

**ATIP ADVISORY COMMITTEE  
MEETING  
12-05-06**

**Members Present:**

**David Bilodeau, Cherokee Hills Automotive  
Juan Cisneros, Don's J&J Garage Inc.  
Don & Susan Johnston, Don's J&J Garage Inc.  
Mark Hyde, Hyde Auto Service  
Kevin Rice, Bridgestone/Firestone**

**Ed Pianalto, ACDelco Rep.  
Coy Merrill, ACDelco Instructor  
Larry Grummer, OKCCC  
Rich Steere, OKCCC  
Wayne Bristow, Star Automotive**

**Members Absent:**

**Joe Lyttle, Oklahoma Natural Gas Co.**

**The meeting began at 7:00 pm in the GM ASEP Classroom with a welcome from Advisory Committee Chairman Mark Hyde and refreshments provided by the college.**

**Minutes from the April 6th meeting were distributed and members were given time to read and recommend any changes needed. No changes were noted and Mark Hyde ask for a motion to accept the minutes and Don Johnston made the motion with a second from Kevin Rice.**

**Coy Merrill was then given the opportunity to give a report on ACDelco Training. Coy said that he was presently doing approximately on week per month and that classes were not as full as they could be. Coy also was quick to add that the numbers in all classes he is currently doing for ACDelco and for GM STC were not full but were about where other facilities were running. He told the committee that he may soon be doing only GM STC courses but indicated that ACDelco was committed to running at least one class per month. Ed Pianalto agreed and told the committee that the January schedule was already done and that they should take advantage of the training opportunities that existed here.**

**The program update report was given by Rich Steere. The report given indicated that the curriculum approved at the last meeting was working well with both student and instructors enjoying the new books. It was also noted that there were no tool and equipment needs currently existing. A serious problem did exist in the form of an extremely low enrollment for the fall class and that the college was looking at possible reasons and solutions. One solution was then presented and a copy of the proposal was given to all members and is attached to these minutes. The proposal uses a four step education process beginning with students at the High School level and targets those juniors and seniors at the career technical schools that articulate with Oklahoma City Community College. These students would then have options to go to work or to continue on into a certificate program, then to an Associate program, and finally to a four year Bachelor program at UCO. At each educational achievement point the student can choose to go into full-time employment or to continue working part-time in the automotive field and continue their education goals. See Attached flow chart.**

The advisory committee was asked to approve the strategy and recommend that the college institute an automotive certificate for the existing “MLRP” (Maintenance and Light Vehicle Repair Program). The motion for the certificate program was made by the Chairman, Mark Hyde and a second was received by David Bilodeau and Don Johnston. A vote was then taken and it was approved with none opposed. Larry Grummer indicated that the proposal for the certificate program would be taken to the college curriculum committee this spring.

A discussion then began about other issues that were believed to be influencing the lack of interest in young people entering the automotive field, most of which centered around technician pay and opportunities to advance. No conclusions were reached but the committee was asked to do some brain storming and at the next meeting we would try to come to a consensus for a plan to address some of the challenges in attracting good students back into automotive programs. One idea was to have shop owners go with the school to the career techs to make a presentation showing good opportunities for a career in the automotive field. It will be discussed more at the spring meeting.

Rich Steere then made a proposal to change the wording in the “Program Student Guide” describing the required tools. Below the old wording and the new proposed change are indicated:

**Old Wording:**

.... In addition, the student is required to purchase a full set of hand tools, which will cost approximately \$2,500.

**New Wording:**

In addition to the program fees and tuition all students are required to purchase the ATIP Program approved full set of hand tools, or the approved set of hand tools as determined by where the student is interned.

