



## **AUTOMOTIVE TECHNOLOGY TRAINING PROGRAM**

### **Advisory Committee Meeting Minutes Skyline College, Building 10 - Room 10-004 Wednesday, November 9, 2016 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:**

*Ray Chin  
Adam Freedman  
Jeff Griffith  
Casey Gallagher*

*Zim Gwee  
Raymond Lee  
Michael McKee  
Chris Nickerson*

*Bob Paredes  
Phil Swank*

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

*Krista Allen  
Tom Broxholm  
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 said we have a lot to cover and hope we can do it within the time frame, otherwise uncovered agenda will be addressed at the next meeting.

#### **3) Review Minutes from Spring Meeting**

Ray Chin pointed out it would be better to put last name to #10 since there are two Ray on the Board. #10 is referring to Board member Ray Chin. Julia also pointed out that #5 is IDRC (Industry Driven Regional Collaborative) and not IBRC.

#### **4) Program Highlights – Tom Broxholm**

- a.** Tom said we are now fully on board with Subaru University, and Chris Nickerson is the Subaru dealerships group representative as well as Subaru University. When asked if our students have access to their online University, Tom said some do and others not yet as he is still working on it.
- b.** We have entered into an agreement with Audi of America and unfortunately their representatives could not be here today but plan on attending future meetings. The agreement

is a soft agreement where not a lot of demand is placed on the college; whereas Chrysler wanted \$5,000 from us in order to gain access to their information, needless to say, that did not work out. Audi also give us online training, the goal is for instructors to gain some product knowledge and to try to incorporate some of it into our curriculum. The industry is hurting for manpower, and we are doing our best to satisfy that need. We too will be working on recruiting more students into the day and evening programs.

- c. We received our recertification from NATEF, and Tom thanked the Board for all their assistant. The next recertification will be in 2 ½ years, the half way mark for their 5 years recertification.
- d. Nissan donated a brand new 2016 Titan Diesel Truck, and we received other community car donations - 2006 VW Jetta Diesel, 2001 Ford Explorer Trax, 2000 Honda Civic, etc. We are starting to fall behind on newer model donations, our latest model cars in our fleet are 2011 and 2012.
- e. We would be appreciative of newer model cars from dealerships, especially ones that they consider not worthy of fixing. We try to keep our fleet of cars as updated as possible, and will dismantle any cars that can no longer be used as teaching materials. We would also accept donations of used equipment and parts.
- f. Our Winter Luncheon will be on December 8<sup>th</sup> from 11:30 – 1:30pm; all the Board Members are invited. It is a potluck lunch but the students are the ones bringing in the food and the department will supplement whatever we are short on. We would appreciate donations, whether it be tools, clothing or cash, for the student raffle drawings.
- g. At our Year End Banquet, we give out scholarships, how many & how much each scholarship will be depends on how much fund we have available in the automotive account and how much private donations we receive throughout the semesters.
- h. SSF Imported Auto Parts has been holding workshops up here at our facilities, it has been successful, and will continue offering workshops this coming semester through to next year. They offer quality workshops on imported and European cars.
- i. This semester we cut the number of weekend Smog Update classes down to two from its original of four classes, and both classes were full, so most likely we will increase the number of classes next semester.
- j. We have a new alignment machine from John Beam, and a hydraulic machine, all from our Division's Equipment Fund; these funds allow us to purchase state of the art updated equipment for our students.
- k. Tom showed how to access online our automotive schedules, class availabilities, job/employment site, with the automotive link <http://www.skylinecollege.edu/automotive/> He mentioned the evening classes being offered this semester and said flyers would be going out, so if any of their workers or apprentices need updates, to please send them our way. If there are certain classes their apprentices need and not offered, please let us know. He went over the flyers that went out and will be going out, generally to advertise our evening classes being offered. The board members would like to see a more generic flyer with no specific dates that can be on their board and it would not be outdated. The flyers generally would be sent out via snail mail or email. He mentioned that for the student NATEF Certification, there are fees involved for taking the test, and it has to be proctored but someone other than automotive faculty, it can be student workers or

administrative staff. The students take the test in a computer lab and test questions are geared towards students that have not been in the field yet, and it is not in lieu of the ASE Certificates. We are working on how to offer this to the students.

