



## AUTOMOTIVE TECHNOLOGY TRAINING PROGRAM

### Advisory Committee Meeting Minutes Skyline College, Building 10 - Room 10-004 Tuesday, April 5, 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:

*Pat Cadam*  
*Ray Chin*  
*Dan D'Amico*  
*Adam Freedman*

*Mike King*  
*Raymond Lee*  
*Bill Mengel*  
*Michael McKee*

*Bob Paredes*  
*Brian Reidy*  
*Randy Shannon*  
*Jack Rosebro*

##### Skyline Staff:

*Kalon Behraves*    *Dan Ming*  
*Tom Broxholm*    *Ruben Parra*  
*Filipp Gleyzer*    *Christine Roumbanis*  
*Julia Johnson*    *Paul Spakowski*  
*Nancy Lam*    *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 welcomed two new Advisory Board Members from Tesla Motors, Inc., Bill Mengel and Adam Freedman.

#### 3) Review Minutes from Spring Meeting

Christine Roumbanis pointed out two typing mistakes; motion was passed to approve the minutes upon corrections by Nancy Lam.

#### 4) Program Overview – Tom Broxholm

##### A. Enrollment

Tom indicated that enrollment this semester went down a bit, but with the overall economical situation, he is not overly concern given the fact that a lot of students are out there working; our evening classes are also low in enrollment. In Fall 2016, only two Smog Check Update classes will be offered instead of one every month.

##### B. Flyers and Promotion of Classes

Will be sending out flyers to shops and dealers for our Summer and Fall classes; hopefully it will jog people's memory to send their people to our school whenever they need updates on certain areas, a link will be on it so people would have easy access to the classes.

### **1. Budget for Offsite Outreach**

Our budget for visiting high school this semester is low, that is why we have we have not participated in most of the high school career day events. When we get our new budget, we will target high schools that offer automotive programs because we have not had a lot of success with schools that do not offer the program. Julia Johnson and Kalon Behravesh are our main outreach contact personnel.

### **C. Honda Express Lube**

Once our contract with Honda expires, which will be a few weeks from now, we will no longer be a Honda Express Lube because they want us to be a full blown Honda school. With a few faculty members retiring as soon as 2017, we would need more time to certify our new faculty and Honda is unwilling to work with us on that. Also, they required their schools to purchase all their approved training equipment, which are very expensive. Most likely we will have to return the Honda cars that are on loan to us.

### **D. Subaru**

They are interested in partnering with us, they want to give our students access to Subaru University, but they do things slowly and want to keep a low profile.

### **E. Document Cameras**

We have two new ones this year, and one of them is in #10-004.

### **F. Donated Vehicles**

This year so far, we have received a Ford Trax, Honda Insight, Pontiac Bonneville and a BMW 325.

### **G. Summer Classes**

Fil will be teaching a Light Duty Diesel Systems; Kalon is teaching a basic Electric and Hybrid Vehicles, not as intense as the regular class; Dan is offering a daytime Air Conditioning I; and Tom the Oxygen/Acetylene Basics for the Automotive Technician, basic technic on the usage of a torch.

### **H. Fall Evening Classes**

The Smog Check Update classes have been reduced to only two weekend classes, September and November.

### **I. SSF Technical**

Has been offering weekend classes up here at Skyline since April, and will resume in the Fall. In the summer, they are offering classes at Rio Hondo in Southern California. Classes are free to instructors and staff, and classes offered are on Porsche, BMW, Intro Diesel, and other related subjects; these hours can be applied to NATEF recertification.

### **J/K. Approval of e-Learning to Meet NATEF Hours**

The Board has approved e-learning for instructors and students, but we need to present it to our Advisory Board Members for approval. Tom explained that our course materials are on a management system, and he has used it in his classroom; his students have taken test on it and done their homework/assignments, and to him that is a type of e-learning. Ruben uses it in his classroom as well. The Board approved e-learning as another teaching tool.

### **L. Department Budget**

We lost travel funds from the VP Office, and never received the reimbursement from the Bridge Fund from last semester. We were told to send people out to do outreach because the Bridge Fund money is for this purpose, but in the end we did not get reimbursed because they said we spent the money before it was approved. We ended up losing \$4,500 from the Discretionary Fund; we have been in contact with the VP of Instructions Office, but did not get an outright answer as to whether we will be reimbursed for that amount. As a result of this mix-up, we had about \$20,000 left over from the grant fund and we used it to buy new or replacement small hand tools.

### **5) Internship Program – Julia Johnson**

#### **A. Employer Career Pathway Day**

This semester we tried something new due to the extreme frustration of shop owners' experience in hiring. We invited 5 shops from the industry - chains, dealers, independent shops, etc., to come and speak with our students on what life is like in the industry, and what is expected of an employee and what the employees can expect from an employer. The event was not a sales pitch nor a one on one interview but what is expected in the industry. From the survey the students filled out, the event was a success because the students heard what it was really like in the field and how they should prepare themselves. Given the success of the event, we hopefully would bring it back in the future, with some modification based on the feedbacks received. There were a lot of interest for our Hiring Day, so we had to cap it at 20 shops and we had 22 interns that day. We have students that do not interview well but would be an excellent employee; therefore with the internship program we offer, Julia works with the students on their resume and prepare them on how to interview. The shop owners were thrilled with the quality of the students they interviewed.

