



Minutes

Automotive Service Technician Trade Board Meeting

May 8, 2015 at 9:30 a.m.
Mohawk College, Stoney Creek Campus
481 Barton Street
Stoney Creek, Ontario, L8E 2L7

Trade Board Members in Attendance

Charlotte Ballantyne, Chair	Qamar Masood
Paul Gallagher	Dave Parke
Mike Hickey	Greg Pilecki
Elizabeth Leydolt	

Resource Persons/Guests in Attendance

Samantha Anderson, Project Director, Dean Review
Tony Dean, Reviewer, Dean Review

Staff in Attendance

Tyler Charlebois, Manager, Marketing*
Sherri Haigh, Director, Communications and Marketing*
Rottena Sparks, Program Coordinatorⁱ

*Participated via teleconference

1. Call to Order/Welcome

The Chair called the meeting to order at 9:45 a.m. and welcomed Trade Board members to the meeting.

2. Approval of Agenda

ON A MOTION MADE BY E. Leydolt, SECONDED BY G. Pilecki AND CARRIED, the agenda was approved as amended.

3. Conflict of Interest

No conflicts of interest were declared.

4. Previous Minutes

ON A MOTION MADE BY L. Leydolt, SECONDED BY P. Gallagher AND CARRIED, the draft minutes of the Trade Board's February 6, 2015 meeting were approved as tabled.

5. Trade Board Resolutions & Issues Update

The Trade Board received updates from the Motive Power Divisional Board regarding the resolutions submitted by the Trade Board. From a previous resolution requesting to meet with the OCOT Communications Department, S. Haigh, Director of Communications and Marketing at the College, will attend a portion of the meeting via teleconference to address the resolutions relating to the Communications and Marketing department.

6. College of Trades Update

6.1 Membership Update

Staff provided an update on the overall membership stats for the fourth quarter of 2014.

6.2 Compliance and Enforcement Update

Staff provided an update on enforcement statistics from May 2013 to March 2015

6.3 Communications and Marketing Update

S. Haigh and T. Charlebois joined the meeting via teleconference to provide a departmental update and to address the Trade Board's concerns regarding certain communications and marketing activities.

The Trade Board requested an overview of what marketing material is being distributed. S. Haigh reported that letters will go out to 20,000 employers within the next two to three weeks. These letters will go out to sponsors of apprentices encouraging them to become members of the College. Trade Board expressed concerns that the recent email blasts may not be reaching the target membership. The Trade Board requested that a 12-month schedule of tentative e-blast dates be sent to the Trade Boards in order to better promote, validate and audit the e-blast reception. S. Haigh agreed that tentative dates could be provided and this information will be communicated through the Trade Board Chair. The Trade Board agreed to ensure that their email addresses on file with the College are up to date.

S. Haigh and T. Charlebois signed off from the call.

6.4 Update on Motive Power Divisional Board Meeting

Staff reminded the Trade Board of the upcoming Motive Power Divisional Board meeting which is scheduled for June 17, 2015.

7. Program Updates

7.1 Apprenticeship Trade Statistics

The Trade Board received a summary of the apprenticeship statistics for the following trades: Automotive Service Technician, Transmission Technician, Alignment and Brake Technician and the Automotive Electronic Accessory Technician for the period April 8, 2013 to April 30, 2015.

7.2 Training Standard Update

Staff reported that the Training Standard has been sent to the Ministry of Training, Colleges and Universities for final review, however the College has not received the finalized document to date. Staff will follow up with the Ministry as to the implementation status of this document.

7.3 Exemption Tests

Staff reported that the Automotive Service Technician level 2 exemption tests are expected to be

released at the beginning of June 2015.

8. Dean Review – Tony Dean

T. Dean and S. Anderson joined the meeting to discuss the purpose of the Dean Review, his role as Reviewer and provide a detailed explanation of the two major areas of focus for the review:

- Scopes of Practice; and
- The Trade Classification Review process.

Following a lengthy discussion, the Trade Board thanked T. Dean and S. Anderson for attending the meeting. At this time, T. Dean and S. Anderson left the meeting.

9. Industry Updates

9.1 Focus Group Planning

The Trade Board believes that the current trade structure does not meet the standards of today and tomorrow. The Trade Board is concerned that it is no longer possible to complete 24 weeks of school and be expected to obtain all the skills necessary to become an Automotive Service Technician. The Trade Board suggested that a focus group be formed to investigate and discuss the current and future structure of the Automotive Service Technician trade and how the Apprenticeship Program could be improved. A teleconference for more strategic planning will take place in June 2015.

10. Election of Chair and Vice-Chair

The Trade Board unanimously agreed that D. Parke will be the new Chair and Paul Gallagher will be the Vice-Chair, and thanked C. Ballantyne for her year as Chair.

11. Next Meeting

The next meeting of the Trade Board has been scheduled for September 11, 2015.

12. Adjournment

ON A MOTION MADE BY C. Ballantyne, SECONDED BY G. Pilecki AND CARRIED, the meeting was adjourned.

“Charlotte Ballantyne”
Charlotte Ballantyne, Chair

September 11, 2015
Date

i Recording Officer