

**Minnesota West Community & Technical College Automotive Department
Advisory Board Meeting Minutes**

- November 7, 2013
- Meeting was held at Pizzas Ranch in Jackson.
- Meeting started at 6:30 p.m.

Members Present: Dan Hodnefield, Chris Hodnefield, Perry Flatgare, Brian Heubert,
Terry Denui, Mark Temple, Doug Kleeberger

Student: James (Jim) Young

Absentee Members: Staci Warmica, Dave Cushman, Joel Higley

Table Talk: (during the meal, before the meeting officially started)

- Ford fuel pump recall.
- Hydraulic valve-body rebuild.
- Worthington high school needs more hand tools.

Meeting Minutes:

1. Chris made a motion to officially start the meeting. Dan asked for a second motion, which was made by Perry. There was no discussion. The vote carried unanimously.
2. Dan called for the minutes to be read from the previous meeting.
 - a. Old minutes not present:
 - i. Minutes were not present to be read, at this meeting, because Staci was unable to attend.
 - ii. Previous minutes were summarized by Mark and Doug.
 - iii. Doug said that he was keeping the minutes for Staci. She would receive the information a.s.a.p. and make necessary changes or notations. She would later send the minutes to all members of the board via email. The minutes would include this current meeting and the previous meeting. Members could make changes to the minutes via email, should the need arise.
 - b. Brian made a motion to accept the minutes as summarized from the previous meeting and to let Doug take the minutes for Staci. Dan asked for a second motion, which was made by Perry. There was no discussion. The vote passed unanimously.
3. Dan asked if there was any old business to discuss.
 - a. 72 Credit AAS degree
 - i. Mark explained that there have been ongoing political discussions in the state of Minnesota to make all programs have 70 credits. The advisory board had previously voted to maintain the 72 credit AAS program at MN West.
 1. Brian said that he wanted the internship to remain in the program. He further stated that he wished the internship were more than four credits because of its value to the student.
 2. Dan agreed. He felt the internship was very important, because cars are not getting easier to repair.
 3. Terry commented that the internship is probably one of the most important classes because it exposes the students to the real world of auto mechanics.
 4. All members agreed with these statements.

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- ii. Dan made a motion to keep the AAS degree at 72 credits. Chris made a second motion to the same. There was no further discussion. The vote passed unanimously.
 - b. Chairperson and secretary
 - i. Doug said that this was the first advisory board meeting of the 2013-2014 school year, so the board would need to choose its chairperson and secretary for this new school year.
 - ii. Doug continued to suggest that the current chairperson (Dan) and secretary (Staci) could continue their service if willing to do so, and voted upon by the board.
 - iii. Dan said that he was willing to continue to serve as the chairperson, and Mark said that he thought Staci would also be willing to continue being the secretary.
 - iv. All present members discussed having Dan and Staci continue.
 - v. Brian made the motion to have Staci and Dan continue in their current roles. Perry made a second motion. No discussion followed. The vote was unanimous.
- 4. Dan asked if there was any new business to discuss.
 - a. Chris asked for a current student number report from the teachers. Mark gave the following information:
 - i. First year = 11 students
 - ii. Second year = 8 students
 - iii. Power Sports = 7 students
 - iv. Worthington High School = 19 students
 - v. Other FYE student numbers: (F: Fulltime Y: Year E: Equivalent)
 - 1. Fall semester CDL class = 18 students
 - 2. Spring semester CDL class = 40 students
 - 3. AGCO Assembly Class = 40 students per semester
 - b. Chris asked if the teachers were planning a car demolition day in the future.
 - i. Chris witnessed the event two years before, and she felt the comrade and experience was good for the students.
 - ii. Mark and Doug said they were hopeful to plan it for the spring semester. The students seem pretty matched (first v.s. second year students) to completely disassemble a two different cars at the same time.
 - c. Intro to Transportation Cored Class
 - i. Doug explained that the Introduction to Transportation class was cored with the Power Sports students for the first week of class in August. This had never been done at the Jackson campus, and the teachers felt that the endeavor was a success. The first week emphasizes safety in the shop, with a focus on tool usage. Doug introduced Jim. He is a current Power Sports student, so he would have sat through this first week of school. Jim was given the opportunity to share his experience and opinion of the first week of cored classes. He was also

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encouraged to share any observations (positive or negative) about the automotive program.