Julia thanked all the board members that responded to her very short notice for letters and donations for our IDRC (Industry Driven Regional Collaborative) grant application. IDRC oversees the employment & economic growth in the US automotive manufacturing industry. The grant is to set up a statewide advisory board, and we would like to hear from our own advisory board members what they would like to see us teach our students or any changes they would like to see in our program structure since times have changed and we have not had any changes to our overall structure of the program in quite a while even though the contents we teach are very current. We have not heard back from IDRC regarding our grant application, but hopefully we will have good news in a few weeks. She requested damaged components that shows neglected maintenance in order to show students. She said BMW donated a lot of new maintenance parts that they would not need when they moved, and we have not decided what to do with the parts yet. Our annual CTE Career Pathway with high school students was a success, and lunch was provided to all by the Career Advancement Academy (CAA).

#### **B. Tesla Motors Intern program and David Wu**

We welcomed our two new Advisory Board Member from Tesla Motors. They said they have hired our student David Wu for their first Intern Program, and have matched him up with Rich Young, one of our adjunct faculty, as his mentor. Once David graduates from the Skyline

program, he will be brought into the shop as a mechanic. David is an exceptional intern, and has set the intern bar high. Each intern is assigned a mentor by the shop manager and they can always transfer to a different shop as long as they are willing to commute.

**6) Bill to Kill Car Modification – Julia Johnson**

The EPA has written a new bill to try to stop the modification of cars/motorcycles for street racing. This will have a huge impact on the industry, maybe not immediately but definitely in the future. Even though we are not directly related to motor sports, but this is what draws a number of students to our programs because they like the idea of working on their own cars. Passing of this bill would be detrimental to our industry. SEMA has been drawing up their own legislations and petitions; they even have a link where you can sign into where they already have a template of the letter to your congress person for you to digitally sign or you can write your own letter. Julia recently checked with SEMA and the bill have not yet gone to Congress and there is no timeline for that.

**7) Facebook Page Update – Julia Johnson**

Julia pulled up our latest Facebook version to show the board members and asked them to like us if they have not already done so. The kill the car modification bill is also on our Facebook. For some reason when videos are posted there are more views then just photos that are posted, therefore Julia has put together videos with the photos and posting them. She would like shop owners to interact with our Facebook since we have tons of students on it, and this is really the only method to reach out to them for now. We also have a job posting link on our webpage that Tom setup, and would like everyone to use it for job posting.

**8) Spring Graduation Banquet – Filipp Gleyzer**

Saturday, May 21st, from 6:00 – 10:00pm, is our graduation banquet for students that completed our 2 and 3 years programs, students that graduate in the Fall are also welcome to the banquet; this year the banquet will be held on this campus at the Fireside Dining, Building 6. Everyone will be receiving an invitation via email.

All around the room (10-004), are brand new A-Tech boards for training, these were all purchased with grant money. All students learn not only from the cars we have but all the electronical components of a car from these A-Tech boards during Electrical classes. Fil is still trying to work all these different boards into the curriculum since we just received them and are new. During class, it is easier for all 24 students to learn through an actual car but these boards work really well when it comes to testing and demonstrations. Tom said the boards eventually will have keyboards to them. An instructor can sit at a computer and code in problems to the boards, and students will be assigned a number to login to solve the issue. It keeps track of their work and instructors will be able to monitor their progress via the computer.

On August 8 – 12, 2016, from 8:00 – 5:00pm, there will be a Train the Trainer Hybrid & Electrical Vehicle class here at Skyline taught by Jack Rosebro. The class is designed for professional & experienced people, and some attendees come as far away as Australia. The max is 12 people for the class and he uses about 3 to 4 vehicles.

**9) Spring 2016 NATEF Recertification – Tom Broxholm**

Our NATEF recertification is scheduled for April 21, 2016, for a site visit. Rick has been working with our Advisory Board members and the NATEF team. When the NATEF team visit, they will be evaluating everything, from tools, teaching equipment, conditions of our classrooms & shop areas, and board meeting minutes, etc. They have a check-off list to work with, and at the end of the list they will be making recommendation for things that need to be fixed or improved upon. NATEF would like us to track our students but there is no software of this kind out there, we are in discussion with our VP of Instructions Office to come up with a database software to track this kind of data, hopefully it would do a better job of what Skill Plus does. An alternative is to track them through our internship program. We may need the help of the Advisory Board Members to help push for a custom database software instead of what the VP of Instructions Office want, one that can be used across the board with the other CTE programs.

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

We do not go through Curriculum every time we want some update, we just add it in. Ray Chin, one of the board member said he found that going through our program and learning all the fundamentals and basic foundations of the car was most important and beneficial, because without it, there is no chance of moving forward especially in this high tech world. Tom is most impress with Tesla letting their interns know that they will not keep them if they do not complete their automotive education. It is our job not only to teach the students but also to let them know what the expectations are of them and theirs from the industry, entitlement has to be earned, not given right from the start.

Next Meeting: TBA

The meeting was adjourned at 1:30 pm