



AUTOMOTIVE TECHNOLOGY TRAINING PROGRAM

Advisory Committee Meeting Minutes Skyline College, Building 10 - Room 10-004 Wednesday, September 23, 2015 Time: 11:30 – 1:30 PM

Lunch started at 11:30 AM. The meeting started at 12:10 PM

1) Lunch and Introductions

Advisory Members:

*Pat Cadam
Kris Cesena
Ray Chin*

*Jon Fowkes
Kirk Korenko
Raymond Lee*

*Michael McKee
Eric Sevim*

Skyline Staff:

*Krista Allen
Tom Broxholm
Rick Escalambre
Filipp Gleyzer
Julia Johnson
Nancy Lam*

*Dan Ming
Ruben Parra
Christine Roumbanis
Paul Spakowski
Ed Yee*

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

2) Review of Agenda – Tom Broxholm

Tom went over the agenda and introduction was made around the room.

3) Review Minutes from Spring Meeting

Motion was passed to approve the minutes after Nancy Lam pointed out corrections needed to be made for item #11, from AFFC to ASCCA (Automotive Service Councils of California).

4) Program Overview – Tom Broxholm

A. Changes to staffing and hiring of new instructor/Automotive Technician

Filipp Gleyzer was hired as the new electrical instructor, and Krista Allen, another former Skyline Automotive student, was hired for Filipp's old position, Automotive Technician.

Tom gave a brief update on our current budget status:-

- Still waiting for reimbursement from our VP of Instruction for the \$5,600 we spent of training; waiting for approval of new \$10,000 budget allotted for training purpose only.
- The approved hot tank for Paul was received and installed, but not in operation yet because the soap received for the tank was not what we ordered (40 gallons), it was like a huge barrel with no pricing on the invoice, so it was returned.

- Julia Johnson said she consolidated the Facebook pages and we now have only one business page on Facebook under Skyline College Auto Tech Department, and she pulled up the page to show everyone. She asked not to post jobs on the Facebook page due to the fact that applicants from there would not have been screened or recommended by us. She now is the contact person for job postings, or postings can be made on our college website. Tom pulled up the page and showed how applications are to be submitted to avoid all the tedious unnecessary steps, and where the job posting link is. Once the posting is submitted, he and Julia receive a copy, and instructors and students are notified. Job postings can also be sent via email and will be posted on the board. She handles all the entry & mid-level hiring, whereas Ruben has the one with the advanced students. Our next hiring day will be October 14, 2015, and she will limit it to 20 employers only, and she does have enough students for that day.
- Tom said we are looking into an internship program, hoping to partner with shop owners where our students can go in to work certain amount of hours per semester while in the program. This is in its early stages but welcome any ideas and suggestions.
- Tom said he had sent out flyers for upcoming classes. Will have to think how to remarket the Service Advisers class because it got cancelled over the summer again due to low enrollment. Paul Spakowski said we should rename it Profitable Shop Management because that basically is how the class is structured by Hari Dhaliwal, who owns a very well run shop up North. Julia said there is an Entrepreneur class listed but not offered, maybe this class could be tied into it, and Christine Roumbanis think it is a good suggestion.
- Tom said he is evaluating to see whether it is worth us being a full Honda PACT because that is what Honda is pushing for. By the time we have all our instructors certified by Honda, at least 3 instructors are ready or will be retired. When asked, Neff Castro, the Service Manager at Honda Redwood City, said they prefer students from the foundation over PACT. Tom said he is working with Subaru (Fuji Motors) because they are interested in working with us on a hands off policy; they are only interested in having one or two students going to work for them. They will supply materials but am not ready to give us cars yet.

5) Spring 2016 NATEF Recertification Process – Rick Escalambre

Rick said we first got NATEF certified in 1989, and it has proved its worth over the years because without it, we would not be receiving cars from manufacturers. This year, the recertification process is a lot more cumbersome because NATEF itself has tightened and upped their standards, and made the Advisory Board more involved and committed. Of the 35 pages Advisory Committee Information handed out at the last meeting, he had condensed it so it would be easier for them to review. The standards required by NATEF are even better than our own college program review.

Rick compiled an automotive budget from the past three years, showing where our funds came from and where it was spent. For today's evaluation, he will have the members team up and then go into each teaching area to access what we have and what they recommend is needed. Once he

has all the evaluation sheets, he will put together a report. He would like four members to return in about 3 weeks to meet with him to review and finalize all the paperwork before we submit it to NATEF. Jon Fowkes, chair of the committee, and Mike McKee both agreed to return on October 22, 2015, at 10:00am to review and finalize the documents. Rick will call a few other members that could not make the meeting today to see if they would be interested in being part of the review team. Our recertification is not due till April 2016.

6) Additional Comments and Suggestions from the Advisory Board Members

Jon Fowkes and Mike McKee to meet with Rick to finalize NATEF paperwork on October 22nd at 10:00am.

Next Meeting: March 2016

The meeting was adjourned at 1:30 pm