

**HiTECC ADVISORY COMMITTEE**

**MINUTES**

**Friday, November 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; Jim Hicks, Dick Hannah Honda; and Gary Schuler and Teresa Cole of Dick Hannah Dealerships

**Absent:** Alex Bassett, Dick Hannah Honda; Derek Carroll, Dick Hannah Kia; Cory Pierce, Dick Hanna VW; Sean Fitzgerald, Dick Hannah Chrysler; Brandon O’Lear, Dick Hannah Subaru

**Clark College:** Tonia Haney, Automotive Dept. Head; Professors Mike Godson and Jason Crone; Michaela Loveridge, Student Recruitment and Retention; Genevieve Howard, Dean of Career & Technical Ed.; Cathy Sherick, Associate Director, Instructional Planning & Innovation; Brianna Lisenbee, Career Services; Andreana DiGiorgio, Secretary Sr., Advisory Committees

Committee Chair, Abby Bacon called the meeting to order at 8:06 a.m. by and introductions followed.

*The September 9, 2015 meeting minutes were approved by the committee.*

**Department Head Report**

**Approval for change in credits/contact hours**. Tonia Haney said the HiTECC curriculum is patterned after the Toyota T-Ten model, however the contact hours will be different. Credit hours are changing from four to eight and total contact hours are changing for more focus in the shop. Mike showed an excel sheet that included contact hours and how they are broken down. *The committee voted in support of these changes.*

**Recruiting strategies/numbers update**. Michaela Loveridge reported she has visited six high schools and now has 226 potential student contact cards. Twenty Four are currently seniors and are interested in the program. Three interviews are set up for next week. Two of the three are very interested in working for Hannah. In the next few weeks she’ll be visiting four more high schools. Jason has been collecting cards from students for quite some time and has about 700 contact cards. Student Affairs will help put the card information into a database that Michaela can use in her recruitment efforts. Discussion about social media, texting and other ways of promoting the program. The automotive web page is being updated and marketing brochures are being created. A cell phone has been ordered for Michaela and she will begin staying in contact via text. Because the automotive technician industry has changed so much, Gary said it’s important to reach the parents and make sure they know these are living wage jobs. Talk about linking the automotive Facebook page to Hannah’s Facebook and Twitter pages. Gary also said he’d like Michaela to visit the dealerships. Abby told Michaela to reach out to her and Joey for tours of the service departments and meeting the staff.

**Work Plan**

**Course updates**. Mike showed the committee where to find the course outlines and task lists. He asked the members to look over the lists and let him or Tonia know what may be missing or what doesn’t need to be on the list. Will be discussed at the next meeting.

**Equipment list**. The committee discussed the equipment list and Tonia said the top three items are Pico scopes, on-car brake lathe, and an A/C machine. Gary wants to save Clark money by using Hannah’s buying power. Genevieve will talk to purchasing to see how to set it up. *A motion was made to support the prioritized equipment list provided and for Hanna to help with equipment costs using their purchasing power. Unanimously approved.*

**Old Business**

**Marketing & recruitment plans.** Michaela is the contact person for all prospective students. Teresa Cole said she has a handful of potential students that she will forward information on to Michaela. Not having a diploma or GED creates a barrier for students, however, send these potential students to Michaela and she will help them navigate through the programs at Clark that can help them move forward. Teresa asked about middle aged people and possible vets looking for a new career. Cathy Sherick explained that there is a Worker Retraining Grant and WorkSource funds that may help students who qualify.

**Instructional hire update.** Tonia said they’ve hired Brian Tracy as a new automotive instructor to begin November 30. He’s a Honda Master Tech and Honda PACT graduate. He’ll be helping with curriculum development. Mid-winter Tonia will post another instructor opening. Brian will be at the next meeting.

**Meeting summary**

* Gary is continuing work on the 10-year program.
* Michaela will talk to Hannah people about their Facebook page and marketing.
* Michaela will get out to the dealerships.
* Course tasks lists will be posted on the web page and discussion will take place at the next meeting.

Next meeting is at Clark on Friday, January 15, 2016 at 8:00 a.m. in Joan Stout Hall room 112. Andreana will send an invite. The meeting adjourned at 9:18 a.m.

Prepared and Submitted by Andreana DiGiorgio