- ii. Because of his varied background, Jim said that he already knew how to use all of the tools that were covered during safety week. Yet, he felt that the class was a good reminder for him.
- iii. Jim further noted how the three teachers (Mark, Jason, and Doug) interacted very well with each other and the shop environment. Each was able to jump in and help the other teachers as well as the new students.
- iv. He liked the hands-on approach which culminated in each student being “signed off” on each dangerous tool after proficiency was demonstrated.
- v. Dan asked Jim if he felt there were any topics that did not receive enough attention during safety week. Jim replied:
 1. “No topics were left out. I think it was good exposure. I just wish all the students would do their best, every time they worked on a customer’s vehicle.”
 2. Jim further noted that students seemed to lack respect for everything (tools, customer equipment, other student’s property, and sometimes the teachers.)
 3. Jim recognized that the students needed to “grow up.” He was not insinuating that the teachers or the programs had fallen short. He thought the internship was the best way to help the students mature.

d. High School Program Update

- i. Doug introduced Terry. Under the Jackson Automotive Department umbrella, Terry is teaching PSEO automotive classes in Worthington. Terry uses much of the same paperwork that is used at the college during the Intro to Transportation Class (week one, safety class.)
- ii. Terry reported the following:
 1. The building was in disrepair only weeks before the Fall semester began. The building passed inspection only 15 minutes before the first scheduled class was arriving on day one.
 2. The building does not have a phone line or the Internet so accessing diagnostic repair information has not been possible.
 3. The classroom is completely up to date, with a “Smart TV”.
 4. The lab is small but adequate, when it is not shared with the Customized Training Department. When Customized Training is using the lab and teaching hydraulics, the lab becomes deafening. Lab based lecture cannot be accomplished when the hydraulic pumps are whirling. So, Terry has to take his students back into the classroom when this happens. Terry is concerned about when the Customized Training will be teaching welding.
 5. Brian asked how the high school program is outfitted with tools. Terry replied:
 - a. The instructor box is well outfitted.
 - b. The students share identical tool boxes, which are owned by MN West and assigned to specific students for inventory and accountability reasons. Unfortunately, the tools are limited. So,

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Terry said that he needs more hand tools to include in the "community box."

- c. Shop has new hoists.
 - d. All specialized tools are good: (Snap-On Ethos, Blue Point code reader, Snap-On Battery tester...)
 - e. Dan asked if the auto program needed to be looking into teaching new technologies like hybrids.
 - i. Mark said that he is already including basic hybrid overview and safety in his classes. He further said that the program would be eager to get a hybrid, but somewhat limited because of space requirements.
 - ii. Brian agreed that hybrids require a large, clear work area around the vehicle.
 - iii. Doug mentioned that the current textbook included hybrid technology throughout the book because many non-hybrid vehicles are seeing trickledown technology that was pioneered on hybrid vehicles.
5. Chris made a motion to adjourn. Brian made a second motion to adjourn. The vote was unanimous without any discussion.

Email Follow-up:

After reading these minutes, PLEASE reply back to Staci with your comments, approval, or disapproval. Thank you!

From Doug:

Power Sports instructor, Jason Bohl, was with his family at Pizza Ranch before our meeting started. I invited Jason to stay and attend our meeting, but he was unable to stay due to prior commitments. In deep regret, I realize that I should have introduced Jason everyone! Please forgive me, advisory board members. The next day, I apologized to Jason and asked him if he needed anything in his department. Jason said that he disparately needs small engine donations, especially two-stroke equipment. He said that he was willing to pick-up almost anything... So, please pass the word along. Thank you!