Call to order: 5:45 p.m.

Introduction of members and guests

Approval of Minutes – Change from Motis to Modis. Cliff moved to approve the minutes as written. Phillip moved to approve, Gaye seconds. Minutes approved.

Old Business:

- Adding workshops to programs: Sam has been working with Scott Allen and George Brown. Developing workshops for alignment and electrical – basic electrical. Will send out notices once the workshops are created.

New Business:

- NATEF Re-Certification: Cliff spoke on what needs to be done to re-certify for NATEF. TMCC was re-certified in 2012, and we need to review the program at the two and a half year mark. We need to have the advisory board involved in the process. Cliff handed out the packet for the advisory board to review and explained how it is filled out. Improvements: Added Mitchell-on-Demand. We also have added Identifix – on line webinars available. Placement – we now have a job placement specialist, Nancy Roe. She meets with all of the students who are applying for graduation, meets with employers, interview training, resume writing, basic professionalism, 100 percent placed in automotive, has a couple of people needing to be placed in diesel. Works with instructors and employers to match with right person. Institutional advancement says we have 94% of students graduated. Embedded math - students can get the math credits for the certificate of achievement. Also working on embedding interpersonal communications and relations. Trying to get newer vehicles to work on. We need to upgrade that area. Tools and equipment – we increased in that area with a full time tool room attendant. All automotive instructors are Master certified. Work based learning has improved with a new internship program advisor – Marcie Iannacchione. Marcie explained what she does for the college.
- New tools: Flaring tools for brake work, Nevin bought new Vantage pros, Headlight aimer that works on all big trucks and regular vehicles, new truck alignment system – B-Line can do truck, double rear axles and trailers, very simple to set up. Tim mentioned that the new scan tools are specific to each manufacturer. Look at OE scanners when new grant money is available.
- Building construction: new construction will start at the end of May. Will be building out our second level, update look of outside of building, significant inside improvements, significant storage out back - pictures are down in the lobby of what the building will look like – more technical looking.
- OSHA 10 cards: Are they necessary in the industry – general industry stuff – not specific to a program. Advisory board would like to add lifting and blocking, wearing safety glasses. Need to get more instructors certified. There is a need for that.
- Summer classes: Two general auto classes and manual drive trains. Sam mentioned we had to cancel two general auto classes in the spring. We will be posting a new automotive instructor shortly.
- Resource center: We had a library center downstairs – will be changing to a resource center for students.
- Diesel co-hort: We will be adding a new diesel program in fall of 2015. Will be hiring a full-time diesel instructor. Will be having two programs running at the same time. Will be working with Veteran’s as well as working with other students. New training aids, new truck, update the existing program. Nevin mentioned we are looking for a diesel instructor. Phillip said he was interested in providing a bid for a two axle truck – needs new technology.

- Current Enrollment: All classes are pretty much full. Happy with enrollment numbers.
- Spring 2015 Class Schedule: Handouts available. November 20th is when enrollment is open for new students.
- Nominations: We need to nominate a chair and co-chair. Hold meetings twice a year, we will assist with the agenda and sending out notifications. Committee nominated Tim Anderson – Chair and Brian Prather – Co-Chair.
- Schedule Next Meeting: February 18, 2015.
- Adjournment: 7 p.m.