

## Meeting Minutes

1. Map showing shops in the area that I show students, also posted on the webpage, we like to show it as a sign of support and everyone gets to see your name
2. Running Start High School Program
  - a. Two-year high school shop classes (costing \$150) counts towards Service & Maintenance course, curriculum is agreed upon by high schools and NCC. Other local high school students can transfer to the other colleges in the system. Look into articulation agreements for other schools in New Hampshire (Massachusetts has different curriculums).
  - b. Nashua High: graduating two this year
  - c. Mascenic High/Ipswich: handful of students
  - d. Career Center/Keene: not that many students
3. Enrollment numbers:
  - a. Graduating 13 (started at 18): all but one employed (half dealers, half independent), last student wants a job
  - b. 11 freshmen going to seniors (lost 1 to certificate program, others to grades): lot of students work at grocery stores, flexible hours
4. NATEF certification (for school): NCC passed this spring, certification for 5 years
  - a. Russell and Matt helped with inspections
5. Raising admission standards/Bennet mechanical aptitude test: can only collect data for now and use for screening process later
  - a. Someone says be careful about denying access to the program
  - b. Someone else says you've got to have the aptitude to learn
  - c. Alumni says it was difficult being a student because others weren't there to learn
  - d. A questionnaire is also given for background and interests. Screen for the best students to keep them so they graduate. Everything in department is designed around 10 students per lab. We cannot increase our hours or add more sections, and we cannot have 4 students per car/job.
  - e. Retention is better: math classes have changed.
6. Where are we compared to others? Halfway between three programs (not less than 6, no more than 26). We are close with Manchester. Travel is biggest concerns.
7. Enrollment: open houses held to high schools
8. Admissions turnover: new admissions person who has an auto interest. No more bussing students in, but there was an open house with 90 students.
9. Certificate program: hasn't changed enrollment but we are approved for it. NHAD has pushed for it, unsure if it's the best thing. Certificate students can always switch over to full auto degree. Jessica: "stackable"
10. High school populations and shop class attendance have dropped, no demand, less students
  - a. Jessica: focusing on Nashua High to bring more excitement in
11. Shop flyers: customers are only looking at them
12. Car show: used to promote school/shops, 600 last year (sunny), 300 this year (rain). Raised same amount for scholarships, had the shop open for tours
13. Career day: 45 students interested in auto
14. CTE part-time for high school recruiting
15. Curriculum changes: Ben Wagstaff's suggestion was approved for flipping Advanced Electric and Engine Performance/diagnostics (Fall 2018) for smoother transition in learning
16. Financial aid: paperwork resubmitted on technicality, good for Fall 2018

17. Lab duration for Heating & AC class is only three hours, very inconvenient to finish live jobs. Can we make it 4 hours? Other classes are 3 hours, others longer. VOTE: "all in favor" to make 4 hours.
18. Current challenges:
  - a. Lab class size: increasing to 17 students per lab, VP was okay with 15, seniors don't like 14-student labs. Too difficult in transmission class, not enough transmissions to practice clutches, we need transmissions/cars. If you have live work that's not pressing, we can do it. We will take scrap transmissions too.
  - b. Shop equipment: designed around 10-student labs, VG flush machine received, 2 tire machines, 2 full scan tools, 3 small scan tools (ALLTEL/Launch). Engine performance 2 scan tools with 10-15 students is difficult, Snap-on is expensive. Let's use what the shops are using. Do not have factory tools, Honda has HDS that we use. MagCom is the VW/Audi/generic scan tool, has free software (used for \$150).
    - i. Scan tools are transitioning to laptops, would be good to have one dedicated
    - ii. Each scan tool needs its own laptop
19. Car Show scholarship: both recipients get \$700 in tools
20. Training vehicles: 2008 Nissan, 1999 Accord, XC90 donated, 2003 F350, looking for 2008 and newer (from dealers/wholesale). Students not bringing in their own work, charge other students, charge friends.
21. Projects we need: clutches (rear/front wheel drive), rear ends, transfer cases
22. What do you need from us? Fluid machine training, electrical/engine performance class improvements
  - a. You need technicians, with work ethic
  - b. Technician training, mechanics, service writers? Technical writing/Professional writing courses for service writers, our classes right now could set them up to be service writers, can transfer to GSC for Technical Management Bachelors
  - c. Multi-point inspections? Yes, in steering/inspection, brakes, service/maint courses
  - d. Veterans car repair? Put on the list
  - e. Veterans GI bill? Not one central location for the post military education except for VA hospital, let's try to keep the veterans in the state

#### Attendees:

John Gilday, Sullivan Tire Lift Forks  
Haleem Mediouni, HMO Works  
Matt Peters Worth USA  
karl Wunderlich, NCC  
Jason Felton, NCC Honda  
Alicia Jean, NCC Admissions (Enrollment Specialist)  
Tim Hogan, Automotive

#### Maps

Running starts  
Cheshire and Mascenic  
Nashua High – new instructor can't partake in running start  
14 schools visited this semester including Keene

Seniors – currently at 11 + 1 and 16, most likely graduate 12  
Half have jobs  
Last year at graduation all the seniors who wanted jobs were employed

Freshman – currently at ten, during summer there was waitlist  
Reasons for leaving: tool costs, it was only as a hobby, wrong program, ment to sign up for Collision

#### Last meeting

Changing Heating/AC lab to 4 hours approved on 25<sup>th</sup>, All set for next spring  
Bennett mechanical aptitude test, 25 min test, 6-grade reading level, administered here, auto dept covered cost. Hopefully will become screening, just data right now

A score of 30

One student scored 28 and it was apparent, he dropped out last week

One who scored 32 is still struggling

Higher score than 30, they 'get it'

How is that fair when they score low, but we accept them? They will affect other students'

#### learning

Top scorers bring in their own work, asking questions, understanding, jumping to next items  
Still early and need more data

#### Running numbers

31 started, graduating 11-15

Increasing intake requirements, valid drivers license (can be red flag)

Started with 13, dropped to 10 (could drop to 8)

#### Recruitment

NHAD had event at MCC, NSX, 600 students attended (did they just want a day off?)

#### Department Turnover

Laura in Admissions

Raised admissions standards, drivers licenses, Bennett test, math/English (have to help those who test low)

Certificate program – one student signed up, hopeful he will switch to degree program

High school populations dropped – Nashua only has 1 instructor and 18 students

PowerPoint that we share with schools and students

Changes – one instructor left not to be replaced, so we all prep for three classes per semester, online, PowerPoint, lot of time

Solution to blend auto and Honda classes for lecture, but labs will be different and reduce instructor workload, and less crossover for tools

Jason working to get Honda back to how it was to work better with auto  
Trying to consolidate classes with auto and Honda  
Two one hour lecture, a week and a 4 hour lab for each course a week  
NATEF says transmission comes out, overlap makes things difficult with equipment  
Manual transmissions not many, not many transmission rebuilds  
Transfer cases, and diffs that would be lighter  
Keep 2 hour lecture, increase to 6 hour lab? Diag a big part  
Should it be a 2 or 3 hour lecture?  
Hopefully make the changes for next year  
One for Heating/AC and lose one actual hour  
1088 and electude 25%  
VOTE: Passes  
"It's common sense"

Budget cuts / Enrollment  
Enrollment down so budget is less  
Maintaining what we have, bought a few things, making things work, haven't been able to grow like I  
hoped, but with smaller lab sizes, not an issue  
Cornwell – hold off for now, get away from update charges on Snapon  
Wireless tool is good, but difficult for older techs/user-friendliness  
2534 J box

Student graduates  
2 people signed up, couldn't get students to sign up for free money, \$700  
Give them a catalog, they pick, we take care of it all

Training  
Combining classes will require auto to do Honda training  
Multi plicatives flex ray  
Electrical stuff changed, Dan Jones retired and Ben took over  
We moved advanced electrical from 2<sup>nd</sup> semester freshmen to 3<sup>rd</sup> semester seniors. Engine 106 theory  
diag small rebuild right into engine performance. Then do advanced electrical.  
Fiber optics scratch your head, programming (no 2534 so we can't)  
Drew technologies good to talk to, bought autologic, farsight  
Body shops biggest customers for programming, stereos and cameras

Getting people in seats/ recruit is the big thing  
Banners distributed last couple months for high schools – has all the colleges with programs  
Merrimack High has a lot of students – career fair, industry/transportation recruiting. Didn't have an auto  
program for a while  
UTI versus NCC  
Open House – one guy per car; Target Friday car show, line up with Open House  
    Brandon Masterson car show first weekend of May  
    Anyone on Advisory board can have tents at car show and advertise  
    Exotic cars inside the shop?

