



## Spring 2019 Program Advisory Committee Minutes

**Program:** Automotive Technology

**Date:** 4/5/19

**Members Present:** Dave Lucier, Instructor; Brooks Clarke, Instructor; Joel DeCoff, Mini of Peabody; Rod Deland, R&R American; Joe Leighton, Mini of Peabody; Karen Ziemplak, Peabody NAPA; Richard Ziemplak, Peabody NAPA.

**Program Facilitator:** Tom Forsyth

**Co Facilitators:** Brooks Clarke and David Lucier

**Committee Chair:** Ken Coburn

The committee met in the main cafe and was treated to a variety of food prepared by the Culinary Department.

### **Subject: Minutes**

In the classroom and the minutes of the previous meeting were read. Richard Ziemplak motioned to accept the minutes and Joe Lieghton seconded the motion. The committee agreed. Motion passed..

**Discussion:** The committee agreed, and the motion was passed.

**Subject: Membership Form** – All members of the Advisory Committee were made aware of the requirement by the Department of Education to review the Automotive Technology Department to have updated information on its members.

The Massachusetts School to Career Connecting Activities Initiative\_– This is a statewide network connecting employers and schools for career development. Two of our committee members signed up under the credentials page. Joel Decoff and Joe Leighton.



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**Discussion:** The committee is in good standing.

### **Subject: Program Updates**

**Discussion:** The OSHA Certification is now an instructor led course. The students have two days with the instructor in a classroom.

SKILLS – Two junior students placed. Jake Dewey took Gold and is going to the State Level Competition and Jett Shearer took Bronze.

### **Subject: Equipment Needs**

**Discussion:** Lift Replacement – There are three lifts in the shop are going to need to be replaced in the next few months.

PICO Scope – The need to replace the Snap-On Scope is very real. The software has been updated as far as it can be – it is no longer supported by Snap-On. The PICO Scope is the best replacement.

### **Subject: Training**

**Discussion:** NAPA Training has complete two courses with four left for the year. ATG Training is scheduled for a Power Stroke Diesel class in April.

### **Subject: Co-Op Internships**

**Discussion:** There are two students approved for internships.

- Acura of Peabody
- Woburn Toyota



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### **Subject: The Auto Expo**

**Discussion:** The Auto expo will be held on May 18, 2019 with a rain date of the 19<sup>th</sup>. As we are expecting as large a turnout as last year we hope to present two scholarships to each Mechanical and Collision classes.

### **Subject: Donations**

**Discussion:** At this time we have a 2012 Buick Verano and a 2006 Lincoln Navigator. We are looking for some newer models to replace some of the older vehicles we need to dispose of.

### **Subject: Portfolio Review**

**Discussion:** The time for Portfolio Reviews has come and we are looking for volunteers to help with the review process. It is a benefit to the students to present their hard work and get feedback on the interviewing process.

### **Subject: Substitute teachers**

**Discussion:** There is still a shortage of qualified substitute teachers. If anyone knows of anyone with automotive experience that could be called upon please contact Tom.

### **Subject: MA DESE Safety Inspection**

**Discussion:** The Automotive department passed the Safety Inspection.



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**Subject: Capital Budget**

**Discussion:** The committee was very disappointed to hear of the discontinuation of the Capital Equipment Fund. The mechanical tools they use in the shop have a predictable life expectancy and for safety reasons need updated and replaced.

It was very forward thinking to have the equipment fund available versus scrambling for funds when the equipment fails.

A motion was made for the meeting to adjourn by Richard Ziemplak and seconded by Joel Decoff. The meeting adjourned at 7:55.