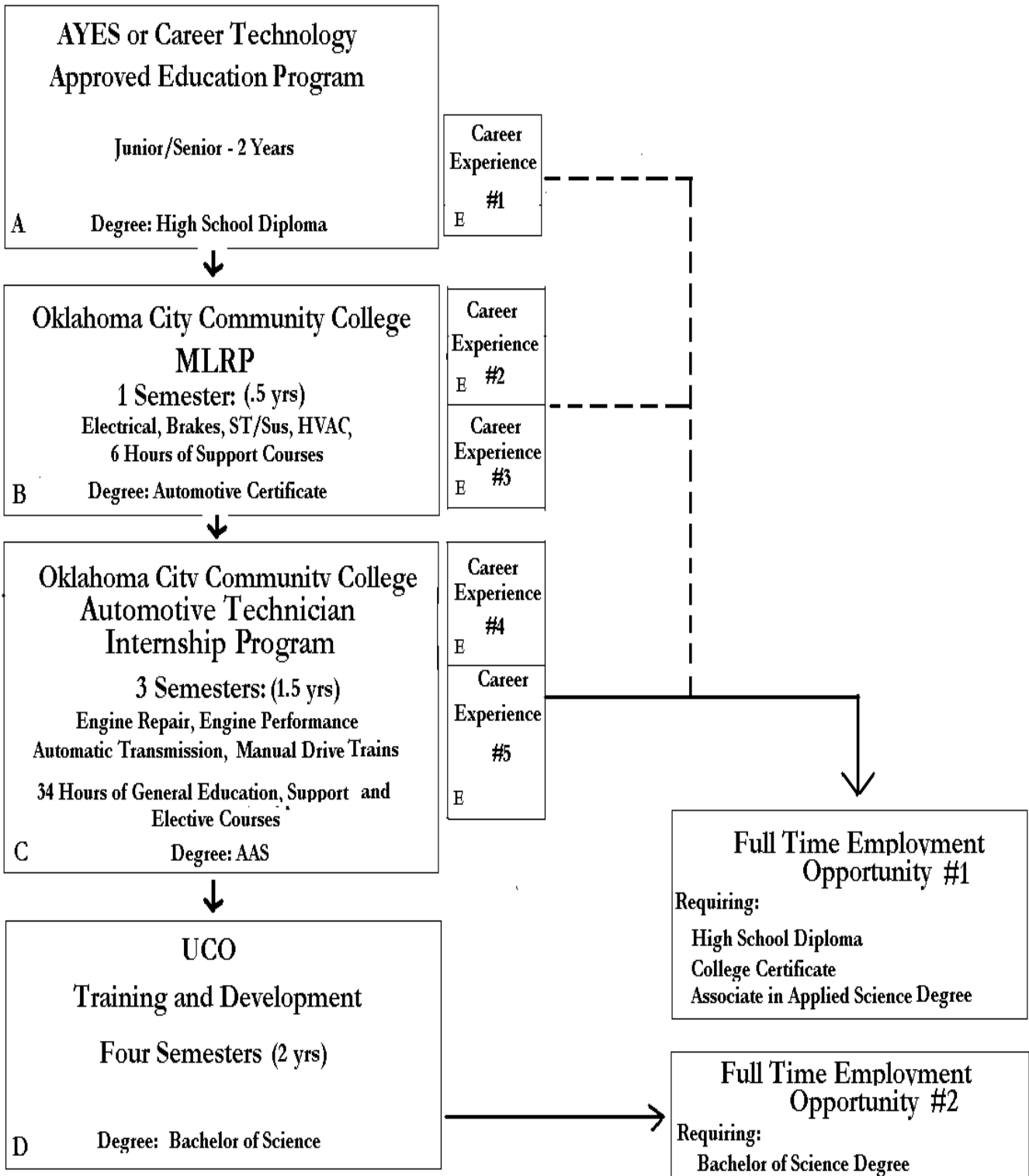
This change is needed to prevent a student who may be interned in an automotive area that requires either more hand tools or specialty tools that would not be on the ATIP Program approved hand tool list. The change would ensure the student would not be limited in being successful because of a tool deficiency for his or her career experience station.

The proposal was made by Rich Steere and was seconded by Susan Johnston and Wayne Bristow. The proposal was approved with no opposition.

There was no old business. The spring meeting was not set, but will be between March and May and members will determine the date later by E-mail.

The meeting was adjourned at 8:30 pm.

# Automotive Training Path Options



**ATIP ADVISORY COMMITTEE  
MEETING  
4-17-07**

**Members Present:**

David Bilodeau, Cherokee Hills Automotive  
Don & Susan Johnston, Don's J&J Garage Inc.  
Mark Hyde, Hyde Auto Service  
Wayne Bristow, Star Automotive  
Joe Lytle, Oklahoma Natural Gas Co.

Juan Cisneros, Don's J&J Garage Inc.  
Larry Grummer, OKCCC  
Rich Steere, OKCCC

**Members Absent:**

Kevin Rice, Bridgestone/Firestone

The meeting began at 7:00 pm in the GM ASEP Classroom with a welcome from Advisory Committee Chairman Mark Hyde and refreshments provided by the college.

