

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

PROGRAM ADVISORY COMMITTEE MEETING MINUTES

November 17, 2022.

The Greater Lawrence Technical School Program Advisory Committee meeting was held on November 17, 2022, at Greater Lawrence Technical School.

The following members were in attendance:

Facilitator: Michael Ouellette	CTE Program: Automotive Technology
Recorder: Christopher Charles	
Materials Manager: Jason Jalbert	
Dialogue Monitor: Christian Arseneau	
Timekeeper: Christian Arseneau	
Faculty Present	
Michael Ouellette	
Jason Jalbert	
Christopher Charles	
Christian Arseneau	
Advisors Present	Name of Business / Population Represented
Chairperson - Al Croteau	Andover Resident
Bob Lott	Manchester Community College
Matthew LaMontagne	Leo & Sons Auto Repair
Jeff LeClair	Subaru of New England
Charles MacAllister	Sutton Street Auto Repair
Dean Farnum	Gervais Ford
Shane Crowley	Toyota of Nashua
Chris Dunn	Father of Automotive Tech student: Brady Dunn
Guest Present	
Dan Holin	Executive Director, Second Chance Cars

Agenda Item #1: Call to Order - Time 5:48 PM

- a. Welcome/Introductions

Status report: Next Advisory Meeting: April 13, 2023.

Agenda Item #2 Verification of committee members' contact information, phone numbers, and emails.

- a. Please verify the e-mail address for each member.
- b. Please distribute and collect information sheets for new members and members with pending paperwork. (Please return the paperwork to Sue Ouellette.)
- 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.

Status Report:

- a. Introduction of a new member, Dan Holin of Second Chance Cars to recondition a vehicle for a needy veteran or other candidates that struggle to find transportation.
 - All members are made aware of contact information and there are no changes to be made.
- 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. Co-op and the Automotive Shop addition were in the previous meeting minutes. Discussion of the current student population in Automotive Technology and how the expansion will affect growth. Percentage of students staying in the program after 5 years. We have about 46% of graduating students in the Co-op programs stay in the Automotive industry after graduation. Introduction from Susan Almono to support funding for Adult workforce development by employers and soliciting contacts for employment possibilities. Susan did a presentation to the Employers to make connections for future employment.
- b. Michael Ouellette solicited a motion to approve the minutes from the previous meeting.

Recommendation: The facilitator should recap the conversation and make a motion to approve.

Motion: Shane Crowley moved to approve the minutes of April 2021.

2ND: Charles MacAllister

Vote: Unanimous

NEW BUSINESS

Agenda Item #4: CTE Program Facilities Review

a. Review shop facilities and equipment (Tour Shop).

- i. Does the current shop design meet current industry standards?
 - 1. Are there any safety concerns?
 - a. 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?
 - 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?
 - 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?
 - 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. No safety concerns
 - i. No recommendations for safety
 - 2. Repairs:
 - a. Projected timeline for a weather tight new construction building is December 31st, 2022.
 - i. No improvements are recommended or necessary.
 - 3. Layout / Functionality:
 - a. Freshman in one section of the Shop is an improvement to enable flow of classroom instruction. New Automotive Shop addition will separate vendors and customers from the students and Instructors for increased safety. Automotive Collision students have applied to fill in at the Service desks. They tend to go into Service Advisor positions.
 - i. Not applicable at this time.
 - 4. Storage:
 - a. Storage is adequate and no recommendations to be made.
 - i. Not applicable.
 - 5. Cosmetic Renovations:
 - a. No recommendations to be made.
 - i. Not applicable.

Recommendations: High Voltage testing tools, Scan tools, insulated high tools and safety equipment. Lift. Level 1 and Level 2 charging stations, EV lab scope, high voltage battery lift. Class 0 high voltage lineman's gloves with leather protectors.

