

**HiTECC ADVISORY COMMITTEE -MINUTES**

**Friday, October 19th, 2018 ● 8:00am-9:30am**

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

**Members Present:** Abby Bacon, Dick Hannah VW (Committee Chair); Sean Fitzgerald, Dick Hannah Chrysler; Ken Dent, Dick Hannah; John Parthenay, Dick Hannah Honda; Cory Pierce, Dick Hannah VW; Gary Schuler, Dick Hannah Dealerships;

**Members Absent:** Alex Bassett, Dick Hannah Honda; Brandon O’Lear, Dick Hannah Subaru

**Clark College:** Tonia Haney, Department Head; Mike Godson, HiTECC Coordinator & Instructor, Drew Marques, Automotive Instructor; Dannie Nordsiden, Automotive Instructor; Michaela Loveridge, Program Specialist; Wende Fisher, Advising Services; Renee Schiffhauer, Associate Director of Advising; Cathy Sherick, Associate Director of Instructional Programming and Innovation; SueAnn McWatters, Program Specialist

Committee Chair Abby called the meeting to order at 8:08am and introductions were made.

**MINUTES OF THE PREVIOUS MEETING**

*The minutes of April 27, 2018 were presented: Gary motioned to approve as written, this was seconded by Sean and approved unanimously.*

**NEXT MEETING DATE**

The committee will meet next on **Friday, March 8th, 2019 at 8:00-1:00pm**

**ELECTIONS OF NEW CHAIR/VICE CHAIR**

Sean nominates Abby for chair. Ken nominated Sean for vice chair.

Gary motioned, Abby seconded and was unanimously approved.

**OFFICE OF INSTRUCTION ANNOUNCEMENTS**

Cathy Sherick made the following announcements:

Welcome back to 2018-19 Academic year, Advisory Committees will continue to see how they fit in to the implementation work of **Pathways at Clark.** The goal is to improve rates of completion, transfer and attainment of jobs to that end this year we will be working very closely with other colleges to make sure our programs link directly to opportunities for students who are continuing. Our high school partners are also working with us to ensure that their programs are also aligning closely to Clark.

* High schools are also using the same terminology so it will be a great way to transition students into the college.

To that end, Clark will be producing the **Career and Technical Education Insert** again this year. It will go out in February in the Food Day Columbian reaching 56,000 households. We are asking business partners to advertise in the insert again – and we will be working on some very compelling stories of students in CTE programs. Please contact Cathy Sherick in the Office of Instruction if you would like to advertise or for more details.

Automotive Open House – Wednesday, February 20th @ 6pm

Professional Technical Day – Thursday, February 28th from 9am-Noon: high schools will bring interested students to all of the PTE programs. This will give more exposure to high schools that we can’t get in to or students that we haven’t reached. Sessions are about 50 minutes where there will be a short presentation and demonstrations from the shop.

Clark is always opening the invitation to more **Advisory volunteers** for the twenty-five committees that support CTE programs. It might mean infusing current committees with new members or building new committees for new programs. Also, we are continuing to work on the **Master Advisory Committee** as well to assist with visiting current committees to talk to members, planning and hosting an Advisory event and reporting to the Board of Trustees every year on the great work of Advisory Committees.

The energy is heating up around the development of the new **Advanced Manufacturing Center** planned for the North Campus at Boschma farms. Contact Dean Genevieve Howard for details on this amazing new building and the advanced manufacturing programs that will be located there.

On October 9th, Clark College, in partnership with Partners in Careers (PIC) and Workforce SW, hosted over 250 local high school students on campus for National Manufacturing day. Special thanks to S.E.H. America, Columbia Machine, Graphic Packaging, Silicon Forest Electronics, General Sheet metal, and BagCraft for providing activity stations.

Michaela will be leaving the college to pursue another great opportunity at WSU Vancouver. In the process of looking for a replacement, the department will take the workload. She is working hard to get the schools ready.

**PREVIOUS MINUTES FOLLOW-UP**

*Mentor Training*

Godson spoke about S/P2 (sp2.org), which is a provider and an online program for workplace mentoring. They market schools into businesses. It is subscription based and $300/year with no limit on people involved. It has training for the mentee, mentor and the supervisor; all online. The program also has task lists for the mentees that the mentor can follow up with. The HiTECC program already does a lot of that ourselves. The benefit for Dick Hannah is that they have collision lists potentially for a collision class. Training is about an hour for each person. It also includes a variety of other trainings not specific for automotive.

*Electude Simulator*

Drew contacted the company last spring and they gave access to him and the students throughout the summer. The program is geared more towards European cars where the Clark program teaches more on Japanese cars. Since we work on sensors, Drew thought it would help, but it is geared more towards BMW, Audi and Volkswagen. The program wasn’t very relevant. Cascadia Tech students were familiar with the program, but not too many actually used it.

*Partners in Careers*

Clark is involved with Partners in Careers (PIC). Have a pre-apprenticeship class that has come and presented. The repeated outcome of the visit is that the students in that course are all at different stages in their life (age, disabilities, etc.). It is a very diverse population with very different needs. There won’t be a big pipeline of students.

