**Minutes

*Diesel Power Technology*

Advisory Committee Meeting

March 5, 2019 @2:00pm | Meeting called to order by John Boesche @2:30pm.

# In Attendance

Members Present:

 Jerry Wesley – Mobile Maintenance Manager Rush Truck Center

 Aileen Kennedy – Regional Recruiter Equipment Depot

 Otis Bell – Regional Recruiter Crown Equipment

 John Roubissoff – Owner Rochelle RTC

 Jim Garner – Service Manager CIT Trucks

 Lawrence Tennial – Rockford Mass Transit

KC Members Present:

 John Boesche – Diesel Power Technology Instructor

 Mark Engel – Diesel Power Technology Instructor

 Bette Chilton – Executive Dean of Career Tech Ed

 Tim Banasiak –Automotive Technology Instructor

 LaCretia Konan -- Director of Business & Training Partnerships

 Matthew Bauer – Diesel Power Technology Instructor

 Sarah Brown – Student Worker

# Review of Last Semester Minutes

 John welcomes and thanks everyone for coming to the meeting as well as to this year’s interview day. He explains it went very well and students gained a lot of insight on all these different local companies. Everyone goes around and introduces themselves. Bette also thanks everyone for taking the time to come to the meeting and welcomes everyone to take a tour of the shop after the advisory meeting.

 John asked that everyone look over the meeting minutes from the fall semester advisory meeting. There are no questions or concerns with the minutes. Otis motions to accept the minutes, Jerry approves. All in favor. Motion carries.

# Spring 2019 Enrollment Results

 For spring 2019, there has been solid and steady enrollment that is steadily increasing. John says that in the fall 2018 semester they did see less students in the program. He explains that they had a full class but they lost several students when the financial aid deadline came up. There are normally 36 freshman in the fall semester. They’re not sure if it’s financial aid related or if there is a downturn in freshman-age students in the area. He is hoping that next fall there will be more students who are in the program the full semester. He adds that registration for the fall begins early April. Bette looks at the unduplicated enrollment data for the program which looks at the number of headcounts. She notes that they did do a curriculum revision and reduce the number of hours in the program. In 2014, there were 95 unduplicated students in the program. 2015 there were 95. 2016 there were 103. 2017 there were 92. And in 2018 there were 101. The program enrollment has been very steadily increasing and the decrease in credit hours is most likely due to the curriculum change. John thinks the head count next year will be a little down, about 6 people, which would impact credit hours. He points out that there could also be a lot of demand in the work field right now, so people are just being hired without having to get a degree first.

# Staffing

 John states that there are two more full-time instructors in the diesel power technology program but they’re currently teaching class right now so they couldn’t be here. He discusses how they’re always interested in talking to individuals who might be interested in teaching part time for the program. For the fall semester, they have opportunity for a basic hydraulics and small engines instructors to teach. Those classes would be Tuesday/Thursday nights. He says they may have someone who is interested in teaching a night truck brakes/suspension class. They will put out two sections of the class and hold a third section in reserve in case there are plenty of people who want to sign up for it. The class would be held from 6:15-9:00pm, most likely held on Monday/Wednesday nights. They are preferably looking for someone to teach who has at least 10 years of experience. Aileen states she might have some technicians interested. Bette asks if any committee members would mind us reaching out to them for people interested in teaching, and no one was opposed. She also explains the instructors are getting paid per contact hour, and the amount per contact hour just went up.

# Update on Donations/Purchases/Shop Equipment

 Aileen asks what the program needs in donations. John says that they’re lacking in current technology. They take anything from failed components, to things with electrical problems. Essentially any new equipment would be ideal. There were semi tractors donated to the program in the fall, some John Deere engines as well. They take bad parts and then have students work on them and use the things they fix in class. They have new and used emission parts, but have no way to clean them. They do discuss the process with the students still, but they can’t show them. John says a melted catalytic converter might be interesting to show to the students. Anything odd or unique would be good things to show students so they get plenty of experience with things that aren’t quite common.

# Skills USA Update

 Since Don Flink could not be at the meeting, John gave the update for Skills USA. There were nine students that took the test. He explains that Skills USA is a national organization that covers approximately 35 different vocational areas. Their students compete with power equipment (small engines), diesel, and welding. They had 8 students take the written test. So far they have heard back from one student who took the welding test and she will be competing at state in Springfield. Caterpillar and Cummins are some of the sponsors for the diesel portion who bring engines to do the tests on. There are 22 stations for the tests and the tests are very broad. Sophomores typically do better than the freshman but they encourage all students to go and get experience.

# Interview Day Recap

Mark was the instructor who helped put together interview day this year. Mark asks the committee members how the interview day went as all of them were attending. Aileen stated that it was very nice to sit down with the students and talk with them at interview day. Lawrence said that the students had a lot to offer and were very professional. Jim said this year went better than last year as the students seemed more prepared. Jerry said all of the students were confident and could have the ability to branch out- one student could even be a truck salesman. He was impressed and would even consider hiring some students right away. Mark encouraged some sophomores to come to interview day but it was mostly freshman in his career class. Mark states that since this interview day went so well, he would like to get it on the calendar soon for next year around the same time as this year. As far as the dining etiquette, committee members thought it went well. John explains they have been doing the interview day for more than 15 years, and the dining etiquette came from ideas of advisory members. It was also noted that the students were very professionally dressed this year. However, since there were ample people this year, it was a little crowded.

# Open Discussion/New Business

 Bette is curious as to what we can be doing for program improvement and continuing education. She states there is plenty of demand for this job field, so members can work with LaCretia to do internships and apprenticeships if they would like. Aileen states that she’s a huge fan of interview day. She says the time was very well spent and it is better than a career fair; she would like to see more schools doing things like this. LaCretia explains that they will be doing interview days for more programs now at Kish like Collision Repair Technology and Nursing because we’ve seen such success with it. Lawrence brought up to maybe begin 30 minutes earlier. He says that starting earlier could give them more time with each student and more time in between each interview to make room for any overlap or breaks. Aileen asked if it would be possible to fit in a mini discussion panel either before or after the interviews. She says a lot of students were interested in her company and signed up for her interviews because of a discussion panel they’ve held before. It was also noted how much the students knew about the companies. It was impressive how much research they’ve done and it showed a lot of initiative. John explains this is most likely because they encourage the students to do research on the company prior to the interviews.

Mark announces that every spring they do 3 different orientation meetings for the new incoming students. They talk about the program and the requirements for it. He has flyers for the orientation dates that the members can look at or take back to their company to hand out for anyone interested.

Bette asks the advisory members who would like to be the co-chair for the program. It is decided that Aileen will. Bette explains we use co-chairs to get our stakeholders and community members more involved in the program. Aileen will help coordinate the agenda for next semesters meeting as well as co-run the meeting.

# Next Meeting/Adjournment

*Next Meeting:* Thursday, November 7th, 2019 @ 6:30pm. Caulkin Building.

Respectfully Submitted,

Mark Engel