1. Cat III DVOM- Fluke 87 or similar
2. Cat III test lead and probes (all electrical test equipment should be Cat III rated)
3. High Voltage safety signage
4. Insulation Tester - Fluke 1587 or similar
5. 2 pole tester - Pico TA466 or similar
6. Milliohm meter - Hioki RM3548 or similar
7. Hybrid Body Rescue Hook
8. Dedicate AC recovery machine R134 and 1234YF or combo
9. Insulated hand tools (ratchets, sockets, extensions, screwdrivers, pliers etc)
10. Aftermarket scan tool - Autel MS909EV
11. Level-1 and Level-2 EVSE (electric vehicle charger)
12. EV Lab scope kit - PicoScope 4425A EV kit (advanced training)
13. HV battery lift table

Motion: Matt Lamontagne made a motion to acquire the listed equipment for the new Electrical Vehicle Lab area.

2nd Motion: Shane Crowley

Vote: Unanimous

Agenda Item #5: (FALL ONLY) Reviewing Proposed Budget for the upcoming school year (SY23/24):

a. Review SY23/24 DRAFT Budget

- i. Review Spring Minutes and Proposed Department Budget (for SY23/24) Is the proposed budget inclusive of equipment and supplies recommended by the Advisory Program Committee at the last Advisory meeting? What edits should be made?

Status Report:

- a. New Small Engines for Freshman project. Electric tools for replacement, new electrical peg boards and new enclosed parts washer.

Recommendations: Tire lifting tool for heavy tires, cordless electric tools need to be replaced because of hard usage. Small engines for the Freshman program after four years of hard usage. Five more peg boards for electrical training. Floor scrubber for new Automotive Shop space. Cordless Electric tools need to be replaced because of hard usage. Dial caliper and micrometer kits need to be placed. Enclosed automatic parts washer to replace manual sink style parts washers.

Motion: Charles MacAllister

2nd Motion: Jeff LeClair

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. Driver assistance aids are critical in new technology vehicles. Electude training EV with built in training for electric vehicles.
- b. Recommending demonstrating ADAS (driver assistance aids like blind spot monitoring and automatic braking, etc.)
- c. OSHA 10 general industry certification.

Recommendations: ADAS driver assistance aids demonstration, acquire new Electude EV training vehicle.

Motion: Charles MacAllister

2nd Motion: Shane Crowley

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 grads) 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. 18 students will be out on Co-Op from a total of 24 eligible students.
2. Employers are impressed by our Co-op students. Employers want students with work ethic as the highest requirement. Employers want to design a checklist of what they want as the most desirable skills that employers require.
3. New Hampshire employers are struggling to keep entry level technicians because of low minimum wages compared to Massachusetts.

Recommendations: No recommendations.

Motion: No vote needed.

2nd Motion:

Vote:

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

- a. The General Advisory Meeting will take place on January 17, 2023 at 5 pm.
- b. Are there any nominations for the Program Advisory Chair for the 2022-2023 school year (take

nominations)? (Second, discussion, any opposed, all those in favor?)

Status Report:

- a. Michael Ouellette advised the board of the General Advisory meeting date.
- b. Charles MacAllister nominated Al Croteau to remain Chairperson of the Advisory Board.

Recommendations: Al Croteau is nominated for Chairperson once again.

Motion: Charles MacAllister

2nd Motion: Matt LaMontagne

Vote: Unanimous.

Agenda Item #9: 5 Year Strategic Plan

GLTS is in the process of developing a 5 year strategic plan for the school. Please provide insights on the following:

- What is the future of the industry and job outlook? (5 years, 10 years)
- Is there new technology/equipment that we should be looking at or investing in?
- How is integration of environmentally sustainable practices? In what ways will we need to consider these as we expand and adapt practices? (Ex- New bays for electric cars)

Status Report: We are in a good place for the future of the industry with our expansion for electric mobility training.

Recommendations: No recommendations.

Motion: No vote needed.

2nd Motion:

Vote:

Agenda Item #10: Other (Programs to add any additional agenda items. For example, ask advisory members to provide feedback or recommended edits to Career Trees, or website content shared at previous Lead Teacher meetings).

Status Report:

Recommendations: Checklist for what our employers need in an entry level technician recommended by Joshua Quintes of Toyota of Nashua.

Motion: Al Croteau motioned to create a list.

2nd Motion: Charles McAllister

Vote: Unanimous

ADJOURNMENT at 7:31 PM.

Motion: Al Croteau

2ND: Shane Crowley

VOTE: Unanimous

Next Meeting: April 13, 2023

Respectfully Submitted: Christopher Charles