

ENVIRONMENTAL SYSTEMS TECHNOLOGY ADVISORY COMMITTEE

FOLLOW-UP MEETINGS

January 29 and February 5, 1997

Present: Matt Daly, Maintenance Systems Supervisor
Sally Kalson, Coordinator of Cooperative Education
Shelley Kaye, Workforce Preparation Services
Verna Love, Counselor
Dr. Carlos Olivarez, Dean, Academic and Student Services
Larry Pennefather, Faculty
Dr. Debra Rowe, Faculty
Ruth Springer, Secretary

| Advisory Committee Recommendations | Follow-Up Actions |
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| 1. That a co-op class be developed for inclusion in the Environmental Systems Program. Another possible way of providing students with on-the-job experience could be through an affiliation agreement with a large company, such as OCC's medical programs have with hospitals. | 1. Mr. Larry Pennefather will work with Ms. Sally Kalson to develop a co-op class for inclusion in the Environmental Systems Program. |

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| <p>2. That OCC obtain the necessary equipment to teach AET 251, Direct Digital Controls.</p> | <p>2a. Dr. Carlos Olivarez will request mailing labels for all HVA students who have taken classes in the last three years. Mr. Pennefather will write a letter to those students inviting them to meet with himself or Dr. Debra Rowe to arrange a course substitution if they have been prevented from graduating by the fact that AET 251 and TER 141 have not been offered.</p> <p>2b. Dr. Olivarez will work to clear up the misunderstanding that will allow the purchase of one DDC laptop Building Automation System.</p> <p>2c. Mr. Matt Daly will request that, as a part of the process of purchasing a new DDC system for the College, the specifications be written to include a station in the Environmental Systems Lab at Auburn Hills and one in the Alternate Energies Lab at Royal Oak to be used by students to observe the system.</p> <p>2d. Mr. Daly will pursue the possibility of the College selecting a DDC vendor which does not have a local training program, so that an attempt can be made to arrange for OCC to become their local training site, including the supply of lab equipment which could be used in their training programs and by OCC students.</p> <p>2e. See nos. 4a, 4b, and 5.</p> |
| <p>3. That OCC take the necessary steps to offer TER 141, Air Conditioning Systems Testing, Adjustment and Balancing.</p> | <p>3a. See no. 2a.</p> <p>3b. See nos. 2d, 4a, 4b, 5 and 6.</p> |

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| <p>4. That OCC seek to obtain the high tech lab equipment needed by the program through partnerships with companies.</p> | <p>4a. Mr. Pennefather will contact Ferris State University about the possibility of their Environmental Systems courses being offered at OCC, with Ferris assisting in the supply of needed lab equipment, including software.</p> <p>4b. Mr. Pennefather will contact Ms. Cheryl Kozell, Executive Director of Workforce Development, in regard to working with her to obtain donations of equipment, including software.</p> <p>4c. See no. 2d.</p> |
| <p>5. That Mr. Pennefather be given release time to develop curriculum, contact companies about obtaining equipment, and take training in the advanced systems which need to be taught.</p> | <p>5. Mr. Pennefather will be given release time during Spring/Summer 1997 to take training in advanced systems; to attempt to obtain needed lab equipment, including software, or clinical sites; and to revise curriculum as needed and take changes through OCC's curriculum approval process.</p> |
| <p>6. That Mr. Pennefather attempt to find possible instructors from industry to teach the most advanced classes, such as AET 251 and TER 141.</p> | <p>6. Mr. Pennefather will identify possible instructors from industry to teach AET 251 and TER 141.</p> |
| <p>7. That OCC attempt to arrange for clinicals, such as are used in the nursing field, in which an entire class could go into the field and use the equipment.</p> | <p>7a. See no. 5</p> <p>7b. Mr. Pennefather will work with Ms. Kalson to attempt to arrange for possible clinicals.</p> |
| <p>8. That OCC continue to train students on oil-based equipment.</p> | <p>8. Ongoing.</p> |
| <p>9. That a sheet metal/ductwork course be included in the curriculum.</p> | <p>9. Mr. Pennefather will consult with Mr. Jesse Riojas about the need for sheet metal curriculum and will work with Mr. Riojas to design that curriculum.</p> |

