

GREATER LAWRENCE TECHNICAL SCHOOL
57 River Road, Andover, Massachusetts 01810

AUTOMOTIVE TECHNOLOGY PROGRAM ADVISORY COMMITTEE
MEETING MINUTES
November 16th, 2023

The Greater Lawrence Technical School Program Advisory Committee meeting was held on November 16, 2023, at Greater Lawrence Technical School.

The following members were in attendance:

Facilitator: Michael Ouellette	CTE Program: Automotive Technology
Recorder: Chris Charles/James Braga	
Materials Manager: Jason Jalbert	
Dialogue Monitor: Christian Arseneau	
Timekeeper: Christian Arseneau	
Faculty Present	
Michael Ouellette	Automotive Instructor
Christopher Charles	Automotive Instructor
Jason Jalbert	Automotive Instructor
Christian Arseneau	Automotive Instructor
James Braga	Automotive Instructor
Robert Maiella	Co-Op Coordinator
Advisors Present	Name of Business / Population Represented
Al Croteau	Chairperson
Pranav Gill	Atamian Honda
Thomas Pickett	Pickett Service Center Inc.
Carl Linberg	Second Chance Cars
Al DeRosa	Subaru of New England
Dean Farnum	Gervais Ford Service Director
Mike Gervais	Gervais Ford

Dan Holin	Second Chance Cars
Matthew Lamontagne	Leo & Sons Automotive
Jeff LeClair	Subaru of New England Education Manager
Bob Lott	Manchester Community College
Charles McAllister, Jr.	Former owner of Sutton Street Service
Kenny Webster	McGovern Auto Group
Guest Present	
Christopher Lasonde	Parent of Senior, Gavin Lasonde
Gavin Lasonde	Senior Student
Jason Guteirrez	Senior Student
Zahmir Nina	Junior Student
Henry Calvo Najera	Junior Student
Jeriesel Torres Blanco	Sophomore Student
Ashlley Quezada	Sophomore Student
Diana Rosa	Sophomore Student
Jalen Polanco	Sophomore Student

<p>Agenda Item #1: Call to Order</p> <p>a. Welcome/Introductions</p>
<p>Status report: Michael Ouellette called the meeting to order at 5:45pm.</p>
<p>Agenda Item #2 Verification of committee members' contact information, phone numbers, and emails.</p> <p>a. Please verify the e-mail address for each member.</p> <p>b. Please distribute and collect information sheets for new members and members with pending paperwork. (Please return the paperwork to Sue Ouellette.)</p> <p>c. Per DESE recommendations, Program Advisory Boards must be a diverse representation of the communities. Members should respond to the Google Form (Share link with all members) documenting their attendance and whether they are able to represent the diverse perspectives of our community.</p>

Status Report:

- a. Members filled out the digital form sent by email at 5:57 pm.
- b. Facilitator asked for outstanding forms; three members returned the paperwork.
- c. Facilitator asked for members to complete Google form.

REPORT OF OLD BUSINESS

Agenda Item #3: Minutes

- a. Review minutes from the last advisory meeting, and voice comments, questions, or concerns (Minutes are posted on the GLTS website).
- b. Solicit a motion to approve minutes, 2ND the motion.

Status Report:

- a. Recommendation of Nissan Leaf and Chevrolet Volt EV vehicles, Electude EV training program. Two Chevrolet Volts were delivered to the Automotive Shop last school year.
- b. Co-op numbers for the Automotive Shop are strong.

Recommendation: Recommendation of Nissan Leaf and Chevrolet Volt EV vehicles, Electude EV training program.

Motion: Charles McAllister moved to approve the minutes of November 16th, 2022.

