

**HiTECC ADVISORY COMMITTEE**

**MINUTES**

**Friday, May 27, 2016 8:00 a.m.**

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

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

**Absent:** Abby Bacon, Committee Chair, Dick Hannah Acura of Portland (maternity leave); Brandon O’Lear, Dick Hannah Subaru

**Clark College:** Mike Godson, HiTECC Coordinator & Instructor; Jason Crone, Instructor; Brian Tracy, Automotive Instructor; Michaela Loveridge, Student Recruitment & Retention Specialist; Brianna Lisenbee, Careers Services; Cathy Sherick, Assoc. Dir. Of Instructional Planning & Innovation; John Maduta, Advising Mgr. PTE programs; Nichola Farron, Secretary Senior – Advisory Committees

Committee vice Chair Joey Thomas called the meeting to order at 8.04am and introductions were made.

Office of Instruction Updates

Nichola outlined to the committee that the recognition event for advisory Committees for next year is currently being planned: a survey of committee members has been distributed and the office of instruction would welcome responses and feedback.

The Career Coach portal was demonstrated to committee members as a tool to help students make career and program choices.

Cathy outlined that the Academic Plan has been finalized and sets out the College aims against a framework of 6 goals and with a focus on guided pathways for students.

In addition the pre-apprenticeship program will shortly be available: a 10 week trades-centered program to give students entry level skills. It has now been decided that automotive will be included as one of the areas of exploration for students.

Previous Meeting Minutes

*The minutes of the previous meeting of April 8th 2016 were presented: some minor changes were made. Gary then made a motion to accept the minutes, this was seconded by Derek and unanimously approved.*

Director Report

Program Coordinator Mike Godson reported that he was pleased to confirm the HiTECC program is launching in August.

He continued that Instructor Brian Tracy completed his Honda PACT modules, and that Monte Wolverton at the training center has outlined that there are a number of component items that can be donated to the College.

In addition, Mike shared with the committee that Audi have also approached Clark and are interested in collaboration – they will send one vehicle and an engine. This arrangement will allow the College to have access to the VW training website.

Gary then asked if this meant that Audi were also looking to establish a class program: Mike outlined that the Audi track is different in that they are looking for graduates generally rather than a specific training stream.

Mike continued that the equipment list is under constant review: it has been beneficial in the past to have a detailed plan so that if extra funds become available, the department is a strong contender to receive them.

The college has overall concerns about decreasing enrollment, and there is some anxiety about meeting FTE targets. Mike outlined that, in terms of this committee, it may seem that the enrollment for class is low, but that the automotive department is on the right track, and it would certainly be meaningful to have 2 full classes.

Mike and Cathy then outlined the committee that Automotive is also developing a competency based general class that, if successful, could be used as a model by the college. There are some challenges to this from the Financial Aid aspect, but it is hoped that the program will be running shortly.

Mike reported that an additional instructor – Brent Fuller – has been hired, previously from PCC. Brent and Brian will be working to finish the curriculum preparation.

*Curriculum development –* Brian Tracy shared information with the group detailing part of the prepared curriculum. Intro 160 was shown as a demonstration of how the college curriculum expands on the Honda curriculum. This expansion is needed to ensure NATEF requirements are met. In all there will be 20 modules to include exams and quizzes.

Items discussed included the need to include pollution prevention within training, and also the emphasis that the Toyota T-TEN curriculum is separate.

In response to a question from Teresa about when finals would finish so that dealers could have an idea of start dates, Jason and Mike indicated that the last days of classes is December 2, with finals scheduled for the week after.

*Equipment plan –* Mike shared that 20 laptops with the software loaded are ready; in addition 10 Honda electrical trainer boards have been purchased – these were the 2 main items. He continued that he is working on a list with Tonia that prioritizes equipment needs: this list will then be shared with the committee for their approval. He then shared with the group the equipment list designed by Honda based on a class of 12 students which included $185k of equipment.

All tools listed need to be on hand before the site can be certified; but the College is pretty close to having the required items. The most important outstanding items are the parasitic load tester and the fluke meters, of which 10 are required at a cost of $500 each.

Jim continued that there is a chassis available that could be donated for the college; Gary continued that there is definitely the possibility that tools could be made available.

Mike continued that the Ateq 55 testers, fluke meters and some thermistor vacuum gauges would be a priority.

Gary and Mike will also have a meeting to discuss equipment needs and investigate possibilities for the committee to assist.

*Gary made a motion to accept the tool list as written, while recognizing that amendments may arise: the motion was seconded by Derek and approved unanimously.*

*Review of A5 and A6 lists –*

(Available on committee website here: <http://www.clark.edu/advisory/hitecc/index.php> )

Mike outlined that A5 and A6 are lists of what students would be expected to achieve in areas of brakes and electricals.

Gary then arranged an inter-committee meeting on Friday 3rd June to look at the lists and determine which skills the dealers etc. would actually want from students on the program. Following the team review, he will report back to the department.

Old business follow up

Michaela reported that as of the meeting there were 12 students at stores, one is a Toyota, and 2 are technically PACT/ Acura. Michaela and Teresa went to all Dick Hannah stores to talk to employees identified by service directors as potential recruits. Despite this, there has only been one employee who has followed up.

Teresa continued that she considered some of the issues are related to anxiety about pay checks and financial security. It would be of benefit if the Service Directors offered reassurance, and also work to determine what the other objections to pursuing the program might be.

The committee discussed the best options for helping employees understand the benefits of the program. Suggestions included scheduling time for them to meet with Michaela at the dealership for private one-on-one Q&A sessions, and also providing reassurance of the financial assistance Dick Hannah can offer. Michaela emphasized that having pay information come from the managers would be more meaningful, and also having that information available as a recruitment tool. In addition, it was important to emphasize to students that they were selecting a program that was a life and career choice and would lead to better prospects.

There was further discussion of the need to recognize that individual circumstances- family, children, culture etc. – that may be barriers to application.

Michaela then shared that she had checked the registration codes and could confirm that 7 students were now officially registered.

The committee then discussed the benefits of the ‘team system’ which is unique in the industry in terms of fostering support and learning through the provision of mentors etc.

New Business

Michaela shared that an instructor position is now vacant at the Clark County Skills Center if the committee had anyone in mind they could share the information with.

Mike also talked about the processes for purchasing from dealers: idea is to set up blanket POs so that purchases can be made efficiently.

Follow up

* Gary to provide Michaela with payroll information for recruitment, as well as information on the team set up as to how it affects hourly rates.
* Meeting between Gary and Mike to discuss equipment needs
* Meeting between committee industry members to review A5 and A6 requirements.

New meeting date

The next meeting is scheduled for Friday 23rd September at 8.00am.

Joey adjourned the meeting at 9.31am.

Prepared/Submitted by Nichola Farron