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| <p>10. That OCC take steps to expand the Environmental Systems Lab to have more space for needed equipment. That this expansion be made a part of the master plan currently being created for the Auburn Hills Campus. That a new building be requested for the Environmental Systems Program. If it is not possible to have a new building, that additional balcony space be added to the lab.</p> | <p>10a. At the February 6 meeting of the Auburn Hills Facilities Committee, Dr. Olivarez will present a request for additional space for the Environmental Systems Lab, once space is vacated by the move into the newly renovated F Building.</p> <p>10b. At the same Facilities Committee meeting, Dr. Olivarez will present a request that the possibility of expanding the current square footage in room A216 be explored with an architect.</p> <p>10c. Dr. Olivarez will contact Dr. Martha Smydra, Royal Oak/Southfield Campus President, about the possibility of putting equipment needed to teach the introductory Environmental Systems classes in the Alternate Energies Lab at Royal Oak or Southfield.</p> <p>10d. In preparation for discussion with Dr. Smydra, Mr. Pennefather will provide Dr. Olivarez with an estimate of square footage, utilities, and equipment that would be needed at Royal Oak or Southfield.</p> |
| <p>11. That OCC attempt to become involved in revenue producing programs and other activities which might also make employers more aware of the College, such as: offering professional development seminars; becoming a certification test site through ACCA; becoming a site for meetings of ASHRAE.</p> | <p>11. To be addressed after the Environmental Systems Lab has been updated.</p> |
| <p>12. That any needed curriculum adjustments be made to ensure that students have the basic skills in math, English, and technical support which they need to be successful in the Environmental Systems Program. This could include requiring students to pass a proficiency test or take the needed classes outside the program requirements.</p> | <p>12. To be addressed as part of ongoing curriculum review (see no. 5).</p> |

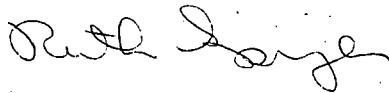
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| 13. That OCC update staff and curriculum to address the need for instruction in air quality, building automation, and energy management control strategies. | 13. To be addressed as part of ongoing curriculum review (see no. 5). |
| 14. That steps be taken to include in the curriculum instruction in Business Communication. | 14. To be addressed as part of ongoing curriculum review (see no. 5). |
| 15. That steps be taken to include in the curriculum instruction in interpersonal skills, problem solving, and customer relations. | <p>15a. Ms. Kalson and Ms. Shelley Kaye will draft a proposal for a new course with possible general education designation which would provide instruction in such things as interpersonal relations with co-workers and customers, written and oral communication, problem-solving in unfamiliar situations, personal management, and personal presentation skills, including interview skills.</p> <p>15b. Dr. Rowe, counselors, and others will review the proposal and provide input.</p> <p>15c. Ms. Kalson and Ms. Starr will take the necessary steps to have this course approved through OCC's curriculum process, including the replacement of IND 100 by this new course in the Environmental Systems curriculum, and the requirement of this course as a prerequisite for cooperative education classes.</p> <p>15d. Mr. Pennefather will integrate this course into the existing Environmental Systems curriculum and follow through on the curriculum approval process.</p> |
| 16. That a bulletin board be placed in the Environmental Systems Lab to be used for posting job openings. | 16. Mr. Pennefather will request that a bulletin board be placed in the Environmental Systems Lab to be used for this purpose. |

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| 17. That, when the Placement Office receives a job posting in the area of Environmental Systems, a copy be sent to Mr. Pennefather to be posted in the Environmental Systems Lab and to Dr. Rowe to be posted in the Alternate Energies Lab at the Royal Oak Campus. That Mr. Pennefather work with Ms. Mamros on what job titles should be included among those sent to him. | 17. Dr. Olivarez will work on this with Mr. Willie Lloyd, Director of Placement and Cooperative Education. |
| 18. That the jobs currently included under MOIS code 10 in the Placement Office job postings be divided into sub-categories to make it easier for students to find jobs in their specific field. | 18. Dr. Olivarez will work on this with Mr. Lloyd. |
| 19. That the Placement Office put job postings on e-mail so students would be able to access them using designated computers. | 19. Dr. Olivarez will work on this with Mr. Lloyd. |
| 20. That employers be invited into the classroom to present Environmental Systems job openings to the students. | 20. Mr. Pennefather will be open to potential presentations from employers. |
| 21. That the Auburn Hills Campus consider hosting a career fair. | 21. Dr. Olivarez will work on this with Mr. Lloyd. |
| 22. That a mailing be sent to companies once a semester including information about the Environmental Systems Program and the possibility of sending employees to OCC for retraining. Information should also be included about how to post job openings, with a form the company could return with job information. | 22. Mr. Pennefather will follow up on this recommendation. |
| 23. That a Rolodex with the names of companies and how to contact them be made available to students in the Environmental Systems Lab. | 23. Mr. Pennefather will follow up on this recommendation. |

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| 24 That Environmental Systems Program graduates who have become successful in the field be brought in to speak to students, so students are aware that there are good jobs available in the field. | 24. Mr. Pennefather will follow up on this recommendation. |

The next meeting of the Environmental Systems Technology Advisory Committee will take place on Friday, April 11, 1997, from 1:00 to 3:30 pm in room T-6. The meeting will begin with lunch.

Respectfully submitted,



Ruth Springer

(advf96:terfollo.min)