

## Advisory Committee Meeting Record

<b>CHAIRPERSON:</b>  <b>Ken Cates</b>		
<b>MEETING DATE:</b> October 28, 2020	<b>MEETING TIME:</b> 11:00AM – 12:30	<b>MEETING PLACE:</b> Virtual WEBEX
<b>RECORDER:</b> Jaime Payne		<b>PREVIOUS MEETING:</b> Central Texas College

**MEMBERS: (P=PRESENT) Add nonmembers present to bottom of table with heading “Others Present” (OP=)**

(P/OP?)	Name and Title (List all members)	Business Affiliation	Name and Title
<b>P</b>	Ken Cates ( Chairperson)	Habitat for Humanity Killeen TX 76543	Executive Director
	Earl Abbott	Building Code Enforcement Killeen TX 76540	Building Code Official
<b>P/ REP</b>	Randy Morris	ASONE Remodeling LLC Killeen TX 76549	Sub-Contractor ASONE Remodeling LLC
	David Miller	Miller Construction	Sub- contractor
	Byron Montgomery	MPR (maintenance, painting, remodeling) Copperas Cove TX.	MPR Owner
	Mark Stahl	CCISD Copperas Cove, TX	Director of Maintenance
	Bernard Jackson	CCISD Copperas Cove, TX	Maintenance Worker
<b>P</b>	Rich Radicke	ASONE Remodeling LLC Killeen TX 76549	Sub-Contractor ASONE Remodeling LLC
<b>A</b>	Billy Wheeler	CTC Physical Plant Main Campus Killeen TX	Senior Supervisor
<b>A</b>	David Woodruff	CTC Physical Plant Main Campus Killeen TX	Lead Supervisor
<b>P</b>	Earnest Finney	CTC Instructor	Maintenance Technology Instructor
<b>P</b>	Ronnie Turner	CTC Department Chair	Department Chair
<b>O/P</b>	Jaime Payne	CTC Industrial Technology	Department Assistant

	Bill Quick	City of Killeen Killeen, TX	Chief Building Inspector
	Osbarido Fletcha	Flecha Real Estate Group Austin, Texas	Realtor / Broker
<b>P</b>	Christine Grover	CS Custom Woodworks Copperas Cove, Texas	Owner
<b>P</b>	Shan Samanski	CS Custom Woodworks Copperas Cove, Texas	Owner
	Manuel Sanchez	Fort Hood Family Housing	General Maintenance Technician
<b>P</b>	Brandi Stokes	Central Texas Home Builder Association	President
<b>O/P</b>	Martina Ady	Central Texas College	Deputy Chancellor
<b>O/P</b>	Janice Anderson	Central Texas College	Dean
<b>O/P</b>	Kirsten Brook	Central Texas College	Dean
<b>O/P</b>	Veronica Martin	Central Texas College	Advising Director for CATE Center
<b>O/P</b>	Keisha Holman	Central Texas College	Director, Career Services
<b>O/P</b>	Jose Rodriquez	Central Texas College	Building Trades Lab Assistant



