

Minnesota West Automotive Department Advisory Board Meeting  
October 6, 2022 6:30pm  
Jackson Pizza Ranch

I. Brian Huebert made a motion to call the meeting to order. Sam Haberman seconded the motion. No discussion. Motion passed unanimously.

II. Attendance

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

III. Introduction of guests:

- A. Craig Peters – MN West Dean
- B. Erica Williamson – Jackson Auto Value
- C. Jeremy Fairchild – Tech at Nielson’s Auto Repair
- D. Elliott Ehlers – Service writer at Hawkins Chevrolet
- E. Dan Anderson – Former Student & tech at Hawkins Chevrolet
- F. Steve Salazar – Snap-On representative for educational institutions

IV. Jill Kleeberger read the minutes from the April 22, 2022 meeting.

- A. Dan Hodnefield made a motion to accept the minutes as read.
- B. Sam Haberman seconded the motion.
- C. There was no discussion
- D. Motion passed unanimously

V. Old Business

- A. Doug formally thanked Bill Baumann and Mike Smith for assisting with the ASE onsite recertification. Thank you card for the two men were passed around and signed.

B. Textbook update

- i. Doug will continue to use the same textbook and lab book as previous years. He had a sample copy for anyone who wanted to look at it.

- ii. AC Delco has resumed allowing students to be enrolled in their online platform. Students are able to complete courses and get documented certificates. Doug has used this in addition to the print textbook. He stated this has worked well, especially when class cannot be held in person.

C. Tool Request

- i. Doug informed the board that the auto department had just received a grant through leveraged funds for \$23,000 to purchase a new Road Force Elite Tire Balancer
- ii. Members were positive about the equipment and several stated that this is the upcoming standard, especially in dealerships.

D. Tool list update –

- i. Doug stated he had a lengthy discussion with Snap-On representative Steve Salazar. The representative helped formulate different sets to fill the recommended lists.
- ii. Doug thanked him for the amount of time he took to help with this.
- iii. Doug handed out copies of the current tool list and asked the board to give him input at a later date.

VI. New Business

A. Facility Walk Through – A walkthrough of the auto department was completed in September by Sam Haberman.

- i. A motion was made by Mark Temple to have Sam be the board delegate to have completed a walkthrough and make recommendations. Chris Hodnefield seconded the motion. No discussion. Motion passed
- ii. Recommendations Sam made based on his observation he made:
  - i) Purchase a 4-post hoist to replace alignment rack – The current alignment rack cannot handle some of the wider vehicles. This would be an expensive item and should be worked into the five-year plan.
  - ii) Purchase Identifix – Doug received technology funding and was able to do this. The consensus of the board was Identifix is very useful. However, students need to be taught to not assume that what other techs have inputted is correct. Students still need to do their own diagnosis.
  - iii) Purchase a larger disc plate for tire machine so that it can handle larger rims. Doug will be looking into finding something compatible with the current tire machine.
  - iv) During the walkthrough, Sam noticed student tool boxes and thought it was odd that students did not purchase Snap-On boxes, even at the discounted price. Many students purchased less expensive boxes. Steve Salazar said that Snap-On is trying to publicize their “trade-up” program. Students can purchase a box at a discounted price and within three years use the retail value of the box towards the purchase of other more expensive boxes.
  - v) Sam noted that the main lab door still has not been widened. Craig Peters explained that something of this nature would fall under capital outlay and building funds. The funding for this does not come from the auto department or even the college. It is at the state level.
    - a. Sam made a motion to continue to pursue widening of the main lab door. Dad Hodnefield seconded the motion. There was no further discussion. Motion passed unanimously.

