

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

CHAIRPERSON: Lee Ritchie		
MEETING DATE: November 13, 2013	MEETING TIME: 12:00pm	MEETING PLACE: Skills Training Center
RECORDER: Gustave Bauder		PREVIOUS MEETING: November 14, 2012

MEMBERS PRESENT:

MEMBERS ABSENT:

OTHERS PRESENT:

Name and Title	Name and Title	Name and Title
Gustave Bauder- Director of Automation Temperature Control Systems	Darrin Kirkpatrick-Service Manager for Ferguson Veresh	Vernon College: Dr. Gary Don Harkey, Dean of Instructional Services
Steve Holliday- Mechanical Coordinator for WFISD	Charlotte Brown- Counselor for Olney High School	Shana Munson, Associate Dean, Career & Technical Education
Rich Savage-Owner of Wichita Appliance		Mark Holcomb, Division Chair & Instructor Industrial Automation Systems
Ricky Sikes- Service Manager for James Lane Air Conditioning		Scott McClure HVAC Instructor
Kitty Howard- Deputy Director Workforce Solutions		Tina Baker, Coordinator of Business and Industry Services
Bonifacio Lucero, adjunct instructor		
Lee Ritchie, Owner-operator of Texoma Heating & Air Conditioning		

Agenda Item	Action, Discussion, or Information	Responsibility
Welcome & Introductions	Information	Scott McClure
Members and their role	Information	Shana Munson
Election of officers	Action	Members present
Approve minutes from last meeting	Action	Lee Ritchie (Chairperson)
Old Business:	None	
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	Scott McClure
Workplace competencies	Discussion	Scott McClure
Program revisions, curriculum/course review	Information/Discussion	Scott McClure
Evaluation of facilities, equipment,	Discussion	Scott McClure

and technology		
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	Lee Ritchie (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	Shana Munson thanked the members for serving on the committee and explained the role of the advisory committee members for the workforce programs.
Election of Officers	Lee Ritchie was re-elected chairperson, and Gustave Bauder was elected recorder.
Approve minutes from last meeting	Minutes were approved as presented.
Old Business:	None
Continuing Business	The Stanley & Betty Ray Scholarship was not given out this year. The scholarship did not draw much interest and Betty Ray and Scott decided to move it into a new fund to try and generate more interest.
New Business:	
Program statistics: Graduates, majors, enrolment	Program Statistics: Graduates – will graduate 7 students in fall 2013 semester. Majors – currently 38 students. Enrollment – of five class offerings this fall there are enrolled in each 17, 18, 19, 17, and 17 respectfully
Review goals and objectives	The members were given programs goals and objectives. Members felt that the goals and objectives were stated appropriately.
Workplace competencies	Scott is in the process of changing up the program outcomes The members agreed to review them electronically and vote on the changes in the spring via email. Members agreed that the workplace competencies are current and no changes were needed..
Program revisions, curriculum/course review	Members discussed a reduction in hours from 63 to 60 for the Associate degree for the program. Members voted unanimously to move COSC 1301

	<p>Introduction to Computing from required to elective status for the Associate.</p> <p>Members also discussed adding the EPA 608 certification exam to the Refrigeration Principles class. The cost would be added to the special fees. The test would be used as their final. The 608 is a requirement from the EPA to work on systems with refrigerants and purchase refrigerants. Members voted unanimously to add EPA 608 certification exam to the Refrigeration Principles class.</p>
Evaluation of facilities, equipment, and technology	<p>Scott is still very pleased with all the space he has.</p> <p>Updated the programs HEAT PUMP Simulator from Simutech. The old software will not load on vista and up software. Probably will need to upgrade other software next year. We have AC troubleshooting, Gas Heat troubleshooting, Refrigeration Troubleshooting, and Supermarket simulators.</p> <p>Purchased 4 new laptops to start replacing some of the older Acer laptops which are around 8 years old.</p>
Advice on selection and acquisition of new equipment and technology	<p>Ricky Sikes said he would donate a Nest Thermostat for the students to learn the new "Wi-Fi" technology.</p> <p>Gustave Bauder said he would send Scott some links prerecorded webinar series for him to use in class.</p>
External learning experiences, employment, and placement opportunities	<p>Scott would like to get with members and schedule more ride along for students.</p>
Professional development of faculty	<p>The college is providing new technology for the classroom training periodically.</p> <p>Scott asked members about the college hosting a training session for a topic such heat load calculations, airflow measurements, gas analysis, DDC training, etc. Have notice other community colleges doing this. Dr. Gary Don Harkey suggested that Scott get with Tina and Continuing Education and host a rounds table discussion and see if there is enough need and interest in doing this. Members agreed. They all felt it would be worth looking into.</p> <p>James Taylor from Amrad gave a seminar on capacitor troubleshooting and installation for AC contractors and two HVACR classes.</p>
Promotion and publicity about the program to the community and to business and industry	<p>Provided CE training for area contractors in October, was great chance to show off the lab and talk about the program. Also was a good chance to get feedback from area contractors on what they are seeing out there relative to codes, equipment, and workers.</p> <p>There have been a lot of TV and Radio advertisements promoting the workforce courses. .</p> <p>Scott also visits area high schools. Gives several tours of the Skills Training center throughout the year.</p>
Needs of students from special populations	<p>Vernon College offers accommodations for students in compliance with the ADA through the Special Services office. This office coordinates special accommodations and services requested by students who qualify under the ADA law. The most common requests are for students to have extending testing time and individual tutoring.</p> <p>Also, because HVAC is a predominantly male occupation, the college emphasizes the opportunities for females to work in the field</p>
Curriculum Decisions:	
Other:	
Adjourn	Meeting was adjourned.

RECORDER SIGNATURE: 	DATE: 12/11/2013	NEXT MEETING:
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