

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

CHAIRPERSON: Lee Ritchie		
MEETING DATE: November 12, 2012	MEETING TIME: 12:00pm	MEETING PLACE: Skills Training Center
RECORDER: Kitty Howard		PREVIOUS MEETING: November 10, 2011

MEMBERS PRESENT:

MEMBERS ABSENT:

OTHERS PRESENT:

Name and Title		Name and Title		Name and Title	
	Gus Bauder- Director of Automation for Temperature Control Systems		Darrin Kirkpatrick-Service Manager for Ferguson Veresh		Vernon College: Sharon Winn, Assistant to Dean of Instructional Services
	Steve Holliday- Mechanical Coordinator for WFISD		Ricky Sikes- Service Manager for James Lane Air Conditioning		Mark Holcomb, Division Chair & Instructor Industrial Automation Systems
	Rich Savage-Owner of Wichita Appliance				Scott McClure HVAC Instructor
	Charlotte Brown- Counselor for Olney High School				Jessica Sutherland Early College Start Coordinator
	Kitty Howard- Deputy Director Workforce Solutions				
	Bonifacio Lucero, adjunct instructor				
	Lee Ritchie, Service Manager for All Trades				

Agenda Item	Action, Discussion, or Information	Responsibility
Welcome & Introductions	Information	Scott McClure
Members and their role	Information	Mark Holcomb
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, and technology	Discussion	Scott McClure

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	Mark Holcomb 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 Kitty Howard was re-elected recorder.
Approve minutes from last meeting	Minutes were approved as presented.
Old Business:	None
Continuing Business	The Stanley & Betty Ray Scholarship was given to one student this year. The scholarship did not draw much interest this year and Vernon College is looking into ways to make a higher interest rate for it.
New Business:	
Program statistics: Graduates, majors, enrolment	Program Statistics: For Spring 2012 there were 9 graduates; 100% were employed within a month of graduation! For Fall 2012 there will be 4 graduates including one A.A.S. Currently there are 28 declared HVAC majors.
Review goals and objectives	The members were given programs goals and objectives. Members felt that the goals and objectives were stated appropriately.
Workplace competencies	Members agreed that the workplace competencies that were set last year are current and no changes were needed.
Program revisions, curriculum/course review	The members reviewed the program and courses felt that no revisions are needed at this time.
Evaluation of facilities, equipment, and technology	Scott reported the additional lab space added for the program as a result of the renovation last year is working well. He indicated that the laptops used for troubleshooting and energy management are outdated; Sharon said he should include a request for upgrading them in his lab evaluation in February in order for them to be included in the Perkins Basic grant for next

	year.
Advice on selection and acquisition of new equipment and technology	The committee highly recommended using wireless thermostats for training as this is direction new technology is going. Steve commented that students should be familiar with circuit boards.
External learning experiences, employment, and placement opportunities	Scott asked he could schedule more opportunities for students to ride with technicians as observers; the members were in favor of this and that Scott should contact them for scheduling.
Professional development of faculty	Scott plans to attend AHR expo in Dallas this January.
Promotion and publicity about the program to the community and to business and industry	The college used Perkins Basic funds to promote the CTE programs and nontraditional careers via television and radio; there will be another round of promotion prior to the spring 2013 enrollment. Since the Tech Prep program closed, CTE instructors, Jessica Sutherland (dual credit), and Sharon Winn are doing recruiting activities. Two upcoming events that members were invited to participate in are "Girls Night Out" October 25 and Sophomore Roundup November 30. Scott also visits area high schools and gives several tours of the Skills Training center throughout the year. Mark Holcomb will request a taskforce be formed to investigate why high school graduates do not enroll in workforce programs in large numbers and to find more effective means for recruiting this age group.
Needs of students from special populations	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. Also, because HVAC is a predominantly male occupation, the college emphasizes the opportunities for females to work in the field. Sharon Winn told members that a poster is being developed for the HVAC program depicting a woman doing work in the field that will be posted through the area. Vernon College is going to host another "Girls Night Out" at the STC in the spring semester for high schools girls to explore nontraditional occupations. The program will include having women who are employed in nontraditional occupations tell about their experiences and answer questions.
Curriculum Decisions:	
Other:	
Adjourn	Meeting was adjourned.

RECORDER SIGNATURE:	DATE:	NEXT MEETING:
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