

HVAC-R Advisory Meeting

West-MEC North East Campus
1617 W. Williams Drive
Phoenix, AZ. 85027

Sept. 10th 2014, 10:00am

Agenda minutes

- Welcome/ Introductions – **Attendees:** Frank Quinn, Ross Rector Roger Smalley, George Kotselas, Cliff Migal, and Jamie Batsell.
- Review Minutes – Update minutes to include (Roger Smalley) who was not included on the Attendees list.
- Program update – Ross gave two reviews the first was focused on the class: Students are currently finishing the core curriculum and are in safety, also involved in skills USA. They are learning the process of completing task sheets and will be starting the applied math portion of the curriculum. The second review focused on the lab, Training and training aids. Two training aids from imperial have arrived; Ross will meet with the REP. on Sept. 17th for the uncrating, setup and operation of the units. Ross will set a time with Jamie on the Trane Safety program for review and implementation. George delivered the operational manuals for the lab equipment. Ross and George will set a time to review the manuals and the lab equipment. Ross will also attend a Trane seminar in Tucson in October.
- Nate certification – This was reviewed and we will start the process for accreditation second semester.
- C.O.E. - Council on Occupational Education – Cliff gave an overview on the importance of this accrediting institution and what it means to the students and the future of West-Mec in the adult education arena. All dates of completion were provided.

- All other concerns? – Jamie is enjoying her new desk and office located in the community room at the new campus.
- Next meeting date? – Friday, November 7th @ 10:00am climate control classroom.
- **Special Thanks – We appreciate everything the council has done for our students and West-Mec. Special thanks to George Kotselas, Jamie Batsell, Brad Schaus, Mike Gonzalez and Roger Smalley for the dedication of their time and knowledge in the creation of this outstanding program in areas such as: Lab design, equipment, Tooling, curriculum and Donations. Again this was all made possible through your efforts.**