

Nashua Community College
Honda PACT Advisory Committee Minutes
February 14, 2018
11:00am – 1:00pm

Present: Tish Sampson, Tim Sampson, Jason LaCroix, Richard StJean, Jessica Dade, Peggy Proko, Matthew Brickey, Jim Kane, Michael Letizia, Rebecca Philbin, Stan Medai, Christopher Stevens, Jeff Lent, Ryan Bourassa, Hao Nguyen, Tony Orazio, Elijah Cormier, Eric Willett, Ben Wagstaff, Lucille Jordan, Robyn Griswold, Brian Moore, Jason Felton, Karl Wunderlich

1. Introduction and Enrollment discussion

2.

Member introduction for all current and new members

Enrollments currently stand at 8 freshman and 9 seniors, all seniors are on track to graduate in may.

3. Recruiting efforts

Many recruiting events have been set up to try to increase enrollments to get to the minimum number requested by Honda which is 12. We are looking at new and different ways of recruiting to help enrollment numbers

4. Updates and news

All instructors need to complete Honda training to reach the master certification requested by Honda. Jason is very close and Al just needs some update training. Al will be attending the Honda conference over the summer to learn about new updates and changes to the program

5. Goals

Short term:

Complete Honda training for both Jason and Al

Increase enrollment efforts – All has been out a handful of times with Jason Tagging along to learn the process. We need to increase program visibility at the dealer level and at the high schools

Long term:

Increase enrollment

The next advisory meeting will be September 25 11am – 1pm

NASHUA COMMUNITY COLLEGE
Honda PACT Advisory Committee Minutes
September 25, 2018
11:00am – 1:00pm

Present: Tish Sampson, Tim Sampson, Jason LaCroix, Richard StJean, Jessica Dade, Peggy Proko, Matthew Brickey, Jim Kane, Michael Letizia, Rebecca Philbin, Tim Hogan, Stan Medai, Christopher Stevens, Jeff Lent, Ryan Bourassa, Hao Nguyen, Tony Orazio, Elijah Cormier, Eric Willett, Ben Wagstaff, Lucille Jordan, Robyn Griswold, Brian Moore, Jason Felton, Karl Wunderlich

1. Introduction and Enrollment discussion

Member introductions for all current and new members

Enrollments currently stand at 7 freshman and 8 seniors, All 8 seniors are on track to graduate in May. 2 other seniors are finished with classes and are working at their internships. The plan is to set up a meet and greet in November to help with getting the freshman placed at dealers.

2. Recruiting Efforts:

The hope was that someone from admissions would be present for the meeting but they were out of the building for the day with meetings. Many recruiting events have been setup to try to recruit more students to meet the 12 minimum that Honda would like to see. Effort is still being made to set up even more events. Honda is coming out with a 1 minute and a 5 minute video that can be used to help with recruiting. The possibility exists for the school to also produce their own video to help with this also.

3. Updates and News

Over the summer Al Derosa left to take a position elsewhere. The Honda classes are being covered by the auto instructors Tim Hogan and Ben Wagstaff who have extensive Honda training. They will also be helping out with the spring classes. The school will revisit the possibility of hiring a new instructor next year. If Tim and Ben need to continue teaching Honda classes they will need to attend the Honda training center to complete their training.

The dealers were asked how they felt about the summer class that was in place. They all agreed that they would like to see it go away in favor of having the students at the dealer full time. The senior students were also polled and had the same opinion as the dealers that they would have liked to have been able to work full time. Jason will look into changing the curriculum to achieve this goal.

The dealers were asked what they thought about implementing some sort of hybrid class to go over the safety aspects of hybrids and give a general overview of the cars.

The school currently has 2 Honda Insight hybrids in their possession. Brian Moore is going to look into seeing if the Honda curriculum could be changed to allow the PACT programs to administer the hybrid modules. Jason will ask the dealers at the dealer visits what they would like to see in that class and work on producing a new class to cover that. Also discussion was had about adding some soft skill training into the classes potentially in the service and maintenance class so students will be ready to interview and work at their internships

4. Goals

Short Term:

Discussion was had on what training needs to be completed for the instructors to maintain full program compliance. Jason needs to complete 10 training center modules. Ben Wagstaff needs to complete a couple of self-study modules and Tim Hogan will need to finish modules at the training center.

