ITEM 1. Introduction- Welcome and introductions- Rick Reeder and Kent Hartwig

• Discussion: Present background for the PSAV program.

ITEM 2. Review of curriculum by Kent Hartwig

Discussion: Topics relative to the curriculum were discussed and approved with a general consensus that students who complete the program are to be trained to fit an entry level position with a wide range of basic knowledge within the Facilities Maintenance. It was discussed that the current market of prospective employees lack training therefore this would provide a resource for that group to get the appropriate training to make them an employable, productive worker. The overall curriculum was approved unanimously by the advisory group.

Action:

ITEM 3. Discussion of Certifications and Accreditations

Certifications and Accreditations to be offered:

• NCCER Core
• NCCER Carpentry Level 1
• OSHA 10
• Fall prevention safety
• EPA

Discussion: Accreditations were approved. Noted to move forward and research for additional certifications.

Action: Research certifications for all trades required.
ITEM 4. Recruiting for new students and instructor.

Discussion: Options for recruiting were discussed. Requirements for an instructor were reviewed by Rick Reeder. The group agreed to assist by forwarding information to any prospective instructor.

Action: Disperse flyers at local vendors. Set up counter days to get the word out about our program. Contact local High Schools to provide information on the program, in addition to advertising through college resources already in place.

ITEM 6. Open discussion

Discussion:

Action:

Kent Hartwig          Program Director
Rick Reeder           Associate Dean Trade and Industry
Tana Callahan         Howe, Inc.
Sylvia C. Gregory     City of West Palm Beach
Stephanie Dickie      Palm Beach Marriott
Ken Taylor            Palm Beach Marriott
Stacey Marshall       Palm Beach School district facilities
Craig Singletary      Palm Beach School district facilities
George Reiter         Cams Community Assoc Mgmt,
Submitted by:

Kent Hartwig, Scribe

c. Minutes Distribution List