PowerPoint good to get out into the field  
Mass Bay, Sullivan Tire, employees, Norwood

Follow up with Merrimack instructor, Adam  
Angelo at Porsche, service manager  
Email about car show  
Email PowerPoint  
Six different visits, every third week at Target, networking  
Temporary decal on car saying recent graduates worked on it  
Flyers still useful?

## NCC Advisory Board Meeting

### Attendees

- Tim Hogan, NCC
- Marissa Denotti, Career Center Coordinator at Nashua HS
- John Gilday, Sullivan Tire
- Dave Iby, Commonwealth VW
- John Chaput, Lovering Auto Group
- John Murphy, Tully Buick GMC Mazda and Collision Center
- Matthew Brickey, Sunnyside Acura
- George Mullen, Souhegan Valley Motorsports
- Haleem Mediouni, HM Motorworks
- Laura Tremblay, NCC Dir. Admissions
- Russ Hilliard, Tires Too
- Karl Wunderlich, NCC
- Matt Peters, Wurth
- Sam Belcourt, NCC CTE coordinator
- Jeff Poulin, Silver Arrow Services
- Josh Prevost, Silver Start Services
- Olivia Adams, NCC student/graduate
- Ben Wagstaff, NCC

Slide referenced that is shown at high schools or dealers and independents (send quality PDF to be added to this slide)

### Running Start

- Students allowed to take high school automotive class for \$150 (currently Cheshire and Mascenic) and get 4 credits transferred, save \$1,200 at NCC
- Nashua High instructor doesn't have Associates Degree so they are not included in Running Start, but we can figure out a way to include them with a waiver; MCC has Pinkerton
- What's involved? Just one form to fill out
- Talk to Amanda

### Recruiting

- Other high schools for recruiting (slide referenced)
- Jason in Honda Program has been proactive visiting and we try to see the schools twice
- Survey with entry students: distance to travel is as important as the school's shop, 30-45 minutes is maximum they are willing to commute
- Big push to other schools, enrollment has dropped, we're trying to show them there are jobs
- Massachusetts schools – we don't crossover, there are lots of schools to recruit
- How can the Advisory Board help? Help us recruit, tell customers, someone's cousin, etc. Comment: Need more pamphlets to hand out, we are in the schools to inspect lifts, etc.

### Current Enrollment

#### Freshmen

- 8 plus 1 certificate (but he dropped out)
- Why are we losing students? Is it math/English?
- Certificate Program is first two semesters of normal degree minus math/English, they have to test into it
- For Fall, we were at 15, there was a wait list, 3 dropped out; after tool purchase, a few more left, it started at 12
- Bennett standard test holds true, those that tested low, ended up dropping out, this will help keep those seats free for students who will succeed

- Maintaining 50% retention as we have for many years

#### Seniors

- 10 plus 2 (they are 2+year students); started with 13

#### **Bennet Score (slide referenced)**

- I want this to be a screening process
- Low scores end up not succeeding and passing classes; those on the fence are still a lot to deal with, they are not doing the work
- Sometimes after they fail a class, they realize and do better the second time

Question: Tim, do you go the extra mile to help a student who's struggling? Yes, I stay late, but it's the students who aren't doing the homework that I'm talking about. I definitely spend more time if they have a good attitude

#### **"Workforce" Program**

- Shops can send an employee to take a course, they pay for the course and if successfully completed, NHAD will pay you back \$750
- New this year for us; we had three students this year, we were happy with them, they were good, paid attention
- One student damaged a vehicle, and just stopped coming and was either fired or quit the job
- You're not going to spend your money on someone you don't think will succeed
- This program helps our numbers, and it's good for you
- Are we able to offer the higher level courses? We can't have the kid who damaged the car to be able to sign up for an advanced level class. Do you have interest? "Yes we do, why would we not?"
- It helps my argument, when I want to implement something here, to have support from you/this group
- Maybe an entry exam to get into Engine Performance 2 or just take EP1? We need to have support to pursue

#### **Where are the students now?**

- All but one employed at shops
- One student doing recon but wants to work on high-end cars (laughter from crowd)
  - Comment: These kids NEED to start by doing oil changes, there are master level techs doing oil changes because of low staff
  - You need to know what we're dealing with, they need to understand that they have to start at the bottom first
- Freshmen I want to get into jobs, some are at shops
- I'd like to give all of your names out when talking about employment
- I want to see they're all employed by graduation

#### **Curriculum**

- Last meeting – combining Auto and Manual transmissions; Electrical and Diag work is what you asked for. Honda just re-vamped back in line with Auto and kept longer hours for labs. We added one hour per lab for certain classes. It got us to closer to NATEF requirements. Electude is an online learning tool and we've been using that to get closer to NATEF but it had a downside because they aren't reading the textbooks
- Textbook – new one in line with Canvas but we didn't like it
- Co-op
  - Would help our NATEF gap, students would have to complete 20 hours a week for 10 weeks at a shop, need your input for set up and requirements.
  - They would have to pay for the credits, and this would replace Electude so they would be using the skills they just learned in class (brakes, suspension, alignments) and see other techs do Diag.
  - Best case, I have a full class of 15 students, I need 15 shops that will take them for this Co-op.
  - No obligation for you at end of semester to keep them.
  - They must have a C or better in Brakes and Steering & Suspension.
  - We need you all on board and allow them to do live work.

- This would make them eligible for the NHAD scholarship.
- They will bring their own tools to do the Co-op work at your shop but they need to come back for the school year.
- Comment: See a curriculum from NCC to match up with the shops and be on the same page. There is a NATEF task list. Struts, alignments, brakes, pads and rotors, Now that there's interest, I'll get it rolling.
- Question: How to determine which shop the student should go to? First priority are shops already on the Advisory Board, and if there is a shop that wants to part of the Co-op then they must join the Advisory Board. Look at competencies and minimum pay requirement, no cash under table, no dirt floors, etc. Must be legitimate shop. Can be Tim's discretion.
- Question: Would the student be interviewed? The shop wants to give their stamp of approval first too.
- Question: Who has the final say, Tim or the Shop? NCC won't say you must take on these students, etc. And you can certainly fire the student and they will get an F. You get to rate the student weekly or by task. Mid semester, Tim will review and check in at the shops and base the final grade like that.
- We also don't want too many rules in place that no one wants to do it.
- Set up a Sub-committee to formalize the program, criteria, expectations, etc.

