

Minutes from April 24th, 2008 Advisory Committee Meeting

The Industrial Maintenance Advisory Committee assembled for its **first semi-annual meeting on April 24th, 2008**. The meeting was called to order at 7:15 PM at York Technical College, Rock Hill, SC. Members attending the meeting were:

- Cedric Barber – Domtar
- Tony Burris – Baldor Electric
- Ashley Stewart – Hella Lighting
- Frank Rogers – Leonhardt Pipe & Supply, Inc.
- Frank White – Weima America, Inc.
- Karen Craig – Schaeffler Group USA, Inc.
- Alan Streeter – Applied Technology Center
- Mr. Hezekiah Barnette, York Technical College, Welding Instructor
- Mr. Mike Brumbach, York Technical College, Industrial Technologies Department Manger
- Mr. JC Clade, York Technical College IMM/WLD Program Coordinator
- Mrs. Catherine Whatley, York Technical College Mathematics Instructor
- Mr. Jason Ghent, York Technical College, Residential/Commercial Wiring Instructor.
- Mr. Jason Kefover, York Technical College, Industrial Maintenance Instructor
- Mr. Rod Trump, Associate Dean of Industrial Technologies and Director of Energy Resource Center
- Dr. Marc Tarplee – York Technical College, Associate Vice-President

Those not Present:

- Angelo Donato – Hertz Power Generation and Distribution
- Bernard Dingle – Schaeffler Group USA, Inc.
- Mike Marcum – ATS Carolina, Inc.
- Randy Stewart – Bluestar Silicones
- Jerry Thomas - Statefarm
- Perry Troutman – Encompass Machines, Inc.

The meeting began at the Baxter Hood Center after the Advisory Committee Appreciation Dinner.

Mr. Troutman asked (through correspondence) that Mr. Clade facilitate the meeting on his behalf being that he was unable to attend the meeting. Therefore, Mr. JC Clade began the meeting with greetings and introductions at 7:15PM. After a brief introduction of Mrs. Catherine Whatley, the meeting began with the focus of the meeting, which was to familiarize the committee to the on-campus laboratories that are used in the Industrial Maintenance programs and the Welding program. This required the committee to relocate to D-Building.

Mr. Jason Kefover introduced the committee to his lab in D-7 (the Industrial Maintenance program lab). He discussed and demonstrated the

equipment throughout the lab. Mr. Kefover, then asked the committee for input on the state of the lab and the equipment that is used throughout the lab. The committee made no comments other than to say that they found that the lab and the equipment to be acceptable. Mr. Kefover then escorted the committee to the welding laboratory (D-15) to show the progress on the new mechanical trainer that was being fabricated. He explained the functionality of his design and explained that this trainer would be used in multiple courses, such as IMT 151 (Piping Systems), IMT 131 (Hydraulics/Pneumatics), and IMT 161 (Mechanical Power Applications), just to name a few. Mr. Kefover, again, asked for input from the committee. The committee, as a whole, was impressed with the new trainer design and offered compliments to support Mr. Kefover in his endeavor.

Mr. Clade then introduced the committee to the welding laboratory (D-15). Mr. Clade discussed the extensive upgrades that the lab has undergone in recent years and was able to demonstrate that improvements were still ongoing. This was evident by a wall that was being constructed which will separate the classroom from the laboratory environment. Mr. Clade asked the committee for input or comments. Normal compliments were once again offered by the committee giving evidence of their acceptance.

Mr. Clade then moved the committee to B-Building in order that they could be introduced to the two laboratories (B-12 & B-38) that are used in the Industrial Electricity/Electronics curriculum. Mr. Clade & Mr. Brumbach, both, explained the equipment that was present in both labs and explained the manner in which a student would advance through the labs throughout his/her curriculum. Some discussion was made, by the committee, on the relevance of the PLC's and drives that were being used in the labs and it was found that York Technical College was equipped to prepare the students for employment opportunities at each of the companies that were represented. It was mentioned that this was only possible due to fact that used three different PLC's and two different types of drives in our instruction.

Using the "Standards for Advisory Committee Effectiveness" as a guide, the committee performed a self-evaluation of its effectiveness during this meeting.

Mr. Clade asked the committee for further topics of discussion. Hearing none, he thanked the members for attending and the meeting adjourned at 8:12 PM.

Respectfully Submitted,
Mr. Jeffrey Clade

APPENDIX G

Standards for Advisory Committee Effectiveness

Each credit degree program/cluster designed for immediate employment of graduates must have an active advisory committee. The following are annual expectations for these program advisory committees. The department manager must maintain documentation of the completion of each standard. In January of each year, department managers will report the previous year's accomplishments to the Office of Planning and IE for inclusion in the Performance Funding report and scoring.

Please complete the following checklist:

"Must" conditions:	Yes	No
Does the credit degree program/cluster designed for immediate employment of graduates have an advisory committee?	X	
Does the college have an Advisory Council Manual that includes purpose and procedures for operation of advisory committees and the duties and responsibilities of its members?	X	
Standards	Yes	No
1. Did the advisory committee meet at least two times this year (excluding virtual meetings and polling)? If not, indicate how many times the advisory committee met.	See items in red	
2. Did the advisory committee provide input to help in reviewing and revising programs for currency with business and industry processes as appropriate?	See items in Green	
3. Did the advisory committee review and make recommendations on the utilization/integration of current technology and equipment in existing programs?	See Items in Plum	
4. Did the advisory committee assist in providing professional development opportunities, field placements, and/or cooperative work experiences for students and/or faculty within their company?	See items in Orange	
5. Did the advisory committee provide assistance with student recruitment, student job placement and, if appropriate, faculty recruitment?		X
6. Did the advisory committee complete a self-evaluation of the effectiveness of the advisory committee in its defined role to the institution?	X	
7. Were advisory committee outcomes and recommendations documented in minutes?	X	