Increasing enrollment efforts. With the help of admissions Jason has set up a fairly aggressive recruiting calendar. This schedule is set up until the first week of November. Recruiting efforts will lighten up towards the end of November to allow for focus on the end of semester work that needs to be completed with current students. Recruiting efforts will resume after the first of the year. The focus for recruiting has been focused on making the PACT program more visible especially out of state. Also the program is trying to re-connect with the dealers and schools throughout the area. One of the recruiting tools that was discussed also was increasing education about the availability of scholarships available both through the New Hampshire Auto Dealers Association (NHADA) and Massachusetts State Auto Dealers (MSADA).

Long Term:

The long term goals discussed were to work to increase enrollment by increasing the recruiting area. The focus will be on the entire state of New Hampshire along with parts of Massachusetts.

The next advisory meeting is scheduled for February 21 11am – 1pm

Meeting adjourned at 1:20

Jason Felton
NCC Honda PACT Coordinator

Nashua Community College
Honda PACT Advisory Committee Minutes
February 21, 2019
11:00am - 1:00pm

Present: Lucille Jordan, Karl Wunderlich, Laura Tremblay, Robyn Griswold, Michael Letizia, George Dykstra, Richard St. Jean, Rebecca Philbin, Jessica Dade, Roy Stiff, Peggy Proko, Rosie Cray, Dawn Kraves, Jason Felton, Tyler Lane, Brendan Dzwonek, David Renaud, Daniel Starkweather, Akiro Swain

1. Introduction and Enrollment discussion

Member introductions for all current and new members

Enrollments currently stand at 8 seniors and 5 freshman. All 8 seniors are on track to graduate in May. Two other students are finishing up their internship hours and should be good to graduate after the summer. All 5 freshman are currently placed and working at dealers in their internships.

2. Recruiting efforts

Laura Tremblay was present from the admissions office. In a joint effort between Jason, Laura and the admissions office many recruiting events have been set up and attended to try to meet the 12 minimum that Honda would like to see. Effort is still being made to set up more recruiting events. Lucille Jordan informed everyone that the college is now going to have housing available on the UNH campus in Manchester NH. This will help with recruiting students that may be out of commuting distance. George Dykstra said that he will help with recruiting efforts in Maine and Vermont. The suggestion from multiple people was to utilize the dealer personnel to help with these recruiting events as they will be able to give students the view from the field. The suggestion was also made that the recruiting video put out by Honda is a great tool and should be used when talking to prospective students. Jason will send out the links to these videos to all of the advisory members. Jessica Dade offered to come talk to the new students about getting their dealer placements early. The NHADA career day is coming up on October 4, 2019 and is being held at Manchester Community College again. Many people present offered to help with this event. Honda has recently sent many new recruiting tools and displays that will be utilized for this purpose. HDays which is being held at New England Drag way is an event that we hope to attend. Richard St. Jean said that they already have a spot set up for them and will allow the program to attend with them. Multiple people offered to help staff this event. After the meeting Roy Stiff stated that this advisory board is second to none when it comes to support and their willingness to help out where needed.

3. Updates and News

Roy Stiff from Honda informed everyone of a program that PACT offers called guided pathways. This program allows High Schools to have access to Hondas information and training materials along with providing them with banners, vehicles, swag etc. As of now NCC will be allowed to offer this program to 2 schools. Roy is going to look into doing more as the PACT program at NCC is a regional program that covers multiple states. The possibility was raised that in the future NCC could offer college credit to High school students for completing Honda training in High school. The question was raised as to how to pick the 2 Schools. Jason will give his recommendations and the board will discuss it to make the choice. There have been many changes that were made to the curriculum to try to remove the summer class that was in place. This was a change that was discussed at the last advisory meeting. These changes will be implemented starting fall of 2019. Jason agreed to send out a copy of the changes to the members. The question was raised about adding a possible certificate program to attract more students. Roy stated that some colleges across the country only offer a certificate program. Jason is going to look into what the requirements will be and what it will take to offer this as an option.

