TOYOTA T-TEN PROGRAM ADVISORY COMMITTEE MEETING

<table>
<thead>
<tr>
<th>PROGRAM: Toyota T-TEN</th>
<th>DATE: November 18, 2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLACE: Showroom</td>
<td>TIME: 10:00 a.m.</td>
</tr>
</tbody>
</table>

**Present:**

- Matt Spitzer, Toyota T-TEN Instructor, Shoreline Community College
- Dave Nelson, Toyota Motor Sales – Portland Region
- Christine Soto, Toyota Motor Sales – Portland Region
- Scott Lysaught, Toyota Motor Sales – Portland Region
- Mark Chandaria, Toyota Motor Sales – Portland Region
- Ken Fritts, Toyota Motor Sales – Portland Region
- Susan Hoyne, Shoreline Community College
- Dave Cunningham, Shoreline Community College
- Vic Rasmussen, Toyota of Tacoma
- Randy Jager, Fothills Toyota
- Larry Armstrong, Bob Bridge Toyota
- Bob Gardner, Rodland Toyota
- Mike Harrington, Rodland Toyota
- Adam Powell, Toyota of Kirkland
- John Haedt, Toyota of Kirkland
- Kevin Nelson, Toyota of Bellevue

**Program Update – Matt Spitzer**

Matt shared with the group that the building is now complete and functional, if anyone needs space to do any specific training they should contact us and use the facility.

The Director position is filled with a temporary assignment of Bob Biesiedzinski, the Honda PACT Instructor. The position is still open but currently not being funded by the college. Some discussion took place of when a timeline might be set to fill that position; there is no timeline, it is generated by the college budget.

Enrollment is strong with both sections full and only one student not placed at a dealership. Next openings for the program will be January of 2013 with 8 spots open. Matt will be sending applicants to interview at stores with that start date in mind.

**T-TEN Nation Update**

There will be a mandatory meeting in Louisville, Kentucky, next summer in late August for Curriculum Development. All of the T-TEN schools will be going through a program review. This event is meant to help schools create a uniform curriculum that meets Toyota expectations, while still adapting the curriculum to the needs and programs at the specific colleges.
There was a question of where Shoreline stands as far as program review. T-TEN is comfortable with Shoreline right now and will be reviewing Shoreline as one of the last schools.

ASE Certification Change
Update for the group that ASE tests will now be computer based and the last paper based test will phase out in 2011. Matt offered an ASE tune up training for people taking the tests before the November tests, only two dealers sent students but Matt will continue to offer the free training at least once a year and see if it grows.

PROFESSIONAL CERTIFICATE CLASS
Matt thanked Toyota of Seattle, Wilson Toyota and Bob Bridge for participating in the Professional Certificate program and sending the exact right people to the program. These same dealers participated last year. The program runs from middle of December to mid March this year.

NEW BUSINESS
No new business was presented at the meeting.

MINUTES
Minutes from the June meeting were motioned to pass by Keven Nelson; seconded by Randy Jager. No discussion and passed unanimously.

Meeting was adjourned at 3:15 p.m.