few minutes to complete this anonymous survey so that we may utilize your feedback to continue improving our programs. Thank you.

Program attended: CDL A Date of graduation: 8/17/23

- Yes | No Were the course objectives outlined on the first day?
- Yes | No Was the class grading procedure explained on the first day?
- Yes | No Were the instructors prepared for course instruction?
- Yes | No Based on the instruction you received, can you identify any inconsistencies within the course?
If Yes please explain _____

What do you feel was the most beneficial portion of the training program?

Lots of hands on moments and good explanation of things

What area of the training program do you feel should be improved?

None

How would you rate the program? Poor Average Excellent

Classroom:

Who was your instructor? Tami

Rate the quality of your instructor			
Ability to communicate with students	Poor	Average	<u>Excellent</u>
Presentation of materials	Poor	Average	<u>Excellent</u>
Knowledge of subjects covered	Poor	Average	<u>Excellent</u>
Helpful when having problems	Poor	Average	<u>Excellent</u>
Attitude and cooperation	Poor	Average	<u>Excellent</u>

Yard:

Who was your instructor? John

Rate the quality of your instructor			
Ability to communicate with students	Poor	Average	<u>Excellent</u>
Presentation of materials	Poor	Average	<u>Excellent</u>
Knowledge of subjects covered	Poor	Average	<u>Excellent</u>
Helpful when having problems	Poor	Average	<u>Excellent</u>
Attitude and cooperation	Poor	Average	<u>Excellent</u>

Road:

Who was your instructor? Tami

Rate the quality of your instructor			
Ability to communicate with students	Poor	Average	<u>Excellent</u>
Presentation of materials	Poor	Average	<u>Excellent</u>
Knowledge of subjects covered	Poor	Average	<u>Excellent</u>
Helpful when having problems	Poor	Average	<u>Excellent</u>
Attitude and cooperation	Poor	Average	<u>Excellent</u>

2022/2023 Mining Statistics

2022- The industry finished the year with 12,600 operating mines and 314,939 employees. The Coal Industry gained 19 mines bringing it to 991 operations and finished +5000 employees. Metal/Non-Metal Industry finished +8300 employees with 11,609 operations.

FATALITIES- The fatality total for the year was 30 (11 Coal, 19 MNM).

12 Underground/18 Surface with 15 being classified as Powered Haulage/Machinery accounting for 50% of the fatalities. Pennsylvania had 3 fatalities all underground.

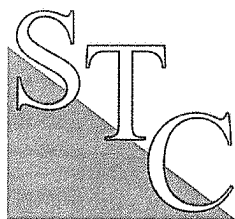
**STC met its' training goal of 600 New Miners taught in 2022. We trained just over 1700 Miners total last year (New Miner, Annual Refresher, First Aid)

2023-

We currently have 35 fatalities (9 Coal, 26 MNM).

27 Surface/8 Underground with 24 classified as Powered Haulage/Machinery accounting for roughly 70% of the fatalities. Pennsylvania has two fatalities this year. One each for surface and underground.

**STC has set its' training goal of New Miners at 700 for the year and a total overall training goal of 2000 taught for 2023



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Fax: (570) 874-4028

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Mar Lin, PA 17951
Ph. (570) 544-4748
Fax: (570) 544-3895

Program Heavy Equipment Operator Clock Hours 400

Existing Program

Tuition \$11,400 Fees \$336 Total \$11,736

New Program

Revised Program

Our programs are structured by an Occupational Advisory Committee.

The committees activities are:

1. To ensure that each program incorporates current job market requirements in its instruction through involvement of the constituencies served.
2. To ensure that advisory committees represent industry interests of communities served and that official meetings are conducted with appropriate frequency and in appropriate formats.
3. To ensure that occupational advisory committees are involved in the review of programs on a regular basis and provide recommendations on a variety of critical program design and implementation elements that include, but are not limited to: objectives, length, admissions, evaluation, delivery methods, competency-based instructional content, equipment and instructional materials, and the knowledge, skills, and work ethics relevant to the occupations for which the programs prepare students.

EMPLOYER'S VERIFICATION STATEMENT

I am up-to-date on the program's recommended requirements for: admissions, program content, program length, program objectives, competency tests, instructional materials, equipment, method of evaluation, and the skills and/or proficiency required for completion.

