



Moore Norman Technology Center Staff Meeting Minutes

Meeting called by:	Heather Wyatt Jessica Johnson Renea Smith	Type of meeting:	Fall Advisory Board Meeting
Date of meeting:	October 25, 2010	Time of meeting:	12:00 noon
		Meeting Place:	A109
In Attendance:	Len Bogner, Lucinda Francis, Tony Jones, Dearlene Jones, Sue Ann Paine, Ty Hardiman, Ashley Hardiman, Dane Harned, Jeanette Capshaw, Claudia Burton		

Cosmetology Advisory Minutes

Welcome & Introductions

- The meeting was called to order at 12:30 pm. Jessica thanked everyone for coming and a brief introduction of all members followed.

Spring Minutes Reviewed

- Members were asked to review the Spring minutes.

Skills USA Contest

- **The State Skills USA Contest** – last year we took 5 day students and 1 evening student to State Skills USA contest in Tulsa. Our evening student took 1st place at State and went on to Nationals where she placed 1st. From our day program we had 2 students who placed 2nd and 3rd at State. All of our students had very high scores and we are very proud of them.

Equipment Update

- Jessica reported that this year the student kit includes a manikin head. In the past students were asked to pay for them and now they are included in their kit.
- This year we were able to replace some of our styling tools. We ordered new curling irons, flat irons, trimmers and clippers for each station.
- This year we would like to request computers for each student. We currently have 6 computers which makes it difficult for students to complete assignments. We would like to have a computer on each student desk. This would allow us to work towards becoming paperless. Students would be able to take test, complete assignments and do research. With 30 students it is hard to complete assignments when we only have 6 computers available. Sue Paine recommended that we purchase lap tops instead of desk tops. Students close the lap tops during classroom instruction. Tony Jones stated that in the schools he visits he sees mostly laptops in the classroom.

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- We would also like to request a docking station for a computer near the dispensary. This would help us better track our supplies. We also are needing input on inventory software. We are not sure if our current millennium software has this option. We would like to purchase some sort of bar code inventory control system.
- Heather reported that eventually we will need to replace two of our pedicure Thrones. Our chairs are old and we would like to get more up to date chairs for our customers. This will have to be put on hold until we get our plumbing issues resolved.
- Heather asked for input on any type of instructional DVD's we could purchase for our students.

New Business

- This year our students are required to wear scrub pants and shirts. This has made our students look more tailored and professional. We are using the Urban scrub brand which offers scrubs in a variety of sizes. Students are wearing black scrubs with colored piping.
- We added a color cookie to our curriculum. This has been a great success with our students.
- We now have a cosmetology facebook site. Please feel free to visit our site and join us as a facebook friend. The facebook site allows instructors to post information, answer questions and get feedback from students. We also post contest information and many pictures and in the future, we would like to see our industry salon's join us. The site is closely monitored by the instructors and it is a great way to showcase our program. We even have a fundraiser currently posted on the site.
- **Summer School** – Renea reported that they made some changes to summer school this year. Students were allowed to pick a salon with a licensed instructor. They set up their shadow time and had to submit a work schedule and agenda. Students would do live work in class on Mondays, Wednesdays and Fridays and would shadow at the salon on Tuesday and Thursdays. Students were required to come back and share with their peers what they had observed at the salon. This was a big success and we will do this again next summer.
- We also taught our students two different techniques for color application which gave them a head start on the students who started in August.
- Students had the opportunity to go on several field trips to different salons in the area.

Adjourned at 7:30 pm

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