

**AUTO BODY COLLISION TECHNOLOGY
MINUTES OF ADVISORY BOARD MEETING
12/4/03**

Present: Chuck Hoard, Cory Bugge, Geno Hendrickson, Paul Adams, Tim Reuter, Kent Wagner.

1. Supper was very good. Weather was a factor in the attendance. Kent welcomed everyone and made introductions. Chuck Hoard made a motion to accept the minutes from the previous meeting. Motion seconded by Geno Hendrickson.
2. Due to low number of members present, discussion was held of having another meeting. It was agreed that another meeting should be held. The date and time for that will be announced at a later date.
3. Instructors talked about travel to different area shops to talk with shop owners and promote the school and their graduates. This will be done over the summer months due to the limited number of days available to accomplish this.
4. Previous discussions of the need for a substitute instructor for extended periods of time due to emergencies or illness have been held. A few different names were mentioned. These were Duane Bessler, Jason Sjovey, and Roger Riveria. These people will be contacted to see if they would be willing to substitute.
5. For future equipment budget, we will be looking into a quick stick floor frame pulling unit and an apex sonar frame measuring system. Costs for quick stick is approximately \$6,000 and the cost for apex is approximately \$18,000.
6. Enrollment: We have a total cap of 40 students for next year. Enrollment estimates indicate that we will have a full course for next year.
7. Curriculum: We are currently reviewing all curriculum, making sure that pre-requisites are in place. Need to evaluate future needs and remove outdated materials.
8. Future: We are going to look at adding aluminum welding and repair as more aluminum is being used on new vehicles. We would need to retro-fit one of the present welders into an aluminum welder. Tim has had I-car training for this.
9. Budget: Equipment budget was set at \$30,000. This will be going toward a new paint booth that will be installed over the summer. Due to full enrollment, new air tools have been purchased for student use.
10. Discussion on why a new paint booth is needed. There are concerns about loss of shop space. The present booth is 25 years old. Feed back from industry is that graduate students need more refinishing skills. With one booth for both first and

second year students, it is not possible to get the volume of vehicles painted in the time available.

11. Discussion on shop space: Shop space is a real problem in the first year program. Safety concerns and maintaining student interest is difficult due to the lack of space for the numbers of vehicles needed due to large number students enrolled.

12. Job placement: Could not get this report at time of meeting.

13. Job portfolios: Digital photos of the vehicle repair process are being taken before, during and after. These will be used for the students to use as part of their resume for future employment to document their education.

14. Program assessment: Include student surveys of each course. These will be used to evaluate strengths and weaknesses of the program.

15. The burner system of the old paint booth needs to be checked. It is recommended that it should be changed every 10,000 hours. We are presently over that time line.

16. Final comments: Comments have been made about high enrollment. Administrative discussions have been held about the possibilities of Friday attendance, night classes, summer classes. It was brought up that per MNSCU's contract, there are only so many contact hours per student per week allowed. Night classes would require additional space for vehicles used for them verses vehicles that are used for day classes.

ADJOURNMENT: Cory Bugge motioned to adjourn the meeting. Motion seconded by Geno Hendrickson.