Minutes from the December 5<sup>th</sup> meeting were distributed and members were given time to read and recommend any changes needed. There were several spelling changes necessary – they were noted and Mark Hyde ask for a motion to accept the minutes and David Bilodeau made the motion with a second from Don Johnston.

Rich Steere then gave a report on the program status and indicated that the enrollment for this years program was very low (only 4 students would be completing the program this year). He also said that many other colleges were also reporting low enrollment for the year. He then went directly to the next item on the agenda as it was a related topic. The recruiting strategy for the next year would involve getting more of the career techs to be a true 2+2 program and feed the ATIP program. This could be done by making better connections with the career techs to have more of the seniors in high school visiting and frequenting the independent shops. A shadow program that had the seniors spend approximately two weeks in each participating shop would allow the student to become better familiarized with the aftermarket and expose him/her to a variety of businesses. The members then discussed the possibility and liked the idea. It was agreed that the students would have to purchase liability insurance through the college and that these students would need to understand that they would not be paid and would not receive uniforms or other benefits.

The committee was then asked to review the "Automotive Training Path" that was presented in the last meeting and told that we needed to discuss developing an 18 hour certificate for students completing the MLRP program. The concerns as the discussion began was as to whether students would stop there and was it enough to allow them to be successful. The intent is not to give the students a way to take fewer classes but to recognize the students in the Firestone MLR program and those who eventually may be in the GM Express Tech program. All agreed that the certificate program would not alter or affect the ATIP associate degree program and that it would be good to award an 18 hour certificate of mastery to the MRLP students. David Bilodeau made a motion for the college to implement an 18 hr Automotive Certificate of Mastery for the following courses:

**AT 2224 ASE Electrical Systems  
AT1244 ASE Brakes  
AT 1224 ASE Suspension and Steering  
AT 2234 ASE Heating and Air Conditioning  
AT 2001 Career Experience 1  
AT 2001 Career Experience 2**

**Mark Hyde gave a second to the motion. All agreed and there were none opposed. Rich Steere then told the committee that it would now go as a recommendation from this committee to the Curriculum Committee next fall.**

**The committee was then reminded of the NATEF re-certification that would begin in the Fall 2007 school year. They were told that an ETL would be assigned and that the re-certification team would most likely consist of three members, one of which would be from the aftermarket shops. The committee was supportive and ready to assist the college in whatever was needed.**

**The committee determined that a meeting may be needed in the summer – otherwise the regular fall meeting was set for October 16<sup>th</sup>.**

**The meeting adjourned at 8:15pm.**

**ATIP ADVISORY COMMITTEE  
MEETING  
10-16-07**

**Members Present:**

**David Bilodeau, Cherokee Hills Automotive  
Mark Hyde, Hyde Auto Service  
Wayne Bristow, Star Automotive**

**Juan Cisneros, Don's J&J Garage Inc.  
Rich Steere, OKCCC  
Jason Ferguson, OKCCC**

**Members Absent:**

**Kevin Rice, Bridgestone/Firestone  
Don & Susan Johnston, Don's J&J Garage Inc.  
Joe Lytle, Oklahoma Natural Gas Co.**

**The meeting began at 7:00 pm in the GM ASEP Classroom with a welcome from Advisory Committee Chairman Mark Hyde – Dinner was provided by the college.**

**Minutes from the April 17th meeting were distributed and members were given time to read and recommend any changes needed. There were several spelling changes necessary – they were noted and Mark Hyde ask for a motion to accept the minutes and Wayne Bristow made the motion with a second from David Bilodeau.**

**Mark Hyde then indicated that the committee was needing to elect officers to serve for the upcoming term. The description of the offices were passed out and reviewed and then ballots were passed out so the members could vote. Mark indicated that the ballots would be counted and the new Chairperson and Vice-Chairperson would be contacted to see if they could serve. All members would be notified of the results.**

**Rich Steere then gave a report on the program status and indicated that the enrollment for this year's program was up from last year and indicated that there were 15 students as compared to last year with only 4. . He also said that there were still needs for shops to provide the career experience portion of the program. He indicated that we need approximately 5 more stations. He also said the students were not from the area career technology centers and therefore had very little previous training or experience.**

**Jason Ferguson then talked about the program review process and allowed the committee to have a copy of the form to be used. The results of the survey used will be reviewed at the spring advisory meeting.**

