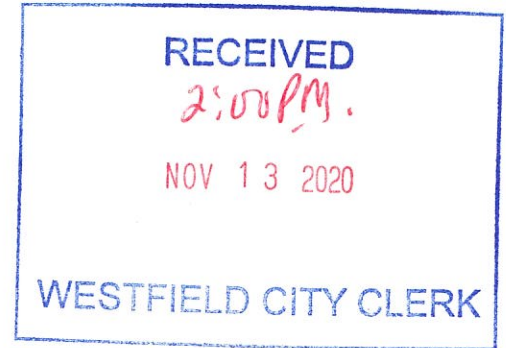


Westfield Technical Academy
Automotive Technology
Program Advisory Committee Meeting Minutes

November 9, 2020



Program Advisory Committee Members in Attendance:

- Mike Zabik
- Connor McClafin
- Jay Walts
- Scott Boydston
- Casey Ledger

Faculty/Administration in Attendance:

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

Meeting Details:

Mike Zabik called the meeting to order at 6:00 p.m.

1st Item on Agenda: Budget - Mr. Raney stated that there has been a huge budget cut for the 2020-2021 school year. The program's budget last year was \$8500 and this year it has been cut to \$2550. The program is surviving off of the revolving account at this point.

2nd Item on Agenda: Tools & Equipment - Mr. Raney stated that the 3 lifts from 1994 (26 years old) still have not been replaced and due to budgetary reasons, does not see them getting done anytime soon. The advisory still recommends replacement ASAP. Also the shop's brake lathe is on its way out. The repair company stated it is too old and cannot be fixed if something goes wrong. It has been fixed for now but may not last much longer. The advisory recommends teaching rotor resurfacing, if the machine fails we should seek other ways (machine shop) or look into a new lathe. Also recommended by the advisory is the new a/c machines for refrigerant 1234y. We may not see it for a while but industry is starting to service newer vehicles with this refrigerant. Mr. Raney stated that there isn't much room in the budget for new tools this year, only tools that need replacement

3rd Item on Agenda: Shop Management System- The program is starting the use of Alldata Estimator as a way of digitally creating repair orders. This was recommended in the past by the advisory and they are very excited we are starting! Hard copy repair orders are still being used

for the time being as well. In the coming year we would like all students to be using the digital platform to fill out repair orders. We would need the Alldata complete shop management system to have access to more than just estimates. The cost of this would be approximately \$1000 a year. The advisory still recommends this platform. They suggested dropping the Alldata Training garage since we do not really use it to have some money towards the new shop management system. Mr Raney also stated that we are now requesting a donation for repairs in the form of \$30 per hour rather than a flat fee. The advisory had recommended this in the past and is in full agreement with proceeding with this form of donation. It will generate more funds for the program while still being fair to the customer. It also allows students to price out and time guide jobs just like a real repair shop, which the advisory feels is very important. The advisory recommends putting a cap on the donation to allow for easier communication with the customer. Mike Zabik recommended a cap of \$300, while others stated \$200. We decided to go with the lower cap of \$200. This means that even if a job is priced at 10 hours, the max donation will only be \$200.

4th Item on Agenda: Curriculum/Staffing/Virtual Learning - Currently Mr. T is teaching all related classes remotely, Mr. Raney and Mr. Elliott are teaching in person. Our shop assistant has resigned. We were transferred a new assistant however he cannot complete the normal duties due to having to be in the classroom while Mr. T teaches from home. Mr. Raney is taking on all duties of shop assistant at this time. This was stated so the advisory is aware of our current situation. Although we are on a much different schedule, everything seems to be working out and the students are happy to be back. As we stand now there shouldn't be any issues meeting all curriculum needs. However, in the event of going all remote it will be hard to cover the entire curriculum.

5th Item on Agenda: Exploratory - Mr. Raney stated that exploratory is operating as usual. We are currently in one weeks. There has been no data released to share with the advisory board in regards to choices at this time. Advisory will be updated next meeting.

6th Item on Agenda: Co-op - Mr. Raney stated that there are currently only 2 seniors out on co-op. He also stated that seniors are the only students allowed to be in co-op right now and there are also no internships allowed. This is making it harder to find jobs for students as most co-op jobs start with an internship.

7th Item on Agenda: COVID Protocols in a Shop Environment - Mr. Raney Shared with the advisory the current safety protocols in place. The advisory board agrees with all protocols and believes we are operating very well as is in relation to COVID safety.

8th 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.

Scott Boydston adjourned the meeting at 7:00 p.m.