The verifiable salary range, based on year round, full time employment, that can reasonably be expected by completers who enter this field is:

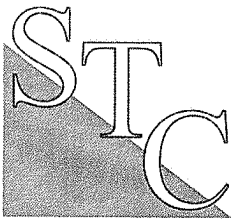
From \$ 27 To \$ 32 Hourly / Annually

Name Chris Davis Title Superintendent

Company Name Blaschak Anthracite Co.

Address Mohoneg City, PA.

Signature Date Chel



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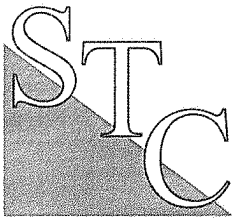
From \$ _____ To \$ 22.60 Hourly / Annually

Name Rick Stone Title County Eq. Manager PennDot

Company Name _____

Address _____

Signature Date _____



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Program CDL Class A Clock Hours 240

Existing Program
 New Program
 Revised Program

Tuition \$4,800 Fees \$385 Total \$5,203

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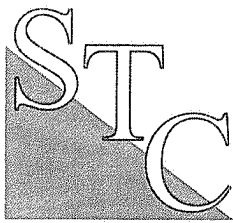
From \$ _____ To \$ 22.60 Hourly / Annually

Name Rick Stone Title County Eq. Manager PennDOT

Company Name _____

Address _____

Signature Date _____



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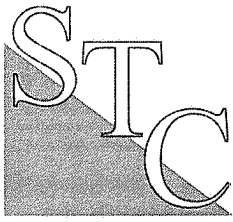
From \$ 40,000 To \$ 80,000 Hourly / Annually

Name Coary A. Deek Title Regional Superintendent

Company Name H&K Group

Address 316 New Schafferstown Rd Berwille PA 19506

Signature Date Coary A. Deek 12/20/2003



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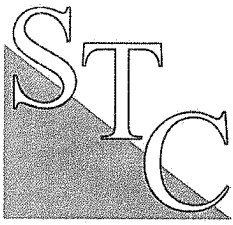
From \$ 45,000 To \$ 100,000 Hourly/ Annually

Name Cory A. Deck Title Regional Superintendent

Company Name Hdk Group

Address 316 New Schaffersstown Rd. Berwyn, PA 19506

Signature Date Cory A. Deck - 10-20-07



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From \$ 22.00 To \$ 26.00 Hourly / Annually

Name PHILIP GROSS Title SHOP MGR

Company Name ASH RESOURCES

Address 401 RT 615 SCHUYLKILL HAVEN

Signature Date [Signature] 10-20-23



Stocker Chevrolet Inc.
701 Benner Pike
State College, Pa 16801

Central Pa Institute Of Science & Technology
Automotive Technology Program
80 S Harrison Rd
Pleasant Gap, PA 16823

October 18, 2023

Whom It May Concern,

As the Service Director of Stocker Chevrolet, Buick, Gmc, I give my highest recommendation to the Automotive Technology at the Central PA Institute of Science and Technology. CPI has been instrumental in providing an exceptional career opportunity for students and adults alike.

The Automotive Technology program has not only provided the students with an excellent technical background in their chosen career, but has also provided the Automotive Industry in our area with the opportunity to confidently hire employees that we know are well trained in all aspects of their chosen field. This training includes both technical skills as well as the soft skills that are so important in maintaining employment in today's workforce.

Our Business works closely with CPI and frequently hires their students. As a member of the Occupational Advisory Committee, I value the commitment that CPI provides to the growth of their students and programs. Based upon my experiences, I am confident stating that the students and graduates of the program are well-prepared for future employment in their chosen field.

In summary, the valuable opportunity that To CPI provides to both secondary and post-secondary students in regards to immediate employment and/or providing the strong foundation to further pursue their educational goals is invaluable in my opinion. Please feel free to contact me with any questions or concerns you may have regarding my statements.