- B. Tool Day -- Tool Day was held after school had been in session for a couple of weeks. Students appreciated this as they were able to use a variety of tools and tool brands before making their own purchase. Vendors were Snap-On, Craftsman (Local Ace Hardware), and Auto Value. An Independent shop and Hawkins Chevrolet sent representatives to talk with the students on Tool Day. Vendors said that parents really needed to be included as they are the ones with money to spend. Including business professionals was a plus. Doug said he needs to publicize the event better in an effort to include parents. Steve Salazar commented that since parents are often the ones funding the purchase of tools and tool boxes larger purchases are made.
- C. Five Year Plan – Doug had handouts of suggested future purchases and the years in which he hoped to purchase the items. The items were also ranked according to priority. He asked that those present read through plan, and get back to him with suggestions. The five-year plan is what the college uses to help programs budget for replacement items as well as purchasing new to the industry items.
- i. Craig Peters explained that there are three funds from which money to purchase items is obtained.
    1. Technology funds come from fees assessed to students. Items purchased with this funding needs to have direct student use and be related to technology. Technology funds pay for digital subscriptions.
    2. Perkins Funds is federal monies that are given for innovative uses and new to the industry technology.
    3. Leveraged funds are based on donations. When a program receives a donation, they can apply for funding that matches the donated amount. Doug had not been aware of how this worked until recently. He will be doing a better job documenting donations in order to apply for more leveraged funds in the future. It was also noted that when the school receives a discount on an item, the amount of discount can be counted as a donation. Craig Peters said that a program is more likely to receive an item from leveraged funds when donations match or exceed the cost of the item.
- D. Employment potential – Doug said that Asa Auto Plaza, Warmka Service Center, and Speedy Sam's are all looking for trainable entry level techs.
- i. Those present agreed that there is a need for techs in numerous area repair facilities.
  - ii. Chris Hodnefield asked how many graduates of the one-year program have jobs in the auto repair field.
  - iii. Mark Temple stated that Jo Sirovy from the college was the one to compile that data.
  - iv. Doug Kleeberger said that dealerships are expecting students to have two years' worth of knowledge. Students need to be clear that they have graduated from a one-year program.
- E. Classroom location – The Power Sports program has officially been discontinued. Automotive will be taking over most of the Power Sports lab. Doug plans to teach Engine repair, Automatic Transmissions and Manual Transmissions in the former Power Sports lab.

- F. Number of Students – 12 were initially enrolled for the 22-23 school year. Currently there are nine students.
  - i. Chris Hodnefield asked how many students are needed to keep the program open.
  - ii. Craig Peters explained that there is not a set number. The state looks at a variety of factors. He said that having twelve students will typically pay for programs with labs.
  - iii. Craig said that he will be working with Doug to build a relevant and rigorous curriculum. He said this is attractive to parents and is what brings in more students.
  
- G. Budget – Current year budget is \$12,535.
  - i. This is the amount given by the school.
  - ii. An additional \$3,900 was given in technology funding for digital subscriptions (Identifix, AllData, Mitchell)
  - iii. \$23,000 was granted through leveraged funds for Tire Balancer
  
- H. Feedback on Shirts – It is October and work shirts ordered by students still have not arrived in the bookstore. Doug is wondering if they should still be required, as students often don't bother to wear them once they do arrive.
  - i. Jeremy Fairchild and Dan Anderson said students need to be made to wear the shirts as they are industry standard and will have to wear them once they are employed.
  - ii. A few people commented regarding safety issues with wearing non-work shirts.
  - iii. Craig Peters said that they could talk with the company who provides the shirts to the bookstore and see if they could get a faster turnaround time.
  
- I. Chairperson – Brian Huebert resigned as chairperson of the advisory committee. He has been happy to serve, but he feels he is not the best person for the job since he is no longer working in the automotive field. He recommended Toney Saengsayadeth as his replacement.
  - i. Doug thanked Brian for his years of service.
  - ii. It was decided to wait until the next meeting to vote in a new chairperson.
  - iii. Dan Hodnefield made a motion to accept Brian's resignation
  - iv. Sam Haberman 2<sup>nd</sup> the motion
  - v. There was no discussion
  - vi. Motion passed unanimously.

VII. Adjournment

- A. With no further business to discuss, Dan Hodnefield made a motion to adjourn
- B. Toney Saengsayadeth seconded the motion.
- C. There was no discussion
- D. Motion passed unanimously.

Respectfully submitted  
Jill Kleeberger, Secretary