



**MEETING MINUTES**  
**Business Advisory Group**  
**Building Security and Automation Systems Technician**  
**November 1, 2016**  
**4:00 pm**  
**ETA 101**

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ITEM 1. Introduction- Welcome and introductions- Kent Hartwig

ITEM 2. Update on program status:

- Scholarship support
- Outreach efforts
- Lab materials
- Information sessions
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**Discussion:** Alan Mullinax commented on the progress of the class. Outreach efforts have been strong for the Spring term. It was also noted that ADT has provided a donation of over \$5000.00 worth of materials to the program. Information sessions are scheduled on a monthly basis year round and attendance continues to increase as word gets out about the program. The program would also like to set up 2 days in which each student has the opportunity to shadow a technician on the job to get a taste of real life job experience. The committee has agreed to support this effort.

**Action:** Attach a notice to our website that scholarships should be in by June 30<sup>th</sup>. Locally Industry has over 120 open.

ITEM 3. Discussion of options for new Certifications and Accreditations

**Discussion:** Options for new certifications were discussed and research will be done for next meeting.

**Action:**

ITEM 4. **Recruiting for new students**

**Discussion:** It was noted that Kent Hartwig has visited 11 local high schools as well as holding monthly information sessions. We have also hosted over 20 different groups during the fall and spring term to tour our facilities.

**Action:** Contact college relations and marketing to create links on our webpage to advisory group members.

ITEM 6. Open discussion

- Discussion was open for future plans for a career fair to be held in February.
- Discussion of working with Habitat for humanity to provide students the opportunity to install security system as well as automation components.

Submitted by:

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Kent Hartwig , Scribe

c. Minutes Distribution List