

**TOYOTA T-TEN ADVISORY COMMITTEE - MINUTES**

**Thursday, May 21st, \* 8:00am-9:30am**

**Zoom Online**

**Members Present:** Aric Savage, Ron Tonkin (Committee Chair); Kevin Booth, TTEN Field Consultant; Adam Fogg, Toyota Motor Portland Region; Jeff Harbaugh, Toyota Motor Portland Region; Brian Hebert, Toyota Motor Portland Region; Brian Maloney, Toyota Motor Portland Region; Mike Moffit, Vancouver Toyota Motor; Rick Murray, Royal Moore Toyota Scion; Dave Ruppert, Gladstone Toyota;;

**Members Absent:** Steve Schumacher, Toyota of Portland; Kerrie Keese (Vice Chair), Vancouver Toyota; Smiles Dominici, McMinnville Toyota; Ronley Guth, District 3; Tom Maguire, Region; Tyson Miller/Clayton Birtell, Beaverton Toyota; Ben Norris, Beaverton Toyota; Dan Morton, Kuni Lexus of Portland;

Jim Waters, Wilsonville Toyota Scion; Tyler Woodhouse, Dick Hannah Toyota

**Guests:** Devin Henry, Dick Hannah;

**Clark College:** Tonia Haney, TTEN Coordinator and Instructor; Mike Godson, Instructor; Dannie Nordsiden, Instructor; Wende Fisher, Advising; Armetta Burney, Interim Dean – WPTE; SueAnn McWatters, Program Specialist – Advisory Committees

Committee Chair Aric Savage called the meeting to order at 8:06am and introductions were made.

**MINUTES OF PREVIOUS MEETING**

The minutes of *October 3rd, 2019* were presented for approval: Aric Savage made a motion, Brian Herbert seconded and was passed unanimously.

**NEXT MEETING DATE**

The committee will next meet on **Thursday, November 12th, 2020 at 8:00am via Zoom Online.**

**OFFICE OF INSTRUCTION ANNOUNCEMENTS**

Tonia Haney made the following announcements:

Clark College hired a new President that will start at the end of the school year. Her name is Dr. Karin Edwards.

The college has also decided to continue with remote operations due to COVID-19 through fall quarter. This means that the program will be doing distance lecture/cognitive based learning. However, there has been approval to start in person labs. The hope is that students will be able to start coming back into the shop on June 22nd. The program has been working hard with the college and state for proper procedures and social distancing.

Mike Godson spoke about the college budget that recently went through a $5.4 million cut. 30 positions were eliminated or laid off. More budget cuts will occur in the future. The automotive department has not been affected. The main purpose behind these cuts have been due to lack of enrollment, so keeping the numbers up is key.

**COVID UPDATES**

Aric Savage inquired about what kind of outreach is occurring to recruit as well as who makes the decisions on proper COVID protocol. He wants the program to continue to be successful, but doesn’t feel as though he has gotten the proper information for his part to do so. The committee discussed the COVID situation and how it affects their industry and how to move forward with such a drastic change. With no classes, what is the role for the dealerships? How do we help support these students? Why is the program being shut down? There was a bit of frustration from the industry as students aren’t able to have the hands on learning that will benefit them in the dealership. Tonia Haney explained that Clark College falls under the mandate of the state. Mike Godson explained that fall quarter will move into a hybrid modality. Lectures will be remote/off campus and labs will be done on campus with restrictions.

Jeff Harbaugh shared that the TTEN program at Shoreline Community College just recently got back in school. Is there potential in possibly reaching out to them to see how they are back in school and what their process was?

Kevin Booth spoke on the Clean Labs Project that is dealing with the COVID situation from the governmental perspective. TTEN and nursing are in the same situation as many of their students cannot graduate due to no labs. They started working together to create and produce products and plans to achieve safe labs. The objective is to maintain a primary lab modality as 75% of instruction is in shop, however it is taking longer than expected. He assured the committee that the program is still going to include the same amount of lab work with no reductions to the requirements to TTEN. The issue isn’t reducing the content, but how to get it done. He suggested having regular reviews with the service managers about how things are going on the job and in class. Without the encouragement and check in of this type is how students will leave.

Dannie Nordsiden spoke on the interaction with managers, and a decision was made for that type of role to disappear. Not all of the dealerships welcomed the visits.

The key is making sure that there is communication and engagement.

Kevin Booth made the unfortunate announcement that Umpqua Community College will be ending the TTEN program due to budget constraints. Brian Hebert also announced that the World of Speed High School and adult education has been closed down.

