

**HiTECC ADVISORY COMMITTEE**

**MINUTES**

**Friday, April 14 2017 - 8:00 a.m.**

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

**Members Present:** Abby Bacon, Committee Chair, Dick Hannah VW; Sean Fitzgerald, Dick Hannah Chrysler (Committee Vice Chair); Alex Bassett, Dick Hannah Honda; Cory Pierce, Dick Hannah VW; Brandon O’Lear, Dick Hannah Subaru; Kent Dent, Dick Hannah; Gary Schuler and Teresa Cole of Dick Hannah Dealerships.

**Members Absent:** Derek Carroll, Dick Hannah KIA; Jim Hicks, Dick Hannah Honda;

**Clark College:** Mike Godson, HiTECC Coordinator & Instructor; Jason Crone, Drew Marques - Automotive Instructors; Michaela Loveridge, Student Recruitment & Retention Specialist; Cathy Sherick, Assoc. Dir. Of Instructional Planning & Innovation; Scott Clemans, Career Services, Alexa Goodlad, Advising (Prof-Tech); Nichola Farron, Secretary Senior-Advisory Committees

Committee Chair Abby Bacon called the meeting to order at 8.00am

Minutes of previous meeting

*The minutes of January 20 2017 were presented: Gary made a motion to approve as written; this was seconded by Sean and passed unanimously.*

Next Meeting Date

The committee will next meet on Friday October 20, at 8.00am

Office of Instruction updates

Cathy Sherick made the following announcements:

Clark is completing the series of **Business and Community Learning** events on campus this spring. The quick and friendly ‘lunch and learn’ opportunities. FREE and open to the public, the workshops will be scheduled from 11:30 a.m. to 1:30 p.m., and held in the GaiserStudent Center, allowing people to attend on their lunch hour.

* **Friday May 19th The Power of Completion**

Join us here on campus **Saturday June 3rd 10:00 a.m. registration opens for the FREE** Healthy Penguin Walkabout. There are several stations set up across campus, with health activities and information about one quarter mile apart. A great way to get some exercise, some health information and have fun.

In keeping with the college campus theme, TRANSFORMATION work on the **committee composition** continues! We are seeking nontraditional members, those folks who are not typically associated with the field (like women in welding). Your assistance is appreciated, if you know of someone who might be interested in joining a committee, let us know.

 We are also going to be making a big push **to engage students and Clark Alumnae** in the work of the committees. Students will be able to earn a small stipend and a letter of recommendation for their attendance and participation. Piloted this year, have not had students waiting in line – but we want to have them be a regular and vital presence on every committee in the future.

**July 13, 2017 – Evening event to recognize our committees** and the terrific volunteers that come to meetings two times a year to support students. Watch for additional details to arrive via email.

Clark College will hold **graduation at the Sunlight Supply Amphitheater on Friday June 22 at 7:00 p.m.** It is a great way to celebrate the work of the committees. There is always a need for volunteers at the event, if you are interested please let us know.

In addition, there is a virtual Governor’s Summit schedule for May 31, which will be taking place at the CTC campus.

Staffing Update

Jason Crone took the opportunity to announce that this will be his last term with Clark, as he will be moving to the Battleground School District to teach. He spoke to how the Hannah students are progressing well, and he is excited to have seen the engagement and mentoring dimensions of the program evolve. Gary offered his congratulations for Jason’s new position on behalf of the committee.

Mike continued that this Instructor position will be retained and a replacement will be sought.

Recruitment and Marketing

Michaela outlined that there are 10 students in the pipeline for Hannah stores next year. Currently there is one student at Toyota, 4 at Honda Acura and 5 between Subaru and Chrysler Jeep Dodge.

There has been some success in connecting with existing employees at stores and Teresa emphasized the importance of Directors promoting the program and the opportunity it provides. Michaela also spoke to her continuing work in visiting high schools to talk about the program and give potential students the chance to connect with her.

The committee then discussed the options for scholarships available through the Clark College Foundation: the staff have been pushing students to apply, as there are frequently funds that are not utilized through lack of applications. Out of 135 scholarships, there are 10 specifically devoted to automotive. However, there is frequent student procrastination, or the belief that they will not be eligible or successful, that prevents them from applying. It was agreed that there needs to be renewed encouragement from both Clark staff and faculty in the program, and from Dealers and Service Managers, for students to apply for scholarships.

Alex mentioned that it would be useful for the company to develop a standard template that managers could use for recommendation letters in support applications.

Action Item: Michaela will send the committee links to the scholarship information

Action Item: Nichola/Mike will investigate having the Scholarships Director visit a future Advisory Committee meeting to provide further information.

The committee also discussed the continuing issue of driving record offences proving an obstacle to entry to the program as applicants cannot pass the pre-Employment checks. Teresa explained that both she and Michaela take the time to explain to applicants that they need to pass the pre-employment screening and, that they deliberately avoid confirming eligibility until that has occurred.

For marketing, Teresa continued that Dick Hannah has invested in targeted marketing to synchronize with LinkedIn and Facebook to promote the program in a focused way. In addition, the company careers page will have the HiTECC program highlighted, and there will be a changeover in the applicant system on the IT and HR side.

Michaela also spoke about an Open House event she is planning for the Juniors who have expressed interest in the program and their parents to attend on campus over the summer.

Gary continued that it was important for Dealerships to emphasize that there is a $1000 referral fee for employees who directs someone into the program.

Equipment Plan

Mike explained that approximately three-quarters of the equipment list is obtained, there are some larger ticket items that still need to be planned for: one is the alignment machine as the department is currently using an older machine.

Gary shared that there is a newer machine available that he would be able to facilitate the donation of to the program.

Action item: Mike will connect with Gary to arrange to collect new alignment machine

Mike continued that the set of tire machines is also dated, and that the program needs to start considering more modern scan tools that will work across manufacturers. For example, the VW equipment will not work on Audis, and whilst there is a subscription in place for Chrysler, it does not cover the student needs.

Mike also noted that there does need to be some reorganization in the shop, and he will probably reach out to the committee for ideas and a walk-through in future.

Course Review

The committee reviewed ASE areas A4 (Steering & Suspension), A5 (Brakes) and A8 (Engine Performance).

*Sean made a motion to approve the task lists as written; this was seconded by Cory and passed unanimously.*

A4 and A8 development

Drew talked about how the course has been totally revamped; the suspension course not too different from TTEN program. A new Canvas Shell (learning module) has been developed and students will receive lots of exposure to the engines.

Internship Courses

Jason outlined that there have been an increased number of internship hours in the last year. There has been some issues with attrition, and the consensus is that the Department needs to intervene earlier to help students avoid leaving the program because of issues that could potentially be resolved.

The internship is a very practically driven exercise, and circumstances at Dealerships will always vary; which differs to the task-orientated, structured approach IN the classroom. Teresa continued that the earliest indication of any difficulties should be made known so that the company can see where it can assist.

Alex continued that he hopes to see growing student confidence whereby they feel able to come and report any issues.

This was the first round of Hannah internships, and Jason reported that is has been very successful: the internship will continue to develop as mentors become more experienced in guiding students through the processes.

Abby adjourned the meeting at 9.23am

Prepared by Nichola Farron