

## HVAC Advisory Committee Meeting Record Template

CHAIRPERSON: Raquetta Carter		
MEETING DATE: 9/26/2023	MEETING TIME: 10:00 AM	MEETING PLACE: Bldg. 253E Rm. 16
RECORDER: Jamie Payne		PREVIOUS MEETING: 11/8/2022

**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	Email Address and Phone Number
P	Raquetta Carter	Affordable Air service	<a href="mailto:Gorikki2018@yahoo.com">Gorikki2018@yahoo.com</a> 254-338-5726
P	Kenneth Lezo	Robert Madden Ind.	<a href="mailto:Kenneth.lezo@madden.com">Kenneth.lezo@madden.com</a> 254-634-0670
P	Sharon Incle	Fort Cavazos	<a href="mailto:Sharon.Incle.civ@army.mil">Sharon.Incle.civ@army.mil</a> 254-288-9981
P	Chad Stephens	Fort Cavazos	<a href="mailto:Chad.Stephens.civ@army.mil">Chad.Stephens.civ@army.mil</a> 254-288-9981
P	William Kirshner	Dept. Chair Industrial Technology	<a href="mailto:w.kirshner@ctcd.edu">w.kirshner@ctcd.edu</a> 254-526-1524
P	Veronica Martin	Associate Dean, CATE Instruction	<a href="mailto:vmartin@ctcd.edu">vmartin@ctcd.edu</a> 254-501-3093
P	Dr. Melanie Baak	Dean CATE Instruction	<a href="mailto:mbaak@ctcd.edu">mbaak@ctcd.edu</a> 254-616-3413
P	EX-OFFICIO: Jay Jackson	HAVC Instructor, Industrial Technology	<a href="mailto:jjackson@ctcd.edu">jjackson@ctcd.edu</a> 254-526-3027

## AGENDA

Agenda Item	Action, Discussion, Information	Responsibility
Approve Minutes from Last Meeting	November 8 <sup>th</sup> , 2022 minutes unanimously approved	
Old Business:	Students can register on any class they need on their degree plan. They can work on the class on their own, all tests on Course site	
New Business:	Changing the program to classroom based Semester class room program student can register in the opened classes only and wait if their class is not opened on that semester Approved	
Curriculum Decisions:	All curriculums are same, no changes unless more fact sheets in the module books	
Other:	Adding more trainers and updating tools	

## MINUTES

Key Discussion Points	Discussion
Old Business:	<p><b>Jackson:</b> Welcome everyone to this year's annual Advisory board meeting. I would like to get started with discussing what has been going on with our program.</p> <ul style="list-style-type: none"> <li>In 2020, we have decided to change HART 1401 and 1407 over to being lecture/lab-based courses. This way it is easier for the students to learn the basic principles of electricity with HVAC. I would like to make ALL classes lecture/lab based but since we do not have another instructor to be able to do this we would have to come back to this idea in the future.</li> </ul>
New Business:	<ul style="list-style-type: none"> <li>As of 2023 we have multiple students that have completed our certification program and are working in the industry. HVAC is averaging around 100 students a semester, as of today, 9/26/23, there are 80 students registered in class.</li> <li>We are looking towards the industry for students that are in internship courses. Maybe we could find a way to partner with Fort Cavazos and see about students doing their internship on post. We have a handful of students</li> </ul>

	<p>that are in the industry now but most of our students do their internship in the HVAC lab.</p>
<p>Curriculum Decisions:</p>	<p><b>Ms. Incle:</b> We can definitely look into an agreement for internship with CTC and Fort Cavazos. As of right now what we are really needing is technicians that know how to work on the chiller systems since we have 3 large plants on Fort Cavazos.</p> <ul style="list-style-type: none"> <li>• I am passing out information on IGSA's (Intergovernmental Support Agreements) so that we can look at getting started on those.</li> <li>• Fort Cavazos is also looking to see if there is a way to have "blended" classes. Where CTC allows Fort Cavazos employees maybe take a refresher course here at CTC or maybe we could have Mr. Jackson come up to post and teach a class there.</li> </ul>
<p>Other:</p>	<p><b>Mr. Lezo:</b> What the industry is really looking for is:</p> <ul style="list-style-type: none"> <li>• Pushing the knowledge of tools that are being used. Maybe do a refresher on each tool before they are completed with their certification or Associate.</li> <li>• Look into moving over to DC voltage with the education that we are providing.</li> </ul> <p><b>Dr. Baak:</b> Should the students leave with a tool kit when they have completed the program?</p> <p><b>Ms. Martin:</b> We need to see the cost of these tools and how that will cost the student to get the tools.</p> <p><b>Mr. Stephens:</b> If you are looking at a basic set of tools, it will run around \$300.</p> <p><b>Dr. Baak:</b> We might have to find a way to work that into the differential sol we are able to give that to the students when they graduate. Is there anything that has changed in the industry?</p> <p><b>Mr. Lenzo:</b> Just changing over to DC voltage.</p> <p><b>Mr. Jackson:</b> We are trying to add 2 more trainers for the students. Would like to add two more units to the classroom. They will cost 23 thousand a unit and we are looking at the True Grant to see if we are able to purchase these for the students.</p> <p><b>Mr. Kirshner:</b> Maybe we can look into getting Copland prices for the training equipment. Maybe see if we could get a chiller unit also.</p>

RECORDER SIGNATURE (or designee): <i>Jamie Payne</i>	DATE: <i>10/3/23</i>	NEXT MEETING: <i>TBA</i>
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## Advisory Committee Required Functions

GIPWE Required Functions	<p style="text-align: center;"><b>How/when did the Committee address this function At this meeting or a prior meeting?</b></p> <p>Please add to "ACTION ITEMS" below if necessary to show that this function is or will be addressed</p>
Evaluating the goals and objectives of the program curriculum	
Establishing workplace competencies for the program occupation(s)	
Suggesting program revisions as needed	
Evaluating the adequacy of existing college facilities equipment	
Advising college personnel on the selection and acquisition of new equipment	
Identifying local business/industry leaders who will provide students with external learning experiences, employment, and placement opportunities	
Assisting in promoting and publicizing the program to the community and to business and industry	
Representing the needs of students from special populations	