**2018-2019 ACADEMIC YEAR (PowerPoint Presentation – Appendix A)**

*Recruitment*

**Slides 1 & 2:**

1st year status:

* 2 withdrew
* Students listed are currently in Electrical II course (completed Electrical I earlier)
* They will be taking brakes later in the quarter

2nd year status:

* Students listed have met or exceeded their certifications. There are more that need to be added.
* They are currently in the Internship II course and taking a general education requirement.

Ken Dent mentioned that it is also important for them to have factory training.

Gary stated that a lot of the kids come from Cascadia tech. Michaela agreed that it really is a technical program. The instructors at Cascadia (Danny and Frank) are very passionate about the work and want to teach the students what is going on in the industry.

*Open House*

**Slide 3:**

A list of high schools that Michaela has already sent invites for the Open House to.

**Slide 4:**

2019 Open House Event – Wednesday, February 20th, 2019 from 6-8pm

Gary stated that for the first time, they’ll be 5 graduates that are working. It would be great to have HR reps there to talk to the parents. Michaela spoke about the goodie bags put together for those that came. All information is good to hand out so that they can see and read about the industry.

**INTERNSHIP COURSE UPDATES AND OVERVIEW**

**Slide 5:**

Fall 2018 (currently in session

* 2nd year students in Internship II

Winter 2019

* 1st year students in Internship I

Spring 2019

* 2nd year students in Internship III

**Slide 6: Internship 1**

* Soft skills/21st century skills
  + Verbal communication
  + Critical thinking
  + Time management
  + Relationship building
  + Motivation skills and initiative
  + Working in a team
  + Ethics; what not to put on Facebook

**Slide 7: Internship II**

* Technical skill reinforcement and development
  + Elevate your skills
  + Written documentation
  + Diagnosis
  + Effective test drives

**Slide 8: Internship III**

* Professional development; advancing your career
  + Advancing your career
  + Formulate professional, education goals
  + Action plan to meet the goals; working with the dealers
  + Knowing how to communicate; actually be good at it
  + Overcome obstacles
  + Passion

**Slide 9: Timeline for Success**

* Pre-internship – bring students in before school to do their job shadow (oil changes, job rotations)
* First internship – paired with a mentor to learn from and engage with; dealership culture.
* Second internship – more technical; up to the mentor to push the things they are learning in class.
* Third internship – students should be ready to go out on their own as much as they can.

**Slide 10: Mentorship**

* What it means?
  + The student will pair with someone in the shop to be their advisory. They will provide feedback and communication, and teach them the tricks of the trade. They will be really guiding them and engaging with them. This also helps with retention by building relationships.
  + The better the mentorship, the better the results
* What students expect
* Why it makes sense?
* When is this the most successful?
* How it relates to the Internship goals
* How can we elevate mentorship and learning?
* It’s just good for business

Dannie mentioned that Joseph Long from Ford corporate who is on the Battle Ground High School Advisory Committee is working on an articulation with their dealerships and schools. They target as low as middle school to get a presence in the dealerships. Engagement and relatability is important.

We need to make sure that we are targeting the right students. Some of the key personality traits would be:

* Electrical skills
* Critical thinking skills
* Computer skills
* Resource management
* No quitting attitude
* Puzzle minded; taking something apart and being able to put it back together
* Common sense
* Willingness to be uncomfortable
* Ability to overcome obstacles

Dannie will start in Internship 1 to help the students understand the pay structure; it’s not set. It is a performance based job. The better you do, the better pay you get. We also want to emphasize the articulation with Cascadia. There is a lot of competition.

**EQUIPMENT FUNDING**

Tonia spoke about equipment approvals for the new alignment system ($29,000). Gary will donate a lift and then the program will have a whole system.

**Action Item:**

* **Get the lift system**

**NATEF Required Shop Evaluation**

TTEN just did their shop evaluation.

Tonia stated that they will be applying for NATEF for this program. The first step will be the Advisory Committee pre-evaluation. Before they even apply, the committee needs to look through the documentation and make sure they are ready to apply. The due date would be in the February/March time frame. They will ask the members to get together for a few hours after the winter meeting. There will be one for Honda PACT, HiTECC, and TTEN. When the program does the site visit, volunteers will need to come in to be evaluators. They cannot be connected to the advisory committees nor be graduates up through a certain timeframe. This could take up to two days.

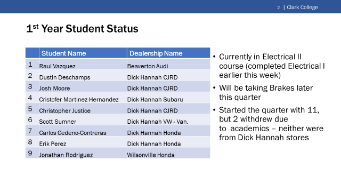
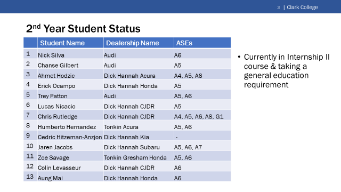
**Action Item:**

* **Gary to find people to “volunteer”**

Meeting adjourned at 9:15am.

Prepared by SueAnn McWatters

**APPENDIX A**

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