### **Program Costs**

- Where did all the students go?
- Price is \$14/hour to leave Hannaford, Dunkin Donuts, etc to work in your shop that we can publicize and has to be a legitimate job
- \$20,000 total with tools, books, labs, etc. (nothing surprising); MCC has more credits and more money, they advertise \$18K, Laconia is \$18K plus fees
- It's not the cost making students chose, Tim is not concerned about adding one or two credits as long as we maintain value

### **Career-Day**

- With NHAD that circulated around the colleges but now they changed it to MCC only which only highlights them and doesn't help us
- We will continue with the career day at MCC and start our own and we need your help, bring cars, just show up and talk to students, do this without NHAD and include Massachusetts shops and follow our own rules
- No dates set yet but hopefully late Fall/Spring
- Students will be bussed in
- Caliber of cars, schedule around weather/winter
- Question: Best time of year to generate interest? High schools say within first 2-3 weeks of school in September but need to schedule around high school testing and other commitments. Just getting to schools on individual basis and not worry about when to do the Career Day

### **Car Show**

- Rained the past two years, but decent turnout, 329 attendees with vendors, raised \$2,500 total, about \$1,000 for tool scholarship. We did well selling logo spots on back of t-shirts. The remaining t-shirts get handed out to high school so they can see your logos

### **Tool Day**

- Advisory Board attend Tool Day Snap-on, NH Brag, Cornwell, Mac)?
- Vendors have the required tool list and students come in and pick which company to buy
- Open to have you come, meet and greet and talk about Co-op or have raffle where you offer \$25-50 to put towards their tool purchase to get them excited and to meet you when they want to find somewhere to work however, we don't know these new students yet so we need to be cautious about giving out stuff. After the first year, things are more comfortable and settled. I'd rather have you at the Open House, I don't want to ask too much of you and wear out our welcome

## **Budget**

- On track for the most part, maintenance and updating the shop
- We want another scan tool, we have two now and two small ones. Not sure Alltel or Snap-on. Snap-on customer service is better. I did request \$4K for the Snap-on
- Comment: Someone has Alltel connection, good for crashed cars. Tim's connection with Alltel was Cornwell and not happy with customer service. \$800 to update and covered under warranty and don't deal with vendor.
- Jeff Poulin: Someone can come down and support Alltel onsite (Josh Therrien 603-703-8203 in Amherst/Manchester). Alltel good for domestic.

## **Training**

- Colleges being asked to train high school instructors
- We have to have training ourselves, NHAD is circulating around and the instructors come in here for training. Emails sent out to HS for interest, input on curriculum, MLLR, Hunter, Wurth TPMS, not sure of interest.
- Comment: Mass Bay Community College, Chuck Pearson (retired), "train the trainer", 3 days in summer
- NHAD puts them up in hotel and coordinates all high schools to come in, they don't want it to feel like a sales pitch, two day event, first day is Honda, Ben/Tim second day, some classroom and shop, split up into different sessions to break up the day. Can't train on the newest tech if the HS doesn't even have it; need one size fits all curriculum

## **Detailing versus Recon**

- Only teach a quick cleaning, buffing
- Comment: Detailing is growing, also powder coating and wraps but more of a need for collision techs, we do have some students who do recon

## **Open Houses versus personal shop tours**

- If there are any students, I'm happy even in summer to give personal tours, prospective students can hang out in labs. Once they get in touch with the instructors, they will become more interested and enthused, but Admissions can only go so far.

Diagnostic vans for crashed cars in for the next show  
Nascar also brings in excitement



### **Attendees**

- Tim Hogan, NCC
- John Gilday, Sullivan Tire
- \_\_\_\_\_, Gurneys Automotive Repair
- Matt Peters, Worth
- \_\_\_\_\_, Contemporary Automotive
- \_\_\_\_\_, Souhegan Valley Motorsports
- \_\_\_\_\_, Director of Admissions, NCC
- John Chapman, Lovering Auto Group
- John Murphy, Tully Auto Group
- \_\_\_\_\_, Tires Too
- Robin Griswold, VP of Academic Affairs, NCC
- Marissa Denotti, Career Center Coordinator at Nashua HS
- \_\_\_\_\_, McMulkin Chevrolet Cadillac

### **Open House**

- We hosted an open house after work with Sullivan, Tires 2, McMulkin, Gurneys.
- We promoted it a lot and it worked out well (we've had no one show up before, this time we had 3 applications). It was due to you showing support, your presence was here and to reinforce the need and that we have a valuable program.
- We hope to continue, not sure when/how.

### **Employment in Shops**

- Slide referenced that shows the Advisory Board shops and how many technicians employed at shops.
- Hiring multiple students shows you like who you hired.
- This is on the school website so an applicant knows they can go work at these shops, a huge reinforcement.

### **Running Start**

- References slide, one student was from Mascenic.
- Jason in Honda has been very good about recruiting at high schools (why he's not here today).
- We have Nashua back on. I dropped off 20 applications and only 3 got returned to us. This is better than last year with none.

### **Recruiting**

- Jason is hitting high schools.
- NHADA has training sponsored for HS instructors (20 hours of professional development) for NATEF. We hosted a 2-day class for HS instructors, one day Honda, one day general. They asked for basic auto stuff, headlight aiming, tires, TPMS, MLR which makes sense because that's what they teach.
  - '67 Camaro in our shop versus the new Tesla (like a video game) so we can teach on the Camaro but showing them gadgets on a Tesla doesn't prove they can fix a car. Prospective students are playing video games so we're trying to find a happy medium to get them to that level.
  - Some HS instructors didn't know we did live work. The live work reflects the class we're teaching, we're not a hobby shop. Transmissions don't get re-built (solenoid sensors).
  - For the state inspectors test, I had the students interact with the HS instructors.

### **Current Enrollment**

## Seniors

- Currently have 6 students; 4 are employed, one handed a business card today, one wants to wait until he graduates.

## Freshmen

- Started with 12, now have 11 (lost one for family stuff and missed classes). We do work with trouble students and they need to show responsibility, email us if you're late or need to miss class. One more might be gone, it's his choice to show up. Another one we might lose (9 loose bolts), not sure he wants to be here, bolts are a safety issue. There are reasons we lose students.

## Where are they working?

- Tully, Hyundai, Silver Arrow, Carson City (Carson City is limited to environmental concerns at location); other employment: pizza delivery, manufacturing, country club, grocery store.
- Currently in the field: McMulkin, Pep Boys (Zak's Auto is goal), Roy's Auto
- Freshmen: Mostly come from non-auto HS, important for us to go to these HS to promote.
- Graduates are now buying houses, getting married, having kids; better than seeing the other side.
- If you want to hang out and play, we use the Vette.

## Bennett Aptitude Test

- Gave them an initial test and want to see if it matches their school performance. Last year I knew the results in advance, so I wasn't sure if it influenced me. This year I've kept it filed until I see their final grades and see if it matches.
- I hope in the future if we have more applicants than slots, we can use the test results with a cutoff grade and take those students or tell applicants they're not well-suited and to find another path.
- The top 6 are the ones that are still here.

## Work Force

- We haven't run it again, not sure why, but it's available.
- If you employ a student, you can apply for this program and NHADA will cover half of it and the participating employer pays the other half.
- Once the co-op gets going, we're willing to open this up to higher-level classes so you could almost sponsor your student.
- I'm cautious to use this for our Freshmen who I don't know; after the first year, I have confidence in them.
- Comment: Grant money from the state, if you're a freshman it might help you pay for tools.
  - Hogan: Freshmen must have tools to start program (\$3,500-\$5,500). Those that have inexpensive kits (Harbor Freight) are usually not serious about the program. It's not the money for tools, it's their level of motivation. I'm not against a freshman, if you know someone then we can have a good match. I'm just not sure about the ones I don't know.

## From Last Meeting

- A direct challenge from last meeting...we didn't end up combining classes, we ended up adding more hours to Engine Performance, Electrical and Diag. Although the gap is getting bigger from where they start to where they need to be in terms of experience and knowledge.
- Co-op...from last meeting most of you wanted to do it. It's approved and ready for 2020 start group and in place for 2021 so I will need shops who will take them. We'll start with 12 students/shops. The student costs are approx. \$500. We dropped Electude (which cost \$150) and the students were excited about this change.
  - Comment: Does it qualify for grant money?
    - Hogan: Not sure, I will follow up on that and see if they don't have to pay. NATEF requires 12 hours so with this we're up to 13.

