MINUTES

Board Members Present:

- David Harris, Chair
- Sandra Bishop, Director of the Apprenticeship and Trades Certification Division
- Tyson Stanley Hedge, Employer Representative
- Karen Rowe, At-Large Representative
- Mona Morrow, At-Large Representative, Alternate
- Joann Greeley, Employer Representative
- Amanda Cull, Employee Representative
- Jennifer Hillier, Employer Representative, Alternate
- Karen Walsh, At-Large Representative

Board Member Regrets:

- Craig Randell, Employer Representative

Recording Secretary:

- Paula Dobbin – Administrative Officer 1

Invitees:

- Angela Abbott, Manager of Standards and Curriculum

1. Call to Order:
   Chair, David Harris welcomed all members and called the meeting to order

2. Quorum/Attendance:
   Chair confirmed that there was a quorum

3. Approval of Agenda:

   MOTION:
   A motion was passed by Tyson Hedge and seconded by Mona Morrow to approve the agenda as presented.

4. Approval of Minutes from the 105th PACB Meeting

   MOTION:
   A motion was passed by Karen Rowe and seconded by Joann Greeley to adopt the minutes of the 105th meeting as presented.
5. Business Arising from Minutes

a. Action items:
   - Follow up with College as to the time line that is permitted to teach materials
     o Addressed next meeting

   - CNA instructor’s certificate
     o 24 instructors working on their certificates

   - Labour Market statistics
     o Document in package

   - List of courses that do provide a workterm
     o Document in package

6. Routine Business:

   a. Plans of Training (POT)

   - Insulator (Heat and Frost)

   MOTION:
   A motion was passed by Tyson Hedge and seconded by Joann Greeley to approve the POT for Insulator (Heat and Frost), Direct Entry

   - Machinist

   MOTION:
   A motion was passed by Tyson Hedge and seconded by Joann Greeley to approve the POT for Machinist Direct Entry

   - Refrigeration and Air Conditioning Mechanic

   Motion:
   A motion was passed by Tyson Hedge and seconded by Joann Greeley to approve the POT for Refrigeration and Air Conditioning Mechanic, Direct Entry

   - Mobile Crane and Boom Truck Operator

   Motion:
   A motion was passed by Craig Randell and seconded by Tyson Hedge to approve the POT for Mobile Crane and Boom Truck Operator
b. Accreditation Agenda Items

- Five-Year Reaccreditation – Carpenters Millwright College (CMC), Carpenter Entry Level/Advanced Level

  **MOTION:**
  A motion was passed by Karen Rowe and seconded by Karen Walsh to approve the Entry Level/Advanced Level Carpenter program with CMC for a 5-year reaccreditation based on the accreditation report presented. Expiry date: December 31, 2023

- Five-Year Reaccreditation – CNA, Carbonear, Carpenter Entry Level

  **MOTION:**
  A motion was passed by Mona Morrow and seconded by Karen Rowe to approve the Entry Level Carpenter program with CNA for a 5-year reaccreditation based on the accreditation report presented. Expiry date: June 30, 2024

- Five-Year Reaccreditation-CNA, Carbonear Construction and Industrial Electrician Entry Level

  **MOTION:**
  A motion was passed by Tyson Hedge and seconded by Karen Walsh to approve the Entry Level Construction and Industrial Electrician program with CNA for a 5-year reaccreditation based on the accreditation report presented. Expiry date: June 30, 2024

- Five-Year Reaccreditation UA Training Centre, Mount Pearl, Sprinkler Fitter Entry Level

  **MOTION:**
  A motion was passed by Karen Walsh and seconded by Jennifer Hillier to approve the Entry Level Sprinkler Fitter program with UA Training Centre for a 5-year reaccreditation based on the accreditation report presented. Expiry date: April 30, 2024

- Five-Year Reaccreditation-CNA, Gander Automotive Service Technician Advanced Level

  **MOTION:**
  A motion was passed by Karen Rowe and seconded by Tyson Hedge to approve the Advanced Level Automotive Service Technician program with CNA for a 5-year reaccreditation based on the accreditation report presented
7. List of Advisory Committee Activities  
   a. Documents provided

8. Divisional Update  
   a. Rate Increase on courses  
   b. Application for designate Air Craft Maintenance-Kevin Warren will oversee this trade  
   c. Application for Sprinkler Fitter and Refrigeration and Air Conditioning Maintenance  
   d. Proposed phase 3 to Federal Government  
   e. Final stages for the restructuring of the website.

9. Online Training  
   • Online training was delivered in all five trades this past fiscal year  
   • Approximately 40 apprentices availed of online training  
   • Evaluation will be conducted once all classes are completed  
   • The training is structured to ensure support for students from the instructor and specific milestones must be reached at certain points throughout the program to ensure progression in the course  
   • Group meetings are held every 3-4 weeks and message boards for students to discuss course work

10. New Business:  
    • Sheet metal trade is a pilot project with Trades NL. It is opened for Apprentices and Journeyperson

11. Review of Action Items  
    • ATCD:  
      o Past minutes posted on website.  
      o Follow up with CNA on instructors certificate  
      o Vacancies of member for the Board  
      o Members will be provided with a list of pre-employment programs that do not have a work-term

12. Date and location of next meeting  
    • September 26, 2019 – Face to Face

13. Adjournment

    MOTION:  
    A motion was passed by Tyson Stanley Hedge and seconded by Joann Greeley to adjourn the 104th meeting.