

**Minnesota West Community & Technical College  
Carpentry Advisory Committee Meeting Minutes  
Pipestone Campus  
January 17, 2019 - 5:30 p.m.**

Members Present: Tim Otto, Randy Jasper, Jeremy Whipple, Mark Griebel

College Staff: Solomon Derby, Faculty; Bailey Lesch, Carpentry Student & Work Study; Dawn Regnier, Dean

Called to Order: 5:40 p.m. by Solomon Derby

This is the first meeting of the newly formed Advisory Committee for the Carpentry Program. Solomon Derby and Dawn Regnier discussed the role, purpose, and expectations of the Advisory Committee including the meeting frequency, expectation for curriculum review and direction, resource guidance and partners, equipment review and guidance, and resource partnerships for student enrollments.

Solomon provided a tour of the Carpentry shop showcasing current equipment, the job site trailer and the recently purchased equipment/supplies from the Carl Perkins funds.

The meal arrived at 6:00pm. During the meal, Bailey introduced himself indicating he has always been interested in working with hands on activities and wanted to go to College within a reasonable distance from home. He also likes the smaller College with more direct contact with the faculty member.

**Curriculum Review:**

Solomon reviewed the Program curriculum, provided the program list for review and discussed how the courses are delivered to maximize classroom and lab time efficiency. During the first 3-4 weeks of the semester he concentrates on lecture and safety setting the stage and preparing the students for the lab time and work on the house. Each day during lab time he reinforces and reviews the lecture information that will apply to the hands-on work and monitors the performance of each student during the lab time.

In order to assure each student is properly trained/instructed, Solomon provides one-to-one instruction for the use of hand tools/power tools/new procedures. Although time consuming, Solomon wants to be certain each student has received direct instruction for safety and skill building.

Bailey was asked for his input regarding the instruction delivery; he stated that he likes the layout and format of the program. It is easier to learn more from the concentrated time on lectures then move into the lab. He also likes the block time dedicated to working at the house so more can be accomplished.

Solomon asked if the Committee wanted to have printed course descriptions/outlines for their review. The Committee did not believe that was necessary at this point and had several questions/comments:

- Jeremy W. stated that in a 1 year program there is a lot of information covered and are effectively teaching life skills and providing basic foundation for a job to continue to learn the process. Also asked about business management, budgeting and the learning curve for entrepreneurship.
- Mark G. asked about estimating jobs. All members discussed the importance of estimating skills.
- Tim O. & Randy J. discussed new construction versus remodeling and the opportunity in the industry to specialize especially in finishing work.
- Randy J. suggested coverage of Lead Safe Practices.

Solomon responded to the observations and questions of the Committee. He indicated that the estimating is included in the Applied Calculations & Estimating. He concentrates on the estimating of the quantity and costs of the materials and supplies list for each stage of the project and does not focus on estimating labor costs but does tell students that would be part of a real job component.

Due to the limited time for the house project, contractors provide the HVAC, plumbing, electrical and other tasks for the job. Solomon includes the students in the conversations with the Contractors so they can understand the planning and scheduling components versus making the money decisions. Students also begin to gain confidence and become comfortable interacting with Contractors and learn their communication styles.

Solomon also clarified that a complete environmental assessment is completed on the house prior to any job site work beginning. Last year's project was stalled a bit due to the finding of asbestos in the house. All of the partners had a learning year during the first project. The second project has become a bit easier as the protocols are now in place.

After significant discussion, the Committee members indicated that the curriculum for the 1 year program is fine and the order of the courses and delivery strategy should be left up to Solomon. They expressed solid confidence in Solomon's delivery methods, strategy to manage and react to weather conditions and his work and relationships with the Contractors.