## Budget

- We bought a new scan tool as soon as it was approved, All-Tell 906 was \$1,300 from Jacob, does 90% of what we want, does controls. All-in, we're under \$2,000 and nowhere near Snap-on's price.

- I want them to use the tools they are going to use in the shops.
- We're getting Snap-on 2015 updated to the newest.

### Co-Op Requirements

- This will take place during summer between Freshmen and Senior year.
  - Summer is busy for shops, winter less busy so I think the timing of the co-op is good.
  - We will require 200 hours in your shop; Honda used to have 400 hours in summer.
  - A lot of students have other jobs, I don't want them to lose those jobs in summer. Since they won't be in school, they can still keep those jobs and go to your shop instead of attending classes and come winter, when things slow down for you, they can go back to their other job.
- They bring their own tool kit. They will have to bring their tools back for the school year. If a student comes to me and says I need to keep my tools at work, that's not gonna work.
- They must maintain a 2.0 GPA and need minimum of a C in safety-related classes in order to participate.
  - This is pass/fail, there is no grade you need to give. If they fail, you don't have to keep them; they're your employee and then they don't pass the course.
  - Shops didn't want me forcing students on them. I'm here to make the connection and you decide yes or no.
- They have a list of skills they need to do in your shop; hopefully they get paired with a senior technician who can be a mentor and give them good habits. We try to train a certain way; I don't want a freshman to go out and develop an attitude like seeing his mentor come in late every day and get the wrong impression. Pair them up with one of your best guys.
- Minimum pay: I don't want to tell you how much to pay them. First semester, these students will have learned internal combustion, diag, electrical wiring basics, service and maintenance, MLR; second semester is steering and suspension, struts, ball joints, 4-wheel alignments, engine performance ("not a turbo, it's diagnostics"). They're putting it to use with scan tools.
  - Committed students are who you're hiring at around \$14/hour.
  - Comment: Where'd you come up with that number?
    - Hogan: I mentioned this before, and everyone said \$14 seemed alright. We have info from a local dealer, HS programs and college: anyone can start at \$12.50, HS graduates \$13, first day at college \$13.50, after freshmen year \$14, college graduates \$15. I think they're worth more than \$12.
  - Comment: Have you seen the NAPA program? They got a scale pretty similar.
  - We can't have unregistered internships paying cash under the table, I need to check out shops, can't be a single-bay place.
- If it doesn't work out, that's fine, if it does, hire them
- This has been passed by Curriculum but we all can make tweaks together.
  - There is a check-sheet, job knowledge, quality of work, dependability (just show up) and behavior. Hopefully they will show up and be good, if they pass the first year of classes, they should be fine.
  - Not a lot of extra paperwork for all of us, you sign on, here's the mentor, tasks, check it off. We want to see you're giving the jobs on the list, to reinforce the skill.
  - For this summer (2020), try out the list and see how it works unofficially. We can tweak it and we have the time, the students, and shops. Let's do a test run.
    - Comment: That's a great idea.
  - I find it best to make one change at a time and see what happens, don't overdo it.
- Any questions send me an email and I'll get you the information.
- Question: It officially starts in 2021 so what's the difference with this summer?
  - Hogan: It's not in the curriculum yet and the students won't be getting credit for it. I have 6 students now that I want to help, and we'll do it on a test run but they will get paid and get the experience. My goal is to get them the jobs they want.
- Comment: We don't want to pair a student up with a prima donna, finding the right mentor in the NAPA apprentice program, they have support too. They have a tool program and it looked complete.

- Hogan: We looked at their tools, they will take our list and give us a price. Jessica Dade is working on it too. We're trying to work with different quality kits but we're cautious. Pairing with the wrong person will hurt so now we need to start the program. I'll look into NAPA.

### Program Costs

- Cost: We're still less than the other colleges even with a few more credits to the program now.
- Books: We only have 2 books for 6 classes per semester. We can use one book for multiple classes to save students money.
- Tool kits: a \$500 tool kit doesn't work.

### Career Day

{Transcribed at 50m 47s to 54m 24s} *"This one, I was told to be gentle about. The career day is at Manchester. This is a career day that NHADA puts on, 6, 7 hundred something students go to it. A few years ago, it rotated through the colleges. It would go from Manchester to Nashua to Lakes Region; so, the three kind of central places. The last couple years it was decided that it's only gonna be at Manchester and I have a huge problem with this. And I've spoken and I've just been told flat out it's not moving; it's staying in Manchester. How many of you are members of NHAD? Okay, So, they represent you. It's in your best interest to have it rotate colleges. So what you can do to help us with that would be great. We have students that come from Keene area that you may have shops up that area. You might have shops here. They might not go to Manchester, not for distance necessarily but if they're close here, they can go to shops easier out of work. They're local here, they want to stay in this area. It's beneficial for that to happen. To have it stay at one college, hurts us. So obviously from our enrollment standpoint, that's different. The students don't get to see our place, that's...it sells it, right, I mean we're hands on, touchy-feely people. You walk into a shop, you go, aw this is a nice shop, whichever shop that is you walk into, that's the one you're gonna, you're probably gonna like. You haven't seen anything else; students make up their mind like this, done. That's been difficult for our enrollment which then ends up kind of trickling to you guys; it's less students I have to put in your shops. So that's been kind of hard. So I've been told flat out it's not gonna change but then it dawned on me that they represent you and if you feel that it should change you can voice your opinion and put some pressure on them from that side. So there may be different opinions about that but that's kind of my side of it and uh kind of where I'm at with that type of stuff. So that's that. They had that show, we participated, we had a bunch of applications filled out, um, it was a really nice show up there. We held an equally nice show. Uh, the first time it was there, it was a little touchy. And then, ya know, moving around it's nice, they get to see everything. So ya know, we will continue with the one in Manchester in the fall but we're gonna have our own. This is a lot of extra work to do. This was a question that came up at the last board meeting, and not much had happened and I'm very happy to say that we have a date and it's gonna happen. This is gonna go out to all the high schools and we're gonna put on the same day that they do, it's just here for us. We're combining this with our machine tool program because it's manufacturing, it's technical; it's the same type of person that would do either one. So we're gonna invite all the same high schools, all the same schools. And this would be automotive high schools and non-automotive high schools. Like I said earlier, a lot of our students come from non-automotive high schools. We want to make sure they know this is here, and that this is a good option for them."*

- Question: Why are you getting so many from non-auto HS?
  - Hogan: It's 50/50, not all have the opportunity. Last three years, it's been split.
  - Comment: There was an apprentice event. Nashua gets first slot, but places like Hollis don't get the access.
  - Comment: Wait lists and transportation; Hollis bought a van to bring students over, Milford cut bussing. 120 families participated in the apprentice event; how do we get them access?
  - Hogan: Getting to non-auto HS guidance counselors and parents and telling them about our graduates' successes.
- A benefit is, because it's not NHADA, we can invite Massachusetts's high schools. They're not allowed at NHADA events. Mass shops couldn't bring cars to show off, etc. They can show their support for the program and tell kids they can come to the college and then go work close to home.
- April 2, 2020
  - During the day
  - They will be bussed in from their high schools

- We're gonna need your help to hang out, bring cars, show off the shop, see your shop. Your help would be great.

