

**HiTECC ADVISORY COMMITTEE -MINUTES**

**Friday, October 20, 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; Ken Dent, Dick Hannah; Derek Carroll, Dick Hannah KIA; Gary Schuler, Dick Hannah Dealerships.

**Members Absent:** Jim Hicks, Dick Hannah Honda;

**Clark College:** Tonia Haney, Department Head; Mike Godson, HiTECC Coordinator & Instructor, Drew Marques & Dannie Nordsiden, Automotive Instructors; Michaela Loveridge, Student Recruitment & Retention Specialist; Shirley Schwartz, Clark College Foundation; Cathy Sherick, Assoc. Dir. Of Instructional Planning & Innovation; Nichola Farron, Program Specialist-Advisory Committees

Committee Chair Abby called the meeting to order at 8.02am and introductions were made, including Shirley Schwartz from Clark College Foundation and Dannie Nordsiden, the new internship manager.

Minutes of the Previous Meeting

*The minutes of April 14 2017 were presented: Sean made a motion to approve as written. This was seconded by Derek and passed unanimously.*

Next Meeting Date

The committee will meet next on Friday February 9, 2018 at 8.00am

Office of Instruction Announcements

Cathy Sherick made the following announcements:

Welcome back to 2017-18 we are excited to be rolling up our sleeves and delving in to the second year of work of our **Academic plan.**

The new **“Areas of Study”** have been adopted and approved these will provide the framework for organizing the different degree paths for students. The link is [here](http://www.clark.edu/academics/programs/index.php)

Advisory Committees will begin to see how they fit in to the implementation work of **Pathways**. The goal is to improve rates of completion, transfer and attainment of jobs. The American Association of Community Colleges (ASCC) has developed a model that articulates the implementation process. Advisory members are encouraged to review the model for understanding.

Academic plan Goal 6: *Infuse the study of* ***Power, Privilege and Inequity*** *throughout the curriculum.* Last year advisory members asked why this was happening at Clark. To answer that question, we have been working with the Office of Diversity and Equity to put together some basic information that can help frame the issue for further discussion. Watch for it on meeting agendas.

The new **McClaskey Culinary Institute (MCI)** is open and teaching students this term! The link to information about the program is [here](http://www.clark.edu/academics/programs/culinary/). We are looking forward to being able to provide our advisory members with menu items from the cuisine and baking programs.

Clark continues to see enrollment declines, which may have budget impacts. We do not anticipate further program cuts at this time, but cannot rule out the possibility of changes in the future should this trend continue. Your help in letting community members know about the great programs at Clark is appreciated!

As programs are taught out, we have terrific Advisory volunteers we hate to lose. Often we need to infuse current committees with new members, and sometimes new programs are developed that will need new advisory committees. We are working this year on the development of a **Master Advisory Committee** that will help us with three tasks.

1. Visiting current committees to talk to members and get an idea of how things are working.
2. Planning and hosting annual Advisory event.
3. Reporting to the Board of Trustees every year on the great work of Advisory Committees.

Let us know if you are interested by contacting Nic. You can be on two committees, or if you want to step away from your current committee work that is fine too.

We also wanted to thank everyone who was able to attend the **annual recognition** event held on July 13 at the new STEM building. We had beautiful weather, many cold beverages and a great time. We look forward to planning the event next year with our new Master Advisory Committees.

We will be undertaking an updated Ethics training at the spring advisory meetings.

The annual Clark College Career fair will be held in April. Advisory Committee members will be provided additional information from the career center in upcoming meetings.

Cathy also discussed the forthcoming insert being devised for *The Columbian* in support of Professional Technical day in February 2018, and invited committee members to connect with her about participation, advertisements and inclusion.

Department Update

Michaela is planning an Automotive Open house for October 26 from 6pm to 8pm for a targeted audience of juniors and sophomores, (who are now seniors, who previously expressed interest in working at a dealership. She has also invited all the CTE directors from the area, as wells as counsellors and high school auto and STEM instructors. Currently, there are 42 RSVPs and Michaela has contacted students to make sure they are bringing their family. There is a Facebook ad currently running which has helped numbers almost double. She will also be sending out information about how to prepare, and noted for the committee members that this would be an ideal recruiting opportunity for them to meet potential future employees. One of the selling points for the HiTECC program is the provision of tools and stipends for students in the program, and she encouraged the committee to attend the event and promote those factors.