**Jason Ferguson gave a report on the facility, equipment, and tool situation. He indicated that we had received three new vehicles in the last year and that the vehicle inventory was good and the vehicles were late model helping us the stay current. The facility was unchanged in size and condition but that we had moved the alignment racks from the GM STC area over to the ASEP/ATIP lab area and that it had made the area more congested. He also indicated that the college had received a dealer buy out**

**in the summer and that some good tools had been received. We also had received \$3,400 worth of tools from GM ASEP. Also, that the college had received \$10,000 from Firestone for the Automotive Department. In addition, Hunter has updated all the alignment and wheel service equipment in the last 6 months.**

**Rich Steere then passed out the NATEF Self-Evaluation booklets for the committee members to fill out. It was indicated that we would apply to recertify before the fall semester ended and would target the on-site visit by NATEF in the spring. The forms were complete and all members participating signed the register indicating participation in the self study.**

**All members were given ballots for election of officers for the coming year. The results were as follows:**

**Chairperson: Kevin Rice – Firestone**

**Vice-Chair: David Bilodeau – Cherokee Hills Automotive**

**The meeting was adjourned at 8:30pm.**

**ATIP ADVISORY COMMITTEE  
MEETING  
5-29-08**

**Members Present:**

**David Bilodeau, Cherokee Hills Automotive  
Mark Hyde, Hyde Auto Service  
Kevin Rice, Bridgestone/Firestone  
Don & Susan Johnston, Don's J&J Garage Inc.  
Juan Cisneros, Don's J&J Garage Inc.**

**Rich Steere, OKCCC  
Jason Ferguson, OKCCC**

**Members Absent:**

**Joe Lytle, Oklahoma Natural Gas Co.  
Wayne Bristow, Star Automotive**

**The meeting began at 7:00 pm in the ATIP Classroom with a welcome from Advisory Committee Chairman Kevin Rice– Refreshments were provided by the college.**

**Minutes from the October 16th meeting were distributed and members were given time to read and recommend any changes needed. No changes were noted and Mark Hyde made a motion to accept the minutes with David Bilodeau giving the second.**

**Rich Steere then gave a report on the program status and indicated that the enrollment for this year's program was up from last year and indicated that there were 15 students as compared to last year with only 4. He also said that there were still needs for shops to provide the career experience portion of the program.**

**Jason Ferguson then talked about Curriculum, tools, equipment, and the status of career experience stations. He said that we had purchased a OTC Genesis Scan Tool as per the NATEF teams recommendation and that we were in pretty good shape on tools and equipment. He stated that we would probably have a good sized class for the fall and we were in need of more career experience stations.**

**Rich Steere then reported on Old Business and said the NATEF On-Site Evaluation had gone well and that we only had two recommendations: for more all make all model scan tools, and for more space as the lab area is crowded.**

**In New Business Rich Steere indicated the college had a need for all participating shops to sign an agreement with the college. It would not change anything we already did but would only put it in writing for more clarity on both sides. In addition, all students would be required to have professional insurance through the college and sign a "waiver of liability". A preliminary copy of a possible agreement was given to all members to study and mark up with the intent of reviewing this agreement at the next meeting. Also, Rich indicated that the college was working on a safety and mentoring program that would be required for all programs. It would be ready for review starting**



**this fall – possibly late September. Susan Johnston asked if it would be beneficial for another set of eyes to review the mentoring program prior to its implementation and Don Johnston asked if the program would be given emphasis requiring both the student and mentor to take the course. Rich replied that we would need the committee to evaluate the completed project and help us determine how to proceed with the implementation because most of the committee members had been through the ACDelco mentoring program that was so successful. Hopefully that process can begin this fall.**

**It was also noted that a new instructor, Mr. Steve Tucker would be starting in the fall.**

**Mark Hyde made a motion to adjourn and Juan Cisneros as well as David Bilodeau gave the second. The meeting adjourned at approximately 8:00 pm.**

**The meeting was adjourned at 8:30pm.**

**ATIP ADVISORY COMMITTEE  
MEETING  
9-25-08**

**Members Present:**

Mark Hyde, Hyde Auto Service  
Kevin Rice, Bridgestone/Firestone  
Don & Susan Johnston, Don's J&J Garage Inc.  
Juan Cisneros, Don's J&J Garage Inc.  
Kevin Wallace, APS Automotive

Rich Steere, OKCCC  
Jason Ferguson

**Members Absent:**

Joe Lytle, Oklahoma Natural Gas Co.  
David Bilodeau, Cherokee Hills Automotive  
Wayne Bristow, Star Automotive

The meeting began at 6:30 pm in the ATIP Classroom with a welcome from Advisory Committee Chairman Kevin Rice– Refreshments were provided by the college.

