

**AUTOMOTIVE TECH ADVISORY COMMITTEE**

**MINUTES**

**Wednesday, November 12, 2014**

**6:00-8:00 PM**

**Joan Stout Hall, Room 112**

**Members Present:** Troy Ding, Committee Chair, Ding’s Complete Car Care; Steve Knight, Vice Chair, Carr Cadillac GMC; Kirk VanGelder, CDX-USA; Rod DeMoss, Highway Fuel; Dale Vandeberg, Vancouver Ford; Kevin Safley, Westech Construction; Jay Dykeman, Vancouver Express Auto Care; Ken Dykeman, Vancouver Express Auto Care

**Members Absent:** Stephen Adlard, City of Camas; Raymond DeLong, Sears Auto Center

**Clark College:** Tonia Haney, Automotive Department Head/Instructor; Mike Godson, Professor; Jason Crone, Professor; Tom Curvat, Instructor;; Andreana DiGiorgio, Coordinator, Advisory Committees

The meeting was called to order by Committee Chair, Troy Ding at 6:07 p.m. and introductions were made.

**Review of the Minutes of the Previous Meeting**

The July 30, 2014 meeting minutes were reviewed. A motion was made to approve them as written. The motion was seconded and passed unanimously.

**Office of Instruction Update**

Advisory Committee Coordinator Andreana DiGiorgio told the members that Clark College has a new web content management system and showed the members how to navigate to the new advisory websites. She showed the main page of the advisory websites where they can find information about the current Perkins and Worker Retraining Grants, as well as the updated committee member handbook. She also mentioned that because of the new content management system, the member roster is no longer able to be password protected so if anyone needs a copy to contact her and she’ll send it to them. She sent around the roster for members to mark their attendance and update contact information, if necessary.

Andreana then invited the members to the advisory committee recognition breakfast where Scott Bailey, a local economist will give a speech about the state of the local economy as well as a review of Washington state’s economy as a whole. The date of the breakfast is Wednesday, March 18, 2015 at 7:30 a.m. She said more details will be sent to the members after the first of the year.

**Director/Division Chair Report**

*NATEF status update*. Automotive Department Head Tonia Haney reported on the NATEF certification. She reminded them that their certification is expiring in spring 2015 for both the Toyota T-Ten and the general automotive programs. Since the general program is on hold, they will not be looking to recertify and will wait till that program is up and running again. She said the reason is that NATEF is an arm of the ASE Certification and they will want to “see” a running program before certifying. Instructor Mike Godson mentioned that the certification costs have gone up and the application fee is now about $750.

*HiTECC status and discussion*. Mike reported on this. He said that HiTECC’s goal is to provide individuals with job training and employment opportunities that will enhance lives in the local community.He said he’sbeen working with Dick Hannah dealerships and they are very interested in Clark College offering a program similar to the Toyota program. He said they are in the process of submitting the paperwork to Clark’s Curriculum Committee, Instructional Planning Team and IPT. Mike said he visited Dick Hannah dealers and has 11 signatures from local service and parts managers that are in favor of this new program. He said he presented the parts managers with a list of outcomes and they said they would provide the employment opportunity. It will likely be a 2-year Master Certification program. Instructor Jason Crone said he will be working with the local high schools, which will be feeders for the HiTECC program. The students in the Toyota program are mentored while working at the dealership and would also like to see that with the Dick Hannah program. The process is still early and they will keep the committee updated as it moves forward. He added the plan is for students to be dealer ready at the end of the program. They will be required to have a dealer sponsor during the 2-year program. He said sponsorship will be a crucial and coordinated effort between Clark, the student, and the dealerships and added that the student screening part is critical. This will be a full immersion program where students will work eight hours per day at the dealership for a specified time and then eight hours per day of instruction in the auto shop at Clark. Jason said the program moves very quickly and there’s not much wiggle room.

*Larch Update*. Larch Automotive Instructor, Bruce Music was not at the meeting to give an update, but Kirk VanGelder said the Larch evaluation went very well and the evaluators asked tough questions.

**Work Plan**

*MLR status and discussion*. Tonia reported they have created the forms that need to go through the Curriculum Committee for the Maintenance and Light Repair (MLR) program. She said essentially the MLR portions will be done in the first year with of a 2-year program. She said the second year will be more advanced training. Tonia passed around a list of MLR tasks that the student will learn and is expected to know. She went through the procession of classes and said there are a couple of courses in the beginning of the program that will let students know if they really want to do the program or not. There would be no tool purchase right away and there will possibly be an articulation from high schools. Heavy on inspection, HVAC, and electrical systems. Tonia said she took out a lot of tasks that are not really common in the industry any more. She asked the members what they want students to know at the advanced diagnostics part. Kevin Safley asked about ethanol and Tonia said she does this for the T-Ten students and can add this to the general program task list. She asked if the members would put their own task list together and forward it to her and Mike. Ken Dykeman said that tires and TPMS is very important and Tonia assured him that the students will work with tires a lot the first year, including TPMS, alignments, and re-initialization procedures.

 Tonia then showed the members the career pathway and explained that it’s not final yet but just what she envisions for the 2-year program. She said she would prefer first year and second year classes not run simultaneously. The final course will be a capstone but is not defined yet. She asked the committee how they felt about this plan and Steve Knight of Carr Cadillac said he likes the program so far. *A motion was made to endorse the general automotive service technology degree program that Tonia has presented at tonight’s meeting and to continue moving forward. The motion was seconded and all members present approved.*

*ASE results*. Instructor Tom Curvat reported he has 11 students. He said the last two graduates did well, graduating with six ASEs. He said he has three more that have taken it and said two passed, one did not. He has more students scheduled to take the ASE tests. He mentioned that he has found that hydraulics in the brake section is a struggle for many students.

*Equipment Plan*. This discussion will be tabled for next meeting. Mike said that even though there are limited or no funds available for equipment, they still need to have an equipment list. Tonia said this year they got one more pico scope. She said if there is a list of committee-approved equipment it would make it easier to spend excess dollars if there are any. The committee agreed to work on the equipment plan next meeting. Tonia said she will create a wish list they can discuss and prioritize at next meeting. After discussion of funding, including whether the letter to the Foundation regarding the Anderson funds had been had been responded to, Kirk agreed to send a follow up letter to the Foundation.

*Committee member recruitment.* It was agreed that this will be an ongoing item on the work plan.

**New Business**

*Committee bylaws*. Andreana told the members that all the committees are reviewing the bylaws and in many cases they have not been reviewed in a number of years. She showed the committee some suggestions to discuss and said some simple “housekeeping” updates needed to be done. They discussed quorum and decided to keep their quorum at five members present. They also discussed member attendance and agreed to add the following verbiage regarding attendance expectations: “**If a member misses three (3) consecutive meetings they will be moved to guest status and a phone call will be made by the committee chair to find out level of commitment. This will help ensure that we have active members and enough voting members to ensure quorum and complete committee work.”**This would be added to Article IV as a new section, Section 3.

*A blanket motion was made to approve all suggested changes to the bylaws including the addition to Article IV, above. The motion was seconded and unanimously approved by the committee.*

*Election of vice chair*. After some discussion, Steve Knight was nominated and voted in unanimously as the new vice chair.

After Troy summarized the meeting, it was agreed by the committee that they would meet again on Wednesday, February 18, 2015 at 6 pm.

The meeting was adjourned at 7:32 p.m.

Prepared/submitted by Andreana DiGiorgio