### What do you need from me?

- Technology: we're getting scan tools to be in line with your shops.
- Flush machines: we're using those.
- Aiming radar: one student at a shop specializing in radar setups ended up running the shop and making \$20/hr.
- We're trying to integrate these things into our program. What can we improve?
- Comment: Half students come from non-auto HS was eye-opening for me. There are gear-head kids out there, Litchfield doesn't have auto-HS.
  - Hogan: Yes, now we can adjust what we do.
- Question: Do you have many Mass students?
  - Hogan: I don't know yet, probably 2 out of 10 are Mass.
  - Question: Billerica, Bedford MA?
    - Hogan: Yes, I even have one student who commutes over 2 hours away in Mass in Honda. Honda draws more Mass students because it's the only one.
- Question: Are there any CTE towns?
  - Hogan: Lowell Tech is a really good program.
  - Comment: Fitchburg has a good program. Where are these kids going? UTI?
    - Hogan: We have a list of area HS we've given to Laura, so for our open house, these schools will know and we'll start that connection. Jason is going to these schools.
- Question: How further behind are those kids out of those non-auto schools?
  - Hogan: Sometimes I prefer those that don't take HS auto. It can take a few semesters to get them where they need to be if they know they were top of their class, etc.
- Question: So what would you want to see in a HS program? Kids in non-HS programs are passing, what do you need to see from high schools?
  - Hogan: I don't think there's a problem with high schools, I think it's a mentality issue, cautious, they think they're the best, 'I know this', they have certain habits. It's not a criticism, they get the experience. I'm just not seeing a big difference. Auto-HS might know more and they'll have to be patient. I don't think they need to do anything different, it's just the student can have different ideas.
- Comment: You have some kids with some experience and some that don't, you gotta set the expectation, you don't want to hurt someone because they have experience.
  - Hogan: I can give those students different work, it's a delicate thing. I can't say it's hurt an auto-HS student.
- Comment: Your responsibility is to bring them from the ground up so that's a challenge and the kids need to know the expectations. If they come in with the wrong attitude that's just part of it. It's about the student that wants it; doesn't matter where they come from. Your challenge is to latch on to that diamond. Comment: You need to engage them appropriately.
  - Hogan: It's hard and I try to recognize the different levels they're at. How quick can you identify that and apply and I think Bennett will help prove that. Just because they didn't go to an auto-HS doesn't mean they can't work on cars. I think it works out. Those that come saying 'I don't know how to do it but I want to learn' are the sponges.
- Question: Do you find they are going to get PT-work? Can they contact us for that work? Season doesn't matter.
  - Hogan: Yes, here are their names (on the slide). I want them to get something out of it and to make it more official with the co-op. I can tell parents when they come in the kid can make \$14/hour.

### Wrapping-up

- I will look into NAPA's ideas on placing people and will the co-op fall under the Workforce development.
- I'll get you the students names who need jobs.
- Comment: Reach out to us before April 2 (open house) so we can get involved.

- Hogan: this is just 'save-the-date', we'll have a more formal invite. I'll send something to this board so you can finalize.

### **End of Meeting**

- Happy to show you the shop right now and two students are here now if you want to talk to them.
- If you have any questions for seniors, they're walking in right now, two are looking for jobs.
- Question to students: For those of you that took auto in HS was it challenging with the non-auto HS or was it pretty smooth?
  - Student1: Just the first month or two.
  - Hogan: Did we manage that well or can we do it better?
    - Student1: It was a good refresher.
    - Student2: We went into greater detail than HS, I still learned more.
  - Comment: What HS did you go to?
    - Student1: Merrimack HS
    - Student2: Mascenic
  - Comment: What are you doing outside of school?
    - Hogan: These students are into lots of stuff, one works with dad, one does off-roading.

NCC Automotive Advisory Board Meeting Notes  
May 8, 2020

Introductions

Slide: Advisory board members on a map and showing how many students placed at these shops (over the last three years)

Would like to place more students especially with the new Co-Op and get the students in your area to your shop

Those of you who support us I would like to get students to you first

Slide: Running Start

How were they dealing with COVID and school closures

Only available for second auto class

Only missing out on 25% of what they've done

Cheshire did SP2 training second half

Not concerned they're missing much and won't be able to take the Service & Maintenance class

High school instructors and Jason Felton are comfortable with it

They should get their credits come fall semester

Slide: Where are students coming from?

How far were they driving?

Best way to recruit

Spreadsheet over the last three years of which high schools students come from

Consistently getting students 20-30 minutes away

For the Auto program, the students are near by

For Honda, Jason needs to cover a larger area for recruiting

Freshmen

Most in field

A lot come with jobs and then we place the rest (about half)

Eligible for co-op would be about 7, the rest didn't meet GPA or pass a certain class

Some that didn't have jobs actually went away, low GPAs, class absences, incomplete homework

Seniors

All but two are working, one is holding off and the other is looking

I can give you their contact info if you are interested

If any student wants a job, my goal is to do that before graduation

Bennett Mechanical Aptitude Test

We're in the data-collecting phase

Sixth grade reading level test with pictures

Goal was does this test work?

If you score below 32 on the test, your odds of being successful are low

NATEF wants students to have counseling first to see if they will be successful in program

We can use this data to counsel them and let them know if they will struggle

Two slides showing different results and higher test scores correlating to graduating

Wanted to remove my own bias if I saw the results and the possibility that some are not good test takers

If a student doesn't get above a C in suspension and brakes classes, I'm not sure I want to offer them to you in the shops

We went fully online through Zoom and all labs were cancelled, for Engine Overhaul, looking at beginning of June to go back and finish the engines

Some students that aren't passing didn't attend Zoom even after the fact on Canvas (no views); they were below 2.0 also before the semester started

So low scores ended up matching the students who aren't doing well

Goals: Using it to screen students like math and English placement. I don't want a student on the waitlist who scored high on the Bennett not to get a spot because there is already a student signed up who did poorly on the Bennett

Next year we will do the test again and see if the results prove they are reliable

L.Jordan: we can't administer the test, it needs to be someone else because of violation of Perkins, will need to be proctored by someone other than faculty

I requested it be proctored, current fee is \$21 with proctor fee of \$9 so it's \$30 in the catalog but it's a hot potato of who's going to administer it. Now with COVID, Admissions has set up Accuplacer remotely so that might be the best way to go.

L.Jordan: don't worry, we will make sure that happens.

If test isn't conclusive, it's still a good indicator to let the student know how much work they may or may not need to put forth.

Hopefully in the future we can use as a screening but just collecting data now

Question regarding wait list and possibility of taking say 20 students and knowing you will lose at least 5 to get back to 15 where you want to be

Can't keep a good eye on them at that high of a number and there's a lot of safety issues in first semester

More than 2 students per car, the third doesn't get to do anything, a senior suggested keeping two per car

Everything is set up for 10-12 students as we used to have three groups of 12, then it decreased, and we were told minimum of 8 was most cost effective then it went to 10, 12 and now 15. 15-20 students are a lot when they don't know what they're doing so I feel it's a major issue for safety and them getting the most out of it.

Dunning Kruger Effect Slide

The students "think" they know what they're doing, they have the confidence, and they start trying to guide others who don't know as much

A student did poorly twice on the Bennett, got his hand stuck in a spinning part of a car; that is basically a safety hazard. He's jumped to explain things to other students and that is a safety issue for everyone and everything in the shop.

