*Meeting Agenda/Minutes*

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| **Meeting Title** | AST Advisory Meeting | **Start Time** | 7:30 am |
|  | **Stop Time** | 8:40 am |
| **Date**  | **10/11/18** | **Place** | AST C-120 Classroom |

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| **PERSONS ATTENDING** |

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| **1** | Craig Davis – City of Midwest City | **16** | Cerissa Perry – Tio Chuy’s |
| **2** | Mike White – City of Norman | **17** | Eduardo Rojas – Tio Chuy’s |
| **3** | Ron Ansley – Anheuser Busch | **18** | Patrick Clanin – OCCC |
| **4** | David Klein – Bob Moore Ford | **19** | Brad Walker – OCCC |
| **5** | Robert Stalnaker – Seth Wadley Ford | **20** | Jeff Kuhr - GM |
| **6** | Douglas Elliott – Bob Moore Cadillac | **21** | John Tostanoski – Ford Motor Company |
| **7** | Albert Zoll – Bob Moore Cadillac | **22** | Jonathan Fowler – Fowler Holding Co. |
| **8** | Shawn Myers – Bob Moore Nissan | **23** | Larry Clinkenbeard – Eskridge Honda |
| **9** | Clayton Rimer – Oklahoma Natural Gas | **24** | Brian Churchwell – City of Norman |
| **10** | Caleb Janssen – Hibdon Tires Plus | **25** | Kevin Lindsey – Ferguson GMC/Buick |
| **11** | Tim Irwin – Fowler Honda | **26** | Kyle Lindsey – Beneficial Auto Maintenance |
| **12** | Taylor Cypert – Fowler Volkswagon | **27** | Ron Allison – Reynolds Ford |
| **13** | Jared Williams – MNTC | **28** | Tina Fitzgerald - MNTC |
| **14** | Joshua Sauer – MNTC | **29** | Karen Gibson – MNTC |
| **15** | Lucinda Francis – MNTC | **30** | Jennifer George |

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| **ITEMS TO BE DISCUSSED** |

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|  | **TOPIC** |  | **SPEAKER** |
| **1** | Welcome and Introductions (Cody Scoles) | Lee Dow |
| **2** | Review and Approve Minutes (Spring 2018) | Shane Snyder |
| **3** | MNTC Annual Foundation Golf Tournament | Lee Dow |
| **4** | AST Scholarships – Update/Account Balances | Lee Dow |
| **5** | OCCC/OSU-IT Recruiting and Campus Tours | Lee Dow |
| **6** | 18-19 AST Enrollment/Placement Update (FORD) | Dow/Cook/Snyder |
| **7** | Student Presentations – Snap-On/Matco Tools | Lee Dow |
| **8** | Tools / Equipment / Training Vehicles | Dow/Cook/Snyder |
| **9** | NATEF/ASE Program Certification 2018 - Update | Dow/Cook/Snyder |
| **10** | AST Fall/Spring Action Plan Events | Lee Dow |
| **11** | MNTC New Construction Update | John Cook |
| **12** | AST Advisory Recommendations/New Business | Lee Dow |
| **13** | Adjourn |

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| **MEETING Minutes** |

The meeting opened up with members introducing themselves. Shane Snyder went over the Spring 2018 minutes, and David Klein and Jeff Kuhr motioned to approve.

Lee Dow informed members that MNTC is putting on a golf tournament in October 2019, and all proceeds go to fund the Moore Norman Foundation. The Foundation provides scholarships to students who are struggling financially so that they may continue their education. Lee also asked that if anyone is interested, they send him an email to let him know (lee.dow@mntc.edu).

Lee went over scholarship awards and balances. Five AST scholarships totaling $2500 were awarded to deserving students last school year. This brings the Michael Walls Scholarship Fund to $5,589.27, and the AST Fueling Dreams Scholarship Fund to $23,138.14 . The instructors are proposing some changes for the scholarship process this school year. The proposed changes are:

* Post scholarships online November 1st
* Application, essay, and resume due date February 1st
* Applications will be reviewed and cut to 8, or max of 10
* Interviews will be held the first week of March each year (this is a great way to help them practice professional interviews)
* Scholarship winners announced the week before Spring Break each year
* Career Major Average is all courses combined (Members discussed whether the minimum average should be an A or B, majority ruled that the minimum should be a B)
* Attendance – maximum number of absences to be determined (Students allowed 10 days max per semester according to MNTC policy)
* If student is removed from the program before the scholarship is awarded, then the scholarship will not be awarded until student returns to MNTC and graduates the program

In addition to Michael Walls and Fueling Dreams, two additional scholarships have been added this year. Earlier this year, a former student, Tristen Ballinger, passed away. A fundraiser was held at Thunder Valley in his honor, and the proceeds will fund a $500 scholarship in his name. In 2014, Lee Dow’s former instructional assistant, Danny Stevens, passed away. A former grad student came forward and made a donation to the program in Danny’s name. The initial donation is $2000, and will have additional donations of $1000 every calendar year through 2022. This money will fund “The Danny Stevens Memorial, Material, Equipment, and Technology Fund”. Kevin Lindsey and Brian Churchwell motioned for this money to be used in addition to the other scholarships. Craig Davis and Caleb Janssen also motioned for the Fueling Dreams award to be raised to $1250.

Lee Dow also added that all advisory members are more than welcome to come sit in on the scholarship awarding and be a part of changing these students’ lives.

