



## **AUTOMOTIVE TECHNOLOGY TRAINING PROGRAM**

### **Advisory Committee Meeting Minutes Skyline College, Building 10 - Room 10-004 Thursday, December 4, 2014 Time: 11:30 – 1:30 PM**

Lunch started at 11:30 AM. The meeting started at 12:00 PM

#### **1) Lunch and Introductions**

##### **Advisory Members:**

*Pat Cadam  
Dave Campbell  
Ray Chin  
Dan D'Amico  
Jon Fowkes  
Zim Gwee*

*Raymond Lee  
Michael McKee  
Mark Nees  
Bob Paredes  
Eric Sevim  
Rich Quadrelli*

##### **Skyline Staff:**

*Kalon Behravesh  
Tom Broxholm  
Rick Escalambre  
Julia Johnson  
Nancy Lam*

*Dan Ming  
Ruben Parra  
Paul Spakowski  
Ed Yee*

Everyone introduced themselves and Rick thanked everyone for attending the meeting.

#### **2) Review of Agenda – Rick Escalambre**

Rick expressed his appreciation of the Board's support, especially with the turnout of the last few meetings. Without their support and valuable advices, we would not have the kind of quality program we offer the students. We have a full agenda to review and discuss today.

#### **3) Program Overview – Rick Escalambre**

##### **A. Recent changes and future retirements**

Rick said he will be stepping down as of June 1, 2015 as the day-time Program Coordinator, take the required six months off, and then return to teach some evening classes and help with some coordination in Spring 2016, but most important is to help with NATEF's recertification. He will help Tom with the transition into full-time coordinator, like Clydie did with Nancy.

**4) Update Advisory Board Member information and give out Spring 2014 schedules**

**A. Smog Update Courses are incorrectly listed**

When introductions were made, Mike McKee of Hunter Engineering said that they have set up a training center at Chabot College. They wanted to set up the training center here at Skyline but Chabot in Hayward was more centrally located.

We have a full and strong program, especially with the Career Advancement Academy (CAA) that Julia Johnson teaches, it boost the number of students applying to the program, besides the students we have through the normal six fundamental classes we offer throughout the year. We now do not get students through ROP, but we do evaluate students that want to come in based on their work experiences. Spring semesters we normally have less openings spaces to offer students. Rick said the department has grown since he started so he will definitely be back to help Tom with a smooth transition and also teach a few loads. The program is in a very good position with the full support of the President & Vice Presidents, but with changes, assessments and requirements put on the faculty and staff, the work is never ending.

Rick's Spring 2015 Smog Check Update classes were incorrectly entered in the schedule as 2013, and we are trying to find ways to rectify the wrong information printed.

**5) Budget and Equipment – Rick Escalambre**

**A. Electricity/Electronics Smart Car Network**

**B. Equipment – Hot Tanks and Alignment Machine**

**C. Smog Daddy, Hydraulic Press, and Oil Cooler Flusher**

We always have our equipment list ready and in place with its justifications and priorities. This year we submitted a hot tank which was last replaced in 1993 and an alignment machine which will be an enhancement to the program; these two alone is about \$60,000 worth of equipment and the chances of getting them is about 90%.

Our industry is not a growth industry but a replacement one; we are losing good people to other related industries. The State now recognizes this and had set aside \$50M enhancement fund for the CTE programs, and 60% of this was awarded to school districts based upon enrollment. Here at Skyline College, we received \$58,000 for our Smart Car Network so we can upgrade the classroom into a state-of-the-art training center.

Smog Daddy, we have a few, and we will designate one as the real one and reformat the others for training purposes.

Also on the equipment list is a hydraulic press and an oil cooler flusher, all in all about \$150,000 worth of new equipment.

**6) Current job market trends and hiring needs – Rick Escalambre**

**A. Informal Student Survey**

A couple of months ago, we did an informal student survey and the handout is the compilation of the survey.

Questions asked were if they were currently employed in the automotive or related industry & where; if they plan on owning their own automotive repair business or whether it is too early in their training to decide.

