Toyota Advisory Committee Meeting Minutes  April 25, 2006

Members present:

Kevin Booth     T-TEN Area Manager
Ken Fritts     Toyota Portland Region
Randy Jager     Foothills Toyota
Scott Markley     Toyota of Lake City
Ray Meek     Burien Toyota
Kevin Nelson     Magic Toyota
Vic Rasmussen     Toyota of Tacoma

College Members Present:

Matt Spitzer     T-TEN Instructor
Jack Shiel     T-TEN Co-op Coordinator
Mark Hankins     Interim Director, Automotive and Manufacturing Programs
Ron Olson     AYES State Manager

Meeting was called to order at 11:30 am.

The minutes from the December 2, 2005, Advisory Meeting were reviewed and approved by the committee.

The new instructor, Matt Spitzer, presented the program report. The students are studying 652 body electrical class, students are doing an excellent job of challenging each other, while familiarizing themselves with the six-step diagnostic process, Fluke 88 and 98 diagnostic tools, online e-learning modules and Toyota simulators.

Matt Spitzer showed the committee the 1986 ½ Supra that was painted and decaled to commemorate the 20th Anniversary of T-TEN. Spitzer thanked Jack Shiel for setting up a fabulous program (Kevin Booth called it a benchmark program) and assured the committee that although he and Jack do not do things exactly the same way, they both see eye to eye on the program’s priorities.

Spitzer called the committee’s attention to a handout of the current enrollment for the T-TEN program and how many openings there are for the future. The other handout given to the committee is a copy of the Career Planning Guide for the T-TEN program, so that the Service Managers could see the pre-requisites for entry into the program.

Spitzer then brought a request to the committee’s attention: the T-TEN program will have a large and immediate need for technology in the classroom as Toyota introduces a new scan tool (Techstream) and a new technical information sight (TIS2). Because more of the technical information the students need is online and there is already wireless internet
available in the Shoreline shop, the program has a need for laptops, scan tools, and a printer. (original copy of letter attached)

There was a lot of discussion from several members of the committee and suggestions were made to: clarify that $1000 is being requested this year, include a deadline for the donations to be made, mention that the request was approved by the Advisory, explain in detail the method of payment and where the money would be held, make sure the request is sent to the dealer principal. Several of the members expressed concern that the money would not be deposited into the proper account. Matt Spitzer assured the committee that he would research how to make that as clear and clean a process as possible and that the money would be held for these purchases by the T-TEN program only.

A motion was made to solicit donations from the Toyota and Lexus dealers in the region as per the donation request letter with the appropriate corrections. The motion passed. Kevin Booth spoke to the committee about the Professional Certificate Program that is being offered through Shoreline CC in order to bring seasoned technicians without Toyota certification up to speed with their Toyota Certification by offering credit for 9 classes over 16 Saturdays. The program will start June 24 and will run through October.

Some discussion followed about whether or not there will be a second offering. It has not been promised, but all indications are that it will not be a problem based on enrollment projections. Then a third offering would be offered again based on enrollment.

Ken Fritts spoke to the committee about an upcoming training opportunity of Mentor Training that would be advantageous to anyone that would be mentoring young employees and technicians. There was a lot of interest from everyone and they are looking forward to attending.

No other new business was brought to the committee’s attention. The spring action plan was circulated among the service managers requesting T-TEN enrollment projections for the next year.

Meeting was adjourned at 2:15
April 25, 2006

“The Professional Automotive Training Center at Shoreline Community College will provide the highest quality training and instruction for our students through partnership with industry and a comprehensive community college education experience.”

2006 Mission Statement

Dear Toyota Dealers,

This letter is requesting your assistance in helping the Toyota T-TEN program remain an elite program by purchasing technology. The technology purchased will directly influence the instruction and learning process of the Toyota and Lexus students.

The T-TEN program will need to purchase equipment for information access and continuity of instruction, the following is a list of equipment that would be purchased with these funds:

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Quantity</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laptops for TIS access in the shop</td>
<td>4</td>
<td>$1300 each</td>
</tr>
<tr>
<td>Printer for TIS computers</td>
<td>1</td>
<td>$500</td>
</tr>
<tr>
<td>New Scan Tool</td>
<td>2</td>
<td>$6500 each</td>
</tr>
<tr>
<td>CAN adapter for older scan tools</td>
<td>2</td>
<td>$750 each</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$20,200</strong></td>
</tr>
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The T-TEN program is asking for your minimum donation of **$500 for two years** for technology purchases. These funds will be held in an account in the Shoreline Community College Foundation, will be used for Toyota T-TEN program technology only and only accessed by joint decision between Toyota T-TEN Instructor and Administration.

Thank you for your consideration and generous donations, Toyota and Lexus dealer support the backbone of our program.

Sincerely,

Matt Spitzer
T-TEN Instructor
Shoreline Community College