

	<b>HIGHLAND COMMUNITY COLLEGE NIGHT CLASSES</b>	<b>LOCAL BUSINESSES USING WELDING FACILITY FOR RE- TRAINING PROGRESS</b>	<b>LOCAL BUSINESSES USING WELDING FACILITY / STUDENTS TO FABRICATE PARTS</b>
<b>TO DO</b>	<p>Meet with Scott Anderson of HCC and Andrew Nelson of OHS for articulation of agreement(s) between HCC and OHS in regard to the Welding Facility as a satellite campus for HCC.</p> <p>Included should be use of consumables and materials, as well as use and maintenance of equipment.</p>	<p>Contact F.N. Smith, E.D. Etnyre and Woods to discuss plans to use the welding lab for re-training of employees with their staff.</p> <p>Use e-mail as initial contact method.</p> <p>Contact Gerry Ford and/or Dr. Mahoney to discover contact person at Woods.</p>	<p>Re-contact all to remind of this. Do by 10/6/2017</p> <p>Develop plans to train our students to meet their expectations and needs as well as setting up an evaluation process and criteria for the manufactured components.</p>
<b>COMPLETED</b>	<p>Contact Scott Anderson to begin work on arranging for evening classes in Spring Semester taught by their staff.</p> <p>Use e-mail as initial contact method. Copy of text included below.</p>		<p>Contacted F.N. Smith, E.D. Etnyre and Woods to discuss plans to fabricate/weld small components needed for their workplace. Contact persons included Ed Smith (F.N. Smith), Angela Larson (Woods), and Steven Carr (E.D. Etnyre).</p>
<b>OTHER UPDATES</b>	<p>Meeting is scheduled for October 18<sup>th</sup> to begin communication on the Satellite Campus process.</p>		

Scott,

*I was wondering if there was a time that we could get together and discuss turning the potential for our welding facility to become a satellite campus into a reality. Since I have never done anything like this before, I am certainly open to ideas and suggestions that you have. If I am not mistaken, we are shooting for a target of Spring Semester 2018 for starting this. We are currently working out bugs in the new lab and will certainly have most, if not all of them worked out by then.*

**RESPONSE:**

Darren,

*I would be happy to discuss this further.*

*Andrew, I know you and I spoke a while back about cost/share cost related to the use of that space. You said those details needed to be worked out. Have you gotten and closer to having some policies in place?*

Thanks  
Scott