Result of survey was 74 was employed and 82 not; 114 want to open their own business and 29 said no; 44 said it was too early to decide.

We would like to add a few more evening classes to help expedite the students through the program. Currently we have about 75% of the students that want to work in the industry or related areas and the other 25% are not sure.

Like other educational institutes, we do not have the ability to screen for ‘good’ students as long as they meet all basic pre-requisites for the program; we rely on our AUTO 710 and 711 classes, and referrals.

**7) Career Advancement Academy and Job Faire – Julia Johnson**

Besides the usual number of calls he gets for job placements, Julia now handles a lot of the job request through the job fairs she puts together through the Career Advancement Academy, and we are nowhere near placing students with the number of jobs available out there.

Julia also offer an Internship Program that would help the students put together a resume, and that the students are dressed appropriately for interviews; and she does all the screening for the employers as well. She tries to match students to the employer’s criterial and that they meet their requirements. This is a great opportunity for students to get job experience while attending school. This pass semester she did a second round of internship and 3 weeks of repairs because of the students’ ability, and that was a success because so far there are no come backs. Continuous support and recommendation from the shops are greatly appreciated.

As part of the COOP Program, she needs to check-in with the owners to see how our students are doing, so please respond to the emails she sends. She sees a trend that students are getting multiple job offers due to the lack of job applicants.

**8) Skills Plus Tracking Software – Tom Broxholm**

**A. Individual Student Assessment by each instructor**

We have always kept track of our students but most often they were not documented, but now with NATEF requiring more documentation, we have decided on the Skills Plus Tracking Software to meet the requirement.

The software enables us to keep track of students individually or as a group. There are 4 levels of skill sets in any area that is set up and from these, reports can be printed, whether it’s the number of hours logged or their assessment levels. As an employer, you can always request a copy of their skill assessment report when hiring.

**9) Apprenticeship Information/Courses – Tom Broxholm**

We currently have about 9 or 10 Apprentice classes offered. These classes have a separate class number and course number in order to differentiate them from the regular classes offered in the evenings. The evening classes also help the students with repeatability issues because in the eyes of the college, they are separate classes. We encourage graduates and technicians to take evening classes for current and updated technologies and the Union allows that. Our apprenticeship enrollment numbers in turn gives us more funding and that money we can use towards equipment & supplies.

Jon Fowkes of Automotive J.A.C. of California says that Career Technical Education (CTE) is a hot topic at State level, on top of the \$250M funding; there is a \$100M grant from VRP which should be disbursed by the Fall of 2014. JAC will expand its program into more territories like Los Angeles and into technical areas. With the increase of sales in German cars, there is the need to be able to service these cars, and the German Government has committed to giving JAC 200,000 EUR, not just for Union apprenticeship; they will be expanding in Southern California, but the only downside to this is colleges down there are a lot more conservative and not as liberal as Northern California colleges. Since he was hired 6 years ago, he has gained enough credibility to make these apprenticeship Union control to help with collective bargaining. He hopes to work more on the business development side and come up with more creative ways to promote the program. Currently there are about 80 apprentices on the Peninsula and the East Bay, about 50 in South Bay.

**10) Review automotive course – Tom Broxholm**

When Rick returns after six months, he will be the Evening Coordinator, and the liaison between the Apprenticeship Program. They will review and update all our courses, day and evening; over the years, update information had always been added into the syllabus but nothing was re-written. Now with the repeatability issues, it is curbing a lot of our graduated students in taking updated classes; therefore it is time to review old classes and add new classes as well by either renaming courses or giving them name course numbers.

Tom said that sometime in the near future we will have to review and revamp Paul Spakowski' class. He asked the Board how much rebuilding is actually done, and the answer was no rebuilding, and about 10% of the time is to take it apart for inspection purpose only, no machining but would need to know what to look for once the job is done. Paul said his night class is full of students that want to know how to rebuild and even though majority of the shops send their stuff out to rebuild, someone still has to rebuild them. Night classes would be the place to teach this but not during the regular day time program.