#### **Technical Skills Assessment:**

Solomon and Dawn introduced the request for the Committee to identify the industry credentials that would be beneficial for the Carpentry students. After significant discussion the Committee identified the following industry credentials that would be reasonable for the students to obtain during the 1 year program:

Fork Lift Training	Lead Safety
OSHA 10 Certification	Skid Loader Operation (not a credential but a solid skill to learn)

For this year it was decided that Fork Lift Training and OSHA 10 Certification could be offered and completed during the Spring semester. The other two topics will be added for next year and all will be planned for throughout the entire year. Dawn indicated that MN West has a certified trainer for both topics, Daryl Bartholomaus, and he is based at the Pipestone Campus. Solomon will connect with Daryl B. to schedule the two credential trainings.

#### **Equipment Purchases and Perkins Funds:**

Solomon and Dawn discussed the \$30,000 in Carl Perkins funds that have been dedicated to the Carpentry program. Solomon indicated that he was comfortable allocating the first \$15,000 to the purchase of equipment/hand tools/power tools/battery packs/ladders, etc. based on a safety report that was prepared by Trevor McMartin and to replace tools in poor or unsafe condition and to increase the number of necessary equipment due to the increasing number of students.

Solomon asked for direction and input from the Committee regarding the allocation of the balance of the funds and provided the following list for their input:

Telehandler	Airless Paint Sprayer
<b>Gas Generator</b>	Texturing Machine
<b>Gas Air Compressor</b>	<b>Coil Brake</b>
<b>Portable Scaffold</b>	<b>Hand Tools for Sheet Rock Mudding/Finishing</b>

(Note: Items in bold print were supported by the Committee)

#### **Committee discussion/input on equipment:**

Discussed the 16'-20'-24' planks for the scaffolding, the guard rails, and the height requirements. Solomon stated that if over 6' must be tied off with harness especially when doing roof work and side wall siding. Jeremy W. asked if there was a platform for the telehandler. Solomon indicated that MN West does not have a platform.

Significant discussion occurred regarding the telehandler versus portable scaffolding leading to the direction that the portable scaffolding would be a better investment than the telehandler because it is easy to use, very handy to get into and around the entire house, can be managed and manipulated to get into tight spots and can work up to 13', and could likely purchase a good used one. The telehandler would require annual inspections/certifications and training for anyone using it and is not as universal as a skid loader to other applications at the College.

Airless paint sprayer machine was discussed and based on the comments the Committee recommended to rent the item rather than purchase due to clean up and limited amount of use.

Solomon invited the Committee back to the shop/tool room/job site trailer to evaluate the equipment. The Committee provided further recommendations based on a more critical assessment of the equipment and made the following recommendations:

Bazooka/Banjo for dry wall work	Orbital Sanders
Extra sets of hand tools for dry wall work	Good Vacuums
Electric heater	Portable Lighting Stands with LED Lights
220 Electrical double circuit breaker for temporary panel	Saws & Cutting Tools for New Laminate/Vinyl Flooring
Magnetic Safety Switches & Guards	Cutting Tools for Aluminum Siding/Soffits

**South Dakota Lumberman's Association Trade Show February 13, 2019 Sioux Falls SD:**

Jeremy Whipple announced the SD Lumberman's Association Trade Show and invited the Carpentry program to participate in the morning for the tradeshow and the lunch. He indicated that it is a relatively new trade show and they have 150 members from MN, Iowa, South Dakota, and Nebraska.

**South Dakota Lumberman's Scholarship \$1,000:** Jeremy Whipple also discussed the scholarship opportunity for the Carpentry students. Dawn recommended that the scholarship be included with the other scholarships managed by the MN West Foundation and will connect Jeremy W. with Michael VanKeulen, Director MN West Foundation.

**Project House Sale to Day Care Provider:** Jeremy W. was pleased to announce that the project house has already been sold to a day care provider and expressed that the City and Pipestone EDA is very pleased with this outcome as it is meeting two significant goal areas for the community; up grading abandoned properties and increasing the access to child care services.

Meeting adjourned: 7:40pm

Next Meeting: The next meeting will be near the end of the Spring semester.