ITEM 1. Introduction- Welcome and introductions- Kent Hartwig

ITEM 2. Review of curriculum by Kent Hartwig

Discussion: Topics relative to the curriculum were discussed with continued approval. 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.

ITEM 3. Discussion of Certifications and Accreditations

Certifications and Accreditations to be offered:
- NCCER Core
- NCCER Carpentry Level 1
- NCCER Electrician Level 1
- NCCER HVAC 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.

Discussion: School board will continue to send employees for training.

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 – current student enrollment and progress was discussed by Ken Taylor followed by tour of lab facilities.

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Submitted by:

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Kent Hartwig , Scribe

c. Minutes Distribution List