- l.** Andrea Vizenor, Director of Center for Career & Workforce Programs, said Legislative recently passed a \$200M fund for community colleges' Career Pathway/Workforce Development Programs, the funds have not yet been distributed. Skyline College offers many of these programs, about 30 pathways; beside the Automotive program, many other pathways fall under the BEPP Division – Accounting, Business Management, Real Estate, Early Childhood, Cosmetology, etc. Other programs like Allied Health Science, Respiratory Care, Biotechnology and others are under the SMT Division. Social Science/Creative Arts & Global Learning Programs & Services Divisions also have a few programs that fall under this category. All these programs offer certificates, licenses, degrees or transfer units, and students have many options to choose from. Legislative are looking at many factors on how we are offering training/internship for these programs; student retention and how many students are completing these programs, and if we are meeting their goals; as well as skill gains and course success, and the transfer into a 4 years college. Endorsement by major industry entities play a major part in students picking their career pathways. The continuous funding will bring about \$800,000 to Skyline College for the next 4 years, discussions and brainstorming sessions will be taking place with faculty and employers to see what kind of training are missing and need to be implemented.
- m.** Julia Johnson is now our Evening Coordinator and Outreach person, the main focus would be working with Jon Fowkes and Casey Gallagher on the apprentices, and the high schools and community outreach. To improve enrollment, she has been working with high schools, adult education and our own Outreach Department. She goes out to high schools to do presentations and we bring students in for tours of the department; we also participate in Career Day events at the high schools as well as on campus. Ideas from our board members are always welcomed on how we can attract more students to our program.
- Julia said the IDRC grant is geared towards employers' need in helping us develop curriculums that would better enhance the students to become good employees. Roundtable sessions are put on around the State to discuss the kind of skill sets employers would like to see in their employees. She said she attended one roundtable in Northern California that had ten colleges participate, and employers from around our area. They talked about soft skills and the new curriculum they were given to work on was 'New Ways to Work', which hopefully would be able to incorporate into our current internship curriculum. She asked our board members what level of English and Math skills they look for in their employees. For English they need to be able to comprehend manuals, automotive vocabulary, and know how to write-up orders; Basic Math with fractions and decimals. Certifications and degrees are not a must but will get them into the door, and students with student ASEs indicate their dedication to the field. She will be sending them all an email with a link for the survey, it is important they respond to her survey, and that she would continue attending the roundtables, and welcome all employers to attend with her. With our internship program, she has been screening students before placing them in jobs/environment that she thinks best suit the individual student, all internals were placed in a shop last semester. Last year we had a Career Pathway Day where employers were invited to the college to speak with our students on what to

expect from the industry and what the industry expect of them as employees, their soft skills, work ethnics etc. and it was a huge success; and we will be planning another in the Spring semester. If any of the shop owners are willing to host field trips, which would greatly benefit the students to actually observe firsthand a technician's work flow on a job procedure.

**5) Replacement Instructors**

Paul Spakowski was planning on retiring June 2017, but due to low enrollment, the replacement of an instructor is not high on the Administrative list, so Paul had agreed on staying on another year provided his health holds up. Hopefully with this extra year, and the number of outreach we plan on having, the enrollment would go up to enable us for a replacement instructor. Each semester we teach all 8 ASE areas, and it would be difficult to cover all areas with one less instructor. Generally it is easier to hire a replacement as oppose to a new hire. Ed Yee and Dan Ming are also thinking of retiring within a few years of Paul.

**6) Uncovered agenda will be covered at next meeting.**

Next Meeting: TBA

The meeting was adjourned at 1:30 pm