2ND: Al Croteau

Vote: Unanimous

NEW BUSINESS

Agenda Item #4: CTE Program Facilities Review

- a. **Review shop facilities and equipment (Tour Shop).**
 1. Are there any safety concerns?
If so, what improvements could be made?
 - i. What are the estimated associated costs to complete the improvements?
 2. Are there any repairs needed to the existing infrastructure?
 - a. If so, what improvements could be made?
We are going to add yellow lines for the safe zones to walk in the shop, for customers or visitors.
 - i. What are the estimated associated costs to complete the improvements?
 3. Are there any shop area spaces that need to be redesigned for improved layout and/or functionality?
 - a. If so, what improvements could be made?
 - i. What are the estimated associated costs to complete the improvements?
 4. Are there any storage issues?
 - a. If so, what improvements could be made?
Floor repairs to the existing shop floors.
 - i. What are the estimated associated costs to complete the improvements?
 5. Are there any cosmetic renovations or improvements needed to ensure our program is reflective of the current industry styles, trends, and standards? Floor patching as was mentioned.

- a. If so, what improvements could be made?
 - i. What are the estimated associated costs to complete the improvements?

a. Review shop facilities and equipment.

- i. Does the current shop design meet current industry standards?
 - 1. Safety concerns:
 - a. Fire extinguisher in need of a sign.
 - b. Eye wash station has a cracked basin.
 - i. No discussion
 - 2. Repairs:
 - a. The walls and floor near the old tool crib needs repair. The floor needs patching near the old office.
 - i. No discussion
 - 3. Layout / Functionality:
 - a. No discussion
 - i. No discussion
 - 4. Storage:
 - a. No discussion
 - i. No discussion
 - 5. Cosmetic Renovations:
 - a. (Record Discussion)
 - i. No discussion

Recommendations: No recommendations

Motion: Matt Lamontagne

2nd Motion: Chip McAllister

Vote: Unanimous

Agenda Item #5: (FALL ONLY) Reviewing the Budget for the upcoming school year and 5 year outlook for equipment needs (SY24/25):

a. Review SY23/24 Budget

- i. Review Spring Minutes and Department Budget (for SY24/25). Consider the trajectory of your industry over the next 5 years when answering the following questions:
- ii. Can you outline the specific types of equipment you/your company plans to invest in over the next 5 years?
 - 1. What will the benefits be of investing in these items?
 - 2. Will any existing pieces of equipment be phased out with the implementation of new equipment?
 - 3. Are there ways we can align our equipment needs with environmentally friendly/sustainable practices?
- iii. How important do you view preventative maintenance for the equipment you plan to purchase?
 - 1. Do you have a suggestion for how we budget preventative maintenance/repair costs for new and existing equipment?
 - 2. Are there specific preventative maintenance contracts we should consider, and what key features should we look for?

Status Report:

Recommendations:

- a. Possible autonomous vehicle technology investment for the future of mobility.
- b. Virtual Reality training software and technology for multi-modal learning.
- c. Advanced Driver Assistance Systems (ADAS) technology training/awareness for students to prepare them for industry.
- d. A day visit to the Automotive Shop from a manufacturer to introduce ADAS technology to students.

Motion: Matt Lamontagne

2nd Motion: Al Croteau

Vote: Unanimous

Agenda Item #5 (SPRING ONLY) Prepare Budget for the upcoming school year (SY23/24)

- a. Is the program equipped with equipment and supplies that will support preparing students for entry into the industry?
- b. What tools and/or equipment are cost-prohibitive to repair and should be replaced?
- c. What tools and/or equipment should be replaced within the next 5 years?
 - i. If yes, is there a specific manufacturer or model that we should request for equipment recommended?

Status Report:

- a. (Record Discussion)
- b. (Record Discussion)
- c. (Record Discussion)
- d. (Record Discussion)

Recommendations: (Example: "It was recommended by the board that....")

Motion: (Name of Board Member)

2nd Motion: (Name of Board Member)

Vote: (Motion Carried or Motion Failed)

Agenda Item #6: Curriculum

- a. What are new and emerging trends in the industry?
- b. Is there new technology or techniques that we should be teaching our students?
- c. Are there any additional certifications that are valuable for students to have in the industry?