They are here to learn and take the program, but they have this confidence, and they are the biggest issue in classes

The sooner the students realize they don't know everything, the better off they will be

They should acknowledge that there's so much more to learn and take a different perspective

Slide: State Inspectors License

Usually has 50% fail rate on the first attempt

Three students took advantage of the course and the test, and passed the first time

Out of 7 graduating, four got their licenses prior to graduation

I'm trying to produce students that will be successful and when you have those that break things and waste time, it makes it harder to focus on those that will be successful and go to work in your shops

Slide: Letter from a student recognizing that the teachers are trying to focus on the productive ones and "weed out the rest, haha"

Those students eventually drop out, but they waste so much time and become safety issues before leaving

Doesn't seem fair on many levels

Slide: Where are the 2020 students coming from

Working from home during COVID I've had time to compile Admissions data

Have 7 registered and 5 more working with to get registered, this is not common going into the summer, most don't register until end of summer so I think we'll hit 15 max and the Bennett test will become important

We can register them all remotely now (with Chris and Registrar's office); the students are CC'ed all along so they can be apprised of the process



#### Slide: Enrollment

All enrollment is done via online or phone now with COVID

The communication is much better, working with Chris and keep the process rolling

Students are taking photos of drivers licenses and signed forms and that's working for us which makes it easier for the student especially for students who live over 30 minutes away

Students get to have a personal contact because I call them, email them directly

It does take a lot of time for each student but because of COVID and not teaching how we normally do, in person, completing RO's, we have the time

I'm not sure what the status is of having an assistant to help with all the paperwork

L.Jordan: they weren't successful with all the prior candidates and we're going back out to find someone and we think we'll be successful because of all the unemployment.

That person will be responsible for the three programs and it will be great to have someone, knowing how much time that takes and we can tell them what has worked for us and to keep getting students and the position will pay for itself

We've done really well with enrollment despite COVID

#### Slide: Our Other Programs

Honda has 4 out of 5 returning and 3 freshmen

Collision has 6 seniors and zero freshmen

#### Slide: Honda PACT & Automotive

We wanted to tweak them and brought them back in-line with each other, no competition between them

They were split before and there was a weird competition, each instructor taught their own thing

Now all three of us teach between the two programs so it doesn't matter where the students are placed

When we recruit, we're there to get students into the school, not a particular program

The students attend the same lectures, combined Auto and Honda and reduces our contact time and gives us more time to deal with other things, reduced costs, doesn't detract from their education

The student interaction is great, they all are into cars, they become friends, it doesn't matter what program they are in, makes a better student community

#### Slide: Co-Op

Not happening this summer but it's all set

200 hours of internship and successfully completed the first year of the program (all courses)

Task sheets they have learned over the year that they need further practice over the summer in shops

Paid minimum \$14 per hour and supervised by mentor and evaluate them

We will make regular contact with you in person at the shop and over the phone

You have ultimate say on hiring them after they're done

Not necessarily your best technician but someone who will guide them, teach them punctuality, good habits, etc.

The goal is for them to do most of these tasks and working on cars and not just sweeping the shop

Only Auto program is eligible, not the certificate student

#### Questions / Comments

What do we do with financial issues?

L.Jordan: Business office and financial aid work together, NHADA scholarships, extend payment plans with COVID, trying to remove those barriers

Other person: keep it in your pocket that some of us may be able to see what we can do in extenuating circumstances

L.Jordan: we will work really hard with those students and assist if there are family situation changes

T.Hogan: usually it's someone we reach out to multiple times and they eventually don't get back to us but it's rare for a better student to just go away

J.Felton: we had a student and we got them situated with the help of the school and the employer

L.Jordan: I can assure you with a strong student with a financial situation, no matter how we fund that student

J.Felton: it was great to see everyone come together to help that student out

T.Hogan: We have the Brandon Masterson scholarship, AJH Dodge. I give them a checklist with scholarships, grant money, where they can go for money

Slide: Tools and Equipment

All our lifts got inspected

Alignment machine: is this 15 year old alignment/hardware portion still relevant? We would need a big time advance to purchase something this major. The software just got updated.

Someone: we use machines that grab the tires, that got put in 5 years ago. Your equipment probably does the job, but does it apply to newer wheels

Someone: It's more important to teach about the angles and adjustments. I'm not too concerned about teaching them how to grab a wheel. You're teaching them geometry

T.Hogan: Thank you, I'll put that off for another year or so

Someone: Did you see if you can upgrade to the other style target?

T.Hogan: I'll get with John Gilday on that

Slide: A Quick List of the Bigger Items

Runs through each bullet item

We had a good budget and so we were able to get what needed replacing and what we need

Now we can buy more stuff to help program run more smoothly

Are independent shops really needing to deal with R134, we'll hold off until NATEF says it needs to be changed

Someone: Digital inspections and technicians making good notes is becoming more and more important

T.Hogan: Russ showed us a tablet but I'm concerned with giving students a tablet but prices having come down and how many would we need but we can get more serious about it with our budget. I'll get with Russ on his system

Chat comment: Get a good screen cover and not a big deal

Slide: Next meeting

Attendance seems good but what day/time is best for everyone, no one comments so no objections

J.Felton: Chat comment from Jess regarding Nashua and Running Start

T.Hogan: They are doing running start but difficulty getting in contact with them as the director changed and I will follow up

J.Felton: Nashua North has signed up for guided pathways thru Honda so getting support

L.Jordan: Tim get with Jason to get them ready as we don't want to lose that and utilize Jess

I'll send out an email once I get my fall schedule

L.Jordan: we are hoping to have everyone back on campus and we are planning and we have Plan B. Summer will be some on campus and hybrid and keep people 6 feet apart and wear masks but we don't know if will continue to fall but working on plans. Hoping to get first 8 weeks in and then we wouldn't have the second 8 weeks where we would have to deal with the labs etc. we're hopeful

Nashua Community College Automotive Technology Advisory Board meeting minutes

Nov 18, 2020

2:00-2:30

In attendance: from NCC Robyn Griswold, Barry Garside, Karl Wonderlich, Jason Felton

From industry: Mark Thbault-Gurney's, Bill Gurney-Gurney's, Paul Orderman- Contemporary Jeep, Russ Hillard-TiresToo, John Gilday-Sullivan Tire, George Mullin-SVM, Don Turner-Cheshire Career Center, Matt Peters-Wurth USA, John Murphy-Tulley, Mark Tulley-Tulley, Jess Dade-NHADA, Haleem Mediouni

Tim and other have small talk

Tim Hogan: take roll call

Covers the shops on the advisory board map

Asks if any shops are looking for students

Mark: we are looking for someone in our Milford store

Tim: I will get them your contact info

Tim: covers the budget and where we are at this year. Being less money the previous years but since we got a lot of updates done last year plus with Covid money we are in good shape.

Tim: covers where the seniors are working

Tim: covers freshman enrollment. Started with 20, down to 14 and will likely have only 10-12

Many were late sign ups, some did not buy tools

John Murphy: How much are the tool kits?

Tim: 3500-4000, but they had low grade too

George: how can we get them to do better?

Tim: It's the old 'horse to water'. The students who are good we can work with and do what we can to get them through.

Jess: when they are sponsored by shop the shops tend to step in and keep them motivated

Tim: covers enrollment of the other two programs and that Honda started with 11 will be down to 6 or 7

Tim: covers the CoOp paperwork and adds that this is all added to an online site.

Tim: goes over ASE recert and how all the information is online from the last review. This information will be transferred to a website that can be accessed by anyone who wants to view it.

Barry: confirms that is taking place.

Tim: is there anyone here who does not see their name in the list?

Mark Tulley: I'm here

Tim: ok, thanks Mark. And I see Haleem. Thanks Haleem.

Tim: Thanks you everyone. I want to let you know that this is my last advisory board meeting. I have asked to step down and it will be effective Jan 1 2021. Is there anything else?

Jess: tickets are available for the fund raiser

Tim: also, if you have any opening or are looking for students send me an email me and I will relay that information.



