**AUTOMOTIVE TECHNOLOGY ADVISORY COUNCIL**  
*Meeting Notes*  
*Airport Campus, Lecture Hall, 1:00pm, 2-19-2020*

![HELENA COLLEGE](image.png)

**ATTENDEES:**
- Tammy Burke, Trades Division Chair
- Erick Anderson, Placer Subaru
- Al Chaffee, Al Chaffee Tires-Cars Trucks
- Eric Croft, Capital High School
- Don Cunningham, DJ’s Automotive
- Jill Graden, Ressler Motors Bozeman
- Todd Harding, Capital City Transmission
- Ken Iwen, Iwen Automotive
- John Johnson, Placer Motors
- Kit Johnson, J4 Automotive
- Bruce Knudsen, MT Auto Dealers Assoc.
- Heather Domme, MT Auto Dealers Assoc.
- Frank Kolar, Kolar Tire
- Tom LeTellier, Montana Dept of Labor
- Mark Lillrose, Montana Department of Labor
- Scott Lynch, Helena Motors
- Horald Mitton, Lithia Chevrolet
- Howard Reed, Lithia Dodge
- Ronnie Robertson, Helena High School
- Glen Rubottom, Snap-On
- Jay Reardon, State Director of Apprenticeship
- Sandra Bauman, Assoc Dean Acad & Student Affairs
- Bridget Guerin, Administrative Associate
- Dave Jones, Auto Mechanics Instructor
- Angela King, Career Connections Coordinator
- Mary Lannert, Dir Comm Engagement & Workforce
- Laura Vosepjka, Dean

- **AST103 Automotive Mechanics Core**
  - First year, first course – 5 weeks long.
  - Changing course from NATEF required 50+ outcomes to better serve our students going into their work-based learning experience.
    - Basic maintenance skills, tire rotation, oil changes, rack set-up, fluid checks, identifying parts of the engine, etc.

- **Requirements for Acceptance into Automotive Program**
  - HC is an open acceptance college, so we can not put requirements in place until we have a waiting list.
  - Standards can be set before the students are allowed out into their work based learning experience position.
- Possibilities are skills test, remediation course, etc.

- Tuition, Fees, Books, Tools Expenses (lists supplied)
  - Tool List
    - Students could use angle torques and digital wrenches added to the list.
    - Students need their own tools in the shops; HC spent $40,000 to supply tools.

- Apprenticeship Program
  - Schedule Balance for Education vs Employment
    - Employment during the week should be about 15-20 hours maximum.
    - Weekends can be more if the student feels comfortable with more hours.
  - Commitment from Students
    - Breaks: Winter, Spring, Summer
      - Discussion during the vetting process where the student plans to be during college breaks – home or stay in Helena to work.
  - Apprenticeship Rotation Process
    - Ideas: Rotate Students Through Different Businesses
      - Options: Mid-Term, Each Block, ???
      - Dealership vs Small Business Opportunities for Student Experience
      - Business Partners would have the opportunity to meet more than one or two students
    - Discussed a Better Vetting Process
      - What are the students expecting out of their job responsibilities?
      - What the employer needs out of their student employee – dates, times, expectations?
      - HC is planning to have a Career Fair for the Auto Program at the end of the first block or beginning of the second block in the 2020 Fall Semester.
        - Businesses can interview prospective student/employee on campus.
• The employer hires the student vs having HC place the student at a business.

• The student should have a trial period at the business with an evaluation from the employer – students need feedback.
  
  o The student will then: good report = have the opportunity to continue working, mediocre report = have a remediation period to prove progress, or bad report = be asked to leave the work based learning experience.

• Bruce Knudsen explained that the Montana Auto Dealers Association is putting together an advertisement for the need for Auto Mechanics. He is expecting a large interest from the public that will help grow the enrollment of HC and in-turn help our auto businesses find the qualified mechanics that they are needing.
  
  o Commercials
  
  o Social Media Sites
  
  o MADA Website

• Tammy was asked to provide the Auto Program Block Schedule to the businesses.