

AUTOMOTIVE SERVICE TECHNOLOGY  
ADVISORY COMMITTEE MEETING MINUTES  
NCTC TRF CAMPUS  
April 28, 2008

The meeting was called to order at 6:10 P.M. Room 723 in the Automotive Service Technology Department.

Introductions were made.

Members present were: Jason Anderson, Terry Mertz, Bob Bjorgaard, Mike Spears, Shawn Bugge, Steve Klopp, and Lloyd Hammerstrom.

Faculty present: Todd Anvinson, Dennis Wierima, Mark Johnson, and Norman Halsa.

Administration present: Mike Normandin, and Norma Konschak.

Minutes were read and approved. Motion by Mike Spears, 2<sup>nd</sup> by Jason Anderson.

There were no additions to the agenda.

Todd reported that there were no recommendations from our last meeting.

Mark told the advisory committee that the TRF campus was short on specialty tools and that we were working on purchasing needed tools. He explained that the TRF campus had an alignment system in the budget process and that it was a priority two. He also explained that the NATEF team that had inspected the program last fall had recommended two alignment systems for student learning. Todd also stated that EGF campus had budgeted for an alignment machine as they didn't need a new rack or lift.

Todd reminded the committee that we were still in need of donations of newer vehicles. Mark stated that the TRF campus was on the list to receive a Chrysler vehicle.

Todd spoke on the issues they were having with their NATEF team leader and that they had postponed their scheduled visit for this spring. Mark spoke to the committee on making the program more transparent for the NATEF inspection teams. He told the committee of our desire to explore changing the curriculum to align with what is happening at Detroit Lakes. Bob Bjorgaard moved and Shawn Bugge second that the instructors explore curriculum changes.

Todd reported that EGF had started 19 students in first year and he figured that 16 would be returning for second year, and that 8 had already signed up. He stated that they maintained 7 second year students all year and expected to graduate 6. Mark told the committee that TRF campus has 9 first year students and 8 second year. He figured that 6 would be going into 2<sup>nd</sup> year.

Norm ask Mike Normandin and Norma Konschak to speak to the budget process. Mike stated that finalizing the budget would take place after the State legislature finished session. He also stated that with the projected state shortfall there is a possibility that the State MnSCU board would allow for higher tuition increases. Norma stated that there would not be any additions to program budgets.

Norm and Dennis spoke about equipment requests and that both EGF and TRF had requested alignment equipment. Terry Mertz stated that Lithia was going to replace two of their alignment units and that he would look into selling or donating.

Norm reported that there was not staff recruitment at the present time.

Mark reported that the instructors had a booth at the Prime Steel car show again this year. He also reported that he and Norm had called prospective students from the recruiter's lists of people that had shown interest in the program. Todd reported that both EGF and TRF had a career exploration day, with students coming in from high schools from the surrounding area.

Todd stated that we had a 100% placement of graduating students from last year.

Norm reported that 2 students from TRF campus competed at the Skills USA – VICA competition. Todd stated that EGF students were not interested this year in competing.

Todd reported no injuries this year at EGF. Norm reported that he had reported one injury that was to himself getting hit with a pry bar.

Dennis reported that being we has the program review last year that we wouldn't be on the list for another 4 years. Todd reported that he was giving the end of program tests again this year.

Dennis agreed to host next falls meeting at the EGF campus with the date and time to be determined later.

Discussion was held on bringing in new members.

Meeting adjourned, 7:00 P.M. Dinner followed at the Lantern Restaurant.