**OLD BUSINESS AND FOLLOW UPS**

*Certificate of Proficiency*

Tonia Haney requested to have the committee remove the CP’s as they are very outdated. They were originally in place for students that weren’t able to achieve a college level in Math and English, however the automotive courses were identical. However, in the last 8 years, no student has wanted or earned a CP as Math and English have become a more stressed need.

**Aric Savage motioned to eliminate the CPs. Dave Ruppert seconded, and was unanimously approved.**

*New Hybrid Drivetrain/Advanced Technology Class*

Kevin Booth explained that they ordered brand new Prius Primes for all of the schools as well as completed tool boxes. It was a joint effort between TTEN instructors and curriculum designers at the national level. There will be a new 071/072 added to their in service training side as well as a new addition to TTEN. Most students won’t take this until their 2nd year as there are required prerequisites. It will be coming soon to dealerships and schools. Tonia Haney also stated that the courses have been approved by the college. Current first year students will have the opportunity starting in spring 2021. The program has all of the products/cars/plans to begin.

*Human Relations Course*

Tonia Haney stated that it’s a professionalism in auto shop course. It is a 5 credit class that will replace the student’s current requirement for a human relations course. This course has also gone through the necessary college committees and is currently in development. Per the last meeting in fall, when we asked the dealerships what they needed, we created a curriculum that would include very specific wants.

Dannie Nordsiden spoke more about the class. It is a hybrid modality that is 8 weeks long run over the summer. It will contain COLL 101. It will be an elective course not JUST for automotive students. It will not work if a student is planning for a 4-year degree.

Course Outcomes:

* Demonstrate interpersonal skills
* Comprehend and apply the techniques for personal management (stress, financial conflict, problem solving, etc.)
* Communication
* Effective professional skills
* Attitude
* Networking
* Critical thinking
* Being culturally aware
* Analyzing patterns of PP&I

Supportive Program Outcomes:

* Be a representative of the employing dealer by being confident, highly trained, and ethical
* Be an effective team member

The course will be assessed by developed portfolios, interviews and evaluations by the service management team and/or instructors. Dannie explained the breakdown and timeline for each week of what will be taught.

**SURVEY: WHAT ARE YOUR PROCESSES FOR COVID?**

Aric Savage began by saying that they follow CDC guidelines. In the retail location, all customer service interactions have to wear masks. In the shop, social distancing is practiced and enhanced cleaning. Their processes are put into place by recommendations as well as corporate recommendations that come from NADA.

Brian Hebert stated that their experience with dealer contact have been following the same guidelines and principles that Aric mentioned. There is a difference in level between each dealership and their comfortability in their location. He also advised that protocols might be fluid as time moves forward.

The other dealerships also stated that their protocols were similar to what Aric mentioned.

Tonia Haney wants to reinforce or reemphasize dealer processes in addition to what we’re doing at the college. Having the additional support from the dealers will make it much more seamless.

**SPRING COURSE SCHEDULE FOR COMPLETION**

Tonia Haney explained that the program is doing the distance learning with two classes a week via Zoom. The plan is that all of the students will be issued an incomplete grade at the end of spring quarter, while working with them to schedule time in the shop to complete the hands on portion. First year and second year students will all need to get in for their labs. Second years have priority as they are graduating the college and TTEN. They are working on a way to schedule with the limited shop space. Identifying and estimating the amount of hours students will need to be in the lab has also been considered. The plan is to run extended hours during the day and possibly even open the shop on the weekends in order to accommodate all the students (at least 40). Once there is a set schedule and plan, Tonia will send it out to all of the dealerships.

**SUMMER AND FALL SCHEDULE PLANNING**

Tonia Haney continued with summer being the first of the new internships, which will run as normal. Dannie’s visits are planned as normal. Fall 2020 will go back to the standard 3 day week format for lab work. The second year students will on campus Mon, Tues, Wed morning and first year students will be on campus Wed, Thurs, Fri. The intent is that students will still have distance learning for the classroom via Zoom, which would then give them more time in the shop.

**INTERNSHIP UPDATES**

Dannie Nordsiden stated that most of it won’t change.

**RECRUITING UPDATES**

Hernan Garzon spoke on being in communication with many graduates and students. He is hoping to have more individual interviews to get them into the program. There are currently 12 enrolled; 4 placed at the dealership, 5 were able to job shadow and apply at their dealerships, and there are currently 3 students that are enrolled or have applied for a job shadow. He stated that some of the dealerships are not allowing job shadows.

Vancouver Toyota, Tonkin, Dick Hannah, and Gladstone all spoke on being available and open for any and all students for job shadows.

The committee then discussed procedures and safety for how a student would job shadow.

Brian Hebert suggested that Hernan reach out to the World of Speed for potential students that were in their adult classes that may need to placed or have career goals within the automotive industry.

Meeting adjourned at 9:37am.

Prepared by SueAnn McWatters