



# MEETING MINUTES

**Committee:** Honda PACT Advisory Meeting

<b>Date:</b> 3/11/2020	<b>Time:</b> 10:00 am
<b>Facilitator:</b> Jason Felton	<b>Note Taker:</b> Jason Felton
<b>Location:</b> Nashua Community College – McIntyre Conference Room	
<b>Attendees:</b> Brian Moore – American Honda, Jessica Dade – NHADA, Matthew Brickey – Sunnyside Acura, Joe Palmer – AutoFair Honda, Samantha Belcourt – NCC, Laura Tremblay – NCC, Robyn Griswold – NCC, Tim Hogan – NCC, (5)Honda Seniors, George Dykstra, Barry Garside – NCC, Lucille Jordan – NCC	

## Minutes

**Agenda item:** Program Statistics

**Presenter:** Jason Felton

**Discussion:**

5 students on track to graduate in May, 5 current freshman that are all working at dealers. Future enrollment stands at 3 that are fully accepted into the program for fall with 1 of them being from Vermont. 15 students on the incomplete application list. They will continue to be contacted to get them in to complete the process of being accepted. The question was asked about why the enrollment dropped off so much over the course of the academic year. 3 people were no shows, 1 for lack of grades, 1 for financial reasons, 1 had issues at the dealer which has since been corrected, 2 for personal issues.

**Conclusions:**

Need to continue to recruit and try to think outside the box to get those students that are not normally targeted

**Action items**

**Person responsible**

**Deadline**

✓ Continue recruiting efforts

Jason Felton

Fall 2020

✓ Recruit to nontraditional students

Jason Felton

Fall 2020

✓

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**Agenda item:** Recruiting efforts

**Presenter:** Jason Felton

**Discussion:**

Recruiting efforts will continue with high school visits and career fairs. NCC will hold a career discovery day in April. The schools that are invited are from both NH and MA that are local to the school. NCC marketing is creating "I AM NCC" posters to hang up in the hallway leading to the automotive shop. The hallway is going to be decorated with the posters and a display case into which automotive related items along with instructor certifications will reside. We want to make the hallway scream that this is automotive. In continuing with the idea that we need to reconnect with dealers Jason met with Ryan Horgan from Rockingham Honda who currently employs a technician who is going to be attending the program in the Fall. We are going to be working with Rockingham Honda and Salem High School to attract more Honda students. Jason And Karl Wunderlich have attended college fairs at Methuen High school which seem to be a great success with much interest in all the programs in the department. Multiple students have contacted the school about visiting the school to check out the programs. Karl and Chris Cox are headed to Nashua North to talk to the students that were not able to get into the automotive program at Nashua North High School but are still interested in automotive as a career. Are there any other events that we have not thought of that would help enrollment? Everybody agreed that the recruiting efforts are good and just need to be continued

**Conclusions:**

Recruiting efforts need to be continued and expanded to other types of events.

**Action items**

**Person responsible**

**Deadline**

✓ Continue with recruiting

Jason Felton

Fall 2020

✓ Continue trying to reconnect with dealers and schools

Jason Felton

Fall 2020

✓

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**Agenda item:** Updates

**Presenter:** Jason Felton

**Discussion:**

What is happening with PACT? Jason asked Brian Moore to update us on new and exciting things happening with PACT. They are trying to expand the program where it is necessary. Brain asked that any schools that are signed up for the guided pathways program not be called a Honda PACT after seeing the video done by the NHADA. Everyone agreed that the video came out good but just needed

the phrasing changed. Thank you to Jessica Dade and her crew for promoting the vent and the program. Jessica agreed to send any future videos to Brian for approval. Jason asked if there are any changes that need to be made to the program to prepare the students for work at the dealership. The biggest thing was that the students were able to perform a check over on the cars as they came in in a timely manner which we do. The dealers agreed that we do a good job at it. The dealers feel that we do a good job at preparing them for industry. There are going to be some changes made to the program to help the students with completing the program. These changes include removing a minimum c grade in 2 classes and adding it to 2 other classes. The idea of a certificate program was presented which would entail 2 years in the Honda program minus the general education requirements. Everyone agreed that this was a great idea and should be implemented as soon as possible. Lucille Jordan said that she can help fast track that. Jason gave an update to the guided pathways program which we now have with 2 schools Dover High School and Nashua North High School.

**Conclusions:**

A certificate program is going to be explored and implemented hopefully by the fall semester. The grade requirements will be changed, and we will continue to work with high schools within the guided pathways program.

<u>Action items</u>	<u>Person responsible</u>	<u>Deadline</u>
✓ Create and implement a certificate program	Jason Felton	Fall 2020
✓ Change minimum grade requirements	Jason Felton	Fall 2020

**Agenda item:** Short Term and Long-Term Goals

**Presenter:** Jason Felton

**Discussion:**

For short term goals we discussed about the hiring of a part time program assistant to help with setting up recruiting visits, applications and contacting potential students and other office jobs as needed. The right person has not been found yet, but the ad is still up and has been updated to keep it current. We are going to continue to increase enrollment efforts in VT, ME, and MA along with continuing in NH. Continue to connect and reconnect with dealers and schools in all New England. We are going to increase program visibility using t-shirts, stickers, hats, competitions, fairs and other events.

**Conclusions:**

Continue recruiting efforts and trying to increase program visibility

<u>Action items</u>	<u>Person responsible</u>	<u>Deadline</u>
✓ Create and order promotional items	Jason Felton	Fall 2020

✓ Continue with recruiting efforts and events

Jason Felton

ongoing

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## Other Information

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**Special notes:** Dealers will be polled about the next advisory meeting as to when is convenient to them. A tentative date was set for September 16th at 10am.

## Pending Action Items

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<b><u>Pending action item</u></b>	<b><u>Person responsible</u></b>	<b><u>Deadline</u></b>
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