

Advisory Committee Meeting Minutes
Manufacturing Technology –Heat, Ventilation, and Air Conditioning

CHAIRPERSON: Kitty Howard		
MEETING DATE: November 5, 2014	MEETING TIME: 12:00pm	MEETING PLACE: Skills Training Center
RECORDER: Lee Ritchie		PREVIOUS MEETING: November 13, 2013

MEMBERS PRESENT:

MEMBERS ABSENT:

OTHERS PRESENT:

Name and Title	Name and Title	Name and Title
Gustave Bauder- Director of Automation Temperature Control Systems	Rich Savage-Owner of Wichita Appliance	Vernon College: Dr. Gary Don Harkey, Dean of Instructional Services
Steve Holliday- Mechanical Coordinator for WFISD		Shana Munson, Associate Dean, Career & Technical Education
Kitty Howard- Deputy Director Workforce Solutions		Mark Holcomb, Division Chair & Instructor Industrial Automation Systems
Bonifacio Lucero, adjunct instructor		Scott McClure HVAC Instructor
Lee Ritchie, Owner-operator of Texoma Heating & Air Conditioning		Melissa Moore- Early College Start Coordinator
Bin Ellett- Owner-operator of Ellett AC		LeAnn Scharbrough- Advancement Specialist- Recruiting
Chris Johns- Service Manager for Mike Graham Heating and A/C		Donna Egoavil- Instructional Services Administrative Assistant
Robbie Robinson-WFISD		

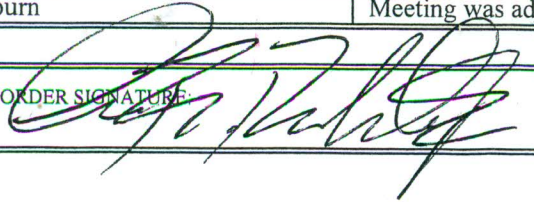
Agenda Item	Action, Discussion, or Information	Responsibility
Welcome & Introductions	Information	Scott McClure
Members and their role	Information	Gary Don Harkey
Election of officers	Action	Members present
Approve minutes from last meeting	Action	Kitty Howard (Chairperson)
Old Business:	Information	Scott McClure
Continuing Business:	Information	Scott McClure
New Business:	Information/ Discussion	Scott McClure
Program statistics: Graduates, majors, enrollment	Information	Scott McClure
Review goals and objectives	Information/Discussion	Members present
Workplace competencies	Discussion	Scott McClure
Program revisions, curriculum/course	Information/Discussion	Members present

review		
Evaluation of facilities, equipment, and technology	Discussion	Members present
Advice on selection and acquisition of new equipment and technology	Discussion	Scott McClure
External learning experiences, employment, and placement opportunities	Discussion	Scott McClure
Professional development of faculty	Information/Discussion	Scott McClure
Promotion and publicity about the program to the community and to business and industry	Information/Discussion	Scott McClure
Needs of students from special populations	Information/Discussion	Scott McClure
Curriculum Decisions:		Scott McClure
Other:		
Adjourn	Action	Kitty Howard (Chairperson)

MINUTES

Key Discussion Points	Discussion
Welcome & Introductions	Meeting was called to order. Members introduced themselves and the company they worked for as well as expertise.
Members and their role	Dr. Gary Don Harkey thanked the members for serving on the committee and explained the role of the advisory committee members for the workforce programs.
Election of Officers	Kitty Howard was elected chairperson, and Lee Ritchie was elected recorder.
Approve minutes from last meeting	Minutes were approved as presented.
Old Business:	EPA certification has been added to HART1407 Refrigeration Principles class as discussed and voted on at the last meeting. The cost has been added in as a testing fee. It will be given as a mid-term so that if any students fail they can retest before the class is over. In addition, there have been very positive reactions from students after dropping COSC 1301 from required status to elective status.
Continuing Business	The Stanley & Betty Ray Scholarship was moved into a new fund in order to generate more interest income as Scott had mentioned at the last meeting. LeAnn Scharbrough explained to members that anyone can donate to the scholarship and told members that she would send them some information on how to donate.
New Business:	
Program statistics: Graduates, majors, enrolment	Program Statistics: Graduates – will graduate 4 students in fall 2014 semester. Majors – currently 30 students. Enrollment – of five class offerings this fall there are enrolled in each 4, 12, 13, 15, and 16 respectfully
Review goals and objectives	The members were given a handout of the program's goals & outcomes. Members read over them and felt that they were relevant and necessary for today's workforce. Members approved them as presented.

Workplace competencies	Members were given a handout of the workplace competencies and were asked to review them. Members agreed that the workplace competencies were current and felt that they are relevant and necessary for today's workforce. Members approved them as presented.
Program revisions, curriculum/course review	Scott told members that he was thinking about switching the program exit exam from ICE to one administered by ESCO. He had lots of literature for members to look at. Members agreed for Scott to give it a try and see how the new tests work. Members also suggested that Scott bring back the ticket writing lab and maybe add some roll play to a course or two.
Evaluation of facilities, equipment, and technology	Scott is still very pleased with all the space he has. Remaining relevant to industry trends, he purchased the latest heat load program from Wrightsoft and the newest Honeywell and Emerson Wi-Fi thermostats which he introduces to his students in Advanced Controls class.
Advice on selection and acquisition of new equipment and technology	Chris Johns recommended having students work on some of the latest technology that is out in the field. One specific suggestion was to invest in the communicating technology Carrier and Bryant offers in which the thermostat, outdoor unit, and indoor unit communicates much like a computer does. The members agreed that Scott should obtain price quotes and place a request for Perkins funds for next year.
External learning experiences, employment, and placement opportunities	Scott expressed his intention to contact members and schedule more ride along for students.
Professional development of faculty	The college is providing new technology for the classroom training periodically. Scott asked members about any outside training that anyone might know about. Members brought up Mitsubishi wanting to offer training, but needed a facility. Members agreed to coordinate with Scott to investigate the possibility of Vernon College hosting it.
Promotion and publicity about the program to the community and to business and industry	Providing CE training for area contractors in October, Scott was able to show off the lab and talk about the program. It proved to be a good opportunity to receive feedback from area contractors on what they are seeing out there relative to codes, equipment, and workers. He continues to give tours at Skills Training Center. He is gearing up for Sophomore Round up and GenTex, as well as visiting area supply houses. In addition to visiting area high schools, Scott gave a presentation to high school students at MSU in October, which was sponsored by Workforce Solutions. In the end, Scott finds that the best publicity is word of mouth from current and former students.
Needs of students from special populations	Vernon College offers accommodations through the Special Services office in compliance with the ADA law for students who qualify. The most common requests are for students to have extended testing time and individual tutoring. Because HVAC is a predominantly male occupation, the college emphasizes the opportunities for females to work in the field.
Curriculum Decisions:	
Other:	
Adjourn	Meeting was adjourned.

RECORDER SIGNATURE: 	DATE: 12-1-14	NEXT MEETING:
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