

**Nashua Community College**  
**Collision Repair Technology**  
**Advisory Committee Meeting**  
**February 4, 2020**

1. Welcome and Introductions
2. Program Status –
  - a. Enrollment – Seniors – 3; Freshmen – 8
  - b. Applicants for Fall 2020
  - c. Recruiting Events
  - d. Coop – Start summer of 2021
  - e. Equipment
  - f. New Adjunct
  - g. Program Assistant Position
  - h. ASE Accreditation – update
  - i. Budget – update
  - j. Student Tools
3. CTE Coordinator – Samantha Belcourt
4. Skills USA Contest –
  - a. Tuesday March 10 – 8am-1pm
  - b. Need volunteers – set up, judges, materials, 15 fenders, sheet metal, other
  - c. Other
5. NCC Open House – Wed March 11<sup>th</sup> from 5-7pm
6. Career Discovery Day – Thursday April 2, 2020
  - a. Target local high schools without auto/auto body programs and those along the border
  - b. Focus on juniors and seniors who have not made a decision
  - c. Displays and hands on activities
  - d. Need industry involvement



# MEETING MINUTES

**Committee:** Collision Repair Technology

<b>Date:</b> 2/4/2020	<b>Time:</b> 10am
<b>Facilitator:</b> Karl Wunderlich	<b>Note Taker:</b> Karl Wunderlich
<b>Location:</b> Room 9 Auto Building	
<b>Attendees:</b> Mike Rancourt, William Kincaid, Ben Russell, Doug Archambault, Jessica Dade, Mark Tulley, Rick Parzaile, Samantha Belcourt, Randy Biggs, Chris Cox, Karl Wunderlich, Barry Garside	

## Minutes

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**Agenda item:** Program Status and Updates

**Presenter:** Karl

**Discussion:**

Karl updated the committee on current enrollments. Currently have 3 seniors and 8 freshmen. 2 of the freshmen are certificate and the rest are degree. 2 students are working in shops. There are 8 applicants for the fall semester. Working with Admissions to help students complete the application process. Jessica asked about the status of a Program Assistant. It was stated that the position was being posted and hopefully have someone in place by middle of the spring. It will be a 25 hour per week position and would assist with administration of the programs. Chris Cox updated on recruiting events. He mentioned working with local high schools to meet with potential students. Mark and Jess mentioned that Nashua High had over 50 students that could not get into the auto program at Nashua High North and that we should talk to them. Karl told the group that the summer Work Coop had been approved by the curriculum committee. The Work Coop will be a paid summer class that students in the degree program will have to participate in during the summer between the freshmen and senior years. Students will work at a participating shop completing tasks learned during the first year of the program. Students will be required to work a total of 200 hours during the summer in order to receive credit for the Coop experience. NCC received 2 Eagle dent pulling machines from Prestige Auto Body in Manchester and a Nitrogen welder from Key Collision in Portsmouth. The college is in the process of acquiring quotes for a new spray booth and mixing room. The current booth is almost 30 years old. It is still working fine but, there have been some issues with the burner not firing and need to call for service. Also, the mixing room is too small to accommodate students in a learning environment. Some items needed for ASE Accreditation are a dustless vacuum system, some hand tools and a vehicle dolly. Karl has been working on the ASE Accreditation with Barry Garside, AVPAA and Doug Pelczar, Academic Technology Specialist. They have been meeting weekly to review the self study and Doug has set up a workroom document to capture all the supporting information required for the self study. We plan to complete the

self study by May and submit an application before summer. Samantha Belcourt spoke about what she does at the college. She works to help adult learners get the training they need for advancement or changing careers. Karl talked about the Career Discovery Day planned for April 2nd. We are inviting many area high schools primarily without auto programs to come and explore careers in auto, collision and Honda. We will have some hands on activities to get them excited.

**Conclusions:**

All members were happy to hear that things are progressing with the above items and offered support if we need any.

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**Agenda item:** Budget

**Presenter:** Karl

**Discussion:**

Karl updated the committee on the program budget. We are in good shape although Karl has concerns about the increasing cost for materials and paint. It consumes a large portion of the budget. We recently switched to a more cost effective mixing system and work closely with the local jobber to seek the best pricing.

**Conclusions:**

Members voiced similar concerns about cost of material. Some had recommended various sources for donations and lower cost alternatives.

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**Agenda item:** Student Tool Kits

**Presenter:**

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**Discussion:**

Karl brought up a concern for increasing cost for student tool kits. Vendors offer substantial discounts but, a full kit is now well over \$3000.00. There is concern about this prohibiting some from entering the program. Discussion was centered on using cheaper tools and possibly having the school purchase tool kits for the students to use while in class. This would be a huge cost initially and it would be difficult to manage. A couple committee members offered to donate a small kit for students to use while in the program. Jessica suggested reaching out to Sanel Auto Parts as they have a tool division that can supply tools at a competitive cost.

**Conclusions:**

Karl will contact Sanel to investigate a tool program.

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## Other Information

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**Special notes:** [Click or tap here to enter text.](#)

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