**11) Course Repeatability – Tom Broxholm**

Sacramento has decided students should not just continuously keep going to school, and this has created an obstacle for CTE programs; and in our department, students like coming back periodically for refresher courses. Before, our students can take the same class three times, but with the new repeatability rules, they can no longer retake the same class if they had originally passed it; they have to wait three years or more before they can retake the same class even if new materials were added into that class. The only exception to the rule is if your employer requires you to take that class or you need to retake the class before being employed. In light of this, it is in the catalogue that if they experience registration denial due to repeatability, to then contact the coordinator, but so far no one has. The college system does not have the capability to know that it has been over 3 years since the student last took a class.

One of the Teachers' Union has been polling other Teachers' Union on the repeatability issue, and if there were enough people against it, they will go to Sacramento on this Title V Repeatability issue. Rick also came up with the idea in asking for all Advisory Boards' support, so he drafted a

letter on behalf of Skyline College Automotive Advisory Board to advocate for the changes to the repeatability issue and a signature form for them to sign. Rick said he is not quite sure what he will do with the letter and collected signatures, but if further actions are taken, we will have support documentation to send to Sacramento.

Our industry is always evolving with new technology, it makes it very hard to sit down every time to write new curriculum instead of just adding new information and taking out old ones; but with this new Title V, we will be forced into writing new curriculum which is not an easy process, each new curriculum has to go through meetings and curriculum committees before it is approved.

Julia also mentioned that the repeatability issue will affect our full-time programs because students need a grade B or higher to get into the program, if they received a C in her class or other pre-requisite classes, then that is the end of the road for that student because they cannot repeat the class since they have already passed it.

There is a way around the repeatability issue, and that is not to register online, but to show up for class the first day/night and give the student an add code.

**12) Upcoming Events – Tom Broxholm**

**A. Christmas Luncheon: December 10<sup>th</sup> at noon**

**B. Spring California Automotive Teachers Conference – April 24 & 25**

Tom told the Advisory Board Members that with our new phone system, there is an extensive pause before the voice message comes on to leave a message, so please be patient.

Everyone is invited to the Christmas luncheon, which is on the 10<sup>th</sup>, this coming Wednesday at noon. Students bring pot luck, and we have a raffle for the students.

In the Spring, April 24 & 25, 2015, we will hold the annual California Automotive Teachers Conference (CAT) here at Skyline. We have training on Saturday and some fun stuff on Friday, like going to museums etc. and add some training if possible. We are making it possible for ASE member to join the conference.

**13) NATEF changes and Advisory Board responsibilities – Rick Escalambre**

**A. Would like to establish an Advisory Board President and Vice President**

**B. 2016 Recertification will require the Advisory Board to play a larger role helping the Department identify and track student success and industry trends**

In the Spring, Rick said he would like to put together a President & Vice President for the Advisory Board and be able to work together even more closely.

NATEF has made changes and with our upcoming recertification in 2016, the Advisory Board will have to pitch in more. In 2015, we will have to start tracking student success because it is a new standard for the NATEF which we will address more at our next meeting.

In the Fall, Rick will work mainly on the recertification of NATEF, which would take at least six months ahead of the recertification date. NATEF allows us to get donations when available and trainings. NATEF is manufacturer heavy. Rick said his retirement was just Board approved, he will be helping out but Tom will do the bulk of the work; Ruben will take over his daytime Engine Performance class, and we will hire a replacement instructor to teach Electricity.



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**14) Additional comments and suggestions from the Advisory Board members**

The ratio for our day and afternoon program is 80/20. It is difficult to hire students due to the class hours. Rick said we totally understand, but if we load our afternoon class differently, we will not get enough students. Do not foresee a change in the afternoon class schedule.

Rick is already working on Fall 2015 schedule, but for curriculum, the fastest we can get a class going would be Spring 2016.

Next Meeting: March 2014

The meeting was adjourned at **1:30pm**