4. Short Term/Long Term Goals

At the last advisory meeting it was discussed what training is needed for the instructors. Jason needed to complete training and Ben Wagstaff and Tim Hogan need to update their training. Jason has since finished and Ben and Tim are working towards completing. In the time between that last advisory meeting and now many connections with dealers and schools has been reestablished. The program is working toward having better exposure and in a wider area.

5. Open Discussion

Honda Votech Week at the Honda Training center was discussed. Jason will find out more information and get that information to Jessica to distribute to High School CTE instructors. It was also discussed to get testimonials from dealer staff to add to recruiting efforts in the hope of attracting more students. Peggy Proko suggested that Jason needs to delegate more responsibilities to the dealers and allow them to help with recruiting. Jason agreed.

The next advisory meeting is scheduled for September 19, 2019 10am-12pm

Meeting adjourned at 1:15

Jason Felton

NCC Honda PACT Coordinator

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.



MEETING MINUTES

Committee: Honda PACT Advisory Meeting

Date: 3/11/2020	Time: 10:00 am
Facilitator: Jason Felton	Note Taker: Jason Felton
Location: Nashua Community College – McIntyre Conference Room	
Attendees: 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. !5 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

✓

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

✓

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

Other Information

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

<u>Pending action item</u>	<u>Person responsible</u>	<u>Deadline</u>
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MEETING MINUTES

Committee: Honda Advisory Committee

Date: 9/17/2020	Time: 10am
Facilitator: Jason Felton	Note Taker: Jason Felton
Location: Zoom	
Attendees: Dan Sharma, Ryan Horgan, Karl Wunderlich, Gene Esch, George Dykstra, Laura Tremblay, Barry Garside, John St. Hilaire, Becky Philbin, Jessica Dade, Jason Smith, Peggy Proko, Randy Bridgewater, P Weisman	

Minutes

Agenda item: Program Statistics

Presenter: Jason Felton

Discussion:

Enrollment numbers were discussed with 4 returning seniors and 12 incoming freshman. All of the seniors are currently employed and on track for graduation. Some of the freshman are employed with the rest looking for positions.

Conclusions:

Freshman that are not already working need to start looking for a placement

Agenda item: Recruiting efforts

Presenter: Jason Felton

Discussion:

Recruiting efforts were discussed to gather some ideas on ways that we can recruit with the difficult times we live in right now. Some ideas that were discussed were making and distributing a recruiting video, visiting high school classes via zoom. Also discussed were the efforts to recruit students from Vermont and Maine. The issue with these states is finding a placement for the students to work their internship. The recommendation from George Dykstra was to run the program with 8 week semesters with 8 week working in between each one.

Conclusions:

The issue of out of state students and placement in internships will need to be figured out on a case by case basis. At this time the program cannot run on a 8 week rotation due to the format of the general education classes and the staffing in the automotive department. At this time it is not a possibility to do this.

Agenda item: Updates

Presenter: Jason Felton

Discussion:

Ase accreditation midterm review is due and is being worked on. There will be forms that will need to be filled out by the advisory members. These forms when ready will be emailed to advisory members with the expectation that they will be filled out and returned. This will need to be completed for the April deadline. ASE has given us an extension due to COVID.

There have been some changes with PACT. Brian Moore retired and Jordan Hernandez has returned. They are trying to catch up on things that have not gotten done.

The question was asked if there is anything that we need to change about the program to better prepare the students for the dealership. The one discussion that took place was about having access to an electronic version of the PMI sheet and possibly purchasing some tablets to install the software on. This is something that will be looked into and discussed at a later date.

Nashua Community College and Nashua High School have entered into an agreement to give support to the high school through the PACT program. There are two vehicles at the college that are earmarked for the high school that will be delivered as soon as they are able to accept them.

Conclusions:

ASE accreditation needs to be completed with help from the committee members. The issue of tablets and software will be looked at and the vehicles for Nashua High School will be stored at the college until such time that they can be delivered

Action items

Person responsible

Deadline

✓ Prepare and distribute ASE evaluation forms to members

Jason Felton

April 2021

✓ Research tablets and software for electronic PMI sheets Jason Felton ASAP

Agenda item: Short and Long Term goals **Presenter:** Jason Felton

Discussion:

Short term goals – All instructors need to complete 20 hours of training per year. Normally these are completed at the Honda training center but the training center is closed so training will need to be completed elsewhere. ASE offers online trainings that instructors can attend free of charge. All instructors will need to complete their 20 hours. The college will continue to increase enrollment efforts while continuing to increase the program visibility. These efforts will need to be done in other forms than they have been done in the past due to COVID.