Matthew Roan,

Stocker Chevrolet, Buick, GMC Inc.
Service Director
701 Benner Pike
State College, Pa 16801
Phone: 814-238-4905 Email: mroan@stockerchevrolet.com

From: 19361 STATE COLLEGE <19361@allinesg.com>
Sent: Sunday, November 5, 2023 10:11:14 AM
To: Holly Lupton <HLupton@cpi.edu>
Subject: Letter

Holiday Hair
Nittany Mall
814-441-3367

To whom it may concern,

I'm writing to express the satisfactory and importance of the adult cosmetology program. In an industry that is struggling to fill full-time and part-time positions across the board I am very grateful that the school provides this kind of course to help produce the stylists needed. We are still in need.

In particular, my last hire, Shania in 2021 from the adult program has done amazing in the industry with much growth. She is thriving and learning every day. We are so glad to have her on our team! I'm currently looking to hire 3 students to fill our much-needed positions.

The continuation of this program is extremely important for the industry. We appreciate the report we have with Mrs. Lupton and will continue to work with her in placing adult students in the work force.

As a salon leader, I am also happy to provide paid internships upon pre-graduation and test dates scheduled resulting in a permanent position.

I look forward to continued representation of CPI students in the workforce upon graduation. I as well will continue to support the program and attend any meetings as able.

Thank you for offering a future in continuing education in the cosmetology program.

Sincerely
Sara Weaver
Holiday Hair, salon leader

October 17, 2023



Dental Assisting Program
Central Pennsylvania Institute of Science and Technology
540 N. Harrison Road
Pleasant Gap, PA 16823

Dear Sir or Madam,

Bellefonte Family Dentistry has had the pleasure of working with the Dental Assisting Program at the Central Pennsylvania Institute of Science and Technology (CPI) in various aspects. I have witnessed the utmost attention to the wellbeing and education of their students. CPI's interns have rotated in our office many times, and they have impressed me with their knowledge of dental terms and new equipment.

I have also had the pleasure of volunteering at the CPI's Give Kids a Smile Day multiple times. This gave me the ability to evaluate CPI's facility. I can say that CPI's equipment is up to date, clean, and very functional. I'm proud that we have such a great dental assisting program in our area. All three of our assistants have graduated from CPI. Our practice provides a variety of procedures, including but not limited to: IV Sedation, implants, pediatrics, and endodontic procedures. All of our assistants have easily adapted to the various procedures that we provide.

I look forward to working with CPI in the future, and I hope this letter ensures that it continues to receive the support it deserves. Thank you very much for your time in this matter.

Best,

A handwritten signature in black ink that reads "Richard J. Miller".

Richard J. Miller, DMD



Occupational Advisory Committee Meeting

PROGRAM: Advanced Manufacturing Technician Diploma

DATE: **October 18, 2023** TIME: **5:00 PM – 6:15 PM** PLACE: **CPI EE&I Lab**

Chairperson Signature: *William McCloskey*

MEMBERS PRESENT

Name	Title	Business	Bus. Address	Phone	Email
JT Craig	Line Operator	First Quality	121 N Rd McElhattan, PA 17748	(814) 380-8925	jt.craig0821@gmail.com
Eben Sundquist	MFG Tech 3	Millipore Sigma	595 N Harrison Rd Bellefonte, PA 16823	(814) 404-6453	Eben.sundquist@milliporesigma.com
Todd Gantt	Mechatronics Technician	Xact Metal	200 Innovation Blvd #257 State College, PA 16803	(814) 380-1464	w.mcclosk@tds.net
Bill McCloskey	Maintenance Technician	Foxdale Village	500 E Marylyn Ave State College, PA 16801	(570) 322-3164	todd@xactmetal.com
Shane Ensor	Adjunct Instructor	CPI	540 N Harrison Rd Pleasant Gap, PA 16823	(814) 359-2793 Ext 232	sensor@cpi.edu
Kevin King	Coordinator/ Instructor	CPI	540 N Harrison Rd Pleasant Gap, PA 16823	(814) 359-2793 Ext 232	kking@cpi.edu

