



**MEETING MINUTES**  
**Business Advisory Group**  
**Facilities Maintenance Technician**  
**October 8, 2014**  
**4 pm**  
**ETA 101**

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- 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:

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Kent Hartwig , Scribe

c. Minutes Distribution List