# MEETING MINUTES

**Committee:** Auto Advisory Board

<b>Date:</b> 1/21/2021	<b>Time:</b> 10:00AM
<b>Facilitator:</b> Jason Felton	<b>Note Taker:</b> Jason Felton
<b>Location:</b> Dr.McIntyre Conference Room and Zoom	
<b>Attendees:</b> Karl Wunderlich (NCC) Laura Tremblay(NCC), John Gilday(Sullivan Tire) Jason Felton(NCC) George Mullen(Salic Motors) Tim Hogan (NCC), Ryan Gauthier(NCC Student), Matthew Roy (NCC Student), Tyler Downing (NCC Student), Russ Hilliard (Tires Too), Robyn Griswold (NCC), Kate Amrol (NCC), John Murphy (Tulley), ZOOM ATTENDEES- Heather Zaccone (Reflex Tuning), Bill Gurney (Gurney's Auto), Corey Knight (Ultimate Bimmer Services), John Chanut (Lovering Volvo) Noah Sanders (Land Rover)	

## Minutes

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**Agenda item:** Program Statistics

**Presenter:** Jason

**Discussion:** Fall

Enrollment

**Conclusions:**

9 freshman and 7 seniors on track to graduate. Freshman will be looking for placement into co-op locations

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**Agenda item:** Recruiting Efforts

**Presenter:** Jason, Michele, Kate

**Discussion:**

**Classroom Visits**-There are 10 in person and 5 virtual visits by Jason Sept thru Dec of 2021. In person visit with Alvirne met with guidance and made contacts for a future visit. Merrimack High School virtual visit. No students attended. Concord Reg Tech to visit NCC Dec 1<sup>st</sup>, 9:20am to 11:40am. There will be 110 students in attendance. Looking for Auto and Honda Advisory Members to assist. Kate will also assist. Michele has been scheduling visits and organizing Concord Reg Tech visit to NCC.

**Career Day**- Oct 12<sup>th</sup> -Kate (NHADA) Many schools attending @MCC. Coordinating with Marc Bellerose. Outdoor event for social distancing. Activities around Advanced Tech, Q & A, manufacturing, pathways and vehicle displays, power sport display.

**High School Instructor Training**- Nov 4<sup>th</sup> & 5<sup>th</sup>-NHADA – State Police/ Inspection Class-SNAP ON/ADAS Equipment/Vehicle Kit/ Collaborate on Curriculum

**Open House**- Nov 17<sup>th</sup>- Attract new students- (Admissions, Kate, Michele) flyers, social media, radio, tv, text, email NHADA will bring flyers to CTE schools

**Conclusions:**

[Click here to enter text]

**Action items**

**Person responsible**      **Deadline**

☐ Need list of schools not attending Career Day	Kate	TBD
☐ Schedule additional Rep Visits	Michele	Ongoing
☐ Contacting Advisory Members to assist Concord visit	Jason	November
☐ Coordinating Concord Reg Tech visit at NCC	Michele	Ongoing

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**Agenda item:** Updates

**Presenter:** Jason

**Discussion:**

**Accreditation/Industry Changes/ Switch Vehicle-** New standards for this year. Some items have lower priority and added some new ones for the program. Transmission rebuilding went from priority 1 to priority 2. Need to add to program, EV, hybrid and advanced driver assist. ADAS approved to purchase. Jason wants Autel which is portable, great for alignment and precision. Hybrid vehicles/ Electric Vehicle introduction to students. EV wide open so you can see what is in vehicle. Ben doing data logging. It is designed to put together, take apart and put back together.

**Summer co-op-** Difficult making connections with students and shops summer 2021. Need to process evaluation forms every visit.

<u>Action items</u>	<u>Person responsible</u>	<u>Deadline</u>
□ Collaborating on co-op evaluation visits	Jason, Robyn	Ongoing

**Agenda item: Graduate surveys**

**Discussion:** Graduate and employer surveys have been sent out. Waiting on responses back. We will discuss the results of the survey at a later advisory meeting

<u>Action items</u>	<u>Person responsible</u>	<u>Deadline</u>
Collect data from surveys	Jason	ongoing

**Agenda item:** Curriculum **Presenter:** Jason

**Discussion:**

Jason asked if there were any changes that needed to be made to the curriculum to keep up with industry standards. The discussion was on ADAS equipment and potentially purchasing equipment. Jason has agreed to work with Karl to research the equipment and work on securing funding. Russ from Tires Too has offered to let us come see his equipment and get a run down on why they purchased that one and how to use it.

**Conclusions:**

Research purchase of ADAS equipment

<u>Action items</u>	<u>Person responsible</u>	<u>Deadline</u>
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Research purchase of ADAS equipment

Jason and  
Karl ongoing

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**Agenda item:** Budget

**Presenter:** Jason

**Discussion:**

Discussion was on how we are doing with the budget and if it is adequate. Budget at this time is adequate to be able to deliver the program. Other sources of funding are available for larger purchases. We are in good shape as far as funding goes

**Conclusions:**

Good funding

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**Agenda item:** Tools and Equipment

**Presenter:** Jason

**Discussion:**

Other than looking into purchasing ADAS equipment we are looking good in terms of tools and equipment. Updates will be performed on existing scan tools and alignment equipment. Other than that things are looking good

**Conclusions:**

In a good position as far as tools and equipment goes

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**Agenda item:** ASE Accreditation

**Presenter:** Jason

**Discussion:**

Next year we will begin the process of our reaccreditation. Nothing needs to be done at this moment

**Conclusions:**

Next year begins the reaccreditation process

**Action items**

**Person responsible**      **Deadline**

Start looking at reaccreditation process

Jason

April 2023



# Other Information

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Special notes: Next Meeting date 9/21/2021 10am to 12pm

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# MEETING MINUTES

**Committee:** Auto Advisory Board

<b>Date:</b> 9/22/2021	<b>Time:</b> 10:00AM
<b>Facilitator:</b> Jason Felton	<b>Note Taker:</b> Michele Doyle
<b>Location:</b> Dr.McIntyre Conference Room and Zoom	
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## Minutes

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**Agenda item:** Program Statistics

**Presenter:** Jason

**Discussion:** Fall

Enrollment

**Conclusions:**

7 Seniors to graduate Spring 2022. Most of these students working at auto shops. 15 Freshman currently enrolled Fall of 2021

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**Presenter:** Jason, Michele, Kate

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**Discussion:**

**Accreditation/Industry Changes/ Switch Vehicle-** New standards for this year. Some items have lower priority and added some new ones for the program. Transmission rebuilding went from priority 1 to priority 2. Need to add to program, EV, hybrid and advanced driver assist. ADAS approved to purchase. Jason wants Autel which is portable, great for alignment and precision. Hybrid vehicles/ Electric Vehicle introduction to students. EV wide open so you can see what is in vehicle. Ben doing data logging. It is designed to put together, take apart and put back together.

**Summer co-op-** Difficult making connections with students and shops summer 2021. Need to process evaluation forms every visit.

<u>Action items</u>	<u>Person responsible</u>	<u>Deadline</u>
□ Collaborating on co-op evaluation visits	Jason, Robyn	Ongoing

**Agenda item:** Short term and long term goals

**Discussion:**

**Short & Long Term-** More Rep visits/ dealer visits/ training/faculty connection/ open house in August/ continue networking/ increase program visibility. What was these students decision to go to NCC? One student heard from a family friend, another interviewed Tim Hogan and changed his major from business to Auto, and another had a friend who already attended NCC told him about the program. Get more active with Veteran's through Advising to let them know about our programs. (Michele will network military programs) Dealers will assist with recruitment /join other advisories

## Other Information

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**Special notes:** Next Meeting date 2/16/2022 10am to 12pm

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# MEETING MINUTES

**Committee:** Auto Advisory Board

<b>Date:</b> 2/16/2022	<b>Time:</b> 10:00AM
<b>Facilitator:</b> Jason Felton	<b>Note Taker:</b> Michele Doyle
<b>Location:</b> Dr.McIntyre Conference Room and Zoom	
<b>Attendees:</b> John Chaput, Matt Peters, Paul Ordermann, John Gilday, George Mullin, Jocelyn Mendonsa, Mackenzie Murphy, Robyn Griswald, Erik Olson, Stephanie Roper, Tricia Di Lorenzo, via Zoom- and Stephen Brophy, John Murphy, Corey Night	

## Minutes

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**Agenda item:** Program Statistics/Spring 2022 Enrollment

**Presenter:** Jason

**Discussion:**

12 freshman and 6 graduating seniors

**Conclusions:**

All seniors working at garages 8 or 9 freshman need to be placed for coop over summer.

