

Minnesota West Community & Technical College
Jackson Campus
Auto Mechanics
December 31, 2010

1. Meeting of December 19th
2. Members present: Staci Warmka, Dan Hodnefield, Dave Cushman, Joel Higley, Chris Hodnefield, Brian Huebert, Doug Kleeberger, and Mark Temple.
3. All members accept the meeting documentation as written with no further comments.
4. Meeting adjourned.

December 19, 2010

Greetings Advisory Board Members,

Thank you for your continued involvement with the Automotive Program of MN West Community and Technical College. I do appreciate each of you! Hopefully, your Thanksgiving Holiday was meaningful and I truly wish each of you a blessed Christmas.

After talking with Justin and Dan (Justin = Advisory board chair, Dan = advisory board secretary) we felt that we should have a meeting before this year is completely gone. Since the weather is unpredictable and the holiday season can get busy, we thought that an email meeting would probably run just as well as a face to face meeting since nothing is really pressing at this time. So I am attaching the minutes from the last meeting and the topics for this meeting.

All you'll need to do is simple... Just read through the information and make comments as you feel necessary. Send the email back to me and I'll compile everyone's thoughts for another round of email to everyone, until everyone has read and thought through everything. If you have no comments, then simple replay back to me and say, "I have no comments, and I accept everything as it is."

Thank you, and Merry Christmas,
Doug Kleeberger

Meeting Topics:

1. Previous meeting minutes:
2. NATEF: The paperwork is not completed in the documentation folders, but all paperwork needed for the first stage has been completed and sent to the ETL leader. FYI: the ETL leader has voluntarily removed himself from our case because of personal family issues. We await the new person to be assigned by NATEF. Mark has applied and received an extension from NATEF through January to complete the onsite evaluation.
3. We were in need of a new alignment rack and alignment equipment: We now have a Hunter scissors lift installed and working very well. The Hunter alignment machine is also up to date and ready for the Steering and Alignment class. The class will be offered in the Spring Semester.
4. Chuck Knollenberg is setting up his new office in the engines/transmissions lab office space. He brings years of teaching experience to the Jackson campus. Consequently, the Auto Program at the Canby campus is officially closed.
5. The Spring semester schedule looks like this: Chuck is scheduled to teach the Brakes Class, Steering and Alignment Class, and Engines Class. Doug is scheduled to teach the Intro Class, Performance 2

Class, Performance 3 Class, and the Advanced Body Electrical Class. Mark is scheduled to teach Special Project Class and the Internship Class.

6. Spring Semester has at least five new students already registered. This is exciting to see, and we are hoping to break last year's record. Last year, 2009, we started the semester with 10 new students.

Documentation compiled by Doug Kleeberger, and approved by Dan Hodnefield, secretary.