Agenda

1. Welcome and Introductions.
KK welcomed everyone and thanked them for attending. Everyone then briefly introduced themselves by stating their title and where they worked.
2. Review and Accept meeting minutes from previous OAC Meeting. Use Robert's Rules of Order to accept and/or modify.
Minutes from March 2023 meeting were reviewed. Motion to accept by Bill McCloskey and seconded by Todd Gantt.
3. Update on items from last meeting (what was accomplished based on your action plan).
No updates to report.
4. Program Data: Enrollment, Recruitment, and Trends
 - a. Current Enrollment:
KK - Two Advanced Manufacturing AST students and two Control Systems Diploma students. One individual has enrolled in the January 2024 Control Systems Technician diploma class. Additionally, there are 10 industry students projected to attend for customized training through the end of 2023.
 - b. Graduation Rate from last class: **KK - 100%**
 - c. Current Recruitment/Public Relations Plans:
KK - Website advertising, high school tours, Grange Fair booth. CPI Open house is scheduled for Nov 2, 2023.
TG - Expressed willingness to record testimonial and volunteered to man CPI's Grange Fair booth if we are short of people
5. Staffing Updates
 - a. Professional Development Completed By CPI Instructor.
KK - Kevin King completed PMMI Electricity 1 certification
6. Review of Committee Membership
 - a. OAC Members Appointed by the Joint Operating Committee
All members appointed by the JOC
 - b. Majority of OAC Members are employees and employers in occupation, connections to WIB, civic organizations, and higher education institutions
All members employed in occupations related to the manufacturing industry
 - c. Suggestions for new OAC members from committee:
No new members suggested

7. Curriculum

- a. What should we be teaching and training students to be able to do?
 - BM – Teach equipment installation from start to finish; i.e., install and wire PLCs and VFDs**
 - ES – Culminate all skills taught into final project and include comprehensive troubleshooting**
 - TG – Teach how to install din rails and mount the components. Also more emphasis on electronics troubleshooting to include soldering**
- b. Curriculum Development and Revisions - Have changes been made to the Curriculum?
 - KK – Curriculums for both Advanced Manufacturing programs and the Control Systems Tech diploma program have been modified to incorporate the e-learning modules for the new Pneumatics Troubleshooting and PLC trainers**
- c. Program of Study Task List Review and Updates
 - All curriculums were reviewed and no changes were suggested.**
- d. Performance Objectives or Content Modifications Recommended by OAC
 - No recommendations were made beyond those listed in 7a.**
- e. Industry Standards, Licensing boards, etc.
 - KK - We're exploring the idea of modifying our Advanced Manufacturing and Control Systems programs to align with PMMI and/or SACA certification tests. Our current curricula are already very closely aligned with PMMI. We'll need to make some adjustments to align with SACA. More to follow in our spring meeting.**
 - TG – Asked if certification costs will be incorporated into student tuition, and how many tests will be covered. KK answered that certification fees and other details will be discussed in a future meeting with the front office once we determine which certification(s) we want to pursue.**
 - WM – Asked if the certifications are recognized nationally, and expressed concern that since the certifications don't expire and aren't renewed, they'll become less relevant/valued over time since technology will continue to advance.**
 - KK - Both PMMI and SACA are nationally recognized by the U.S. Department of Labor and the Manufacturing Institute.**
 - WM – Suggested we start with the PMMI certification and work towards SACA silver (written test) and gold level (hands-on assessment) certifications**

8. Labor Market Needs

- a. Please respond to the following statement: **“The Occupational Advisory Committee agrees that there is a community labor market need for this program.”**
 - TG – Yes**

BM – Absolutely

JC – Definitely

ES – Yes. Organizations are filling positions with uneducated people.

- b. Discussion on How Employers Support CPI Technical Program – Please summarize below:

KK – Local industries support the program by sending their employees for customized specialized training. Industries have donated equipment for students to train with. They also notify us of employment opportunities for our students.

- c. OAC member employers are requested to provide a Letter of Support for this program based on local Labor Market Needs. (A sample letter will be provided -Please place the letter of support on Company Letterhead).
- d. Any openings available now for students/alumni

TG – No

BM – No

JC – Not that I’m aware of

ES – No

- e. Job forecast trends affecting training, employment, upcoming industry trends, emerging technologies, practices, products, etc.

- i. **Labor market data in PA:** www.onetonline.org

Industrial Maintenance Mechanics have a bright outlook in their future job growth. Pennsylvania has a “much faster than average” projected job growth of 22% from 2020-2030 and has 2,290 projected annual job openings. Nationally there is a projected growth of 15% for the 2022-2032 timeframe; with 39,200 projected annual job openings. In Pennsylvania, the average annual earnings for industrial maintenance mechanics is \$59,830 per year, with the bottom 10% earning \$40,260 or less and top 10% earning \$77,140 or more year.