The committee also discussed how they will work on additional marketing materials and promotional items for distribution at the Open House.

The group also discussed the importance of having dealers and technicians accompany Michaela to high school visits so that students have an opportunity to meet them and talk about potential in this career path.

Scholarships

Shirley from the Foundation outlined that the automotive scholarship window will be closing the Monday following the meeting. She noted how the automotive department had worked hard to advertise the scholarships, and that she has seen an uptake in applications since Michaela began working directly with students. The available scholarships can be used towards tools, fees etc.

The committee members discussed the need for funding to help those, for example current technicians, who need help with domestic costs so that they can undertake the program. Derek noted that he been interviewing a lot of entry level techs who are living independently and can’t afford to go to school as they face financial barriers.

While it was noted that Financial Aid could help with some of these costs, Cathy also spoke about additional state funding options, for example through the worker retraining grant.

Enrollment

Michaela reported that there are 13 students in their first year: of those 8 are at stores. The second year, currently has 11 students, with 6 in stores (these figures include the TTEN students).

There was a consensus that there is a need for more students in the program, and Michaela noted that she hoped having greater dealer involvement in school visits will facilitate that. Cathy also stressed the need to involve High School principals in these conversations in recognition of their influence.

Gary spoke to the committee members about how he would support the prioritizing of school visits and other activities to support recruitment. He commented that there is a great need for technicians that will only increase and it was important for the company to prioritize supporting the program in collaboration with the College. The Dick Hannah team system is a positive tool for encouraging students to consider careers with the company.

The committee also discussed the following strategies to assist with recruitment:

* Sharing success stories from the company and highlighting the potential for career advancement
* Potentially running a night crew at dealerships so that existing technicians could attend school in the day but continue to work, thus alleviating some of the financial pressures
* Highlight employee loyalty and length of service
* Have a list of all potential roles in the company available with accompanying salary schedules

Equipment Planning

Tonia noted that a new equipment plan for 18-19 will be available for the committee to review in the spring meeting. There will likely be a need for new alignment machines as the current models are over 10 years old. Gary indicated that Hannah may have one available, as well as a tire machine and compressor.

NATEF

Tonia shared with the committee that the HiTECC program will be ready to reach out for NATEF certification at the end of year in accordance with their accreditation timelines. There will be a need for non-Advisory Committee members to be at the College when NATEF visit to their evaluation, potentially in the fall.

Curriculum

Drew spoke about the forthcoming courses for winter, which will focus on manual and automatic transmission, and then engine mechanical.

Gary invited the Department to send out a list of what is covered to techs who could provide feedback on content and relevancy.

The committee also spoke about the growing utilization of electric cars will cause changes in future curriculums.

Internship Course Updates

Dannie introduced himself as the new Internship Coordinator. He is currently working to refocus and design the internship program and will be meeting dealers over the next few weeks.

The focus is on making it engaging and avoiding too much repetition. He shared that he welcomes feedback from the dealers. He will be working on professional skills with the students, and particularly on communication and etiquette.

Alex noted that it would be helpful for the foremen mentoring the students to have a list of expectations and desired learning outcomes to help guide their interactions.

Fleet Update

Tonia noted that as Toyota are moving from Torrance to Plano they will be cleaning out the premises: as a consequence the program will be receiving 8 new fleet cars, including a Corolla 17.

Work Plan

Mike outlined the work plan and indicated it helped to provide the committee a structure for their focus. The only amendment will be the addition of mentor training to the internship section and the dates edited.

It will also include a reference to the NATEF accreditation due next year.

*Alex made a motion to approve the work plan, this was seconded by Sean and passed unanimously.*

Abby adjourned the meeting at 9.28am.

Prepared by Nichola Farron