Status Report:

- a. ADAS sensors are a new technology that students should be familiar with.
- b. Battery maintainers should be used by our students when programming/reprogramming modules.
- c. ASE has two new EV (Electric Vehicle) Certifications.
EVX Level 1 and Level 2. \$25 - \$50 a certification.

Recommendations: ASE has two new EV (Electric Vehicle) Certifications.

EVX Level 1 and Level 2. \$25 - \$50 a certification.

Motion Dan Holin

2nd Motion: Al Croteau

Vote: Unanimous

Agenda Item #7: Cooperative Education/Industry Trends

1. Review current GLTS Co-Op placements.
 - a. What patterns and trends do you notice in the data related to the program placements? ([GLTS Coop Report](#))
2. Have you hired any of our students (coop or recent graduates) and if so, what are their strengths and what skills/understandings are they lacking?
3. What should we be doing as teachers to help our students be prepared to be successful at your company and/or in our industry?

Status Report:

1. 21 out of 26 Senior students have been out on Co-Operative education for this school year.
2. Businesses are satisfied with the performance of our students.
Consistency of student interest in the trade to develop a drive and passion for the industry.
Keeping high school graduates after graduation is difficult.
Cell phone usage is detrimental in most cases, some businesses require technicians to interact with customers electronically using cell phones to record vehicle data using photos and videos of service, repair and maintenance.
Many new technicians use different social media resources to find repair information. Mitchell has an add on for this.
3. Continuing professional development for staff/instructors.

Recommendations: Continuing professional development for staff/instructors.

Motion: Christopher Lasonde

2nd Motion: Matt Lamontagne

Vote: Unanimous

Agenda Item #8: (FALL ONLY) Elect Advisory Chair:

- a. The General Advisory Meeting will take place on January 16, 2024.
- d. Are there any nominations for the Program Advisory Chair for the 2023-2024 school year (take nominations)? ([Second, discussion, any opposed, all those in favor?](#))

Status Report:

- a. It was agreed that the Lead Instructor and the Chairperson attend the General Advisory Meeting.
- b. Al Croteau was nominated for the Chairperson position once again.

Recommendations: It was recommended by the board that Al Croteau remain the Chairperson. He won a great award for 12 years of service.

Motion: Charles McAllister

2nd Motion: Matt Lamontagne

Vote: Unanimous

Agenda Item #9: Comprehensive Local Needs Assessment (CLNA) Review

GLTS completes a CLNA every two years for each career area. This process allows departments to review and identify their needs and potential root causes. In reviewing the CLNA, please provide insights on the following:

- A. What improvements can be made to ensure support for all students, including students identified as non-traditional or special populations?
- B. Is the program curriculum aligned to workforce/career needs?

- a. What changes could the department make to ensure students are employable for entry-level positions?
- C. Is the department layout adequate to support the learning needs of all students?
 - a. Is there adequate room for all students to practice skills to proficiency?
 - b. Are the equipment needs and educational material needs being met?

Status Report:

- A: Wheel lifts for tire machines and Balancers would be helpful for instruction of non-traditional students.
- B: The program's curriculum is aligned to career workforce/career needs.
 - a. No changes necessary at this time to ensure students are employable.
- C. The department's layout is adequate to support the learning of all students.
 - a. The shop could use more space for lab work and or work stations for practicing skills.
 - b. The equipment needs and educational material needs are currently being met.

Recommendations: It was recommended by the board to look into more lab space.

Motion: Al Croteau made a motion to accept the status report and look into the possibility for more lab space.

2nd Motion: Charles McAllister

Vote: Motion Carried

Agenda Item #10: Other (Programs to add any additional agenda items.)

Status Report:

None at this time.

Recommendations:

Motion:

2nd Motion:

Vote:

ADJOURNMENT at 7:08 PM.

Motion: Charles McAllister moved to adjourn.

2ND: Al DeRosa

VOTE: Unanimous

Next Meeting: April 11, 2024

Respectfully Submitted: Christopher Charles and Christian Arseneau