PROGRAM: PATC Showroom  DATE:  June 7, 2007
PLACE:  Automotive Showroom  TIME:  11:30 am – 1:00 pm

Present:  John Knisley  Mike Harrington
Greg Condon  Russ McDuffie
Steve Thompson  Scott Markley
Adam Powell  Rick Villa
Randi Jager  Ralph Allman
Jim Johnson  John Schwartz
John Haedt  Eric Schnabel

Guests from Toyota Portland Region:
Jeffrey Harbaugh  Ken Fritts
Jeremiah Shonn  Aaron Helenihi
Kevin Kaford  Dave Nelson

Guests from Toyota Motor Sales, USA:
Christopher Kosnik
Chris Mann
Andrew Passage

Shoreline Community College:
Matt Spitzer
John Backes

Welcome and Introductory Remarks
Matt Spitzer welcomed the group and introduced Andrew Passage, T-TEN Area Manager from Toyota Motor Sales, USA.

Building Remodel
Ken Fritts brought the group up to date on the building expansion project. He showed blueprints and explained the sequence of planned building phases.

Action Plan
Andrew Passage of Toyota Motor Sales, USA, presented a three-year action plan. He gave out forms and spoke of goal development. The number of students needed must be identified, and skill level guidelines need to be in place.
Matt Spitzer began conduction of the regular advisory meeting agenda.

Program Update
Matt gave the group a report on Jack Shiel’s situation. Jack’s declining health is preventing him from continuing, so Matt will cover the co-op work during summer quarter.

Shoreline Community College was among ten schools to receive recognition for outstanding T-TEN programs. Critical to this award is placement of the T-TEN students and whether or not they remain working at the dealerships after graduation.

Shoreline’s T-TEN Program has an enrollment of 38 students – current or coming. Matt has only one opening for Winter 2008, and anticipates a class of 14 – a good number.

He spoke about student recruitment and mentioned that it is critical for each student to be assigned a mentor. The work with mentors previously has produced good results.

Matt mentioned donations of vehicles to Meadowdale High School form Magic Toyota (2005 Camry) and to Burlington-Edison HS from Foothills Toyota (2004 Solara)

Professional Certificate
In order to direct discussion about the possibility of Shoreline’s offering a two-year certificate to students completing the automotive training program, Matt reviewed the present system for graduating students from the automotive program.

Ideally, students complete all automotive training classes plus the five general education courses. This combination of classes meets the requirements for the two-year associate college degree. Students completing only the automotive training courses are eligible for Toyota certification, but do not receive any official statement of completion from the College. Consequently, non-degree students are viewed by the state as “non-completers.” The College loses funding for these students. Matt feels that it would be advisable for the College to institute a two-year certificate option for automotive students who complete the automotive training but do not qualify for the associate degree.

Matt introduced John Backes, Vice President for Academic Affairs, who explained the process the College would use to put the certificate in place. He further explained the pros and cons of such a system and how the use of the certificate would be a benefit to the College. Adding a certificate would increase “completers” to one hundred percent. Unfortunately, it would also dilute the quality of the program somewhat.

The group agreed that such a certificate would serve the College well, but felt that the service managers and the instructor should continue to do all they can to encourage students to complete the associate-degree requirements.
**Miscellaneous Items**

Matt mentioned the ASE exams and the options of computer-based or written format. The computerized exam is more expensive but offers the students great flexibility. The written exam costs less, but is not as flexible.

Matt introduced discussion on appraisals of student performance during the co-op quarters. The appraisals have brought good results. He stressed that the instructor needs to be part of the co-op experience.

Dates: Graduation is set for August 16 – the last day of Summer Quarter.
Fall Quarter begins on September 24, 2007.

Matt encouraged service managers to expose T-TEN students to all parts of the dealership. If work is slow, instead of sending the students home, give them a chance to observe other areas. The new familiarity with other processes will make the students better technicians.

Matt talked about the need for additional automotive instructors as the programs grow and “back-to-back” classes are conducted. He invited discussion from the group as they considered costs and necessary changes to the program. He mentioned the importance of maintaining a high level of instruction and the search for such an instructor. It was moved and seconded that Shoreline Community College proceed toward the hiring of a second Toyota instructor.

The minutes of the previous meeting were approved.

The meeting was adjourned at 1:15 p.m.

Respectfully submitted,

Linda Clugston
Division Secretary