

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

PROGRAM ADVISORY COMMITTEE
MEETING MINUTES
October 18, 2018

A meeting of the Greater Lawrence Technical School Program Advisory Committee was held on Thursday, October 18, 2018 at Greater Lawrence Technical School.

The following members were in attendance:

Facilitator: Andrew Ciarla	CTE Program:
Recorder: Tim Jones	See Attached graphic organizer
Materials Manager:	
Dialogue Monitor: Cheri Lewis	
Timekeeper: Dayna Horgan	
Faculty Present	
Cheri Lewis	Melanie Lamoy
Tim Jones	Marla Chae
Dayan Horgan	Chris Jackson
Joe Powers	Panagiota Athinelis
Advisors Present	Name of Business / Population Represented
Andrew Ciarla, Chairperson	Pfizer
Peter Gaines	U. Mass Lowell
Norline Crossdale Walker	Sanofi
Gena Greher	
John Galinato	
David Bernback	MIT
Todd Buckless	
Glen Sunberg	
Guest Present	
N/A	

REPORT OF OLD BUSINESS

Agenda Item #1: Call to Order a. Welcome/Introductions
Status report: Ms. Lewis called meeting to order (following intro in the PAC).

Agenda Item #2 Verification of committee members' contact information, phone numbers and emails.

- a. Please verify 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 Addresses have been verified for each member.
- b. Addresses verified
- c. Ask members to update membership forms for special populations.

Agenda Item #3: Minutes

- a. Review minutes from April 6, 2017 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:

Minutes were approved and accepted

NEW BUSINESS

Agenda Item #4: Breakout Session #1:

- a. **Let's Collaborate!**

Status Report:

- i. See attached graphic organizers for notes from each session.

Agenda Item #5: Breakout Session #2

1. Let's talk business!
Discuss skills students need to have and equipment we should purchase for SY2020

Status Report:

Recommendations/Biotech:

1. It was recommended by the board that students become proficient in the following skills:
 - a. Aseptic Technique
 - b. Solution Preparation
 - c. Pipetting (including single and multichannel pipettes)
 - d. RT-PCR
 - e. Cell culture techniques
 - f. Gel electrophoresis
 - g. Genetic engineering/Cloning
 - h. Fluorescent Microscopy
 - i. Troubleshooting
2. Transition from conventional polymerase chain reaction (PCR) to Real-time PCR.
3. Add in a bioreactor system to teach students biomanufacturing techniques.
4. Incorporate synthetic biology (ex. Biobuilder)

It was recommended that a liquid nitrogen unit be purchased.
It was recommended that a fluorescence microscope be purchased
It was recommended that fluorescence and luminescence plate reader be purchased.
It was recommended that a 50/15mL centrifuge be purchased.
It was recommended to purchase histology/immunology equipment.
It was recommended that we purchase a surplus of kits/reagents.

Agenda Item #6 Equipment/Budget Biotech

Any recommendations for the purchase of new equipment?

Status Report:

Recommendation #1: Purchase of liquid nitrogen for freezing and thawing cell lines.

Motion: Andrew Ciarla

2nd Motion: Peter Gains

Vote: Motion Passed

Recommendation #2: Fluorescent Microscope

Motion: Andrew Ciarla

2nd Motion: Peter Gains

Vote: Motion Passed

Recommendation #3: Fluorescence and luminescence plate reader

Motion: Andrew Ciarla

2nd Motion: Peter Gains

Vote: Motion Passed

Recommendation #4: 50ml/15ml centrifuge

Motion: Andrew Ciarla

2nd Motion: Peter Gains

Vote: Motion Passed

Recommendation #5: histology/immunology reagents and equipment

Motion: Andrew Ciarla

2nd Motion: Peter Gains

Vote: Motion Passed

Recommendation #6: Purchase a surplus of supplies (kits, reagents) so that students are able to repeat experiments that "fail".

Motion: Peter Gains

2nd Motion: Andrew Ciarla

Vote: Motion Passed.

Agenda Item #6 Equipment/Budget-Engineering

Any recommendations for the purchase of new equipment?

Recommendation #1: Purchase of 3D Printer for Metals.

Motion: Glen Sunberg

2nd Motion: Peter

Vote: Motion Passed

Recommendation #2: Purchase of table saw.

Motion: Glen Sunberg

2nd Motion: Peter

Vote: Motion Passed

Recommendation #3: Purchase of Laser Cutter. Item was on last year's recommendations as well

Motion: Glen Sunberg

2nd Motion: Peter

Vote: Motion Passed

We also discussed a potential field trip with Glen to see the engineering labs

ADJOURNMENT at 7:30 PM.

Motion: Cherilee Lewis motioned to adjourn.

2ND: Melanie Lamoy

VOTE: Unanimous

Next Meeting: Thursday, April 5, 2018

Respectfully Submitted: Melanie Lamoy & Tina Silva