



MEETING MINUTES
Business Advisory Group
Building Security and Automation Systems Technician
October 16, 2014
10:00 am
ETA 101

- ITEM 1. Introduction- Welcome and introductions- Rick Reeder and Kent Hartwig
- Discussion: Presented background for the PSAV program. It was discussed by Rick Seymour that the program curriculum has not been offered elsewhere and the trade is in need of trained entry level people.

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 field of Security and Automation. One item (lighting control) was recommended to be added to the curriculum and replace Nurse Call and signaling systems.

Action:

- **Replace Nurse Call and signaling systems with Lighting control.**
- **Move forward with curriculum.**

ITEM 3. Discussion of Certifications and Accreditations

Discussion: Certifications offered for this program were discussed and approved. Certifications and Accreditations to be offered:

- NCCER Core
- NCCER Electronic systems technician Level one
- NCCER Electronic systems technician Level two
- NCCER Electronic systems technician Level three
- NCCER Electronic systems technician Level four
- OSHA 10
- NICET Fire alarm systems level one
- NICET Industrial instrumentation level one
- NICET Audio systems level one
- NICET Video security systems designer/Video security systems technician level one

Action: **Contact NICET to accommodate accreditation and certifications.**

ITEM 4. Recruiting for new students

Discussion: Options for recruiting were discussed.

Action: **Upon final approval from ELC, 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

The advisory group showed support for the program and have agreed to meet quarterly as well as participate in donating materials. Upon final approval from ELC the council has agreed to participate in our information sessions and assist with recruiting through their resources.

Attendance:

Kent Hartwig	Program Director
Rick Reeder	Associate Dean Trade and Industry
Rick Seymour	Carpenter Electric, Inc.
Jeff Knight	Knight Corporations
Ted Bremekamp	Environmental Technology Control
Steve Chernoff	Honeywell Security Group

Submitted by:

Kent Hartwig , Scribe

c. Minutes Distribution List