

**Northland Community and Technical College
Automotive Service Technology Advisory Committee Meeting
Monday October 30, 2006
East Grand Forks Campus 6:00 P.M. Room 106**

I. PRELIMINARY

- A. Call to Order
The meeting was called to order at 6:13 P.M.
- B. Introductions
Members present: Shawn Bugge, Jeff Borgen, Jerome Gerszewski, Kaare Gjerding, Dave Pelarski, Bryan Funk, Noel Shirek Jeff Borgen.
Administration present: Kent Hanson, Vice President, NCTC. Mike Normandin Dean of Academics, EGF
EGF Faculty: Todd Anvinson, and Dennis Wierima.
TRF Faculty: Norm Halsa, Charlie Kiesow
- C. Additions to Agenda
There were no additions to the agenda.
- D. Approval of Minutes of last meeting.
Minutes of the April 25, 2006 meeting where approved and seconded.
Motion by Dave Pelarski, 2nd by Jerome Gerszewski.

II. OLD BUSINESS

- A. No recommendations to report on from the last meeting.
Charlie reported that the Thief River Falls campus purchased the Pro Cut on car brake lathe that was recommended.
- B. Future Needs in Auto Service
Kaare stated that General Motors will be going to a laptop scanner by 2009. He also stated that dealerships would have mandatory training for their technicians on Hybrid technologies.
- C. ASE Certification/ NATEF
Dennis stated that the TRF campus would have their NATEF recertification fall of 2007 and that the EGF campus would follow in the spring of 2008.

III. NEW BUSINESS

- A. Enrollment Report
Todd reported that EGF has 41 students currently 22 first year, and 19 second year. Charlie reported that TRF has 34 with 24 first year and 10 second year. Todd reported that he was teaching Air Conditioning to the first year students during spring semester and felt that it helped with retention in that the first year students got to know him.

- B. Curriculum, Present Status & Future Plans
Norm reported that the program needs to get together and decide where to put Hybrid tasks in the curriculum. Discussion was held on the program review and that we would be doing some follow surveys with the advisory members. Dennis stated that he teaches Hybrid safety in the intro class. Charlie mentioned that he covers some Hybrid in the engine class. Noel asked if there were any evening offerings. Dennis told him that there were no classes presently. Todd said that there was a survey sent 2 years ago to see how much interest there would be for evening offerings and that the return on the surveys was very poor.
- C. Budget: Present and Future Status
Dennis reported that the budgets were cut some from last year, but thought that the impact would be minimal.
- D. Equipment Budget Review.
Charlie told the committee of the purchase of the Pro Cut on car brake lathe. Norm stated that the TRF campus updated the Modis and the Mac Mentor.
- E. Staff Recruitment: Full-time & Substitute Approvals
Norm stated that Bob Neuschwander could be called in to sub for faculty if needed.
- F. Student Recruitment and Class Size
Todd and Charlie had the same report that there were 143 inquires college wide for Auto Service.
- G. Job Placement Report and Availability
Charlie had information from placement that 100% of the graduates were placed from both campuses.
- H. VICA
2 students from TRF competed in VICA competition this year.
Norm reported that the Skills USA – VICA contestants from TRF this year did well even if they had not placed in competition. He also stated that competing is something that the students can put in their resume. Todd said he was having a tough time getting students to commit.
- I. Safety Review
Both Charlie and Todd reported that there were no incidents to report from either campus so far this year.
- J. Program Assessment
Vice President Hanson spoke to the committee as to the importance of the program assessment and that they would be receiving surveys as to how the program was doing and what we could do to improve. Todd stated that the members can call any of the instructors and let us know of ideas they may have in regards to improving our program.
- K. Community service.
Norm reported that the TRF campus Auto Service and Auto Body participated in a “Make a Difference Day” cleaning and checking people’s vehicles the past Saturday morning. Todd and Dennis reported that they had done a similar service Tuesday and Thursday of the past week.

IV. NEXT MEETING

- A. Date, Time and Location
Thief River Falls campus. April date to be announced at a later time.
- B. Agenda Items
Norm requested that a walk thru inspection of the classrooms and labs be done prior to the meeting to see if the committee members would have any suggestions for improvement.
- C. New Members
Norm stated that he had contacted the new service manager at Thief River Ford and asked if he would join the committee. The new manager needed time to get into his new position but would consider. He also stated he would contact someone from the Chrysler dealership.

V. ADJOURNMENT

Joel Gerszewski motioned to adjourn, Noel Shirek second. Meeting adjourned 6:56 P.M.