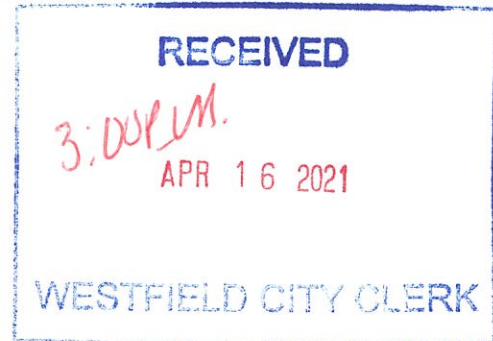


**Westfield Technical Academy**  
**Automotive Technology**  
**Program Advisory Committee Meeting Minutes**

**April 14, 2021**

**Program Advisory Committee Members in Attendance:**

- Mike Zabik
- Connor McClafin
- Jay Walts
- Scott Boydston
- John Vanderscoff



**Faculty/Administration in Attendance:**

- Robert Thibault
- Dustin Raney
- T.J. Elliott

**Meeting Details:**

**Scott Boydston called the meeting to order at 6:00 p.m.**

**1st Item on Agenda: Budget/Program Report** - Mr. Raney stated the program's budget last year was \$8500 and this year it has been cut to \$2550. However, in January we were fortunate to receive another \$3000 for our budget this year which has helped a lot. Mr. Raney went over student numbers in the shop. He stated that this year resulted in 11 9th grade students choosing Auto Tech. Ultimately the shop now has 10 due to losing one student. The numbers could have been better but given the circumstances we had in the beginning of the year and during exploratory, the advisory is happy with those numbers. Mr. Raney also stated that Mr. T is back teaching in person and we now have 3 instructors in person again. However, we still do not have a shop assistant. The advisory expressed concerns about there being no shop assistant. There concern is that an instructor will have to leave the floor to talk to customers, schedule appointments, order parts, and etc. When this happens the students are losing a valuable instructor on the shop floor. It also becomes a safety concern removing an instructor from the floor to do these tasks. The advisory stated there really should be an assistant to take care of these tasks as well as to help the students with the advisor role.

**2nd Item on Agenda: Co-op/Internships-** Mr. Raney stated that there are currently 11 students out on co-op, 7 seniors and 4 juniors. The auto staff as well and the advisory are VERY

impressed with these numbers. Auto has not had this many students out on co-op in years. Mr. Raney also stated that there are many more students that could be out but grades are holding them back. This could be due to the online learning for academics.

**3rd Item on Agenda: Shop Management System/Student Advisor Update-** Mr. Raney reviewed the shop management system and student advisor role as discussed at the last advisory meeting. Mr. Raney said that customers as well as students are responding very well to the new system. Customers really like the format of the new repair orders/invoices as it serves as a great record of repairs for them. The new shop donation of \$30 per hour based on job is working great and it is giving students a sense of accountability when it comes to how long it should take to complete a job. Most students like the advisor role and it gives them a chance to explore another job opportunity in this field if they like it.

**4th Item on Agenda: Tool & Equipment -** Mr. Raney stated that the 3 lifts from 1994 (26 years old) have been approved to be replaced. The advisory was very excited to hear this news as it takes a large safety risk away. The advisory asked if we had the brake lathe fixed. Mr. Raney stated that it was repaired using parts from our spare machine but it is only temporary. Once it fails again we can not get replacement parts. Mike Zabik stated that he may have someone willing to donate a new lathe. Also recommended by the advisory again are the new a/c machines for refrigerant 1234y. Possibly even a dual machine for both refrigerants. We may not see it for a while but the industry is starting to service newer vehicles with this refrigerant and students should know how to service them. The advisory also recommends introducing the use of cordless power tools to the students. Currently our program has none and mostly due to the concern of the students not learning proper tightening torque. However, Connor McClauflin stated that it is almost a must have ability to be able to use cordless tools when entering the workforce as most tech use them for everything. It was suggested we get some and only allow juniors and seniors to use them with the proper training. Also Advisory recommends updating our scanners to be able to service european models. The upgrade is \$1,800 and the advisory recommends we try to get it if we can.

**5th Item on Agenda: Safety Concerns/Shop Evaluation-** Mr. Raney discussed protocols for using torches, welders, grinders, and etc. in the shop. He explained the process of the hot work permit and showed an example. The advisory likes the idea of safety being enforced so well and think it is a great way to reduce any potential hazards. The advisory finds the shop to be in safe working order based on previous visits. There are no concerns at this time.

**6th Item on Agenda: Curriculum Review -** The advisory was asked to review our curriculum and recommend any changes. Currently they are happy and approve of the curriculum, however, soon there should be an addition for electric/hybrid vehicles as well as more time for air conditioning theory.

**7th Item on Agenda: Employer Needs** - Mr. Raney stated that this would normally be when the advisory fills out an employer needs survey, due to being virtual meeting and time constraints he asked that they email him any employer needs that come to mind.

**Mike Zabik adjourned the meeting at 7:00 p.m.**

