

**HiTECC ADVISORY COMMITTEE**

**MINUTES**

**Friday, September 23, 2016 8:00 a.m.**

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

**Members Present:** Abby Bacon, Committee Chair, Dick Hannah VW; Derek Carroll, Dick Hannah Kia; Jim Hicks, Dick Hannah Honda; Sean Fitzgerald, Dick Hannah Chrysler; Brandon O’Lear, Dick Hannah Subaru; Gary Schuler and Teresa Cole of Dick Hannah Dealerships.

**Absent:** Alex Bassett, Dick Hannah Honda; Cory Pierce, Dick Hannah VW

**Clark College:** Mike Godson, HiTECC Coordinator & Instructor; Brian Tracy, Automotive Instructor; Michaela Loveridge, Student Recruitment & Retention Specialist; Genevieve Howard – Dean of WPTE; Brianna Lisenbee, Careers Services; Cathy Sherick, Assoc. Dir. Of Instructional Planning & Innovation; Nichola Farron, Secretary Senior – Advisory Committees

The meeting was called to order by Committee Chair Abby Bacon at 7.59am

Gary Schuler announced that Joey Thomas is no longer with the company, meaning that the group needed to elect a new Vice Chair. *Gary nominated Sean Fitzgerald for the position of Vice Chair, the nomination was seconded by Jim Hicks – the vote was unanimous: Sean will serve as the new Vice Chair for a 2 year term.*

Office of Instruction Updates

Cathy Sherick outlined that the Academic Plan has been formalized; in addition the College is embarking on the State-wide Guided Pathways initiative – more information on this will follow at a subsequent meeting.

Four trainings are being planned for the forthcoming year for Advisory Committee members and Clark employees: Advocacy, Understanding Millennials, a workshop on Pathways and a final training on the Value of Completion.

Cathy then also shared data that outlines that 7958 credits were attained in the College service area, out of a possible 10,911 attempted credits, highlighting that there are a number of students who don’t complete. In response to a question from Gary about the possibility of connecting with those students, Cathy outlined that that would be something Michaela would address as part of the recruitment initiative.

Minutes of the Previous Meeting

*The minutes of the meeting of 27th May 2016 were presented for approval: the motion to approve the minutes as written was made by Derek, seconded by Teresa and approved unanimously.*

New Business

Mike Godson announced that unfortunately Brent, one of the HiTECC instructors, has resigned so the department is in the process of hiring a replacement. In the interim, this will increase the teaching load for current staff. Mike indicated he will switch between the PACT and HiTECC programs to cover the instruction requirements. Genevieve outlined that the hope is that the alternative final candidate from the original hiring process will be available: if not she will share the job description with Teresa to pass on any potential recruits.

As a further personnel announcement, approval has been granted to hire an instructional technician on a part time basis to help with HiTECC: a candidate has already been identified.

Gary then announced that the company (Dick Hannah Dealerships) has made the decision that they will fund the cost of tools for students in the program:

* An agreement between the student and the company is being designed by group lawyer
* The student needs to complete their degree and then remain with the company for a minimum of six months
* Following the completion of these conditions, the student will then own the tools provided.
* This is in addition to the monthly stipend of $300 which will continue
* The initial sets should be available within a week to ten days

Mike continued that he and Tonia have reviewed the tool list and made some minor changes, e.g. adding a digital inflator. The group discussed the importance of having a cart as part of the kit.

Bryan then invited the 8 students currently enrolled to introduce themselves to the committee members, and were told of the decision regarding support from the dealerships for the provision of tools.

Dean Howard took the opportunity to thank the Committee members for introduction of the tool program, and outlined that she would share the news with the President and Vice-President of Instruction. In addition, Gary outlined he would have the announcement uploaded on the group’s social media. It will also be made on Clark College sites.

The group agreed that discussion of the Work Plan would be tabled for the next meeting.

Old Business

Michaela enquired whether it would be possible for the pay scale information from the company to be made available to her as a recruitment incentive. Gary indicated that he has spoken to payroll and will put together the ranges of average salary at various points in the industry.

Mike also drew the committee’s attention to the A5 and A6 skills list and asked for further feedback, particularly from the technicians, on the content. Gary indicated that he will also share the lists with the Directors. The skills sets are available on the HiTECC Advisory Page and Mike invited critique of the Techs to ensure students were entering shops with the correct knowledge.

New Business

Michaela introduced the recruitment plan document which sets down the processes employed, many of which are already being undertaken as the new retention role has become more defined. Michaela invited the committee members to review the document more fully before the next meeting when it could be formally approved.

Teresa outlined to the committee that she is meeting with partners in social service groups - such as Goodwill Industries of Tacoma and Portland - to talk about retraining options. For example, there are 500 displaced workers from Intel who may investigate options for retraining which presents a pool of possible candidates for the dealership program.

Cathy and Brianna contributed with information about the Worker Retraining schemes and WorkSource links available through Clark College that could offer full or partial financial support for programs.

Teresa shared that these community partners are particularly excited by the opportunities presented by the program.

*Follow Up Items*

* Committee to review the Recruitment Plan in preparation for a vote of formal approval at the next meeting
* Committee members to review and critique the A5 and A6 skills lists
* Technicians to provide clarification on tool list where needed
* More information and background to be discussed at next meeting regarding the ‘10000 credit’ issue and the potential for recruiting those students who have not completed.

Next meeting date

The committee will meet again on January 20th 2017 at 8.00am

Abby adjourned the meeting at 8.37am

Prepared by Nichola Farron