- ii. Discussion Regarding Employer Needs – Please summarize below:

ES – There is definitely a demand for industrial maintenance training. Organizations are filling positions with uneducated people because they can’t find people qualified to do the job.

9. Instructional Resource Material

- a. List of Resource Material

Amatrol e-learning modules and individual equipment O&M manuals

- b. OAC Recommended material and documentation of support – Please summarize below
OAC members did not recommend any new material
- c. Resource material recommended by accrediting or industry certification authority
No new resource material was recommended

10. Equipment Updates

a. New Equipment

- i. Documentation of equipment received through grants

KK - None at this time

- ii. Documentation of equipment received through the school budget

KK - Second Amatrol portable PLC trainer has been ordered and is expected to ship on 8 December. Allegheny Education is working to expedite the shipment.

- iii. Equipment provided via partnerships-Donations opportunities

KK - Graymont donated a Megger and a damaged motor for students to compare against a good motor

b. Long Term Equipment Plan

- c. Additional equipment discussion and needs (please include specifics if equipment is requested).

KK - Need a robotics trainer and a laser alignment system, especially if we want to prepare students for SACA credentials

WM - The Advanced Manufacturing and Controls programs definitely need to continue to evolve to keep pace with advances in technology

- d. After reviewing the program area equipment, the OAC completed the following statements and provided suggestions for improvement (if needed and appropriate):

Please circle the appropriate answer and provide suggestions for improvement immediately under each item marked "No".

- | | | |
|---|------------|----|
| • Equipment is comparable to industry standards. | Yes | No |
| • Equipment guards and personal safety devices are in place and used. | Yes | No |
| • Workstations are barrier free. | Yes | No |

11. Facilities and Safety Inspection

- a. Information Regarding the Process Used to Ensure Student Safety – Lessons, sign-off sheets, skill sheets, etc.

KK - Students are taught electrical safety, including lock out/tag out procedures, very early in their training. Additionally, the use of safety glasses is strictly enforced in the lab.

- b. Facility Overview and Inspection

OAC members didn't find any safety concerns during a walk-around of the lab.

- c. Discussion/Recommendations Regarding the Learning Environment, Facilities, and/or Safety

OAC members determined that the safety features of the training equipment and the safety policies in place make the lab as safe as possible.

After completing a safety inspection of the program area, the OAC completed the following statements and provided suggestions for improvement (if needed and appropriate):

Please circle the appropriate answer and provide suggestions for improvement immediately under each item marked "No".

- | | | |
|---|------------|----|
| ● The class enrollment is safe in relation to the size of the program area and workstations available. | Yes | No |
| ● The lab size is adequate as required by state licensing. | Yes | No |
| ● Safety education, consisting of safety practices, accident prevention, environmental concerns, and occupational health habits have been integrated into the curriculum. | Yes | No |

12. Other Agenda Items – **N/A**

13. Next OAC Meeting – **spring 2024; date TBD**

14. Motion for Adjournment – **Motion for adjournment by Bill McCloskey and second by Todd Gantt.**

Summarize all Occupational Advisory Committee Suggestions & Recommendations.

All OAC members agreed that both Advanced Manufacturing programs, and the Control Systems Technician program, are greatly needed to fill the large number of industrial maintenance vacancies with qualified individuals. All members support modifying the Advanced Manufacturing and Control Systems Technician curricula to prepare students for the SACA and/or PMMI certification tests. Doing so will advance the workforce and help ensure our graduates are job-ready.

Administrative Response:

Similar to our AST OAC meeting - I have met with the SACA rep regarding micro certs. Will continue pursuing SACA / PMMI, this should benefit the Program.

