

**HiTECC ADVISORY COMMITTEE**

**MINUTES**

**Wednesday, May 13, 2015 \* 8:00 a.m.**

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

**Members Present:** Abby Bacon, Committee Chair, Dick Hannah VW; Joey Thomas, Committee Vice Chair, Dick Hannah Acura of Portland; Gary Schuler, Dick Hannah Dealerships; Alex Bassett, Dick Hannah Honda; Derek Carroll, Dick Hannah Kia; Cory Pierce, Dick Hanna VW; Jim Hicks, Dick Hannah Honda

**Guests:** Teresa Cole, Dick Hannah Dealerships

**Clark College:** Mike Godson, Professor; Tonia Haney, Automotive Department Head/Professor; Jason Crone, Professor; Cathy Sherick, Assoc. Director of Instructional Planning & Innovation; John Maduta, Advising Divisional Manager; Brianna Lisenbee, Career Services; Andreana DiGiorgio, Secretary Sr., Advisory Committees

The meeting was called to order at 8:07 a.m. by Committee Chair, Abby Bacon and introductions were made. Teresa Cole was introduced. She is the recruitment manager for Dick Hannah and will be working with Jason Crone and Brianna Lisenbee in recruiting students for the program.

*After a review of the April 8, 2015 meeting minutes a motion was made to approve them as written. The motion was seconded and unanimously approved.*

**Office of Instruction Update**

Andreana told the members that there will be a chair and vice chair training tentatively scheduled for the week of September 14th, 2015 on the Clark College main campus. This training will cover advisory committee member responsibilities, processes and schedules. This training is open to any committee member who may want to become chair at some point.

The Board of Trustees have approved the Clark College Strategic Plan and if anyone would like to read it, it is on the main website at <http://www.clark.edu/clark-and-community/about/strategic_plan/index.php>.

Penguin Fly Day is May 15, 2015. This is a marketing event asking for Clark graduates to share their success stories. Gary said he forwarded the email announcement to some on his staff who attended Clark College.

**Start Date Update**

Mike reported that Clark College would like to stay away from dealer branding and has suggested that we call the dealer programs “Dealer Ready”, which would be the overarching name. Under this umbrella will be the various dealership programs, including HiTECC and Toyota T-TEN and possibly others such as Honda. Gary said he doesn’t want to lose name recognition. Mike said he won’t. This program will stay the HiTECC program.

Mike also told the committee that the person at the State of Washington who approves the programs is retiring and will hold off approval of the program until a new person is hired. He said we need to have a winter 2016 start date for hiring purposes. If the date is postponed to a later date than winter 2016 it will have an impact on when we can hire instructors. Basically we would have to wait until the following year to hire.

**Review HiTECC 160 Course Structure and Outcomes**

Tonia spoke about the introduction course, HiTECC Auto 160. She showed the committee a spreadsheet outlining the course. This first course is a 2 week class, 180 hours. It will cover safety and dealer operations. Next will be paperwork, with two modules in lab per day for ten days. It’s a lot to cover in two weeks. Jason said Toyota does this course at the end of summer right before fall classes. The committee discussed placement of courses.

Students may start at the dealership moving cars. This could be a weed-out process and students may find that they don’t want to continue in the program. Teresa asked about how students are taught soft skills. Jason said that they will get soft skill training every day either at Clark courses or at Dick Hannah. Gary wants to include Dick Hannah philosophy within this course. The Dealership Operations unit courses will teach the students the Dick Hannah soft skills, i.e. Hannah’s “Believe in Nice” program. Clark will work with Hannah to create this unit. Safety and service procedures will be created by Clark. Discussion took place whether students need to be employed by Dick Hannah before the first class begins. Have to make sure the student can be hired. Jason spoke about the current vetting process that he uses for T-TEN program and explained how it could work for this program. He said we will makes sure the student is an academically viable candidate from the college’s standards and requirements and then he will send them to the Hannah side to make sure they are career viable. Once the student is cleared they can begin working at the dealership even prior to the start of courses. Gary wants to have students ready to be hired, with clean driving record and no drugs or convictions.

**Work Plan**

**Automotive Training Fleet**. Mike showed the current vehicles they have to work on. It’s mainly an Asian mix with a few domestics. Need 25-30 vehicles for full program. Gary asked about what we need. The vehicles need to be no older than 5 years old in order to stay current. They are stored outside so they need to be weather tight. One or two vehicles from each brand would be great. Mike would like service information from each brand as someworksheets will need to be brand specific. They would like the techs to be able to work on many different models. Derek said he would like students who can do the basics. Jason said a critical component is building a relationship with the students and once they begin their internship they should stay with that brand. Cory said once the interns are at the dealership they will have web access to complete web trainings such as wiring diagrams, etc. Teresa offered that it’s important to have mentors for the students. Just to check in, see if there are any questions as she wouldn’t want to see the students lost in the process. Jason said paid internships glean better students. Jason is developing a mentoring class. The Clark County Skills Center is going to be one of the pools for recruits. Cory said a couple of students from Skills Center have done very well at Hannah.

**Tools**. Will need some proposals to give to the administration. Mike said he’d need a subcommittee to work on the modules. The vehicle mix will dictate the tools needed.

Internship course-next meeting discussion. Mike said he will update the work plan the committee can formally adopt it at the next meeting.

**New Business**

**Marketing Plan***.* Abby said that Jordan Green may help with marketing the program; she works for Hannah. Jason wants to create more flyers for Hannah dealers to hand out to interested, potential students. Gary said he wants potential employees to know the Dick Hannah story and wants them to know what the Hannah program “Believe in Nice” means. Veterans could be a good prospect. Brianna Lisenbee of Clark’s Career Services and Teresa to get together and swap information. Teresa said there are other opportunities at Dick Hannah. Working with Brianna, she said that other graduates could be employed at Hannah in other capacities. Brianna explained that Career Services has career advisors and people can get help with resume writing, interview prep and coaching.

A summary of the follow-up action items was communicated to the committee. Mike said he will continue working on course outlines and will send the first one to the members for next meeting.

Next meeting date will be at the Clark campus, Wednesday, June 10, 2015 at 8:00 a.m. in the Joan Stout Hall automotive classroom, room 112. Andreana will send out information about this to the committee.

The meeting adjourned at 9:25 a.m.

Prepared/submitted by Andreana DiGiorgio