Long Term goals – Program growth

Conclusions:

Efforts will continue to increase program enrollment in whatever form is necessary to reach potential students

<u>Action items</u>	<u>Person responsible</u>	<u>Deadline</u>
✓ recruitment	Jason Felton	ongoing

Other Information

Special notes: Next advisory meeting is set for January 21 at 10am



MEETING MINUTES

Committee: Honda Advisory Committee

Date: 1/21/2021	Time: 10:00am
Facilitator: Jason	Note Taker: Jason
Location: NCC McIntyre room/zoom	
Attendees: Ken Webster, Eddie Palomba, Darrell Glass, John St. Hilaire, Karl Wunderlich, Mackenzie Murphy, Becky Philbin, Alex Gould, Alan Foskitt, Peggy Weisman, Adam Silva, Kate Amrol, Jocelyn Mendonsa, Robyn Griswold, George Dykstra	

Minutes

Agenda item: Program Status and Updates

Presenter: Jason

Discussion:

Current enrollment stands at 8 freshman and 5 graduating seniors

Conclusions:

Some freshman need to be placed into internships

Action items

Person responsible

Deadline

✓ Work with students and dealers to get students placed

Jason

ongoing

Agenda item: Graduate surveys

Presenter: Jason

Discussion:

Jason is working with Doug to create the graduate and employer surveys. Previous surveys sent were inadequate and need to be redone. The surveys will be sent out when they are completed

Conclusions:

Graduate and employer surveys need to be created

<u>Action items</u>	<u>Person responsible</u>	<u>Deadline</u>
✓ Create graduate and employer survey	Jason	Spring 2021

Agenda item: Recruiting **Presenter:** Jason

Discussion:

Jason has continued to get out to high schools and other events via zoom and some in person visits. Zoom meetings don't seem to have the desired effect we would like to see. Most students have had too many online and zoom classes and end up zoning out when we present via zoom. Hopefully we can increase the number of on site visits

Conclusions:

Continue recruiting in any way possible

<u>Action items</u>	<u>Person responsible</u>	<u>Deadline</u>
✓ Continue recruiting efforts	Jason	ongoing

Agenda item: Curriculum **Presenter:** Jason

Discussion:

Jason Asked the advisory members if there was anything they thought we needed to add or change about the program. Everyone agreed that the curriculum was in good shape for now but may need changes in the future

Conclusions:

No curriculum changes needed right now

<u>Action items</u>	<u>Person responsible</u>	<u>Deadline</u>
✓ none	Click or tap here to enter text.	Click or tap here to enter text.

Agenda item: Budget

Presenter: Jason

Discussion:

Jason went over the budget numbers and where we stand as far as what is needed and the funding we have. Right now the budget is adequate to run the program. In the future funding may be needed if equipment purchases are required

Conclusions:

No changes at this time

Action items

✓ none

Person responsible

Click or tap here to enter text.

Deadline

Click or tap here to enter text.

Agenda item: Tools and Equipment

Presenter: Jason

Discussion:

Jason asked the advisory board if there was any equipment or tools that they felt we needed to run the program. The advisory board agreed that we have the equipment necessary to run the program efficiently

Conclusions:

Tools and equipment are adequate

Action items

✓ none

Person responsible

Click or tap here to enter text.

Deadline

Click or tap here to enter text.

Agenda item: ASE accreditation

Presenter: Jason

Discussion:

Jason is working on the ASE compliance review and will need volunteers to go over the compliance review form. All advisory members offered to help with that. Jason will be in touch with them to set up a time to go over it

Conclusions:

ASE compliance review needs to be completed

Action items

Person responsible

Deadline

✓ Complete review

Jason

Click or tap here to enter text.

