TEMPLATE for Advisory Committee Meeting Record (Add lines throughout as needed)

CHAIRPERSON: Joey Johnson		
MEETING DATE: 6-17-2016	MEETING TIME: 11:00 – 1:00	MEETING PLACE: Collin Higher Education Center
RECORDER: Joe Butler		PREVIOUS MEETING: NA

MEMBERS: (P = Present) OTHERS PRESENT:

(P?)	Name and Title (List all members)	Business Affiliation	Name and Title
p	Joey Johnson (Chair)	Trane	
p	Thomasena Philen	Daikin	
p	Donald Mcintyre	Princeton ISD	
p	Steve Trout	Bill Joplin's A/C and Heating	
p	Kevin Self	ACIS	
p	Karen Buechman	Plano ISD	
p	Patrick Szlachtowski	Lennox	
p	Ken Dunlap	Collin College	
p	Seth McGinnis	Classic Heatinq and Air	
p	Craig Van Hamersveld	CAMPAT	
p			Joe Butler, AVP
p			Abe Johnson, VPP

AGENDA

Agenda Item	Action, Discussion, Information	Responsibility
Approve Minutes from Last Meetinq	NA	NA
Old Business:	NA	NA
New Business:		
Elect Chair	Joey Johnson was elected Chair of the Committee by unanimous vote	NA
Introductions	Joey Johnson Called the meeting to order at 11:20	NA
Purpose of Advisory Committee	Joe Butler provided the committee with the role of an advisory committee for workforce programs as stated in the 2015 GIPWE.	Joe Butler
Needs Assessment	Joe Butler shared regional HVACR employment data from USDL-BLS and a Collin College Job Gap Analysis Study. Discussion centered on the types of positions that are needed in the local HVACR industry. Primary positions needed were identified as • Residential Technician	

	• Commercial Technician • Commercial Refrigeration • HVAC Controls The Committee voted unanimously to not offer an MSAA. The Committee voted unanimously to offer Level I and Level II Certificates and AAS degree. Likely related awards • Residential Technician Certificate • Commercial Technician Certificate • Commercial Refrigeration Certificate • AAS with multiple tracks o Residential Track o Commercial Track o Controls Track Don Mcintyre suggested a dual credit to Collin Colleqe pathway.	
Skills Needed	Joe Butler provided general workforce awards and sample HVACR courses from WECM. The Skills discussion was used to identify skills and delineate them based on award level Level I Certificate • EPA Certification • Basic Electricity • Basic Refrigeration and A/C • Gas Heat • Electric Heat • Basic Controls • Soft skills/Ethics • Tools • Brazing and soldering • Basic Plumbing • Periodic Maintenance • Heat Pump • Safety (OSHA 10) Level II Certificate • Ductwork Calculations • Commercial Refrigeration • Higher Level Safety (OSHA 30) • Basic Blueprint • Boilers • Field Fabrication • Construction materials • Higher Level Electricity • hverter AAS • Variable Refrigeration Flow • Higher Level Controls The committee also discussed the inclusion of an internship in the proqram.	Joe Butler

	Joe Butler will map the identified skills to WECM courses and draft degree plans containing WECM courses for certificates and AAS.	
Tools	Joey Johnson provided a sample supply and equipment list with prices and will work with a subcommittee to draft an equipment budget. Seth McGinnis will provide the contents of the tool bag (with cost) that he provides his employees. Further discussion centered on whether Collin would provide tools to the students or have a tool list or packaged tool bag that students will be required to purchase. No consensus was reached.	Joey Johnson Seth McGinnis
Certifications Needed	Only discussion was the EPA Certification requirement. It was stated that a technician can't touch a unit without the EPA Certification.	
Stackable Awards	Joe Butler provided GIPWE guidelines for different levels of awards.	
Next Meeting	Next meeting will be 8-5-2016 from 11:00 – 1:00 at CHEC	Joe Butler
Adjourned	Adjourned for lunch at 12:45	
Other:		

CHAIRPERSON SIGNATURE (or designee):	DATE:	NEXT MEETING: