



AUTOMOTIVE TECHNOLOGY TRAINING PROGRAM

Advisory Committee Meeting Minutes Skyline College, Virtual Zoom Tuesday, July 21, 2020 Time: 1:00 – 2:30 PM

The Zoom Virtual meeting started at 1:00 PM

1) Introductions

Advisory Members:

*Tuan Ton
Mitchell May
John Lau
Michelle Johnson
Peter Tenn*

*Dave Kusa
Pam Gutman
Luis Sanchez
Bob Paredes
Zim Gwee*

Maher Nijem

Skyline Staff:

*Krista Allen
Kalon Behravesesh
Tom Broxholm
Filipp Gleyzer
Julia Johnson
Michale Kane
Nancy Lam
Andrea Vizenor*

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

2) Review Minutes from Spring Meeting

Tom shared the minutes from the last meeting, April 10, 2019, for everyone to review in case they did not get to review beforehand. Minutes approved.

3) Program Overview – Tom Broxholm

With COVID-19 taken over the world and disrupting everyone's lives, our Spring 2020 classes and lab hours were instantly affected. Skyline Automotive will be meeting with the students over the Summer for lab makeup hours. We have condensed some of the lab hours down to about 3 to 4 weeks, depending on the class. Class sizes also will be reduced for safety reasons, and we have been approved for a maximum of 16 students per class during the Summer lab hours, most likely that is how it will proceed in the Fall semester.

Ruben Para is currently teaching his AUTO 752, first half of his class comes in at 7:30 till noon, and the second half of his class from 1:00 – 5:00pm; Ruben is pulling a double duty because he has 22 senior students that needed to complete his class to graduate, so have to split his class into 2 sessions, and he is the only faculty doing double duty.

Tom has 16 students for summer, not sure how many in Julia, Fil or Ed's classes for the summer, but we are keeping a close track on all the students.



Students that do not attend over the summer have one year to complete their Spring 2020 lab hours. They also have an option to take an Excuse Withdraw (EW), which means there is no penalty on their grades and they can retake the class, or get a refund.

As of today, we have been approved to meet face to face for lab hours only for Fall 2020. We often have to give half an hour to 40 minutes lecture to tell the students what needs to be done, which will not be a problem, because we will still distant the students when we meet with them before taking them out onto the lab floor. The classes will be hybrid, online for theory and face to face for lab hours. Some classes will be either synchronous or asynchronous. Synchronous means classes taking place right now; asynchronous means classes will be recorded for later viewing, there will be a deadline to watch the asynchronous classes.

The faculty have been given training for Distance Education over the summer to help them become better Distance Educators, but here is nothing better then face to face education for AUTO and other CTE programs. Since this is not possible, we will provide the best education we can with the tools we have; we have to be educated and retrained with online teaching tools and the pedagogy of still having the students involved while teaching remotely.

Rick Escalambre has revamped his Smog Check Update classes to be 100% online, and it was fully approved by the State of California through the Bureau of Automotive Repair. The classes are 4 days and the hours are shorter. He's already taught a few classes and getting positive feedbacks.

We have a detailed safety distancing plan in place when meeting with students. Everyone is required to wear a mask, wash their hands and wear gloves; if less then six feet apart, an additional face shield is worn on top of the mask. Encourage students to bring their own tools so they do not have to share, any school specialty tools are wiped down after each use.

The school itself has implemented a lot of safety precautions. Only staff and students that are approved can be on campus and everyone has to go through the campus security checkpoint. The school and the administration are doing a really good job of protecting and making sure we are all safe. So far, we have not had any incident of anyone not feeling well.

Luis Sanchez of Subaru of America said they just opened the Area Planning Center the week of July 6th, for advanced training. They have put together a video that they show the technicians at the beginning of class on what to expect at the training center with all the safety protocols. He is willing to share it with us, since everyone have different ideas on how to approach this, but the safety of our technicians is top priority. Tom said he would love to have the video, it just takes time for everyone to get used to the new norm. Luis said he will send everything to Mitch so he can share it with us.

Back in January, we were approved to hire an instructor to teach Brakes, Chassis and Suspension in Fall 2020, but got derailed by COVID-19 and the hiring put on hold. The less people on campus the safer it should be, so it was decided Brakes, Chassis & Suspension will not be offered Fall 2020. It does hurt that we cannot take more new students in the Fall, in fact, we might only take in one or two new students, or not even be able to take in any new students at all. This will impact the program maybe not immediately, but will show up in months or years to come.

All returning students have been notified that if they are not registered by the 3rd week in July, any open spots will be given to new students, which we will give them approval to register. At this point, it is basically a first come first serve case, all students have been informed and emails sent. Hopefully we might be able to hire an instructor during Spring 2021 or even Fall 2020, one silver lining is we have Ed Yee, who is willing to teach Spring 2021 and take the Distance Education (DE) training in the Fall. No one is allowed to teach DE classes in Spring 2021 if they have not been through training.

We also lost Don Ross, our Automotive Technician, for about 20 years, a graduate of our program. He took a better pay position as Maintenance Engineer with a hospital. We were also in the process of hiring a replacement but that was also halted. We have a temp now for that position till the end of the Fall semester, he also is a graduate of our program, and worked at Tesla for a while. We have hired a new President for Skyline, and hopefully she is in favor of us hiring these two positions.

Dave Kusa asked that since Skyline's not taking in new students, is that throughout the State's community colleges or just up to each college to decide. Tom said, for us it is based upon the number of openings available. If we had a Brakes & Chassis instructor, we would most likely have about 20 openings for new students. He has spoken with other instructors, and they are worried that if instruction is 100% online, students might not want to come back because most students want face to face. It really comes down to the students themselves whether they are willing to taking online classes.

Michael Kane, Dean of BEPP, addressed David Kusa's question. Each college is in a different situation due to different funding streams. Our District is Basic Aid, meaning our fundings come off property taxes from San Mateo County, other community colleges that are not in this funding situation is more enrollment driven, causing them to view things differently. Reality right now is that every school is responding differently, dependent upon how they are funded, how their Board decides, how the County regulates and health recommendations. Luckily for us, Transportation is considered essential infrastructure area, so that allows us under the State guidance to put classes on campus. Outside of Automotive, that is not the case, our Cosmetology's salon is still technically not allowed to open indoors, still trying to get State guidance if we can offer cosmetology classes on campus under the same restriction as automotive. Lots of uncertainty and frustrations, therefore each school will be different. We all live by the guidance from San Mateo County Health Office, and we have a process in place for any programs that wants to be on campus goes through our Operations Committee to present their plans. As of last Friday, Automotive has been approved for Fall 2020, based upon the guidelines followed over the Summer.

Should another SIP be issued over the Fall, we would not be able to be on campus. Hopefully this does not happen because with Spring, we had Summer to catch up, but with Fall, it will create a serious impact on what we can do in the Spring semester. Another big concern is a positive case on campus! Have talked to other deans and it is everyone's fear. It is not a matter of if, but when; Santa Rosa Junior College had two positive cases and had to shut down for 3 weeks. If it happens in the Automotive program, the student would have had contact with the technician, and the technician have had contact with other students, most likely all the daytime programs will be shut down; will be the same for the evening programs. The length of the shut down will be dependent

upon the County and the District Board. These are the real outliers and that is why we emphasize on the safety procedures. If students have been warned more than once or twice, they have to leave class and meet with him prior to allowing to return to class. We are the guinea pigs for the District in terms of new programs on campus. The better we do, the better for everyone; we are really on edge about someone getting sick. Fall 2020 will be online lecture and lab hours on campus. Spring 2021 will most likely run along the same line as Fall 2020, not only for our District, but most likely for all Statewide community colleges. Michael said that our protocol would be handled by our Emergency Operations Committee, and also, we have an Infectious Disease Control Policy that control it should any cases occur on campus.

All official curriculum has to have what the State of California calls a DE Addendum, stands for Distance Education. There are certain requirements that need to be on the official course records, and we are required to have them for every class we teach in January and they have to be approved by December, otherwise the class cannot be offered. Special approval was given by the Chancellor's Office for Spring Summer & Fall, but next Spring, if no DE Addendum, the classes cannot be offered.

Driving Your Future (DYF) event where we bring in 200 plus students in the Fall from all the high schools and we show them around the shop followed by a BBQ, will not be happening. If we can do it in February, we will try, but not holding out much hope. This really would hurt our program for high school students that show an interest in automotive. Too much uncertainty going on with this pandemic, we can only do our best.

Still planning on offering night classes for Spring 2021, Hybrids is one of the classes and Kalon is taking that one on, still planning on teaching in hybrid mode.

5) **Additional Comments and Suggestions from the Advisory Board Members**

Dave Kusa, his shop is in Campbell, reached out by phone to ASCCA (Automotive Service Councils of California) shops across the State to check in. Everyone across the board is doing pretty good. First two months was pretty bad, but by mid-May & June, things started to pickup on the independent side. Biggest challenge is the safety protocols, and every county has their own rules, making it difficult to give guidance. Encourage everyone to practice safety at work and home.

Zim Gwee, his shop is in San Mateo. Doing OK, a lot of other friends not doing so well financially. Follow protocol, take everyone's temperature, himself included, send home if temperature too high or changes. Know lots of doctor friends, so pick an employee every two to three weeks to go for test, make sure it is negative.

Maher Nijem, Carlsen Subaru, they do a COVID test every morning, pay their technicians to complete the form, give them 3 minutes each day, pay 15 minutes a week to fill out form, and take their temperature every morning. Hired 7 technicians since COVID, have more technicians than racks, will open up the other shop, and hire a couple more technicians. Average 55 appointments a day and have to stop taking appointments. They are number one in the district when it comes to CSI LLP. He just hired one of our students that is still going through the program, one of his best hire so far.

Michelle Johnson, Nissan, it has definitely been tough, depending on the State. Biggest challenge from headquarter's standpoint is understanding how many of their dealers are actually open. Most of their service departments were opened because they were deemed essential. Now that we are 4 months into the pandemic, dealers about 99% open. Their Technician Training Academy has maintained their positions with a few lay offs in the beginning, but were brought back in May. A number of the student apprentices that graduated were hired full-time, definitely positive news. Everyone trying to figure out how to move forward, and drastic cuts had been made, and she is limited to the things she wanted done for their program due to the budget cuts, but things are definitely moving forward.

John Lau, Enterprise, had to retire their fleet by 50% during COVID-19, suppose to go up to 18,000 cars, but right now about 10,000 cars. They have been buying a lot of Hertz fleet, and been working on them. Had to cut staff in half, originally had 10 maintenance & 10 auto technicians, but now have 6 auto and 10 maintenance technicians. Hoped to bring more people back but higher ups are unwilling since we do not have large enough of a fleet to service. Business seems OK since lots of recalls & his biggest issues are the new ADAS technology, almost every single car that comes in with either the collision or sensor light flashing. Technicians cannot calibrate since Enterprise did not purchase the tooling for it. Looking into purchasing and one of their biggest partners is Nissan, and their cars are the ones that need new collision sensors and every windshield replaced need new calibration. They are looking at the Artel, an aftermarket design, it is probably the best because it does almost all the manufacturers, it cost about \$10,000. Tom said Artel has one that integrates with the Hunter machines, and that is the one Skyline AUTO is looking at, it is on our equipment request list. If purchased through AES Wave, they will send someone down to train. John said My Green Glass is a retail for Artel and they are coming out with a mobile version that you can bring to different locations, and that is what he is waiting for, so he can send someone to different locations for calibrations.

Pamela Gutman, Regional Director for Advanced Transportation & Logistics in the Bay Area; working with 14 automotive programs, 3 auto body & 3 diesel programs. Over the summer, she was facilitating online training in various ADAS systems every Friday afternoon. Feedback was very positive, had 14 programs and basically a couple of faculties from those colleges attended, Ruben and Kalon from Skyline took the training. 14 high schools also participated in the training, very consistent, no drops. 7 colleges from Southern California also participated; going forward will probably offer training to independent garages. Pat Cadam of Pat's Garage really like the curriculum, and Kurt Shadbolt of Chabot College have actually been teaching the actual courses and all of its material. The material and majority of the training content came from Bosch, a fantastic partner, and can be found on her ATL website, also Kurt's Train the Trainer curriculum, all 13 systems are there. Lots of challenges out there because majority of the technicians are not ADAS trained & the objective is to get all our faculty trained. Hopefully this would be done by August, have the curriculum ready for each college to develop their own, it has been approved by BACCC (Bay Area Community College Consortium), and have to go through your local curriculum approval process. They have quotes from Bosch, Snap-on and Artel. She is also working with all the fleets in the area, just started the heavy-duty electrical training. College of Alameda, Hartnell College & Santa Rosa are going through the training now and the curriculum

was developed by the Southern California Regional Transportation Consortium. She has funding from California Energy Commission to train the technicians at the high schools and elementary schools because they are getting electric buses. Also working on an Electude proposal & is now before the RGB (Regional Governing Board) Committee; there are 9 colleges, Skyline is one of them, requesting assistance to support the purchase of Electude subscriptions for their students. Everything looks good, hold up is because 2 colleges that previously did not want to participate now wants in, so now trying to see if extra funding can be obtained. Electude is ready & once approved and funding available, it will be rolled out to faculty for Fall use. Every college is in the same boat, some districts more conservative & not willing to go online, others, like Skyline, are attempting hybrid and putting as much content as possible online. All labs are following all the procedures and protocols for safety. Being flexible is the key going forward.

