

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

**Tuesday, October 3rd, 2019 \* 8:00am-10:00am**

**Portland Toyota Training Center**

**Members Present:** Kerrie Keese (Vice Chair), Vancouver Toyota; Kevin Booth, TTEN Field Consultant; Adam Fogg, Toyota; Ronley Guth, District 3; Jeff Harbaugh, Toyota; Tom Maguire, Region; Tyson Miller/Clayton Birtell, Beaverton Toyota; Ben Norris, Beaverton Toyota; Dan Morton, Kuni Lexus of Portland; Aric Savage, Ron Tonkin;

**Members Absent:** Steve Schumacher (Committee Chair), Toyota of Portland; Smiles Dominici, McMinnville Toyota; Rick Murray, Royal Moore Toyota Scion; Jim Waters, Wilsonville Toyota Scion; Tyler Woodhouse, Dick Hannah Toyota

**Guests:** Brian Hebert, Toyota Motor; Jason Jellison, Tonkin; Jon Lienierm, TFS; Brian Maloney, Toyota; Ray Novelli, TFS; Tim Vargas, Tonkin

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

Committee Chair Kerrie Keese called the meeting to order at 8:11am and introductions were made.

**MINUTES OF PREVIOUS MEETING**

The minutes of *April 22nd, 2019* were presented for approval: Aric Savage made a motion, Kerrie Keese seconded and was passed unanimously.

**NEXT MEETING DATE**

The committee will next meet on **Thursday, April 23rd, 2020 at 8:00am at the Portland Training Center.**

*The meeting has since been changed to Thursday, May 21st, 2020 at 8:00am via Zoom.*

**OFFICE OF INSTRUCTION ANNOUNCEMENTS**

Tonia Haney and Armetta Burney made the following announcements:

There have been some position changes. Bob Knight retired at the end of June. There is an interim President Dr. Sandra Fowler-Hill for the 19-20 academic year while the college does a search for a permanent president. Genevieve Howard has moved to being the interim Associate Vice President of Instruction. Armetta Burney has moved into being the interim Dean of Workforce and Professional Technical Education. The community members are encouraged to be a part of the selection committee for the new President.

The college recently switched over to the new PeopleSoft system. It has come with its challenges, but seems to be going well. Hopefully, the college will be able to navigate through this in the coming months.

Tonia spoke on Drew Marques leaving the college. Armetta Burney and the rest of the staff is working hard to find a replacement faculty member.

**STUDENT PROGRESS UPDATES**

Tonia Haney announced that there is now a new recruiter named Herzan Garzon. He will be reaching out to the dealerships to introduce himself. He is also in the process of making contact with the high schools to make visits.

**Cohort 2019 - Graduates**

* 9 graduates with ASE certifications

**Cohort 2020 – 2nd Year**

14 students began the year.

* 9 are currently in the program now are in their last full Internship II
* 5 did not move forward
  + 1 changed career path
  + 2 dropped due to academics
  + 1 dropped due to unclear reasons
  + 1 dropped for medical reasons

**Cohort 2021**

* There are currently 16 students
  + The first two weeks are focused on student’s logins and computer databases
    - TIS
    - University of Toyota
    - Clark College (canvas)
    - My ASE Account
    - All linked to Toyota and the dealerships they are at

**2020-2021 Recruiting**

* Next cohort starts 9/2020
  + High School visits are being scheduled
    - Invites will be sent out for you to join
  + Clark College Open House
    - Suggested dates are February 19th, 2020 or March 18th, 2020
    - The committee requested a March 18th, 2020 event date

**INTERNSHIP UPDATES**

Dannie Nordsiden spoke about internships.

**T-TEN Internship**

* Internship III is no longer offered
* Internship I will be offered beginning Summer 2020
  + 8 credits
  + Focus will shift to individual growth (technical and professional)
* Internship II will be offered beginning Winter 2021
  + 4 credits (occurs during 3 day rotation)
  + Focus will shift to processes needed for successful transition to solo tech.

**EQUIPMENT PRIORITIES**

**Equipment Plan**

* 2019-20 Equipment Budget for entire unit - $75k (includes all of WPTE programs)
  + Auto received a 2nd R1234yf A/C Machine so the program will now have 2 available machines
* Perkins funds – 9/25/19
  + Auto received (Milliohm Meter, TPWS Tester, Vacuum Bleeder, Reflector Cone, Fuel Nut Wrench, Digital Tire Inflator and Digital Torque Wrench)
* Equipment priority – *approval (or suggestions)*
  + Upgrade/replace alignment system (about 10 years old each) – Priority 1
  + New/additional on-car lathe – Priority 2
  + Is there anything else that the program should be considering to purchase?
    - Tire Equipment – both Hunter
    - Tech Streams – still fully functional and keeps students learning (Priority 3)

The committee spoke on the different equipment needs and programs that would be helpful. Tonia gave an update on what the college currently has.

**Kerrie Keese made a motion to approve the current equipment plan and priorities, Aric Savage seconded and was unanimously approved**.

**APPROVALS**

**Curriculum Updates – Approval Needed**

* Hybrid Course – Approve development
  + Collaboration with TMNA
  + Expected start Spring 2021
  + Fits into existing course structure
  + Will include time to train ADAS and other hi-tech updates
  + Current 2nd year still students will most likely miss this course before it is implemented.

The members spoke on what topics might be implemented into the course and how it would be helpful.

**Kerrie Keese motioned to approve the new hybrid course as part of the TTEN curriculum, Tom Maguire seconded and was unanimously approved.**

**Curriculum Updates – Approval Needed**

* Auto-Human Relations – Approve development
  + 5 credits to replace existing HR course
  + Will be taught during Internship I (Summer)
  + Hybrid-delivery design (2-3 hours per week on campus)

The committee discussed creating a future course about professional development as there are processes throughout the industry that are important for the technician and the customer to engage.

Tonia will have objectives created on what this course will look like as a 5 credit class.

**ASE Education Foundation (NATEF/ASE) Action Required**

* Self-Evaluation – for application
  + Requires minimum 4 committee members to review standards
    - Kerrie Keese will send someone
    - Aric Savage
    - Dave ???
    - Vancouver Toyota
    - Preferably in the afternoon
* On-Site evaluation
  + Probably happens in Spring
  + Will combine applications with other Clark programs
  + Need one to two non-advisory member(s) to serve on Evaluation

**Kerrie Keese made a motion to nominate Aric Savage as Committee Chair. Adam Fogg seconded and was unanimously approved.**

**TMS News**

* Jeff Harbaugh, CSOM
  + He spoke on having a meeting with the dealers about bringing the TTEN program to a higher level of awareness. The college does a great job connecting with the dealerships. Umpqua Community College was very close to cutting of their partnership with TTEN after 30 years due to financial and enrollment problems. The big picture of running a program like this at a school, there are fixed costs involved: facility, instructors, administration, etc. If there is not enough to pay for the program, then it is in jeopardy. Dealerships have a great resource with the TTEN program and colleges. Getting an employee that was a student that went through the entire program from beginning to end means an almost guaranteed loyalty and commitment. The old idea of having the school go out to do the recruiting doesn’t work any longer. The best students that have worked well are the ones that have come out of the dealerships.
  + The committee continued to discuss the importance of being involved and being available. Members do see the need and the support to integrate into other options.

Meeting adjourned at 9:37am.

Prepared by SueAnn McWatters