Administrative Signature:  Date: 11/2/2023

PS

1. Learning Resources/Student Services:
KK - EBSCOHost (a research database) has been discontinued for CPI. Students now use <https://powerlibrary.org>, in addition to Google, Google Scholar, etc.
2. Policies: After reviewing program policies, the Occupational Advisory Committee made the following suggestions for additions or changes.
No suggestions for additions or changes other than items noted at “7. Curriculum a.”
3. Employer Information:
 - a. Recent graduate job placement information
 - i. **Adam Gettig – First Quality**
 - ii. **Todd Gantt – Xact Metal**
 - iii. **Caleb Shade – First Quality**
 - b. Employer satisfaction data
KK – Received email from Bobbi Shirk, Maintenance Training Analyst at First Quality Lock Haven, in reference to CPI training provided to their employees: “I have heard nothing but good things about your training. Keep doing what you’re doing.”

KK - Also received email response from Bobbi DeHass-Brumbaugh, Paper Converting Training Analyst at First Quality Lock Haven: “Same here. Converting team maintenance members that have gone through the CPI training thus far are grateful in that experience.”
4. Recommendations by Occupational Advisory Committee
 - a. Employer training needs
 - b. Employment opportunities/trends
See 8d. above
 - c. Employer satisfaction
See 3b. above
 - d. Potential Cooperative Education opportunities
N/A
5. **[Please complete the general CPI OAC survey](#)**

All OAC members completed the survey

Cosmetology Program Review 2023-24

for the Indiana County Technology Center

Meeting Minutes

Monday, June 24, 2024

In attendance: Kayla Fuller, Adult Education Coordinator
Virginia Frketch, Adult Education Cosmetology Program Supervisor
Kennedy Cameron, Adult Education Cosmetology Program Aide
Gina Delfavero, Adult Education Administrative Assistant

Handouts: Summary of Student Evaluations of Program – Cosmetology
Summary of Student Resources Survey – Cosmetology

Year in Review

- Kayla reviewed the results of both survey summaries with the instructors, noting on the Program Evaluation that the only negative remark came from a student complaint about another student. The student felt that the student in question was given too much leeway in regards to student conduct. But as Virginia pointed out, the student who submitted the complaint was not privy to the numerous meetings held with the other student. Due to student confidentiality, Kayla said, it is not ICTC's responsibility to defend what actions were taken to the student making the complaint.
- Budget – It was much the same as the previous year. Kayla noted supplies costs continue to rise, so adjustments may need to be made. Virginia said the student-run clinic did increase their prices as of January 1, 2024 to reflect the rising cost of supplies and help offset them a bit.
- Enrollment – Goals remain at six for August (we are currently at 4, with two more in the process of enrolling) and four for January. Kayla said that if an enrollment goal isn't met, we need to make every effort to push the Esthetician/Nail Tech enrollment to help offset the loss. Right now, we are expecting a new Esthetician class in late September (two have expressed interest) and a February 2025 start for the next Nail Tech. Kayla agreed that it would be too difficult to run an Esthetician/Nail Tech class simultaneously.
- Equipment – Kayla asked for an update on the rinse sinks that maintenance is supposed to be installing back in the Adult Ed Cosmetology classroom area. Virginia received an update from Ben that morning, who said he hopes to be able to get them in the second week of August. Kayla said she will stress to maintenance and Mr. McDermott and Mr. Worthington the importance of getting the sinks installed before the start of the August 19th class. Virginia said the cabinets have already been emptied in preparation, and they will definitely need the space cleaned up prior to the start date.

Program Strengths/Limitations

- Both Virginia and Kennedy named as a strength of the program the one-on-one guidance provided, with hands-on theory in small groups.
- State Board Prep was named as another strength, with a very high percentage of Cosmetology graduates passing their boards on the first attempt.
- Employment Prep is also a strength, with a high percentage of graduates going on to find jobs, often times before graduation.
- In terms of limitations, having sufficient equipment is always a challenge with budget and labor constraints. One item that can be addressed are new portable dryers, which Adult Ed will order for the coming year.
- Another limitation is space. Right now, the August enrollment has been restricted to 6 students due to insufficient work stations. Having Esthetician/Nail Tech students take up stations restricts the number of full-time Cosmetology students that can be enrolled. Past esthetician students have also lamented the lack of a space devoted to esthetics (a more "spa-like" atmosphere).
- Tying in the with space restrictions, enrollment was listed as a limitation. Acquiring more esthetician/nail tech students would be a positive, and encouraging higher enrollment in the January co-horts would help as well.