

Date: JULY 8th 2014, 3:00pm Place: West-MEC Main- Meeting Room "B"

Minutes

Attendees- Frank Quinn, Ross Rector, George Kotselas, Michael Gonzales, Roger Smalley.

- **Welcome/ Introductions:** (Frank) – Ross Rector the program instructor was introduced to the Council.
- **Read Minutes from previous meeting:** (Frank) – The minutes have been read and reviewed. There was a discrepancy on the actual time of the meeting at the Trane facility. It is noted and updated (9:00am amended for the correct time of 2:00pm) minutes were accepted.
- **Equipment - Purchase/Donations:** (Frank) Trane has donated Two more pieces of equipment to the program (condensing unit and a self-contained unit)
- **Meters, Gauges, Freon and Pumps etc.:** (Ross)
 - ✓ **Meters** – Not listed in the quote from Trane are the Fluke 116/322 Kit/ Multi-Meter and w/Clamp. After discussion / This shall be added to our current list and put to vote
 - ✓ **The Snap-On “Building Performance Instruments Certification”** is designed to train technicians in the advanced technologies needed to successfully test HVAC system’s performance. This will further assist the students with understanding the use of several meters not covered in the NCCER curriculum, including indoor air quality, carbon monoxide, air distribution, pressure and vacuum testing, temperature, fluid integrity, and combustible gases. After discussion / this shall be added to the lab equipment list and put to vote.
 - ✓ **Gauges** – we are requesting one digital, and six analog sets, which are on the Trane Quote. **IManifold-** One ordered – For educational purposes, a couple more could prove to be more advantageous. Technology involved, corresponds very well with the Samsung Tablets. After discussion / this will be added to our current list and put to vote.
 - ✓ **Freon-** Listed in the quote from Trane- 134a, 404, and 410a for units in the lab, and the amounts have been modified from 40 cylinders to 10. After discussion / this will be modified from the current list and put to vote.
 - ✓ **Pumps-** Listed in the quote from Trane also are the Vacuum pumps. I am requesting three, and three digital scales.
- **Curriculum:** (Ross)
 - ✓ **NCCER** – The NCCER Curriculum is what will be used for training- With permission we will order a full set of classroom textbooks for each level, and they include the online “**Pass Codes**”, which can be used anytime in the future, and the price for future needed pass codes are \$25.00 when we purchase them in a five bundle pack.
 - ✓ **Curriculum Maps-** Core is complete, and I am about 75% complete with Level 1. I am working on Lesson Plans still and making progress. We’ve researched the use of the new “Samsung Tablets” and they will work with the online/web based curriculum quite well.
 - ✓ **Lab** – We have been involved in the planning and placement of equipment in the lab. We have an ample amount of equipment, including 8 packaged units on wheeled cart, which will foster excellent learning opportunities for our students. JOS have been created for the second semester Level-1 Performance Profile Tasks, and I am still working on the first semester Lab JOS’s at this time. The council has reviewed the curriculum and the program standards in great detail; there was great discussion on the Safety aspect of the program which included: Flame retardant clothing, safety equipment check lists, and gloves for electrical equipment. McCarthy and Trane will assist in safety training for students in the role of guest speakers in the classroom Presentations. These out comes will be put to vote.
- **C.O.E. - Council on Occupational Education:** (Frank) The council was provided with a copy of the C.O.E. documentation, along with an explanation and time line for completion. I will prepare the

documents with the proper information and submit to the council at our next meeting. This will initiate the process.

- **All other concerns?** (Frank) There was a discussion on bringing the Snap-on/Trane, Training to West-Mec in January. This will give Ross the opportunity to receive training on O.E.M. equipment. Also a discussion on Trane training on other equipment supplied to West-Mec for student training. Secure a date for the Grand opening. **The council would like to initiate (items plus 10% rule) for the lab and classroom. [This will be brought to vote Today]**
- **Next meeting Date?**
 - ✓ **Possible Dates:** July 21-25, 2014 at 10:00am NEC Next meeting date will be July 25 @ 10:00am at N.E.C.

Trane Quote - To include all added items. The removing of Freon, from the above discussions. The vote: 5 to 0 in favor of the above changes

Snap-On tool building performance instruments (meters) – To be added to the lab equipment for training and Certification per discussion. The vote: 5 to 0 in favor of adding the equipment.

IManifold – Add two more imanifolds to the training aid list. The vote: 5 to 0 in favor of adding the two requested.

Items for enrollment + 10% - The council would like to have appropriate materials for all students. Plus 10% buffer which would take into account for damaged items. The vote: 5 to 0 in favor of the 10% rule.