**Action items**

**Person responsible**

**Deadline**

Work w/ dealers who need techs for coop

Jason

Ongoing

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**Agenda item:** Recruiting Efforts

**Presenter:** Jason

**Discussion:**

Aug -Dec there were 23 events open house, rep visits, schools coming for shop visits. March 9<sup>th</sup> and April 20<sup>th</sup> Open House (make interview opportunity w/ industry partners). Reaching out to CTE (Mascenic and Montachusett Reg in particular) in NH and MA. Set up at car shows-suggested by Bill Gurney Candia on Thursday nights as well as in other towns in NH and MA. Jan to April 2022 there are 12 events scheduled for Rep Visits and College Fairs.

**Conclusions:**

Will continue to reach out to schools in NH and MA.

<u>Action items</u>	<u>Person responsible</u>	<u>Deadline</u>
Contact Mascenic	Michele	N/A
Contact Montachusett Reg	Michele	N/A

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**Agenda item:** Updates

**Presenter:** Jason

**Discussion:**

Up for accreditation Fall 2023, Acquired ADAS equipment. Jason and Karl trained on it. Jason doing summer camp. 2 weeks for middle school and 1 week for high school. Last 2 weeks in July, 1<sup>st</sup> week in August (4 days/ 3 hours a day). Former students will be assisting. Industry changes with electric vehicle/hybrid. How to introduce it into the programs? Tools- How to attract students with such a high up front price on tools for program?

**Conclusions:**

Will need Industry Partners to assist with accreditation. Teach overview of safety of EV in first semester, possibly in service /maintenance class. Tools-Get the dealer to sponsor, scholarships, break down in 1<sup>st</sup> semester/ 2<sup>nd</sup> semester. Buy back program. Community Partner family owned may be willing to assist-SNELL

<u>Action items</u>	<u>Person responsible</u>	<u>Deadline</u>
Tools	Jason	Ongoing
Accreditation	Jason	N/A

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**Agenda item:** Short Term/ Long Term Goals

**Presenter:** Jason

**Discussion:**

Mazda Training- will reach out to more schools in MA. Program Growth- noncredit or short- term training dealers need. Electrical classes basic to advanced. State Inspection for students. Dealers say this brings value. What is to be expected by the students working at industry partner.

**Conclusions:**

Prep classes to prepare for taking SI test. Cover basic diesel as non-credit. Coop w/ Alvirne/ Diesel Program possibility. Run non-credit course for females- 1A Auto

**Action items**

**Person responsible**      **Deadline**

Contact Mascenic

Michele

N/A

Contact Montachusett Reg

Michele

N/A

Non- Credit Classes

Jason

N/A

## Other Information

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**Special notes:**

Next Meeting - TBD



# MEETING MINUTES

**Committee:** Auto Advisory Board

<b>Date:</b> 9/21/2022	<b>Time:</b> 10:00AM
<b>Facilitator:</b> Jason Felton	<b>Note Taker:</b> Michele Doyle
<b>Location:</b> Dr. McIntyre Conference Room and Zoom	
<b>Attendees:</b> Matt Peters, John Gilday, Mackenzie Murphy, Robyn Griswold, Russ Hilliard, Kate Amrol, Jordan Marshall, Bill Gurney, Melba Juarez-Perrone, Matt Cena, Barry Garside, via Zoom- Matt Peters, John Murphy, Scott Fitzgerald and Chris Schwartz	

## Minutes

**Agenda item:** ASE Accreditation

**Presenter:** Jason

**Discussion:**

Plan is for April 2023- Submission of application by end of October 2022, Jason went through each page of the evaluation with the Advisory Board to give input. 6 Advisory members signed off on it. Jason has a copy of it on file if anyone would like to review it.

**Conclusion:** Jason will need Industry Partners to participate in the process for the accreditation

**Action items**

**Person responsible**

**Deadline**

Application to be submitted

Jason

By end of  
Oct 2022

Industry Partners for accreditation

Jason

N/A



**Agenda item:** Recruiting Efforts

**Presenter:** Jason

**Discussion:**

Aug -Nov there are 16 events scheduled. We anticipate more rep visits, college fairs, schools coming for shop visits and open house in Nov. Reaching out to CTE in New England for opportunities to come to the shop. All instructors are participating in visits. Michele distributed folder to members with recruiting information that we give to potential applicants. Mackenzie mentioned to have graduates of the program to go with Admissions to school visits to provide students with their own experience about the Auto programs.

**Conclusions:**

Will continue to reach out to schools.

**Action items Person responsible Deadline**

Recruiting efforts	Michele, Jason, Karl, Tim and Ben	Ongoing
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**Agenda item:** Enrollments

**Presenter:** Jason

**Discussion:**

10 freshmen. 14 returning students will be graduating this year. Freshmen will be doing summer coop and will be looking to industry partners for placement. Half of the students come from auto programs that they took in high school.

**Action items**

**Person responsible Deadline**

Contact Industry Partners for student placement	Jason	Ongoing
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**Agenda item:** Program Status and Updates

**Presenter:** Jason

**Discussion:**

Industry and Transportation would like to offer non-credit courses, night classes, state inspection prep class etc. Will need teachers/adjuncts to do this. Possibly running the programs day/for those who need to work during the day as an option. Run one course for 4 days for 5 weeks and continue to the next course. It would take about 15 to 16 months to complete the program instead of 2 years.

**Conclusions:**

Industry Partners were concerned how it may affect the employee doing school at night while working full time. Willing to be flexible if their employees are willing to do this.

<b><u>Action items</u></b>	<b><u>Person responsible</u></b>	<b><u>Deadline</u></b>
Adjuncts/Teachers for Evening Programs	Jason	N/A
Night Program	Jason	N/A
Non- Credit Classes	Jason	N/A

**Agenda item:** Graduate Survey

**Presenter:** Jason

**Discussion:**

2020 to 2022. 11 responses. This is combined of Auto and Honda students. It concluded students are still employed in the industry, all are technicians, ASE certified, the effectiveness of the course for the program. Jason has a copy of it on file if anyone would like to review it for specific information.

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**Agenda item:** Curriculum

**Presenter:** Jason

**Discussion:**

ADAS- Course is still relevant. Should it be a standalone class? Run as a non-credit? Live work continues to be very important. Hybrid/Electric-Do we need certification to teach the course? There is a place AC/DC in Massachusetts that Bill has used. Briefly went over current classes and are any changes the industry partners would like to see.

**Conclusions:**

Will be looked into further for interest in these areas and to get people interested as well.

<b><u>Action items</u></b>	<b><u>Person responsible</u></b>	<b><u>Deadline</u></b>
ADAS Training and Hybrid/Electric	Jason	Ongoing

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**Agenda item:**

Budget

**Presenter:** Jason

**Discussion:**

Generous budget. The program has everything it needs for the students.

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**Agenda item:** Tools and Equipment

**Presenter:** Jason

**Discussion:**

The shop has all the necessary equipment, vehicles, cleaning tools etc. needed for the students to complete the programs.

## Other Information

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**Special notes:**

Next Meeting - TBD

## Other Information

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**Special notes:**

Next Meeting - TBD