Agenda Item	Action, Discussion, Information	Responsibility
Introduction of members and guest.	New members and admin personnel introduce themselves and gave brief comments.	Mr. Cates and Mr. Finney
Approve Minutes from Last Meeting	Minutes Approve by members	Mr. Cates
<p>Old Business:</p> <ul style="list-style-type: none"> <li>- Current certificates awarded from 1 Oct 19 to 31 OCT 19 : 0 Level II, 2 Level I Carpentry, and 0 Level I Construction a total of 2</li> <li>- Current enrollment is 64</li> <li>-Mr. Rodriquez was hired as a full time Lab Assistant to increase the contact time for students with staff.</li> <li>-Received 4 Hours of training with the Baileigh Industrial rep on the new CNC router machine operation and maintenance. This did not include software training.</li> <li>-Received 1 hour online training for the Bob-CAD software that was provided with the CNC router.</li> <li>-NCCER status is as follows; 1 student completed, 1 student currently testing. Working on getting NCCER implemented to be done along with CPRT 1429.</li> <li>-Currently working on Course Site testing to update clerical errors with some test answers.</li> </ul>		
<p>New business:</p> <ul style="list-style-type: none"> <li>-Current certificates awarded from 1 Nov 19 to 15 Oct 20: 8 Level II, 12 Level I Carpentry, 10 Level I Construction, 2 AAS Craftsman Trades</li> <li>-Conducted 8 hours of In-House training on CNC machine using personal V-Carve CAD/CAM software. A request has been put in for the V-Carve Pro Software which is a better option than the current industrial software that we have.</li> <li>-NCCER Status is as follows: 32 tests have been administered with a 98% success rate. 2 students have received their credentials (cards and certificates), one has finished but awaiting his card. We are looking into possibly conducting OSHA training and certification.</li> </ul>	<p>Continue training to be able to introduce CNC machining to the students.</p> <p>Continue to conduct NCCER testing and training to provide student with credentials to improve their marketability in the work force. Work with the administration, industry partners and board members to get the OSHA program started.</p>	<p>Mr. Finney</p> <p>Mr. Finney/ Mr. Bustamante</p> <p>Mr. Finney and Board members</p>

<p>Curriculum Decisions:</p> <p>1) Moved all classes to OBL to stay within the guidelines of the campus policies of COVID 19. Labs are conducted by appointment only system with limited number of student in the Labs.</p> <p>2) Course Sites has been moved to the Course Sites Ultra platform. These platforms give us more tools too better instruct the student. The Module books were completed an uploaded to Course Site Ultra to insure the student has a connectivity to the lessons and testing. An audio and video resource has also been uploaded to further expand the course content.</p> <p>3) The residential wiring book will be updated to reflect the current NEC 2020 book that has a copyright of 2021.</p> <p>4) Training will be required by staff for valid use and proper CNC Router operations.</p>	<p>Mr. Finney talked about requesting permission from the admin the possibility of increasing numbers in the Labs to accommodate the steady growing number of students.</p> <p>Continue to add content to the course site to improve on the material be taught. Mr. Radicke commented that replacing the 1970s to 1980s videos to more current one will help because even though the procedure are still the same the method of delivery is outdated. Plus with using online resources the students can view the content at home on course site.</p> <p>Update the test material, modules, and performance exams to meet the changes in the new text book to begin use for the Summer II 2021 semester and fully integrated by Fall 2021 semester.</p>	<p>Mr. Finney and the Department Chair</p>
<p>Other:</p> <p>-work with industry partners to develop internships and apprenticeship programs.</p> <p>-Continue to offer class as OBL when all the COVID restrictions are lifted due to the flexibility for the students. Also offer face to face classes due to some students would benefit from that platform because the instructors are present to answer questions in real time.</p>	<p>Mr. Cates talked about the program that he has the will be beneficial to the students. This will allow the student to gain hands on experience, possibly get basic tools all while earning an entry level pay check. Mr. Radicke from Asone Remodeling talked about possibly needing 1099 workers to help with demolition on some projects</p>	<p>-Chairperson, Board members, Industry partners, and Mr. Finney.</p>

**MINUTES**

<p><b>Key Discussion Points</b></p>	<p><b>Discussion</b></p>
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Old Business: NCCER, CNC, Course updates	
New Business: NCCER, OSHA, Apprenticeships and Internships. Grants received by Habitat that can provide student funding for CTC.	
Curriculum Decisions: Update EPLT 1429 Residential Wiring to reflect the new NEC 2020.	
Other: Discussed purchasing of new CNC software.	

<b>CHAIRPERSON SIGNATURE (or designee):</b> 	<b>DATE:</b> 7 Dec 2020	<b>NEXT MEETING:</b> May 6, 2021
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