



# MEETING MINUTES

**Committee:** Honda Advisory Board

<b>Date:</b> 10-12-2022	<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> Ken Webster, Nick Mosley, John St. Hilaire, Mackenzie Murphy, Becky Philbin, Owen Garber, Jason Gallivan, Greg Allen, Jordan Marshall, Tyler Lane, Marisa Dardagiannopoulos, Robyn Griswold, Barry Garside, Rick Vesper, Mike Flaherty	

## Minutes

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**Agenda item:** Program Status and Updates

**Presenter:** Jason

**Discussion:**

Pilot School- high school program- get high school students, express techs, self -studies as part of curriculum at school and go to NCC to finish skills.

**Conclusions:**

Marisa and Nashua North- service and maintenance class- dual enrollment, maybe offer basic electrical but will need to evaluate, Honda credit for Service Maintenance but students will have to do modules. Rollout by Jan 2023. Make 1 yr. program. Must take pre-requisite, 2<sup>nd</sup> year Honda students. Adding new class, engineering tech, electric hybrid and ADAS equipment.

**Action items:**

**Person responsible**

**Deadline**

Work with Nashua North for roll out program

Jason

Ongoing

**Agenda item:** Enrollments **Presenter:** Jason

**Discussion:**  
4 seniors on track to graduate, 3 freshmen

**Agenda item:** Graduate Survey **Presenter:** Jason

**Discussion:**  
Please email Jason for a copy of results.

**Agenda item:** Recruiting **Presenter:** Jason

**Discussion:**  
17 school events, college fairs, shop visits scheduled through Nov 2022.  
Trying to get more of the CTE schools to come to the shop to get the full experience and to meet the instructors and see what goes on in the lab. Attending more events in MA. Mike Flaherty is going to see if he can get a connection with the MADA to get some support. Nick Mosley is open to attending a recruitment event w/ our instructor and getting the dealers more involved as well.

<b><u>Action items:</u></b>	<b><u>Person responsible</u></b>	<b><u>Deadline</u></b>
Recruiting Efforts	All staff	On going

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

**Discussion:**  
Please email Jason for any questions/updates.

**Agenda item:** Budget **Presenter:** Jason

**Discussion:**  
We have sufficient funds to acquire all needs or the students/department.

**Agenda item:** Tools and Equipment **Presenter:** Jason

**Discussion:**  
Need new alignment machine for 2023.

**Conclusions:** Apply for Perkins Grant

**Action items:**

**Person responsible**

**Deadline**

Apply for Perkins Grant

Jason

TBD

**Agenda item:** ASE Accreditation

**Presenter:** Jason

**Discussion:**

Program evaluation. Jason went through all the pages for accreditation with the Honda Advisory Board. Set to take place April/May 2023. Board members signed of approval of the packet information.

**Conclusions:** Apply for accreditation by end of Oct 2022.

**Action items:**

**Person responsible**

**Deadline**

Complete application for accreditation

Jason Felton, Barry Garside

10/31/2022

**Agenda item:** Suggestions/ Other

**Presenter:** Jason

**Discussion:**

Summer Camp 2023

Tools- Need to see if we can have cost put into price of tuition so students can use their financial aid. Ongoing discussion with faculty at NCC and Tool vendors. Need to figure out best way to make it work for the student and the college. It was mentioned school buy the tool kits and do a check in and check out each day with the tool kits.

**Conclusions:** Nick was going to approach Honda corporate to see if they can form some agreement with the dealers regarding tools

**Action items:**

**Person responsible**

**Deadline**

Working on a realistic approach for acquiring tools

NCC Staff

Ongoing

## Other Information

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**Special notes:** Next meeting TBD