

**HiTECC ADVISORY COMMITTEE**

**MINUTES**

**Friday, January 15, 2016 8:00 a.m.**

**Automotive Classroom, Joan Stout Hall, room 112**

**Members Present:**; Joey Thomas, Committee Vice Chair, Dick Hannah Acura of Portland; Jim Hicks, Dick Hannah Honda; Cory Pierce, Dick Hanna VW; and Gary Schuler and Teresa Cole of Dick Hannah Dealerships.

**Absent:** Abby Bacon Committee Chair, Dick Hannah VW; Alex Bassett, Dick Hannah Honda; Derek Carroll, Dick Hannah Kia; Sean Fitzgerald, Dick Hannah Chrysler; Brandon O’Lear, Dick Hannah Subaru

**Clark College:** Tonia Haney, Automotive Dept. Head; Mike Godson, Automotive Professor; Jason Crone, Automotive Instructor; Brian Tracy, Automotive Instructor; Michaela Loveridge, Student Recruitment and Retention; Genevieve Howard, Dean of Career & Technical Ed; Brianna Lisenbee, Career Services; Judy Schilz, Secretary Sr., Culinary Arts & Mechanical Technology.

Committee Vice Chair, Joey Thomas called the meeting to order at 8:02 a.m. and introductions followed.

**Welcome and Introductions**

Brian Tracy introduced himself as the new Honda PACT instructor.

*The November 13, 2015 meeting minutes were approved by the committee.*

**Office of Instruction Updates**

There were no OOI updates. Genevieve said that information will be sent out regarding the Advisory Committee Recognition Breakfast which takes place in the spring. She also shared that a replacement for Andreana DiGiorgio is in the process of being hired.

**Department Head Report**

Tonia shared that they’re getting ready to start the hiring process for the second Honda instructor position and the position will be posted live on the website sometime next week. Gary asked if this hire will complete the instructor team for the automotive programs. Mike said this will complete the hiring for the instructors until the programs grow.

**Work Plan**

Lists developed for ASE Brakes and Electrical. Focusing on these two lists since Brakes and Electrical are the first two classes that are being developed for the HiTECC curriculum. Gary asked that all eight of the lists are sent to him and posted on the website, so they can be circulated for revision. Mike said these two lists came from Toyota so there are some Toyota specific acronyms that need to be revised. These standards also need to align with NATEF requirements. Mike will send Gary all the lists.

Just got approved for $52,000 of supplies – ten new PicoScopes and twenty new laptops with a charging cart for students to use. No other equipment discussion. Genevieve suggested the committee members go through the equipment list and make an asterisk where you may be able to help us with purchasing at a better rate. Additionally asterisk the items that you think are critical.

There is a running itemized list within the WCTE unit.

**Recruiting**

Teresa shared that her and Michaela have been working on a flow chart to keep candidates’ interest high and to have a smooth hand off back and forth.

Michaela mentioned that she has student interviews in her office from 3:00 – 5: 00 PM. She is working through the contacts, in the upper 400’s. She is setting realistic expectations and deadlines with the students. Genevieve and Michaela meet every other week and are looking at an information night to get current juniors and seniors with their parents on campus. Michaela is working on Facebook and on a video with Toyota. Gary Schuler will meet with their social media for a video.

Recruiting plan updates:

Job shadow/internship ideas – an entire workbook that’s slowly evolving into a project. Some of the school districts are vetting the job shadow process. Gives Clark the opportunity to connect with career counselors in the high schools and transition them to us.

We are expecting 3 new Hondas for a total of 15 Honda vehicles.

As we get the curriculum developed, we’ll see what kinds of technology and equipment we’ll need. Fleet discussion to take place at a later time.

**Old Business Follow-up**

**New business**

Genevieve shared the challenge with hiring new instructors is that the candidate pools must meet a 25% diversity so she asked the advisory members if they have ideas for additional places to advertise.

**Summary of action lists**

ASE lists

Equipment list

Social media follow up

**Meeting summary**

Nextmeeting is at Clark on Friday, March 11, 2016 at 8:00 a.m. in Joan Stout Hall room 112. Secretary Senior will send an invite. The meeting adjourned at 8:45 a.m.

Prepared and Submitted by Judy Schilz