Other Information

Special notes: next advisory board meeting will be announced at a later date but will occur in the April timeframe



MEETING MINUTES

Committee: Honda Advisory Board

Date 10/13/2021	Time: 10:00AM
Facilitator: Jason Felton	Note Taker: Michele Doyle
Location: Dr.McIntyre Conference Room and Zoom	
Attendees: Karl Wunderlich,Laura Tremblay, Gene Esch, George Dykstra, Rebecca Philbin, Barry Garside, Robyn Griswold, Kate Amrol, Adam Silva, Jordan Hernandez, Alan Foskitt, Dan Sharma, Karl Wunderlich	

Minutes

Agenda item: Program Statistics **Presenter:** Jason

Discussion:

Enrollment down. 5 Seniors graduating Spring 2022. 7 Freshman Fall of 2021 -3 currently working at dealers.

Action items

Person responsible

Deadline

- | | | |
|--|-------|---------|
| ✓ Grappone & AutoFair need students | Jason | Ongoing |
| ✓ Follow up with possible December Event at NCC for students from Career Day who are interested in Automotive Programs | Robyn | TBD |

Agenda item: Recruiting Efforts

Presenter: Jason

Discussion:

15 High School Visits (Virtual and In Person), Career Day- Approx 95 interest cards filled out by students. 11 schools participated. Students were very interested. Michele following up with Alumni and Veteran Services in the State to spread the word about Open House and Enrollment. NHADA is spreading the word to all High Schools and CTE in NH regarding Open House. Barry looked into statistics most students are under 25yrs old. How do we get more diverse group enrolled? Are we looking at more students graduating with certificates? How can we get more students who are employed at a dealer or retailer? Instructor training on Nov 4th and 5th will have training for CTE Instructors for 15 hours of ASE certification.

Conclusions:

Students do not want to take General Education classes so he/she would rather receive a certificate. Go to dealerships and retailers see if employees want to come to NCC and receive certificate/degree.

Action items

Person responsible

Deadline

- | | | |
|---|-------------|---------|
| ✓ Look into forgoing gen ed classes for degrees | Jason/Barry | TBD |
| ✓ Reaching out to employees of dealerships/retail shops to attend NCC | Jason | Ongoing |

Agenda item: Updates

Presenter: Jason

Discussion:

Jordan(Honda) put program in motion Natl Urban League in MA w/NCC over 100 affiliates in a pilot program-offer free tuition, captures non traditional students/unemployed, see if 1 yr certificate is doable, until now its been impossible to get into. In MA, 3 ½ yrs of training to become certified. Dealers will take students out of high school and send to train at training facilities in CT. Challenging to get cars to schools. Need resources to assist with getting dealers more involved. Accreditation-passed with flying colors. Karl and Jason visited shop regarding ADAS equipment. Liked Octel since it was mobile and compact. Daily updates to add to curriculum- Electric Vehicle, Hybrid and ADAS. Instructors spent a week putting EV together see where this will fit into the programs offered. Tools-Big expense to buy tools at beginning of program anywhere from \$3500 to \$6,000 plus tool box.

Conclusions:

Kate looking into scholarship money to help pay for tools. Maybe only purchase half tools for first semester and then the other half second semester. Students will need them if they are working in a shop. Grappone is already paying for course reimbursement cannot afford to buy the tools. All dealers have their own incentives support each student. Maybe change the classes in each semester to support the tools that would only be needed.

<u>Action items</u>	<u>Person responsible</u>	<u>Deadline</u>
✓ Urban league support/MADA/NCC	Jordan/ Auto Dept	Ongoing
✓ Changes regards to purchasing tools-When? How much?	Admin/Curriculum/ Auto	Ongoing

Agenda item: Short Term and Long Term Goals **Presenter:** Jason

Discussion: Dan and Gene from Honda Center- need to put time aside so they can come here for the instructors. Dan not having high school instructors go to training center this year due to pandemic. There are no group exercises anymore. Need to work on Natl Urban league and collaborate. Keep enrollment up and increase program visibility through recruitment and follow ups. Partnership with housing at UNH. Students need to apply on their own for living arrangements through the UNH/Manchester Campus website.

Agenda item: Graduate Surveys **Presenter:** Jason

Discussion:

Jason is working with Doug to get the graduate and employer surveys out. The results of those surveys will be discussed when they are available.

<u>Action items</u>	<u>Person responsible</u>	<u>Deadline</u>
✓ Send out graduate and employer surveys	Jason and Doug`	Click or tap here to enter text.

