

**Automotive Department Advisory Board Meeting
December 9, 2021 7pm
ZOOM**

- I. Brian Huebert called the meeting to order.
 - A. Jill Kleeberger made a motion to begin the meeting.
 - B. Mark Temple seconded the motion.
 - C. There was no discussion.
 - D. Motion passed unanimously.

- II. Due to technical difficulties, a quorum was not obtained via Zoom. Brian Huebert made a motion to meet the quorum with some joining in via phone. Mark Temple seconded the motion. Motion passed unanimously.

<i>Name</i>	
Brian Huebert (chairman)	PRESENT
Jill Kleeberger (secretary)	PRESENT
Dan Hodnefield	ABSENT
Chris Hodnefield	ABSENT
Sam Haberman	PRESENT
Joel Higley	ABSENT
Jason Bohl	ABSENT
Mark Temple	PRESENT
Justin Tosenson	PRESENT
Toney Saengsayadeth	ABSENT
Tim Matters	ABSENT
Taylor Morgan	ABSENT
<i>Instructor:</i>	
Doug Kleeberger	PRESENT

- III. Jill Kleeberger read the minutes from the September 20, 2021 meeting.
 - A. Sam Haberman made a motion to accept the minutes as read.
 - B. Brian Huebert seconded the motion.
 - C. There was no discussion.
 - D. Motion passed unanimously.

- IV. Old Business
 - A. **NC3 certification:** Cost/benefit ratio was discussed.
 - i. Brian Huebert made a motion that we do not pursue NC3 certification.
 - ii. Jill Kleeberger seconded the motion.
 - iii. There was no further discussion.
 - iv. Motion passed unanimously.

- B. **Spring testing update:** Doug gave an update in regard to the testing that took place shortly before student graduated last spring. All students passed the refrigerant certification test. All but two passed the ASE entry level certification. Doug noted that having English as a second language was probably a barrier to at least one student not passing.
- C. **Student scanner:** Doug said he was requiring students to purchase an OTC 3209. Brian and Sam had questions regarding its usability. Doug explained that it works with data lists and can be used on a wide range of vehicles. Doug is pleased with how the students are able to use it.
- D. **Advisory committee review of standards:** A general discussion of the advisory committee's walk through/review was held.
- i. Doug said he was acting on the recommendations and clarifying needed data (e.g. specific names of Minnesota West contacts), and adding program mission statement. It was clarified that car repair is done on Minnesota West owned, non-fleet vehicles and not student cars.
 - ii. Sam and Brian reported that they had reviewed the AST tasks and had no tasks to add to the list. Furthermore, Brian recommended that the board vote to let Doug choose AST tasks as he felt appropriate for any given class. Brian mentioned that all tasks need not be done. The tasks were compiled into Doug's syllabi and it looked sufficient. Sam said that Doug should just chose for himself.
 1. Justin Tosenson made a motion to approve tasks as presented in the task crosswalk (the same info as in syllabi), not adding any other tasks to the list, further giving Doug the approval to pick his own tasks in future classes.
 2. Brian Heubert seconded the motion.
 3. There was some discussion. Doug explained that the Task Crosswalk was the master AST task list for MNWest that pointed out in which class the task was going to be taught. The Task Crosswalk also has the lab book's assigned page number for each task.
 4. Motion passed unanimously.
 - iii. Brian and Doug noted items within the labs that came to attention during the walk through.
 1. Master outlet disconnect by Doug's office did not work in the main lab.
 2. First aid box was poorly stocked.
 3. Floor exhaust fan was not working.
 4. Tools and equipment were checked of the ASE required list with nothing significant missing.
 - a. Doug said that items 1-3 were part of the building facilities and would be brought to Dillon Carlson's attention next week.
 - b. Doug said that tools are replaced or repaired as needs arise. He has a standing purchase order at Bob's and with Auto Value.
 - iv. The committee ranked all standards with a 4+.
 1. Sam Haberman made a motion to accept the walk-through report and review of standards.
 2. Mark Temple seconded the motion.
 3. There was no further discussion.
 4. Motion passed unanimously.

V. New business

A. **Budget review:**

- i. Doug Kleeberger explained that the auto department receives approximately \$13,500 each year. However, the college takes back quite a bit for program related expenses. This leaves Doug with about \$8,000 to put towards tools, parts, supplies, and mileage.
- ii. Jill Kleeberger asked how much the ASE recertification would cost. Doug Kleeberger said at a minimum it would be \$1250 and possible \$500 more to cover mileage and motels.
- iii. Doug Kleeberger said the he recently applied for and received a technology grant through the college for approximately \$9,000. He will be using the funds to update the 5 Snap-On scanners, pay for Mitchell On Demand, All-Data, and Identifix. Brian Huebert said that was exciting news, and everyone agreed.

B. **Curriculum:**

Due to being a one-year program with one instructor, both Doug Kleeberger and Judy Tebben's (Dean of Technical Studies) recommendation to no longer offer the AAS degree. Doug Kleeberger felt that students enrolled in the AAS would be short-changed as he is already in overload teaching hours, and there would not be another faculty member or shop supervisor to assist. Documentation of students having meet the various standards covered in the AAS program would also be challenging. Brian Huebert commented that a one-year program just can't do it all.

- i. Sam Haberman made a motion to no longer offer an AAS in automotive.
- ii. Mark Temple seconded the motion.
- iii. There was no discussion.
- iv. Motion passed unanimously.

C. **ASE recertification**

- i. Doug Kleeberger has had numerous discussions with individuals from ASE. When the 2 ½ year recertification was done, the program was renewed at a MAST level, but it should have been at the AST level. The current recertification will be at the AST level. As the program is only one year, there is not enough time to teach the required number of MAST tasks. Brian Huebert commented that life has to move forward, it is what we have to do.
- ii. Mark Temple asked who the other individuals would be for the onsite review. A number of names were mentioned. Doug Kleeberger said he would work on contacting a few individuals in regard their willingness to help with the onsite review.

D. **Surveys**

Doug said the college has always created and dispersed graduate and employer surveys for the automotive department. If either document is no longer completed by the college, Doug Kleeberger will produce and distribute new surveys. Sam Haberman requested a copy of the new surveys.

E. **Shop Door**

Sam Haberman mentioned the difficulty accessing the main lab due to the powerline overhang making it difficult for some vehicles to enter and exit the lab. He said it has reduced the usability of the lab. He would like to see the main overhead door widened.

VI. Adjournment

- A. Jill made a motion to adjourn as there were no further items to discuss.
- B. Mark Temple seconded the motion.
- C. There was no further discussion.
- D. Motion passed unanimously.

Respectfully submitted,
Jill Kleeberger
Secretary