Minutes from the Spring 08 meeting were distributed and members were given time to read and recommend any changes needed. No changes were noted and Mark Hyde made a motion to accept the minutes with Susan Johnston giving the second.

Rich Steere then gave a report on the program status and indicated that the enrollment for this year's program was down from last year and indicated that there were 5 students as compared to last year with over 12. He also said that there were needs for recruitment and new challenges to the industry image that need to be addressed.

**New Business:**

Three programs were then discussed and it was reported that if a shop was an ACDelco TSS account shop a GM ASEP student could be placed in that shop to do his or her internship. Also, that students now have the option of completing an 18 credit hour certificate program. The program curriculum was discussed.

**Old Business:**

Item #1: The career experience proposed "agreement" was then address from last meeting and it was determined that we were not ready to vote on accepting the agreement. Mark Hyde wanted clarification on section 5, article "c" and it was agreed upon that we should consider amending it to read:

"A student may perform duties and procedures for which he or she has been prepared academically or by the mentor at the shop, but not any others."

Members will complete the review of the agreement and respond with changes in the mail.

**New Business:**

**Item #2:** The mentoring program has been written and Susan Johnston on the committee has reviewed the document. She gave the changes to Rich Steere and it was unanimously agreed by the committee to run the program for the summer of 09 as a three day program with the last ½ day having the mentor and mentee together for training. Susan Johnston volunteered to be present for the program to evaluate content and time allotments for components of the program.

A discussion then followed with questions from Don & Susan Johnston about the insurance and state law on workmans comp. The question was:

Does the law require that I pay workmans comp. for a student if he/she carries the school professional liability insurance?

A call will be placed to the college HR department to try and get an answer for this question.

**Item #3:**

The next meeting was set for March 30<sup>th</sup>.

The meeting adjourned at 7:45pm.

**ATIP ADVISORY COMMITTEE  
MEETING  
3-31-09**

**Members Present:**

Mark Hyde, Hyde Auto Service  
Juan Cisneros, Don's J&J Garage Inc.  
Kevin Wallace, APS Automotive  
Joe Lytle, Oklahoma Natural Gas Co.  
David Bilodeau, Cherokee Hills Automotive  
Wayne Bristow, Star Automotive

Rich Steere, OKCCC  
Jason Ferguson

**Members Absent:**

Kevin Rice, Bridgestone/Firestone  
Don & Susan Johnston, Don's J&J Garage Inc.

The meeting began at 6:30 pm in the ATIP Classroom with a welcome from Advisory Committee Chairman David Bilodeau– Refreshments were provided by the college.

Minutes from the Spring 08 meeting were distributed and members were given time to read and recommend any changes needed. No changes were noted and Mark Hyde made a motion to accept the minutes with Juan Cisneros giving the second.

Rich Steere then gave a report on the program status and indicated that the enrollment for the program was up and recruiting for the Fall 09 program was looking good and we would need to find career experience stations for the new students.

**New Business:**

Three programs were then discussed and it was reported that if a shop was an ACDelco TSS account shop a GM ASEP student could be placed in that shop to do his or her internship. This has been discussed at the last few council meetings and benefits to taking an ASEP student was overviewed.

**Old Business:**

Item #1: The career experience proposed "agreement" was then addressed from last meeting – all members were given a copy of the modified agreement and David Bilodeau made a motion to accept the agreement as presented and Mark Hyde gave the second with no discussion.

**New Business:**

It was suggested that the program change meeting times from Monday/Tuesday to Monday/Wednesday to allow students more freedom in taking their academic classes on Tuesdays and Thursdays. The discussion ended with an understanding that it would be better for the students,

**but would have an adverse effect on the training of the students at the career experience stations as it would mean the student would start jobs and then in all likelihood not finish them. The committee was in agreement to continue the current Monday/Tuesday schedule.**

**Jason Ferguson then gave a report on tools stating that the school had ordered two more Genesis Scan tools and two 5 gas analyzers. He also stated that the furniture for the old ACDelco lease space had been ordered and that we would begin CNG training in the near future (fall 09)**

**It was also stated that both Hybrid training using the Haldreman series books and CNG training would be available as a one week fast track for all independent shops.**

**The meeting adjourned at 7:45pm.**