Lee gave members info on OCCC/OSU-IT Recruiting and Campus Tours:

* OCCC Honda PACT Meeting completed 9/25/18
* MNTC Recruiting Event completed 9/28/18
* OSU-IT Campus Tour completed 10/9/19
* OCCC Campus Tours (GM-ASEP, Honda PACT, \*Nissan, \*Subaru) 10/30/18
* OCCC ASEP Advisory Meeting 11/15/18

An update was given on 2018-2019 AST Enrollment:

* 1st year (66), 2nd year (42 w/18 placed), Total of 108
* 10 Students currently seeking employment, some of which are 17 years old
* 29 Potential students on waiting list (8 high school, 21 adults)
	+ Lee noted that this is a huge credit to recruiting efforts from advisory members

The program has had two tool purchase presentations so far this school year. Snap-On and Matco both came out on 9/21 and offered the students great deals on their own tools. Students are encouraged to be asking for tools for their birthdays and Christmas to help them succeed in their Auto Service careers.

Lee gave an update on new vehicles and equipment added to the program. At members’ recommendation, a new Hunter Road Force Elite Wheel Balancer was purchased. Because AST will be moving to a new, much smaller space temporarily, this will be kept in storage, and fully installed once the new shop has been completed. MNTC also purchased a 2015 Honda Civic and 2015 Dodge Challenger. The Dodge Challenger has been a great asset in recruiting efforts. Lee noted that when prospective students come in for tours, the car draws in the attention of its viewers and gets them excited for AST. The program also received a 2012 Ford Focus SE as a donation from Ford Automotive Career Exploration. Special thanks to John Tostanoski for helping make this happen!

MNTC is participating in the Ford Automotive Career Exploration (ACE) pilot program. The sponsors for AST are Bob Moore Ford, Reynolds Ford, and Seth Wadley Ford. Instructors and students now have access to Ford web-based training, which allows students to complete up to 11 areas before employment:

* Ford Motor Company
* Dealership Operations
* New Model Training
* Electrical Systems
* Steering & Suspension
* Brakes
* Climate Control
* Gas Engine Repair
* Diesel Engine Repair
* Gas Engine Performance
* Diesel Engine Performance

This curriculum is being encouraged to all students in second year seeking employment with Ford Motor Company Dealerships. John Tostanoski (with Ford Motor Company) noted that he is excited to partner with dealers and MNTC. He also said that the community support for the program is unbelievable, and he is very impressed by the advisory board.

The NATEF/ASE Program Certification inspection date is set for November 13th, 2018. Karen Gibson and Gayla Brown have been working tirelessly to help make this happen. ETL Pre-Inspection material was delivered electronically on October 15th. The onsite evaluation team is as follows:

* Carroll McNish - Evaluation Team Leader
* Kyle McCracken (Landers Chevrolet) –Technician, Dealership
* Jon Booth (Fleet Auto Repair) –Technician, Independent Repair Facility
* Kyle Lindsey (Beneficial Auto Maintenance) – Technician, alternate team member

In addition, must arrange for six employers of former MNTC graduate students for accreditation evaluation team to contact a minimum of three:

* Student – **Andrew Dutcher**, Contact – Bob Dowdy
* Student – **John Romine**, Contact – Doug Elliott
* Student – **Jaden Head**, Contact – David Brunette
* Student – **Jerod Stevenson**, Contact – Ron Allison
* Student – **Michael Alexander**, Contact – Rob Lackey
* Student – **Eli McCully**, Contact – Tim Irwin

These contacts should expect to be receiving phone calls in the next few weeks in this regard.

Lee listed some upcoming action plan events. On October 2nd and 29th, Norman Public Schools are coming out to do 8th Grade Recruiting Tours. Moore Public Schools are coming March 5th and 6th, but the AST tour date is yet to be determined. Lee read a quote from a teacher after one of the 2017 tours: *“This field trip is an absolutely amazing experience for all of our students. What a great week! Thank you for the excellent organization and the totally-on-target-developmentally-appropriate activities you all provided. Everyone in your building was helpful and encouraging. I just don’t think it could have gone any better.”*

On October 26th, both Albert Zoll (Bob Moore Cadillac) and Brian O’Leary (Knippelmier Chevrolet) will be coming out to the AST classes. They help encourage students to stay focused, push through, and keep on fighting.

Sophomore recruiting will be coming in November, and the dates for those tours are:

* NNHS – 11/14
* NHS – 11/16
* MHS – 11/27
* WMH – 11/28

AST currently has the Challenger, but is also needing 1-2 more new vehicles for the days of these tours. Doug Elliott, Kevin Lindsey, Fowler dealerships, and Eskridge dealerships all volunteered to bring a vehicle.

New Student Night will be in April 2019 (date is TBD). Brad Walker, Jeff Kuhr, Jonathan Fowler, Larry Clinkenbeard, and David Brunette will be coming to this event to meet the new students.

Instructors gave an update on construction. Demolition of AST facilities is tentatively set for March 2019. AST will relocate to the old Machining/Welding shops on the west side of the main building. The estimated timeline for construction is 2 years, and training in the new shops is hoped to begin in the fall of 2020. Because the temporary locations will be 1/3 of the size of the current facilities, enrollment is expected to drop as the classrooms will have smaller capacity. Instructors are wanting to retain as many as possible, and the criteria and student selection will be stricter. While the number of students is decreasing, the instructors insured that the quality of students will increase, which means great prospects for placement. Jonathan Fowler was concerned that a decrease in class size would cause the program to lose interest. Lee ensured that they will do whatever they can to accommodate as many students as possible, even if it means having class in the shop. He hopes to address this soon with administrators and find a solution. Fowler and Eskridge both threw out the idea of using the 16 year olds who will be on the waiting list and bringing them into the dealerships to do manufacturing testing. This way, they can be alignment checkers and/or shop help at age 17. Lee noted that he would also run this by administration and see if that could be a possibility.

Meeting adjourned.