

**HiTECC ADVISORY COMMITTEE**

**MINUTES**

**Friday, April 08, 2016 8:00 a.m.**

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

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

**Absent:** Alex Bassett, Dick Hannah Honda; Derek Carroll, Dick Hannah Kia;; Brandon O’Lear, Dick Hannah Subaru

**Clark College:** Tonia Haney, Automotive Dept. Head; Brian Tracy, Automotive Instructor; Michaela Loveridge, Student Recruitment and Retention; Cathy Sherick, Office of Instruction, John Maduta Advising.

Committee vice Chair, Joey Thomas called the meeting to order at 8:18 a.m. and introductions followed.

**Welcome and Introductions**

John Maduta re-introduced himself.

*The March 12, 2016 meeting minutes were approved by the committee with the following changes.*

\*Change the date – to today’s date 4-08-16

\* Fix the agenda on line to be the corrected version

**Office of Instruction Updates**

Tonia talked about the Advisory Committee Recognition Breakfast which takes place April 20th.

**Department Head Report**

**Recruiting roles** have been defined more clearly.Michaela will be responsible for all recruiting, screening, and job placement, as well as academic success and retention. Jason will maintain all responsibilities after students are placed in sponsoring dealer and continue as internship support. Michaela will begin to transition to job placement responsibilities working with the Dick Hannah Dealers.

**New Instructor Hiring Update:** Diversity team on campus worked with Automotive to allow hiring to go forward w/o the 25% diversity. Seven candidates, a couple from out of the area. Interviews to take place soon. Should have new instructor for next meeting, will complete the staffing needed.

Tonia explained the rotation schedule for instructors and the efficiencies, capacity gains and ability to plan, provide student support as needed etc. Discussion of when / how the program will grow. Space is an issue. North county building would open space in the future for growth in automotive program on main campus.

Student numbers, eight are in line, two students being placed, and other students who are interested. Prospects are out there and Teresa and Michaela are working on those, but there are barriers that are tough to work around. Identifying students and the need, strategies, funding for students, contracts are discussed. Marketing though parts suppliers: flyers to be displayed at local parts suppliers.

Michaela will be working on a needs assessment.

**Work Plan**

**A5 Brakes & A6 Electrical Task Lists:** Brian shared spreadsheet of Honda classroom modules, and will be building in NATEF modules to fill holes. It will be a Honda format. Brian shared equipment list, Tonia spoke to supplies and supply needs and updated on recently purchased Pico scopes, new lap tops, new AC machine and PROCUT with Honda adapters. Traded some equipment – discussed donations to the program, surplus equipment, donating to high schools, making room for new students and new equipment etc.

**AUTO 161 & 162 - HiTECC Electrical I & IIV4 lists will be on web page**

Any skills in these sections not covered or covered in what is listed? Advisory to review, things that Honda doesn’t cover will be built in to lab sheets, some expanded lessons ability to cover the NATEF**. New technology or other needs reviewed.**

**Old Business Follow-up**

**Social Media Follow-up (update)** Michaela: Connecting marketing materials, working on web site here at Clark, implementing new changes and layout to pages, will be able to link out to dealerships pages. Desire to make this work, meet with Jordan Green from Hannah to do sharing back and forth. Contact info will be shared. Student highlight, sharing those increases traffic. Understanding how to drive that traffic. Need quotes and photos of students in service departments Michaela will be working on gathering more to use.

**New business**

Focus on new student candidates.

Requesting resources is an option right now for Dick Hannah.

**Summary of action lists**

ASE lists

Equipment list - review

Social media follow up

**Meeting summary**

Nextmeeting is at Clark on Friday, May 27, 2016 at 8:00 a.m. in Joan Stout Hall room 112. Secretary Senior will send an invite. The meeting adjourned at 8:50 a.m.

Prepared and Submitted by Cathy Sherick