Agenda item: Curriculum **Presenter:** Jason

Discussion:

Jason asked if there were any industry changes or updates that would need to be incorporated into the program. At this time advisory members recommended that hybrid/electric technology will need to be

explored and implemented in the near future. Also ADAS equipment has been ordered and Karl and Jason will be trained on it when it arrives. Jason asked advisory members in which class they thought it should be taught. The consensus was that it would be best in the steering and suspension class.

Conclusions:

Jason will begin to look at adding the ADAS technology into the steering and suspension class

<u>Action items</u>	<u>Person responsible</u>	<u>Deadline</u>
✓ Explore adding ADAS into steering and suspension class	Jason	Spring 2022

✓

Agenda item: Budget **Presenter:** Jason

Discussion:

Jason presented where the program is with the available budget. The current budget is adequate for what we are teaching but may need to be looked at if new equipment needs to be purchased.

Agenda item: ASE accreditation **Presenter:** Jason

Discussion:

Jason presented that the ASE midterm compliance review went through without a hitch. The full accreditation expires in April 2023. The automotive faculty will need to start looking at this starting next semester to gather all needed materials

Conclusions:

ASE accreditation is coming due

<u>Action items</u>	<u>Person responsible</u>	<u>Deadline</u>
✓ Gather needed materials for accreditation	All automotive faculty	April 2023



MEETING MINUTES

Committee: Honda Advisory Board

Date: 2/23/2022	Time: 10:00AM
Facilitator: Jason Felton	Note Taker: Michele Doyle
Location: Dr. McIntyre Conference Room and Zoom	
Attendees: Ken Webster, Eddie Palomba, Darrell Glass, John St. Hilaire, Karl Wunderlich, Mackenzie Murphy, Becky Philbin, Alex Gould, Alan Foskitt, Peggy Weisman, Adam Silva, Kate Amrol, Jocelyn Mendonsa, Robyn Griswold, George Dykstra	

Minutes

Agenda item: Program Statistics/spring 2022 Enrollment **Presenter:** Jason

Discussion:

6 freshman and 6 graduating seniors

Conclusions:

All seniors working at dealerships. Couple freshman need to be placed for summer.

Action items:

Person responsible

Deadline

Work with dealers who need technicians

Jason

Ongoing

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

Discussion:

Aug -Dec there were 23 events open house, rep visits, schools coming for shop visits. March 9th and April 20th Open House (make interview opportunity w/ industry partners). Reaching out to CTE schools and high schools in NH and MA. Jan to April

2022 there are 12 events scheduled for Rep Visits and College Fairs. What makes Honda different from Auto to get students to participate in the program? Housing?

Conclusions:

Emphasize Honda's curriculum, heavy in training modules, grade requirement same as in other programs. Working on pilot program in Boston area (Madison Park High School), allows online remote classes from instructor self-paced (express service) and labs meeting once a week at NCC campus. Keep reaching out to schools in MA and NH. Housing available at Merrimack River Edge (non-profit) for students only who are enrolled in secondary education. Approx. 30 minutes to NCC campus.

Action items:

Schedule/Attend School Visits

Person responsible

Michele/Jason

Deadline

N/A

Agenda item:

Updates

Presenter:

Jason

Discussion:

Up for accreditation Spring 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, 1st 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? Honda corporate does not want to have as part of curriculum.

Conclusions:

Will need dealers to assist preparation for accreditation. Planning on introducing EV/Hybrid 1st semester in Service/Maintenance class.

Action items

Accreditation

Person Responsible

Jason

Deadline

N/A

Agenda item:

Short Term and
Long Term Goals

Presenter:

Jason

Discussion:

Honda Training- Jason has March 23rd. Continue to increase enrollment and program visibility and growth.

Other Information

Special notes: Next date September 14, 2022 at 10am



MEETING MINUTES

Committee: Honda Advisory Board

Date: 10-12-2022	Time: 10:00AM
Facilitator: Jason Felton	Note Taker: Michele Doyle
Location: Dr. McIntyre Conference Room and Zoom	
Attendees: 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

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, 2nd 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.

<u>Action items:</u>	<u>Person responsible</u>	<u>Deadline</u>
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

Special notes: Next meeting TBD