

MINUTES

Industrial Maintenance Advisory Committee Meeting

January 22, 2003

The Industrial Maintenance Advisory Committee assembled for a meeting on **Wednesday, January 22, 2003**, at 3:00 PM in Room B-12, located in building B at York Technical College; Rock Hill, S.C. Members attending the meeting were Mr. Mike Brumbach, York Technical College Industrial Maintenance Department Manger; Mr. Jason Kefover, York Technical College Industrial Electricity/Electronics Instructor; Mr. Ed Moore, York Technical College Industrial Mechanics Instructor; Mr. Terry Burnett, Mack Truck Inc.; Mr. J.C. Clade, York Technical College Industrial Electricity/Electronics Instructor; Mr. Perry Troutman, Leiner Healthcare. Not attending was Mr. Hez Barnette, York Technical College Welding Instructor; Mr. Lee Sneed, Weyerhauser Inc.; and Mr. Glenn Edward, Duracell Incorporated.

Mr. Brumbach called the meeting to order at 3:05 PM. Being that a chairman had not been elected, Mr. Brumbach reviewed the purpose and objectives of the IMM Advisory Committee. Introductions were made and then a brief review of the **last meetings minutes (June 25, 2002)** was made. After reviewing the minutes, Mr. Burnett made a motion to accept the minutes. Mr. Clade seconded the motion. The minutes were then unanimously accepted as printed. Mr. Clade suggested placing the minutes to the committee meetings on the IMM website for review by all internal and external members.

Old Business

The first order of business was to elect the officers of the committee. Referring to the Advisory Committee Guide, Mr. Brumbach stated that the Secretary must be internal and the Chairman should be external. Knowing this, Mr. Jason Kefover volunteered to fill the roll of secretary through the next year's meetings. In reference to the Chairman election, both Mr. Troutman and Mr. Burnett opted to table the election until all external members were present.

New Business

Mr. Kefover asked the committee, “How do we recruit new advisory committee members to help make the committee more effective? Is it possible to conduct meetings via telephone or email? This would make it easier for the external committee members to be an effective part of the meeting.” Mr. Brumbach pointed out that all meetings must be personal in nature according to the Advisory Committee Guide.

Mr. Brumbach performed an overview of the WLD, IMT, and EEM curriculum informing the external members of the program enhancements that have taken place.

Welding:

Mr. Brumbach advised the committee:

1. The welding enrollment has shown an increased in the past years enrollment showing a growth in the department.
2. The lab has recently been environmentally and aesthetically reconditioned.
3. The improvements in the lab were possible because of a grant in the amount of \$27,000 the Turner Foundation plus a match from York Technical College.
4. Mr. Brumbach also informed the committee that York Technical College is also applying for a 2nd Grant in the amount of \$25,000 plus match for a plasma cutter.
5. Also a \$3,500 grant has allowed the college to buy steel for the construction of new welding booths. The Students will be involved in the designing and construction of the new booths.

Mechanical:

Mr. Brumbach mentioned that there were no significant changes outside of improvements on tools and equipment. Mr. Brumbach also stated that the computers in Mr. Moore’s lab were also being upgraded.

Electrical:

Mr. Brumbach informed the committee of the following:

1. **The Industrial Electricity/Electronics computer lab (B-38) has had a computer upgrade as well.**
2. **The addition of six PLC stations along the exterior wall of the lab has enhanced the program by providing the instructors the ability to teach programmable logic controllers at all twelve stations. All PLC stations, including all of the original stations, have been made identical to create uniformity within the lab.**
3. **The addition of twelve new Siemens PLC's plus software.**
4. **Adding the new PLCs, however, will cause a change in the layout of the PLC classes.**
 - a. **The EEM 251 class will be solely to teach the GE 90-30 PLC.**
 - b. **The EEM 251 class will be solely to teach the AB SLC 500 PLC.**
 - c. **The CIM 241 class will be to teach the Siemens S7-226 PLC along with some computer integration.**
5. **A partnership has been formed between York Technical College and a company called CIMTECH to allow for GE PLC Upgrades. Mr. Brumbach has been in contact with Mr. Greg Fogel at CIMTECH to acquire updates in PLC hardware and software.**
6. **The curriculum now has four certificates:**
 - a. **The Basic Electricity Certificate**
 - b. **The Industrial Electronics Certificate**
 - c. **The Programmable Logic Controllers Certificate**
 - d. **The Motors and Controls Certificate.**
7. **Starting in the Fall of 2003, A new degree will be implemented into the program: The Industrial Maintenance Associate Degree**

Mr. Burnett asked, "Is HVAC included in the new degree?" Mr. Brumbach answered stating "No." Mr. Brumbach went on to explain the layout and the purpose for the new degree.

Mr. Clade asked the external committee members if they could see any way that the curriculum could be changed to better the program. The only comment was by Mr. Burnett, which referred to a question that Mr. Brumbach asked at the last Advisory Committee Meeting (June 25, 2003). The

Question that Mr. Brumbach had asked in the last meeting was about cable terminations. Mr. Burnett asked if terminations could be added to the curriculum. Mr. Brumbach informed the Committee that approval on a 5th certificate (Cabling and Termination Certificate) is in progress.

Mr. Troutman commented on job placement and recruitment for students and offered that all IMM students should apply to Leiner Healthcare for employment opportunities. Mr. Troutman also commented on the importance of York Technical College in this community. He stated that he continually tries to promote York Technical College to Leiner Healthcare for a labor pool of skilled workers.

The committee performed a self-evaluation of its effectiveness during this meeting.

The committee agreed to meet sometime in mid-April. Mr. Brumbach will schedule a time after contacting each committee member closer to April. The meeting adjourned at 3:56 PM.

Respectfully submitted,

J.C. Clade

APPENDIX G

Standards for Advisory Committee Effectiveness

Each credit degree program/cluster designed for immediate employment of graduates must have an active advisory committee. The following are annual expectations for these program advisory committees. The department manager must maintain documentation of the completion of each standard. In January of each year, department managers will report the previous year's accomplishments to the Office of Planning and IE for inclusion in the Performance Funding report and scoring.

Please complete the following checklist:

“Must” conditions:	Yes	No
Does the credit degree program/cluster designed for immediate employment of graduates have an advisory committee?	X	
Does the college have an Advisory Council Manual that includes purpose and procedures for operation of advisory committees and the duties and responsibilities of its members?	X	
Standards	Yes	No
1. Did the advisory committee meet at least two times this year (excluding virtual meetings and polling)? If not, indicate how many times the advisory committee met. <u>(1) Once</u>	See items in red	
2. Did the advisory committee provide input to help in reviewing and revising programs for currency with business and industry processes as appropriate?	See items in Green	
3. Did the advisory committee review and make recommendations on the utilization/integration of current technology and equipment in existing programs?	See Items in Plum	
4. Did the advisory committee assist in providing professional development opportunities, field placements, and/or cooperative work experiences for students and/or faculty within their company?	See items in Pink	
5. Did the advisory committee provide assistance with student recruitment, student job placement and, if appropriate, faculty recruitment?	See items in Blue	
6. Did the advisory committee complete a self-evaluation of the effectiveness of the advisory committee in its defined role to the institution?	X	
7. Were advisory committee outcomes and recommendations documented in minutes?	X	