Andrea Vizenor, Skyline Dean of Strategic Partnerships & Workforce Development; work closely with Career Education Programs to find ways to support, build added visibility & greater connections with high schools. They hired a student assistant to support the Automotive team in designed posters & flyers; created social marketing materials for posting on social media. She showed the Board members some of the mockups for various social media, promoting the different types of certificates & degrees. The CC is Career Certificate, focusing on automotive entrepreneurship & showcasing what different industry looks like; building visible visibility with the options that are available at Skyline Automotive for our community and potential students to explore and pique their interest. It showcases some of the important elements of the program, and the pathways that are in high demand; featuring diversity and women of color are critical. It also showcases the other types of training programs that exists and that they are current and relevant to what you want when exploring for an automotive program to enroll in. Posters were created, mainly for high school counselors so they are more familiar with the pathway; it outlines the degrees and certificates and the different partnerships with the manufactures. Short videos were made showcasing student success stories. Talking with high school counselors about the work done to expand dual enrollment, which is high schoolers can take college courses and get both high school and college credit for the courses. We have been able to expand to 3 high schools and have about 170 automotive dual enrollment for this academic year. Will continue this partnership in the 2021 academic year, create access for high school students to college level course work at no cost to them as well as increase their interest to Skyline and the automotive industry via the dual enrollment process. Continue to focus on expanding dual enrollment and engage with students so they realize their next step to Skyline is not just Automotive but other Associate Degrees in Engineering and Electrical Engineering as well. This academic year will be to continue the conversation with students and parents around collateral, marketing and engagements.

Bob Paredes, Snap-On, like everyone, was caught off guard and have not come up with a real good plan; waiting to see how the schools are managing and when they will allow them to be back on campus. A lot of schools either did not want to offer Summer school or just doing online/hybrid; bring them in a couple of weeks to finish lab hours. Whether vendors like himself are allowed on campus is the question and waiting to hear when it is safe enough to return. For him, one of the lucky few, business has been good. Not sure about private schools since not close to that environment anymore. UTI have started classes with social distancing and class sizes

between 10 – 15 students. They seem to be moving along at a faster pace than public school. He hears that they are able to work with their Department of Health in their county, meeting protocols and allowed to come back slowly online. Still waiting for public schools to invite him back, his customers appreciate that he is not pushing them and allowing them the time to deal with the situation and helping students finish their lab hours. Hope upcoming semester is a more calming environment since everyone has worked out some of the rough edges; hope to get some face to face time with his valued customers and he is here to support them. Tom said he will try to at least setup a Zoom meeting so the students can get to meet him.

Mitchell May, Subaru University, it has been a challenge, have not visited many schools since March, instead talked with schools via Zoom meetings. Majority of their retailers have been able to stay open as an essential business; March & April was a challenge for many but majority was able to give their technicians 40 hours a week. May, June and July have picked up; have lots of interns, and have been following up on them, that they are part-time even though a lot have gone full-time. Trying to stress to both the dealers and service managers that because they are students, it is to their best interest that they return to school to get that degree when the situation permits, and that is going to be a bit of a challenge. Do not know what travel will be like in the future, he generally get together with Krista in the Fall to do a presentation, but happy to do a Zoom presentation, but prefer to visit the school. He would be happy to do a virtual presentation for our Driving Your Future event for the high school students about how bright the industry looks and the opportunities offered. **Luis Sanchez** agrees it is a challenging time, but he and Mitch will continue to work towards supporting all their partnered schools.

6) **Additional Comments**

Krista Allen, Skyline Automotive Technician, joined the meeting and Tom asked her to briefly introduce herself. She supports all the instructors and help all new students get situated during the Spring and Fall semester. She is a graduate of the program, worked in the field for 15 years before joining Skyline.

Tom said about 3 weeks ago we finally completed the contract with Mercedes Benz Campus or MB Campus, and we will be incorporating them along with our Subaru, Nissan/Infinity, Audi & Ford partners. MB Campus is very late to the game but want to be in some schools, it was grueling going through their contract process, but am on board now; we now have access to certain amount of Mercedes Benz training, bring a European content to our automotive program as we have the Japanese and Ford contents.

Will not set-up a Fall meeting date right now, have to see how things are going to pan out, most likely will be another Zoom meeting. Hope to be able to talk more what the program can do to meet the industry needs, and about curriculum. Should be able to give a progress report on how things are going in the Fall semester, and how we are progressing with social distancing. Looking at testing out an idea – digital camera sitting above the project connected to a laptop and Zoom meeting to another student in another room. They have their own headsets and private chat to communicate, can switch places so each student gets some hands-on lab experience, this too can happen even without social distance. Other programs on campus are also looking at our trial results.



Julia wanted the employers to know she does not have a lot of interns this semester, hopefully a few more when school starts. Just email her with job availability and she will try to fill them.

Next Meeting:

The meeting was adjourned at 2:30pm